

**PORT OF BENTON
SPECIAL COMMISSION MEETING MINUTES
September 19, 2017**

- A. CALL TO ORDER:** The special Commission Meeting was called to order at 9:00 a.m. at the Port of Benton Commission Meeting Room, 3250 Port of Benton Boulevard, Richland, Washington. Present were Commissioners Roy D. Keck and Robert D. Larson. Commissioner Jane Hagarty was absent due to travel. Staff members present included Executive Director, Scott D. Keller, PPM ®; Director of Finance, Stuart B. Dezember, CPA; Director of Airports and Operations, John D. Haakenson; Director of Maintenance, Kevin Howard; Director of Economic Development and Governmental Affairs, Diahann Howard; Director of Real Estate, Teresa Hancock; Director of Marketing, Wally Williams; Port Attorney, David Biletdeaux and Administrative Assistant, Kelly Thompson.
- B. PLEDGE OF ALLEGIANCE:** Stuart Dezember led those present in reciting the Pledge of Allegiance.
- C. DISCUSSION ITEMS:**
- 1. CONTRACT FOR ARCHIBALD & COMPANY ARCHITECTS:** The Executive Director reviewed a contract for architectural and engineering services with Archibald & Company Architects for a new building at the Prosser Airport for a total of \$169,575, this amount is included in the Port's 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 for a contract for architectural and engineering services with Archibald & Company Architects for a new building at the Prosser Airport for a total of \$169,575.**
- 2. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 9:02 a.m., and an Executive Session was convened pursuant to RCW 42.30.110 (1) (i) to discuss pending litigation, threatened litigation and evaluation of legal risks of a proposed action. The Commission announced the Executive Session would last no longer than fifteen (15) minutes. The Executive Session was adjourned at 9:17 a.m. and the regular Commission Meeting was reconvened.
- There were no action items following the Executive Session.
- D. ADJOURNMENT:** With no further business, the Commission meeting was adjourned at 9:17 a.m.

Roy D. Keck,
Commission Secretary