

**PORT OF BENTON
COMMISSION MEETING MINUTES
April 10, 2024**

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 located at 3250 Port of Benton Blvd., Richland, Washington.

PRESENT: Commissioner Scott Keller, Commissioner Lori Stevens; Commissioner Roy D. Keck; Executive Director, Diahann Howard, PPM®, PPX®; Director of Real Estate, Teresa Hancock; Public Information Officer, Summers Miya; Airport Manager, Quentin Wright; Director of Finance, Jeff Lubeck; Director of Marketing, Wally Williams; Director of Governmental Affairs, Cassie Hammond; Director of Facilities, Ron Branine; Construction Project Manager, Bryan Bell; Accounting Clerk, Julia Mora; Ashley Garza; Community Member, Bill O’Neil; Energy Northwest, Christy Rasmussen; City of Richland Council Member, Shayne VanDyke; Hanford Communities, David Reeploeg; Richland Chamber of Commerce, May Hays; Benton-Franklin Council of Governments, Michelle Holt; Community Member, Jon Ray

The following attendees attended via remote communications: Contract Specialist, Sheri Collins; Joshua Lott, Anderson Perry; Bryan Condon, Century West Engineers; Jorge Celestino; Jeff Losey, Home Builders Association; RJ (no last name given)

The Commission meeting was noticed as required by RCW 42.30.070.

B. PLEDGE OF ALLEGIANCE: John O’Leary led those present in reciting the Pledge of Allegiance.

C. CONSENT AGENDA:

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving the agenda for the April 10, 2024 Commission meeting, approval of minutes from the March 13, 2024 Commission meeting and approval of vouchers and certifications, including payroll, for the month of March totaling \$1,152,006.18.

D. PUBLIC COMMENT:

There were no public comments.

E. ITEMS OF BUSINESS

1. Resolution 24-13, Authorization of a Commercial Lease (3+ Years), Tirridis, LLC – Walter Clore Pavilion

Director of Real Estate Teresa Hancock overviewed the details related to Resolution 24-13, authorization of a commercial lease, over three years with Tirridis, LLC at the Walter Clore Pavilion. Hancock explained that the lease falls under the executive director’s delegation of authority, but is being overviewed as the facility has not been leased prior.

Hancock overviewed the resolution, facility and business, including a breakdown of the three-year term with three-year renewal at a base rent of \$12/psf-\$15/psf/y NNN an annual adjustments and market review.

Hancock provided a visual of the property, clarifying that the lease is for the 2,400 square-foot property and patio, the port will maintain the surrounding grounds.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving Resolution 24-13, authorization of a commercial lease (3+ years), Tirridis, LLC – Walter Clore Pavilion

2. Resolution 24-14, Consent to Assignment of Ground Lease, JD Trevino Family Investments to Glenn Whitcomb – Richland Airport

Airport Manager Quentin Wright explained that the existing ground lease/hangar owner, JD Trevino has approached the port with the request to reassign his ground lease to Glenn Whitcomb at the Richland Airport.

Wright explained that that the terms of the existing lease do not change, it is simply a reassignment, adding that the existing lease was updated in 2024 and will be reviewed again in 2027.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission approving Resolution 24-14, consent to assignment of ground lease, JD Trevino Family Investments to Glenn Whitcomb – Richland Airport

F. INFORMATION REPORTS:

1. Welcome and Update from Michelle Holt, Benton-Franklin Council of Governments

Executive Director Diahann Howard introduced and welcomed Michelle Holt, executive director of Benton-Franklin Council of Governments.

Benton-Franklin Council of Governments (COG) Michelle Holt provided a detailed overview of the COG, including:

- History
- 2022-2023 highlights
- Port of Benton support summary
- 2024 technical assistance
- 2024 happenings - transportation
- 2024 happenings – economic development
- Questions for Commission

2. Welcome and Update from David Reeploeg, Hanford Communities

David Reeploeg, executive director of Hanford Communities provided an update on recent projects and events taking place at Hanford Communities, including updates on the following:

- History
- Objectives
- Governing and administrative board review
- 2023 review
 - Cleanup
 - Policy

- Community Engagement
 - Manhattan Project National Historical Park
- 2024 Outlook
 - Cleanup
 - Policy
 - Community Engagement
 - Priorities

3. Welcome and Update from May Hays, Richland Chamber of Commerce

May Hays, Richland Chamber of Commerce board member provided an update and overview of the following items:

- Cool Desert Nights (June 21-22, 2024, Richland Uptown)
- Tri-Cities Veterans Cemetery Town Hall (May 22, 2024, West Richland Police Department)

4. 3110 Port of Benton Boulevard Update

Executive Director Diahann Howard provided a status update on the acquisition of 3110 Port of Benton Boulevard, which is the building directly south of the port main office.

Howard overviewed the property and provided an update on the inspections performed and repairs to the facility. Howard reminded the Commission that the 90-day due diligence period ends on May 15, 2024.

Howard provided an overview of the floor plan to the 47,900 square-foot building, which includes a mix of office and lab space.

Howard overviewed the value of the building which included estimated revenue if 50% and 100% leased, noting that all estimated costs have been included in the report.

5. Grants Update

Executive Director Diahann Howard pointed out that the grants report was included in the meeting packet and highlighted the following:

Item 3 – National Highway Freight Program (WSDOT portion). WSDOT - \$865k, POB - \$135k. Funded. KPFF working on design plans for a bid advertisement by June 2024. Project has been delayed slightly due to new cultural and environmental requirements by the grant agency. 90% drawings complete due to the UTC defect order.

Item 4 – Railroad Improvements – FRAP Grant. FRAP - \$1,030,000, POB - \$250k. HDR is in design phase of this project. Project is planned for bidding in April 2024.

Item 5 – Clean Energy Fund – OCOchem to manage grant if received. Port to provide land site in kind, with land lease after grant period.

Item 13 – State DOC Industrial Site Readiness. This item will be removed from future grant reports.

Director of Governmental Affairs Cassie Hammond provided an update on the congressional directed spending requests. (CDS)

Hammond pointed out that \$5M has been requested to support rail and intermodal, which will be kept broad for bigger reach.

Hammond noted that the State of the Union Address highlighted a clean energy job focus and the state's large decarbonization goals and the reduction of truck traffic, which adds importance to the proposed intermodal-modal hub.

Airport Manager Quentin Wright provided updates.

Item 15 – FAA and State Airport discretionary funds – Richland Airport. Approved. Agreement signed by Port and FAA. 100% design submitted to FAA. Low bid \$1.35M, Maxwell Asphalt. Crack repair, fog seal on both runways. No fog on apron because of funding issues.

Item 17 – Infrastructure Investment and Jobs Act – Grant funds, now Bipartisan Infrastructure Law/BIL funds) – Richland Airport. \$1.2M. Grant offer signed and returned, moving forward.

G. COMMISSIONER REPORTS/COMMENTS

Commissioner Scott Keller reported that he attended the recent Regional Chamber annual awards, which highlighted many small businesses.

Commissioner Lori Stevens announced that a airport tenant has reached out to request presenting at a future Commission meeting, staff will follow up.

Commissioner Roy Keck stated that he attended several meetings in the last month, including Benton-Franklin Council of Governments, TRIDEC, Hanford Communities and National Parks. Commissioner Keck added that he tuned in to the recent Coffee with Karl episode, which featured Diahann and the "Cleanup to Clean Energy" initiative.

I. DIRECTOR REPORTS/COMMENTS:

1. FINANCE DIRECTOR:

Director of Finance Jeff Lubeck provided financial status report, highlighting the department's current focus points as:

- Pending insurance settlement - rail incident
- Upcoming RFP for insurance
- Commissioner compensation clarification that \$160 is per day
- 2024 financial info
- 2023 preliminary year-end review

Lubeck provided an overview of the financial status on cash, accounts payable and accounts receivable as well as a preliminary 2023 key operating results that include operating revenues, operating expenses and operating deficit with a budget vs. actual and variance visual.

2. PORT ATTORNEY:

Executive Director Diahann Howard introduced and welcomed attorney John O'Leary of Gravis Law, who has been contracted to represent the Port of Benton.

Howard stated that O'Leary has started attending Monday morning meetings and has been included in applicable communication.

3. EXECUTIVE DIRECTOR:

Executive Director Diahann Howard provided Director of Governmental Affairs, Cassie Hammond the opportunity to overview the recent changes to the legislative districts around the state, which include districts located in the Port of Benton district. Hammond explained that the recent redistricting has changed Port of Benton district representatives.

Hammond assured the team that she would share a link out so all could review their current and previous district.

Executive Director Diahann Howard reviewed recent meetings and presentations that she participated in, updates on port properties, leases, projects, including upcoming rail projects.

Howard provided a thorough review of the 2579 Stevens Drive facility, which tenant Barnhart Crane currently occupies. Discussion ensued on the current condition and needs of the facility along with opportunity to seek CERB loan to support the proposed remodel.

Howard noted that going forward, the Commission agenda will include an area to review upcoming meetings and / or events. Howard proceeded to review events taking place through early June and gathered input on who was planning on attending what.

Howard suggested adding additional special Commission meetings to keep projects going in the coming months.

J. EXECUTIVE SESSION: The regular Commission meeting was recessed at 11:50 a.m. and it was announced that an Executive Session would reconvene at 12:00 p.m. for 45 minutes to discuss the Richland Business Park, North Horn Rapids, Crow Butte Park, Prosser Airport, Richland Airport and personnel. At 12:45 p.m., it was announced that an additional 15 minutes would be needed. At 1 p.m., it was announced that an additional 15 minutes would be needed.

The regular Commission meeting was reconvened at 1:15 p.m.

No action was required after executive session.

M. ADJOURNMENT: The meeting was adjourned at 1:17 p.m. with an announcement that the next Port of Benton Commission meeting would take place on Tuesday, May 14, 2024 at the Port of Benton Commission meeting room, 3250 Port of Benton Blvd., Richland.



Roy Keck
Commission Secretary