

**PORT OF BENTON  
COMMISSION MEETING MINUTES  
February 26, 2016**

**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; Administrative Assistant, Kelly Thompson; Real Estate Specialist, Teresa Hancock, Marketing and Communication Coordinator, Wally Williams and Port Counsel, David J. Billetdeaux. Also in attendance were Roger Wright, Clif Dyer, Abbey Cameron, Wendy Culverwell, Terry Christensen, Chuck Larson and Kevin Sliger.

**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 Jane Hagarty, seconded by Commissioner Robert D. Larson, and unanimously passed by the Commission approving the January 25, 2016, Commission Meeting Minutes; and Resolution 16-05, to cancel Warrant No. 63278 in the amount of \$59.73.

**2. UNSCHEDULED BUSINESS/VISITORS:** No unscheduled visitors/business.

**3. JUB ENGINEERS:** Chuck Larson provided an update on 2016 Port projects. He presented an outline for each Port of Benton site and explained the pavement maintenance projects planned and budgeted for 2016. He discussed the fact that this is the second year the Port is partnering with the City of Richland on some of the chip sealing/slurry sealing projects. He also reviewed the FAA Grants which will be used by the Port of Benton that are a 90% grant with a 10% match being paid by the Port of Benton.

Clif Dyer, the Port of Benton's Richland Airport Fixed Base Operator, voiced his support for the projects and thanked the Port of Benton for their dedication to the Richland Airport and continued support.

Chuck Larson overviewed the Interlocal Agreement with the City of Richland for the 2016 slurry seal project. The \$85,000 is approved within the Port's budget, however over the Executive Director's delegation of authority. This agreement enables the Port and City to pool resources for pavement maintenance.

**A motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission authorizing the Executive Director to execute the Interlocal Agreement in the amount of \$85,000 (Port of Benton's portion) with the City of Richland for the 2016 slurry seal project.**

4. **WALTER CLORE WINE AND CULINARY CENTER:** Abbey Cameron provided a recap of the 2015 Walter Clore activities. She also discussed the 2016 Budget and projections. The phone system and video conferencing system have both been updated. She thanked Roger Wright for assisting with the transition.
5. **BARGE SLIP UPDATE:** Roger Wright provided an update on the planned usage of the Port's barge slip. The navy's plan is to bring in bigger packages for off-loading. The navy will be off loading decommissioned aircraft carrier reactor cores. This has required the navy to modify the Port's barge slip to accommodate the larger loads which will require increasing the size of the barge slip.
6. **RESOLUTION 16-02: A Motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission, approving Resolution 16-02, Authorizing Submittal of Application for the CERB Grant for Funding a Master Planning Grant for 1,341 acres of Industrial Land.**
7. **RESOLUTION 16-03: A Motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission, approving Resolution 16-03, Accepting Work Completed by Blackline Inc. for the Prosser Airport Pavement Rehabilitation.**
8. **RESOLUTION 16-04: A Motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson and unanimously passed by the Commission, approving Resolution 16-04, Accepting work Completed by Granite Construction Company for the Prosser Airport Hangar Taxilane/Access Road Reconstruction.**

**D. COMMISSIONER COMMENTS:** Commissioner Hagarty commented on her attendance at the Walter Clore Wine and Culinary Center Board meeting. She highlighted the fact the staff is extremely hard working and dedicated to the success of the center. She also asked if she could participate in the meetings with both Port and Clore staff to resolve the issue of providing outdoor shade at the facility.

Commissioner Larson commented on the American Association of Port Authorities (AAPA) Commissioner Seminar he recently attended. He gave a brief presentation highlighting the points made at the seminar. He also congratulated Port staff on their professionalism and dedication.

Commissioner Keck reported on his attendance at the AAPA Commissioner Seminar he attended with Commissioner Larson. He also congratulated Port staff and Commissioners for their diligence in being good stewards of tax payers' monies.

**E. COUNSEL COMMENTS:** Counsel stated he had no comments.

**F. EXECUTIVE DIRECTOR COMMENTS:** The Executive Director discussed the surplus of Port equipment. There are two trucks which have exceeded their useful lives and are no longer needed for Port purposes. The approximate value of both trucks is \$2,500.

**A motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson and unanimously passed by the Commission authorizing the Executive**

**Director to surplus both the Port of Benton's 1980 GMC Truck and the 1990 Chevy Truck, for the value of approximately \$2,500.**

The Executive Director stated he needs approval to execute Change Order #1 with Moreno and Nelson Construction in the amount of \$14,020 to add fill material, reduce slope of retaining wall and pathway to accommodate RCO and ADA requirements on Crow Butte Playground Project.

**A motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission authorizing the Executive Director to execute Change Order #1 with Moreno and Nelson Construction in the amount of \$14,020 to add fill material, reduce slope of retaining wall and pathway to accommodate RCO and ADA requirements on Crow Butte Playground Project.**

The Executive Director discussed awarding a contract to Bruce Inc. to replace two (2) Gas 25 Ton HVAC Units at 2345 Stevens Drive, for the approximate amount of \$48,853.71, with tax included.

**A motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission authorizing the Executive Director to award a contract to Bruce Inc. to replace two (2) 25 Ton HVAC Units at 2345 Stevens Drive, for the approximate amount of \$48,853.71, with tax included in this amount.**

The Executive Director advised the Commission that the Memorandum of Understanding (MOA) for the wayfinding signage plan between the Cities (Richland, Pasco, Kennewick, West Richland, Benton City, and Prosser), Benton and Franklin County and the Ports of Benton, Kennewick and Pasco and Visit Tri Cities has been executed. The Port of Benton's portion of \$12,500 is already approved within the 2016 budget.

The Executive Director updated the Commission regarding the Columbia Energy development plan for the 8.12 acres in the Richland Innovation Center. Currently they are in Phase 4 of the Development Plan, completion dates will be updated and a rent credit of \$100,000 will be applied as previously approved by the Commission.

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

**MARKETING:** The Director of Communications and Marketing stated he is working on the spring newsletter and some marketing ideas to submit for awards to the American Association of Port Authorities (AAPA), presented at their annual meeting.

**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 the itinerary for the upcoming PNWA Mission to Washington D.C. conference. She informed the Commission a joint letter from both the City of Richland and the Port of

Benton that was sent to the Tribes regarding the 1,341 acre master planning of the land transferred property by the City of Richland and Port of Benton.

- H. 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.
- 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, February 26, 2016, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 02926 through 024974 totaling \$93,239.61 and General Expense Warrants numbered 063007 through 063200 totaling \$622,095.76 from the General Expense Fund.
- J. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 11:04 a.m., and an Executive Session was convened pursuant to RCW 42.30.110 to discuss real estate negotiations. The Commission announced the Executive Session would last no longer than thirty (30) minutes. The Executive Session was adjourned at 11:30 a.m. and the regular Commission Meeting was reconvened.

**A motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission authorizing the Executive Director to negotiate the sale of 9,400 square foot building and 6.35 acres of land currently leased by Ingredion (fka Penford Food Ingredients).**

**A motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission authorizing the Executive Director to negotiate the sale of building and land, located at 2521 Stevens Drive, in the Manufacturing Mall.**

**A motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission authorizing the Executive Director to negotiate the sale of two (2) land sales totaling 3.38 acres; appraised value of \$361,118 (\$2.45 per square foot) to Greg Markel Properties and subsidiaries.**

**A motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission authorizing the Executive Director to negotiate the sale of property located on the corner of George Washington Way and University Drive for development. The Commission authorized the Executive Director to continue negotiations for a \$100,000 price reduction for the payoff of Sigma I.**

- K. ADJOURNMENT:** With no further business, the meeting was adjourned at 11:38 a.m.

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Robert D. Larson,  
Commission Secretary