

**PORT OF BENTON
COMMISSION MEETING MINUTES
June 11, 2014**

- A. CALL TO ORDER:** *The regular monthly meeting was called to order at 8:30 a.m. at the Port of Benton Conference 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 B. Dezember; Director of Airports, John Haakenson; Director of Maintenance, Kevin Howard; Director of Governmental Affairs, Diahann Howard; Administrative Assistant, Kelly Thompson; Communications and Marketing, Wally Williams and Port Counsel, Tom Cowan. Also in attendance were Roger Wright, Marvin Kinney, Terry Christensen, Carl Adrian, Stan Jones, and Jason Archibald.*
- B. PLEDGE OF ALLEGIANCE:** *Scott D. Keller, PPM® led those present in reciting the Pledge of Allegiance.*
- C. CURRENT BUSINESS:**
- 1. CONSENT ITEMS:** *A motion was made by Commissioner Larson, seconded by Commissioner Keck and unanimously passed by the Commission approving the May 7, 2014 Commission Meeting Minutes.*
 - 2. PUBLIC HEARING ON SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM:** *A Public Hearing was opened at 8:33 a.m. to accept public comment on the Six Year Transportation Improvement Program for the years 2015 through 2020, inclusive. Roger Wright, RGW Enterprises, discussed each of the projects. No Public Comment was received. The Public Hearing was closed at 8:39 a.m.*

A motion was made by Commissioner Larson, seconded by Commissioner Keck, and unanimously passed by the Commission approving Resolution 14-10, Accepting the Six Year Transportation Improvement Program for the Years 2015 through 2020, inclusive.
 - 3. ALD ARCHITECTS:** *The Commission presented Jason Archibald with a plaque to recognize ALD Architects for their excellence in design and remodel of the 3250 building, where the Port's administrative offices are now located.*
 - 4. TRIDEC:** *Carl Adrian briefed the Commission and staff on recent activities aimed at marketing and fostering economic development in the Tri Cities. He did confirm the Public Access Letter for the Hanford Lands has been sent. He has been meeting with several air service carriers to expand their service to the Tri City Airport.*
 - 5. UNSCHEDULED BUSINESS/VISITORS:** *The Executive Director briefed the Commission on a request from Michael Henry, Sigma Management, for the Port to*

take over the final section of Fermi Avenue between the southerly boundary of the Port's Richland Innovation Center and Smart Park Street

A motion was made by Commissioner Larson, seconded by Commissioner Keck, and unanimously passed by the Commission authorizing the Port of Benton to accept responsibility for this 300 foot section of road.

Stan Jones, Arculus, stated the Hanford Reach Grand Opening is July 1, and the open house is scheduled for July 5.

Terry Christensen, City of Richland Councilmember, and Port of Benton Liaison, stated the City just approved their Six Year Transportation Improvement Program.

D. COMMISSIONER COMMENTS:

Commissioner Larson commented on his attendance at the Walter Clore Wine and Culinary Center Grand Opening and complimented Commissioner Hagarty on her closing speech. He also attended the Washington Public Ports Association (WPPA) Conference and the Washington Airport Management Association (WAMA) Spring Conference. He commented on the Benton Franklin Council of Governments TIGER Grant applied for by the City of Benton City.

Commissioner Keck commented on his attendance at both the WPPA and WAMA Spring Conferences. He recognized the Port's dedication and continued involvement in the WAMA organization and efforts to insure it is successful each year. He also attended the American Association of Port Authorities Commissioner Conference and the Washington Economic Development Association meetings in Richland and thanked Scott Keller and Diahann Howard for their presentations.

Commissioner Hagarty commented on her attendance at the Walter Clore Wine and Culinary Center Grand Opening, and thanked the Port staff for the continued support and efforts for this project. She reported on the recent tour for Prosser representatives of Port sites and provided an update on the proposed changes to Public Disclosure Committee financial forms required of all elected officials.

E. COUNSEL COMMENTS: *Counsel advised the Commission that Tri-City Railroad Company has filed a Motion for Reconsideration of the Washington Utilities and Transportation Commission Order granting the at-grade crossing for the Center Parkway. If the WUTC denies the Motion, then TCRY has the right to appeal to Superior Court. In its Motion, TCRY cited the WUTC Order as denying them due process.*

Counsel further advised the Commission that the Port had received an inquiry from a potential tenant to lease space in north Richland for a facility to process marijuana. The City of Richland was contacted and confirmed the City has a moratorium on marijuana facilities until October 15, 2014. The Commission will determine whether the Port should adopt a policy on whether to allow Port facilities to be used for marijuana-related purposes.

Commission directed Counsel to prepare a draft policy to bring back to the Commission for consideration.

F. EXECUTIVE DIRECTOR COMMENTS: *The Executive Director reviewed J-U-B Engineers, Inc. Service Agreement for Prosser Airport. A motion was made by*

Commissioner Keck, seconded by Commissioner Larson and unanimously passed by the Commission authorizing the Executive Director to execute the contract with J-U-B Engineers for the Prosser Airport Pavement Rehabilitation Project No 3-54-0050-015 in the amount of \$69,138, which is an FAA eligible grant. The Executive Director reviewed J-U-B Engineers, Inc. Engineering Service Agreement for the Richland Airport. A motion was made by Commissioner Keck, seconded by Commissioner Larson and unanimously passed by the Commission authorizing the Executive Director to execute the contract with J-U-B Engineers for the Richland Airport Second Phase of the RLD Perimeter Fence Installation Project in the amount of \$83,508, which is an FAA eligible grant.

The Columbia Park Trail Railroad Bridge project was reviewed.

A motion was made by Commissioner Keck, seconded by Commissioner Larson, and unanimously passed by the Commission authorizing the Executive Director to execute the contract with David Evans & Associates, not to exceed the amount of \$106,094 for the Construction Management of the Columbia Park Trail Railroad Bridge, including reviewing bids and qualifications and conducting construction management inspections of the bridge.

The Executive Director stated he, along with the Director of Airports and the Director of Maintenance, recently visited Spokane International Airport and Felts Field.

The Executive Director commented on the Crow Butte Park Surveys the Port receives via e mail and thanked the Deputy Auditor, the Director of Maintenance and the Park Managers for their continued efforts and the success of the Park.

The Executive Director discussed the new leases with tenants who will be moving into the south end of the 3250 building. There is a need for immediate unbudgeted modifications, to fit the needs of the tenants. A motion was made by Commissioner Larson, seconded by Commissioner Keck, and unanimously passed by the Commission, authorizing the Executive Director to proceed with a draw from the line of credit from Banner Bank, not to exceed the amount of \$140,000.

G. STAFF INFORMATION REPORTS:

COMMUNICATIONS AND MARKETING: *Wally Williams thanked the Commission for the opportunity to join Port staff.*

GRANTS: *The updated copy of the Grants Status report was reviewed and discussed, with a brief update on the Columbia Park Trail Bridge replacement and a letter sent to TCRY.*

GOVERNMENTAL AFFAIRS & ECONOMIC DEVELOPMENT: *The Director of Governmental Affairs and Economic Development briefed the Commission on her projects.*

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, June 11, 2014, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 02030 through 02074 totaling \$84,053.66 and General Expense Warrants numbered 59250 through 59614 totaling \$882,218.71 from the General Expense Fund.*
- J. ADJOURNMENT:** *With no further business, the meeting was adjourned at 11:06 a.m.*

*Roy D. Keck,
Commission Secretary*