

REGULAR COMMISSION MEETING

PORT OF KENNEWICK

MARCH 28, 2006

MEETING MINUTES

CALL TO ORDER

Commission President David Hanson called the Regular Commission meeting to order at 2:30 p.m. in the Riverside Room of Clover Island Inn located in Kennewick, Washington.

Commissioner Linda Boomer previously asked to be excused from this meeting due to other meeting commitments.

Members Present:

David Hanson, President
Gene Wagner, Vice President

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
Ken Rice, Port Counsel
Sherrie Bowers, Administrative Assistant

PLEDGE OF ALLEGIANCE

Commissioner Hanson led the Pledge of Allegiance.

PUBLIC COMMENT

Commissioner Hanson stated it was necessary to remove agenda item number VI (A) {Resolution No. 2006-14} from the agenda. (*HISTORICAL NOTE: The partnering agency withdrew its offer to participate regarding submittal of a Joint Job Growth Development Grant Application near Plymouth, Washington.*)

CONSENT AGENDA

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

The consent agenda consisted of the following:

- *Regular Commission Meeting Minutes of March 14, 2006*
- *Payroll Roster dated March 15, 2006:*
 - Expense Fund Voucher Nos. 25172-25180 totaling \$13,962.40
- *Payment Roster dated March 28, 2006*
 - Airport Operations Fund Voucher Nos. 40375-40379 totaling \$2,264.87
 - Construction Fund Voucher Nos. 2006-2010 totaling \$344,466.97
 - Expense Fund Voucher Nos. 25181-25205 totaling \$27,138.29

NEW BUSINESS

➤ Resolution No. 2006-13 Approving Lease at Hedges Industrial Site

Director of Operations/Airport Manager Dan Cryer explained Alexandra Communications, Inc., a Walla Walla based company which owns and operates several radio stations, wanted to enter into a new twenty-year ground lease at the Port's Hedges Industrial site. He explained the company planned to install three 130-foot radio towers and operate a new AM

radio station. Mr. Cryer explained the lease would increase annual rental income to the Port by \$8,000, adjusted by Consumer Price Index increases over the twenty-year term and recommended approval of the resolution.

- ❖ *Commissioner Wagner moved approval of Resolution No. 2006-13 approving a new twenty-year ground lease with Alexandra Communications, Inc., and authorizing the Executive Director to execute all necessary documents. Commissioner Hanson seconded and the motion carried unanimously.*

➤ **Resolution No. 2006-15 Authorizing Submittal of Clover Island Job Growth Development Grant Application**

Director of Finance Tammy Huffman explained the Community Economic Revitalization Board (CERB) required all agency applicants to pass a resolution authorizing submittal of the Job Development Fund Program application. This resolution fulfills that requirement and authorizes staff to apply for grant funding through the CERB for the Clover Island Development project. Letters of support for the project were received from Benton County Commissioners, City of Kennewick, Historic Downtown Kennewick Partnership, Metz Mobile Marine, TRIDEC, Clover Island Inn, Clover Island Yacht Club and Senator Jerome Delvin. Ms. Huffman recommended approval of the resolution.

Executive Director Tim Arntzen was appreciative of the community support and was very impressed with Ms. Huffman's determination in completing the application and soliciting the letters of support.

- ❖ *Commissioner Wagner moved approval of Resolution No. 2008-15 authorizing the grant application submittal for the Clover Island Development project to the Community Economic Revitalization Board for the Job Growth Development Fund Program and further authorized the Executive Director to execute all necessary documents associated with the grant application. Commissioner Hanson seconded and the motion carried unanimously.*

➤ **Authorization to Submit Letter of Support to Benton County for the Red Mountain American Viticultural Area (AVA) Community Economic Revitalization Board (CERB) Infrastructure Program Application**

Ms. Huffman explained the Port had reviewed Benton County's application to the CERB Infrastructure Program for construction of the Red Mountain AVA Loop Road connecting SR-224 to Sunset Road in Benton City. The project would provide access to the center of the Red Mountain AVA and would benefit approximately thirty-five new wineries. She explained the Port had already funded \$8,000 toward the Red Mountain AVA Master Plan and staff was asking for authorization to submit a letter of support for the project. Ms. Huffman stated Roger Wright of RGW Enterprises, P.C., was present to answer any questions.

Mr. Wright explained the project would not be in competition with the grant funding for which the Port was applying for Clover Island and added Ms. Huffman should be commended for her work on the grant application being submitted by the Port. He stated it was a very difficult application and required hours of preparation.

The Commission authorized staff to submit a letter of support for the Red Mountain AVA project.

➤ **Resolution No. 2006-16 Authorizing Payment of Benton Public Utility District for Clover Island Drive Electrical Improvements**

Director of Planning and Development Larry Peterson explained during projects such as the reconstruction of Clover Island Drive, Benton Public Utility District (Benton PUD) installs conduit, vaults and cable to assure these items are properly installed and consistent with Benton PUD's entire system. During the design phase of the utility and roadway improvements, Benton PUD identified necessary upgrades to the electrical system serving Clover Island. Improvements involved replacing outdated aluminum wiring with more efficient wiring and building a loop system which would accommodate demand as the island reaches build-out. The loop system would also substantially reduce the down time during electrical outages. Mr. Peterson explained the cost for the improvements totaled over \$130,000 but Benton PUD agreed to finance over fifty-five percent of the project making the expense to the Port \$56,695 and recommended approval of the resolution.

❖ *Commissioner Hanson moved approval of Resolution No. 2008-16 authorizing payment to Benton PUD for Clover Island Drive electrical improvements. Commissioner Wagner seconded and the motion carried unanimously.*

➤ **Resolution No. 2006-17 Approving Lease at Vista Field Development Facility**

Mr. Cryer gave a comprehensive explanation of an addendum to the existing lease between the Port and KeyMaster Technologies and recommended approval of the resolution.

❖ *Commissioner Wagner moved approval of Resolution No. 2008-17 approving Addendum No. 1 to the existing lease with KeyMaster Technologies, Inc., and authorizing the Executive Director to execute the necessary documentation associated with the transaction.*

REPORTS, COMMENTS AND DISCUSSION ITEMS

➤ **Clover Island Update**

Port Office/Retail Building and Public Restroom Update: Mr. Cryer reported the new Port office/retail building was on schedule. He stated the parking lot would be paved next week. He explained Maintenance Supervisor Justin Gerry had been remodeling the public restrooms and repairing the showers which would open in conjunction with the new Port office/retail building.

Clover Island Drive Reconstruction Update: Director of Planning and Development Larry Peterson stated the sewer portion of the project had been completed and the waterline portion would be completed later in the week followed by the storm water portion of the project.

➤ **Vista Field Update**

Vista Field Airport Activity Report: Mr. Cryer informed the Commission a plane had recently blown a tire upon landing at the airport. Debris was quickly removed and the airport experienced minimal shut-down time.

➤ **West Richland Update**

In 2005 City of West Richland submitted a Benton-Franklin Council of Governments Regional Application for a \$293,000 Federal Transportation Enhancement Grant to landscape several areas of the city. The application also assisted with the extension of an asphalt pathway from Bombing Range Road to South Highland Boulevard. The total project cost was estimated at \$392,000 with the City's portion at \$99,000. Mr. Cryer explained the city had secured \$89,000 of the required amount and had requested financial participation from the Port in the amount of \$10,000 to complete the funding package.

Mr. Arntzen added the Port Commission had made a commitment to partner with City of West Richland as appropriate and felt it was extremely important to partner on this project. The Commission agreed and asked that a resolution be brought to the Commission for approval at the next Regular Commission meeting.

➤ **Meeting Reports**

- Mr. Arntzen met with Benton County Engineer Ross Dunfee, attended a Tri-Cities Visitor & Convention Bureau meeting, met with the owners of Clover Island Inn and had a meeting with Kennewick City Manager Bob Hammond and Commissioner Hanson.
- Mr. Peterson met with owners of Clover Island Inn, attended a Red Mountain AVA meeting, met with HDR Engineering staff regarding grant applications and attended a Tri-Cities Visitor & Convention Bureau meeting.
- Port Counsel Ken Rice had several meetings with Port staff regarding various projects and issues.
- Mr. Cryer attended the 2006 Washington Airport Manager Association Spring meeting in Everett, Washington, a Confluence Project meeting in Vancouver, Washington and met with Kennewick Fire Marshall Mark Hayden.
- Commissioner Hanson reported attending a TRIDEC Executive Board meeting and the Tri-City Regional Chamber of Commerce March Membership luncheon.
- Commissioner Wagner reported attending the Tri-City Regional Chamber of Commerce March Membership luncheon.

➤ **Non-scheduled Items**

Port of Kennewick Building Dedication Plaque: Mr. Peterson stated it was customary for elected officials in office at the time a project is awarded to be listed on building dedication plaques. Mr. Rice concurred and the Commission instructed Mr. Peterson to order the dedication plaque based on elected officials at the time the project was awarded.

Directional Signage for Clover Island: Mr. Arntzen stated he had received several inquiries from tenants and the public regarding when the Port would be installing directional signage for Clover Island. After discussion it was decided staff would again pursue appropriate directional and advertising signage options for Clover Island to be located on Columbia Drive.

PUBLIC COMMENTS

- Clover Island Inn Manager Mark Blotz expressed his appreciation of Port staff having Clover Island Drive graded weekly during the reconstruction of the road.
- Mr. Arntzen expressed his appreciation of all the Clover Island tenants' patience during the road reconstruction project.

EXECUTIVE SESSION

◆ ***Real Estate Matters: RCW 42.30.110(b)***

The Regular Commission meeting was recessed into Executive Session at 3:12 p.m. for discussion of a real estate matter. Commissioner Hanson anticipated Executive Session to last approximately forty minutes with no action expected.

ADJOURNMENT

The Regular meeting was reconvened at 4:30 p.m. and with no further business to bring before the Board the Regular Commission meeting was adjourned at 4:30 p.m.

APPROVED:

**PORT OF KENNEWICK
BOARD OF COMMISSIONERS**

David Hanson, President

Gene Wagner, Vice-President

