

**PORT OF BENTON
COMMISSION MEETING MINUTES
September 14, 2016**

- 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 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 ®; Stuart B. Dezember, CPA, Director of Finance, Director of Airports and Operations, John Haakenson; Director of Maintenance, Kevin Howard; Administrative Assistant, Kelly Thompson, Real Estate Specialist, Teresa Hancock, Director of Communications and Marketing, Wally Williams and Port Counsel, Tom Cowan. Also in attendance were Michael Ritter, April Reddout, Deb Heintz, Seth Defoe, Dave Stockdale and Rob Siemens.
- B. PLEDGE OF ALLEGIANCE:** Wally Williams led those present in reciting the Pledge of Allegiance.
- C. CURRENT BUSINESS:**
- 1. CONSENT ITEMS:** A motion was made by Commissioner Hagarty, seconded by Commissioner Larson, and unanimously passed by the Commission approving the August 10, 2016, Commission Meeting Minutes, approving the August 16, 2016, Special Commission Meeting Minutes and approving Resolution 16-18, to cancel Warrant No. 63047, which was destroyed and has not been redeemed in the amount of \$225.00.
 - 2. UNSCHEDULED BUSINESS/VISITORS:** There were none.
 - 3. CITY OF PROSSER:** Dave Stockdale, City Administrator, provided an update on the City's activities. In two weeks they will adopt the 2016-2019 City Council Goals and Work Plan. This plan contains the following five goals: Livability, Sustainability, Transportation Quality of Life and Infrastructure. City of Prosser is also planning the development of their updated comprehensive plan, to include sidewalk repairs and a new multi-use, community park.
 - 4. BATEMAN ISLAND CAUSEWAY PROJECT:** Michael Ritter, Washington Department of Fish and Wildlife gave presentations on both the Draft Plan on Migration and The Yakima Basin Integrated Plan. These presentations are being made to several agencies as part of an effort to educate local agencies and governmental entities.
 - 5. WALTER CLORE WINE AND CULINARY CENTER:** April Reddout, Wine Program Manager, provided information on both the Legends of Washington Wine Country and the Catch A Rising Star events. She thanked Scott D. Keller, PPM® for emceeding the Legends Event.
 - 6. PROSSER ECONOMIC DEVELOPMENT ASSOCIATION (PEDA):** Deb Heintz was present to provide an update on economic development in Prosser. The results of a Prosser

Area Grocery Survey were presented. A tour was held in downtown Prosser where interested parties/prospective tenants were invited to tour four vacant facilities. PEDDA, along with Washington State University, Tri-Cities, local hotels and wineries have also been participating in training sessions, focusing on hospitality. She thanked the Port for their continued support and partnership.

- D. COMMISSIONER COMMENTS:** Commissioner Larson commented on the Hanjin Shipping Bankruptcy and its effects on local Ports. He also stated the Benton Franklin Council of Governments (BFCOG) will be holding their 50th Anniversary next week.

Commissioner Hagarty discussed both the Walter Clore Wine and Culinary Center Legends Event and the Catch a Rising Star Event. She also attended the Prosser Fly In, held Labor Day Weekend.

Commissioner Keck discussed his attendance at annual Richland City Councilmembers and leaders of the Confederated Tribes of the Umatilla Indians meeting on August 26, 2016. The meeting was well attended and discussed several issues of concern to both parties. He reported he would be attending a Washington Public Ports Association (WPPA) conference call immediately following the adjournment of the Commission Meeting.

- E. COUNSEL COMMENTS:** Counsel discussed the status of the Ingredion land sale, the West Coast Auto ground lease, and building sale and the Crossing Agreement with the City of Richland for Duportail Street.
- F. EXECUTIVE DIRECTOR COMMENTS:** The Executive Director reviewed a new ground lease for Jim Early for a new hangar at the Prosser Airport, for a term of five years plus four five year renewals at \$900 plus leasehold excise tax for a total of \$1,015.56 per year

Commissioner Hagarty recused herself from this decision.

A motion was made by Commissioner Larson, seconded by Commissioner Keck, and passed by the Commission, authorizing the Executive Director to execute a lease with Jim Early for a new hangar at the Prosser Airport, for a term of five years plus four five year renewals at \$900, plus leasehold excise tax for a total of \$1,015.56 per year.

The Executive Director reviewed a new ground lease with Greg and Penni Berlin for an existing hangar, formerly owned by RA & M Craig at the Richland Airport, 1925 D Terminal Drive, Richland, for a term of five years plus six five year renewals at \$520.81 plus leasehold excise tax for a total of \$587.68 per year.

A motion was made by Commissioner Larson, seconded by Commissioner Hagarty, and unanimously passed by the Commission, authorizing the Executive Director to execute a new ground lease with Greg and Penni Berlin for an existing hangar at the Richland Airport, 1925 D Terminal Drive, Richland, for a term of five years plus six five year renewals at \$520.81 plus leasehold excise tax for a total of \$587.68 per year.

The Executive Director reviewed the second amendment for an additional \$100,000 rent credit for

Dufresne-Redding Properties, LLC, to continue demolition and removal of blighted structures and concrete slabs. All work shall be completed no later than December 31, 2019, with invoices provided annually.

A motion was made by Commissioner Larson, seconded by Commissioner Hagarty, and unanimously passed by the Commission authorizing the Executive Director to execute the second amendment for an additional \$100,000 rent credit for Dufresne-Redding Properties, LLC, to continue demolition and removal of blighted structures and concrete slabs. All work shall be completed no later than December 31, 2019, with invoices provided annually.

The Executive Director discussed the airshow he attended with the Director of Airports and the Administrative Assistant. This will assist staff in planning for the Port's airshow, tentatively scheduled for fall, 2018.

The Executive Director reviewed the joint Port of Benton/City of Richland Master Plan for the Rail. The Port and the City will each pay \$20,000 toward the master plan which will assist in planning for the next 15 – 20 years, as well as researching quiet zones.

G. STAFF INFORMATION REPORTS:

MARKETING: The 2016 fall newsletter will be complete and distributed in early October. There has been a new ad designed for Vintners Village Phase 2 and it will run in the Ag Magazine in 2017. The Iron Man Triathlon was held last week and the swimming portion was held at the Port's barge slip. Port staff is preparing for the Prosser Balloon Rally held the last weekend in September.

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

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 Industrial Park, 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, September 14, 2016, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 03270 through 03318 totaling \$100,208.40 and General Expense Warrants numbered 064345 through 064508 totaling \$548,476.14 from the General Expense Fund.

The Director of Finance provided an update on the Payment in Lieu of Taxes (PILT) monies anticipated to be received in 2016. There will need to be additional legislative effort by the local taxing districts to continue receiving these funds in 2017.

J. EXECUTIVE SESSION: The Commission Meeting was recessed at 11:05 a.m. and an Executive

Session was convened for the purpose of discussing Real Estate Negotiations and Potential Litigation in accordance with RCW.42.30.110 (1) (c) and (i). The Commission announced the Executive Session would last no longer than twenty (20) minutes. The Executive Session was adjourned at 11:25 a.m.

K. ADJOURNMENT: With no further business, the meeting was adjourned at 11:25 a.m.

Robert D, Larson
Commission Secretary