

AGENDA

*Port of Kennewick
Regular Commission Business Meeting
Port of Kennewick Commission Chambers
350 Clover Island Drive, Suite 200, Kennewick, Washington*

Tuesday, May 13, 2014
2:00 p.m.

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC COMMENT** (*Please state your name and address for the public record*)
- IV. **COMMISSIONER COMMENTS**
- V. **CONSENT AGENDA**
 - A. Approval of Direct Deposit and Warrants Dated May 2, 2014
 - B. Approval of Warrant Registers Dated May 14, 2014
 - C. Approval of Commission Meeting Minutes Dated April 22, 2014
- VI. **REPORTS, COMMENTS AND DISCUSSION ITEMS**
 - A. Vista Field Redevelopment Advisory Committee
 - B. Commissioner Meetings (formal and informal meetings with groups or individuals)
 - C. Non-Scheduled Items
- VII. **PUBLIC COMMENT** (*Please state your name and address for the public record*)
- VIII. **COMMISSIONER COMMENTS**
- IX. **EXECUTIVE SESSION, if necessary** (*Ask public if they are staying, and if not, where they can be located if the Executive Session ends early.*)
 - A. Potential Litigation, per RCW 42.30.110(1)(i)
 - B. Real Estate Acquisition or Site Selection, per RCW 42.30.110(1)(b)
- X. **ADJOURNMENT**

PLEASE SILENCE CELL PHONES

Memorandum

To: Tim Arntzen
From: Larry Peterson
Date: May 8, 2014
Re: Vista Field Redevelopment - Advisory Committee

Tim-

The master planning for the redevelopment of Vista field officially commenced on April 1, 2014 with the execution of a contract with Duany Plater-Zyberk. Numerous tasks will be undertaken by Port staff and the DPZ team (public outreach, technical and fiscal analysis, etc.) over the next year and policy level input will be needed from the Commission during this process. Throughout the master planning effort the format on Commission policy questions likely will be the presentation of the question at one meeting with appropriate discussion then further discussion if desired and formal Commission response at the next Commission meeting. The first policy question, which was of major significance regarding the Commission's redevelopment outcome expectations, was asked and answered at the April 22, 2014. (see April 22, 2014 Commission meeting minutes for details)

The next policy question relates to the Commission's interest to formally engage with selected community members to receive input regarding the redevelopment issues and ideas that will arise over the next 12-18 months. It's presumed the Commission understands the pros and cons associated with sanctioning an additional committee or board, therefore discussion of that aspect is not contained in this memo. If the Commission was interested in creating such a committee, a recent Port utilized model would be the 2010 Vista Field Advisory Board. The 2010 Advisory Committee organizational structure (where community members/organizations were identified to provide guidance) could serve as the template for a Vista Field Redevelopment Advisory Committee. Below is an excerpt from Port Resolution 2010-24 which sanctioned the 2010 VFAB:

"The Vista Field Advisory Board (VFAB) was established by the Port Commission to provide guidance on the master plan update process and other directly related matters as assigned in writing by the Port Commission. It is anticipated that the VFAB will provide an opportunity for public participation in guiding the future of Vista Field, primarily through the master planning process. Therefore, the duration of the VFAB will be limited, serving only until the acceptance of the master plan by the Port Commission."

CURRENT QUESTIONS

#1) Does the Port Commission desire to sanction a Vista Field Redevelopment Advisory Committee to provide input and guidance as the Port proceeds through the Vista Field Redevelopment master planning process?

If #1 is answered yes then:

#2) Should a Port Commissioner be appointed to the VFRAC and serve as the committee chairman as was the case with the 2010 VFAB?

#3) How many members should be on the committee: 7, 17, 47?

#4) Which organizations or individuals should be appointed to this committee?

Discussion on all four questions is sought at the next Commission meeting; however, a decision on question #4 is not sought or expected the day the question is presented. Also, the answers to question #4 would seem to help answer question #3.

Attachments: Resolution 2010-24 appointing the VFAB members and VFAB Rules of Procedure

PORT OF KENNEWICK

Resolution No. 2010-24

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE PORT OF KENNEWICK
APPOINTING THE VISTA FIELD ADVISORY BOARD**

WHEREAS, Staff has proposed the formation of a citizen's board of community stakeholders to provide guidance related to the Vista Field Airport Master Plan update and other limited issues; and

WHEREAS, each member of the advisory board is willing to serve and can provide valuable input during the master planning process; and

WHEREAS, the 2010 Master Plan Update can guide immediate and future decisions related to the airport; would allow further enhancement of the area; and would be in the best interest of the public at large;

NOW, THEREFORE; BE IT HEREBY RESOLVED the Board of Commissioners of the Port of Kennewick hereby approves Resolution 2010-24; appointing the following members to the Vista Field Advisory Board to serve under the terms of the VFAB Rules of Procedure, attached hereto as "Exhibit A"; and further authorizes the Executive Director to take all action to implement this Resolution.

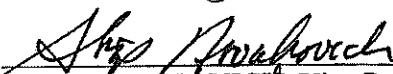
The following individuals shall comprise the membership of the VFAB:

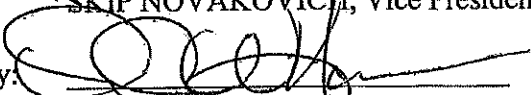
- Skip Novakovich, Port Commissioner, Chairman
- Scott Musser, Airport User Representative
- Carl Cadwell, Airport User Representative
- Don Britain, Kennewick Councilmember
- Carl Adrian, Tri-City Development Council
- Kris Watkins, Tri-Cities Visitor and Convention Bureau
- Kathy Blasdel, Kennewick Public Facilities District Representative
- Mark Kushner, Benton Franklin Council of Governments
- One At Large Port District Resident (chosen by a majority of the membership).

ADOPTED by the Board of Commissioners of the Port of Kennewick this 8th day of June, 2010.

**PORT OF KENNEWICK
BOARD OF COMMISSIONERS**

By: 
GENE WAGNER, President

By: 
SKIP NOVAKOVICH, Vice President

By: 
DAVID HANSON, Secretary

Resolution No. 2010-24
Exhibit "A"

VISTA FIELD ADVISORY BOARD RULES OF PROCEDURE

SECTION I: GENERAL

The Port of Kennewick acquired the Vista Field airport from the City of Kennewick in 1991. The Port has operated the airfield as a small, general aviation airfield since that time, occasionally making small to modest airfield improvements over the years. The airfield has generally operated in a negative cash flow situation, with expenditures slightly exceeding revenues. The Port does, however, recognize the importance of the airfield to the economic well being of the port district. It provides transportation opportunities to users and provides opportunities for airport-related private businesses. On March 8, 2010 the Port Commission voted to keep the airport open and operate according to the adopted 2006 Master Plan, generated by J-U-B Engineers. Currently this Master Plan is being updated to capture current conditions.

With this in mind, the Vista Field Advisory Board (VFAB) was established by the Port Commission to provide guidance on the master plan update process and other directly related matters as assigned in writing by the Port Commission. It is anticipated that the VFAB will provide an opportunity for public participation in guiding the future of Vista Field, primarily through the master planning process. Therefore, the duration of the VFAB will be limited, serving only until the acceptance of the master plan by the Port Commission.

SECTION II: RESPONSIBILITIES

The responsibilities of the VFAB are advisory in nature only. The board is authorized for the specific purposes of: (1) providing recommendations to the consultant preparing the master plan update; and (2) providing recommendations through its chair to the Port Commission at regularly-scheduled Commission meetings on items specifically assigned to it in writing by the Port Commission. The VFAB is not authorized to take action, make policy, enter into financial or other obligations on behalf of the Port, or in any way incur any liability or obligation on the part of the Port.

SECTION III: MEMBERS

The VFAB shall be comprised of nine individuals who have a personal or business affiliation with the existing airfield, citizens with a background in economic development and land use planning or who are representatives of local government. Except as otherwise provided herein, each member shall be appointed by the Port Commission.

The following individuals shall comprise the membership of the VFAB:

- Skip Novakovich, Port Commissioner, Chairman
- Scott Musser, Airport User Representative
- Carl Cadwell, Airport User Representative
- Don Britain, Kennewick Councilmember
- Carl Adrian, Tri-City Development Council
- Kris Watkins, Tri-Cities Visitor and Convention Bureau
- Kathy Blasdel, Kennewick Public Facilities District Representative
- Mark Kushner, Benton Franklin Council of Governments
- One At Large Port District Resident (chosen by a majority of the membership).

Resolution No. 2010-24
Exhibit "A"

SECTION IV: PRINCIPLES

All members shall:

- a) Focus efforts strategically to achieve the greatest contribution possible.
- b) Strive to achieve consensus, bringing together diverse views to yield recommendations to the consultant or Port Commission as the case may be.
- c) Listen to each other.
- d) Be objective.
- e) Refrain from serving special or self interests.
- f) Take on responsibility/commitments, contributing beyond meeting attendance.
- g) Participate constructively and respectfully in meetings.
- h) Respect others' opinions.
- i) Observe meeting time limits.

SECTION V: TERMS, VACANCY

- a) Terms shall commence upon appointment by the Port Commission and shall expire upon the acceptance of the Master Plan by the Port Commission.
- b) Terms may be extended by the Port Commission for any reasonable duration in order to complete unfinished business.
- c) Vacancies shall be filled by the Port Commission for the unexpired portion of a term.
- d) Members shall serve without compensation (actual expenses may be reimbursed according to Port Policy).
- e) Any member may be removed from office for any reason by the Port Commission.
- f) Any member absent from three consecutive meetings or accruing a total of five unexcused absences shall be removed from office.

SECTION VI: OFFICERS

The Port Commission shall designate a Chair and a Vice Chair. A majority of the VFAB members shall elect the Secretary.

The Chair shall preside at all meetings, prepare and distribute the agenda for each meeting and communicate with Port staff and the Port Commission.

The Vice Chair shall assume the duties of the Chair in his or her absence.

The Secretary (utilizing assistance of Port staff) shall take the minutes of each meeting, distribute copies of minutes to the Port Commission, to the local media and to others and retain the minutes for historical purposes.

SECTION VII: MEETINGS, RECORDS, QUORUM

Each meeting shall follow the rules of the open meeting act (codified in Chapter 42.30 RCW). Meetings shall be held at such dates and times as the VFAB may determine. The presence of five or more members shall constitute a quorum.

To the greatest extent possible, the VFAB shall work toward consensus for making recommendations. Where consensus is not reached, the Chair shall put the matter before the members present for any vote needed. Voting shall be by simple majority. The Chair shall solicit input and opinions on issues from all members and then conclude decision making with a vote by voting members.

Resolution No. 2010-24
Exhibit "A"

Except as provided otherwise herein or by law all documents received and created shall be a matter of public record.

SECTION VIII: PORT SUPPORT

The Port shall provide necessary technical and administrative assistance as follows:

- (a) Preparation of and posting of public notices as required by the Open Meetings Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the Port Commission.
- (b) Provision of a meeting room, including any necessary audio/visual equipment.
- (c) Preparation and copies of any documentary meeting materials, such as agendas and reports.
- (d) Retention of all VFAB records, providing public access to such records as provided by law.
- (e) Attendance at meetings as requested by the VFAB.