

**PORT OF BENTON  
COMMISSION MEETING MINUTES  
April 19, 2017**

- 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; Director of Airports, John Haakenson, Director of Maintenance, Kevin Howard; Director of Governmental Affairs, Diahann Howard; Director of Marketing and Communication, Wally Williams; Administrative Assistant, Kelly Thompson and Port Counsel, Tom Cowan. Also in attendance were David Billetdeaux, Chuck Larson 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 Roy Keck, seconded by Commissioner Jane Hagarty, and unanimously passed by the Commission approving the March 8, 2017, Commission Meeting Minutes and the March 29, 2017, Special Commission Meeting Minutes.
  - 2. UNSCHEDULED BUSINESS/VISITORS:** There were none.
  - 3. RESOLUTION 17-10:** David Billetdeaux explained RCW 4.96.02, regarding appointing an agent to receive claims for damages.  
  
**A motion was made by Commissioner Roy Keck, seconded by Commissioner Jane Hagarty, and unanimously passed by the Commission approving Resolution 17-10, Appointment of David Billetdeaux as Agent of the Port of Benton to receive claims for damages as stated in RCW 4.96.020.**
  - 4. JUB ENGINEERS:** Chuck Larson provided an update on the Richland Airport Entrance Concept, Pavement Maintenance Plan, Prosser Airport Master Plan and Richland Airport Circle Project.
    - a. The Richland Airport Entrance Concept includes a proposed wall, widening of roads, landscaping, relocating curb gutter and storm water, relocation of railroad gates and widening of road and landscaping. This resulted in an increase of \$220,000, for construction and \$52,000 for engineering from the previously approved 2017 budgeted amount of \$300,000.  
  
**A Motion was made by Commissioner Jane Hagarty, seconded by Commissioner Roy Keck, and unanimously passed by the Commission authorizing the Executive Director to execute the documents to increase the budget for the Richland Airport Entrance by \$220,000 for construction and \$52,000 for engineering with JUB Engineers from the previously approved 2017 budget of \$300,000.**
    - b. Pavement Maintenance Plan highlighting project summary and slurry seal which is

coordinated with the City of Richland. The Port anticipates being within budget on all pavement maintenance projects.

- c. Prosser Airport Master Plan, received aircraft forecast approval and a Technical Advisory Committee (TAC) meeting will be held in late June.
- d. Richland Airport Circle, taxi-lanes and infrastructure project is at 40% completion.

**D. COMMISSIONER COMMENTS:** Commissioner Hagarty commented on her attendance at the Prosser Chamber of Commerce, Legends Committee, Prosser Downtown Committee and the Walter Clore Wine and Culinary Center meetings.

Commissioner Keck commented on his attendance at TRIDEC Board meeting and the Washington State Department of Transportation (WSDOT) Sketch Initiative.

Commissioner Larson stated the National Guard has secured 40 acres from the City of Richland for training in Horn Rapids. He asked for an update on the Northwest Seaport Alliance and the Director of Economic Development and Governmental Affairs stated they are waiting for rate estimates and plan to run some pilot trains in the fall.

**E. COUNSEL COMMENTS:** Counsel updated the Commission on IsoRay Medical Inc. IsoRay failed to cure the default under the Development Agreement. The Agreement required IsoRay to pay an additional \$197,900. The Port did offer to take the property back if IsoRay did not want to pay the additional amount. IsoRay has elected to pay the amount due and retain the property. Upon payment, the Port will sign a Rescission Agreement.

**F. EXECUTIVE DIRECTOR COMMENTS:** The Executive Director briefed the Commission on the status of the Vintners Village Phase 2. The Port will be bidding this project in September, with construction planned for this winter.

The Executive Director provided an update on the proposed building for Chukar Cherry Company.

The Executive Director discussed the results of the Environmental Assessment received on the Capital Development Company's two buildings. They have been received and are acceptable.

The Executive Director briefed the Commission on NoaNet at the Richland Airport, a high speed internet service providing fiber.

The Executive Director met with the Executive Directors of Port of Kennewick and Port of Pasco (TRI PORTS) earlier this week. The Directors meet several times a year to share ideas and information regarding economic development in the Tri Cities area.

The Executive Director discussed the contract with Railworks Track Systems, Inc., for the Rail Rehab Project, in the amount of \$435,753.16, which includes Washington State sales tax.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner**

**Jane Hagarty, and unanimously passed by the Commission authorizing the Executive Director to execute a contract with Railworks Track Systems, Inc for the Rail Rehab Project, in the amount of \$435,753.16, which includes Washington State sales tax.**

The Executive Director discussed the contract with Total Energy Management for the HVAC System, to replace three units at the 2345 Stevens Drive building, for a total cost of \$52,790, excluding sales tax.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Jane Hagarty, and unanimously passed by the Commission authorizing the Executive Director to execute a contract with Total Energy Management for the HVAC System, to replace three units at the 2345 Stevens Drive building, for a total cost of \$52,790, excluding sales tax.**

The Executive Director reviewed the terms of a new ground lease for Tom Harrison, dba Hold Short LLC, for site 8 address tbd on Butler Loop for .14 acres/6,039 square feet, hangar size 60 x 70/4,200 square feet, for a term of 30 years beginning July 1, 2017, with six year intervals and three year CPI in the amount of \$1,128.40 per year with 3 year CPI and security deposit in the amount of \$1,128.40. at the Richland Airport.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Jane Hagarty, and unanimously passed by the Commission authorizing the Executive Director to execute the new ground lease for Tom Harrison, dba Hold Short LLC, for site 8 address tbd on Butler Loop for .14 acres/6,039 square feet, hangar size 60 x 70/4,200 square feet, for a term of 30 years beginning July 1, 2017, with six year intervals and three year CPI in the amount of \$1,128.40 per year with 3 year CPI and security deposit in the amount of \$1,128.40. at the Richland Airport.**

#### **G. STAFF INFORMATION REPORTS:**

**MARKETING:** The Director of Communications and Marketing stated the spring newsletter is complete and has been distributed. He is also helping staff with the upcoming WAMA Conference, Richland Airport Fly In and the Crow Butte Picnic.

**GRANTS:** The updated copy of the Grants Status report was reviewed and discussed.

**GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT:** The Director of Governmental Affairs and Economic Development briefed the Commission on her projects, including Congressional meetings and a tour of property earlier this week.

David Billetdeaux reviewed the current public records requests, stating the details of each one received.

**H. SITE PROJECTS UPDATE:** The Commission was briefed on the Technology and Business Campus, Tri Cities Enterprise Center Building, Richland Business Park, Railroad, Richland Innovation Center, Richland Airport, Prosser Airport, Prosser Wine and Food Park, Vintners Village, Walter Clore Wine and Culinary Center, Benton City Downtown 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, April 19, 2017, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 03609 through 03657 totaling \$100,949.05 and General Expense Warrants numbered 065708 through 065894 totaling \$742,679.84 from the General Expense Fund.

The 2016 Payment in Lieu of Taxes (PILT) payments were received on January 31, 2017. The 2017 PILT amounts are being discussed with the Department of Energy (DOE) and other agencies that receive the funds.

- J. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 11:10 a.m., and an Executive Session was convened to discuss (a) Potential Litigation, Pending Litigation and pursuant to RCW 42.30.110 (1i) and (b) Real Estate Matters pursuant to RCW 42.30.110 (1) (c). The Commission announced the Executive Session would last no longer than thirty (30) minutes. At 11:40 a.m. The Commission announced the Executive Session would last an additional ten (10) minutes. The Executive Session was adjourned at 11:50 a.m. and the regular Commission Meeting was reconvened.
- K. ADJOURNMENT:** With no further business, the meeting was adjourned at 11:50 a.m.

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Roy D. Keck,  
Commission Secretary