

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

The Commission Airport Workshop 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

For those unable to access the internet, please call 509-375-3060 by 8:30 a.m. on July 8, 2025, to receive 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 in which hands are raised. When the host calls on you, press star + 6 (*6) to unmute yourself.

**PORT OF BENTON
COMMISSION WORKSHOP**

Agenda

9:30 a.m., July 8, 2025

3250 Port of Benton Blvd., Richland, WA 99354

A. CALL TO ORDER

1. Welcome and Introductions

B. PLEDGE OF ALLEGIANCE

C. WORKSHOP

1. Richland Airport Infrastructure Timeline and Discussion

D. ADJOURNMENT

The next regular Port of Benton Commission meeting is Wednesday, July 9, 2025.

Visit portofbenton.com for notices and information.

Richland Airport Workshop

July 8, 2025

Outline of Workshop

- I. Purpose
- II. Meeting Guidance
- III. Information Requested by Commissioners
- IV. General History
- V. Staff reports for what has been discovered to date
- VI. Public comment
- VII. Discussion of next steps and timing

I. Purpose of this workshop

The purpose of this workshop is to gather and share additional information regarding the history of the utility connections for private hangers at the Richland Airport. All parties involved are still in the fact finding stage and no decisions or recommendations are expected as a result of this workshop.

The Port is gathering, reviewing and beginning to summarize over 30 years of information. Certain information has been obtained, new information will be provided today and additional information is continuing to be researched.

As such, this meeting is focused on sharing what information is known about utilities being utilized by hangers at the Richland Airport at this time

II. Meeting Guidance

The legal ramifications of a workshop are the same as those of a special meeting under the Open Public Meetings Act (OPMA). A workshop qualifies as a meeting because action is taken in the form of “public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions.” As MRSC notes, “it does not matter if the meeting is called a ‘workshop,’ a ‘study session,’ or a ‘retreat’; it is still a meeting subject to the OPMA if a quorum is addressing the business of the city, county, or special purpose district.”

The WPPA Port Governance and Management Guide provides the following guidance for workshops:

“Whether at the port’s principal location or offsite and digitally remote, workshops and retreats are considered special meetings unless they occur at the location and time of a regular meeting.

All OPMA notice requirements apply to workshops and retreats. The difference for a workshop or retreat is in the structure of the meeting and the physical setup of the meeting space. Physical setup should utilize seating that encourages discussion and suspends the organizational hierarchy so that attendees feel comfortable in sharing their opinions and perspective. Decisions are rarely made at workshops or retreats. These less-formal meetings provide an excellent opportunity for commissioners and staff to fully discuss issues to a depth not always possible in a formal meeting with a full agenda. This format often lends itself to using a professional facilitator to move the discussion forward and drive to an outcome. Typical topics for workshops and retreats include strategic plan development, budget discussions of a strategic nature, large and complex project review, and generally, preparatory discussions prior to challenging and significant decisions.”

III. Information Requested by Commissioners

Scott Keller

Set up a public workshop meeting to address approximately 30 years of history relating to:

- Utility infrastructure upgrades to Richland Airport
- Who paid for the infrastructure upgrades. Tenant and/or POB
- What agreements were made between POB and tenants regarding water usage and billing.
- What actions were taken to correct any perceived water meter issues during the meter relocation in or around 2013

Lori Stevens

I would like to ensure that we have the following information available:

- Water Meter Billing Statements for the Port of Benton Water Meter in question
- Commission Meeting Minutes and Port of Benton Emails from 1995 to 2001 that discuss Herb Brayton's Hangar and water connections pertaining to the hangar construction.
- Any drawings of water/sewer that pertain to this area
- Findings/results from the company that we contracted for utility locating services

Roy Keck

As this workshop has not been formally defined, I would appreciate information on the following matters:

1. Process and Procedures:

What specific procedures will be followed during this workshop? Will Roberts' Rules of Order or any other formal process be utilized to ensure an organized and fair discussion?

2. Leadership and Conduct:

Who will be responsible for moderating and running the meeting? Will there be a designated chair or facilitator?

3. **Agenda and Documentation:**

Is there a predetermined agenda for the workshop? Will depositions or oral testimonies be accepted or involved in this process? Additionally, will documents or evidence presented during the workshop be considered as part of an official record or become part of the formal evidence?

4. **Legal Considerations:**

What are the potential legal implications of this workshop? Are there specific regulations or legal ramifications that we should be aware of, particularly regarding the handling of documents, testimonies, or evidence?

Additionally, I am deeply concerned about the status and security of utility services—namely water, sewer, and electricity—serving the airport tenants. It is imperative to understand what documentation and agreements support the legal and compliant hook-ups within the fence hangers. We need to ensure the protection of the Port's assets and the integrity of our infrastructure. More importantly, it is essential to confirm that our taxpayers are not subsidizing airport tenants' utility costs. Clarification on how utility billing, consumption, and service agreements are managed, monitored, and enforced is critical to prevent any inadvertent financial burden on the Port and its taxpayers.

Given the significance of these issues, I strongly urge transparency and adherence to legal standards to ensure that all procedures and agreements are in full compliance with applicable laws and regulations. Given the importance of transparency and due process in matters affecting the airport ground leases, I believe it is crucial for all participants to understand the framework and expectations for this workshop.

I look forward to your prompt response, providing clarity on these points to ensure that the process aligns with legal standards and the principles of fair public participation.

Thank you for your attention to this matter.



Legend

- 2.0 Depth to top in feet
- Unknown utility
- E Electrical line
- W Water line
- SAN Gas line
- SD Electrical line
- COM Water line



1 Inch = 120 Feet

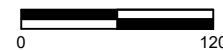
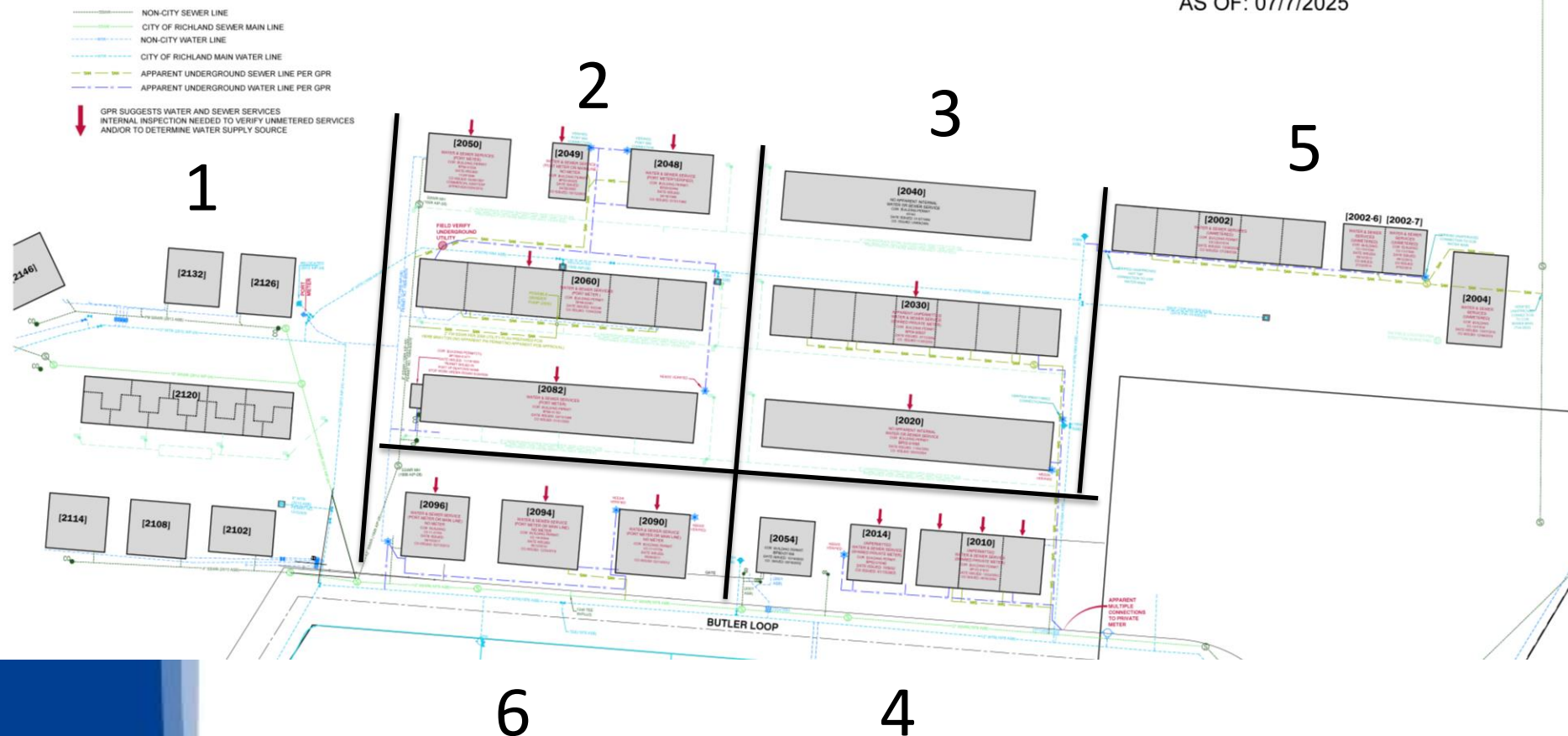


FIGURE 1
Site Map
Richland Airport
Richland, WA



Mapped Utilities

PRELIMINARY FOR DISCUSSION
UTILITY AND PERMIT EXHIBIT
AS OF: 07/7/2025



A MEMORANDUM

TO: Diahann Howard, Executive Director

FROM: Roger Wright, P.E., Port Contract Engineer

DATE: July 1, 2025

SUBJECT: Richland Airport Utilities Investigation

Diahann:

I'm providing a response to Commissioner Keller's statement at the May 22nd, 2025 Commission meeting about utilities to his hangar within the Richland Airport. Commissioner Keller made statements that implied that I received confirmation from the City of Richland of approval for utilities to his hangar. That statement was incorrect.

From 2001 until present, I have provided engineering assistance to the Port of Benton. During this time, I received weekly assignments from the Port to provide engineering assistance, inspection, and investigation on Port projects. I received these assignments from Port staff, and often directly from the Executive Director.

In 2017, Scott Keller, the Port's Executive Director at that time, informed me that he was purchasing a new hangar at the airport located at 2049 Butler Loop. He informed me that the hangar apparently had water and sewer but that he was unsure of how the utilities were provided and he asked me to investigate. I understood that this was a Port assignment.

I arranged to meet with the City of Richland's Water Maintenance Supervisor at the Richland airport to investigate the utilities to the hangars adjacent to Runway 26. We inspected each of the water meters connected to the City mainline. At the time, I did not discover that 2049 Butler Loop (Mr. Keller's hangar) was connected to the Port's meter, nor did I go into his hangar at that time. However, we did discover that there were at a minimum, a few hose bibs next to hangars that we could not find a meter for, and we discovered that there were several water main lines and water services that did not appear to be on any City mapping. We also could not find a meter for Mr. Keller's hangar at that time. Following this inspection, I informed the City of Richland public works staff that I would look into it further.

After the investigation, I reported to Mr. Keller and informed him that there were clearly water services to hangars at the Richland airport that did not appear to be metered, and that there were no records of those services or mainlines on City

mapping. I told him that I did not know how his hangar received utilities and that the utilities to the hangars adjacent to Runway 26 looked like a “real mess”. As I recall, at that meeting Mr. Keller instructed me to stop working on this effort and “let the City worry about it”.

In 2022, I was serving as the temporary Airport Manager while the Port’s position was vacant. We had several projects going on at the Richland Airport in 2022. That summer, we had an airplane accident on Runway 01. The Richland Fire Department responded to the incident, but there were issues with the Fire Department entering the airport which delayed their response. Because of this, I scheduled airport emergency response training with the Richland Fire Department. During this training, we reviewed the underground fire hydrants that exist inside the fence of the Richland airport. This is the only location in Richland that has these types of underground fire hydrants. The crews were completely unaware of, and untrained on, these types of hydrants and asked if they had ever been exercised or tested. I responded that to the best of my knowledge they had never been tested. Richland Fire asked if we could get testing of the hydrants scheduled with the Richland Water Department.

Shortly after the Fire Department request, I contacted Richland Water Maintenance and asked if we could get the hydrant testing scheduled. Since it was fall of 2022, and we were approaching cold temperatures, they suggested we wait until spring to test the hydrants. Unfortunately, Richland Water Maintenance was not able to schedule the testing until this spring, 2025. While testing the hydrants, they found an unpermitted water connection next to 2002 Butler Loop. As they continued to investigate water connections and water meters, Richland Water Maintenance found several other undocumented water lines and service connections. Richland Public Works then notified the Port concerning these unpermitted and undocumented connections.