

**PORT OF BENTON
COMMISSION MEETING MINUTES
February 8, 2017**

- 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; Director of Real Estate, Teresa Hancock; Director of Marketing, Wally Williams and Port Counsel, Tom Cowan and David J. Billetdeaux. Also in attendance were Bea Baker, Jack Baker, William Brauer and Stan Jones.
- B. PLEDGE OF ALLEGIANCE:** John Haakenson 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 Roy Keck and unanimously passed by the Commission approving the January 18, 2017, Commission Meeting Minutes; and Resolution 17-07, to cancel Warrant No. 65319 in the amount of \$840.
 - 2. UNSCHEDULED BUSINESS/VISITORS:** There were none.
 - 3. PUBLIC HEARING:** A Public Hearing was convened at 8:32 a.m., to receive public comment regarding the advisability of declaring property excess to the future needs of the Port and the advisability of selling real property owned by the Port in the Richland Business Park. No public comment was received. The Public Hearing was closed at 8:34 a.m.
 - 4. RESOLUTION 17-08:** A motion was made by Commissioner Roy Keck, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission approving Resolution 17-08, amending the Comprehensive Plan of Improvements and declaring approximately 53 acres real property Surplus to the Port's future needs in the Richland Business Park.
 - 5. RAIL MASTER PLAN UPDATE:** Zach Ratkai, City of Richland Economic Development Manager provided an overview of the expanding Inland Seaport Facilities in Partnership with City of Richland, Port of Benton, Northwest Seaport Alliance, Central Washington Corn Processors and Beneficial Cargo Owners. This project will expand services and open up local markets by providing a short haul rail option. The partnership has already received requests from potential users who are interested in this concept.
 - 6. BENTON CITY ECONOMIC DEVELOPMENT ASSOCIATION:** Bea Baker

thanked the Commission and staff for their continued support and stated how much they appreciate the assistance of the Director of Airports for his involvement in Benton City projects and economic development. She also provided an update on the activities and projects planned for 2017.

- D. COMMISSIONER COMMENTS:** Commissioner Roy Keck reported on his attendance at Port's Day recently held in Olympia. He and the Director of Economic Development and Governmental Affairs will be in Olympia on February 9-10, 2017, to meet with other area agencies and our legislative representatives.

Commissioner Jane Hagarty commented on her attendance at the Prosser Community Awards Banquet, held last week at the Walter Clore Wine and Culinary Center. She also reported on her attendance at the Prosser Economic Development Association (PEDA) board meeting.

Commissioner Robert Larson commented he also attended the Prosser Community Awards banquet and thanked the Director of Marketing for his efforts in the decoration and theme of the Port's table. He also commented on his meetings with the Benton Franklin Council of Governments and ideas relating to the national park designation.

- E. COUNSEL COMMENTS:** Counsel deferred his comments for the Executive Session.

- F. EXECUTIVE DIRECTOR COMMENTS:** The Executive Director gave a brief outline of the Washington Public Ports Association paper explaining about the jobs ports create.

The Executive Director reviewed the contract for the MSA/B Reactor space remodel. The amount is \$102,820.31, which includes tax.

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 contract with MP Construction Inc., in the amount of \$102,820.31, which includes tax.

The Executive Director updated the Commission on the status of the Capital Development sale and ground lease (which also includes several buildings owned by Capital Development, along with one building owned by Westinghouse, a sub tenant located in the Technology and Business Campus). They wish to relinquish the ground lease and improvements for a total of \$240,000.

The Executive Director discussed the two FAA upcoming grants at the Richland and Prosser Airports: (1) Richland Airport design and bidding services for Helipad off the South apron; (2) Prosser Airport design and bidding services to develop taxiway and infill apron. JUB Engineers will be providing the engineering services for these grants. The Executive Director requested approval to execute two agreements with JUB Engineers for: (1) Richland Airport in the amount of \$44,444; (2) Prosser Airport in the amount of \$36,000.

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 engineering agreements with JUB Engineers for the two separate construction projects: (1) for the Richland Airport design and bidding service for Helipad off the South apron, in the amount of \$44,444 (2) for the Prosser Airport design and bidding service to develop a 240 ft B-II hangar taxilane and infill apron, in the amount of \$36,000.

In addition, the Executive Director requested approval to execute the FAA grant applications and subsequent grant offers.

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 FAA grant applications and subsequent grant offers.

The Executive Director discussed the draft design for the new development building to be located in Vintners Village. There will be three bays, approximately 2,500 square feet each (500 office, 2,000 open bay), and there will be additional space offered for Prosser Economic Development Association (PEDA) to have their offices and conference room.

The Executive Director provided an update on the .09 monies from Benton County.

The Executive Director discussed the surplus of Port equipment. There were two snow blowers which had exceeded their useful lives and are no longer needed for Port purposes. The approximate value of each was \$0. The Executive Director and the Director of Finance each purchased one of the snow blowers for \$50, per the Executive Director's Delegation of Authority; he has provided the Commission with notice.

G. STAFF INFORMATION REPORTS:

MARKETING: The Director of Communications and Marketing stated he is working on the Richland Rotary Entrepreneurial Awards Banquet scheduled for later this month. He recently attended the Washington Association of Wine Grape Growers (WAWGG) Trade Show. He has developed a new Port brochure explaining, at a glance, what the Port of Benton does and a brief description of our properties.

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 she and Commissioner Keck would be traveling to the Tri Cities Legislative Council Day, held in Olympia.

Commissioner Roy Keck thanked the Director of Governmental Affairs and Economic Development for her efforts in submitting capital request for \$1.5M.

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.

- 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 8, 2017, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 03511 through 03562 totaling \$117,423.60 and General Expense Warrants numbered 065366 through 065522 totaling \$467,007.22 from the General Expense Fund.
- J. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 10:25 a.m., and an Executive Session was convened pursuant to RCW 42.30.110 to discuss real estate negotiations, potential litigation and pending litigation. The Commission announced the Executive Session would last no longer than forty (40) minutes. The Executive Session was adjourned at 11:05 a.m. and the regular Commission Meeting was reconvened.
- K. ADJOURNMENT:** With no further business, the meeting was adjourned at 11:05 a.m.

Roy D. Keck,
Commission Secretary