

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 and 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 8:00 a.m. on November 12, 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 your hands are raised. Press star + 6 (*6) when the host calls on you to unmute yourself.

**PORT OF BENTON
REGULAR COMMISSION MEETING AND PUBLIC HEARING
Agenda**

8:30 a.m., November 12, 2025

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 of October 13, 2025, Budget Workshop
3. Approval of Minutes of October 15, 2025, Commission Meeting
4. Approval of Vouchers and Certifications, Including Payroll for the Month of October, Totaling \$1,097,868.24

D. PUBLIC COMMENT

E. PUBLIC HEARING

1. 2026 Port of Benton Budget
2. 2026 Comprehensive Plan of Harbor Improvements

F. ITEMS OF BUSINESS

1. Resolution 25-42, Port of Benton 2026 Budget Adoption;
Resolution 25-43, Port of Benton 2026 Comprehensive Plan of Harbor Improvements Adoption; Resolution 25-44, Certifying the Port of Benton's 2025 Levy for 2026 Property Tax Collection
2. Resolution 25-45, A Resolution of the Port of Benton to Appoint a New Port Auditor
3. Resolution 25-46, Appointment of Public Records Officer
4. Resolution 25-47, Appointment of Claims for Damages Agent
5. Resolution 25-48, A Resolution of the Port of Benton Amending Signers for Banner Bank
6. Resolution 25-49, A Resolution of the Port of Benton Relating to the Disbursement Agreement for the Use of Rural County Capital Funds Between Benton County and the Port of Benton
7. Resolution 25-50, A Resolution of the Port of Benton Authorizing the Execution Lease Modification No. 5 to the Ground Lease Agreement with Lucas H. Holdings, LLC, Richland Airport
8. Contract with Ecomodus for 3250 Port of Benton Blvd. LED Lighting Project \$106,743.40, Technology & Business Center
9. Contract with Ecomodus for 2579 Stevens Drive LED Lighting Project \$122,722.30, Richland Business Park
10. Acceptance of Work, Stacy and Witbeck \$1,341,975.30,
State Route 240 Railroad Crossing Preplacement Project
11. Contract Amendment, \$80,000 Through Year-End for Gravis Law
12. 2026 Meeting Dates

G. INFORMATION REPORTS

1. Grants Update
2. Legislative Update
3. Capital Projects 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, December 10, 2025**, at the Port of Benton Commission Room at 3250 Port of Benton Blvd., Richland, Washington.
Visit portofbenton.com for notices and information.

**PORT OF BENTON
SPECIAL COMMISSION
BUDGET WORKSHOP MINUTES
OCTOBER 13, 2025**

A. CALL TO ORDER: The Special Commission Budget Workshop meeting was called to order at 8:30 a.m. at the Port of Benton Commission Meeting Room, 3250 Port of Benton Boulevard, Richland, Washington.

PRESENT: Commissioner Roy D. Keck, Commissioner Scott D. Keller, Commissioner Lori Stevens (attended virtually)

PORT STAFF PRESENT: Diahann Howard, Jeff Lubeck, Quentin Wright, Cassie Hammond, Julia Mora, Summers Miya, Ron Branine, Joe Pisca, Angela Saraceno-Lyman, Audrey Burney, Brandin Lopez, Bryan Bell
ALSO PRESENT: John O’Leary Gravis Law

The following attendees attended via remote communications: Jorge Celestino, Sheri Collins, Cassie Hammond

The Special Commission Meeting Budget Workshop was noticed as required by RCW 42.30.070.

B. PLEDGE OF ALLEGIANCE: Jeff Lubeck led those present in reciting the Pledge of Allegiance.

C. BUDGET WORKSHOP

1. 2026 Proposed Budget Review

The 2026 proposed budget was presented by Director of Finance and Auditor Jeff Lubeck.

Lubeck provided an overview of the budget, noting that the Port of Benton’s proposed 2026 budget is balanced, shows a net surplus, and supports port strategies and objectives.

The proposed budget reflects the port’s commitment to fiscal responsibility, transparency, operational excellence and delivering on its economic development mission. The property tax levy rate is decreasing for 7th year in a row.

Key financial highlights include:

- Major assumptions
 - BUILD/RAISE grants approved/funded to support rail improvements
- Major pending items
 - Land sale to Atlas Agro. Not included in budget.
 - Property Tax Revenue
 - Preliminary estimates used while waiting for final numbers from the Benton County Assessors Office
- Major items Noted
 - Lease revenues down in total
 - Due to the end of aggregate mining royalties and the sale of two properties
 - Other lease increases partially offset these losses
 - Rail
 - BUILD (RAISE) grant is \$9.5 million over several years

- 2579 facility upgrade (grant, loan, port-funded) \$6.4 million over two years
- Airports
 - Prosser pavement rehabilitation and electrical replacement - \$3 million
 - Richland apron reconfiguration - \$2.1 million
- Other
 - Barge electrification grant
 - Complete strategic plan
 - Waterfront development plan
 - Asset maintenance and management

Lubeck highlighted key budget takeaways:

- 2026 budget is balanced
- Operating revenues are decreasing slightly
- Property tax levy rate decreased
- Large amount of capital projects and grants
- Significant planning projects completed
- Net surplus of \$105,000

Operating revenues of \$7.5 million are down 2% from 2025 primarily due to loss of aggregate contract with American Rock, with non-operating revenues of \$18.6 million, up 17% from 2025.

Lubeck reviewed all aspects of the proposed 2026 budget and provided comparisons with the 2025 budget totals.

Lubeck noted that the proposed 2026 budget would be available in the Port office as well as the Port website.

2. 2026 Comprehensive Plan Draft and Review

Executive Director Diahann Howard presented a draft overview of the Comprehensive Plan as required by RCW 53.20.010, noting that the plan would also be brought forward at the October meeting and available for public comment.

Howard overviewed the comprehensive plan, highlighting any updates to property slated for sale or lease.

Howard pointed out each area of the Port district, noting major projects planned in 2026 for each area.

Howard noted that the draft Comprehensive Plan would be available in the Port office and on the Port website.

D. ADJOURNMENT: With no further business, the meeting was adjourned at 9:26 a.m.

Roy Keck
Commission Secretary

PORT OF BENTON
COMMISSION MEETING MINUTES
October 15, 2025

- 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, 3250 Port of Benton Blvd., Richland, Washington.

PRESENT: Commissioner Scott D. Keller, Commissioner Roy D. Keck, Commissioner Lori Stevens (attended virtually)

PORT STAFF PRESENT: Diahann Howard, Jeff Lubeck, Quentin Wright, Summers Miya, Ron Branine, Cassie Hammond, Brandin Lopez, Audrey Burney, Angela Saraceno-Lyman

ALSO PRESENT: John O’Leary, Gravis Law; Clif Dyer, Sundance Aviation/Tym2Fly; Mayor Brent Gerry, City of West Richland; David Reeploeg, Hanford Communities/TRIDEC; Seth Kirshenberg, Energy Communities Alliance; Bryan Condon, Century West Engineering; Council Member Shayne Van Dyke, City of Richland; Adam Fyall, Benton County; Gareth Nisbet; Karl Dye, TRIDEC

The following attendees attended via remote communications: Bryan Bell, Sheri Collins, Cassie Hammond, Ashley Garza, Jeff (No last name given), Christy Rasmussen, Wendy Culverwell, Tri-City Herald; Rachel Visick, Tri-Cities Area Journal of Business

The Commission meeting was noticed as required by RCW 42.30.070.

- B. PLEDGE OF ALLEGIANCE:** Mayor Brent Gerry led those present to recite the Pledge of Allegiance.

C. CONSENT AGENDA

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously passed by the Commission approving the agenda for the October 15, 2025, Commission meeting, approval of minutes from September 10, 2025, Commission meeting, approval of vouchers and certifications, including payroll, for the month of September totaling \$1,010,618.72 and approval of Resolution 25-40, to cancel warrant numbers 085030 through 085050, which were issued in error due to printer issues.

D. PUBLIC COMMENT

Clif Dyer, Sundance Aviation, Tym2Fly, LLC read a prepared statement. *

*Attachment A

E. ITEMS OF BUSINESS

1. Resolution 25-41, A Resolution of the Port of Benton Approving the Second Amendment of the Purchase and Sale Agreement Between Pacific Green Fertilizer (Atlas Agro) and the Port of Benton

Executive director Diahann Howard commented that the original sale agreement took place in March 2023, and the first amendment took place on February 15, 2024. Howard stated that the current request requests an extension due to delays caused by regulatory, tariffs, utility equipment, and the continued wait on Bonneville Power Administration (BPA).

Howard added that Atlas Agro has invested \$25 million to date in the project.

Howard noted that if the sale fails, the port will retain the environmental and engineering documents.

Detailed discussion ensued relating to Atlas Agro's power requirements, which is currently not supported by BPA allocations.

Discussion also included transmission line issues, which is causing the bottleneck. BPA's project is behind, with a new anticipated completion of 2028.

It was stated that there has been engagement from the local farm community, as local farmers are investors, as they value the project for both product quality and a fixed-price contract option for fertilizer.

It was stated that the project is viewed by many from an economic development standpoint as providing infrastructure to multiple large-scale users, such as data centers.

Commissioner Scott Keller raised concerns about the lack of updates from Atlas Agro, site viability, and the reality of the timeline.

Commissioner Lori Stevens raised concerns on the project delays.

Commissioner Lori Stevens requested to abstain from voting on this resolution.

Commissioner Scott Keller seconded Commissioner Stevens request to abstain.

Commissioner Lori Stevens moved to amend and approve Resolution 25-41 to grant a six-month extension only, with a requirement that Atlas Agro provide a mid-term progress report and presentation to the Commission.

Commissioner Scott Keller seconded the motion, and the Commission unanimously passed amended Resolution 25-41, approving the amended second amendment of the purchase and sale agreement between Pacific Green Fertilizer (Atlas Agro) and the Port of Benton.

2. Welcome and Update from Karl Dye, TRIDEC

The TRIDEC executive director, Karl Dye, provided an update on recent TRIDEC initiatives and projects, including an update on recruiting projects, the Shrub Steppe Habitat WFWD, Energy Forward Alliance, and future land transfer opportunity.

3. Welcome and Update from Seth Kirshenberg, Energy Communities Alliance

The Energy Communities Alliance executive director, Seth Kirshenberg, provided an update on Energy Communities Alliance.

Kirshenberg highlighted the recognition of the community's strengths, including its workforce, deep nuclear expertise, site readiness, and intergovernmental/agency cooperation.

Kirshenberg stated that Tri-Cities is regularly referenced as a model for siting advanced reactors and associated manufacturing due to the unique mix of infrastructure and talent.

Kirshenberg noted that companies are increasingly drawn to Port of Benton's transportation and supply infrastructure.

Kirshenberg noted that state-level advocacy is important in order to remain competitive against other regions vying for the same projects.

Kirshenberg encouraged proactive engagement with DOE, state and congressional reps for support on siting, regulatory and infrastructure needs. Kirshenberg recommended a port delegation visit to Idaho National Lab for advanced SMR/AI-data center best practices and encouraged the Port to leverage ECA as liaison to developers/DOE for support and exposure.

4. Overview of 2026 Port of Benton Proposed Budget Before Being Placed on File for Public Review

Director of Finance Jeff Lubeck reviewed the proposed 2026 budget to the Commission, noting that the 2026 budget is balanced, with lease revenues slightly down due to loss of aggregate mining royalties and property sales, which are offset with increases elsewhere.

Lubeck noted that property tax levy rate is decreasing again.

Lubeck reviewed the major capital projects proposed for 2026, including projects at Prosser and Richland Airport, barge electrification, the 2579 Stevens Drive building and rail. The completion of the strategic plan, waterfront development plan and asset maintenance and management plan is also included.

Lubeck reviewed the breakdown of the port's 177 leases, with 55% representing small businesses, 27% hangars, and 10% large businesses.

Lubeck reviewed the debt service ratio for the Port of Benton, noting that the ratio is used by SAO during annual audits and should be less than 12%. Lubeck noted that this ratio compares annual principal plus interest payments to operating revenues and indicates the capacity to repay debt from ongoing operations. Lubeck noted that bond counsel indicates that the port has an additional \$11 million+ of debt capacity, which is more than double current levels.

Lubeck reviewed OpEx change by department from 2025 – 2026, noting an increase in airports due to repairs and maintenance moved from CapEx to OpEx. Lubeck pointed out that G&A has increased primarily due to reallocation of insurance premiums and marketing activity.

Lubeck reviewed the capital project distribution.

Lubeck stated that the detailed budget shows a commitment to fiscal responsibility, transparency, a focus on economic development and growth and an execution on operational objectives.

Lubeck reviewed the budget timeline, noting that if approved, the budget will be released for public comment and available in the Port office and on the website. The tax assessment is due to the Benton County Treasurer by November 30, 2025.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission, approving the 2026 proposed budget for placement on file for public review.

5. Overview of 2026 Comprehensive Plan of Harbor Improvements Before Being Placed on File for Public Review

Executive Director Diahann Howard stated that the comp plan is required per RCW.

Howard noted that the plan includes asset-by-asset, land use and project recommendations.

Howard stated that the updated comp plan reflects the industrial land exchange with the City of Richland and intermodal and waterfront plans.

Howard noted that \$18.3 million in projects is expected in 2026, which are noted in the comp plan. (73% are grant or loan funded.)

Howard stated that the plan will be updated to reflect recent sales/removals when applicable and a public hearing will be scheduled, as required by RCW 53.20.010.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Roy Keck, and unanimously approved by the Commission, approving the 2026 comprehensive plan for placement on file for public review.

6. Contract with Century West Engineering, \$190,590.00, for Prosser Airport Pavement and Electrical Replacement Project

Airport manager Quentin Wright stated that the Port received a grant from the FAA, but a task order for inspection services for Century West is over \$50,000, it is being brought forward to the Commission.

A motion was made by Commissioner Roy Keck, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission, approving the contract with Century West Engineering, \$190,590.00, for Prosser Airport Pavement and Electrical Replacement Project.

F. INFORMATION REPORTS

1. Grants Update

Executive director Diahann Howard reviewed the grants report.

Item 3 – Congressional Directed Spending Request – Possibly swept away. Possibly activity before year end. Funding would be used to improve rail.

Item 1 – Better Utilizing Investment to Leverage Development (BUILD). Grant contracting to take until April 2026. With the shutdown, the Department of Transportation is on hold.

Airports – Quentin Wright stated that the port completed the potential bid protest and have moved forward with a pre-construction meeting.

2. Capital Projects Update – Airports Update

Director of Facilities & Operations Ron Branine provided updates on current capital projects, including the energy efficiency upgrade focus, with LED over HVAC this cycle for Clean Building Act compliances, with the Port to receive substantial incentives.

Branine noted that the replacement door project at the Clore pavilion is underway and is under budget.

Executive Director Diahann Howard stated that the Navy shipment has been delayed, possibly causing three shipments in 2026.

Howard stated that the kickoff meeting with Maul Foster Alongi has begun, which will involve coordination with tribal governments and cultural resources, and the State Route 240 project is in closeout. Howard noted that the Steptoe crossing project will likely take place in early 2026.

Airport Manager Quentin Wright provided an update on airport projects.

Richland Airport Apron Reconfiguration Project:

Objective – Better serve larger aircraft, attract more corporate traffic, preserve current hangars.

Action – Met with users and stakeholders, which aided in plan development.

Plan – Four large aircraft spaces (49-79 ft. wingspan), additional small aircraft tie-downs, increased pavement thickness to prevent subsidence.

Funding – FAA to fund 95%, WSDOT to fund 5%.

Bidding – Spring 2026, with construction summer 2026.

G. COMMISSIONER REPORTS/COMMENTS

Commissioner Scott Keller complimented the 2026 budget and comprehensive plan that were presented.

Commissioner Lori Stevens announced that the Prosser Chamber of Commerce is close to announcing the hiring of a new executive director. Commissioner Stevens highlighted the upcoming event the Prosser Chamber will hosting next month at the Clore.

Commissioner Roy Keck complimented the staff and presentations, noting the presentations emphasize the Port's core mission, the creation of jobs, rather than focusing on distractions by nonproductive disputes.

H. DIRECTOR REPORTS/COMMENTS

1. Finance Director

Director of Finance Jeff Lubeck provided a financial status report.

Lubeck stated that the State Route 240 grant reimbursement of \$750,000 was received in October, property tax revenue deposits will come in October. Lubeck noted to expect continued volatility due to timing of large projects, grant expenditures and grant reimbursements.

Lubeck reviewed the September cash receipts and disbursements. Lubeck noted that receivables are settling at approximately \$25k > 90 days, <1% of the total.

Lubeck stated that operating revenues/expenses are within budget, slightly under-expenditure generally due to open staffing positions and timing.

Lubeck reviewed the departmental budgets, noting all are under budget, except the Richland Airport, which is \$35k over due to building repairs and maintenance at the airport.

Lubeck stated that the State Auditors Office 2024 audit requests are slowing and no significant issues.

2. Port Attorney

Contract Port attorney John O'Leary stated that he had no updates.

3. Executive Director

Executive director Diahann Howard provided an update on recent meetings and events, including the Port's public tour hosted on October 1, which was well attended and received.

Howard stated that she attended the AAPA annual conference, as she is on the AAPA Foundation Board and was able to announce the AAPA student scholarship.

Howard noted that she attended the EPRI conference, with 170+ attendees, strong international interest in Tri-Cities as site for repatriated manufacturing.

Howard added that she attended the National Governors Association nuclear conference at the State Capitol, with a broad turnout.

Howard noted that she has participated in rail and interlocal planning with ongoing discussions with Ports of Pasco, Walla Walla and the Northwest Seaport Alliance for logistics hub approach.

Howard provided a real estate update, including new tenants, lease modifications, lease cancellations and rental prospects.

I. FOR THE GOOD OF THE ORDER

Executive director Diahann Howard inquired if there were any comments for the Good of the Order. There were no comments.

J. EXECUTIVE SESSION

It was announced that an Executive Session was not needed.

K. ADJOURNMENT

The meeting was adjourned at 10:16 a.m. with an announcement that the next regular Port of Benton Commission meeting would be held at 8:30 a.m. on Wednesday, November 12, 2025, at the Port of Benton Commission meeting room, located at 3250 Port of Benton Blvd., Richland, Washington.

Roy D. Keck, Commission Secretary

Statement by Clif Dyer

Attachment A

A seven page document ~~was~~ submitted by commissioner Keck that I only describe as an attack against his fellow commissioner. I'm not sure why these things are brought to the attention of the public as they cover decades other than to say, it is an election year .

I won't speak of all the errors in the seven pages, but there is something that stuck out.

We all should appreciate hard work when we see it Jeff Markham owner of Buckskin golf course is a hard worker. He took a scrap piece of land that is floodplain and FAA restricted to a high degree and developed a useful asset for our community. He leased a piece of land that has no real value and turned it into a community asset... a Port of Benton asset.

He has taken this piece of land and developed a nice little budget golf course. His clientele is mostly older and lower income people who have no ability to pay the green fees at our larger more affluent golf courses. I can't believe that our commissioner would not see and appreciate that effort by Jeff

I've also seen many high school kids being taught and introduced to golf by Jeff. This is not usually compensated is a gift back to the community I've even seen under privileged and developmentally challenged children welcomed by Jeff and given opportunities. They might not otherwise have had. I'm disappointed that the commissioner wants to make this an issue. Jeff is not a rich man by any means he lives in a simple home. Drives a simple car and uses his time for the betterment of our community.

As this is the last meeting before the election, I am hopeful that next months meeting can be held with more decorum And we can put all this behind us and move forward. The Port staff and the community members time and efforts should be towards advancing the Port mission.....economic development.

Thank you.

Clif Dyer

**Port of Benton, Benton County, Washington
Voucher Certification and Approval
for the Month of October 2025**

General Expenses

Accounts Payable Warrants #:	85279	-	85408	\$	620,812.93
Electronic Payments:				\$	239,658.36
Total General Expenses				\$	860,471.29

Payroll

Direct Deposit:					
ACH				\$	130,071.01
Electronic Payments:					
IRS Payroll Tax Deposit				\$	45,048.15
Other Payroll Related Payments				\$	62,277.79
Total Payroll				\$	237,396.95

Total General Expenses and Payroll

\$ 1,097,868.24

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Port of Benton and that I am authorized to authenticate and certify to said claim.

Attest:

Director of Finance/Port Auditor

We, the undersigned Commissioners of the Port of Benton, Benton County, Washington, do hereby certify the following vouchers/warrants have been certified and approved for payment, this the _____ day of _____, 2025.

President

Vice President

Secretary

**Oct-25
Cash Disbursements
Batch Totals**

\$ 620,812.93
\$ **620,812.93**

Electronic Payments - Ot

4,324.22
\$ 235,334.14
\$ **239,658.36**

IRS Payroll Tax Deposit

\$ 2,372.01
\$ 21,275.10
\$ 52.26
\$ 21,348.78
\$ **45,048.15**

905,519.44

Payroll Direct Deposit Ne

\$ 61,322.36
\$ 3,728.05
\$ 313.41
\$ 58,199.27
\$ 6,507.92

\$ 130,071.01

Other Payroll Related Pa

\$ 1,969.07
\$ 4,428.47
\$ 100.00
\$ 100.00
\$ 1,851.32
\$ 34,182.27
\$ 2,174.92
\$ 10,984.70
\$ 2,353.73
\$ 4,133.31

\$ -
\$ -
\$ **62,277.79**

**Port of Benton, Benton County, Washington
Voucher Certification and Approval
for the Month of October 2025**

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Total General Expenses and Payroll

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President

Vice President

Secretary

**Oct-25
Cash Disbursements
Batch Totals**

\$ 620,812.93 Oct-25
\$ 620,812.93

Electronic Payments - Other Payment

4,324.22	10/27/2025	DEPARTMENT OF REVENUE - Excise
\$ 235,334.14	10/31/2025	DEPARTMENT OF REVENUE - Leasehold
\$ 239,658.36		

IRS Payroll Tax Deposit

\$ 2,372.01	10/10/25	INTERNAL REVENUE SERVICE
\$ 21,275.10	10/10/25	INTERNAL REVENUE SERVICE
\$ 52.26	10/10/25	INTERNAL REVENUE SERVICE
\$ 21,348.78	10/24/25	INTERNAL REVENUE SERVICE
\$ 45,048.15		

905,519.44 Warrants, ACH, FedTax

Payroll Direct Deposit Net Pay

\$ 61,322.36	10/10/25	PORT OF BENTON EMPLOYEES
\$ 3,728.05	10/10/25	PORT OF BENTON COMMISSIONERS
\$ 313.41	10/10/25	PORT OF BENTON EMPLOYEES - CASH OUT
\$ 58,199.27	10/24/25	PORT OF BENTON EMPLOYEES
\$ 6,507.92	10/24/25	PORT OF BENTON EMPLOYEES - CASH OUT

\$ 130,071.01

Other Payroll Related Payments

\$ 1,969.07	10/10/25	NATIONWIDE
\$ 4,428.47	10/10/25	DRS
\$ 100.00	10/10/25	WASHINGTON SUPPORT REGISTRY
\$ 100.00	10/24/25	WASHINGTON SUPPORT REGISTRY
\$ 1,851.32	10/24/25	NATIONWIDE
\$ 34,182.27	10/24/25	DRS
\$ 2,174.92	10/31/25	ESD
\$ 10,984.70	10/31/25	L&I
\$ 2,353.73	10/31/25	ESD - CARES
\$ 4,133.31	10/31/25	ESD - PFML

\$ -
\$ -
\$ 62,277.79

Company name: Port of Benton
Report name: Check register
Created on: 11/4/2025

Bank	Date	Payee	Document r	Amount	Cleared	ACH
	10/10/2025	VEN00002--A-L COMPRESSED GASES, INC	85279	33.60	In transit	
	10/10/2025	VEN00006--ABADAN, INC	85280	236.51	In transit	
	10/10/2025	VEN00025--AMERICAN ROCK PRODUCTS, INC	85281	13,341.32	In transit	
	10/10/2025	VEN00612--BEAVER BARK LTD	85282	326.10	In transit	
	10/10/2025	VEN00044--BENTON PUD	85283	2,805.33	In transit	
	10/10/2025	VEN00075--CASCADE NATURAL GAS CORP	85284	484.88	In transit	
	10/10/2025	VEN00469--CENTURY WEST ENGINEERING CORP	85285	46,829.36	In transit	
	10/10/2025	VEN00290--CI-PW, LLC (Paradise Bottled Water)	85286	207.40	In transit	
	10/10/2025	VEN00077--COLUMBIA BASIN IT	85287	2,567.46	In transit	
	10/10/2025	VEN00102--COLUMBIA BASIN PAPER & SUPPLY	85288	257.62	In transit	
	10/10/2025	VEN00105--CONNELL OIL, INC	85289	2,548.37	In transit	
	10/10/2025	VEN00107--COOK'S ACE HARDWARE	85290	216.80	In transit	
	10/10/2025	VEN00639--CWW LLC (COLUMBIA RAIL)	85291	117,881.02	In transit	
	10/10/2025	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	85292	160.67	In transit	
	10/10/2025	VEN00143--DSD BUSINESS SYSTEMS	85293	34,076.65	In transit	
	10/10/2025	VEN00738--EASTERN WASHINGTON UNIVERSITY	85294	12,000.00	In transit	
	10/10/2025	VEN00166--FERGUSON ENTERPRISES, INC.	85295	3,913.79	In transit	
	10/10/2025	VEN00616--FIBER MARKETING INTERNATIONAL, INC (FMI)	85296	721.50	In transit	
	10/10/2025	VEN00180--GENSCO, INC	85297	22.66	In transit	
	10/10/2025	VEN00419--GRAINGER	85298	497.38	In transit	
	10/10/2025	VEN00546--GRANDVIEW LUMBER, INC.	85299	16.94	In transit	
	10/10/2025	VEN00202--HERC RENTALS INC.	85300	954.38	In transit	
	10/10/2025	VEN00525--HUB INTERNATIONAL NORTHWEST LLC	85301	93,762.27	In transit	
	10/10/2025	VEN00775--IMPERVIOUS COATING LLC	85302	9,784.84	In transit	
	10/10/2025	VEN00492--INLAND ASPHALT COMPANY	85303	450.00	In transit	
	10/10/2025	VEN00222--JOHN DEERE FINANCIAL (RDO EQUIPMENT)	85304	767.52	In transit	
	10/10/2025	VEN00223--JOHNSTONE SUPPLY	85305	147.09	In transit	
	10/10/2025	VEN00229--KELLEY'S TELE-COMMUNICATION, INC.	85306	164.72	In transit	
	10/10/2025	VEN00231--KENNEWICK INDUSTRIAL & ELECTRICAL SUPPLY	85307	56.15	In transit	
	10/10/2025	VEN00237--LES SCHWAB TIRE CENTER QUEENSGATE DR	85308	69.55	In transit	
	10/10/2025	VEN00236--LES SCHWAB TIRE CENTER STEVENS DR.	85309	1,588.90	In transit	
	10/10/2025	VEN00510--LIFESECURE INSURANCE COMPANY	85310	943.56	In transit	
	10/10/2025	VEN00499--MID-COLUMBIA COMMERCIAL DOORS, INC.	85311	104.95	In transit	
	10/10/2025	VEN00262--MR. ROOTER PLUMBING	85312	6,957.57	In transit	
	10/10/2025	VEN00288--PALMER ROOFING COMPANY	85313	15,797.37	In transit	
	10/10/2025	VEN00306--PROMINENCE PUBLIC RELATIONS	85314	2,870.00	In transit	
	10/10/2025	VEN00307--PROSSER RENTALS, LLC	85315	1,715.22	In transit	
	10/10/2025	VEN00795--RED DOOR PARTY RENTALS LLC	85316	1,652.24	In transit	
	10/10/2025	VEN00337--SCALES NW LLC	85317	2,017.68	In transit	
	10/10/2025	VEN00636--SENSKE LAWN & TREE CARE LLC	85318	2,146.84	In transit	
	10/10/2025	VEN00608--SIERRA ELECTRIC, INC	85319	252.18	In transit	
	10/10/2025	VEN00773--SOSEBRIE CHARCUTERIE	85320	497.85	In transit	
	10/10/2025	VEN00385--THE HOME DEPOT CRC/GEFC	85321	1,152.14	In transit	
	10/10/2025	VEN00346--THE SHERWIN-WILLIAMS CO.	85322	786.84	In transit	
	10/10/2025	VEN00298--TRI-CITY COMPUTER CONSULTING LLC	85323	1,902.25	In transit	
	10/10/2025	VEN00398--TRI-CITY SIGN & BARRICADE	85324	516.89	In transit	
	10/10/2025	VEN00399--TRIDEC, INC.	85325	2,500.00	In transit	
	10/10/2025	VEN00408--U.S. BANK	85326	700.00	In transit	
	10/10/2025	VEN00402--UNDERGROUND CREATIVE, LLC	85327	2,987.50	In transit	
	10/10/2025	VEN00746--VERIZON CONNECT FLEET USA LLC	85328	621.98	In transit	
	10/10/2025	VEN00532--VIC'S AUTO PARTS & SUPPLY	85329	384.07	In transit	
	10/10/2025	VEN00570--VITAL RECORDS CONTROL	85330	984.88	In transit	
	10/10/2025	VEN00440--WASHINGTON PUBLIC PORTS ASSOCIATION	85331	300.00	In transit	
	10/10/2025	VEN00129--WASHINGTON STATE DEPT OF ENTERPRISE SERVICES	85332	1,500.00	In transit	
	10/10/2025	VEN00449--ZIPLY FIBER	85333	109.74	In transit	
	10/10/2025	VEN00449--ZIPLY FIBER	85334	596.78	In transit	
	10/10/2025	10040--Saraceno Lyman, Angela	85335	300.00	In transit	
	10/10/2025	10041--Burney, Audrey	85336	660.99	In transit	
	10/10/2025	10036--Scaroni, Christopher	85337	360.00	In transit	
	10/10/2025	10045--Celestino Barragan, Jorge	85338	883.59	In transit	
	10/10/2025	10033--Mora, Julia	85339	363.47	In transit	
	10/10/2025	10007--Keck, Roy	85340	160.20	In transit	
	10/10/2025	10020--Miya, Summers	85341	904.00	In transit	
	10/17/2025	VEN00637--360 AUTOMOTIVE & REPAIR	85342	135.64	In transit	
	10/17/2025	VEN00034--AMERICAN TREE TRIMMERS, LLC	85343	3,641.45	In transit	
	10/17/2025	VEN00029--ARCHIBALD & COMPANY ARCHITECTS	85344	14,225.00	In transit	
	10/17/2025	VEN00794--ARG INDUSTRIAL	85345	197.09	In transit	
	10/17/2025	VEN00053--BENTON RURAL ELEC ASSOCIATION	85346	1,114.75	In transit	
	10/17/2025	VEN00059--BENTON-FRANKLIN HEALTH DEPT	85347	30.00	In transit	
	10/17/2025	VEN00234--CITY OF RICHLAND LANDFILL	85348	202.72	In transit	
	10/17/2025	VEN00781--CKJT ARCHITECTS PLLC	85349	60,974.63	In transit	
	10/17/2025	VEN00107--COOK'S ACE HARDWARE	85350	175.69	In transit	
	10/17/2025	VEN00113--CROWN PAPER & JANITORIAL INC.	85351	1,058.14	In transit	
	10/17/2025	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	85352	163.05	In transit	
	10/17/2025	VEN00796--DOUG ANDERSON	85353	1,608.92	In transit	
	10/17/2025	VEN00009--GEO WAY ACE HARDWARE	85354	389.72	In transit	
	10/17/2025	VEN00009--GEO WAY ACE HARDWARE	85355	106.16	In transit	

10/17/2025	VEN00540--GLACIER SUPPLY GROUP, LLC	85356	1,071.01	In transit	
10/17/2025	VEN00601--GRAVIS LAW PLLC	85357	13,480.00	In transit	
10/17/2025	VEN00222--JOHN DEERE FINANCIAL (RDO EQUIPMENT)	85358	609.79	In transit	
10/17/2025	VEN00291--KENNEWICK RANCH AND HOME	85359	48.74	In transit	
10/17/2025	VEN00380--MCCLATCHY COMPANY	85360	590.26	In transit	
10/17/2025	VEN00603--PARAMOUNT COMMUNICATIONS, INC	85361	1,458.04	In transit	
10/17/2025	VEN00783--PYE-BARKER FIRE & SAFETY dba MOON SECURITY SERVICES	85362	5,856.44	In transit	
10/17/2025	VEN00331--RICHLAND ROTARY CLUB	85363	500.00	In transit	
10/17/2025	VEN00334--SANITARY DISPOSAL, INC.	85364	3,612.22	In transit	
10/17/2025	VEN00636--SENSKE LAWN & TREE CARE LLC	85365	81.53	In transit	
10/17/2025	VEN00359--STEEBER'S LOCK SERVICE, LLC	85366	652.20	In transit	
10/17/2025	VEN00365--STRATTON SURVEYING & MAPPING	85367	400.00	In transit	
10/17/2025	VEN00365--STRATTON SURVEYING & MAPPING	85368	960.00	In transit	
10/17/2025	VEN00762--TK ELEVATOR CORPORATION	85369	869.60	In transit	
10/17/2025	VEN00688--TRI-CITIES GUTTERS LLC	85370	4,713.60	In transit	
10/17/2025	VEN00410--USDA APHIS	85371	7,238.31	In transit	
10/17/2025	VEN00412--VALLEY PUBLISHING COMPANY	85372	844.80	In transit	
10/17/2025	VEN00727--VALLEY WIDE COOPERATIVE INC	85373	1,746.37	In transit	
10/17/2025	VEN00414--VERIZON	85374	1,663.44	In transit	
10/17/2025	VEN00532--VIC'S AUTO PARTS & SUPPLY	85375	156.94	In transit	
10/17/2025	VEN00439--WOOD'S NURSERY & GARDEN STORE	85376	624.62	In transit	
10/17/2025	VEN00449--ZIPLY FIBER	85377	269.92	In transit	
10/17/2025	VEN00449--ZIPLY FIBER	85378	509.34	In transit	
10/28/2025	VEN00044--BENTON PUD	85379	1,378.23	In transit	
10/28/2025	VEN00007--BLUERROOM	85380	2,135.06	In transit	
10/28/2025	VEN00075--CASCADE NATURAL GAS CORP	85381	3,621.80	In transit	
10/28/2025	VEN00083--CENTURYLINK	85382	308.28	In transit	
10/28/2025	VEN00077--COLUMBIA BASIN IT	85383	767.12	In transit	
10/28/2025	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	85384	61.96	In transit	
10/28/2025	VEN00009--GEO WAY ACE HARDWARE	85385	425.13	In transit	
10/28/2025	VEN00540--GLACIER SUPPLY GROUP, LLC	85386	616.43	In transit	
10/28/2025	VEN00643--HARMER STEEL PRODUCTS COMPANY	85387	4,690.41	In transit	
10/28/2025	VEN00588--IC CONSULTING CORPORATION	85388	8,820.00	In transit	
10/28/2025	VEN00644--LEAF	85389	248.93	In transit	
10/28/2025	VEN00251--METALFAB INC	85390	1,643.54	In transit	
10/28/2025	VEN00481--MORRISON METALWELD PROCESS CORPORATION	85391	4,978.46	In transit	
10/28/2025	VEN00297--PERSONAL TOUCH CLEANING, INC.	85392	40,745.88	In transit	
10/28/2025	VEN00299--PHASE 2 ELECTRIC, INC.	85393	5,815.32	In transit	
10/28/2025	VEN00301--PITNEY BOWES, INC	85394	217.00	In transit	
10/28/2025	VEN00497--PRECISION APPROACH ENGINEERING, INC.	85395	3,200.00	In transit	
10/28/2025	VEN00315--PURCHASE POWER	85396	200.00	In transit	
10/28/2025	VEN00788--RANDY EUGENE WOOD	85397	500.00	In transit	
10/28/2025	VEN00352--SMARSH, INC.	85398	43.00	In transit	
10/28/2025	VEN00341--SUPERIOR GLASS	85399	369.58	In transit	
10/28/2025	VEN00385--THE HOME DEPOT CRC/GEFC	85400	567.68	In transit	
10/28/2025	VEN00377--TRI-CITY AREA JOURNAL OF BUSINESS	85401	1,220.00	In transit	
10/28/2025	VEN00376--TRI-CITY REGIONAL CHAMBER	85402	117.50	In transit	
10/28/2025	VEN00532--VIC'S AUTO PARTS & SUPPLY	85403	291.45	In transit	
10/28/2025	VEN00358--WASHINGTON STATE AUDITOR'S OFFICE	85404	4,145.18	In transit	
10/28/2025	VEN00449--ZIPLY FIBER	85405	132.13	In transit	
10/28/2025	VEN00449--ZIPLY FIBER	85406	459.37	In transit	
10/28/2025	VEN00449--ZIPLY FIBER	85407	149.23	In transit	
10/28/2025	10029--Wright, Quentin	85408	442.57	In transit	
10/15/2025	VEN00425--WASHINGTON STATE SUPPORT REGISTRY				100.00
10/27/2025	VEN00425--WASHINGTON STATE SUPPORT REGISTRY				100.00
10/10/2025	VEN00215--INTERNAL REVENUE SERVICE				2,372.01
10/10/2025	VEN00215--INTERNAL REVENUE SERVICE				21,275.10
10/10/2025	VEN00215--INTERNAL REVENUE SERVICE				52.26
10/24/2025	VEN00215--INTERNAL REVENUE SERVICE				21,348.78
10/15/2025	VEN00122--DEPT OF RETIREMENT SYSTEMS				4,428.47
10/10/2025	VEN00122--DEPT OF RETIREMENT SYSTEMS				34,182.27
10/27/2025	VEN00239--WASHINTGON STATE DEPT OF REVENUE				4,324.22
10/31/2025	VEN00239--WASHINTGON STATE DEPT OF REVENUE				235,334.14
10/10/2025	VEN00268--NATIONWIDE RETIREMENT SOLUTION				1,969.07
10/24/2025	VEN00268--NATIONWIDE RETIREMENT SOLUTION				1,851.32
10/31/2025	VEN00443--WASHINGTON STATE EMPLOYMENT SECURITY DEPT				2,174.92
10/31/2025	VEN00171--EMPLOYMENT SECURITY DEPT				4,133.31
10/31/2025	VEN00444--WASHINGTON STATE DEPT OF LABOR & INDUSTRIES				10,984.70
10/31/2025	VEN00171--EMPLOYMENT SECURITY DEPT				2,353.73

Total for BCT MAIN

620,812.93

346,984.30

RESOLUTION 25-42

A RESOLUTION TO ADOPT THE 2026 PORT OF BENTON BUDGET

WHEREAS, the Port of Benton has properly given notice of the public hearing held on November 12th, 2025, to consider the Port of Benton's Budget for the 2026 calendar year, pursuant to RCW 84.55.120; and

NOW, THEREFORE, BE IT RESOLVED, by the Commission of the Port of Benton, after a public hearing, and after duly considering all relevant evidence and testimony presented, has adopted the budget for the Port of Benton for the year 2026 as identified in Attachment 1 of this Resolution:

ADOPTED by the Commission of the Port of Benton at its regular meeting held on this 12th day of November 2025.

Scott D. Keller, President

Lori Stevens, Vice President

Roy D. Keck, Secretary

Attachment 1

2026 Budget

ESTIMATED BEGINNING CASH	5,000,000
LESS: RESERVE	2,120,000
UNRESERVED BEGINNING CASH	2,880,000

OPERATING REVENUES

Lease Revenue	
Richland Business Park	2,556,500
Rail Facilities	690,000
Intermodal Rail Facility	66,500
Northwest Advanced Clean Energy Park	34,500
Technology & Business Campus	1,750,000
Richland Airport	624,500
Prosser Airport	341,500
Prosser Wine & Food Park	169,000
Vintner's Village	92,500
Walter Clore Center	59,000
Benton City	-
Total Lease Revenue	6,384,000
Track Usage Revenue	881,250
Crow Butte Park Revenue	250,000
TOTAL OPERATING REVENUES	7,515,250

OPERATING EXPENDITURES

Operations Expenses	2,295,222
Facilities & Maintenance	1,684,937
Railroad Facility and Railroad Expenses	1,775,277
Airports Operating Expense	875,355
Crow Butte Operating Expenses	468,203
General & Administrative	3,088,863
Promotional Hosting Expenditures*	1,000
TOTAL OPERATING EXPENDITURES	10,188,857

NET OPERATIONS (2,673,607)

NON-OPERATING INFLOWS

Property Tax Revenue	3,308,609
Operating Grant	-
Grant Revenue	11,490,892
Sale of Fixed Assets	-
Other Tax Revenue	200,000
Collections on Notes Receivable	289,190
Interest Income	323,262
Debt Issuance (Portion of CERB Loan-2579 Stevens)	1,896,000
Prior Year Budget Carryover	300,000
Project Bond Fund (Restricted use)	864,383
TOTAL NON-OPERATING INFLOWS	18,672,336

NON-OPERATING OUTFLOWS

Debt Service Payments	495,973
Interest Expense	219,275
Capital Projects - Grant Funded including Port Matcl	11,490,892
Capital Projects - Port Funded	3,471,843
Equipment Purchases	55,000
Reserve Policy Adjustment	80,000
TOTAL NON-OPERATING OUTFLOWS	15,812,983

NET NON-OPERATING 2,859,353

Net Surplus/Deficit 185,746

ESTIMATED ENDING CASH	5,185,746
LESS: RESERVE	2,200,000
UNRESERVED ENDING CASH	2,985,746

RESOLUTION 25-43

A RESOLUTION OF THE COMMISSION OF THE PORT OF BENTON, WASHINGTON ADOPTING THE PORT'S 2026 COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS, KNOWN AS THE 2026 COMPREHENSIVE PLAN, AS PROVIDED BY RCW 53.20.020

WHEREAS, A 2026 Annual Operating and Capital Budget, a part of the Port's Comprehensive Scheme of Harbor Improvements, was adopted by the Port of Benton Commission at a regular meeting as Resolution 25-42, and

WHEREAS, public notices were published in a newspaper of general circulation proclaiming the availability of the 2026 Annual Operating and Capital budget and comprehensive plan, all in accordance with RCW 53.20.020, RCW 53.35.030, and RCW 53.35.045; and

WHEREAS the Port Commission has heard from all persons desiring to be heard on the matter of the 2026 Annual Operating and Capital Budget and Comprehensive Plan, all in accordance with RCW 53.20.020, RCW 53.35.030, and RCW 53.35.045.

NOW, THEREFORE, BE IT RESOLVED that the Commission of the Port of Benton approves the Port's 2026 Comprehensive Scheme of Harbor Improvements as the 2026 Comprehensive Plan.

ADOPTED by the Commission of the Port of Benton at its regular meeting held this 12th day of November 2025.

Scott D. Keller, President

Lori Stevens, Vice President

Roy D. Keck, Secretary

RESOLUTION 25-44

A RESOLUTION OF THE COMMISSION OF THE PORT OF BENTON CERTIFYING THE PORT'S 2025 LEVY FOR 2026 COLLECTION

WHEREAS, the Commission of the Port of Benton (Port) met and considered its budget for the calendar year 2026; and

WHEREAS, the Port's actual levy amount from the previous year was \$3,165,675.47;

WHEREAS, the Port intends to levy a 1% increase of \$31,656.75 to the prior year's actual levy;

WHEREAS, the population of this district is more than 10,000;

NOW, THEREFORE, BE IT RESOLVED, by the Commission of the Port of Benton, that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.

The dollar amount of the increase over the actual levy amount from the previous year is \$31,656.75, representing a 1.00% increase from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state-assessed property, any annexations that have occurred and refunds made.

This resolution shall become effective immediately upon its adoption.

ADOPTED by the Commission of the Port of Benton at its regular meeting held this 12th day of November, 2025.

Scott D. Keller, President

Lori Stevens, Vice President

Roy D. Keck, Secretary

RESOLUTION 25-45
A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF BENTON
APPOINTING ALICIA MYERS AS THE PORT AUDITOR

WHEREAS, the Port of Benton is a municipal corporation, organized and existing under the laws of the State of Washington, RCW 53.04.010; and

WHEREAS, RCW 53.36.010 provides that district funds shall be paid by the Treasurer, and disbursed upon warrants by a Port Auditor appointed by the Port Commission, upon vouchers approved by the Commission; and

WHEREAS, the Port Commission has previously determined, and continues to believe, it would be in the best interest of the Port to appoint the Finance Director position as the Port Auditor; and

WHEREAS RCW 42.24.180 requires that a port district auditor appointed by the Port Commission provides an official bond for the faithful discharge of his or her duties in an amount determined by the legislative body, but not less than fifty thousand dollars.

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

1. The Finance Director of the Port of Benton, Alicia Myers, is hereby appointed as Port Auditor to act with the same powers and under the same restrictions as provided by law on behalf of a port district.

2. The Port staff is directed by RCW 42.24.180 to acquire forthwith a surety bond securing the full faithful performance of the duties of the Port Auditor in the amount of \$50,000.

3. That the Port Auditor shall perform his/her duties pursuant to statute and pursuant to resolutions of the Port Commission now in effect or hereafter adopted and shall continue in office unless removed by the Port of Benton Board of Commissioners.

DATED AND SIGNED at Richland, Washington on this 12th day of November, 2025.

Scott D. Keller, President

Lori Stevens, Vice President

Roy D. Keck, Secretary

RESOLUTION 25-46
A RESOLUTION OF THE PORT OF BENTON
APPOINTING A PUBLIC RECORDS OFFICER
(RCW 42.56.580)

WHEREAS the Port of Benton is a political subdivision of the State of Washington acting through an elected Commission pursuant to Title 53 RCW.

WHEREAS, pursuant to the provision of RCW 42.56.580, the governing body of each local government entity shall appoint a Public Records Officer to receive requests for the public disclosure of documents pursuant to the Public Records Act of Washington State (Chapter 42.56 RCW); and

WHEREAS, the identity of the agent and the address where he or she may be reached during the regular business hours shall be stated upon the Port of Benton's website; and

WHEREAS, RCW 42.56.070(1) requires each local agency to make available for inspection and copying public records which are not explicitly exempted by statute; and

IT IS HEREBY RESOLVED, the Port of Benton Commission hereby appoints the below-listed agent to receive any requests for public records made under Chapter 42.56 RCW.

Agent Appointed: ALICIA MYERS, Director of Finance/Auditor

Office Address: 3250 Port of Benton Blvd.
Richland, WA 99354

Website: <https://portofbenton.com/about-the-port/request-for-public-records>

IT IS FURTHER RESOLVED that the Port of Benton Commission hereby adopts the attached EXHIBIT A, the PORT OF BENTON PUBLIC RECORDS ACT DISCLOSURE POLICY.

DATED AND SIGNED at Richland, Washington on this 12th day of November 2025.

Scott D. Keller, President

Lori Stevens, Vice President

Roy D. Keck, Secretary

EXHIBIT A

PORT OF BENTON

PUBLIC RECORDS ACT DISCLOSURE POLICY

OVERVIEW

1. Authority

RCW 42.56.070(1) requires each local agency to make available for inspection and copying public records which are not specifically exempted by statute. RCW 42.56.070(2) requires each agency to publish and maintain, for informational purposes, a current list containing every law, other than those listed under Chapter 42.56 RCW, that the agency believes exempts or prohibits disclosure of specific information or records of the agency.

2. Purpose

As directed by RCW 42.56.100, the purpose of this policy is to establish the procedures the Port of Benton (the "Port") will follow to provide full access to public records not specifically exempted by state or federal law. This policy will ensure that requestors receive the fullest assistance while preventing excessive interference with other essential functions of the Port.

3. Application

This policy applies to all requests for public records made pursuant to Chapter 42.56 RCW, and supersedes all prior versions of the Port of Benton's Public Records Act Disclosure Policy. This policy is subject to revision at any time.

4. Definitions

Listed below are terms defined by the Public Records Act. Any term not defined by the Public Records Act or this policy shall be defined by its common meaning.

- a. "Agency" includes all state and local agencies. A "local agency" includes counties, cities, towns, municipal corporations . . . or any office, department, division, board, commission, or agency thereof. The Port of Benton is an agency governed by the provisions of Chapter 42.56 RCW.
- b. "Person in interest" means the person who is the subject of a record or any representative designated by that person, except that if that person is under a legal disability, "person in interest" means and includes the parent or duly appointed legal representative.
- c. "Public Record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. This

definition does not include records that are not otherwise required to be retained by the agency and are by volunteers who:

- i. Do not serve in an administrative capacity;
- ii. Have not been appointed by the agency to an agency board, commission, or internship; and
- iii. Do not have a supervisory role or delegated agency authority.

d. "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

PRACTICE

1. Responsibilities

a. Public Records Officer. The Port of Benton has publicly identified the Port Auditor as the Public Records Officer whose responsibility is to serve as a point of contact for requests under the Public Records Act. The Port Auditor is designated to oversee compliance with the Washington State Public Records Act. Other specific Port staff members may receive or respond to public records requests as set forth below.

2. Public Records Request - General Provisions

a. Port officials, officers and employees are not required to respond to a public records request if the request is not made pursuant to this policy. However, if a public record is readily accessible and can be easily provided at the time the request is made without need for further analysis regarding release, a Port official, officer or employee may respond to the request.

b. Public records which are prepared for the purpose of making them available to the public may be provided without completing a formal public records request.

3. Availability of Public Records. Public records are available for inspection and copying during normal business hours of the Port, excluding municipal legal holidays. Records must be inspected at the offices of the Port, and arrangements for inspection and/or copying must be made in advance. Inspection of public records must occur in a non-disruptive manner. No member of the public may remove a public record from a viewing area, disassemble, or alter any public record.

4. Organization / Protection of Public Records. The Port will maintain its records in a reasonably organized manner consistent with available resources. Pursuant to RCW 42.56.070(4), the Port of Benton has determined that development and maintenance of a current index of all public records as required by RCW 42.56.070(3) is unduly burdensome. See Port of Benton Executive Order – Public Records Index, signed July 1, 2016.

5. Making a Request for Public Records. A public records request must be for identifiable records. A request for all or substantially all records prepared, owned, used, or retained by an agency is not a valid request for identifiable records.

a. Requestors must use the applicable public records request forms available at the Port Office (3250 Port of Benton Blvd., Richland, WA) or on the Public Records Page located on the Port of Benton's website (www.portofbenton.com/about-the-port/request-for-public-records/).

Requests may be made in writing by mail, or electronically (see Section C below). The Port does not accept public records requests submitted by telephone or fax.

b. Requests submitted by mail will be deemed received on the date received by the Port. Requests submitted electronically after the close of business will be deemed received on the next business day.

c. If the request is to be submitted electronically, requestors should obtain a fillable .pdf form by visiting: <https://portofbenton.com/about-the-port/request-for-public-records/> That form shall be filled out in full, and submitted via email to: publicrecords@portofbenton.com

d. If submitted in writing by mail, the mailing address for the Public Records Officer is:

Public Records Officer
Port of Benton
3250 Port of Benton Blvd.
Richland, WA 99354

6. Processing of Public Records Requests

a. Acknowledging Receipt of Request. Within five (5) business days of receipt of a request, the Port will respond by doing one or more of the following:

- Making the record(s) available, in whole or in part, for inspection or copying;
- Acknowledging the request and providing a reasonable estimate of time required by the Port to respond to the request;
- Acknowledging the request and asking the requestor to provide clarification for a request that is unclear, and providing, to the greatest extent possible, a reasonable estimate of time necessary to respond to the request if it is not clarified; or
- Denying the request, in whole or in part, and providing the legal basis for such denial.

In computing time, the day on which the request is received does not count as one of the five business days. Holidays and weekends are also excluded from the calculation of time. RCW 1.12.040.

b. Clarification Requested. If, after clarification is requested by the Port on a request that is wholly unclear, a requestor fails to provide the requested clarification or fails to describe an identifiable public record with adequate specificity such that it can be located, the Port will deem the request abandoned and withdrawn, and will take no further action. Clarification must be received within ten (10) calendar days of the date the request for clarification is sent by the Port.

c. Third Party Notice. In the event the requested record(s) contain information that may affect the rights of other persons of interest and/or may be exempt from disclosure, the Port may, prior to providing the records, give notice to such other persons of interest whose rights may be affected by disclosure. The notice shall include a complete copy of the public records request. Third parties shall be given twenty (20) business days to obtain and provide to the Port an order from the court preventing or limiting disclosure.

d. Records Exempt from Public Disclosure. The Port shall make available for public inspection and copying all public records, unless the record or specific information contained within the record is exempt or prohibited from disclosure by state or federal law. If any record, in whole or in part, is determined to be exempt from disclosure, the Port shall provide the requestor with a written statement of the specific exemption authorizing the withholding of the record, in whole or in part, and shall provide a brief explanation of how the exemption applies to the record, or a portion thereof, withheld. RCW 42.56.070.

i. The Public Records Act provides that a number of types of records are exempt from public inspection and copying. See RCW 42.56.210 – 630.

ii. Other statutes outside the Public Records Act may also prohibit or exempt disclosure of certain records or information. RCW 42.56.070(1). The Port's failure to list all possible bases for exemption shall not affect the Port's ability to rely on such an exemption.

iii. By law, the Port is prohibited from disclosing records of individuals requested for commercial purposes. RCW 42.56.070(9).

e. Providing Records in Installments. When a request is for a large number of records, or records that require extensive review prior to disclosure, the Port may provide access for inspection and copying on an installment basis. If, within 30 calendar days from the date of notice that records are available for inspection or copying, the requestor fails to inspect or pay for copies of the records, the Port will discontinue fulfilling the balance of the request, and shall consider it abandoned and closed.

i. If the Port elects to make records available on a partial or installment basis, the Port may charge for each installment of the request as it is provided. RCW 42.56.120.

7. No Duty to Create Records. The Port is not obligated to answer written questions, create new public records, or provide a record in a format different from the original format of the record; however, the Port may, in its discretion, offer to create such a record to fulfill a request where it may be easier for the Port to create a record responsive to the request than to collect and make available voluminous records.

8. No Duty to Supplement Responses. The Port is not obligated to hold current records requests open to respond to requests for records that may be created in the future. A new request must be made to obtain later-created public records.

9. Fees; Statutory Limits

a. The Port finds that calculating the actual costs associated with providing public records is unduly burdensome for the following reasons: 1) quantifying certain necessary resources (ink, electricity, "wear and tear" on equipment) is inherently difficult; 2) funds were not allocated for

performing a study to calculate actual costs, and the Port's established priorities do not include funding for this particular effort; 3) staff resources are insufficient to perform a study and to calculate actual costs; and 4) a study would interfere with and disrupt essential Port functions

b. The fees for copies of public records are as stated in the attached Fee Schedule. Fees are consistent with the amounts established by state law. The Port may also charge for the actual cost of any digital storage media or device, the actual cost of any container or envelope used for mailing, and the actual cost of postage or delivery charges. No fee shall be charged for the inspection of public records or for locating public records and making them available for inspection. Payment of fees assessed is required prior to release of records. RCW 42.56.120.

10. Customized Service Charges. The Port may impose a customized service charge if the Port determines that the records request requires the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the Port for other agency purposes. Requestors will be notified in advance of the estimated cost, along with an explanation of why the customized service charge applies and a description of the specific expertise required, so that the request may be amended to avoid or reduce cost, if desired.

11. Deposit. The Port may require a deposit of up to ten percent (10%) of the estimated cost of providing records as provided herein, to include customized service charges, if any.

12. Closing Abandoned Requests. If the requestor withdraws the request, fails to clarify a request when asked, or fails to timely inspect or pay for copies of the records provided, the Port will close the request and notify the requestor that the request has been closed and that no further action will be taken. The closure of the request and the circumstances that led to closure will be documented. RCW 42.56.120.

13. Denial of Request Due to Exemption. All denials of requests for public records will be accompanied by an Exemption/Privilege Log that identifies the record(s) at issue and explains the legal basis for the denial. RCW 42.56.210(3). Any person who objects to the initial denial or partial denial of a records request must petition in writing (mail or email included) to the Public Records Officer for a review of that decision. The petition shall include a copy of the request denial, or reasonably identify the written statement by the Public Records Officer or designee that denied the request, any must specify the portion(s) of the decision that should be reviewed. An explanation of the requestor's reason for disagreeing with the decision may be included in the petition. The Public Records Officer shall review the petition with counsel for the Port and shall either affirm or reverse the denial within ten (10) business days following the receipt of the petition, or within such other time as the Port and the requestor mutually agree. The decision of the Public Records Officer on the petition constitutes the final action of the Port.

14. Executive Director's Review and Approval. The Port Commission has reviewed and authorized the Port Executive Director to approve this Public Records Act Disclosure Policy as representative of the Port's ongoing efforts to comply with State legislation and public policy to provide a transparent government.

AUTHORITY

Governing authority includes Chapter 42.56 RCW and Chapter 44-14 WAC.

Revision History

Public Access to Port of Benton Records, approved January 3, 2017, revised January 4, 2018.

PUBLIC RECORDS DISCLOSURE FEE SCHEDULE – See Chapter 42.56 RCW

Description	Unit/Size	Fee
Photocopy Fee (Black & White or Color)	10 Pages or Less (any size)	No Charge
Photocopy Fee (Black & White or Color)	More than 10 pages, each page charged (8 X 11, 8 X 14, 11x17)	0.15
Scanned Paper Documents	10 Pages or Less (any size)	No Charge
Scanned Paper Documents	Per Page -Over 10 pages - any size (all pages charged)	0.10
Electronic Files/Attachments uploaded for delivery via email / cloud-based service	Per every 4 Electronic Files / Attachments	.05
Electronic Transmission of Electronic Public Records	Per Gigabyte	0.10
Flash Drive	Per Flash Drive	7.00
CD	Per CD	1.00
DVD	Per DVD	1.00

UPON RECORDING, RETURN TO:

PORT OF BENTON
3250 PORT OF BENTON BLVD.
RICHLAND, WA 99354

RESOLUTION 25-47
A RESOLUTION OF THE PORT OF BENTON
APPOINTING AN AGENT TO RECEIVE
CLAIMS FOR DAMAGES (RCW 4.96.020)

WHEREAS, the Port of Benton is a political subdivision of the State of Washington acting through an elected Commission pursuant to Chapter RCW 53.

WHEREAS, pursuant to the provision of RCW 4.96.020, the governing body of each local government entity shall appoint an agent to receive any claim for damages made under Chapter 4.96 RCW; and

WHEREAS, the identity of the agent and the address where he or she may be reached during the regular business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located; and

WHEREAS, all claims for damages against a local governmental entity, or against any local governmental entity's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced; and

WHEREAS, the failure of a local governmental entity to comply with the requirements of this section precludes that local governmental entity from raising a defense under Chapter 4.96 RCW.

IT IS HEREBY RESOLVED, the Port of Benton Commission hereby appoints the below-listed agent to receive any claims for damages made under Chapter 4.96 RCW.

Agent Appointed: Alicia Myers, Director of Finance/Auditor
Office Address: 3250 Port of Benton Blvd.
Richland, WA 99354
Business Hours: Monday – Thursday, 7 a.m. – 4:30 p.m.
Friday, 8 a.m. – Noon

IT IS FURTHER RESOLVED that the Port of Benton Commission hereby directs that the clerk of the Port of Benton shall record this document with the Benton County Auditor.

DATED AND SIGNED at Richland, Washington, on this 12th day of November 2025.

Scott D. Keller, President

Lori Stevens, Vice President

Roy D. Keck, Secretary

RESOLUTION 25-48

A RESOLUTION OF THE 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 53.04.010; 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 COMMISSIONERS OF THE PORT OF BENTON, AS FOLLOWS:

1. Alicia Myers shall be added as a signer to the Port's Banner Bank accounts, to join current signers Jeff Lubeck, Diahann Howard and Angela Saraceno-Lyman.

DATED AND SIGNED at Richland, Washington on this 12th day of November 2025.

Scott D. Keller, President

Lori Stevens, Vice President

Roy D. Keck, Secretary

RESOLUTION 25-49

A RESOLUTION OF THE PORT OF BENTON RELATING TO A DISBURSEMENT AGREEMENT FOR THE USE OF RURAL COUNTY CAPITAL FUNDS BETWEEN BENTON COUNTY AND THE PORT OF BENTON

WHEREAS, Benton County has previously agreed to distribute certain funds received from the State of Washington that it has deposited in its Rural County Capital Fund (hereinafter “Fund”) after April 1, 2016 for the financing of certain “public facilities [projects] serving economic development purposes” as contemplated by State statute (RCW 82.14.370) and in conformance with County policy (Resolution 2017-103, adopted January 31, 2017); and

WHEREAS, the County and the Port are authorized, including under Chapters 39.33 and 39.34 of the Revised Code of Washington, to contract with each other and other public agencies in order to effectively and efficiently operate, administer, and carry out their programs and public projects; and

WHEREAS, the Richland Business Park or “RBP”, is part of the 450-acre Northwest Intermodal Facility focused on advanced manufacturing and value-added agricultural sectors, and,

WHEREAS, the Port desires to redevelop the 2579 Stevens Drive facility and build a new office facility to support these industries within the RBP to continue to foster economic development; and,

WHEREAS, the Project will support the continued growth within the industrial, engineering, technology, and agricultural industries that are central to the Port’s and City of Richland’s (the “City”) shared vision for this part of the City; and also holds the potential for allowing the RBP to be a focal point, as contemplated in the Horn Rapids Rail master plan, as a location where intermodal supports the needs of private industry; and,

WHEREAS, specific companies have expressed a desire to lease and renovate said Building Improvements within the RBP; and,

WHEREAS, the Project will result in retention of existing and recruitment of new jobs that will result in private investment, and which will positively impact tax revenues within Benton County; and,

WHEREAS, the Port has requested \$1,700,000.00 for the Project from that portion of the Fund allocated to it by the County to be reimbursed to the Port by the County; and,

WHEREAS, the requested funding amount is currently available within the Port’s Fund allocation; and

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

1. The Executive Director of the Port of Benton is authorized to execute the Benton County disbursement agreement with Benton County for use of the Rural County Capital Fund to support the 2579 Stevens Drive redevelopment and new office (\$1,500,000 to support CERB loan match and \$200,000 to support engineering and design of the project).
2. Port of Benton will contribute additional cash to the total project.
3. The application shall be effective immediately upon passage and signature by the Port of Benton Commissioners.

ADOPTED by the Commission of the Port of Benton, this 12th day of November 2025, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

Scott D. Keller, President

Lori Stevens, Vice President

Roy D. Keck, Secretary

RESOLUTION NO. 25-50

A RESOLUTION OF THE PORT OF BENTON AUTHORIZING THE EXECUTION OF LEASE MODIFICATION NO. 5 TO THE GROUND LEASE AGREEMENT WITH LUCAS H. HOLDINGS, LLC, RYAN AND MARI RODEN

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

WHEREAS, the Port entered into a Ground Lease Agreement dated November 14, 2013, with Ryan Hone, d/b/a Liberty Lawn Shop, LLC, for property located at the Richland Airport; and

WHEREAS, the lease has undergone multiple modifications, including changes to the lessee entity, rent terms, use provisions, and ownership of improvements, with the most recent modification dated February 1, 2023; and

WHEREAS, the current lessee is Lucas H. Holdings, LLC, with Ryan and Mari Roden as principals; and

WHEREAS, the Port and Lessee desire to further modify the lease through Lease Modification No. 5, to update the rent schedule and establish a process for future rent adjustments based on Fair Market Value (FMV); and

WHEREAS, the updated rent schedule includes annual base rent payments beginning December 1, 2025, through November 30, 2030, and provides for FMV-based adjustments every three years thereafter, in accordance with FAA guidelines and RCW 14.08.120;

NOW, THEREFORE, BE IT RESOLVED BY THE PORT OF BENTON COMMISSIONERS as follows:

1. The Executive Director is hereby authorized to execute Lease Modification No. 5 to the Ground Lease Agreement with Lucas H. Holdings, LLC, Ryan and Mari Roden, as set for above.
2. All other terms and conditions of the original lease and prior modifications shall remain in full force and effect.
3. This resolution shall be effective immediately upon its adoption.

ADOPTED by the Port of Benton Commissioners on this 12th day of November 2025.

Scott D. Keller, President

Lori Stevens, Vice President

Roy D. Keck, Secretary

2026

Meetings & Holidays

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1			1	2	3	4	5	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7		1	2	3	4	5	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

Key	
	Commission Meetings
	Workshops
	Holiday
	WPPA Spring - May 19-21 (Overlaps with WAMA)
	WPPA Finance - Jun 24-26
	WPPA Commissioners Jul 20-22
	WPPA Small Ports Oct 22-23
	WPPA Port Day - Feb 5
	WPPA Annual Dec 9-11
	WAMA - May 18-20 (overlaps with ')
	AAPA Powers - May 11-14
	AAPA Annual - Sep 28-30
	PNWA Mission - Mar 9-12
	PNWA Summer - Jun 16-18
	PNWA Annual - Oct 13-15 (tent)
	Tenant Apperiation BBQ - Aug 6
	Scottish Fest - Jun
	Prosser Wine & Art Walk - Jul
	Spirits of the West - Aug
	Balloon Rally - Sep
	Riverfest - Oct
	Bubbles & Bites - Nov
	Prosser Community Awards - Jan 26
	Benton City Daze - Sept

	Project	Description	Grants Pursued/Received	Comments
1	Better Utilizing Investment to Leverage Development (BUILD formerly RAISE)	White Bluffs Southern Connection Rail, including ties and rail throughout the system	Federal - \$9.56 million POB - \$2.4 million	January 2025, awarded \$9.56 million. Grant contracting will likely take until April 2026.
2	State Capital Request	Phase 1 - Intermodal Rail Yard	\$240,000	Request to support federal grant applications and initial phase 1 of intermodal rail yard; \$232,800 awarded, contracting has begun – Revised scope submitted June 2025 has been approved.
3	Congressional Directed Spending Requests	Port of Benton White Bluffs Rail Project Modernization and Intermodal Facility.	\$5 million	New request submitted to all congressional offices for 2026. Cantwell CDS has advanced, \$2,500,000
4	Port Electrification	Intermodal Facilities	\$2.7 million, 10% match \$300,000 – POB	\$2.7 million awarded, contracting and project underway.

	Project	Description	Grants Pursued/Received	Comments
5	CERB/EDA-updated	2579 Stevens Drive offices and update remodel (RBP)	\$2.4 million – CERB loan secured \$1.5 million – POB \$1.7 million – Benton County, secured	Submitted to CERB, May 15, 2025, presentation, loan secured. Benton County Rural County Capital Funds .09 grant request presentation made and request approved. Proceeding to the disbursement agreement for board approval. EDA application on hold for future phase.
Airports				
	Project	Description	Grants Pursued/Received	Comments
6	FAA Airport Funds - Prosser Airport	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)	Held initial pre-construction meeting with Western United. Construction May 2026

	Project	Description	Grants Pursued/Received	Comments
7	Infrastructure Investment and Jobs Act - Grant Funds (Now Bipartisan Infrastructure Law BIL funds) - Richland Airport	Main Apron Reconfiguration - Design/Environmental 2025/26	BIL Funds - \$833,000	Grant Awarded. 60% Design completed.
8	FAA Airport Funds – Richland Airport	Wildlife fencing around the airport. Complete fencing around the entire airport	FAA NPE - \$205,000	Approved
9	FAA Airport Funds – Prosser Airport	Construct Heliport/Helipad with service road – design	FAA NPE - \$155,000	Approved

For the Good of the Order – November 2025

Date	What	Where	When	Who
November 12	Port of Benton Commission Meeting	Port of Benton	8:30 a.m.	All
November 13	Tri-Cities National Park Committee Meeting	Bechtel Boardroom, 7130 W. Grandridge Blvd., Kennewick	4 p.m.	Roy
November 18-21	WPPA Annual Meeting	Marriott Tacoma Downtown		Scott, Roy, Staff
November 19	Tri-City Regional Chamber of Commerce Monthly Luncheon - State of the Cities	Red Lion Pasco, 2525 N. 20 th , Pasco	11:30 a.m. – 1:30 p.m.	Staff
November 20	Prosser Chamber Board Meeting	1230 Bennett Ave., Prosser	7:30 a.m.	Lori
November 20	TRIDEC Board Meeting	Bechtel Boardroom, 7130 W. Grandridge Blvd., Kennewick	4 p.m.	Roy
November 27-28	Thanksgiving Holiday – Office Closed			
December 1	Holiday Breakfast	Port	8 a.m.	Staff
December 1	Benton City Monthly Luncheon	Palm Tavern	Noon	
December 2	Prosser Chamber Monthly Luncheon	TBD	Noon	
December 3	Visit Tri-Cities Annual Meeting	Three Rivers Convention Center	3:30 p.m. – 7 p.m.	Scott, Diahann
December 3	Prosser Economic Development Association	PEDA, 236 Port Ave., Prosser	5:30 p.m.	Lori

Date	What	Where	When	Who
December 5	Commissioner Stevens Pre-Commission 1:1	Zoom	9 a.m.	Lori, Diahann, Alicia
December 5	City of Richland Lighted Christmas Parade	John Dam Plaza	5 – 8 p.m.	Staff
December 9	Prosser Tourism Meeting	Best Western Plus, 259 Merlot Drive, Prosser	8 a.m.	Lori
December 10	Port of Benton Commission Meeting	Port	8:30 a.m.	All