

**PORT OF BENTON  
COMMISSION MEETING MINUTES  
November 9, 2016**

- 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 Dezember, CPA, Director of Airports and Operations, John Haakenson; Director of Maintenance, Kevin Howard; Director of Governmental Affairs, Diahann Howard; Director of Real Estate, Teresa Hancock; Director of Marketing, Wally Williams and Port Counsel, Tom Cowan. Also in attendance were Marv Kinney, Chuck Larson, Christine Roemeling, Kevin Sliger and Stan Jones.
- B. PLEDGE OF ALLEGIANCE:** Stuart Dezember led those present in reciting the Pledge of Allegiance.
- C. CURRENT BUSINESS:**
- 1. CONSENT ITEMS:** A motion was made by Commissioner Larson; seconded by Commissioner Hagarty and unanimously passed by the Commission approving the October 5, 2016, Commission Meeting Minutes and the October 18, 2016, Special Commission Meeting Budget Workshop Minutes.
  - 2. UNSCHEDULED BUSINESS/VISITORS:** Terry Christensen, City of Richland Liaison, stated the City of Richland is finalizing the City of Richland's 2017 Budget and Comprehensive Plan. He also thanked the commission and staff for their continued support in attending the ribbon cutting ceremony/bbq for Central Washington Corn Processors held November 4, 2016. Stan Jones, Arculus, advised staff he continues to work with staff on the USS Triton Submarine Sail Park project.
  - 3. PUBLIC HEARING ON THE 2017 PROPOSED BUDGET:** The regular Commission Meeting was recessed at 8:38 a.m. and a Public Hearing was convened for the purpose of receiving public comment regarding the 2017 Port of Benton budget. Commissioner Keck asked for public comment. No public comment was received. The Public Hearing was closed at 8:47 a.m.
  - 4. RESOLUTION 16-20:** A motion was made by Commissioner Larson, seconded by Commissioner Hagarty and unanimously passed by the Commission approving Resolution 16-20, adopting the 2017 Port of Benton Budget.
  - 5. RESOLUTION 16-21:** A Motion was made by Commissioner Hagarty, seconded by Commissioner Larson, and unanimously passed by the Commission approving Resolution 16-21, Certifying the Port's 2016 Levy for 2017 collection.
  - 6. PUBLIC HEARING ON THE 2017 PROPOSED COMPREHENSIVE PLAN**

**OF HARBOR IMPROVEMENTS:** The regular Commission Meeting was recessed at 8:50 a.m. and a Public Hearing was convened for the purpose of receiving public comment regarding the 2017 Comprehensive Plan of Harbor Improvements. Commissioner Keck asked for public comment. No public comment was received. The Public Hearing was closed at 8:53 a.m.

7. **RESOLUTION 16-22: A Motion was made by Commissioner Larson seconded by Commissioner Hagarty, and unanimously passed by the Commission approving Resolution 16-22, Adopting the 2017 Comprehensive Plan of Harbor Improvements.**
8. **PROSSER AIRPORT UPDATE:** JUB Engineers and the Director of Airports provided an update on the Prosser Airport's master plan, taxi-lane and runway improvement plans. Staff will continue to work with FAA to resolve potential conflicts to move this project forward.
9. **RICHLAND AIRPORT UPDATE:** JUB Engineers and the Director of Airports provided an update on the Richland Airport. The circle area pavement rehab project has been postponed for 2016 and will be rebid in spring of 2017.
10. **REVIEW OF AIRPORT RULES & REGULATIONS:** Chuck Larson, JUB Engineers and Director of Airports provided an overview of the draft updated Rules and Regulations for both airports, amending the previous versions last updated in 1992. Director of Airports advised that FAA Guidelines for similar airports were taken into consideration, reviewed and approved by the Fixed Base Operators (FBO's), with the next step being to present to the FAA for approval and coordinate with the local EAA's along with tenant meetings to help answer questions or concerns in a proactive manner. The Executive Director thanked staff and Chuck Larson, for a complete and thorough job well done.

**A motion was made by Commissioner Larson, seconded by Commissioner Hagarty and unanimously passed by the Commission amending the existing Airport Rules and Regulations with changes and authorizing the updated Rules and Regulations for the Richland Airport and Prosser Airport.**

- D. COMMISSIONER COMMENTS:** Commissioner Larson commented on his attendance at the WSU-Tri Cities luncheon reception welcoming the new president, Kirk Schulz. He attended the Portland Fly-In, Washington Public Ports Association (WPPA) Small Ports Conference and American Association of Port Authorities (AAPA) Annual Meeting.

Commissioner Keck commented on his attendance at the WPPA Small Ports Conference and AAPA Annual Meeting. He stated he will be attending the WPPA Annual Meeting November 18-20, 2016.

Commissioner Hagarty commented on her attendance at the AAPA Annual Meeting. She also attended the WPPA Small Ports Conference. She will be attending the upcoming

chamber meeting and the Prosser Economic Development Association (PEDA) Board Meeting. The City of Prosser and PEDA will be holding a joint planning session collaborating together on shared goals and objectives for the community. She shared the Walter Clore bronze statue unveiling will be held on Saturday, November 12, 2016, between 1-2pm and encouraged everyone to attend.

**E. COUNSEL COMMENTS:** Counsel briefed the Commission of the joint responses received on behalf of Burlington Northern Santa Fe Railroad (BNSF) and Union Pacific Railroad (UP) to Tri-City Railroad's (TCRY) filing in Thurston County.

**F. EXECUTIVE DIRECTOR COMMENTS:** The Executive Director gave an overview of the Columbia Pointe South project and desire to share collaborative vision between Port staff, City of Richland and the Confederate Tribe of the Umatilla Indians Reservation (CTUIR) for future development consideration. Marv Kinney met with tribal elders and suggested they identify key cultural areas of concern and pursue discussion of plans they may envision. The executive director and director of economic development and government affairs briefed the commission on the transfer of remaining railroad line from Department of Energy to the Port. A joint meeting between executive staff, the city and Northwest Seaport Alliance is scheduled for December 1, 2016 to discuss further. The Executive Director discussed his recent attendance with staff at the Central Washington Corn Processors ribbon cutting ceremony. He also attending a meeting with Colleen French, B Reactor Tours at the Technology & Enterprise Center (TEC) to discuss needed space modifications and future visitor center plans. He also discussed the draft Port of Benton Rail Line Market Analysis recently received intended to depict value and economic impacts for the Port's rail improvement assets.

**G. STAFF INFORMATION REPORTS:**

**MARKETING:** The Director of Communications and Marketing stated he is working on completing the 2017 port calendar and Christmas card and the upcoming "Fun, Fit and over 50" group port tour scheduled for Thursday, November 10th.

**GRANTS:** An updated grants status report was discussed.

**GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT:** The Director of Governmental Affairs and Economic Development provided a tour of the port properties to the new WSU President, Kirk Schulz, who stated he was looking forward to future partnership opportunities and shared a joint photo of the two on social media. She briefed the Commission on the Tri-Cities Legislative Committee's (TCLC) state priorities consisting of the (1) \$2,000,000 national park road entry; (2) \$8,000,000 PNNL (3) WSU TC design of administration building; (4) Carbon Paper; (5) Local Revitalization Funding (LRF).

**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,

Prosser Vintners Village, Walter Clore Wine and Culinary Center, Benton City Properties 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, November 9, 2016, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 03366 through 03413, totaling \$96,826.25 and General Expense Warrants numbered 064742 through 064957, totaling \$1,198,662.34 from the General Expense Fund.
- J. EXECUTIVE SESSION:** The Commission Meeting was recessed at 11:54 a.m. and an Executive Session was convened for the purpose of discussing personnel issues as provided in RCW.42.30.110 (l), (c) and (i). The Commission announced the Executive Session would last no longer than fifteen (15) minutes. The Executive Session was adjourned at 12:12 p.m.
- K. ADJOURNMENT:** With no further business, the meeting was adjourned at 12:12 p.m.

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Robert D. Larson  
Commission Secretary