

**PORT OF BENTON
COMMISSION MEETING MINUTES
December 13, 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, CPA, PPM®; Director of Airports and Operations, John Haakenson; Director of Maintenance, Kevin Howard; Director of Economic Development and Governmental Affairs, Diahann Howard; Director of Real Estate, Teresa Hancock; Director of Communications and Marketing, Wally Williams, Administrative Assistant, Kelly Thompson, Port Attorney, David Billetdeaux and Port Counsel, Tom Cowan. Also in attendance were Chuck Larson, Bryant Kuechle, Steve Marshall, Abbey Cameron, Pam Larsen, Terry Christensen, Stan Jones and Dr. William Brauer.
- B. PLEDGE OF ALLEGIANCE:** Kelly Thompson led those present in reciting the Pledge of Allegiance.
- C. CURRENT BUSINESS:**
- 1. CONSENT ITEMS:** A motion was made by Commissioner Roy Keck; seconded by Commissioner Jane Hagarty; and unanimously passed by the Commission, approving the November 6, 2017, Commission Meeting Minutes, Resolution 17-22, Cancelling Stale Warrants No. 63495, 63704 and 64017, and Resolution 17-23, Accepting work completed by JR Swigart Company, Inc. for the 2345 Stevens Drive roof overlay project.
 - 2. HANFORD COMMUNITIES:** Pam Larsen provided the 2017 Annual Report of the Hanford Communities. She thanked Commissioner Robert Larson, for serving on the Governing Board and the Director of Economic Development and Governmental Affairs for serving on the Administrative Board. She also provided the Commission and staff with an overview of Hanford Communities 2017 activities.

Dr. William Brauer asked if there were plans for a highway or road to run through the Hanford lands. He was advised there is very little public use at this time, although some river use is encouraged.
 - 3. WALTER CLORE WINE AND CULINARY CENTER:** Abbey Cameron, Executive Director, provided the 2018 budget and gave an update of the 2017 programs and activities. She thanked Commissioner Hagarty for serving on the board and the Port Commission and staff for their partnership and support.
 - 4. RICHLAND AND PROSSER AIRPORTS UPDATE:** Chuck Larson, Steve Marshall and Bryant Kuechle, JUB Engineers, provided updates on the Prosser Airport Master Plan Project and the Richland Airport Entrance Project.

Chuck Larson, discussed the AIP (Airport Improvement Project) 16 regarding the Prosser Airport Master Plan, and requested an extension of the Engineering Agreement through December 31, 2018.

Chuck Larson discussed AIP 17, regarding the Prosser Airport SE Hangar Area and B-II Taxiway and Electronic Gate and requested an extension of the Engineering Agreement through December 31, 2018. He also discussed the need for the repackaging and rebidding the project which will necessitate an additional \$13,700, in engineering fees.

Chuck Larson discussed AIP 28, regarding the Richland Airport Circle Area Taxiway and Pavement Rehabilitation and requested an extension of the Engineering Agreement through December 31, 2018.

Chuck Larson discussed AIP 29, regarding the Richland Airport Helicopter Parking Apron Design and requested an extension of the Engineering Agreement through December 31, 2018.

A motion was made by Commissioner Roy Keck; seconded by Commissioner Jane Hagarty; and unanimously passed by the Commission, approving AIP 16, regarding the Prosser Airport and authorized the Executive Director to execute the necessary documents to extend the JUB Engineering Agreements for AIP 16, AIP 28 and AIP 29 through December 31, 2018; and the repackaging and rebidding of AIP 17 for an additional \$13,700 through December 31, 2018.

- 5. RESOLUTION 17-24: A motion was made by Commissioner Roy Keck; seconded by Commissioner Jane Hagarty; and unanimously passed by the Commission, approving Resolution 17-24, authorizing the submittal of Application to Hanford Area Economic Investment Fund (HAEIFAC) for grant funding to assist in the development of a new building in Prosser.**

D. COMMISSIONER COMMENTS:

Commissioner Keck commented on his attendance at the Tri City Area Chamber of Commerce Annual State of the Ports Luncheon. He complimented the Executive Director, the Director of Marketing, and Grant Monrean on the presentation and video.

Commissioner Hagarty commented on her attendance at the State of the Ports luncheon and the new format for the event. She discussed the Prosser Airport Master Plan and recent meetings held to accept public comment. She asked staff to research grant opportunities to remodel the pilot's lounge and build a kiosk. She also suggested partnering with the City of Prosser, Benton County and the Prosser Chamber to encourage increased use of the airport and support tourism.

Commissioner Larson commented on his attendance at the Benton Franklin Council of Governments meeting and the Washington State Good Roads. One of the items on the 2019 agenda for discussion is the proposed Columbia River Bridge Crossing.

E. ATTORNEY/COUNSEL COMMENTS: Counsel stated the Port has adopted a new waiver form for anyone who tours the USS Triton Submarine Sail. This waiver will protect the Port and restrict participants to the age of 16 and over. Anyone bringing an underage person will also have to sign a waiver for them. Access to the top hatch of the sail will be restricted to limit the age of persons 16 and above. Counsel also commented on the Port's recently implemented policy regarding the addition of sick and vacation leave benefits for part time and seasonal employees.

F. EXECUTIVE DIRECTOR COMMENTS: The Executive Director discussed HiLine Engineering, LLC., in the Richland Business Park, for purchase of 40 acres for \$1,000,000 (\$25,000 per acre), closing date is on or before March 5, 2018. He requested Commission approval for the execution of the Purchase and Sale Agreement.

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 necessary documents for a purchase and sale agreement with HiLine Engineering, LLC., in the Richland Business Park, for 40 acres for \$1,000,000 (25,000 per acre), closing date is on or before March 5, 2018.

The Executive Director stated he and the Director of Economic Development and Governmental Affairs recently met with the Washington State University (WSU) President, Kirk Schulz and Chief of Staff and Operations, John Mancinelli. They advised that they will be working closely with Columbia Basin College (CBC) and Pacific Northwest National Laboratory (PNNL) on shared programs of interest. WSU-TC's immediate need is for expanded classroom space.

The Executive Director stated the need to increase Stan Stinson's consulting contract. His contract is currently approved for \$50,000, and needs to increase by \$10,000, and will not exceed \$60,000.

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 increase of \$10,000 to the contract for Stan Stinson, not to exceed \$60,000.

The Executive Director reported on a conference call he and the Director of Economic Development and Governmental Affairs had with the Inland Ports. Areas around the existing loop track were discussed.

The Executive Director presented Port Counsel, Tom Cowan, with a street sign named after him and expressed the Port's appreciation for his loyalty and diligence over the past 44 years.

The Executive Director updated the Commission on the development building progress at Vintners Village and the proposed Chukar Cherry building.

G. STAFF INFORMATION REPORTS:

MARKETING: The Director of Communications and Marketing reported the Port Christmas card and 2018 calendar are complete. He provided copies to the Commission.

GRANTS: An updated grants status report was reviewed.

GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT: The Director of Economic Development and Governmental Affairs provided an update of her activities. She advised of recent activities with the GSA and MARAD to release the reversionary restrictions on the Richland Innovation Center (RIC) land.

- 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, Prosser Vintners Village, Walter Clore Wine and Culinary Center, Benton City 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, December 13, 2017, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 04031 through 04081, totaling \$105,385.05 and General Expense Warrants numbered 067353 through 067580, totaling \$1,128,467.82 from the General Expense Fund.

The Director of Finance provided an update on the status of the Payment in Lieu of Taxes (PILT) funds. He advised the 2018 funds had not yet been secured, but will likely be a lesser amount than 2017.

Commissioner Robert Larson and the Executive Director congratulated the Director of Finance for his professionalism and dedication to the Port's finances. The recently completed two year audit (for 2015 and 2016) had no findings.

- J.** The Executive Director asked if there were any questions/comments from unscheduled business/visitors. There were none.
- K. EXECUTIVE SESSION:** The regular Commission meeting was recessed at 11:35 a.m. and an Executive Session convened for the purpose of discussing personnel issues, pending litigation and threatened litigation in accordance with RCW 42.30.110 (1) (i) (i-iii) and RCW 42.30.110 (1) (g). The Commission announced the Executive Session would last no longer than thirty (30) minutes. At 12:05 p.m. the Commission announced the Executive Session would last an additional ten minutes. At 12:15 p.m. the Commission announced the Executive Session would last an additional ten (10) minutes. The Executive Session was adjourned at 12:25 p.m. and the regular Commission Meeting was reconvened.
- L. ADJOURNMENT:** With no further business, the meeting was adjourned at 12:25 p.m.

Roy D. Keck
Commission Secretary