

PORT OF BENTON
COMMISSION MEETING MINUTES
June 8, 2016

ORIGINAL

- 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 Real Estate, Teresa Hancock, Administrative Assistant, Kelly Thompson; Director of Communications and Marketing, Wally Williams and Port Counsel, Tom Cowan. Also in attendance were Roger Wright, Marvin Kinney, Chuck Larson, Kevin Sliger, Kyle Cox, Eric Van Winkle, Gretchen Guerrero and Stan Jones.
- B. PLEDGE OF ALLEGIANCE:** Commissioner Robert D. Larson led those present in reciting the Pledge of Allegiance.
- C. CURRENT BUSINESS:**
- 1. CONSENT ITEMS:** A motion was made by Commissioner Hagarty, seconded by Commissioner Larson and unanimously passed by the Commission approving the May 4, 2016, Commission Meeting Minutes.
 - 2. UNSCHEDULED BUSINESS/VISITORS:** Stan Jones, Arculus, stated his company is preparing new concepts and options for the USS Triton Submarine Sail Park.
 - 3. PUBLIC HEARING ON SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM:** A Public Hearing was opened at 8:33 a.m. to accept public comment on the Six Year Transportation Improvement Program for the years 2017 through 2022, inclusive. Roger Wright, RGW Enterprises, discussed each of the projects.

Commissioner Keck asked for public comment. No public comment was received. The Public Hearing was closed at 8:36 a.m.
 - 4. A Motion was made by Commissioner Larson, seconded by Commissioner Hagarty and unanimously passed by the Commission approving Resolution 16-14, Accepting the Port's Six Year Transportation Improvement Program for the Years 2017 through 2022, inclusive.**
 - 5. JUB ENGINEERING:** Chuck Larson provided an update on Airport Projects, including taxi-lane, runway and pavement rehabilitation.
 - 6. TREASURER INVESTMENT POOL:** The Director of Finance outlined a draft agreement regarding investing funds pooled with other local government entities. This agreement is less expensive and provides a greater rate of return, than the Port currently receives.

A Motion was made by Commissioner Larson, seconded by Commissioner Hagarty and unanimously passed by the Commission approving the Investment Services Agreement with Benton County.

7. **BRAND IMPLEMENTATION LEADERSHIP TEAM (BILT):** Kyle Cox provided an update on the VISIT TRI CITIES branding endeavor. He thanked the Port of Benton for being a good partner and actively updating the Port's logo and website. He also stated other community partners (TRIDEC, VISIT TRI CITIES and the Tri City Area Chamber of Commerce) are incorporating the common brand in their marketing. He thanked the Director of Governmental Affairs, Diahann Howard, for her commitment and professionalism on the board.

D. COMMISSIONER COMMENTS:

Commissioner Hagarty commented on her attendance at Prosser Economic Development Association (PEDA), the Prosser Housing Committee and the Prosser School District Board. She provided updates on each of these meetings. She also stated she would invite the new City Administrator to attend PEDA Meetings.

Commissioner Larson commented on his attendance at Savage Logistics, LLC, groundbreaking ceremony, Washington Public Ports Association (WPPA) spring meeting and Washington Airport Management Association (WAMA) spring conference.

Commissioner Keck commented on his attendance at the WPPA spring meeting and the WAMA spring conference. The Executive Director recognized the Port staff's dedication and continued involvement in the WAMA organization and efforts to insure it is successful each year. He specifically recognized the Director of Airports, John Haakenson and Administrative Assistant, Kelly Thompson.

- E. **COUNSEL COMMENTS:** Counsel advised Commission that Tri City Railroad had filed a petition with the National Transportation Board to determine that the City of Richland was a railroad carrier and subject to the jurisdiction of the NTSB. In spite of this, it appears the City is still willing to negotiate the terms for the Duportail Crossing Agreement. The Port Counsel has drafted and submitted to the parties the Easement Deed and Crossing Agreement. The City is preparing a Construction Agreement. The City's goal is to have the real estate acquisition finished this year.

- F. **EXECUTIVE DIRECTOR COMMENTS:** The Executive Director discussed the contract with CR Contracting (Bend, Oregon) for \$797,523 (including sales tax) for the Richland Airport Pavement rehab, contingent on Federal Aviation Administration (FAA) approval and grant funding.

The Executive Director also discussed the contract with Inland Asphalt for \$1,635,166 (including sales tax) for the Richland Airport Circle Area Hangar Taxilane, contingent upon FAA approval and grant funding.

A motion was made by Commissioner Larson, seconded by Commissioner Hagarty and unanimously passed by the Commission authorizing the Executive Director to execute the contract with CR Contracting, in the amount of \$797,523 (includes sales tax) for the Richland Airport Pavement Rehabilitation, contingent upon FAA approval

and grant funding; and authorizing the Executive Director to execute the contract with Inland Asphalt for \$1,635,166 (including sales tax) for the Richland Airport Circle Area Hangar Taxilane, contingent upon FAA approval and grant funding.

The Executive Director discussed a grant agreement with Community Economic Revitalization Board (CERB) for \$50,000, for a 1,341 acre master plan (Port of Benton \$48,821 and the City of Richland \$48,821)

A motion was made by Commissioner Hagarty, seconded by Commissioner Larson and unanimously passed by the Commission authorizing the Executive Director to execute the grant agreement with CERB for \$50,000 for a 1,341 acre master plan.

The Executive Director informed the Commission the Port will enter into an Interlocal agreement with the City of Richland for \$48,821.

The Executive Director discussed the agreement with JUB Engineers for \$147,642 for the 1,341 Acre Master Plan.

A motion was made by Commissioner Hagarty, seconded by Commissioner Larson and unanimously passed by the Commission authorizing the Executive Director to execute the agreement with JUB Engineers for \$147,642 for the 1,341 Acre Master Plan.

The Executive Director updated the Commission on the status of the .09 monies, new ringer crane to be located at the Port's low dock and the Port's receipt of the WPPA Job Creation Award.

The Executive Director discussed the amendment to the Department of Commerce Grant for the Columbia Park Trail Bridge Project, extending the completion date to June 30, 2017 and using grant funds on the Berry's Bridge ballast work. There is approximately \$415,000 of grant funds remaining.

A motion was made by Commissioner Larson, seconded by Commissioner Hagarty and unanimously passed by the Commission authorizing the Executive Director to execute the amendment with the Department of Commerce Grant for the Columbia Park Trail Bridge project, extending the completion date to June 30, 2017 and using grant funds on the Berry's Bridge ballast work.

The Executive Director discussed the Port of Benton's partnership with the City of Richland to perform a joint master plan on the future of the railroad properties owned by each entity.

- G. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 11:10 a.m., and an Executive Session was convened to discuss (a) Potential Litigation pursuant to TCW 42.30.110 (li) and (b) Real Estate Matters pursuant to RCW 42.30.110 (l) (c). The Commission announced the Executive session would last no longer than twenty (20) minutes. The Executive Session was adjourned at 11:30 a.m. and the regular Commission Meeting was reconvened.

H. STAFF INFORMATION REPORTS:

COMMUNICATIONS AND MARKETING: Wally Williams briefed the Commission on the upcoming Food and Beverage Retention and Expansion Opportunities (FABREO) Expo he and he also advised the Commission he is preparing for both the Richland Aviation Celebration and the Prosser Scottish Festival which occur later this month.

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

I. 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 Downtown Property and Crow Butte Park.

J. 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, June 8, 2016, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 03117 through 03166 totaling \$95,535.64 and General Expense Warrants numbered 063764 through 063889 totaling \$345,880.91 from the General Expense Fund.

K. ADJOURNMENT: With no further business, the meeting was adjourned at 11:55 a.m.



Robert D. Larson,
Commission Secretary