

**PORT OF BENTON  
COMMISSION MEETING MINUTES  
JANUARY 13, 2021**

**A. CALL TO ORDER:** The regular monthly meeting was called to order at 8:32 a.m. at Port of Benton Commission Meeting Room, 3250 Port of Benton Boulevard, Richland, Washington.

**PRESENT:** Commissioner Roy D. Keck (via remote telecommunications), Commissioner Robert D. Larson (via remote telecommunications), Commissioner Jane F. Hagarty. Executive Director, Diahann Howard, PPM®, Attorney, David Billetdeaux (via remote telecommunications); Director of Economic Development and Governmental Affairs, Miles Thomas (via remote telecommunications); Executive Administrator, Summers Miya (via remote telecommunications); Director of Real Estate, Teresa Hancock (via remote telecommunications); Director of Marketing, Wally Williams (via remote telecommunications); Contract Specialist, Sheri Collins (via remote telecommunications); Director of Facilities & Operations, Ron Branine (via remote telecommunications); Director of Airports, Joe Walker (via remote telecommunications); Director of Special Projects, John Haakenson (via remote telecommunications); Director of Finance/CPA, Danielle Connor (via remote telecommunications); Senior Accountant, Veronica Serna (via remote telecommunications); Sundance Aviation, Devin Alder (via remote telecommunications); Sundance Aviation, Clif Dyer (via remote telecommunications); Century West Engineers, Bryan Condon (via remote telecommunications); JUB Engineers, Ben Hoppe (via remote telecommunications)

The Commission Meeting was conducted using the CDC (Centers for Disease Control) recommended social distancing protocols for COVID-19 with Commissioners meeting in-person and remotely; public attending remotely and Port staff members participating in-person or remotely, and said meeting was noticed as required by RCW 42.30.070.

Commissioner Hagarty noted that she would read action items aloud alphabetically by last name and asked that each commissioner signify their vote by announcing 'Yes' or 'No' aloud. Further, when a Commissioner wishes to speak, the name of the Commissioner will be announced for those using remote telecommunications.

**B. PLEDGE OF ALLEGIANCE:** John Haakenson led those present in reciting the Pledge of Allegiance.

**C. CONSENT AGENDA:**

A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the December 9, 2020 Commission Meeting Minutes, and approval of vouchers and certifications, including payroll, for the month of December totaling \$845,902.67, and approval of Resolution 21-03, to cancel warrant No. 073813, in the amount of \$239.45.

#### **D. PUBLIC COMMENT:**

Director of Economic Development & Governmental Affairs, Miles Thomas announced that he would be providing a staff report update on the SEPA report.

Thomas thanked the Commission for adding this item to the agenda for discussion, explaining that it is new to the Port to perform its own State Environmental Policy Act assessment on the Port's Comprehensive Plan, or rather the Comprehensive Scheme of Harbor Improvements.

Thomas reminded the Commission that a Resolution was previously adopted accepting responsibility for in-house authority to act as the Designated Authority on SEPA reviews, as the Port only elects to perform reviews in-house on projects that are of great significance to the Port itself or Port tenants. Thomas added that in order to ensure continuity, the Port elected to take over performance of the SEPA review of our Comprehensive Plan, and therefore, have more control over meeting local and state timelines for initiation of the annual budget.

Thomas explained that the SEPA review of the Port's Comprehensive Plan is a Non-Project action, meaning it is not required to assess the impacts of specific construction or improvement activities and it merely assesses compliance in planning for a totality of projects contemplated under the Port's annual budget. Thomas further explained that it should be noted that the Port's Comprehensive Plan is in no way related to a City/Municipal comprehensive plan, which in the Port's case is just a common name to refer to a document and not a required piece of regulatory planning. The Port is a special district, not a city/municipality, and is not required to produce a Comprehensive Plan as is contemplated under RCW 36.70a. It is important to distinguish between these documents as the only comments received thus far have relied upon the context of RCW 36.70a to which the Port is not party.

Thomas continued, noting that the Port however, is required to issue a Comprehensive Scheme of Harbor Improvements and perform a non-project SEPA review of such plans. Thomas added that many of the environmental factors need not be addressed in this non-project review considering that the document itself does not produce any environmental impacts not otherwise reviewed by other processes and all projects requiring any significant environmental impact will receive their own SEPA analysis.

Thomas stated that the 15-day comment period ended on January 10, 2021, noting that it is important to point out that this is not a Question-and-Answer period, but only an opportunity to receive comments for consideration and is generally the Port's practice to issue a Determination of Non-Significance, and then begin the comment period. If the Port receives comments that require a different action than the original Determination, the Port can issue a revised determination, reaffirm the original determination, or consider withdrawing and re-reviewing the determination for action at a later time.

Thomas clarified that as the SEPA review official for the Port I intend to issue a reaffirmation of the original decision for a Determination of Non-Significance. This would have normally occurred as soon as the comment period ended, however with this being a new process I wanted to ensure all were aware of the process.

Thomas informed the Commission that three comments were received on our Determination of Non-Significance. However, none of the comments were received in the mode or method directed under the Notification of Public Comment Period.

Commissioner Jane Hagarty asked Thomas to follow-up with a letter addressing the comments received.

Devin Alder of Sundance Aviation thanked the Commission for the opportunity to speak, announcing that he comes forward as a concerned investor of the Richland Airport as at the December 9, 2020 Commission Meeting, the Commission voted to approve a fee schedule for the Richland and

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Prosser Airports. Alder added that the results of the rent study were presented in November. Alder asked the Commission to reconsider the rates that were approved on the fee schedule. Alder clarified that he fully supports a fee structure at the Richland and Prosser Airports, but added that the rent study compared the Richland Airport to 13 airports and the shortest runway length was 4,200 ft and the longest was 6,500 ft, with an average length of 5,067 ft. Alder stated that this is 1,000 ft, or 25% over Richland's runway length and most of the airports studied also had operating control towers, suggesting that there is quite a bit more air traffic, business and fuel sales at these airports. Alder added that the difference makes a significant amount of economical difference when comparing airports.

Alder continued, noting that the minimum length for business jets is 5,000 ft and stated that Richland's current economics are based solely on GA aircraft. Alder stated that he believes the proposed fees are well above the average mean of rents shown in the study and although he would love to see more business clients, that is not the case at this time.

Alder added that he believes it fair that users pay a fair rate, but feels all should work towards the growth and expansion of the airports before implementing the rate increase.

Alder stated that the current proposed fuel fees are two cents higher on the FBO side and five cents higher on non-FBO fuel than even the Pasco Airport, who has a large amount of flowage from the airline industry, and sees more corporate fuel sales, which Alder feels the Pasco Airport can afford a few extra cents per gallon, but the Richland Airport has no large amounts of fuel being sold and most fuel is going to GA, which is already being pushed to its limits in expenses. Alder added that he is concerned about Richland Airport losing clients if the rates are implemented.

Alder added that he feels to be more inviting to new business opportunities, the Richland Airport should have slightly lower than average pricing and have updated facilities, as the building is in rough shape. Alder added that customers have made comments in the past about not returning because their own customers have needs for better facilities and Alder feels the pricing should be in line with the facilities.

Alder offered assistance in providing names of other airports that would be a fair comparison to the Richland Airport.

#### **E. ITEMS OF BUSINESS:**

##### **1. Selection of Port of Benton Commission Officers for 2021**

**A motion was made by Commissioner Roy Keck to retain the current positions for another year, which was seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the Commission officers for the Port of Benton for 2021.**

The regular Port of Benton Commission Meeting was recessed at 8:57 a.m.

##### **2. Economic Development Corporation (EDC): Approval of Minutes from January 8, 2020 EDC Meeting, Section of Officers**

The EDC Meeting was started at 8:57 a.m.

**A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving the EDC meeting minutes from the January 8, 2020 meeting.**

**A motion was made by Commissioner Roy Keck to retain the current positions of the EDC for 2021, which was seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the EDC officers for 2021.**

The EDC meeting was adjourned at 8:59 a.m.

The regular Port of Benton Commission Meeting was restarted at 8:59 a.m.

**3. Resolution 21-01: A Resolution of the Port of Benton Approving Delegation of Authority for the Executive Director and Her Designees:** Port Attorney, David Billetdeaux explained that every year, the Port of Benton reaffirms the delegation of authority to the Executive Director. Billetdeaux reminded the Commission that in 2020, emergency powers were declared because of the COVID-19 pandemic and these emergency powers are still in effect and will be in effect until the pandemic is over, or until the Commission decides to terminate the motion.

**A motion was made by Commissioner Robert Larson, seconded by Commissioner Roy Keck and unanimously passed by the Commission approving Resolution 21-01 and the delegation of authority for the Executive Director and her designees.**

**4. Resolution 21-02: A Resolution of the Board of Commissioners of the Port of Benton Authorizing the Port Executive Director to Sell and Convey Surplus Property with Less Than \$10,000 Value:** Port Attorney, David Billetdeaux announced that the surplus property resolution is procedural and something that is done on an annual basis. Billetdeaux added that he would like to add this resolution to the January meetings in the future, as he feels it is in best interest to introduce early in the year.

Commissioner Hagarty thanked Billetdeaux for moving this resolution to the beginning of the year.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving Resolution 21-02 and authorizing the Port Executive Director to sell and convey surplus property with less than \$10,000 value.**

#### **F. INFORMATION REPORTS:**

**1. Grants Update:** Executive Director Diahann Howard announced that Port has sent a direct request to the state to support \$5 million for rail.

Howard added that the close-out of projects on CERB has been sent.

Howard added that an opportunity may be in place for possible reimbursements for the work on the Duportail project and the Port is working with the City of Richland to recapture some of the costs.

#### **G. COMMISSIONER REPORTS/COMMENTS:**

Commissioner Keck announced that he has participated in recent ECA meetings virtually and they are working on a new nuclear initiative, which the Port is in alignment with regarding future clean energy projects.

Commissioner Keck noted that he has been participating in WPPA Roundtables, including the recent Port Awards.

Commissioner Keck also noted that he attended recent NOAA events regarding their salmon

study and legislative updates with AWB and WPPA, adding that a common thread among many is damage control on new taxes.

Commissioner Larson commented that he has been utilizing Zoom video for Richland Rotary and NOAA and has been caring for his wife while she convalesces.

Commissioner Hagarty stated that she has been attending meetings via Zoom, including WPPA's recent Port Awards Roundtable. Commissioner Hagarty stated that feels WPPA has been doing an exemplary job with their meetings and maintaining interaction with their members.

## **H: DIRECTOR REPORTS/COMMENTS**

**1. EXECUTIVE DIRECTOR:** Executive Director, Diahann Howard announced that all staff evaluations for 2020 and goals for 2021 have been completed. Howard added that she would like to compliment the resilience of the Port team, pointing out that the team has true belief in improving the organization. Howard also commented on the team's respect, kindness and empathy with one another.

Howard reminded the Commission that at the December 2020 Commission Meeting, approval was provided regarding selection of Architects, Engineers, Consultants and Misc. Professional Services. Howard added that a number of annual agreements are in process that she would like to get into place from the 2021 approved roster and budget. Howard added that the list is not fully inclusive of the Port needs, others will follow or be project specific, and if over the delegation of authority, or not within budget, will be provided for Commission for full consideration.

Howard asked for a motion to approve the Desert Green Lawn & Tree Care, LLC 2-year agreement (2021-2023) for herbicide, insecticide and pesticide services at all Port of Benton sites.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the 2-year agreement (2021-2023) with Desert Green Lawn & Tree Care, LLC for herbicide, insecticide and pesticide services at all Port of Benton sites.**

Howard asked for a motion to approve the 2021 RGW Enterprises contract in the amount of \$140,000.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving a 2021 contract with RGW Enterprises in the amount of \$140,000.**

Howard asked for a motion to approve a 2021 contract for Stan Stinson, miscellaneous engineering, in the amount of \$20,000.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving a 2021 contract with Stan Stinson, miscellaneous engineering, in the amount of \$20,000.**

Howard continued with an update on the railroad track maintenance on switches and frogs, pointing out that Port Attorney, David Billetdeaux has provided notice of the inspection of the track switches and frogs (which are cross over tracks at switches). Howard added that the purpose of the



inspection was due to TCRY staff notifying the Port that the switch and frog points were beyond maintenance.

Howard stated that HDR inspected the switches and their opinion was that while they are very poor shape and need attention, HDR felt that they should be welded and repaired, adding that HDR recommended Morrison Metal Weld, which is one of the very few companies, other than railroads themselves, in the United States capable of performing this work.

Howard added that Morrison Metal Weld inspected all of the switches and frogs within the Port track, looking at 49 locations within the track system and found that 18 of these points were severely or extremely worn and recommended immediate repair. Howard added that Morrison provided a bid to provide welding or grinding repair of 56 items, 18 of which were found to be critical and included broken switch and frog points, cracked frogs, bulging rail at frogs and switches and other areas that could cause a train derailment.

Howard stated that Morrison provided an initial bid of \$31,200 to complete the necessary repairs, however, before any of the work would be completed, the Port would need to itemize the work and determine if only the absolutely necessary locations should be priority for repair. Howard added that mobilization is a significant cost and it would make the most sense to get as much work done as possible once the crew is on site and at minimum, proceedings should be made for at least half of the work, to avoid a derailment.

Howard reminded that, as discussed with the Port Attorney, the repair is clearly TCRY's obligation to perform as part of their maintenance for the track, but noted that TCRY has refused to perform or pay for the work.

Commissioner Keck agreed that the repair needs to be made and this should be seen as a TCRY default and added to their file and ongoing lawsuits. Commissioner Keck provided his approval to move forward, as a motion is not required since the repairs are under \$50k.

Howard continued with an update on the Northwest Mutual Advisors kick-off meeting, stating that the Port has settled on up to \$8 million in new debt and a new building or project will be placed under consideration for future development. Howard added that this plan is in line with the Port Strategic Plan and the Port will continue to pursue different grant opportunities, adding that the project would not need to start until 2022, which will provide adequate time for grant requests.

The Commission approved the Port to move forward with the bond refinancing and possible new debt.

**2. PORT ATTORNEY:** Port Attorney, David Billetdeaux presented information regarding the final closeout of the TestAmerica site, stating that the Port received estimated costs of approximately \$35k from environmental consultants to accomplish environmental close-out procedures at the TestAmerica site. Billetdeaux explained that after various discussions and negotiations with EuroFins, the parent company of TestAmerica, the Port was able to leverage their relationship with contractors GeoSyntec for a much lower price.

Billetdeaux continued, explaining that GeoSyntec finalized their work for \$25,238.30, which was even less than their initial estimate and the Port then continued their negotiations with TestAmerica, finally coming to a recommended portion of approximately 40%, or \$10k. Billetdeaux stated that although the Port would prefer it to be \$0, this is much cheaper than an even more prolonged closeout process and it will allow the Port to begin marketing the land immediately and recouping the costs.

Billetdeaux stated that he will be seeking a motion to approve a \$10k payment to close out all environmental work and so the Port can begin efforts to find the best use for this land and begin to market it.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving a final payment of \$10,000 to close out all environmental work on the TestAmerica site, as presented.**

Billetdeaux continued with an update on the Healthy Washington Roadmap to Recovery, highlighting potential changes to Open Public Meetings in the future. Billetdeaux explained that based on the rule changes, in-person meetings will also be required to offer Zoom, but the Commission room will eventually be able to be opened to some outside individuals. Billetdeaux added that the rules state that the area must be ADA compliant and temperature checks, health screening, face coverings and sanitation are required. Billetdeaux added that an overflow room must be available, should the regular Commission meeting room reach maximum occupancy. Billetdeaux stated that he feels this is not the right move for the Port of Benton to make at this time because of space issues and for the health and safety of the Port employees, the public, and the Commission. Billetdeaux recommends continuing with Zoom only meetings at this time.

Commissioner Roy Keck agreed that continuing with the current system is best for this time and perhaps should revisit the options in March.

Commissioner Hagarty concurred with Commissioner Keck and added that as the vaccines get distributed more efficiently, this would be a good option to reconsider in a few months.

Director of Economic Development & Governmental Affairs, Miles Thomas added that the rules state that the room can only reach 25% occupancy and if more than 25% occupancy shows up to the meeting, the meeting would then need to be recessed if adequate overflow space was not available.

Billetdeaux added that he would be discussing potential litigation issues in Executive Session.

**3. FINANCE DIRECTOR/AUDITOR:** Director of Finance/CPA, Danielle Connor stated that upon further review and analysis, she would like to propose a budget adjustment to increase the Crow Butte Day Use parking standard rate from \$5 to \$10 a day, which would align with the Day Use parking rate with the boat launch and parking rate, which was previously raised from \$5 to \$10 for the 2021 season when the budget was presented and approved in November. Connor added that the costs to maintain and service the lots is comparable and noted that the Veterans discounted rate for both the Day Use parking and Boat Launch and parking are intended to remain the same at \$5 per day.

Director of Economic Development & Governmental Affairs, Miles Thomas added that he recently had a conversation with the camp hosts, in which it was stated that the day use requires more labor and attention than the boat launch users and the camp hosts felt that the rates should not differ. Thomas added that the fee will be called a "Parking Fee" on the website and will be inclusive of the boat launch and day use park fee.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Robert Larson and unanimously passed by the Commission approving the increase of the standard day use parking rate from \$5 to \$10 for the 2021 season, as presented.**

Connor continued with a financial status update, stating that general expenditures for December were approximately \$846k, including general operating, project, payroll expenses and a portion of the Port debt payments and there was an additional approximate of \$340k of debt payments.

Connor noted that the December reports from the Benton County Treasurer were received the previous Friday evening and the unreconciled cash balance at the end of December, including reserved cash, was around \$2.7 million.

Connor added that a reimbursement request was sent to WSDOT in late December in regards to

the rail project and the Port is expected to receive around \$248k in January/February.

Connor noted that preliminary results for December will be presented at next month's meeting.

Connor provided an update on the IAP project, stating that the initial target date of January 4, 2021 for the go-live date was met for Intacct and Criterion, adding that the first check was cut from Intacct last week. Connor took the time to thank Veronica, Teresa, Summers, Sheri and David for their contributions to the project, as well as a thank you to the rest of the team for backfilling and support.

Connor stated that progress has been made to identify a potential system that would meet the Port needs for both work orders and asset management, as well as property management and leasing. Connor added that this system would provide the complex accounting calculations needed for compliance of the new upcoming GASB 87 standard around leasing, which is required to be fully implemented by the state of Washington for 2021 issued financial statements. Connor informed that several team members recently attended a demo for this potential vendor and all is looking promising and added that the estimate pricing would be within the previously approved budget for the IAP project.

**4. ECONOMIC DEVELOPMENT & GOVERNMENTAL AFFAIRS:** Director of Economic Development & Governmental Affairs, Miles Thomas announced that he has been going through facilities to identify cost savings, including an overhaul of the phone system at the Port office. Thomas explained that he has been working with the Director of Facilities & Operations, Ron Branine on the implementation of a new phone system that will allow Port staff to seamlessly transition from working in the office to working from home. Thomas added that the new system also entails a mobile app that allows more flexibility to staff working in the field.

Thomas provided an update on the Walter Clore Center, noting that a potential educational partner has been identified and a draft proposal has been submitted to them.

Thomas added that Port staff cleaned and organized files at the Clore Center, including arranging the archives into one space. Thomas added that he will work with an archivist to ensure Dr. Clore's materials are being properly archived.

Thomas continued with an update on Crow Butte Park, noting his work with the Director of Special Projects, John Haakenson and the Director of Facilities & Operations, Ron Branine. Thomas added that Haakenson has been instrumental in providing past infrastructural information to assist with Crow Butte.

Thomas stated that they have invested in telephone updates to the park and the office now has an in-office line, as well as the contact station and day use camp area. Thomas noted that a phone will be mounted in the day use area for emergency call. Thomas feels the upgrades to the phone system will provide the camp hosts with more security, as well as resources.

Thomas moved on with an update on the new Crow Butte Park website, providing an update via screen share. Thomas added that all money processing will be done through the website, including day and boat launch passes. Thomas expects the site to open soon for the season.

Thomas displayed a recent marketing piece displayed on the inside right cover of Washington Business magazine's recent issue. Thomas also highlighted the current 1889 magazine's Trip Planning to the Tri-Cities article, in which the Triton Sail is listed as a featured tourism stop.

Thomas continued with a display of the new Discover Richland website, which has been a partnership project with the City of Richland. Thomas stated that the site highlights Richland's ideal location, the current businesses, top regional employers, the opportunities and businesses available for collaboration, as well as high-level information helpful to those researching areas for possible development or infrastructure. Thomas added that the landing page connects visitors to the City of Richland or Port of Benton for development opportunities.



Thomas mentioned a few upcoming dates that he would be participating in, including Association of Washington Business Legislative Day on January 26, 2021 and the WPPA Virtual Port Day on February 2, 2021.

**5. MARKETING:** Director of Marketing, Wally Williams announced that he is working on the Tri-City Regional Chamber of Commerce February State of the Ports luncheon, which will be held on Wednesday, February 24, 2021. Williams alerted the Commission that the luncheon would need a Commissioner or the Executive Director to present.

Williams added that he has been working with the Director of Airports, Joe Walker on updating the airport brochure, as well as the Port History, which he has decided will now be updated every year, rather than every ten years.

Williams also displayed a recent logo project and reminded the Commission that they were provided with Port branded face masks, which he has different sizes if they should need.

**6. REAL ESTATE:** Director of Real Estate, Teresa Hancock announced that 2021 has been off to a great start.

Hancock announced that effective January 25, 2021, Mission Support Alliance (MSA) leases will formerly convert to "Hanford Mission Integration Solutions" or HMiS, a subsidiary of Mission Support Alliance. Hancock explained that MSA currently holds three leases with the Port and discussions continue with MSA/HMiS for adjacent available space within the 2345 Stevens Drive facility.

Hancock stated that she and staff continue working with tenants during the COVID-19 pandemic to offer assistance and information as needed. She noted that the Honey Bee Quilting shop in Benton City terminated the lease due to on-going COVID-19 governor restrictions and vacated at end of December and interest has been received in purchasing and leasing the vacant space.

Hancock added that 92% of revenue generating property is filled at this time and she is working towards 0%.

Hancock added that L&G Salon moved into the space in December and the Port, as well as the tenants, have been busy working on space improvements. Hancock added that she received notice from the City of Benton City about the Public Review Policy and since the space changed from non-profit to commercial property, the business could not open for 15 days.

**7. SPECIAL PROJECTS:** Director of Special Projects, John Haakenson provided an update on the irrigation/pump issues at Crow Butte Park, noting that he has been working with D Hittle as they prepare their design that will be sent to the Corps and Tribe. Haakenson stated that they would like to begin work in early February and depending on the scope of the work, may hire-out for the excavation work, or complete in-house. Haakenson added that he hopes to join forces with an electrician on this project.

Haakenson stated that they are trying to get ahead and be prepared for the year and they are ordering supplies now, as he anticipates the Park will see heavy use this year.

Haakenson added that a contractor would be hired to flush the lines at the sewer and lift station in preparation of the season and he will be working with a janitorial company in early March to plan for a full deep cleaning of the restrooms before the season opens for camping.

Haakenson added that he is assisting with updating park signage that will provide more information and will look better and be more uniform in appearance.

Haakenson noted that he is working with the Executive Director, Diahann Howard and Maintenance Supervisor, John Alley on a Park Policy Checklist.

**8. FACILITIES & OPERATIONS:** Director of Facilities & Operations, Ron Branine announced that the maintenance team has completed the Intermech space with minor painting and is in the process of obtaining quotes for additional safety lighting.

Branine continued with an update on the former Create building in Benton City, noting that the building has been completed except for the exterior lighting. Branine stated that the Subway basement has been cleaned, the sump pump re-installed the correct way and they have also installed two new gutter extensions that had to crosscut the sidewalk to properly install. Branine explained that this will allow the roof to drain away from the building instead of back into the building and after several recent rains, he is happy to report that the basement is still dry. Branine added that this has been an ongoing issue for many years.

Branine stated that they are still planning for the space which was formerly occupied by Labrie Glass and Honey Bee Quilting and the maintenance team has been assisting with the Walter Clore transition, adding that he has met with a cleaning company and the Clore will receive a full deep cleaning.

Branine stated that he completed and delivered nine employee reviews and all associated goal sets with salary adjustments.

Branine listed additional projects in motion as the 2345 lighting project and carpet replacement and access controls at the 3100 building, possibly 3250 building, and the annual herbicide and pesticide plan.

Branine provided an update on the 2021 Pavement Maintenance project, stating that they are still dialing in the interlocal agreement with the City of Richland and they have adjusted the JUB task order costs down to fit the current model and needs. Branine explained that the Port and City of Richland are proposing 3% portion of the overall cost of the project and will bring back to the Commission in February. Branine also wanted to thank Director of Special Projects, John Haakenson for his assistance with the Pavement Maintenance project.

**9. AIRPORTS:** Director of Airports, Joe Walker provided an update on the Richland Airport, announcing that the preferred alternative has been shared with the TAC and they are asking anyone with comments or suggestions about the preferred alternative to submit them to him or JUB before Friday, the 15<sup>th</sup> of January, 2021. Walker added that they are continuing to work with the City of Richland on an airport overlay zone and Port staff has provided comments to the city on a draft.

Walker continued with an update on the Prosser Airport, stating that since the Commission last met, they have received their first snowfall of the year and have uncovered some areas that need improved upon, but overall, snow removal was successful. Walker stated that the new liquid deicer trailer should arrive within the month, which will make snow and ice removal more efficient and cost effective.

Walker stated that his remaining comments will be reserved for Executive Session under real estate and potential litigation.

**I. EXECUTIVE SESSION:** The regular Commission Meeting was recessed at 10:49 a.m. and an Executive Session was convened at 10:52 a.m. to discuss real estate matters at possible litigation. It was announced that the Executive Session would take one hour.

**J. ADJOURNMENT:** With no further business, the meeting was adjourned at 11:52 a.m.



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Roy D. Keck  
Commission Secretary