

**PORT OF BENTON  
COMMISSION MEETING MINUTES  
February 6, 2019**

- 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, Kevin Howard, CM; Director of Special Projects, John Haakenson; Director of Governmental Affairs, Diahann Howard; Administrative Assistant, Kelly Thompson; Director of Real Estate, Teresa Hancock; Director of Marketing, Wally Williams and Port Attorney, David J. Billetdeaux. Also attending was Lars Leland.
- 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 Larson and unanimously passed by the Commission approving the January 9, 2019, Commission Meeting Minutes and Resolution 19-04, to Cancel Warrant No. 70023.
  - 2. UNSCHEDULED BUSINESS/VISITORS:** Lars Leland, Executive Director, Port of Mattawa, introduced himself.
  - 3. ARCHITECT, ENGINEER & CONSULTANT CONTRACTS RENEWAL UPDATE:** The Director of Finance reviewed the solicitation process for evaluating and selecting Architects, Engineers and Consultants. He explained that he, along with the Executive Director, the Director of Airports, the Director of Economic Development and Governmental Affairs and the Director of Special Projects reviewed the Statement of Qualifications submitted and scored each one. There were over 60 applications received. Based on the scores, firms were selected to perform services for the Port of Benton for the calendar year 2019. The Commissioners were provided with a detailed list of these proposed consultants whose fees are greater than \$50,000, which exceeds the Executive Director's Delegation of Authority. He also noted the JUB Engineers Contracts are not Federal Aviation Administration (FAA) related, but is for the Port-wide pavement maintenance and miscellaneous task orders for general engineering services.  
  
**A motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission authorizing the Executive Director to execute a contract for one year with J-U-B Engineers for eight task orders (non-FAA projects), not to exceed \$165,690, and to execute a contract for one year with RGW Enterprises, PC, not to exceed \$120,000, excluding expenses; and to execute a contract for one year with Stan Stinson, not to exceed \$50,000 and to execute a contract for one year with Archibald & Company, not to exceed \$50,000.**

4. **RESOLUTION 19-05:** The Director of Airports discussed the completion of work for AIP 28, the Richland Airport Circle Area Hangar Taxi-lane Project by Inland Asphalt Company in the amount of \$1,872,306.97. He stated this project was FAA funded.

**A motion was made by Commissioner Robert Larson, seconded by Commissioner Jane F. Hagarty and unanimously passed, approving Resolution 19-05, Accepting work completed by Inland Asphalt Company for AIP 28, the Richland Airport Circle Area Hangar Taxi-lane Project, in the amount of \$1,872,306.97**

5. **RESOLUTION 19-06:** The Director of Airports discussed the completion of work for the 2018 Airport Way Entrance Landscape, Phase 4, by Besterbreur Bros Construction, Inc., in the amount of \$84,860.

**A motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson and unanimously passed, approving Resolution 19-06, Accepting work completed by Besterbreur Bros Construction, Inc. for the 2018 Airport Way Entrance Landscape Phase 4, in the amount of \$84,860.**

6. **RESOLUTION 19-07:** The Director of Real Estate and/or the Executive Director discussed both the land sale and the real estate contract with Croskrey Brothers, LLC, for the purchase of 7.52 acres and vacant building improvements in the Technology and Business Campus from the Port for the sum of \$955,000. This will include a 4% down payment in the amount of \$38,200, balance paid monthly will be \$3,183, plus 6% interest, with the closing to occur on or before May 24, 2019.

7. **A motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed, approving Resolution 19-07, Approving a land sale and real estate contract with Croskrey Brothers, LLC, for the purchase of 7.52 acres and vacant building improvements in the Technology and Business Campus from the Port for the sum of \$955,000. This will include a 4% down payment in the amount of \$38,200, balance paid monthly will be \$3,183, plus 6% interest, with the closing to occur on or before May 24, 2019.**

- D. **COMMISSIONER COMMENTS:** Commissioner Jane Hagarty stated she attended the Prosser Chamber of Commerce Awards Banquet and thanked the Director of Marketing for his innovation in the presentation at the Port's table. She also reported on her board meeting and retreat with Prosser Economic Development Association (PEDA) and her board meeting and retreat with the Walter Clore Wine and Culinary Center.

Commissioner Robert Larson stated he attended the Prosser Chamber Awards Banquet, the Tri City Area Chamber of Commerce's ATHENA Awards luncheon.

Commissioner Roy Keck stated he attended the Prosser Chamber of Commerce Awards Banquet, the Annual Sportsman Show at the TRAC, the Association of Pacific Ports (APP) Annual Meeting and the Tri-Cities Legislative Council (TCLC) trip to Olympia.

- E. **COUNSEL COMMENTS:** In-house Port Counsel discussed a draft communication policy and asked the Commission to read through it as it will be presented for adoption at the March

6, 2019, Commission Meeting.

Counsel also discussed how the government shutdown affected the timelines regarding the Federal Rail Administration (FRA) and the Surface Transportation Board (STB). HDR Engineering completed an independent inspection of the Yakima River Bridge and their findings were shared with the FRA, TCRY, BNSF and the UP. The Port has officially posted Notice of Adverse Discontinuance Proceeding, both physically along the trackage and in the Tri City Herald.

- F. EXECUTIVE DIRECTOR COMMENTS:** The Director of Economic Development and Governmental Affairs discussed the new “Memorials, Gifts, Monuments, Statues, Works of Art and Procedures for Naming Policy.” The Port is proposing a policy similar to City of Richland for consistency with donations and placement of property.

**A motion was made by Commissioner Jane Hagarty, seconded by Commissioner Robert Larson and unanimously passed, approving the Port’s Policy as presented for Memorials, Gifts, Monuments, Statues, Works of Art and Procedures for Naming.**

The Executive Director informed the Commission of the surplus of excess property with a value of less than \$10,000. The Port has insulation that has no value to the Port of Benton and will be disposed of properly.

The Executive Director informed the Commission that at yesterday’s TRI-PORTS Meeting, he was appointed chairman for the next term.

The Executive Director stated he and several other Port employees worked the Crow Butte booth at the annual Sportsman Show, held at the TRAC in January. They received many positive comments regarding the Port’s management of the park.

The Executive Director discussed the SIGN building purchase, stating it was finalized on January 31, 2019 for \$2,510,000. He thanked both the Director of Real Estate and the Director of Airports for their diligence in working with our long-term tenants.

The Executive Director discussed a new lease with Jason Domanico, Domanico Cellars, LLC for one bay in the Vintners Village Development building. This is a family owned winery with locations in Ballard and Prosser, including a vineyard. The lease is for Suite D, including outdoor patio, a monthly rent of \$1,846.25, stepped during the initial term, plus leasehold excise tax. The lease also includes a renewal term of five years with CPI or 3% minimum annually and security deposit equal to one month’s rent, plus leasehold excise tax the lease is effective March 1, 2019.

**A motion was made by Commissioner Robert Larson, seconded by Commissioner Jane Hagarty and unanimously passed by the Commission authorizing the Executive Director to enter into a lease with Jason Domanico, Domanico Cellars, LLC for one bay in the Vintners Village Development building, in addition to locations in Ballard and Prosser, including a vineyard. The lease is for Suite D, including outdoor patio, a monthly rent of \$1,846.25, stepped during the initial term, plus leasehold excise tax. The lease also includes a renewal term of five-year lease with CPI or 3% minimum annually and security deposit equal to one month’s rent, plus leasehold excise tax the lease is effective March 1, 2019.**

**G. STAFF INFORMATION REPORTS:**

**MARKETING:** The Director of Communications and Marketing stated he is working on the Richland Rotary Entrepreneurial Awards Banquet scheduled for February 26, 2019. The Port will attend the upcoming Washington Association of Wine Grape Growers (WAWGG) Trade Show. He will begin the spring newsletter, which will be published in April. He, along with the Port team is assisting with the Port's Tri City Herald Progress Edition article for 2019.

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

**ECONOMIC DEVELOPMENT & GOVERNMENTAL AFFAIRS:** The Director of Economic Development & Governmental Affairs briefed the Commission on her projects, including the itinerary for the upcoming PNWA Mission to Washington D.C. conference, overviewed state legislative bills of importance and actions taken by the Port. She and Commissioner Roy Keck recently attended the TCLC session in Olympia. Commissioner Roy Keck thanked her for her testimony and support of SB5564 Building Business Ecosystems.

**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 6, 2019, Port Commission by unanimous vote approved for payment those vouchers included in said listing and further described as follows: Payroll Warrants numbered 04806 through 04862 totaling \$121,663.82 and General Expense Warrants numbered 070038 through 070254 totaling \$786,837.01 from the General Expense Fund.

**J. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 10:30 a.m., and an Executive Session was convened pursuant to RCW 42.30.110 (1) (i) to discuss ongoing litigation. The Commission announced the Executive Session would last no longer than thirty (30) minutes. The Executive Session was adjourned at 11:00 a.m. and the regular Commission Meeting was reconvened.

**K. ADJOURNMENT:** With no further business, the meeting was adjourned at 11:00 a.m.

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Robert D. Larson,  
Commission Secretary