

**PORT OF BENTON  
SPECIAL COMMISSION MEETING  
MINUTES  
OCTOBER 9, 2023**

**A. CALL TO ORDER:** The Port of Benton Special Commission Meeting was called to order at 3:00 p.m. at the Port of Benton Commission meeting room, 3250 Port of Benton Boulevard, Richland, Washington.

**PRESENT:** Commissioner Christy Rasmussen; Commissioner Roy Keck; Commissioner Lori Stevens; Executive Director, Diahann Howard; Port Attorney, David Billetdeaux; Director of Finance, Jeff Lubeck; Public Information Officer, Summers Miya; Director of Facilities & Operations, Ron Branine; Director of Real Estate, Teresa Hancock; Airport Manager, Quentin Wright; Accounting Specialist, Julia Mora; Director of Marketing, Wally Williams; Senior Accountant, Veronica Serna; Wendy Culverwell, Tri-City Herald; Scott Keller, Community Member

**THE FOLLOWING PARTICPATED VIA REMOTE COMMUNICATIONS:** None

The Special Commission 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. PUBLIC COMMENT:**

There were no comments from the public.

**D. ITEMS OF BUSINESS:**

1. Resolution 23-36, Amending Resolution 21-56

Executive Director Diahann Howard explained that this resolution pertains to the CARB loan regarding 1865 Terminal Drive building purchase in Resolution 23-28.

Howard explained that the Port Commissioners previously accepted the offer of the loan from the Community Aviation Revitalization Board in the amount of \$750k with an interest rate of 2%, but the total acceptance amount needs to be updated to reflect current figures, therefore, the resolution would update the loan amount to \$1.1M with a 2% interest rate.

Howard noted that this resolution is administrative as the Port would like to ensure all proper documentation is in place.

Howard added that the team has communicated with the sellers (Moe's) of the building and they are excited and welcoming. Howard added that the team has also met the existing tenants.

**A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving Resolution 23-36, A Resolution amending Resolution 21-56.**

**E. EXECUTIVE SESSION:** The regular Commission meeting was recessed at 3:04 p.m. and an Executive Session was convened at 3:05 p.m. to discuss real estate for 10 minutes. It was noted that if any action was required, Commissioners will reconvene the regular meeting and bring forward any item at that time.

Commissioner Christy Rasmussen asked for a motion to continue real estate negotiations in the Technology & Business District with the utilization of Benton .09 funds.

**A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving continued negotiations related to .09 funding, with an Amendment to Resolution 23-34, if necessary, to be brought to a future commission meeting for approval.**

**F. ADJOURNMENT:** With no further business, the meeting was adjourned at 3:16 p.m. with an announcement that a special Commission budget workshop would be held immediately following the adjournment of the special meeting in the Port of Benton Commission meeting room.



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Lori Stevens  
Commission Secretary