

**PORT OF BENTON
COMMISSION MEETING MINUTES
August 12, 2015**

A. CALL TO ORDER: The regular monthly meeting was called to order at 8:30 a.m. at the Port of Benton Commission Meeting Room, 3250 Port of Benton Boulevard, Richland, Washington. Present were Commissioners Jane F. Hagarty, Roy D. Keck and Robert D. Larson. Staff members present included Executive Director, Scott D. Keller, PPM ®; Director of Finance, Stuart B. Dezember; Director of Airports, John Haakenson; Director of Maintenance, Kevin Howard; Director of Governmental Affairs, Diahann Howard; Administrative Assistant, Kelly Thompson; Real Estate Specialist, Teresa Hancock, Communications and Marketing, Wally Williams and Port Counsel, Tom Cowan. Also in attendance were Rob Siemens, Laura Barrerra and Lauren Estey, from the Prosser Chamber of Commerce Court, Chuck Larson, Kim Silvester, Kim Shugart, Kris Watkins, Marvin Kinney, Kathy Aubrey, Kyle Cox and Stan Jones.

B. PLEDGE OF ALLEGIANCE: Marvin Kinney led those present in the pledge of allegiance.

C. CURRENT BUSINESS:

1. CONSENT ITEMS: A motion was made by Commissioner Keck, seconded by Commissioner Larson and unanimously passed by the Commission approving the July 8, 2015, Commission Meeting Minutes and the July 23, 2015 Special Commission Meeting Minutes.

The Director of Economic Development and Governmental Affairs provided an explanation on Resolution 15-14.

A Motion was made by Commissioner Larson, seconded by Commissioner Keck and unanimously passed by the Commission approving Resolution 15-14, Authorizing a Sale of Improvements and Real Estate Contract Agreement at the Manufacturing Mall with Savage Logistics.

The Director of Maintenance provided an explanation on Resolution 15-15.

A Motion was made by Commissioner Larson, seconded by Commissioner Keck and unanimously passed by the Commission approving Resolution 15-15, Declaring Surplus Property (Crow Butte Gangway).

2. UNSCHEDULED BUSINESS/VISITORS: Rob Siemens, Prosser Economic Development Association, introduced Lauren Estey and Laura Barrera, from the Miss Prosser Court. All three thanked the Port Commission and staff for partnering with them on creative options for storage of their parade float.

3. **VISIT TRI CITIES:** Kris Watkins and Kim Shugart provided a presentation on a proposed wayfinding signage study and requested the Port consider supporting this study with \$12,000 to be budgeted in 2016. This money will be used for master planning of wayfinding signage, monument markers, street furniture and other maps to make visitors feel welcome and connected to our community. Both Ms. Watkins and Ms. Shugart recognized both the Director of Economic Development and Governmental Affairs and the Executive Director for their leadership and commitment to excellence in serving on several community committees.
4. **JUB ENGINEERS:** Chuck Larson and Kim Silvester updated Commission and staff on the Grant offer received from the Federal Aviation Administration (FAA) in the amount of \$261,138, to be used for the Prosser Airport Master Plan Update, which will include aerial imagery, airport GIS data collection, aviation forecasts, airport layout plan and financial implementation plan. The Port's matching amount will be \$29,015. Also discussed was JUB's Engineering Contract to perform the Master Plan.

A motion was made by Commissioner Larson, seconded by Commissioner Keck and unanimously passed by the Commission authorizing the Executive Director to execute a contract with JUB Engineers for \$290,153, for the Prosser Airport master plan update.

Chuck Larson and Kim Silvester provided updates on both the five year Capital Improvement Project (CIP) for Prosser Airport and the five year CIP for Richland Airport, highlighting the fact that the grant offer was extended in July and the concept layouts and preliminary construction budgets are being developed. This project will be phased.

In 2016, the Port is expecting an FAA grant for \$1.8M for hangar TL Phases 3 & 4 and TWY A,C,D, and FBO North Apron Rehabilitation for Richland Airport and a second grant for \$2.2M for hangar TL Phases 5 & 6 and Runway 1-19 Pavement Rehabilitation.

JUB Engineers also discussed increased FAA funding will equate to a Port matching amount of up to \$400,000. There is associated utility design and construction costs estimated, and the utility construction can possibly be phased over the next two to three years as development occurs and to offset costs (that are 100% Port funded).

Port wide pavement maintenance was discussed and the 2016 estimated cost is \$250,000, details were provided. This amount includes engineering for updating the overall plan. The Port is partnering with the county and city on some projects, which should result in reduced construction costs to the Port.

D. COMMISSIONER COMMENTS:

Commissioner Keck commented on his attendance at the DOE Land Transfer Meeting he attended with the Director of Economic Development and Governmental Affairs and the Bonneville Power Administration (BPA) meeting celebrating the anniversary of fish ladders/slides, which has dramatically increased fish survival. He also briefed the Commission on his Washington Public Ports Association (WPPA) Executive Board Meeting, with the next meeting being scheduled for September 17, at the Port Offices.

Commissioner Larson commented on his attendance at the SIGN Open House Luncheon, the Tri City Area Chamber of Commerce (TCACOC) State of the Ports Luncheon, he is scheduled to speak at, scheduled for September 24, 2015, and the Legends Event at the Walter Clore Wine and Culinary Center.

Commissioner Hagarty commented on her attendance at the Legends Event held at the Walter Clore Wine and Culinary Center and stated Don Mercer received the Legends of Washington Wine award this year. She also discussed the Prosser Economic Development Association (PEDA) annual meeting scheduled for 2016; this will be PEDA's 75th Anniversary.

E. COUNSEL COMMENTS: Counsel advised the Commission his comments were deferred for Executive Session.

F. EXECUTIVE DIRECTOR COMMENTS: The Executive Director briefed the Commission on the upcoming meeting with Port Staff and Counsel, Burlington Northern (BN) Representatives and Tri City Railroad (TCRR) representatives.

The Executive Director discussed the need for a new electrical easement to be provided to the City of Richland for twenty feet on the south side of Horn Rapids Road. The existing forty foot electrical easement will be relinquished by the City of Richland and this allows for the sale to Savage Logistics to be completed.

A Motion was made by Commissioner Larson, seconded by Commissioner Keck and unanimously passed by the Commission authorizing the Executive Director to execute the necessary documents to complete the Horn Rapids Road easement.

G. STAFF INFORMATION REPORTS:

COMMUNICATIONS AND MARKETING: Wally Williams briefed the Commission on the State of the Ports Address, the fall newsletter, the fall public tour and the website update.

GRANTS: The updated copy of the Grants Status report was reviewed and discussed, with a brief update on the Columbia Park Trail Bridge replacement.

GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT: The Director of Economic Development and Governmental Affairs briefed the Commission on her projects. She advised that she, along with Craig Crotteau, continue to work with legislators to have the current restrictions lifted on the Richland Innovation Center. She updated the Commission on the proposed student housing in the Technology and Business Campus. Staff and Commission discussed the proposed land transfer, including acreage, restrictions, indemnifications, and costs associated with the proposed transfer.

Commissioner Larson advised that this was the Port's future and with limited land that can be acquired the Port needs to seek a larger parcel than 165 acres. Discussion ensued with the Commission providing staff direction to secure more land.

H. SITE PROJECTS UPDATE: The Commission was briefed on the Technology and Business Campus, Tri Cities Enterprise Center Building, Manufacturing Mall, Railroad, Richland Innovation Center, Richland Airport, Prosser Airport, Prosser Wine and Food Park, Vintners Village, Walter Clore Wine and Culinary Center, Benton City Property, and Crow Butte Park.

I. PORT FINANCIAL ISSUES: Vouchers audited by the Auditor as required by RCW 42.24.080 and certified expense reimbursement claims as required by RCW 42.24.090 have been recorded on a listing, which has been made available to the Port Commission. As of this date, August 12, 2015, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 02632 through 02685 totaling \$103,470.37 and General Expense Warrants numbered 061893 through 062063 totaling \$4,063,332.97 from the General Expense Fund.

The Director of Finance also informed the Commission the State Auditor will begin their audit in September.

J. EXECUTIVE SESSION: The Commission Meeting was recessed at 11:05 a.m. and an Executive Session was convened for the purpose of discussing Real Estate Negotiations and Potential Litigation in accordance with RCW.42.30.110 (1) (c) and (i). The Commission announced the Executive Session would last no longer than thirty (30) minutes. The Executive Session was adjourned at 11:35 a.m.

K. ADJOURNMENT: With no further business, the meeting was adjourned at 11:35 a.m.

Roy D. Keck,
Commission Secretary