

**PORT OF BENTON
SPECIAL COMMISSION MEETING
RICHLAND AIRPORT WORKSHOP MINUTES
FEBRUARY 18, 2022**

A. CALL TO ORDER: The Special Commission Workshop meeting was called to order at 8:01 a.m. at the Port of Benton Commission Meeting Room, 3250 Port of Benton Boulevard, Richland, Washington.

PRESENT: Commissioner Lori Stevens; Commissioner Roy Keck, Commissioner Christy Rasmussen, Executive Director, Diahann Howard, PPM®; Director of Finance, Danielle Connor, Director of Operations & Facilities, Ron Branine; Director of Real Estate, Teresa Hancock; RGW Enterprises, Roger Wright; Executive Administrator, Summers Miya; Director of Economic Development & Governmental Affairs, Miles Thomas

The following attendees attended via remote communications: Port Attorney, David Billetdeaux; Director of Marketing, Wally Williams; Contract Specialist, Sheri Collins; City of Richland, Theresa Richardson; Sundance Aviation, Clif Dyer; Glen Whitcomb; Ryan Ricer; Phil Craig; Herb Brayton; Scott Keller; Jon Alvord; Mark Showalter; Robert Wade

The Special Commission Workshop 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.

B. PLEDGE OF ALLEGIANCE: Commissioner Roy Keck led those present in reciting the Pledge of Allegiance.

C. RICHLAND AIRPORT WORKSHOP

1. 2022 Richland Airport Budget Review

The 2022 Richland Airport budget was presented by Director of Finance and Auditor, Danielle Connor.

2. Design Guidelines, Rules, Regulations and Rates Overview

Port Attorney, David Billetdeaux provided an overview of the recently revised Airport Regulations and Minimum Standards guidebook, which is still in draft format.

3. Rates and Fees Overview, cont.

Director of Real Estate, Teresa Hancock provided an overview of the rates and fees, including guidelines for the Richland Airport.

D. ADJOURNMENT: With no further business, the meeting was adjourned at 9:30 a.m. with a note that all materials from today's Workshop would be posted to the website.



Lori Stevens
Lori Stevens
Commission Secretary