

**PORT OF BENTON
COMMISSION MEETING MINUTES
September 13, 2017**

- A. CALL TO ORDER:** The regular monthly meeting was called to order at 8:30 a.m. at the Walter Clore Wine and Culinary Center, 2140 A Wine Country Road, Prosser, 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 and Operations, John Haakenson; Director of Maintenance, Kevin Howard; Director of Governmental Affairs, Diahann Howard; Director of Real Estate, Teresa Hancock; Administrative Assistant, Kelly Thompson, Director of Marketing, Wally Williams, Port Attorney David Billetdeaux and Port Counsel, Tom Cowan. Also in attendance were Rob Siemens, Dr. William Brauer, Deb Heintz, David Stockdale and Abbey Cameron.
- 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 August 9, 2017, Commission Meeting Minutes and approving Resolution 17-17, Accepting Work Completed by POW Contracting for the Crow Butte Park 2016 Marina Improvements.
 - 2. UNSCHEDULED BUSINESS/VISITORS:** Commission President Robert Larson introduced the Port's newest employee, David Billetdeaux, to those in attendance.
 - 3. CITY OF PROSSER:** Dave Stockdale, City Administrator, presented the Prosser City Council's 2016-2019 Council Goals and Work Plan, highlighting livability/quality of life, economic development, housing needs, employment, infrastructure and transportation. He highlighted the need for additional housing.
 - 4. WALTER CLORE WINE AND CULINARY CENTER:** Abbey Cameron, Director, reviewed both past and upcoming events being held at the Clore Center. She also provided an update on staff and marketing/fundraising efforts, such as the monthly newsletter and the wine club, which continue to grow membership. They are also reaching out to the west side of the state and participating in events there.
 - 5. PROSSER ECONOMIC DEVELOPMENT ASSOCIATION (PEDA):** Deb Heintz, Executive Director, updated the Commission on business recruitment, Leadership Prosser and membership renewals. She is visiting each business member and learning of their needs. She thanked the Port for partnering with them on economic development issues and Diahann Howard for her participation in the legislative tour held on September 12, 2017.
- D. COMMISSIONER COMMENTS:** Commissioner Keck stated he attended the Legends of

Washington Event at the Walter Clore Wine and Culinary Center. He also stated the Washington Public Ports Association (WPPA) has formally asked him to serve one additional year as the Immediate Past President, due to another port commissioner moving out of the area.

Commissioner Hagarty stated that the reports from the City of Prosser, Walter Clore Wine and Culinary Center and PEDDA had covered all of her comments.

Commissioner Larson stated he had no comments.

E. COUNSEL COMMENTS: Counsel stated his comments were reserved for the Executive Session.

F. EXECUTIVE DIRECTOR COMMENTS: The Executive Director stated he attended Gerard Bohlke's memorial service over Labor Day weekend. He also stated Port staff is working on a memorial plaque to place at the park located in Vintners Village.

The Executive Director discussed the Federal Aviation Administration (FAA) Grant Agreement for AIP 17, Prosser Airport SE Hangar Taxilane and Electric Gate Project (design only) for a total of \$168,891. He explained he signed this agreement as the FAA had a sensitive time line for the 90% grant with a 10% match by the Port.

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 necessary documents for the FAA Grant agreement, AIP 17, Prosser Airport SE Hangar Taxilane and Electric Gate Project (design only) for a total of \$168,891.

The Executive Director discussed the Phase 2 Electrical Agreement for the Crow Butte Park Pedestals with Electrical and Water Infrastructure Project for a total of \$50,135.19.

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 necessary documents for the Phase 2 Electrical Agreement for the Crow Butte Park Pedestals with Electrical and Water Infrastructure Project for a total of \$50,135.19.

The Executive Director discussed the Archibald & Company Architects contract increase in the amount of \$11,650 for Vintners Village II Construction Documents and Bidding, for a new contract total of \$165,125.

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 necessary documents for the Archibald & Company Architects contract increase in the amount of \$11,650 for Vintners Village II Construction Documents and Bidding, for a new contract total of \$165,125.

The Executive Director explained the bidding atmosphere again to the Commission and stated bids are coming in extremely high for projects.

The Executive Director discussed a new lease for the Richland Airport for Greg Shaw, it is for a single box hangar at Site 9, on Butler Loop, the lease area is 80 x 80 (6,400 Square feet), the new hangar dimension 60 x 60 (3,600 square feet) for an initial term of (30 years) November 1, 2017 – October 31, 2047. The annual lease payment is \$1,000 plus leasehold excise tax of \$128.40, for a total of \$1,128.40 per year with a security deposit of \$1,128.40.

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 terms of the new lease for the Richland Airport for Greg Shaw, for a single box hangar at Site 9, on Butler Loop, the lease area is 80 x 80 (6,400 Square feet), the new hangar dimension 60 x 60 (3,600 square feet) for an initial term of (30 years) November 1, 2017 – October 31, 2047. The annual lease payment is \$1,000 plus leasehold excise tax of \$128.40, for a total of \$1,128.40 per year with a security deposit of \$1,128.40.

The Executive Director discussed holding an enhanced fall fly-in (Wings and Wheels) at the Richland Airport on October 1, 2018, instead of an airshow. There will be a classic cars, food vendors and military aircraft.

G. STAFF INFORMATION REPORTS:

MARKETING: The Director of Marketing gave an update on current projects, including the Open House for Total Energy Management, the fall newsletter, the Crow Butte Park Panels and the Comprehensive Plan of Improvements.

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

GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT: The Director of Economic Development and Governmental Affairs briefed the Commission on her projects. She advised the Tri City Legislative Council has cancelled the Energy Summit planned for later this month.

She discussed the Maritime Administration (MARAD) position regarding the Port's request to remove the deed restrictions at the Richland Innovation Center. As previously discussed, the MARAD is requesting a \$60,000 administrative fee regarding this issue. The Port requests approval to move forward with this request at this time, within the 2017 budget.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson, and unanimously passed by the Commission authorizing the Executive Director to execute the necessary documents and the \$60,000 administrative fee to the MARAD to initiate the process to remove the deed restrictions at the Richland Innovation Center.

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 Properties and Crow Butte Park.

Port Attorney David Billetdeaux explained the Port is working with Restorical Research LLC to recover some costs associated with the Department of Ecology clean-up project, at the Prosser Airport. Restorical Research, LLC is working on a contingency basis.

- 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, September 13, 2017, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 03871 through 03924 totaling \$108,835.70 and General Expense Warrants numbered 066746 through 066971 totaling \$865,742.18 from the General Expense Fund.

The Director of Finance advised the State Auditor is at the Port offices for approximately one month. This audit will cover the years 2015 and 2016. The Port will schedule an entrance conference with Commissioner Larson and the State Auditor in the upcoming week.

- J. **EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 11:00 a.m. and an Executive Session was convened to discuss evaluating a legal risk and pending and threatened litigation pursuant to RCW 42.30.110 (1) (i) (i-iii). The Commission Meeting announced the Executive Session would last no longer than forty-five (45) minutes. The Executive Session was adjourned at 11:45 a.m. and the regular Commission Meeting was reconvened.

There were no action items following the Executive Session.

- K. **ADJOURNMENT:** With no further business, the meeting was adjourned at 11:45 a.m.

Roy D. Keck
Commission Secretary