

# SPECIAL COMMISSION MEETING

PORT OF KENNEWICK

JANUARY 10, 2006

MEETING MINUTES

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## CALL TO ORDER

Commission Vice President David Hanson called the Regular Commission meeting to order at 1:30 p.m., in Ballroom One of Red Lion Hotel located in Kennewick, Washington.

### Members Present:

David Hanson, Vice President  
Gene Wagner, Secretary  
Linda Boomer, Incoming Commissioner

### Staff Present:

Tim Arntzen, Executive Director  
Dan Cryer, Director of Operations/Airport Manager  
Larry Peterson, Director of Planning and Development  
Tammy Huffman, Director of Finance/Auditor  
Danielle Kinmark, Marketing Manager/Special Projects  
Mary Fitch, Marina Manager/Accounting Specialist  
Justin Gerry, Maintenance Supervisor  
Ken Rice, Port Counsel  
Sherrie Bowers, Administrative Assistant

## PLEDGE OF ALLEGIANCE

Commissioner Hanson led the Pledge of Allegiance.

## OATH OF OFFICE FOR NEW COMMISSIONER

Executive Director Tim Arntzen administered the Port Commissioner Oath of Office to Linda Boomer.

## ELECTION OF 2006 OFFICERS

- ❖ *In keeping with tradition of rotating officers' positions annually, Commissioner Wagner moved the following nomination for the Port of Kennewick's 2006 slate of officers: David Hanson, President, Gene Wagner, Vice President, and Linda Boomer, Secretary. Commissioner Boomer seconded and the motion carried unanimously.*

## PUBLIC COMMENTS

Espirit Printing owner Skip Novakovich strongly urged the Port to support the proposed merger of the Richland, Pasco and Tri-Cities Area Chambers of Commerce.

## CONSENT AGENDA

- ❖ *Commissioner Gene Wagner moved approval of the consent agenda. Commissioner Linda Boomer seconded and the motion carried unanimously.*

*The consent agenda consisted of the following:*

- *Regular Meeting minutes of December 13, 2005*
- *Legislative Breakfast Workshop Minutes of December 15, 2005*
- *Special Commission Meeting Minutes of December 23, 2005*
- *Payroll Roster dated December 15, 2005*  
Expense Fund Voucher Nos. 24910-24918 totalling \$14816.04
- *Payment Roster dated December 28, 2005:*  
Airport Operations Fund Voucher Nos. 40337-40338 totalling \$1,995.45  
Construction Fund Voucher No. 1976 totalling \$108.06  
Expense Fund Voucher Nos. 24933-24955 totalling \$10,658.26
- *Payroll Roster dated December 29, 2005*  
Expense Fund Voucher Nos. 24919-24932 totalling \$19,083.89

## NEW BUSINESS

- **Resolution No. 2006-01 Organization Representation List Approval**  
Executive Director Tim Arntzen explained revisions were necessary for Port representation on various board and committees for 2006.
  - ❖ *After discussion Commissioner Hanson moved approval of the 2006 Organizational Representation list with the understanding assignments may need future revisions. Commissioner Boomer seconded and the motion carried unanimously.*

A copy of said document is attached hereto.

- **Resolution No. 2006-02 Authorizing a Lease Assignment to DDM Investments, LLC**  
Mr. Arntzen explained Ray Gillett had recently sold Cedars Pier One Restaurant to its longtime manager, Dave Mitcham. He explained the current lease with the Port was held by Cedars Pier One, Inc. To facilitate conclusion of the sale, the lease needed to be assigned to the new owner, DDM Investments, LLC and recommended approval of the resolution.
  - ❖ *After discussion, Commissioner Boomer moved approval of Resolution No. 2006-02 authorizing the Port's Executive Director to execute a lease assignment between Cedars Pier One, Inc. and DDM Investments, LLC. Commissioner Wagner seconded and the motion passed unanimously.*

## **TRI-CITY INDUSTRIAL DEVELOPMENT COUNCIL (TRIDEC) PRESENTATION BY EXECUTIVE DIRECTOR CARL ADRIAN**

Mr. Adrian presented the Commission with a packet which included marketing and informational materials including TRIDEC's 2005 Work Plan and the December 2005 Marketing Plan. Mr. Adrian summarized TRIDEC's accomplishments for 2005 as well as TRIDEC's future goals.

Commissioner Hanson thanked Mr. Adrian for his presentation.

## **REPORTS, COMMENTS AND DISCUSSION ITEMS**

### ➤ **Clover Island Update**

Port Office/Retail Building Construction Update: Director of Operations Dan Cryer stated the project was on schedule at this time but the future schedule of the project was weather dependent. He announced the project was still under budget, but noted there had been a few small changes. He planned to prepare a summary of the changes for Commission review.

Mr. Arntzen invited the Commission to tour the Port office/retail building project site. He invited the public to contact Port staff for information on the project. He noted the public would not be able to tour the actual building but tours near the job site could be arranged.

Marina Update: Director of Planning and Development Larry Peterson stated all comments and concerns regarding the recent bid opening for the marina remodel had been submitted to PND Engineering for revision. He explained the revisions proposed still included the majority of the marina being covered with the same slip mixture in both size and depth. He explained the roof design, dock width and electrical system was being considered for revision in an effort to reduce the expense of the remodel while still maintaining a quality project.

### ➤ **Spaulding Business Park Update**

Due to new developments, this agenda item was moved to Executive Session.

### ➤ **Vista Field Update**

Lease with Tuttle Aviation: Mr. Cryer explained the Port and Tuttle Aviation entered into a lease for the fixed base operation of Vista Field in March of 2005. He stated the lease contained a provision to extend the lease an additional two years. He stated the Port had received notice of Tuttle Aviation's desire to exercise that option and would be requesting approval of a lease extension in the near future.

Fixed Base Operation (FBO) Remodel Update: Mr. Cryer explained bids were opened December 8, 2005 to remodel the FBO with the lowest bid coming in at \$503,108, which was well over the engineer's estimate of \$350,000 for the project. He explained many bids around the state had been coming in higher than anticipated due to recent natural disasters and oil and fuel price fluctuation. He explained additional information regarding the electrical system had been received which also contributed to higher bids for the remodel

project. He recommended rejecting all bids and re-working the specifics of the FBO remodel project.

Commissioner Boomer asked if the engineer's estimate included all the alternates. Mr. Cryer stated the estimate did include all alternates but did not include the architectural fee explaining that fee was previously approved by the Commission.

Commissioner Hanson stated the Port had made a commitment to improve the FBO and the Commission intended to keep those commitments. He asked that staff bring a recommendation regarding the FBO remodel back to the Commission during the February 28, 2006 Regular Commission meeting.

Due to the large number of airport users in attendance, Mr. Arntzen suggested opening the meeting for public comment.

Tuttle Aviation owner and FBO Ben Tuttle thanked Mr. Cryer for the interior improvements already completed at the FBO and thanked the Commission for its continued support of the airport.

➤ **2005 Planning Workshop Update/2006 Planning Workshop**

Mr. Arntzen stated 2005 was the first year the Port had implemented a written work plan and was pleased with the process.

Mr. Peterson reviewed the 2005 work plan informing the Commission of the projects that were completed in 2005 as planned at the 2005 Planning Workshop, as well as projects accomplished that were not listed for completion for 2005. Those projects included updating the airport master plan, purchasing and repairing Vista Hangars, replacing the jet fuel dispenser at the airport, pursuing and receiving grant funding for crack-sealing the airport runway, FBO interior remodel, installation of mandatory information signage at the airport. Clover Island projects included building a port office/retail building noting the project would be completed in spring 2006, construction of a haul-out facility, shoreline and marina improvements which included the removal and demolition of several boathouses, plumbing repairs at the public restroom, Clover Island banners, and completing the acquisition of U.S. Corps of Engineer land on Clover Island. Oak Street Industrial Park projects completed included the installation of a new HVAC system at Ti-Sport, installation of HVAC upgrades at Development Building No. 4 and gutters and heaters installed at Development Building No. 3. Mr. Peterson announced two land sales were completed at the Spaulding Business Park in 2005 noting the goal was to complete one land sale at the site.

Mr. Peterson summarized many other projects completed by Port staff. A copy of the 2005 Work Plan summary is attached hereto.

➤ **Maintenance Report**

Mr. Cryer summarized maintenance projects recently performed by Maintenance Supervisor Justin Gerry.

➤ **Meeting Reports**

- Mr. Arntzen met with one of the Spaulding Business Park land purchasers.
- Mr. Cryer attended a West Richland Economic Development Advisory Committee meeting.
- Commissioner Wagner reported attending the Tri-Ports Legislative Breakfast.
- Commissioner Boomer attended the Washington Public Ports Association New Commissioner Seminar

➤ **Non-Scheduled Items**

- Grant Application: Director of Finance Tammy Huffman reviewed the process of the recent submission of a Clover Island job growth and infrastructure improvements grant pre-application.

Mr. Peterson added Port of Benton had acquired property adjacent to Port of Kennewick property near the Plymouth site and had partnered with Port of Kennewick on a grant application for road and infrastructure in that area which would be beneficial to both ports.

- State Road 397/Piert Road Extension Projects: Mr. Peterson reported the Port had received a request from the State of Washington and Benton County for a dedication of right-of-way for the State Road 397 project. He stated the necessary documentation would be prepared and presented to the Commission for approval.

Mr. Peterson reported the Piert Road Extension project was nearing Phase III which was scheduled to begin this spring with completion by spring 2007.

- Clover Island Concerts: Mr. Arntzen stated the Port had received a letter from the Clover Island Inn requesting financial participation with a concert scheduled for August 18, 2006. Mr. Arntzen stated last year's concert on the island was quite successful despite the inclement weather conditions. Mr. Arntzen explained during the reconstruction of the road on Clover Island, the Port planned to extend power close to the concert area which would benefit future concerts and eliminate the need for rental of electrical equipment. He reminded the Commission the Clover Island Master Plan called for an east viewpoint amphitheater and recommended participation with the event again this year. The Commission agreed.

- Port Expenditures Update: Mr. Arntzen stated Ms. Huffman had recently provided him with a draft spreadsheet showing the Port was \$67,000 below budget for expenditures for the year 2005.
- Chamber Merger: Mr. Arntzen requested direction from the Commission regarding the upcoming Chamber merger vote. After discussion, it was decided the Port would be represented at the upcoming meeting and would vote in favor of a Chamber merger.

## **PUBLIC COMMENTS**

- Richland City Councilmember Rita Mazur thanked John Olson for his dedication and hard work as a Port Commissioner and congratulated incoming Commission Boomer. Ms. Mazur also thanked the Port for participating in a recent grant with the City of Richland. She asked for Port support for the proposed Hanford Reach Interpretive Center.
- Historic Downtown Kennewick Partnership Executive Director Tim Dalton congratulated Commissioner Boomer. He announced there were plans for a 5000 square-foot community center in downtown Kennewick.
- Mr. Cal Coie urged staff to speak with the engineer regarding the upcoming estimate for the reconstruction of Clover Island Drive to avoid having to reject bids for another project.
- Mr. Scott Musser encouraged TRIDEC to market Vista Field Airport when speaking with companies interested in relocating to the Tri-Cities.
- Mr. Rod Mineke suggested TRIDEC place a larger, color advertisement in *Sunset* magazine rather than the very small, black and white advertisement they have been running.
- Ms. Mary Coie stated she had attended a recent boat show on the west side of the state where the perception of the Tri-Cities was it was the best kept secret in the United States.
- Mr. Lloyd Miller suggested TRIDEC include Vista Field Airport in its marketing material and suggested partnering with Ben-Franklin Transit to organize tours of the Tri-Cities to showcase the area's attributes.

## **RECESS**

The Special Commission meeting was recessed at 2:55 p.m. to conduct necessary business for the Port of Kennewick Economic Development Corporation. He anticipated reconvening into Executive Session in approximately five minutes. He anticipated a twenty-minute Executive Session discussion of real estate and personnel matters with no action expected.

**EXECUTIVE SESSION**

- ◆ *Real Estate Matters: RCW 42.30.110 (b)*
- ◆ *Personnel Matters: RCW 42.30.110 (g)*

Commissioner Hanson reconvened the Special Commission meeting into Executive Session at 3:00 p.m. for discussion of real estate and personnel matters with no action expected.

**ADJOURNMENT**

The Special meeting was reconvened at 3:30 p.m. and with no further business to bring before the Board the Special Commission meeting was adjourned at 3:30 p.m.

***APPROVED:***

**PORT OF KENNEWICK  
BOARD OF COMMISSIONERS**

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*David Hanson, President*

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*Gene Wagner, Vice-President*

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*Linda Boomer, Secretary*



**PORT OF KENNEWICK**  
***Organization Representation 2006***

Benton Franklin Council of Governments .....	<b>Gene Wagner</b> /Tim Arntzen
City of Richland/Port Advisory Committee .....	<b>Linda Boomer</b> /Larry Peterson
City of West Richland/Port Advisory Committee .....	<b>Gene Wagner</b> /Tim Arntzen/Dan Cryer
Historic Downtown Kennewick Partnership .....	<b>Gene Wagner</b> /Larry Peterson
Pacific Northwest Waterways Association .....	<b>David Hanson/Gene Wagner/Linda Boomer</b> /Designated Staff
Richland Chamber of Commerce.....	<b>Linda Boomer</b>
State Good Roads and Transportation Association.....	<b>Gene Wagner</b> /Larry Peterson
Tri-Cities Rivershore Enhancement Council.....	Dan Cryer
Tri-Cities Visitor & Convention Bureau Board of Directors .....	Tim Arntzen
Tri-City Area Chamber of Commerce .....	<b>Linda Boomer</b>
Tri-City Industrial Development Council (TRIDEC) Committees .....	Tim Arntzen/Larry Peterson
TRIDEC Board of Directors ( <i>Executive Board Rep transfers to Port of Pasco in 2007</i> ) .....	<b>David Hanson</b> /Tim Arntzen
Tri-Ports Commissioner Group .....	<b>Gene Wagner</b>
Tri-Ports Staff Liaison.....	Tim Arntzen/Sherrie Bowers
Washington Airport Management Association (WAMA) .....	Dan Cryer/Sherrie Bowers
Washington Economic Development Association (WEDA) .....	<b>Linda Boomer</b> /Larry Peterson
Washington Public Ports Association (WPPA) .....	<b>David Hanson/Gene Wagner/Linda Boomer</b>
WPPA Airport Committee.....	<b>Linda Boomer</b> /Dan Cryer
WPPA Environmental Committee .....	<b>Linda Boomer</b> /Larry Peterson
WPPA Finance Committee .....	Tammy Huffman/ Mary Fitch
WPPA Legislative Committee .....	<b>David Hanson</b> /Tim Arntzen
WPPA Marina Committee .....	<b>Gene Wagner</b> /Tim Arntzen/Mary Fitch
WPPA Public Information Committee .....	Larry Peterson
WPPA Trade & Economic Development Committee .....	Tim Arntzen
WPPA Trustee .....	Tim Arntzen/Designated Staff
Water, Power, Dams Committee .....	<b>Gene Wagner</b>
West Richland American Viticultural Area (AVA) .....	<b>Linda Boomer</b> /Larry Peterson
West Richland Chamber of Commerce .....	<b>Gene Wagner</b> /Dan Cryer