

**PORT OF BENTON
COMMISSION MEETING MINUTES
January 4, 2018**

- 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 and Robert D. Larson. Staff members present included Executive Director, Scott D. Keller, PPM®; Director of Airports and Operations, John Haakenson; Director of Maintenance, Kevin Howard; Director of Economic Development and Governmental Affairs, Diahann Howard; Administrative Assistant, Kelly Thompson; Director of Marketing, Wally Williams; Director of Real Estate, Teresa Hancock and Port Attorney, David Billetdeaux. Also in attendance were Terry Christensen and Stan Jones.
- B. PLEDGE OF ALLEGIANCE:** David Billetdeaux 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 December 13, 2017 Commission Meeting Minutes.
 - 2. UNSCHEDULED BUSINESS/VISITORS:** Terry Christensen, City of Richland Liaison, wished everyone a happy new year and thanked the Commission for their partnership in economic development. Stan Jones, Arculus, stated his company continues to work on the design and expansion of the USS Triton Sail Park, and will be scheduled to give an update at the February Commission Meeting.
 - 3. RESOLUTION 18-01, DELEGATION OF AUTHORITY OF THE EXECUTIVE DIRECTOR AND HIS DESIGNEES:** The Executive Director and the Port Attorney reviewed Resolution 18-01, the Delegation of Authority of the Executive Director and his designees and explained there were no changes this year.

A Motion was made by Commissioner Jane F. Hagarty, seconded by Commissioner Robert D. Larson, and unanimously passed by the Commission approving Resolution 18-01, Delegation of Authority of the Executive Director and his Designees.
 - 4. RESOLUTION 18-02, A RESOLUTION ACCEPTING WORK COMPLETED BY CENTRAL WASHINGTON ASPHALT, INC. FOR THE 2017 PORT-WIDE PAVEMENT MAINTENANCE:** The Director of Airports and Operations discussed Resolution 18-02, stating this project consisted of slurry sealing, crack sealing and seal coating and continues to update the Port's several roads and streets which are not eligible for grants.

A Motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson, and unanimously passed by the Commission

approving Resolution 18-02, accepting work completed by Central Washington Asphalt, Inc. for the 2017 Port-Wide Pavement Maintenance project.

- 5. SELECTION OF COMMISSION OFFICERS FOR 2018: A motion was made by Commissioner Robert D. Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission approving the Commission Officers for 2018: President, Roy D. Keck; Vice President, Jane F. Hagarty and Secretary, Robert D. Larson.**

The regular Commission Meeting was recessed at 8:37 a.m. and the Economic Development Corporation Meeting was convened.

- 6. PORT OF BENTON ECONOMIC DEVELOPMENT CORPORATION (EDC) MEETING: See attached minutes.**

The Economic Development Corporation meeting was adjourned at 8:39 a.m. and the regular Commission Meeting was reconvened.

- 7. ASSESSMENT MEMBERSHIPS UPDATE:** The Port Attorney reviewed the updated assessment of memberships and organizational assignments for 2018, line by line. There were some noted changes.

A motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson, and unanimously passed by the Commission approving the 2018 Assessment Membership and Organizational Assignments, to include noted changes and approving all travel expenses for Commissioners and Port Personnel associated with attendance of meetings and events.

- D. COMMISSIONER COMMENTS:** Commissioner Hagarty stated she attended the Prosser Chamber of Commerce Board Meeting where they discussed: the board retreat, January 27, budget approval and the addition of new board members. She advised the future of the Scottish Festival is being evaluated. She also attended the Walter Clore Wine and Culinary Center Board Meeting, and will be reviewing applications for the Legends Award.

Commissioner Larson commented on the many restaurants both opening and closing, in Richland, Washington. He also commented on the loss of Commissioner Keck's wife, Becky and stated she would be missed.

- E. ATTORNEY/COUNSEL COMMENTS:** The Port Attorney presented an update on the Port's public records act disclosure policy, to include a new fee schedule, in compliance with new State of Washington public records laws.

A motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson, and unanimously passed by the Commission authorizing the Executive Director to execute the necessary documents for approval of the Port of Benton Public Records Act Disclosure Policy.

The Port Attorney provided a Port of Benton policy for the write-off of uncollectable accounts receivable.

A motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson, and unanimously passed by the Commission authorizing the Executive Director to execute the necessary documents for approval of the Port of Benton Policy for Write-Off of Uncollectable Accounts Receivable.

The Port Attorney discussed the proposed Port of Benton Remote Attendance Policy. This policy authorizes each commissioner of the Port of Benton to attend not more than two meetings per calendar year, via speakerphone, skype or video conference.

A motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson, and unanimously passed by the Commission authorizing the Executive Director to execute the necessary documents for approval of the Port of Benton Remote Attendance Policy.

- F. EXECUTIVE DIRECTOR COMMENTS:** The Executive Director stated the Port will contact the recently appointed WSU-TC Chancellor, Sandra Haynes, to schedule a tour of Port facilities and sites, after she begins March 1, 2018.

The Executive Director discussed the new lease for Herb Brayton, dba Richland Aero Shelters at 2046 Butler Loop. The initial term is from mid-January, 2018, for a 30 year term plus two ten year renewal options. Lease amount of \$1,029.09, plus leasehold excise tax, per year.

The Executive Director discussed the pending HiLine land sale status stating escrow has opened and preliminary title is under review by the Port and purchaser. Also, the parcel segregation is underway and at the City of Richland for comments. The anticipated closing date is March 1, 2018. He also thanked Richland City Councilman Terry Christensen for their support of the Port.

The Executive Director discussed another new aviation ground lease for Herb Brayton, dba Richland Aero Shelters, LLC at the Richland Airport. This area is Site 5 and 17,821 square feet, for use as multi (ten unit) T hangar. The initial term is for February 1, 2018, for a ten year term plus four ten year renewal options. Lease amount of \$1,692.00, plus leasehold excise tax, per year.

A motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the new aviation ground lease for Herb Brayton, dba Richland Aero Shelters, LLC at the Richland Airport. This area is Site 5 and 17,821 square feet, for use as multi (ten unit) T hangar. The initial term is for February 1, 2018, for a ten year term plus four ten year renewal options. Lease amount of \$1,692.00, plus leasehold excise tax, per year.

The Executive Director discussed the pre-approval for new ground lease with Clif Berkey, Berkey Engineering LLC at the Richland Airport. This area is Site 16 and 12,688 square feet, for use as a commercial office hangar. The initial term is for February 1, 2018, for a ten year term plus three ten year renewal options. Lease amount of \$2,400, plus leasehold

excise tax, per year.

A motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the preapproval For new ground lease with Clif Berkey, Berkey Engineering LLC at the Richland Airport. This area is Site 16 and 12,688 square feet, for use as a commercial office hangar. The initial term is for February 1, 2018, for a ten year term plus three ten year renewal options. Lease amount of \$2,400, plus leasehold excise tax, per year.

The Executive Director thanked Clif Dyer, Sundance Aviation, for his diligence in continuing to provide quality FBO (Fixed Base Operator) services at the Richland Airport. He has recently added a Jet A fuel truck and a new Jet A fuel tank.

G. STAFF INFORMATION REPORTS:

MARKETING REPORT: The Director of Marketing discussed the Tri City Herald Progress Edition, which will be submitted at the end of this month, and the Richland Rotary Entrepreneurial Awards Banquet scheduled for the end of February. He also reminded everyone of both the upcoming Eastern Washington Ag Expo, where the TRI-PORTS will have a booth; and the Tri Cities Sportsmen Show, where the Port will have a booth for Crow Butte Park.

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

GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT: The Director of Economic Development and Governmental Affairs briefed the Commission on her projects. She advised of the TCLC (Tri Cities Legislative Council) event in Olympia, January 25, primary focus will be on economic development and LRF (local revitalization financing). The GSA (General Services Administration) has appraisal out for bid for RIC (Richland Innovation Center property). The GSA and the MARAD (Maritime Administration) will visit the site.

H. SITE PROJECTS UPDATE: The Commission was briefed on the Technology and Business Campus, Tri Cities Enterprise Center, 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, January 4, 2018, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 04083 through 04132 totaling \$103,828.47 and General Expense Warrants numbered 067581 through 067741 totaling \$567,102.54 from the General Expense Fund.

J. EXECUTIVE SESSION: The regular Commission Meeting was recessed at 10:26 a.m., and an Executive Session was convened pursuant to RCW 42.30.110 (1) (i) to discuss pending and potential litigation. The Commission announced the Executive Session would last no longer than fifteen (15) minutes. The Executive Session was adjourned at 10:41 a.m. and the regular Commission Meeting was reconvened.

K. ADJOURNMENT: With no further business, the meeting was adjourned at 10:41 a.m.

Robert D. Larson,
Commission Secretary