

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

The regular Commission meeting will be available via Zoom, by telephone conference call, and in person. The Zoom link to access this broadcast and the call-in number to participate by telephone will be 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 September 16, 2026, 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 your hands are raised. Press star + 6 (*6) when the host calls on you to unmute yourself.

**PORT OF BENTON
REGULAR COMMISSION MEETING**

Agenda

8:30 a.m., September 16, 2026

2140 Wine Country Road, Prosser, WA 99350

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. CONSENT AGENDA
 - 1. Approval of Agenda
 - 2. Approval of Minutes of August 12, 2026, Commission Meeting
 - 3. Approval of Minutes of August 28, 2026, Special Commission Meeting
 - 4. Approval of Minutes of September 8, 2026, Special Commission Meeting
 - 5. Approval of Vouchers and Certifications, Including Payroll for the Month of August, Totaling \$1,789,006.29
 - 6. Consent to Assignment of Ground Lease – Vitro Building, Richland Airport Business Park
 - 7. Resolution 26-56, A Resolution of the Port of Benton to Cancel Warrant No. 086447, Which Was Printed with Errors

D. PUBLIC COMMENT

E. ITEMS OF BUSINESS

1. Welcome and Update from Mayor Len Burton, City of Benton City
2. Welcome and Update from Nicole Jech, Prosser Chamber of Commerce
3. Welcome and Update from Mayor Gary Vegar, City of Prosser
4. Washington State University Tri-Cities White Bluffs Lease
5. Long-Term Rail Operations Contract
6. 2025 Financial Statement Including Federal Audit Report
7. 2026 Budget Update
8. T-Hangar Building New Ground Lease Structure

F. INFORMATION REPORTS

1. Grants Update
2. Capital Projects Update
3. Airport Update
4. Crow Butte Update

G. DIRECTOR REPORTS/COMMENTS

1. Real Estate
2. Marketing
3. Port Attorney
4. Finance Director
5. Interim Executive Director

H. COMMISSIONER REPORTS/COMMENTS

- I. RECESS TO EXECUTIVE SESSION as legally allowed pursuant to RCW 42.30.110(1)(c), to discuss real estate; RCW 42.30.110(1)(i), discussion with legal counsel regarding potential litigation and legal risks; RCW 42.30.110(1)(g), to evaluate the qualifications of a candidate for appointment or performance of a public employee

The session is expected to take 45 minutes.

J. RECONVENE COMMISSION MEETING

- May take action following executive session

K. ADJOURNMENT

The next regular Port of Benton Commission meeting will be held at 8:30 a.m. on **Wednesday, October 14, 2026**, at the Port of Benton Commission meeting room, 3250 Port of Benton Blvd., Richland, Washington.

A budget workshop will be held at 8:30 a.m. on **Monday, October 12, 2026**, at the Port of Benton Commission meeting room.

Visit portofbenton.com for notices and information.

PORT OF BENTON
COMMISSION MEETING MINUTES
August 12, 2026

- A. CALL TO ORDER:** The regular monthly meeting was called to order at 8:30 a.m. at 3250 Port of Benton Blvd., Richland, WA

PRESENT: Commissioner Scott D. Keller, Commissioner Bill O'Neil, Commissioner Lori Stevens

PORT STAFF PRESENT: Stuart Dezember, Summers Miya, Audrey Burney, Bryan Bell, Brandin Lopez, Shaylee Nilsson and Joe Pisca

ALSO PRESENT: John O'Leary, Gravis Law; Mark Underwood, Richland Airport; Jon Ray, Richland Airport; Clif Dyer, Sundance Aviation; Council Member Shayne Van Dyke, City of Richland; Rachel Visick, Tri-City Area Journal of Business; Gareth Nisbett, Debbie Berkowitz, Jamie Stayrook

The following attendees attended via remote communications: Wendy Culverwell, Tri-City Herald; Bryan Condon, Century West Engineering; Angela Sarceno-Lyman; Mardie Romero; Sheri Collins; Julia Mora; Ron Branine; Josh Lozano, Benton REA; Dan Hanson, Apple Valley News; Joshua Lott, Anderson Perry; Christy; two unidentified callers

The Commission meeting was noticed as required by RCW 42.30.070.

- B. PLEDGE OF ALLEGIANCE:** Commissioner Scott D. Keller led those present to recite the Pledge of Allegiance.

C. CONSENT AGENDA

1. Approval of Agenda
2. Approval of minutes of July 8, 2026, Commission Meeting
3. Approval of vouchers and certifications, including payroll for the month of July, totaling \$1,273,970.41
4. Resolution 26-50, A Resolution of the Port of Benton to Cancel Warrant No. 082844, for \$463.75, Which Has Been Deemed Lost
5. Acceptance of Work to Sierra Santa Fe Corporation, Richland Road Chip Seal Project, \$113,823.59 (including WSST).

A motion was made by Commissioner Scott D. Keller, seconded by Commissioner Lori Stevens and unanimously passed by the Commission, approving the agenda for the August 12, 2026 Commission meeting, approving the minutes from the July 8, 2026 Commission meeting, approval of vouchers and certifications, including payroll for the month of July, totaling \$1,273,970.41, approval of Resolution 26-50, a Resolution of the Port of Benton to cancel

Warrant No. 082844, which has been deemed lost and approval of acceptance of work to Sierra Santa Fe Corporation, Richland Road Chip Seal Project, \$113,823.59 (including WSST).

D. PUBLIC COMMENT

Debbie Berkowitz – Concerns regarding the Paddle and Row Center in the Willow Pointe / Shoreline area.

Jamie Stayrook – Submitted Documents* regarding concerns about Atlas Agro / Data Center being built on Horn Rapids Road.

Mark Underwood – Thanked the Commissioners for their honesty and for improvements at the Port.

*Exhibit A

E. ITEMS OF BUSINESS

1. Resolution 26-51, A Resolution of the Port of Benton Amending Exhibit 1 to Resolution 22-42, Relating to Land Rates, Richland Airport Park

Director of Economic Development Audrey Burney explained that the Port adopted Resolution 22-42 in 2022 establishing Richland Airport land rates. Burney stated a minor clerical error in parcel size classifications on the original exhibit had a gap between 99,000 sq ft and 100,000 sq ft. The Amendment changes the categories to: Less than 100,000 sq ft.; 100,000 sq ft. and greater. No rental changes were made; only the exhibit was corrected.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Scott D. Keller, and unanimously passed by the Commission; Resolution 26-51, a Resolution of the Port of Benton amending exhibit 1 to Resolution 22-42, relating to land rates, Richland Airport Park.

2. Resolution 26-52, A Resolution of the Port of Benton Authorizing the Interim Executive Director to Execute an Assignment, Assumption, Consent and Amendment of Lease, 2221 Airport Way, Richland Airport

Director of Economic Development Audrey Burney stated that current tenants Jeramy and Vanessa Haley are selling their hangar at the Richland Airport; and Jeremy Seeliger will assume the lease and responsibilities if the sale closes. Burney explained that the lease began in 2018 and is a 30-year agreement with options. Burney stated that this assignment does not change lease revenue. The agreement specifies that the Haleys are not released from obligations and liability under the lease or amendment.

A motion was made by Commissioner Scott D. Keller, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission; Resolution 26-52, a Resolution of the Port of Benton authorizing the interim executive director to execute an assignment, assumption, consent and amendment of lease, 2221 Airport Way, Richland Airport

3. Resolution 26-53, A Resolution of the Port of Benton Adopting the Updated Crow Butte Park Master Plan

Construction Project Manager Bryan Bell presented the new 6-year master plan for Crow Butte Park, prepared by AHBL. Bell explained that plan objectives include maintaining funding eligibility; consistency with state and local requirements; helping the Port respond to opportunities and guiding effective park management.

Bell stated the key goals are to maintain and improve Park facilities; provide high-quality service to park partners and users; seek grant opportunities; maintain a unique, welcoming, and safe atmosphere; operate in a fiscally responsible manner; maintain public awareness and maintain excellent environmental stewardship. Bell noted that the Park facilities are roughly 50 years old and require ongoing maintenance.

Bell discussed the increased day use activity over the last three years with day use fees of \$10 and annual pass fee of \$60. Complete projects such as sewer cleanout repairs; tree trimming; caretaker house remodels and HVAC upgrades; fish cleaning station; restriping; new playground slide and equipment updates. Bell stated that the capital and operating budget planning for 2026-2032 contains many items contingent on grant funding and local matching support.

A motion was made by Commissioner Scott Keller, seconded by Commissioner Lori Stevens, and unanimously passed by the Commission: Resolution 26-53, a Resolution of the Port of Benton Adopting the updated Crow Butte Park Master Plan

4. Resolution 26-54, A Resolution of the Port of Benton Amending Resolution 25-27, Updating the Rate and Fee Structure and Cancellation Policy at Crow Butte Park

Director of Finance Stuart Dezember explained that the Port adopted a reservation and cancellation policy for Crow Butte Park in 2025 and had since received many cancellation calls for extenuating circumstances.

Dezember stated the proposed changes will include increasing the cancellation/change fee from \$8 to \$10 beginning in 2027. This will include a 72-Hour cancellation window, with certain fees being non-refundable. Dezember explained that fees will be applied to each site for multi-use reservations and no-shows are non-refundable. This update will provide clearer, more consistent guidance and better reflect the operational cost of cancellations, bank fees, and staff time.

A motion was made by Commissioner Lori Stevens, seconded by Commissioner Scott Keller, and unanimously passed by the Commission approving Resolution 26-54, amending Resolution 25-27, updating the rate and fee structure and cancellation policy at Crow Butte Park.

5. Paddle and Row Center Update

Brandin Lopez, Engineering and Capital Development Senior Manager, stated that a proposal was discussed for the Paddle and Row Center near the Willow Pointe/Columbia River waterfront area. Lopez emphasized that the Port has not entered into an agreement yet, and the discussions remain preliminary. Lopez explained that conversations with the City of Richland had not yet occurred in earnest, would be needed before moving forward and public comments from earlier in the meeting were acknowledged as timely and relevant.

David Curran and Steve Agni introduced the project on behalf of the Tri-City Rowing Association. Both stated that this facility would be open to the public, not just club members and it could support public recreation, economic development, and environmentally sound river access.

Brandin Lopez described the site as challenging from a permitting standpoint. Lopez emphasized the site is “Not ready to develop,” and will require substantial permitting work. The area already has stormwater and utility infrastructure nearby, including a storm pond, sewer lift station, and roadway connections. Potential funding sources exist, and the project would be a multi-phase effort. The Port reiterated that any capital costs would be borne by the project proponents, not the Port.

Commissioner O’Neil pointed out the project raises concerns due to the property being unique and because there is not yet a comprehensive waterfront plan for the area.

A motion was made by Commissioner Bill O’Neil, seconded by Commissioner Scott Keller and unanimously passed by the Commission authorizing the interim executive director to draft a MOU with Tri-Cities Rowing Association.

F. INFORMATION REPORTS

1. Grants Update

Brandin Lopez provided an overview of the current grant status of the following projects:

1. RAIL Grant – Still open, expected obligation timing moved to October.
2. WA Commerce Grant – \$232,000; to support design.
3. CRISI Grant – \$2.5 million; moving forward, to follow BUILD Grant timeline
4. Shore Power Electrification Project – The Shore Power Electrification Project is at 90% design. Permits have been completed and submitted through the Corps of Engineers, JARPA, and SEPA. A public hearing was held on Monday, and comments from Willow Point residents were noted. Staff must still demonstrate zero net loss and respond to the public through planning and the hearing process.

Project Manager Bryan Bell provided an overview of the current grant status of the following project:

5. CERB Loan – The CERB Project is under contract and under obligation.

The Port is making progress through design milestones on 2501 and is ahead of schedule. Expected permit readiness shifted from Q1 2027 to November 2026. Terms are described as a 20-year loan at under 3%. Clarification was made that the \$2.4 million CERB amount is a loan, not a grant. Related local match was discussed as \$2.95 million, including Benton County Funds and Port Funds.

RCO Planning Grant – Bell provided an update on the \$200,000 RCO planning grant, with no match. The application has been submitted for Crow Butte wastewater ponds, with a determination in September and awards in October.

2. Capital Projects Update

Engineering and Capital Development Senior Manager, Brandin Lopez, stated the Steptoe paving work is essentially finished on the final lift, though the project is not fully complete. Remaining items include Fiber to the Hut and finishing coordination work. The AI downstream at the Center Parkway is functioning, with a few programming bugs still being addressed. A proposal from Ziply Fiber would provide Fiber Communications redundancy to the Hut.

3. Airports Update

Engineering and Capital Development Senior Manager, Brandin Lopez, states the Prosser Airport Pavement rehabilitation and lighting project is awaiting contract completion for rock on gravel edges. FAA flight check scheduling. The remote lighting activation system now triggers much earlier than before; reportedly about 15 miles prior to runway arrival. The Richland Airport Apron Reconfiguration is expected to start Monday, August 17th.

Commissioners asked that the disruption to Sundance Aviation and its fuel tanks be minimized. Stuart Dezember stated the contract allows 3.5 cumulative days of closure for the taxi lane in front of the fueling apron; staff is working to reduce that as much as possible. The phasing plan is intended to preserve access by routing traffic to taxiway Charlie when necessary. Richland Airport Overlay and Zoning coordination with the City of Richland and the WSDOT regarding an overlay in municipal code to protect airport land use and future expansion.

4. Crow Butte Update

Facilities Manager Joe Pisca presented performance figures noting that reservations are down 8.74% year to date compared with 2025. Guest return rate is up 7.09% year to date. Occupancy is down 7.03% year to date. Site revenue is up 8.10% year to date, reaching \$193,325 versus \$178,837 in 2025. Staff expects several figures to improve further before year-end.

G. DIRECTOR REPORTS/COMMENTS

1. Real Estate

Director of Economic Development Audrey Burney is requesting commission authorization for lease agreements with Intera Incorporated / Hanford TI Group, which are seeking a 1-year lease plus a 1-year renewal option for additional office space.

Burney added that CBIT (Columbia Basin IT) occupies approximately 1,900 square feet under a 3-year lease with one 3-year option. The Port clarified that lease agreements with terms of one year or more require commission authorization under delegation rules.

A motion was made by Commissioner Bill O'Neil, seconded by Commissioner Lori Stevens and unanimously passed by the Commission authorizing Lease agreements with Intera Inc. and CBIT.

Burney added that WSU notified the Port that its grant moved forward, and it wants to continue leasing space at 3251 building, which is used for Hanford artifacts. The prior lease situation was affected by delayed grant payments and a month-to-month arrangement, the tenant is now current. A new lease may come back for commission approval, possibly for execution on October 1.

Burney stated that North Coast Enterprise; a month-to-month lease Area 13 is moving forward. The company processes used wind turbine blades into 10-foot sections, bundles them and ships them out. The Commissioners were advised that heavy truck traffic may be visible and that the site is the fenced 5-acre laydown yard behind the railroad building. Burney reported the ongoing lease and occupancy updates: XL SciTech is in the 3100 on a month-to-month lease. Lease negotiations continue with GSA. The Port is working with US Cellular on lease continuation. PNNL will exit 3190 George Washington Way by December 31, 2026. Graymar Environmental continues discussions about a 10-day exempt hazardous waste transfer facility next to the intermodal facility.

Burney explained that the Port has received a complaint regarding the condition of the former Bryson Orchard trees. Because the Treetop-related sale has taken longer than expected, the Port is evaluating long-term orchard management and removal options. The orchard is no longer in operation and should be taken out of service, with removal likely to be included in next year's budget and completed before spring 2027. The property also includes two residences that need to be secured and remediated.

2. Marketing

Marketing & Communications Manager Summers Miya announced that the third Thursday USS Triton tours are continuing at full capacity, with additional tours being added to meet demand. Miya added that there are five total tours scheduled for August, noting that American Cruise Lines continue to bring multiple loaded buses to the Sail Park each week and the Sail Park was also the site of a recent reenlistment ceremony.

Miya stated that the recent tenant appreciation BBQ was a successful event with a great turnout and thanked all for the support, particularly Administrative Assistant, Mardie Romero for all her support behind the scenes.

Miya stated that she attended the July Chamber luncheon with staff and continues to serve on the Entrepreneurial Awards committee. Miya explained that the format for the Entrepreneurial Awards event has changed this year and anyone can nominate a business or Sammy at TCEntrepreneurialAwards.com. Miya noted that she assisted the committee with the issuing of the press release that went out the previous day regarding this event.

Miya noted that she is working with the team on Comprehensive Plan updates and that registration for the public tour was announced at the tenant appreciation BBQ, adding that registrations have already been received.

Miya announced that she has introduced the Employee Hub with the Port team.

Miya stated that the American World War II Heritage City signs are ready to pick up at the Visit Tri-Cities Visitor Center, adding that she will work with Facilities on locations for installation.

Miya announced that the community outreach campaign has been launched and shared two of the completed commercials with those in attendance. Miya added that a third commercial is in development.

3. Port Attorney

Port Attorney, John O’Leary, stated that he had no items for the regular session but will have items for the executive session.

4. Finance Director

Director of Finance Stuart Dezember provided several updates:

The car counter machine is close to operational. The Port sent car charge invoices to the UP and BNSF railroads from October 1 through March 31: BNSF \$247,000 and UP \$101,000. The Port is expecting payment but is still working through the process.

Enduris Insurance premium for the next policy year is \$573,000, excluding railroad, airport, and underground storage tank coverage. The Port is considering insurance alternatives as part of the budget review.

The Port is exploring a potential payoff / refinancing of the Transload building note at Columbia Western Mountain Onion / Columbia Real Estate, which could generate \$745,000 in income.

5. Interim Executive Director

Director of Finance Stuart Dezember explained that the Interim Executive Director was on PTO this week and provided his remarks through other staff updates.

H. COMMISSIONER REPORTS/COMMENTS

Commissioner Scott D. Keller praised the Tenant Appreciation BBQ, the Crow Butte updates, and the Port staff efforts.

Commissioner Lori Stevens emphasized that the tenants are central to the Port’s economic development mission and thanked the Port staff for the behind-the-scenes work.

Commissioner O’Neil thanked the Port staff and specifically recognized Sundance Aviation for 20 years of partnership at the Richland Airport, noting how important fixed-base operators are to the general aviation airports. O’Neil also thanked the Port staff for the Richland Airport tour and said it was very educational.

I. RECESS TO EXECUTIVE SESSION

The regular Commission meeting was recessed at 10:17 a.m., with an announcement that an Executive Session would commence at 10:17 a.m. for 60 minutes under RCW 42.30.110(c), (f), (g) and (l) to discuss real estate, evaluate personnel, and to discuss potential litigation/legal risks with Port counsel. It was noted that the regular meeting would be reconvened at 11:17 a.m.

At 11:17 a.m., it was announced that an additional 30 minutes would be added to the executive session. *

*Attorney, Carolyn Lake joined the executive session at 11:40 a.m.

At 11:47 a.m., it was announced that an additional 15 minutes would be added to the executive session.

At 12:03 p.m., it was announced that an additional 10 minutes would be added to the executive session.

The regular meeting was reconvened at 12:13 p.m.

J. RECONVENE COMMISSION MEETING

K. ADJOURNMENT

Commissioner Bill O'Neil adjourned the meeting at 12:13 p.m.

Lori Stevens, Commission Secretary

PORT OF BENTON
SPECIAL COMMISSION MEETING MINUTES
August 28, 2026

A. CALL TO ORDER: The special meeting was called to order at 8:30 a.m. at the Port of Benton Commission room, 3250 Port of Benton Blvd., Richland, Washington

PRESENT: Commissioner Scott D. Keller, Commissioner Bill O'Neil, Commissioner Lori Stevens

PORT STAFF PRESENT: Ron Branine, Summers Miya, Audrey Burney, Jorge Celestino, Stuart Dezemmer, Mardie Romero

ALSO PRESENT: John O'Leary, Gravis Law; Dan Hanson, Apple Valley News

The following attendees attended via remote communications: Sheri Collins, Julia Mora, Shaylee Nilsson, Angela Saraceno Lyman, Jeff Moore, Rachel Visick, TCJOB, one unknown phone number

The special Commission meeting was noticed as required by RCW 42.30.070.

B. PLEDGE OF ALLEGIANCE: Commissioner Bill O'Neil led those present in reciting the Pledge of Allegiance

C. ITEMS OF BUSINESS

1. Resolution 26-55, A Resolution of the Port of Benton approving a Revised Lease Agreement with Bunge USA Grain, LLC. And Superseding Resolution 26-44, Richland Business Park

Director of Economic Development Audrey Burney presented an update to Resolution 26-55 for Bunge USA Grain. The added Area 4 was needed for Bunge's air permit through Benton County.

Burney reported revisions to the rental lease and related lease language. The exhibit and legal descriptions and the modifications to the right of first refusal provisions.

Commissioner Lori Stevens made a motion to approve the revised Lease Agreement with Bunge USA, Grain, LLC. and superseding Resolution 26-44, Richland Business Park. Commissioner Scott Keller seconded the motion, and it was unanimously passed by the Commission.

2. HSI Workplace Compliance Solutions, Inc. Lease Agreement, Richland Business Park

Director of Economic Development Audrey Burney presented a lease agreement for HSI Workplace Compliance Solutions, Inc. at 2345 Stevens Dr. The tenant is in a multi-tenant location and is reducing its footprint. The lease reflects occupancy of approximately 612 Sq ft., including Suite 375 and a small closet. The tenant's testing center has moved to Hammer, due to HMIS's Contract. The proposed term runs from September 1, 2026, through July 31, 2027, with four 1-year renewal options to align with the current HMIS contract structure.

Commissioner O'Neil asked whether the vacated space could be leased to a joint tenant. Burney said there have been discussions with a tenant for that area, but nothing has been finalized.

Commissioner Scott Keller made a motion to approve a Lease Agreement with HSI Workplace Compliance Solutions, Inc., Richland Business Park. Commissioner Lori Stevens seconded the motion, and it was unanimously passed by the Commission.

3. September 2026 Commission Meeting Date Change

Commissioner O'Neil approved moving the September regular commission meeting from September 9 to September 16. Commissioner O'Neil noted personal scheduling conflicts that week, and that the original date falls on Labor Day week. The later date was described as useful because the commission is likely to have attorney candidate interviews, including a meet-and-greet and tour, that week.

Commissioner Lori Stevens made a motion to approve the meeting date change from September 9 to September 16. Commissioner Scott Keller seconded the motion, and it was unanimously passed by the Commission.

D. CONVENE EXECUTIVE SESSION

The special meeting was recessed at 8:40 a.m. It was announced that an Executive Session would commence at 8:40 a.m. for 45 minutes to discuss with legal counsel, pursuant to RCW 42.30.110(g)(i), to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee, litigation or potential litigation, and legal risks. Attorney Carolyn Lake joined executive session at 9:07 a.m.; at 9:25 a.m., the commission asked for another 10 minutes, reconvening at 9:35 a.m. At 9:35 a.m., the commission asked for another 10 minutes, reconvening at 9:45 a.m. The special meeting was reconvened at 9:45 a.m.

Commissioner Scott Keller made a motion to adjust the compensation for the Interim Executive Director. Commissioner Lori Stevens seconded the motion, and it was unanimously passed by the Commission.

E. ADJOURNMENT: The meeting was adjourned at 9:46 a.m.

Lori Stevens, Commission Secretary

PORT OF BENTON
SPECIAL COMMISSION MEETING MINUTES
September 8, 2026

A. CALL TO ORDER: The special meeting was called to order at 4:00 p.m. at the Port of Benton Commission room, 3250 Port of Benton Blvd., Richland, Washington

PRESENT: Commissioner Scott D. Keller, Commissioner Bill O'Neil, Commissioner Lori Stevens

PORT STAFF PRESENT: Ron Branine, Summers Miya, Stuart Dezember

The following attendees attended via remote communications: Wendy Culverwell, Tri-City Herald; one unknown phone number; Carolyn Lake, Attorney; Dan Hanson, Apple Valley News; Christy Rasmussen

The special Commission meeting was noticed as required by RCW 42.30.070.

B. PLEDGE OF ALLEGIANCE: Commissioner Scott Keller led those present in reciting the Pledge of Allegiance.

C. DISCUSSION ITEMS

1. Convene Executive Session

- Discussion with legal counsel regarding potential litigation and legal risks – RCW 42.30.3110(1)(i)
- To evaluate the qualifications of a candidate for appointment or performance of a public employee – RCW 42.30.110(1)(g)

Commissioner Bill O'Neil stated that the Commission will move into executive session for discussion with legal counsel regarding potential litigation and legal risks – RCW 42.30.110(1)(i) and to evaluate the qualifications of a candidate for appointment or performance of a public employee – RCW 42.30.110(1)(g) for 30 minutes.

Commissioner O'Neil stated that if any action is required, the Commission will reconvene the special meeting and bring forward the item at that time.

D. RE-CONVENE SPECIAL COMMISSION MEETING

The special meeting was recessed at 4:01 p.m. Commissioner Bill O'Neil announced that an Executive Session would commence at 4:01 p.m. for 30 minutes to discuss with legal counsel, pursuant to RCW 42.30.110(g)(i), to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee, litigation or potential litigation, and legal risks. Attorney Carolyn Lake joined the executive session at 4:01 p.m.

The Special meeting was reconvened at 4:31 p.m.

There was no action taken.

E. ADJOURNMENT: The meeting was adjourned at 4:31 p.m.

Lori Stevens, Commission Secretary

**Port of Benton, Benton County, Washington
Voucher Certification and Approval
for the Month of August 2026**

General Expenses

Accounts Payable Warrants #:	86437	-	86595	\$	1,578,002.43
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Electronic Payments:					-
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Total General Expenses				\$	1,578,002.43
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Payroll

Direct Deposit:					
ACH				\$	134,720.46

Electronic Payments:					
IRS Payroll Tax Deposit					48,891.43

Other Payroll Related Payments					27,391.97
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Total Payroll				\$	211,003.86
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Total General Expenses and Payroll				\$	1,789,006.29
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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:	_____	Auditor
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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 16th day of September, 2026.

_____	President
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_____	Vice President
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_____	Secretary
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Bank	Date	Payee	Document no.	Amount	Cleared
	8/5/2026	VEN00637--360 AUTOMOTIVE & REPAIR	86437	2,826.29	In transit
	8/5/2026	VEN00006--ABADAN, INC	86438	348.22	In transit
	8/5/2026	VEN00013--AHBL, INC.	86439	8,151.45	In transit
	8/5/2026	VEN00040--BATTERIES PLUS BULBS	86440	76.87	In transit
	8/5/2026	VEN00044--BENTON PUD	86441	2,835.47	In transit
	8/5/2026	VEN00053--BENTON RURAL ELEC ASSOCIATION	86442	758.87	In transit
	8/5/2026	VEN00007--BLUEROOM	86443	658.62	In transit
	8/5/2026	VEN00075--CASCADE NATURAL GAS CORP	86444	332.22	In transit
	8/5/2026	VEN00083--CENTURYLINK	86445	173.34	In transit
	8/5/2026	VEN00290--CI-PW, LLC (Paradise Bottled Water)	86446	22.85	In transit
	8/5/2026	VEN00107--COOK'S ACE HARDWARE	86447	141.80	In transit
	8/5/2026	VEN00107--COOK'S ACE HARDWARE	Voided - 086447	-141.80	In transit
	8/5/2026	VEN00113--CROWN PAPER & JANITORIAL INC.	86448	828.60	In transit
	8/5/2026	VEN00840--CUSTOMINK LLC	86449	946.99	In transit
	8/5/2026	VEN00639--CWW LLC (COLUMBIA RAIL)	86450	806.00	In transit
	8/5/2026	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	86451	499.94	In transit
	8/5/2026	VEN00772--EE TRAFFIC MANAGEMENT LLC	86452	1,108.16	In transit
	8/5/2026	VEN00161--EXPRESS SERVICES, INC.	86453	2,536.13	In transit
	8/5/2026	VEN00009--GEO WAY ACE HARDWARE	86454	241.39	In transit
	8/5/2026	VEN00546--GRANDVIEW LUMBER, INC.	86455	19.45	In transit
	8/5/2026	VEN00200--HDR ENGINEERING, INC	86456	3,066.82	In transit
	8/5/2026	VEN00729--HIGH FIVE MOTORSPORTS LLC	86457	1,978.80	In transit
	8/5/2026	VEN00775--IMPERVIOUS COATING LLC	86458	2,574.83	In transit
	8/5/2026	VEN00214--IRRIGATION SPECIALISTS, INC	86459	817.02	In transit
	8/5/2026	VEN00223--JOHNSTONE SUPPLY	86460	141.00	In transit
	8/5/2026	VEN00231--KENNEWICK INDUSTRIAL & ELECTRICAL SUPPLY	86461	3,031.50	In transit
	8/5/2026	VEN00291--KENNEWICK RANCH AND HOME	86462	108.79	In transit
	8/5/2026	VEN00585--LENNOX INDUSTRIES INC.	86463	734.56	In transit
	8/5/2026	VEN00236--LES SCHWAB TIRE CENTERS OF WA LLC	86464	647.60	In transit
	8/5/2026	VEN00242--LIBERTY LAWN & SAW	86465	176.06	In transit
	8/5/2026	VEN00510--LIFESECURE INSURANCE COMPANY	86466	448.20	In transit
	8/5/2026	VEN00380--MCCLATCHY COMPANY	86467	148.15	In transit
	8/5/2026	VEN00548--PARKING BOXX CORP.	86468	291.37	In transit
	8/5/2026	VEN00305--POCKETINET COMMUNICATIONS, INC.	86469	242.00	In transit
	8/5/2026	VEN00783--PYE-BARKER FIRE & SAFETY dba MOON SECURITY SERVICES	86470	2,009.43	In transit
	8/5/2026	VEN00331--RICHLAND ROTARY CLUB	86471	500.00	In transit
	8/5/2026	VEN00761--ROCK ...IN PLACE INC	86472	734.40	In transit
	8/5/2026	VEN00685--ROLL AND CAP PRODUCTIONS	86473	1,529.00	In transit
	8/5/2026	VEN00636--SENSKE LAWN & TREE CARE LLC	86474	1,857.86	In transit
	8/5/2026	VEN00824--SPYDERCORP LLC	86475	18,580.20	In transit
	8/5/2026	VEN00359--STEEBER'S LOCK SERVICE, LLC	86476	568.92	In transit
	8/5/2026	VEN00341--SUPERIOR GLASS	86477	723.52	In transit
	8/5/2026	VEN00346--THE SHERWIN-WILLIAMS CO.	86478	60.57	In transit
	8/5/2026	VEN00762--TK ELEVATOR CORPORATION	86479	935.68	In transit
	8/5/2026	VEN00398--TRI-CITY SIGN & BARRICADE	86480	1,677.43	In transit
	8/5/2026	VEN00399--TRIDEC, INC.	86481	2,500.00	In transit
	8/5/2026	VEN00402--UNDERGROUND CREATIVE, LLC	86482	544.00	In transit
	8/5/2026	VEN00414--VERIZON COMMUNICATIONS INC	86483	1,636.64	In transit
	8/5/2026	VEN00532--VIC'S AUTO PARTS & SUPPLY	86484	28.27	In transit
	8/5/2026	VEN00358--WASHINGTON STATE AUDITOR'S OFFICE	86485	6,702.25	In transit
	8/5/2026	VEN00444--WASHINGTON STATE DEPT OF LABOR & INDUSTRIES	86486	33.80	In transit
	8/5/2026	VEN00444--WASHINGTON STATE DEPT OF LABOR & INDUSTRIES	86487	52.50	In transit
	8/5/2026	VEN00449--ZIPLY FIBER	86488	272.28	In transit
	8/5/2026	VEN00449--ZIPLY FIBER	86489	511.28	In transit
	8/5/2026	10051--Romero, Mardi	86490	76.93	In transit
	8/13/2026	VEN00637--360 AUTOMOTIVE & REPAIR	86491	845.28	In transit
	8/13/2026	VEN00519--ARCHITECTS WEST, INC.	86492	78,975.00	In transit
	8/13/2026	VEN00059--BENTON-FRANKLIN HEALTH DEPT	86493	30.00	In transit
	8/13/2026	VEN00007--BLUEROOM	86494	6.59	In transit
	8/13/2026	VEN00469--CENTURY WEST ENGINEERING CORP	86495	2,415.44	In transit
	8/13/2026	VEN00071--CITY OF PROSSER	86496	18,941.36	In transit
	8/13/2026	VEN00089--CITY OF RICHLAND	86497	28,814.13	In transit
	8/13/2026	VEN00107--COOK'S ACE HARDWARE	86498	21.72	In transit
	8/13/2026	VEN00833--DANIEL MORRIS SHARP	86499	500.00	In transit
	8/13/2026	VEN00832--DEBRA LEE REED-SHARP	86500	500.00	In transit
	8/13/2026	VEN00166--FERGUSON ENTERPRISES, INC.	86501	108.75	In transit
	8/13/2026	VEN00009--GEO WAY ACE HARDWARE	86502	29.37	In transit
	8/13/2026	VEN00540--GLACIER SUPPLY GROUP, LLC	86503	2,237.68	In transit
	8/13/2026	VEN00201--HEALTH CARE AUTHORITY	86504	43,812.27	In transit
	8/13/2026	VEN00644--LEAF	86505	249.14	In transit
	8/13/2026	VEN00237--LES SCHWAB TIRE CENTER QUEENSGATE DR	86506	1,352.68	In transit
	8/13/2026	VEN00262--MR. ROOTER PLUMBING	86507	5,115.83	In transit
	8/13/2026	VEN00264--MURPHEY BROTHERS EXCAVATING LLC	86508	10,375.42	In transit

8/13/2026	VEN00301--PITNEY BOWES, INC	86509	210.97	In transit
8/13/2026	VEN00334--SANITARY DISPOSAL, INC.	86510	4,878.98	In transit
8/13/2026	VEN00829--SIERRA SANTA FE CORPORATION	86511	108,592.72	In transit
8/13/2026	VEN00385--THE HOME DEPOT CRC/GEFC	86512	559.89	In transit
8/13/2026	VEN00402--UNDERGROUND CREATIVE, LLC	86513	2,912.01	In transit
8/13/2026	VEN00404--UNITED WAY OF BENTON/FRANKLIN COUNTY	86514	1,750.00	In transit
8/13/2026	VEN00126--WASHINGTON STATE DEPARTMENT OF HEALTH	86515	118.58	In transit
8/13/2026	VEN00239--WASHINGTON STATE DEPT OF REVENUE	86516	4,478.00	In transit
8/13/2026	VEN00836--WESTERN UNITED CIVIL GROUP LLC	86517	309,276.50	In transit
8/13/2026	VEN00841--Y BEN PENG	86518	7,193.70	In transit
8/13/2026	VEN00449--ZIPLY FIBER	86519	111.63	In transit
8/13/2026	VEN00449--ZIPLY FIBER	86520	150.60	In transit
8/13/2026	VEN00449--ZIPLY FIBER	86521	444.92	In transit
8/13/2026	10043--Potter, Wayne	86522	352.64	In transit
8/20/2026	VEN00006--ABADAN, INC	86523	104.48	In transit
8/20/2026	VEN00012--AFLAC	86524	1,155.56	In transit
8/20/2026	VEN00036--B AND B TRAILERS	86525	92.48	In transit
8/20/2026	VEN00038--BANNER BANK - Credit Card	86526	12,997.64	In transit
8/20/2026	VEN00044--BENTON PUD	86527	2,763.58	In transit
8/20/2026	VEN00469--CENTURY WEST ENGINEERING CORP	86528	12,915.36	In transit
8/20/2026	VEN00083--CENTURYLINK	86529	147.70	In transit
8/20/2026	VEN00321--CI INFORMATION MANAGEMENT	86530	51.23	In transit
8/20/2026	VEN00290--CI-PW, LLC (Paradise Bottled Water)	86531	644.09	In transit
8/20/2026	VEN00077--COLUMBIA BASIN IT	86532	3,485.02	In transit
8/20/2026	VEN00105--CONNELL OIL, INC	86533	4,488.27	In transit
8/20/2026	VEN00107--COOK'S ACE HARDWARE	86534	243.64	In transit
8/20/2026	VEN00639--CWW LLC (COLUMBIA RAIL)	86535	48,500.00	In transit
8/20/2026	VEN00120--DBT TRANSPORTATION SERVICES LLC	86536	567.25	In transit
8/20/2026	VEN00143--DSD BUSINESS SYSTEMS	86537	106.08	In transit
8/20/2026	VEN00161--EXPRESS SERVICES, INC.	86538	2,705.20	In transit
8/20/2026	VEN00166--FERGUSON ENTERPRISES, INC.	86539	261.13	In transit
8/20/2026	VEN00601--GRAVIS LAW PLLC	86540	15,389.00	In transit
8/20/2026	VEN00214--IRRIGATION SPECIALISTS, INC	86541	15.54	In transit
8/20/2026	VEN00229--KELLEY'S TELE-COMMUNICATION, INC.	86542	182.00	In transit
8/20/2026	VEN00231--KENNEWICK INDUSTRIAL & ELECTRICAL SUPPLY	86543	496.38	In transit
8/20/2026	VEN00236--LES SCHWAB TIRE CENTERS OF WA LLC	86544	623.61	In transit
8/20/2026	VEN00242--LIBERTY LAWN & SAW	86545	209.74	In transit
8/20/2026	VEN00815--MONTAVUE LLC	86546	372.47	In transit
8/20/2026	VEN00297--PERSONAL TOUCH CLEANING, INC.	86547	26,121.76	In transit
8/20/2026	VEN00718--PND ENGINEERS INC	86548	17,784.75	In transit
8/20/2026	VEN00464--ROCKABILLY ROASTING CO.	86549	149.50	In transit
8/20/2026	VEN00825--SAYRE SAYRE & FOSSUM, PS	86550	4,320.00	In transit
8/20/2026	VEN00636--SENSKE LAWN & TREE CARE LLC	86551	1,875.76	In transit
8/20/2026	VEN00352--SMARSH, INC.	86552	36.27	In transit
8/20/2026	VEN00807--TITAN TRUCK EQUIPMENT INC	86553	10,942.30	In transit
8/20/2026	VEN00298--TRI-CITY COMPUTER CONSULTING LLC	86554	1,904.00	In transit
8/20/2026	VEN00376--TRI-CITY REGIONAL CHAMBER	86555	144.00	In transit
8/20/2026	VEN00399--TRIDEC, INC.	86556	2,500.00	In transit
8/20/2026	VEN00727--VALLEY WIDE COOPERATIVE INC	86557	950.94	In transit
8/20/2026	VEN00746--VERIZON CONNECT FLEET USA LLC	86558	622.56	In transit
8/20/2026	VEN00358--WASHINGTON STATE AUDITOR'S OFFICE	86559	15,344.63	In transit
8/20/2026	VEN00449--ZIPLY FIBER	86560	166.99	In transit
8/20/2026	10041--Burney, Audrey	86561	529.05	In transit
8/20/2026	10033--Mora, Julia	86562	510.00	In transit
8/20/2026	10026--Stevens, Lori	86563	59.28	In transit
8/20/2026	10051--Romero, Mardi	86564	81.69	In transit
8/20/2026	VEN00469--CENTURY WEST ENGINEERING CORP	86565	14,253.18	In transit
8/27/2026	VEN00034--AMERICAN TREE TRIMMERS, LLC	86566	8,478.00	In transit
8/27/2026	VEN00544--BENTON CITY CHAMBER OF COMMERCE	86567	1,000.00	In transit
8/27/2026	VEN00075--CASCADE NATURAL GAS CORP	86568	223.39	In transit
8/27/2026	VEN00083--CENTURYLINK	86569	173.34	In transit
8/27/2026	VEN00089--CITY OF RICHLAND	86570	33,180.13	In transit
8/27/2026	VEN00726--COLUMBIA PUMP INC	86571	2,605.21	In transit
8/27/2026	VEN00107--COOK'S ACE HARDWARE	86572	146.44	In transit
8/27/2026	VEN00120--DBT TRANSPORTATION SERVICES LLC	86573	6,836.99	In transit
8/27/2026	VEN00136--DIGITAL IMAGE TRI-CITIES, INC.	86574	1,148.93	In transit
8/27/2026	VEN00157--ENDURIS WASHINGTON	86575	573,023.00	In transit
8/27/2026	VEN00161--EXPRESS SERVICES, INC.	86576	1,352.60	In transit
8/27/2026	VEN00009--GEO WAY ACE HARDWARE	86577	16.52	In transit
8/27/2026	VEN00540--GLACIER SUPPLY GROUP, LLC	86578	562.75	In transit
8/27/2026	VEN00811--GOODSTEIN LAW GROUP PLLC	86579	4,658.00	In transit
8/27/2026	VEN00214--IRRIGATION SPECIALISTS, INC	86580	185.71	In transit
8/27/2026	VEN00231--KENNEWICK INDUSTRIAL & ELECTRICAL SUPPLY	86581	264.77	In transit
8/27/2026	VEN00644--LEAF	86582	326.77	In transit

8/27/2026	VEN00236--LES SCHWAB TIRE CENTERS OF WA LLC	86583	385.29	In transit	
8/27/2026	VEN00242--LIBERTY LAWN & SAW	86584	553.16	In transit	
8/27/2026	VEN00249--MAUL FOSTER ALONGI, INC	86585	2,351.25	In transit	
8/27/2026	VEN00815--MONTAVUE LLC	86586	3,080.03	In transit	
8/27/2026	VEN00262--MR. ROOTER PLUMBING	86587	3,597.46	In transit	
8/27/2026	VEN00299--PHASE 2 ELECTRIC, INC.	86588	1,329.60	In transit	
8/27/2026	VEN00305--POCKETINET COMMUNICATIONS, INC.	86589	242.00	In transit	
8/27/2026	VEN00315--PURCHASE POWER	86590	200.00	In transit	
8/27/2026	VEN00636--SENSKE LAWN & TREE CARE LLC	86591	2,189.97	In transit	
8/27/2026	VEN00838--STOTT SPRAY SOLUTIONS	86592	7,813.68	In transit	
8/27/2026	VEN00532--VIC'S AUTO PARTS & SUPPLY	86593	206.71	In transit	
8/27/2026	VEN00570--VITAL RECORDS CONTROL	86594	481.17	In transit	
8/27/2026	VEN00449--ZIPLY FIBER	86595	101.13	In transit	
8/5/2026	VEN00122--DEPT OF RETIREMENT SYSTEMS	080526DCP		In transit	10,774.27
8/14/2026	VEN00215--INTERNAL REVENUE SERVICE	081426FT		In transit	23,683.89
8/14/2026	VEN00215--INTERNAL REVENUE SERVICE	081426FTCO		In transit	1,523.57
8/28/2026	VEN00215--INTERNAL REVENUE SERVICE	082826FT		In transit	23,683.97
8/14/2026	VEN00122--DEPT OF RETIREMENT SYSTEMS	8/14/26DCP		In transit	5,774.35
8/28/2026	VEN00122--DEPT OF RETIREMENT SYSTEMS	8/28/26DCP		In transit	5,774.35
8/28/2026	VEN00425--WASHINGTON STATE SUPPORT REGISTRY	82826 DSHS		In transit	200.00
8/5/2026	VEN00268--NATIONWIDE RETIREMENT SOLUTION	NW08052026		In transit	1,657.52
8/14/2026	VEN00268--NATIONWIDE RETIREMENT SOLUTION	NW08142026		In transit	1,605.74
8/28/2026	VEN00268--NATIONWIDE RETIREMENT SOLUTION	NW08282026		In transit	1,605.74
BCT MAIN - KeyBank			Account no: 6631-6601101		
Total for BCT MAIN			1,578,002.43	#####	

PORT OF BENTON
COMMISSION AGENDA MEMORANDUM

MEETING DATE	September 16, 2026	AGENDA ITEM	Consent Agenda, Item 6
SUBJECT	Consent to Assignment of Ground Lease – Vitro Building	PRESENTED BY	Audrey Burney, Director of Real Estate
PROPERTY	Richland Airport Business Park	ACTION	Approval

REQUESTED ACTION

Approve the Consent to Assignment of Ground Lease and authorize the Interim Executive Director to execute the consent and related documents necessary to complete the assignment of the leasehold interest and tenant-owned improvements associated with the Vitro Building.

BACKGROUND

The Port of Benton is the lessor under a ground lease dated May 22, 1979, for the property commonly known as the Vitro Building at Skypark, located at 1835 Terminal Drive in Richland. The lease has been amended over time, including by the Lease Amendment and Modification Agreement dated June 4, 2026.

Following the death of Ivan J. Cook on May 23, 2025, the leasehold interest and tenant-owned improvements passed to Colleen B. Cook. Colleen B. Cook proposes to assign the leasehold interest and associated improvements, as part of estate planning, to Colleen B. Cook as Trustee of The Colleen B. Cook Revocable Trust dated September 15, 2025, as amended. Section 8 of the lease requires Port approval of the assignment.

KEY TERMS

- The assignee assumes and performs lease obligations arising after the assignment effective date.
- The assignor remains responsible for obligations and liabilities arising before the assignment effective date.
- The consent does not amend, modify, extend, renew, waive, or terminate the lease.
- The consent does not waive Port rights, release an existing default, approve a future transfer, or represent title to the leasehold interest or improvements.

FISCAL IMPACT

No change to rent or other economic provisions of the existing lease is proposed. All lease terms remain in full force and effect except as expressly stated in the consent.

STAFF RECOMMENDATION

Staff recommends approval of the Consent to Assignment of Ground Lease and authorization for the Interim Executive Director to execute the consent and related documents.

SUGGESTED MOTION

I move to approve the Consent to Assignment of the Ground Lease for the Vitro Building at the Richland Airport Business Park and authorize the Interim Executive Director to execute the Release to execute any related documents necessary to complete the assignment.

CONSENT TO ASSIGNMENT OF GROUND LEASE

WHEREAS, the PORT OF BENTON ("Lessor") entered into that certain Lease Agreement dated May 22, 1979 (the "Lease"), with Ivan J. Cook and Colleen B. Cook, husband and wife ("Lessee"), for the property commonly known as the Vitro Building at Skypark and legally described in Exhibit A attached hereto and incorporated herein by reference; and

WHEREAS, the Lease has been amended, modified, renewed, extended, supplemented, or otherwise affected by subsequent agreements, including the Lease Amendment and Modification Agreement dated June 4, 2026 (collectively, the "Lease"); and

WHEREAS, Lessee desires to assign the Lease to Colleen B. Cook, as Trustee of The Colleen B. Cook Revocable Trust dated September 15, 2025, as amended ("Assignee"); and

WHEREAS, pursuant to Section 8 of the Lease, Lessor approval is required for the assignment of the Lease; and

WHEREAS, the Port of Benton Board of Commissioners have authorized Lessor's consent to such assignment.

NOW, THEREFORE, Lessor, hereby consents to the assignment of the Lease from Colleen B. Cook, individually, to Colleen B. Cook, as Trustee of The Colleen B. Cook Revocable Trust dated September 15, 2025, as amended.

This Consent is subject to the following conditions:

1. Assignee shall assume and perform all obligations of the Lessee under the Lease arising after the effective date of the assignment.
2. This Consent shall not release Lessee as assignor from any obligations or liabilities arising prior to the effective date of the assignment.
3. This Consent shall not amend, modify, extend, renew, waive, or terminate any provision of the Lease.
4. This Consent shall not be construed as:
 - A waiver of any rights of the Lessor under the Lease;
 - A release of any existing default;
 - A consent to any future assignment, transfer, encumbrance, or sublease; or
 - A representation by the Lessor regarding title to the leasehold interest or any improvements.

5. Except as expressly stated herein, all terms and conditions of the Lease shall remain in full force and effect.

DATED this _____ day of _____, 2026.

By Authority of the Port of Benton Commissioners

By: _____
Ron Branine,
Interim Executive Director

EXHIBIT A
LEGAL DESCRIPTION
To Consent to Assignment of Ground Lease

SKYPARK TRACT 11
LEGAL DESCRIPTION
OFFICE 1

A parcel of land situated in the Northwest Quarter of Section 3, Township 9 North, Range 28 East, W.M., being more particularly described as follows:

Beginning at the northwest corner of said Section 3; thence S26°05'50"W a distance of 1214.97 feet; thence S41°37'54"E a distance of 7.38 feet; thence S27°21'34"E a distance of 405.58 feet; thence N45°36'10"E a distance of 394.17 feet; thence S53°56'46"E a distance of 207.08 feet to the centerline of a 40.00 foot right-of-way for road purposes called Terminal Drive; thence N36°03'14"E along said centerline a distance of 115.00 feet to a point of curve; thence along a 300.00 foot radius curve to the right having a central angle of 41°56'49", an arc distance of 219.63 feet; thence N78°00'03"E a distance of 51.53 feet to a point of curve; thence along a 300.00 foot radius curve to the left having a central angle of 38°56'16", an arc distance of 203.88 feet; thence N39°03'47"E a distance of 90.59 feet; thence N50°56'13"W for 20.00 feet to the westerly right-of-way margin of said Terminal Drive and the true point of beginning;

Thence continuing N50°56'13"W for 330.00 feet; thence S40°41'10"W for 245.00 feet; thence S22°47'17"E for 237.16 feet to a point on a curve, said point also being on the westerly right-of-way margin of Terminal Drive; thence northeasterly along said right-of-way on a curve to the right having a central angle of 10°47'20" and a radius of 320.00 feet, an arc distance of 60.26 feet; thence N78°00'03"E for 51.53 feet to a point of curve; thence along said curve to the left having a central angle of 38°56'16" and a radius of 280.00 feet, an arc distance of 190.29 feet; thence N39°03'47"E a distance of 90.59 feet to the true point of beginning.

Together with the right of ingress and egress over and across all access roads built by the Lessor (Port of Benton) in common with all other tenants and users of the Richland Airport, together with the right of ingress and egress over and across all access roads built by the sublessor (Columbia Pacific Resources, Inc. and/or assigns) in common with all other tenants and users of the Richland Skypark.

Containing 2.19 acres.

EXHIBIT B
ASSIGNMENT OF LEASE

**Assignment and Conveyance of
Leasehold Interest and Improvements
Vitro Building at Skypark**

THIS ASSIGNMENT AND CONVEYANCE OF LEASEHOLD INTEREST AND IMPROVEMENTS (this “**Assignment**”) is made effective as of _____, 2026, by COLLEEN B. COOK, an individual (“**Assignor**”), in favor of COLLEEN B. COOK, as Trustee of The Colleen B. Cook Revocable Trust dated September 15, 2025, as amended (“**Assignee**”).

Recitals

A. The Port of Benton, a Washington municipal corporation (the “**Port**”), as lessor, and Ivan J. Cook and Colleen B. Cook, husband and wife, as lessee, entered into that certain Lease Agreement dated May 22, 1979, relating to the premises at Richland Airport Skypark, Richland, Washington, Benton County Parcel No. 80398200000B000, with an address of 1835 Terminal Drive, Richland, Washington, commonly associated with the Vitro Building (the “**Lease**”).

B. The Lease may have been amended from time to time. The Lease, as amended, supplemented, renewed, extended, or otherwise modified from time to time, is referred to in this Assignment as the “**Lease Documents**”.

C. Ivan J. Cook died on May 23, 2025. Upon his death, all of Ivan J. Cook’s right, title, and interest in and to the Lease, the leasehold estate created under the Lease, the Improvements, and the related rights passed to Colleen B. Cook, his surviving spouse, pursuant to applicable law and the governing estate planning documents.

D. The Lease Documents relate to the building commonly known as the “**Vitro Building at Skypark**”, and all tenant-owned buildings, structures, fixtures, and improvements associated with the leased premises (collectively, the “**Improvements**”).

E. Assignor owns the entire interest in the leasehold estate created under the Lease Documents and in the Improvements and related rights, subject to the Lease Documents and all applicable matters (the “**Assigned Interest**”).

F. Assignor desires to transfer the Assigned Interest to Assignee as part of Assignor’s estate planning arrangements. Assignee desires to accept the Assigned Interest, subject to the Lease Documents.

Agreement

1. **Assignment.** For valuable consideration, the receipt and sufficiency of which are acknowledged, Assignor hereby assigns, conveys, transfers, and delivers to Assignee all of Assignor's right, title, and interest in and to the Assigned Interest, including the following:

a. **Leasehold Interest.** Assignor's entire interest in the Lease, the Lease Documents, the leasehold estate created under them, and all renewal, extension, option, purchase, right-of-first-refusal, and other rights of the lessee arising under or relating to them.

b. **Improvements.** Assignor's entire interest in the Improvements and all tenant-owned buildings, structures, fixtures, additions, alterations, replacements, appurtenances, and other improvements located on or serving the leased premises.

c. **Related Rights.** Assignor's entire interest in all deposits, prepaid rent, credits, refunds, insurance proceeds, condemnation awards, warranties, guaranties, plans, specifications, permits, licenses, contracts, claims, causes of action, records, and other rights attributable to the Lease Documents, the Improvements, or the Assigned Interest.

d. **Personal Property.** Any personal property owned by Assignor and used in connection with the Improvements.

2. **Assumption of Obligations.** Assignee accepts the Assigned Interest and will perform, from and after the effective date, the obligations under the Lease Documents that are allocable to the Assigned Interest and first arise or accrue from and after the effective date. Assignee does not assume, and Assignor remains responsible for, obligations and liabilities arising or accruing before the effective date, except to the extent the Lease Documents or applicable law expressly impose them on Assignee.

3. **Port Consent.** It is anticipated that the Port will give consent to the assignment provided for herein in a separate instrument.

4. **Subject to Lease Documents.** This Assignment does not amend, extend, renew, waive, terminate, or otherwise modify the Lease Documents. Assignee takes the Assigned Interest subject to the Lease Documents and all matters affecting the Assigned Interest.

5. **Further Assurances.** Each party will execute and deliver further documents reasonably necessary to carry out this Assignment, including any Port required assignment form, consent, estoppel, or notice. No further document will increase either party's substantive obligations without that party's written consent.

6. **Successors and Assigns.** This Assignment and the provisions hereof shall be binding upon and shall inure to the benefit of the successors and assigns of the parties.

7. **Governing Law; Counterparts.** Washington law governs this Assignment. This

Assignment may be executed in counterparts, each of which is deemed an original and all of which together constitute one instrument. Facsimile or electronic signatures shall be deemed the same as originals. Signatures may be made electronically by DocuSign or similar electronic format.

[signature page follows]

ASSIGNOR:

COLLEEN B. COOK

Gregory Ivan Cook, as Co-Power of
Attorney for Colleen B. Cook, Individually

Teresa Colleen (Cook) Bowers, as Co-Power of
Attorney for Colleen B. Cook, Individually

ASSIGNEE:

COLLEEN B. COOK, as Trustee of The
Colleen B. Cook Revocable Trust dated
September 15, 2025, as amended

Gregory Ivan Cook, as Co-Power of
Attorney for Colleen B. Cook as Trustee

Teresa Colleen (Cook) Bowers, as
Co-Power of Attorney for Colleen B.
Cook as Trustee

RESOLUTION 26-56
A RESOLUTION OF THE PORT OF BENTON, WASHINGTON
TO CANCEL A WARRANT

WHEREAS, General Expense Fund Warrant No. 86447, a warrant number that requires credit correction; 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. 86447.

DATED AND SIGNED at Prosser, Washington, September 16, 2026

Bill O'Neil, President

Scott D. Keller, Vice President

Lori Stevens, Secretary

PORT OF BENTON COMMISSION AGENDA REPORT

MEETING DATE	Wednesday, September 16, 2026	AGENDA ITEM	4
SUBJECT	WSU White Bluffs Lease	PRESENTED BY	Audrey Burney, Director of Real Estate
LOCATION	3251 Port of Benton Blvd., Richland	ACTION	Approval

REQUESTED ACTION

Approve the three-year Lease Agreement with Washington State University/Tri-Cities for the White Bluffs Hanford History Project, approve two successive one-year renewal options, waive the rent security bond or deposit, and authorize the Executive Director to execute the Lease and related documents on behalf of the Port.

BACKGROUND

Washington State University/Tri-Cities has received grant funding supporting its continued use of the White Bluffs facility for the Hanford History Project. The proposed Lease covers approximately 7,480 square feet at 3251 Port of Benton Boulevard for professional, academic, research, and educational services associated primarily with the Hanford History Project.

The initial term will run from October 1, 2026, through September 30, 2029, with two successive one-year renewal terms. If grant funding for the Hanford History Project is discontinued or not renewed, WSU may terminate the Lease upon 30 days' written notice.

KEY BUSINESS TERMS

Premises	Approximately 7,480 square feet	Initial Term	October 1, 2026 – September 30, 2029
Renewals	Two successive one-year terms	Year 1 Rent	\$14,623.40 per month
Year 2 Rent	\$14,988.99 per month	Year 3 Rent	\$15,438.66 per month
Initial-Term Rent	\$540,612.60 total base rent	Utilities	Paid by WSU
Leasehold Excise Tax	Exempt under RCW 84.36.050	Security	Rent security bond or deposit waived

SECURITY WAIVER AND RECOMMENDATION

The prior lease included a security waiver. Staff recommends continuing the waiver because WSU is a Washington state agency and public institution. The waiver is limited to WSU and the currently permitted use. The Port may require security if the Lease is assigned or transferred or if the permitted use changes. Staff recommends approval of the Lease and security waiver.

SUGGESTED MOTION

I move to approve the three-year Lease Agreement between the Port of Benton and Washington State University/Tri-Cities for approximately 7,480 square feet at 3251 Port of Benton Boulevard, including two successive one-year renewal options; approve the waiver of the rent security bond or deposit for Washington State University/Tri-Cities and its permitted use of the Premises; and authorize the Interim Executive Director to execute the Lease Agreement and related documents on behalf of the Port.

Port of Benton
2026 Budget Update
September 16, 2026

	2026 Approved Budget	2026 Budget Actuals (Estimated)	Variance
ESTIMATED BEGINNING CASH	\$ 5,000,000	\$ 6,737,004	\$ 1,737,004
LESS: RESERVE	2,120,000	2,120,000	-
UNRESERVED BEGINNING CASH	2,880,000	4,617,004	1,737,004
OPERATING REVENUES			
Lease Revenue			
Richland Business Park	2,556,500	2,556,500	-
Rail Facilities	690,000	690,000	-
Intermodal Rail Facility	66,500	66,500	-
Northwest Advanced Clean Energy Park	34,500	34,500	-
Technology & Business Campus	1,750,000	1,390,000	(360,000)
Richland Airport	624,500	567,000	(57,500)
Prosser Airport	341,500	341,500	-
Prosser Wine & Food Park	169,000	169,000	-
Vintner's Village	92,500	92,500	-
Walter Clore Center	59,000	35,000	(24,000)
Benton City	-	-	-
Total Lease Revenue	6,384,000	5,942,500	(441,500)
Track Usage Revenue	881,250	700,000	(181,250)
Tenant Utility Reimbursements	-	275,000	275,000
Crow Butte Park Revenue	250,000	250,000	-
TOTAL OPERATING REVENUES	\$ 7,515,250	\$ 7,167,500	\$ (347,750)
OPERATING EXPENDITURES			
Operations Expenses	\$ 2,295,222	\$ 2,057,222	(238,000)
Facilities & Maintenance	1,684,937	1,684,937	-
Railroad Facility and Railroad Expenses	1,775,277	1,775,277	-
Airports Operating Expense	875,355	875,355	-
Crow Butte Operating Expenses	468,203	468,203	-
General & Administrative	3,088,863	3,248,863	160,000
Promotional Hosting Expenditures*	1,000	1,000	-
TOTAL OPERATING EXPENDITURES	\$ 10,188,857	\$ 10,110,857	\$ (78,000)
NET OPERATIONS	\$ (2,673,607)	\$ (2,943,357)	\$ (269,750)
NON-OPERATING INFLOWS			
Property Tax Revenue	\$ 3,308,609	\$ 2,628,263	\$ (680,346)
Operating Grant	-	-	-
Grant Revenue	11,490,892	4,508,354	(6,982,538)
Sale of Fixed Assets	-	-	-
Other Tax Revenue	200,000	200,000	-
Collections on Notes Receivable	289,190	975,582	686,392
Interest Income	323,262	302,693	(20,569)
Debt Issuance (Portion of CERB Loan-2579 Stevens)	1,896,000	-	(1,896,000)
Prior Year Budget Carryover	300,000	-	(300,000)
Project Bond Fund (Restricted use)	864,383	620,519	(243,864)
TOTAL NON-OPERATING INFLOWS	\$ 18,672,336	\$ 9,235,411	\$ (9,436,925)
NON-OPERATING OUTFLOWS			
Debt Service Payments	\$ 495,973	\$ 495,973	\$ -
Interest Expense	219,275	219,275	-
Capital Projects - Grant Funded including Port Match	11,490,892	4,120,425	(7,370,467)
Capital Projects - Port Funded	3,471,843	2,042,637	(1,429,206)
Equipment Purchases	55,000	101,000	46,000
Reserve Policy Adjustment	80,000	80,000	-
TOTAL NON-OPERATING OUTFLOWS	\$ 15,812,983	\$ 7,059,310	\$ (8,753,673)
NET NON-OPERATING	\$ 2,859,353	\$ 2,176,101	\$ (683,252)
Net Surplus/Deficit	\$ 185,746	\$ (767,256)	\$ (953,002)
ESTIMATED ENDING CASH	\$ 5,185,746	\$ 5,969,748	\$ 784,002
LESS: RESERVE	2,200,000	2,200,000	-
UNRESERVED ENDING CASH	\$ 2,985,746	\$ 3,769,748	\$ 784,002

* - As required by Washington RCW's, this cost is separately budgeted

	Project	Grant Phase	Description	Grants Pursued/Received	Comments
1	Better Utilizing Investment to Leverage Development (BUILD formerly RAISE)	Contracting	White Bluffs Southern Connection Rail, including ties and rail throughout the system	Federal - \$9.56 million POB - \$2.4 million	Awarded \$9.56 million in Federal Grant. First draft of the contract was submitted to the U.S. Department of Transportation, with a final version to Commission in October.
2	State Capital Request	Obligated	Phase 1 - Intermodal Rail Yard	\$240,000	Request to support federal grant applications and initial phase 1 of the intermodal rail yard; \$232,800 obligated.
3	Congressional Directed Spending Requests - CRISI	Contracting	Port of Benton White Bluffs Rail Project Modernization and Intermodal Facility – initial part of the track and improvements	\$2.5 million Federal Earmark	New request submitted to all congressional offices for 2026. Cantwell CDS has advanced to \$2,500,000. The \$2.5 million award has been received, and staff is working through scope of work, which is not expected to be executed until Q1 2027.
4	Port Barge Facility Electrification	Obligated	Barge facilities, electrification and security improvements	WSDOT Port Electrification Grant - \$2.7 million 10% match requirement - \$300,000 – POB	\$2.7 million awarded, contracting and project underway. Currently working through permitting and 90% design.

	Project	Grant Phase	Description	Grants Pursued/Received	Comments
5	CERB/EDA-updated	Contracting	2579 Stevens Drive offices and update remodel (RBP)	\$2.4 million – CERB loan secured \$1.5 million – POB \$1.7 million – Benton County, secured Phase 2 – EDA \$3 million – pending	Submitted to CERB, May 15, 2025, presentation, loan secured. Benton County Rural County Capital Funds .09 grant request presentation completed and disbursement agreement secured. Tier I exemption approved by WA Clean Building Act. Cultural and SEPA requirements have been completed and accepted. CKJT assessment completed on 2579 building with cost estimates. Design firm under contract for the design of a new office building to replace the current Barnhart office space as part of compliance with the WA Clean Buildings Act. All documents have been submitted and approved. Contract is being finalized for signatures June 30, 2026. CERB Loan final review and board approval July 17, 2026 The CERB Loan was signed and executed on July 14, 2026 We are moving towards 100% design completion and are on schedule to meet the design and engineering milestones. EDA application, discussion begins for the future phase.

	Project	Grant Phase	Description	Grants Pursued/Received	Comments
6	USDA Rural Economic Dev Loan & Grant Program (REDLG)	Pre-Application	"Business Incubator Building" Prosser VV	Loan and grant require a POB 20% match	Discussion with Benton REA, since the dollars need to flow through a Rural Electric Cooperative.
7	FEMA Hazard Mitigation Program	Pre-Application	- Richland Airport air rescue facility - Light Poles on all port streets - Port security, all sites	75% FEMA grant, 12.5% state military grant, 12.5% local match	Benton County is updating its Hazard Mitigation Plan. We submitted these projects to get on the list that, once approved, is good for the next six years. This is required so that we can qualify for FEMA Hazard Mitigation Grants in the future.
Airports					
	Project	Grant Phase	Description	Grants Pursued/Received	Comments
8	FAA Airport Funds - Prosser Airport	In Construction	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)	Project largely completed. Final change order items being scheduled soon.

	Project	Grant Phase	Description	Grants Pursued/Received	Comments
9	Infrastructure Investment and Jobs Act - Grant Funds (Now Bipartisan Infrastructure Law BIL funds) - Richland Airport	Applied	Main Apron Reconfiguration - Design/Environmental 2025/26	BIL Funds - \$833,000	Project proceeding on schedule. Base rock in place and compacted. Small hiccup with moving fire hydrant, but we have a path forward to stay on schedule. Paving likely to start on 9/14.
10	FAA Airport Funds – Richland Airport	Pre-Application	Wildlife fencing around the airport. Complete fencing around the entire airport	FAA NPE - \$205,000	Approved
11	FAA Airport Funds – Prosser Airport	Pre-Application	Construct Heliport/Helipad with service road – design	FAA NPE - \$155,000	Approved