

The Port of Benton Commission Meetings are open to the public.

The regular Commission meeting will be available via Zoom, telephone conference call-in line and in-person. The link to access this broadcast via Zoom, as well as the call-in number to participate via telephone, will be made available on the morning of the meeting on the Port of Benton's website at the link below, along with the meeting agenda, and minutes from past meetings. Live broadcast information:

[www.portofbenton.com/commission](http://www.portofbenton.com/commission)

For those unable to access the internet, please call 509-375-3060 by 8:00 a.m. on May 14, 2024 to be provided with call-in details.

All participants will be muted upon entry; when prompted click 'raise hand' in zoom or dial star + 9 (\*9) to raise your hand. The host will unmute you to speak in the order hands are raised, when the host calls on you, press star + 6 (\*6) to unmute yourself.

**PORT OF BENTON  
REGULAR COMMISSION MEETING  
Agenda**

**8:30 a.m., May 14, 2024**

**3250 Port of Benton Blvd., Richland, WA 99354**

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. CONSENT AGENDA

1. Approval of Agenda
2. Approval of Minutes from the April 10, 2024 Commission Meeting
3. Approval of Vouchers and Certifications, Including Payroll for Month of April Totaling \$1,081,623.41
4. Resolution 24-15, To Cancel Warrant No. 082974, for \$14,914.06, Issued to Benton County Treasurer, Which Was Printed with the Incorrect Amount
5. Resolution 24-19, To Cancel Warrant No. 083036, Which Was Printed with Errors
6. Resolution 24-20, To Cancel Warrant No. 083037, Which Was Printed with Errors

#### D. PUBLIC COMMENT

- E. PUBLIC HEARING – Receive public comment on the sale of real property located in an Industrial Development District, Richland Business Park, near the Total Energy Management site, 2521 Stevens Drive, and amending the Comprehensive Scheme of Harbor Improvements

#### F. ITEMS OF BUSINESS

1. Resolution 24-16, A Resolution of the Port of Benton Authorizing a Purchase and Sale Agreement in an Industrial Development District, – Richland Business Park to DFP, LLC 1.04 Acres
2. Resolution 24-17, Authorizing the Port of Benton to Apply for a Washington State Department of Transportation (WSDOT) Aviation Division, Airport Aid Grant to Fund Design Services Related to the Pavement Rehabilitation Project at Richland Airport
3. Resolution 24-18, Approving an Aeronautical Ground Lease at the Richland Airport – Just Plane Housing, LLC
4. Resolution 24-21, A Resolution of the Port of Benton Commission Amending Signers for Banner Bank
5. Acceptance of Low Bid by Maxell Asphalt, Inc. For the FAA Pavement Maintenance Project – Richland Airport

#### G. INFORMATION REPORTS

1. Tenant Spotlight, Prosser Airport, RJ Blahut
2. Tenant Spotlight, Richland Airport, Clif Dyer, Sundance Aviation
3. Grants Update
4. Facilities Update
5. Rail Car Charge Update

#### H. COMMISSIONER REPORTS/COMMENTS

## I. DIRECTOR REPORTS/COMMENTS

1. Finance Director
2. Port Attorney
3. Executive Director

## J. FOR THE GOOD OF THE ORDER

## K. EXECUTIVE SESSION

## L. ADJOURNMENT

The next regular Port of Benton Commission meeting will be held on **Wednesday, June 12, 2024** at the Port of Benton Commission meeting room located at 3250 Port of Benton Blvd., Richland, Washington. Visit [portofbenton.com](http://portofbenton.com) for notices and information.

**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.

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Roy Keck  
Commission Secretary





**Company name:** Port of Benton  
**Report name:** Check register  
**Created on:** 5/8/2024

**BCT MAIN - KeyBank National Association**

**Account no: 6631-6601101**

Bank	Date	Payee	Document no.	Amount	Cleared
	4/5/2024	VEN00215--INTERNAL REVENUE SERVICE	40524	2,619.06	In Transit
	4/26/2024	VEN00215--INTERNAL REVENUE SERVICE	42624	18,066.17	In Transit
	4/5/2024	VEN00637--360 AUTOMOTIVE & REPAIR	82919	176.92	In Transit
	4/5/2024	VEN00044--BENTON PUD	82920	2,388.00	In Transit
	4/5/2024	VEN00579--CENTRAL PRE-MIX	82921	75.38	In Transit
	4/5/2024	VEN00071--CITY OF PROSSER	82922	6,417.14	In Transit
	4/5/2024	VEN00089--CITY OF RICHLAND	82923	18,577.56	In Transit
	4/5/2024	VEN00107--COOK'S ACE HARDWARE	82924	125.17	In Transit
	4/5/2024	VEN00113--CROWN PAPER & JANITORIAL INC.	82925	122.73	In Transit
	4/5/2024	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	82926	374.20	In Transit
	4/5/2024	VEN00161--EXPRESS SERVICES, INC.	82927	1,773.20	In Transit
	4/5/2024	VEN00175--FRONTIER FENCE, INC.	82928	49,463.94	In Transit
	4/5/2024	VEN00009--GEO WAY ACE HARDWARE	82929	62.11	In Transit
	4/5/2024	VEN00540--GLACIER SUPPLY GROUP, LLC	82930	1,395.03	In Transit
	4/5/2024	VEN00676--H&N ELECTRIC	82931	7,192.68	In Transit
	4/5/2024	VEN00643--HARMER STEEL PRODUCTS COMPAI	82932	15,544.10	In Transit
	4/5/2024	VEN00201--HEALTH CARE AUTHORITY	82933	37,109.95	In Transit
	4/5/2024	VEN00682--R2 CONSTRUCTION INC	82934	13,261.40	In Transit
	4/5/2024	VEN00317--RAILWORKS TRACK SYSTEMS	82935	14,941.73	In Transit
	4/5/2024	VEN00608--SIERRA ELECTRIC, INC	82936	130,715.50	In Transit
	4/5/2024	VEN00346--THE SHERWIN-WILLIAMS CO.	82937	180.69	In Transit
	4/5/2024	VEN00376--TRI-CITY REGIONAL CHAMBER	82938	272.00	In Transit
	4/5/2024	VEN00412--VALLEY PUBLISHING COMPANY	82939	110.99	In Transit
	4/5/2024	VEN00414--VERIZON	82940	1,796.45	In Transit
	4/5/2024	VEN00532--VIC'S AUTO PARTS & SUPPLY	82941	17.90	In Transit
	4/5/2024	VEN00395--VISIT TRI-CITIES WASHINGTON	82942	999.00	In Transit
	4/5/2024	VEN00449--ZIPLY FIBER	82943	529.85	In Transit
	4/5/2024	VEN00449--ZIPLY FIBER	82944	100.92	In Transit
	4/5/2024	10017--Roemeling, Cory	82945	1,503.30	In Transit
	4/5/2024	10006--Howard, Diahann	82946	948.27	In Transit
	4/5/2024	10020--Miya, Summers	82947	506.10	In Transit
	4/5/2024	10012--Hancock, Teresa	82948	513.89	In Transit
	4/11/2024	VEN00044--BENTON PUD	82949	404.10	In Transit
	4/11/2024	VEN00053--BENTON RURAL ELEC ASSOCIATIOI	82950	1,617.75	In Transit
	4/11/2024	VEN00075--CASCADE NATURAL GAS CORP	82951	930.17	In Transit
	4/11/2024	VEN00469--CENTURY WEST ENGINEERING COF	82952	1,181.00	In Transit
	4/11/2024	VEN00052--CITY OF BENTON CITY	82953	95.92	In Transit
	4/11/2024	VEN00089--CITY OF RICHLAND	82954	258.02	In Transit
	4/11/2024	VEN00077--COLUMBIA BASIN IT	82955	228.27	In Transit
	4/11/2024	VEN00105--CONNELL OIL, INC	82956	2,007.55	In Transit
	4/11/2024	VEN00639--CWW LLC (COLUMBIA RAIL)	82957	28,000.00	In Transit
	4/11/2024	VEN00664--ELIZABETH RENZ	82958	1,545.00	In Transit
	4/11/2024	VEN00161--EXPRESS SERVICES, INC.	82959	1,773.20	In Transit
	4/11/2024	VEN00291--KENNEWICK RANCH AND HOME	82960	160.81	In Transit
	4/11/2024	VEN00672--KPPF, INC.	82961	3,645.00	In Transit
	4/11/2024	VEN00258--MOON SECURITY SERVICES, INC	82962	1,911.32	In Transit
	4/11/2024	VEN00296--PERMIT SURVEYING, INC	82963	5,127.50	In Transit
	4/11/2024	VEN00297--PERSONAL TOUCH CLEANING, INC.	82964	32,557.58	In Transit
	4/11/2024	VEN00561--SEATTLE DAILY JOURNAL OF COMP	82965	861.90	In Transit
	4/11/2024	VEN00636--SENSKE LAWN & TREE CARE LLC	82966	6,763.60	In Transit
	4/11/2024	VEN00341--SUPERIOR GLASS	82967	239.14	In Transit
	4/11/2024	VEN00385--THE HOME DEPOT CRC/GEFC	82968	1,649.56	In Transit
	4/11/2024	VEN00622--TOTAL ENERGY MANAGEMENT & H	82969	26,838.03	In Transit

4/11/2024	VEN00402--UNDERGROUND CREATIVE, LLC	82970	1,750.00	In Transit
4/11/2024	VEN00395--VISIT TRI-CITIES WASHINGTON	82971	5,000.00	In Transit
4/17/2024	VEN00637--360 AUTOMOTIVE & REPAIR	82972	344.72	In Transit
4/17/2024	VEN00518--BAKER TILLY US, LLP	82973	16,305.00	In Transit
4/17/2024	VEN00047--BENTON COUNTY TREASURER	82974	14,914.06	In Transit
4/17/2024	VEN00689--CLEAN ENERGY SUPPLIER ALLIANC	82975	1,000.00	In Transit
4/17/2024	VEN00077--COLUMBIA BASIN IT	82976	2,161.93	In Transit
4/17/2024	VEN00107--COOK'S ACE HARDWARE	82977	95.10	In Transit
4/17/2024	VEN00147--ECOMODUS, LLC	82978	2,489.23	In Transit
4/17/2024	VEN00683--ELLISON EARTHWORKS LLC	82979	223,547.40	In Transit
4/17/2024	VEN00591--ENERGY COMMUNITES ALLIANCE, I	82980	725.00	In Transit
4/17/2024	VEN00161--EXPRESS SERVICES, INC.	82981	1,396.40	In Transit
4/17/2024	VEN00166--FERGUSON ENTERPRISES, INC.	82982	55.15	In Transit
4/17/2024	VEN00009--GEO WAY ACE HARDWARE	82983	188.64	In Transit
4/17/2024	VEN00419--GRAINGER	82984	83.31	In Transit
4/17/2024	VEN00588--IC CONSULTING CORPORATION	82985	10,080.00	In Transit
4/17/2024	VEN00491--LOWE'S CREDIT/SYNCHRONY FINAI	82986	204.91	In Transit
4/17/2024	VEN00245--LUKE'S CARPET	82987	46,325.99	In Transit
4/17/2024	VEN00261--MP CONSTRUCTION, INC.	82988	489.15	In Transit
4/17/2024	VEN00262--MR. ROOTER PLUMBING	82989	1,657.68	In Transit
4/17/2024	VEN00303--PACIFIC NW WATERWAYS ASSOC.	82990	470.00	In Transit
4/17/2024	VEN00690--PATRIOT PAINTING LLC	82991	53,395.61	In Transit
4/17/2024	VEN00306--PROMINENCE PUBLIC RELATIONS	82992	7,950.00	In Transit
4/17/2024	VEN00326--RGW ENTERPRISES P.C. INC	82993	17,430.00	In Transit
4/17/2024	VEN00334--SANITARY DISPOSAL, INC.	82994	230.41	In Transit
4/17/2024	VEN00369--SUNWEST SPORTSWEAR	82995	193.07	In Transit
4/17/2024	VEN00298--TRI-CITY COMPUTER CONSULTING	82996	2,205.52	In Transit
4/17/2024	VEN00430--WASHINGTON ECONOMIC DEVELOI	82997	400.00	In Transit
4/17/2024	VEN00449--ZIPLY FIBER	82998	96.25	In Transit
4/17/2024	VEN00449--ZIPLY FIBER	82999	264.96	In Transit
4/17/2024	VEN00449--ZIPLY FIBER	83000	667.04	In Transit
4/17/2024	10026--Stevens, Lori	83001	156.78	In Transit
4/17/2024	10007--Keck, Roy	83002	3,566.16	In Transit
4/17/2024	10037--Keller, Scott	83003	375.48	In Transit
4/26/2024	VEN00637--360 AUTOMOTIVE & REPAIR	83004	2,515.54	In Transit
4/26/2024	VEN00038--BANNER BANK - Credit Card	83005	1,166.38	In Transit
4/26/2024	VEN00044--BENTON PUD	83006	410.17	In Transit
4/26/2024	VEN00469--CENTURY WEST ENGINEERING COF	83007	36,709.96	In Transit
4/26/2024	VEN00083--CENTURYLINK	83008	263.66	In Transit
4/26/2024	VEN00321--CI INFORMATION MANAGEMENT	83009	47.82	In Transit
4/26/2024	VEN00290--CI-PW, LLC (Paradise Bottled Water	83010	79.27	In Transit
4/26/2024	VEN00089--CITY OF RICHLAND	83011	388.17	In Transit
4/26/2024	VEN00234--CITY OF RICHLAND LANDFILL	83012	10.44	In Transit
4/26/2024	VEN00100--COFFEY REFRIGERATION	83013	925.75	In Transit
4/26/2024	VEN00105--CONNELL OIL, INC	83014	1,537.61	In Transit
4/26/2024	VEN00147--ECOMODUS, LLC	83015	5,674.14	In Transit
4/26/2024	VEN00161--EXPRESS SERVICES, INC.	83016	1,773.20	In Transit
4/26/2024	VEN00162--FARMERS EXCHANGE	83017	134.94	In Transit
4/26/2024	VEN00009--GEO WAY ACE HARDWARE	83018	36.15	In Transit
4/26/2024	VEN00200--HDR ENGINEERING, INC	83019	12,756.49	In Transit
4/26/2024	VEN00223--JOHNSTONE SUPPLY	83020	101.96	In Transit
4/26/2024	VEN00229--KELLEY'S TELE-COMMUNICATION, I	83021	129.72	In Transit
4/26/2024	VEN00231--KENNEWICK INDUSTRIAL & ELECTI	83022	578.18	In Transit
4/26/2024	VEN00291--KENNEWICK RANCH AND HOME	83023	160.81	In Transit
4/26/2024	VEN00666--KERNAN FENCING COMPANY	83024	4,018.20	In Transit
4/26/2024	VEN00672--KPFF, INC.	83025	15,617.24	In Transit
4/26/2024	VEN00490--MARY POTTER	83026	3,114.48	In Transit
4/26/2024	VEN00380--MCCLATCHY COMPANY	83027	2,220.62	In Transit
4/26/2024	VEN00262--MR. ROOTER PLUMBING	83028	3,556.50	In Transit

4/26/2024	VEN00301--PITNEY BOWES, INC	83029	217.00	In Transit
4/26/2024	VEN00346--THE SHERWIN-WILLIAMS CO.	83030	239.21	In Transit
4/26/2024	VEN00622--TOTAL ENERGY MANAGEMENT & H	83031	1,576.15	In Transit
4/26/2024	VEN00376--TRI-CITY REGIONAL CHAMBER	83032	680.00	In Transit
4/26/2024	VEN00489--WAYNE POTTER	83033	3,000.00	In Transit
4/26/2024	VEN00436--WILBUR-ELLIS COMPANY	83034	3,163.17	In Transit
4/26/2024	VEN00449--ZIPLY FIBER	83035	379.43	In Transit
4/16/2024	VEN00215--INTERNAL REVENUE SERVICE	4162024	22,391.85	In Transit
4/26/2024	VEN00122--DEPT OF RETIREMENT SYSTEMS	DCP042624	4,100.57	In Transit
4/12/2024	VEN00268--NATIONWIDE RETIREMENT SOLUTI	NW04122024	2,372.14	In Transit
4/26/2024	VEN00047--BENTON COUNTY TREASURER	Voided - 082974	-14,914.06	In Transit

**Total for BCT MAIN**

**979,024.56**

**RESOLUTION 24-15**  
**A RESOLUTION OF THE PORT OF BENTON, WASHINGTON**  
**TO CANCEL A WARRANT**

**WHEREAS**, General Expense Fund Warrant No. 082974, in the amount of \$14,914.06, which was issued to Benton County Treasurer, warrant was printed with incorrect amount, and

**WHEREAS**, said warrant is hereby considered to be canceled, and the Port Commission wishes to remove this warrant from the active accounting records.

**NOW THEREFORE**, the Port Commission hereby resolves to cancel Warrant No. 082974.

**DATED AND SIGNED** at Richland, Washington May 14, 2024.

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Scott D. Keller, President

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Lori Stevens, Vice President

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Roy D. Keck, Secretary

**RESOLUTION 24-19**  
**A RESOLUTION OF THE PORT OF BENTON, WASHINGTON**  
**TO CANCEL A WARRANT**

**WHEREAS**, General Expense Fund Warrant No. 083036, warrant has been printed with errors, and,

**WHEREAS**, said warrant is hereby considered to be canceled, and the Port Commission wishes to remove this warrant from the active accounting records.

**NOW THEREFORE**, the Port Commission hereby resolves to cancel Warrant No. 083036.

**DATED AND SIGNED** at Richland, Washington May 14, 2024.

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Scott D. Keller, President

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Lori Stevens, Vice President

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Roy D. Keck, Secretary

**RESOLUTION 24-20**  
**A RESOLUTION OF THE PORT OF BENTON, WASHINGTON**  
**TO CANCEL A WARRANT**

**WHEREAS**, General Expense Fund Warrant No. 083037, warrant has been printed with errors, and,

**WHEREAS**, said warrant is hereby considered to be canceled, and the Port Commission wishes to remove this warrant from the active accounting records.

**NOW THEREFORE**, the Port Commission hereby resolves to cancel Warrant No. 083037.

**DATED AND SIGNED** at Richland, Washington May 14, 2024.

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Scott D. Keller, President

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Lori Stevens, Vice President

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Roy D. Keck, Secretary

**RESOLUTION 24-16**  
**A RESOLUTION OF THE PORT OF BENTON**  
**AUTHORIZING A PURCHASE AND SALE AGREEMENT**  
**IN AN INDUSTRIAL DEVELOPMENT DISTRICT (IDD)**

**WHEREAS**, the Port of Benton created an Industrial Development District for the Richland Business Center to promote economic development for industrial purposes and facilitate the sale of property within the District; and

**WHEREAS**, Lot 3, was designated as “Available for Lease” only in the 2024 Comprehensive Scheme of Harbor Improvements (Comprehensive Plan) by Resolution 23-46 dated November 8, 2023; and

**WHEREAS**, the Port Commission find that the property described in Attachment 1 is surplus to the Port’s needs and the proposed sale is consistent with all previous Port policies, including the Comprehensive Scheme of Development.

**WHEREAS**, Port staff property advertised and published notice to the public to consider advisability of sale, pursuant to RCW 53.25; and

**WHEREAS**, DFP LLC (Purchaser) has offered to purchase Lot 3, Short Plat 3508, consisting of 1.04 acres of real property located within the Richland Business Park, as graphically depicted on Attachments 1 and 2 hereto, from the Port of Benton (Seller) for the sum of \$200,000.00; and

**WHEREAS**, DFP LLC (Purchaser) has offered to extend utilities to port property as graphically depicted on Attachments 2 via a development agreement with the Port of Benton providing no more than \$50,000; and

**WHEREAS**, Port staff and the Port attorney have reviewed the proposed Purchase and Sale Agreement and find it in proper form and is in the Port’s best interest; and

**BE IT RESOLVED** that the Board of Commissioners of the Port of Benton hereby authorize the sale of real property and further amend the Port’s Comprehensive Scheme of Development.

**BE IT FURTHER RESOLVED** to motion approval of Resolution 2024-16 authorizing the Port’s Executive Director to execute all necessary documentation associated with the exchange and land sale with DFP LLC in the sum of \$200,000.00 and to take all other action necessary to close this transaction as specified above.



**DATED AND SIGNED** at Richland, Washington, this 14th day of May, 2024

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Scott D. Keller, President

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Lori Stevens, Vice President

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Roy D. Keck, Secretary

**Attachment 1**  
**To Resolution 24-16**  
**Legal Description of Real Property**  
DFP LLC

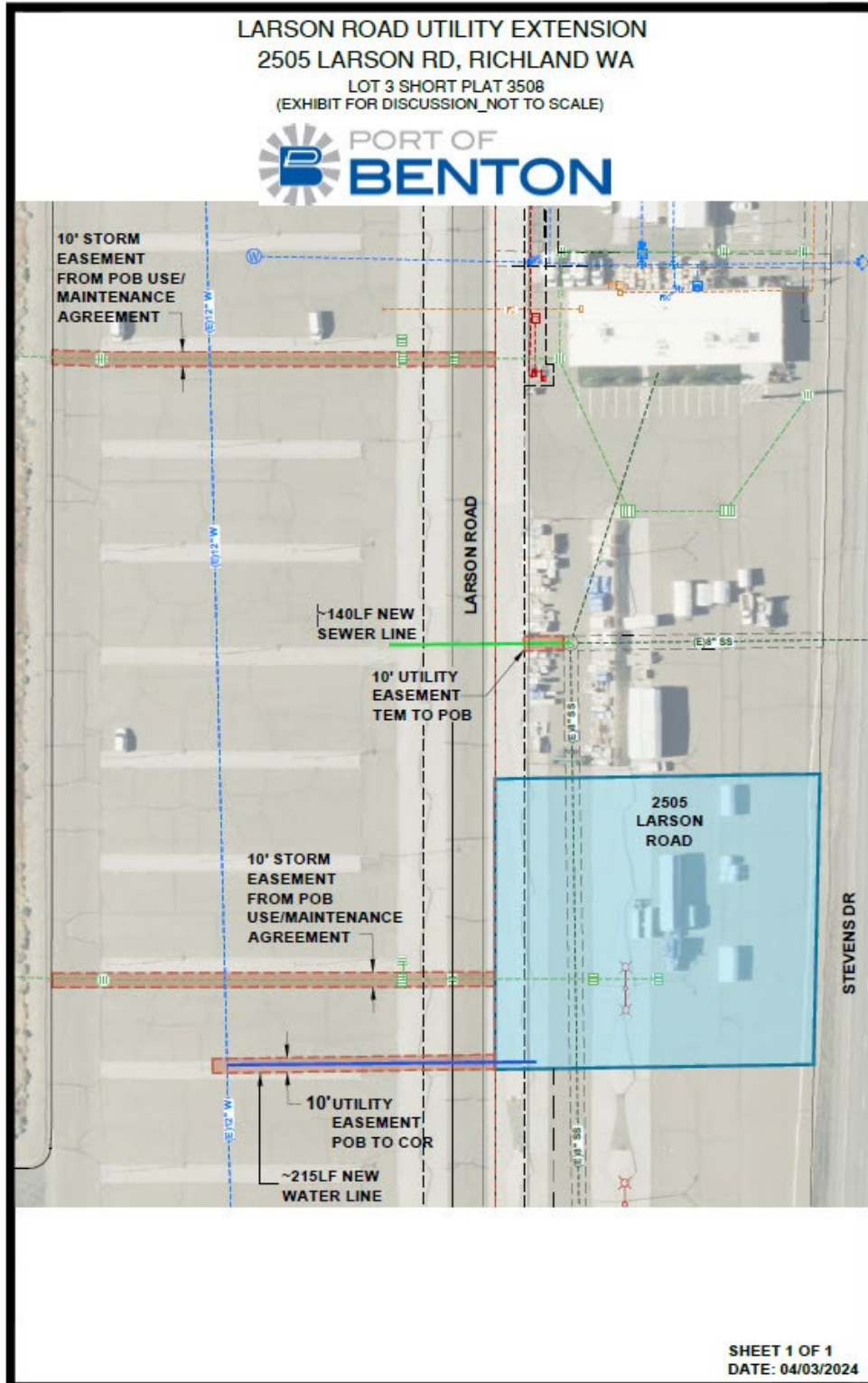
Richland Business Park  
1.0390 Acres (+/-)

Parcel No. 1-2708-101-3508-003

SECTION 27, TOWNSHIP 10 NORTH, RANGE 28 EAST, QUARTER NE: SHORT PLAT #3508, LOT 3.  
RECORDED IN VOLUME 1 OF SHORT PLATS AT PAGE 3508, RECORDS OF BENTON COUNTY,  
WASHINGTON. AF#2016-022963, 8/5/2016.

TOGETHER WITH AND SUBJECT TO EASEMENTS, RESERVATIONS, COVENANTS AND  
RESTRICTIONS OF RECORD AND IN VIEW.

Attachment 1  
To Resolution 24-16  
Legal Description of Real Property  
DFP LLC



**RESOLUTION 24-17**  
**A RESOLUTION AUTHORIZING THE PORT OF BENTON TO APPLY FOR A WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT) AVIATION DIVISION, AIRPORT AID GRANT TO FUND DESIGN SERVICES RELATED TO THE PAVEMENT REHABILITATION PROJECT AT RICHLAND AIRPORT**

**WHEREAS**, the Port of Benton operates Richland Airport, a general aviation airport; and

**WHEREAS**, the Port is receiving a grant from the Federal Aviation Administration (FAA) to fund the design of a project to rehabilitate asphalt pavement on the runway, taxiways, taxilanes, and aprons at Richland Airport; and

**WHEREAS** the grant from the FAA will fund 90% percent of the estimated \$1,210,000 for the Richland Airport Pavement Rehabilitation Design Project; and

**WHEREAS**, the WSDOT Aviation Division has Airport Aid grants available that can be used as a 5% match for the design project; and

**WHEREAS**, the Port of Benton's 2024-2025 budget, as approved by the Port Commission, includes matching funds for the design project; and

**WHEREAS**, the application for the Airport Aid grant requires a resolution indicating the Port Commission's support for the project and authorization to apply for the grant.

**NOW, THEREFORE, BE IT RESOLVED BY THE PORT OF BENTON** that the recitals set forth above are adopted as findings supporting the action of the Port Commission in adopting this resolution.

**BE IT FURTHER RESOLVED** that the Port Commission supports the Richland Airport Pavement Rehabilitation Design Project, confirms that local matching funds have been appropriated for this project, and authorizes the Port to apply for grant funding through the WSDOT, Aviation Division.

**DATED AND SIGNED** at Richland, Washington on this 14<sup>th</sup> day of May, 2024.

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Scott D. Keller, President

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Lori Sevens, Vice President

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Roy D. Keck, Secretary

## RESOLUTION 24-18

### A RESOLUTION OF THE PORT OF BENTON APPROVING AN AERONAUTICAL GROUND LEASE at the RICHLAND AIRPORT (JUST PLANE HOUSING, LLC)

**WHEREAS**, the Port of Benton (Port) is authorized to enter into certain leases upon such terms as the Port Commission deems proper; and

**WHEREAS**, Just Plane Housing LLC desires to lease aeronautical land from the Port for Site 9 (39,195 SF) to construct a \$1.8M, 15,000 square foot, multi-unit four bay aircraft hangar at the Richland Airport: and

**WHEREAS**, the Port and Just Plane Housing LLC., have negotiated a ground lease with terms consisting of a thirty (30) year Aeronautical Ground Lease with two (2) ten-year renewal option terms. Annual base rent shall be \$14,152.84 including applicable leasehold excise tax (\$.32/psf/yr). Pursuant to RCW 53.08.085 (Lease-Security) is equal to a minimum of one year's rent, including leasehold excise tax (\$14,152.84); and

**WHEREAS**, Port staff and the Port attorney have reviewed the proposed new Aeronautical Ground Lease Agreement and find it is in proper form and it is in the Port's best interest; and

**WHEREAS**, the Port Commission has called a regularly scheduled public meeting with notice of such meeting given as provided by law and such public meeting was held at such time and on said date; and

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Port of Benton hereby approve a thirty (30) year Aeronautical Ground Lease with two (2) ten-year option to renew with Just Plane Housing, LLC as presented and authorizes the Port's Executive Director to execute all documents and agreements on behalf of the Port to complete the transaction as specified above; and

**ADOPTED by the Port of Benton Board of Commissioners**, on this 14<sup>th</sup> day of May 2024.

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Scott D. Keller, President

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Lori Stevens, Vice President

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Roy D. Keck, Secretary

**EXHIBIT A**  
**Resolution 24-18 Legal**  
**Description Site 9**

**RICHLAND AIRPORT LOT HANGAR SITE 9**

A PORTION OF LAND LYING IN THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 34, TOWNSHIP 10 NORTH, RANGE 28 EAST, W.M., CITY OF RICHLAND, BENTON COUNTY, WASHINGTON, MORE PARTICULAR DESCRIBED AS FOLLOWS:

COMMENCING AT A KNOWN MONUMENT PB 11W AS DEPICTED ON THE PLAT OF RICHLAND, SAID POINT BEARS NORTH 39°59'00" EAST 975.97 FEET FROM A KNOWN MONUMENT PB 10W AS DEPICTED ON SAID PLAT OF RICHLAND; THENCE NORTH 33°52'05" WEST 1788.11 FEET TO THE TRUE POINT OF BEGINNING;

THENCE CONTINUING NORTH 65°16'48" WEST 130.00 FEET; THENCE SOUTH 24°43'12" WEST 304.04 FEET; THENCE SOUTH 65°16'48" EAST 90.00 FEET TO A POINT ON A CURVE TO THE LEFT; THENCE NORTHEASTERLY THROUGH A CENTRAL ANGLE OF 90°00'00", HAVING A RADIUS OF 40.00 FEET AND AN ARC LENGTH OF 63.83 FEET; THENCE NORTH 24°43'12" EAST 264.04 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINS 39,195 SF, MORE OR LESS

EXHIBIT B-1  
To Resolution 24-18  
Site Plan - Lease Premises SITE 9

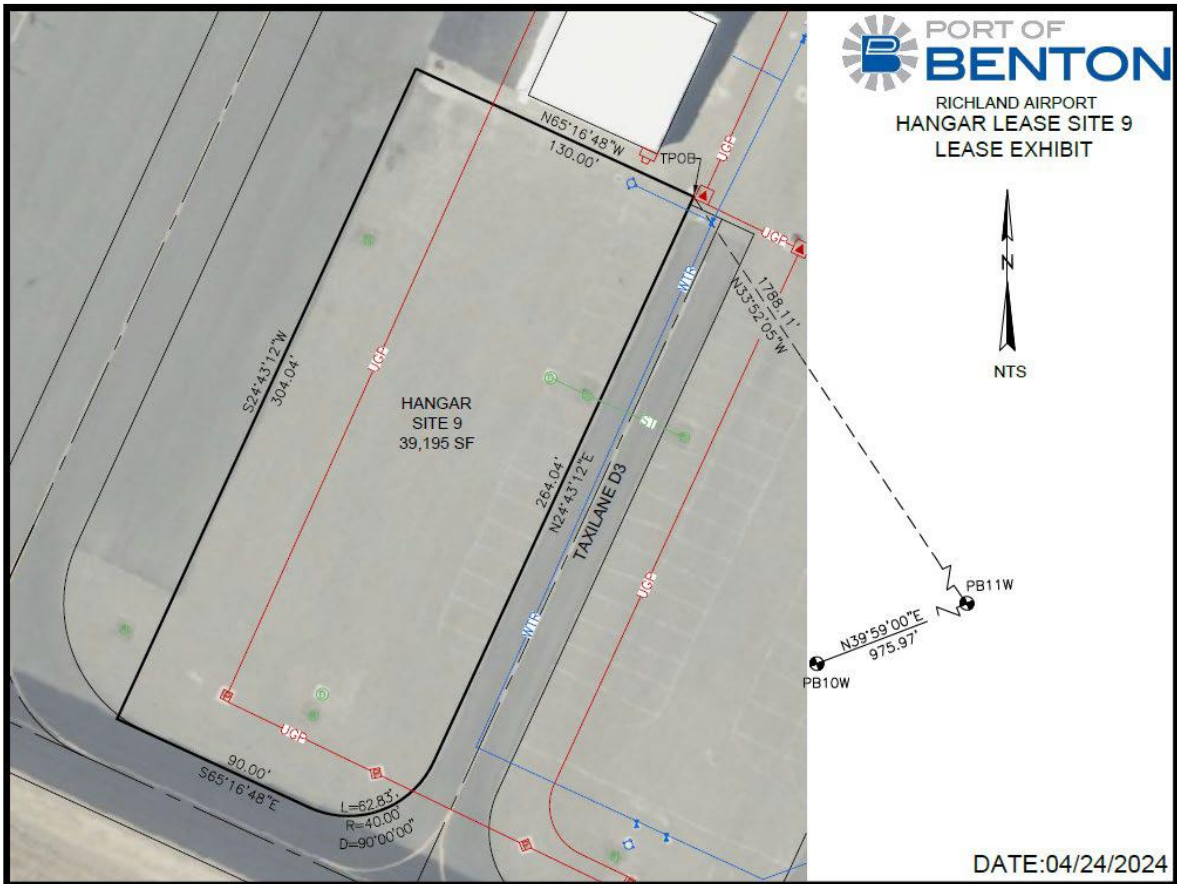
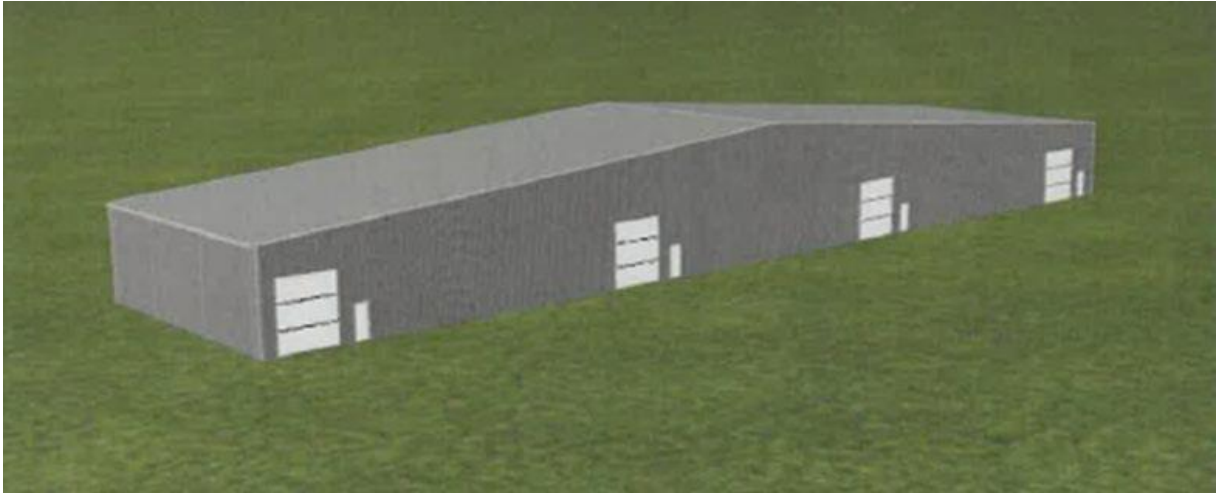


EXHIBIT B-2  
To Resolution 24-18  
Hangar Conceptual  
Drawing





**RESOLUTION 24-21**  
**A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF BENTON,**  
**WASHINGTON, AMENDING SIGNERS FOR BANNER BANK**

**WHEREAS**, the Port of Benton is a municipal corporation, organized and existing under the laws of the State of Washington, RCW 53.04.01 O; and

**WHEREAS**, the Port has recently experienced staffing changes; and

**WHEREAS**, Banner Bank requires a resolution to add and remove users to the Port's accounts with Banner Bank,

**NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE PORT OF BENTON, AS FOLLOWS:**

1. Veronica Serna shall be removed as a signer on the Port's Banner Bank accounts.
2. Veronica Serna shall be removed as a credit card holder on the Port's Banner Bank accounts.
3. David Billetdeaux shall be removed as a signer on the Port's Banner Bank accounts.
4. David Billetdeaux shall be removed as a credit card holder on the Port's Banner Bank accounts.
5. Angela Saraceno-Lyman shall be added as a signer to the Port's Banner Bank accounts, to join current signers Jeff Lubeck and Diahann Howard.
6. Angela Saraceno-Lyman shall be added as a credit card holder, with a credit limit of \$3,000.

**DATED AND SIGNED** at Richland, Washington on this 14<sup>th</sup> day of May, 2023.

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Scott D. Keller, President

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Lori Stevens, Vice President

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Roy D. Keck, Secretary

	<b>Project</b>	<b>Description</b>	<b>Grants Pursued/Received</b>	<b>Comments</b>
<b>1</b>	Richland Innovation Center Rural County Capital Funds	Infrastructure improvements across already developed lots and the widening of Fermi Avenue	Benton County RCCF \$1,500,000	Streetlights and fencing have been installed. Just waiting for light fixtures to arrive. The Sidewalk project is in the process of being awarded. <b>Once completed this project will be closed out.</b>
<b>2</b>	Innovation Cluster Accelerator Program Application, Phase 2	Washington Dept of Commerce, next evolution of POB, IPZ. Goal to support creation of clean energy industry lead alliance.	State - \$300,000	RFP and contracting in progress.
<b>3</b>	National Highway Freight Program (WSDOT portion)	SR 240 rail signal and crossing reconstruction. WSDOT is planning on widening SR 240 from bypass highway to Hagen.	WSDOT \$865,000 POB \$135,000	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.
<b>4</b>	Railroad Improvements - FRAP grant	Provide grant funding of railroad crossings - Airport Way, Saint St, and Kingsgate Way signal cabinet.	FRAP - \$1,030,000 POB \$250,000	HDR is currently in design of this project. Project is planned for bidding in the next couple weeks.
<b>5</b>	<b>Clean Energy Fund-state</b>	Provide grant funding for EV charging stations north Richland, Prosser	POB land site in kind	Project meeting being held prior to application submission for Prosser unit, letters of support gathered. OCCO chem applicant, submittal April 8
<b>6</b>	2023-2025 State Capital Appropriation	"White Bluffs Rail" remaining crossings, ties, panels and rail to support CRISI	\$1,212,500 State Grant	Pre-grant approvals have been completed. Working on contract issues including a legislative intent to match the available funding.
<b>7</b>	RAISE	White Bluffs Southern Connection Rail	Federal \$8M POB \$2M	RAISE application submitted, multiple programs this project will be applied for; Congressional Directed Spending (see below) and CRISI (app due May 28).

	<b>Project</b>	<b>Description</b>	<b>Grants Pursued/Received</b>	<b>Comments</b>
<b>8</b>	Benton County .09	TBC real property currently in negotiations	Benton County RCCF \$1.5M	Approved February County Commission meeting; due diligence further inspection of property underway. <b>Inspections completed, closing scheduled 5/14/24</b>
<b>9</b>	State Capital Request	Phase 1 intermodal rail yard	\$6-\$10M	Request to support federal grant applications and initial phase 1 of intermodal rail yard; \$240,000 awarded.
<b>10</b>	Records Room Organization	Temp help to organize records room and identify records to destroy or retain.	\$20,000	This grant is for records room organization with the goal of eliminating as many records as possible. The next grant application (2025) would be to digitize and scan items to further reduce records on hand and to make them easier to search. Final grant application (2026) would be for technology implementation.
<b>11</b>	Congressional Directed Spending Requests	Port of Benton White Bluffs Rail Project Modernization and Intermodal Facility.	\$5M	<b>Submitted to Senator Murray and Cantwell's office connected to RAISE and CRISI request.</b>
<b>12</b>	Congressional Directed Spending Requests	White Bluffs Center Phase II	\$5M	<b>Ad Hoc Subcommittee of Manhattan National Park was created to support this project. CDS via Community Project Funding submitted to Congressman Newhouse's office.</b>
<b>13</b>				
	<b>Airports</b>			
<b>14</b>	Richland Airport - Airfield Signage and Lights (PH1)	Replace Airfield Signs, Replace runway lights on RW 8/26 & 1/19 MIRL	FAA - \$3,200,000 No Match Required	Grant closeout started
<b>15</b>	FAA and State Airport discretionary funds - <b>Richland Airport</b>	Runway and Apron Crack and Fog Seal	FAA NPE \$290,000 State \$800,000 Awarded FAA Grant amount 2023 = \$178,000 (Design Work)	Approved - Grant Agreement Signed by Port and FAA. 100% Design submitted to FAA. Bids came in, low bid \$1.35M Maxwell Asphalt

	<b>Project</b>	<b>Description</b>	<b>Grants Pursued/Received</b>	<b>Comments</b>
<b>16</b>	<b>WSDOT 5% Match</b>	<b>WSDOT assistance in paying half of Sponsors grant obligation</b>	<b>\$60,000 Match</b>	<b>Applied for Richland Runway and Apron Crack repair (#15) Should hear back in June.</b>
<b>17</b>	<b>FAA Airport Funds - Prosser Airport</b>	Runway and Apron Crack and Fog Seal and Airport Lighting	FAA NPE \$200,000 FAA DI \$1,300,000 Awarded FAA Grant amount 2023 = \$245,000 (Design Work)	Approved - Grant Agreement Signed by Port and FAA. 90% Design submitted to FAA. New construction estimate \$1.98M.
<b>18</b>	Infrastructure Investment and Jobs Act - Grant Funds (Now Bipartisan Infrastructure Law BIL funds) - <b>Richland Airport</b>	Direct grants for the improvement of public use airports. Awarded project is Taxilane construction	Richland Airport \$1,200,000	Grant offer signed and returned; Design work has begun. Initial Geotech completed
<b>19</b>	Infrastructure Investment and Jobs Act - Grant Funds (Now Bipartisan Infrastructure Law <b>BIL</b> funds) - <b>Richland Airport</b>	Main Apron Reconfiguration - Design/Construction 2025/26	BIL Funds \$833,000	Approved
<b>20</b>	<b>FAA Airport Funds – Richland Airport</b>	Wildlife fencing around airport. Complete fencing around entire airport	FAA NPE \$205,000	Approved
<b>21</b>	<b>FAA Airport Funds – Prosser Airport</b>	Construct Heliport/Helipad with service road – design	FAA NPE \$155,000	Approved

# For the Good of the Order

## May Events

### WPPA Spring Meeting

- May 15-17
- Skamania Lodge
- Roy, Scott, Diahann, Summers, Cassie

### PNWA Monthly Membership Meeting (Third Thursday of the month at 2 p.m., EXCEPT for May.)

- May 21
- Zoom link sent via Outlook invite

### Tri-Cities Veterans Cemetery Town Hall

- May 22
- 10 a.m. – noon
- West Richland Police Department, 7920 W. Van Giesen

### Tri-City Regional Chamber of Commerce Monthly Luncheon – Legislative Update

- May 29
- Red Lion Pasco
- Lori, Roy, Diahann, Cassie, Jorge, Quentin, Summers (Scott?)

### WSDA Agriculture Viability Conference

- May 29-30
- Three Rivers Convention Center
- Diahann, Roy

### Special Commission Meeting – Richland Innovation Center

- May 28 – p.m. – **OR**
- June 4
- (Must notice for public hearing at 10-days out)

## June/July/Aug

### PNWA Summer Conference

- June 4-6
- Roy

### **Celebrating 50 Years with MacKay Sposito**

- June 6
- 4 – 6 p.m.
- 1110 Osprey Pointe, Blvd., Pasco

### **Tri-City Regional Chamber of Commerce Diversity Summit**

- June 26
- All-Day Diversity Summit
- Luncheon Only

### **WPPA Finance & Administration Seminar**

- June 26-28
- AC Hotel by Marriott, Vancouver
- Roy

### **AAPA Smart Ports**

- Jul 9-12
- Seattle Grand Hyatt
- Roy, Cassie

### **Rail Modernization & Intermodal Facility Information Night**

- Jul 11
- Richland Public Library, 5 p.m.

### **WPPA Commissioners Seminar**

- Jul 22-24
- Courtyard by Marriott, Richland
- Roy

### **Tri-City Regional Chamber of Commerce Monthly Luncheon – Tri-Cities Strategic Alliance**

- Jul 24

### **Port of Benton Tenant Appreciation BBQ**

- August 8
- 11:30 a.m. (serving time)
- Walter Clore Center, Prosser

## 2024 Port of Benton Commission Dates

Wednesday, January 10, 2024	
Wednesday, February 14, 2024	
Wednesday, March 13, 2024	
Wednesday, April 10, 2024	
Tuesday, May 14, 2024*	*Second Tuesday to accommodate WAMA annual conference and ECA Forum
Wednesday, June 12, 2024	
Wednesday, July 10, 2024	
Wednesday, August 14, 2024	
Wednesday, September 11, 2024	
Monday, October 7, 2024	Budget workshop
Wednesday, October 16, 2024*	*Third Wednesday to accommodate staff travel
Wednesday, November 13, 2024	
Wednesday, December 18, 2024*	*Third Wednesday to accommodate WPPA annual meeting

## Other

Saturday, June 15	Prosser Scottish Fest, PWFP
Friday, June 21 – Saturday, June 22	World Music Weekend, PWFP & Vintners Village
Thursday, July 11	Rail Modernization & Intermodal Facility Information Night, Richland Public Library
Saturday, July 20	Prosser Art Walk & Wine Gala
Thursday, August 8	POB Tenant Appreciation BBQ – Walter Clore, Prosser
Saturday, August 24	Prosser Beer & Whiskey Festival, PWFP
Friday, Sept. 27 – Saturday, Sept. 28	Greater Prosser Balloon Rally, Prosser Airport
Saturday, October 5	RiverFest, Columbia Park
Saturday, November 9	Bubbles & Bites, Walter Clore

**JOIN US**

**BBQ**

*Food  
Gifts*

*Tun  
Raffles*

*Tenant Appreciation*

**AUGUST 8, 2024  
11:30 A.M. - 1 P.M.**

**WALTER CLORE CENTER**  
2140 WINE COUNTRY RD. PROSSER

RSVP by 8/1 to [smiya@portofbenton.com](mailto:smiya@portofbenton.com)

PORT OF  BENTON