

PORT OF BENTON
SPECIAL COMMISSION MEETING MINUTES
OCTOBER 25, 2017

- A. **CALL TO ORDER:** The 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, Robert D. Larson and Roy D. Keck. Staff members present included Executive Director, Scott D. Keller, PPM®; Director of Finance, Stuart B. Dezember, CPA, PPM®; Port Attorney, David Billetdeaux; Director of Airports and Operations, John Haakenson; Director of Governmental Affairs, Diahann Howard; Director of Maintenance, Kevin Howard; Director of Real Estate, Teresa Hancock, Administrative Assistant, Kelly Thompson, Deputy Auditor, Kitty Thomas, and Director of Communications and Marketing, Wally Williams.
- B. **PLEDGE OF ALLEGIANCE:** Teresa Hancock led those present in the Pledge of Allegiance.
- C. **DISCUSSION ITEMS:** The Director of Finance opened discussion with an outline for the workshop. The Director of Finance gave the Commission and the staff a copy of the proposed budget for 2018. Staff updated the Commission on the various sites; including capital projects, new construction and port-wide maintenance needs for the upcoming year. The priorities for the 2018 calendar year are: Phase II of the Richland Airport Entrance Project and the construction of two development buildings, one located at the Prosser Airport and one located at the Prosser Vintners' Village, Phase II
- The Port plans on borrowing \$500,000 in 2017 and \$3,500,000 in 2018 from a line of credit.
- The remainder of the 2017 calendar year items/projects were also discussed.
- A public hearing will be held at the regularly scheduled Commission Meeting on November 6, 2017, at 8:30 a.m. to receive public comment regarding the Port's 2018 proposed budget.
- D. **ADJOURNMENT:** The meeting was adjourned at 9:59 a.m.

Roy D. Keck,
Commission Secretary