

## AGENDA

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

Tuesday, June 9, 2015  
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. CONSENT AGENDA**
  - A. Approval of Direct Deposit and ePayments Dated June 2, 2015
  - B. Approval of Warrant Registers Dated June 9, 2015
  - C. Approval of Commission Meeting Minutes Dated May 26, 2015
- V. PRESENTATION**
  - A. Vista Field Draft Master Plan, Michael Mehaffy & Laurence Qamar, DPZ (**LARRY**)
- VI. NEW BUSINESS**
  - A. Port of Pasco Request for Funding (**TIM**)
  - B. Staff Reorganization Plan (**TIM**)
  - C. Commission Strategic Planning Workshop (**TIM**)
  - D. Semi-Annual Commission Workshops (**TIM**)
- VII. REPORTS, COMMENTS AND DISCUSSION ITEMS**
  - A. Commissioner Meetings (formal and informal meetings with groups or individuals)
  - B. Non-Scheduled Items
- VIII. PUBLIC COMMENT** *(Please state your name and address for the public record)*
- IX. ADJOURNMENT**

***PLEASE SILENCE CELL PHONES***



# REGULAR COMMISSION MEETING

PORT OF KENNEWICK

**DRAFT**

MAY 26, 2015 MINUTES

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## CALL TO ORDER

Commission President Don Barnes called the Regular Commission meeting to order at 2:00 p.m. in the Port of Kennewick Commission Chambers located at 350 Clover Island Drive, Suite 200, Kennewick, Washington 99336.

### The following were present:

**Board Members:** Don Barnes, President  
Skip Novakovich, Vice-President  
Thomas Moak, Secretary

**Staff Members:** Tim Arntzen, Executive Director  
Tana Bader Inglima, Director of Governmental Relations & Marketing  
Tammy Fine, Director of Finance/Auditor  
Amber Hanchette, Director of Real Estate and Operations  
Larry Peterson, Director of Planning and Development  
Lisa Schumacher, Special Projects Coordinator  
Bridgette Scott, Executive Assistant  
Lucinda Luke, Port Counsel

## PLEDGE OF ALLEGIANCE

Mr. Mark Blotz led the Pledge of Allegiance.

## PUBLIC COMMENT

No comments were made.

## CONSENT AGENDA

Consent agenda consisted of the following:

- A. ***Approval of Direct Deposit and E-Payments Dated May 19, 2015***  
Direct Deposit and E-Payments totaling \$42,524.02
- B. ***Approval of Warrant Registers Dated May 26, 2015***  
Expense Fund Voucher Numbers 36871 through 36921 for a grand total of \$155,496.36
- C. ***Approval of Regular Commission Meeting Minutes dated May 12, 2015***

***MOTION:*** *Commissioner Novakovich moved for approval of Consent Agenda, as presented; Commissioner Moak seconded. With no further discussion, all in favor 3:0. Motion carried unanimously.*

## NEW BUSINESS

- A. ***City of Richland, Interlocal Agreement for Trailhead Parking, Joe Schiessl***  
Mr. Arntzen stated last year the Port discussed partnering with the City of Richland to construct additional parking at Trailhead Park, and increase access to Badger Mountain Hiking Trail. The Port committed up to \$10,000 to assist the City with community outreach, master planning and design concepts. Mr. Arntzen stated before the Commission is an Interlocal Agreement for the



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Port of Kennewick and City of Richland, where the Port commits up to \$150,000 for construction of additional trail parking and other enhancements. Ms. Fine worked with Mr. Schiessl on the Interlocal Agreement and Mr. Arntzen believes it is a fair agreement, which reflects the intent of the Port Commission.

Ms. Fine stated the document is the Port's standard Interlocal Agreement form and further stated the \$150,000 was the amount the Commission budgeted in the 2015-2016 Work Plan and Budget. The City will administer the project contract and construction, and included in the \$150,000 is a 5% administration fee paid by the Port. The Port will monitor the contract for compliance with bid law and the Interlocal Agreement will be posted on the Port website, in accordance with the law.

Mr. Schiessl stated he will be making the Interlocal Agreement presentation to the City Council on June 21, 2015. After an extensive public participation process and planning effort by the City of Richland Public Works Department, the Council adopted the master plan via resolution. The Master Plan from April 2015 is relatively unchanged from the initial planning concept. The area will be left in a fairly natural state, with exception of added picnic shelters, a gazebo, and expanded parking. The final design can be accomplished within budget, and if there are additional funds remaining, the City will pave the parking lot. Once the design work and engineer estimate is completed, the City will have a better idea of the construction cost. The Public Works project process is more involved, whereas the Port utilizes a small works roster, the City must employ open solicitation for construction. Mr. Schiessl will work with Ms. Fine on Port compliance and documentation for the project.

Mr. Novakovich inquired on the time frame for the project.

Mr. Schiessl indicated the City is in the design phase and hope to bid the project by the end of July, with construction beginning in August.

Mr. Barnes asked if there will be design options that propose the maximum benefit for the funds.

Mr. Schiessl stated there will be a base bid which should come in under budget and several design alternatives which can be selected to reach the \$150,000. Mr. Schiessl expressed his appreciation for the partnership and stated the City is using resources wisely, for example, the City has absorbed the internal design cost and master planning cost and do not plan to back bill the Port for those. Mr. Schiessl believes the City will absorb the administration costs as well.

Mr. Moak asked how many parking spots are currently available and how many will be added in the expansion.

Mr. Schiessl stated the existing lot is not striped and estimated 30 parking spots, although, if the existing lot were paved, there would be over 45 spots available and in the expanded parking lot, an estimated 52 additional spots will be available, if paved.

Mr. Moak inquired if this will help with the spillover parking on the street.



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Mr. Schiessl believes the additional 52 spaces will accommodate the street parking on a busy weekend and the City plans to restrict parking on the residential side of the street, and address future parking expansions in the master plan.

## PUBLIC COMMENT

No comments were made.

***MOTION:*** *Commissioner Novakovich moved for approval of Resolution 2015-13, approving the Interlocal Cooperative Agreement with the City of Richland for Construction on Badger Mountain Trail Project and further authorizes the Port's Executive Director to execute all necessary documentation to implement this Agreement with the City of Richland; Commissioner Moak seconded.*

### ***Discussion:***

*Mr. Novakovich stated this is an excellent project and the Commission has previously heard from the Friends of Badger Mountain and is aware of the immense use of the Badger Mountain Trail. Mr. Novakovich appreciates the partnership with the City of Richland and stated the project is in line with the Port Goals which were established in 2010.*

*Mr. Barnes agrees with Mr. Novakovich's comments and stated the project benefits Port constituents, the region and our jurisdictional partner. Mr. Barnes stated the Badger Mountain hiking trails are a regional asset and supports the Interlocal Agreement.*

***With no further discussion, all in favor 3:0. Motion carried unanimously.***

## REPORTS, COMMENTS AND DISCUSSION ITEMS

### ***A. Vista Field Update***

Mr. Peterson briefed the Commission on the history of the Vista Vision Task Force (V. V. T. F.) and stated the V. V. T. F. has dealt with several key issues regarding the redevelopment. The V. V. T. F. met May 18, 2015 and went through the proposed time line for redevelopment and discussed a series of five recommendations that should be made to the Commission.

Mr. Peterson received a letter from V. V. T. F. member, Kirk Williamson, and read it for the record:

*Port of Kennewick Commissioners and Staff,*

*Thank you for the opportunity to participate as a member of the Vista Vision Task Force. I regret that I am unable to attend your May 26 meeting to thank you in person. The very public process you engaged to guide the development of the Port's Vista Field property was without doubt the most difficult of the options before you--but it was the right one.*

*The Task Force was asked to review and vote on 5 recommendations which should guide the future development of Vista. I would emphasize the word "should" as opposed to "could" since the task force discussed this very point at its last meeting. In my mind, we were intentionally clear that:*



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- 1- The Vista Field area should become the urban center of the Tri-Cities as proposed in the Draft Charrette Report.
- 2- Vista should be redeveloped using the concepts of "new urbanism" with mixed land uses, walkability, and smaller streets.
- 3- We embraced the Lean concepts of simplified planning and regulatory requirements and building infrastructure in financially manageable segments.
- 4- We said clearly that the Port of Kennewick "should remain as the master developer of Vista Field and should seek opportunities for partnership as appropriate facilitate development."
- 5- The Port and City of Kennewick should enter into a formal, written agreement creating the framework through which the Vista Field area can achieve the potential surfaced through the Charrette report.

Again, thank you for making this once-in-a-lifetime opportunity available to the citizens of the Port District, the citizens it serves, and to the entire region.

Sincerely,

Kirk Williamson  
527 N Reed Street  
Kennewick

Mr. Peterson reported that Ed Frost, V. V. T. F. alternate member stated the Commission needs to stay focused and not deviate from the New Urbanism concept, because that is what will set Vista Field apart from any other development in the Tri-Cities and will make it special. Mr. Peterson asked Mr. Frost to address the Commission for additional comments.

Mr. Frost expressed his support for Mr. Williamson's letter and reiterated to the Commission that the New Urbanism concept is what makes this project totally unique to this community. Mr. Frost stated, if the Commission starts to thin out New Urbanism in the beginning, by the time the development is complete, it will look like any other area of the Tri-Cities. Mr. Frost encouraged the Commission to stand their ground and be true to the principals of New Urbanism, which include, mixed land uses, smaller streets, and walkable neighborhoods and will make Vista Field stand out. Mr. Frost believes those items will be the most challenging when working through the design process, to get the community and City to accept something that has not been seen before.

Mr. Novakovich inquired if there were any negative comments regarding the five points.

Mr. Peterson stated many V. V. T. F. members serve on agencies that represent the multiple jurisdictions of the Tri-Cities and their concern and caution was stating Vista Field as the urban center for the region. The vote for the urban center was near unanimous, with only one dissenting vote and the remaining points were all voted unanimously. There was a lot of discussion around lean development and several members addressed traffic and what it would mean to the convention center. There was apprehension over parking for the delegates using the convention center and if the convention center is solely a drive destination, there will not be



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enough land available for parking, however, transit and shuttles can be utilized and shared parking is an option.

Mr. Peterson stated there was discussion surrounding the language “could” and “should,” and the V. V. T. F. members ultimately decided “should” is a recommendation and decided to make the recommendations as presented to the Commission.

Mr. Novakovich stated the V. V. T. F. did exactly what they were tasked to do, and praised the task force members for their hard work. Although this was a large process, keeping the meetings open to the public, the V. V. T. F. and citizens have a buy in and see it as the community project.

Mr. Peterson stated comments on the Draft Charrette Report are due Friday, May 29, 2015, by 5:00 p.m. The Port has received detailed comments from the Arts Center Foundation and the Arts Center Task Force and individuals regarding the Draft Charrette Report. Duany Plater-Zyberk (DPZ) will move forward with the Commission recommendations, V. V. T. F. recommendations, and community comments and begin to draft the master plan.

Mr. Novakovich inquired if there is a sense of urgency for the Port to do something sooner rather than later.

Mr. Peterson believes to keep the momentum going, something needs to happen, and indicated items from the Vista Field timeline have been completed. The Port, City, Ben-Franklin Transit and Benton County, have met to discuss the road layout of Northwest Boulevard. Staff has asked representatives from the organizations to look at the proprieties and the value in the development. ALSC, the Kennewick Public Facilities District (KPF) and City’s architect, shows illustrations of Northwest Boulevard in their long range plans in the existing master plans. Furthermore, work on necessary items related to off-site infrastructure has begun, and staff is working with surrounding property owners regarding proposed roadways.

Mr. Moak inquired if the Commission will receive a formal report from the V. V. T. F. or will they view the minutes from the May 18 meeting.

Mr. Peterson stated the Commission will receive the May 18, 2015 minutes, which addresses the V. V. T. F. recommendations and any discussion leading up to the motion. The minutes will be signed by Rich Cummins, chairman of the V. V. T. F. and distributed.

Mr. Moak stated when the V. V. T. F. was created, the Commission asked for specific items to be addressed, such as overhead utilities and asked if those items will be addressed at a technical level or a policy level.

Mr. Peterson believes there isn’t opposition to a Performing Arts Center, which is now being called the Vista Arts Center, which will house a 700-800 seat performing arts theater and an arts center. Regarding the overhead utilities, staff has worked with Benton PUD, and there will not be a need for a major transistor or an overhead transmission line.



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Mr. Moak requested the Commission send thank you letters to each V. V. T. F. members, alternates and regular attendees of the meetings. He believes it is important to recognize those members who were of service to the Port and the community and gave up their time to address important issues regarding Vista Field. Mr. Moak stated the discussions and thought process behind all of their work will help shape what the Port does at Vista Field and how the public views the project.

Mr. Novakovich agrees with Mr. Moak and suggested a certificate of service accompany the letter. Mr. Novakovich would like to donate the certificates, if Commission approves.

Commission agreed by consensus to accept Mr. Novakovich's donation.

Mr. Peterson indicated some V. V. T. F. members would like to remain involved in the Vista Field redevelopment process.

Mr. Barnes recapped the timeline last meeting:

- May 29: Closing comment period on Draft Charrette Report;
- June – July: Address current zoning codes and identify necessary changes;
- June – August: Compile Draft Charrette Report and comments and create the Draft Master Plan with Duany Plater-Zyberk;
- September – October: Review Draft Master Plan and present to numerous agencies and organizations;
- November: Conduct Public Hearings to consider adopting Vista Field Master Plan;
- December: Adopt Comprehensive Scheme, which incorporates the Vista Field Master Plan.

Mr. Barnes verified the Draft Master Plan will not just illustrate the Port owned properties, but will encompass surrounding properties from jurisdictional and private land owners.

Mr. Peterson stated, DPZ will structure the Draft Master Plan around the surrounding properties, but the plan will not be dependent on those properties. The project will be able to move forward if those property owners do not find value in working with the Port. A conceptual lay out will be available if property owners come together in the future.

Mr. Arntzen requested Mr. Peterson regularly update the Commission during the Draft Master Plan process in case there is a policy issue that needs to be addressed.

Mr. Moak would like to see a clear statement, on the record, regarding a property owner's decision to work with the Port or not.

Mr. Peterson stated there may not be a specific answer from the property owner, however, we will have a clear paper trail on decisions and efforts at staff level.

Mr. Moak believes the private land owners may be more difficult to compel an answer, however, with the public sector we should be able to establish a yes or no answer.



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Mr. Barnes thanked Mr. Peterson for his efforts. Furthermore, Mr. Barnes acknowledged and thanked Mr. Novakovich for his donation of certificates to thank the V. V. T. F. members and citizens for their participation.

## ***B. Columbia Drive Update***

Mr. Peterson reported he will be attending the City of Kennewick Council Meeting where Cary Roe, Kennewick's Public Works Director, will make the recommendation for a pre-treatment system for Columbia Gardens that would connect to the City's waste treatment plant. It would cost between \$300,000 and \$400,000 compared with the \$1,300,000 for a full waste treatment facility that was initially planned. The latest proposal calls for a system to treat the waste for its pH only before sending it through a sewer line to the city's treatment facility to remove solids and other contaminants.

Although our initial timeline was extended six months, it is better to be fully informed, and in the meantime, the City is completing the trail and has set the edge of property, and the lighting will go in shortly. Once the trail is completed, the City will begin working on the streetscape and undergrounding the power. The design for the Port buildings are 95% complete and Terrence Thornhill will finalize the design once the City approves the pre-treatment system and site.

Mr. Moak asked Mr. Peterson if he is supportive of Mr. Roe's recommendations and if this system will work for the Columbia Drive project, from the Willows to the Cable Bridge.

Mr. Peterson is supportive of Mr. Roe's recommendation and stated the vault will not cover the entire area of Columbia Drive, however, the vault can be replicated in the Willows. The City has taken a lean approach with the wine effluent system and isn't overbuilding the site. The City is able to build the vault system for approximately \$220,000, versus the original \$800,000. The rates will be lower and we will be able to meet the needs for wineries because there isn't the excessive cost for the building and treatment system.

Mr. Moak stated the City is holding an open house on the Bridge to Bridge - River to Railroad Plan on May 27, 2015 and asked Mr. Peterson what the City is asking of the Port.

Mr. Peterson reported the open house will be held at the Kennewick First United Methodist Church, May 27, 2015 at 6:00 p.m. The City will be reintroducing the Bridge to Bridge - River to Railroad Plan, to revitalize the Columbia Drive Area. The City first introduced the plan in 2009 to improve the commercial and residential areas, and called for improvements such as more recreational trails, tree plantings, better signage and wider sidewalks and adjusted zoning to allow for more mixed commercial and residential development. The City will incorporate many of the items that were of concern to the Port and made changes for the Columbia Drive development. Mr. Peterson will be attending the open house and stated the Port has been working with City staff to make sure there will be allowances for the wineries, warehouse and vault.





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Mr. Novakovich stated the Interlocal Agreement with the City states both entities are investing \$1,300,000, and the City budgeted \$800,000 for the wine treatment system and system will cost \$220,000, what will happen with the remaining \$500,000.

Mr. Peterson stated the City has spent \$100,000 on the engineering design of the pre-treatment facility, which may not be utilized because the vault system is more efficient and cost effective. Staff is asking the City to hold the remaining funds to replicate the vault system in Cable Greens and Willows.

Mr. Novakovich inquired if the City has set the funds set aside for additional vaults in Cable Greens and Willows.

Mr. Arntzen stated he is working on amended Interlocal Agreement (ILA) with City Manager, Marie Mosely. The 2013 ILA addressed specific details, some of which are now obsolete. The amended ILA will address details such as vault location and how much the City will spend. Mr. Arntzen is currently negotiating with the City to include vaults that will serve all of the Columbia Gardens portion and a vault that will serve one half of the Willows development. Mr. Arntzen believes the Cable Greens redevelopment be addressed in a phase two agreement with the City and the amended ILA will capture any loose ends.

Mr. Barnes asked if the Port will be in a position to begin construction by the end of 2015.

Mr. Arntzen is hopeful construction will begin later this year. Mr. Arntzen is working on a Columbia Gardens draft lease, for Commission review, which will include supporting documentation about how staff arrived at the lease rates. Mr. Arntzen will include the Port of Walla Walla's incubator rates and is working with Ms. Hanchette and Ms. Luke to prepare the draft document. Ms. Mosely and Mr. Arntzen would like to attach the draft lease rates and City sewer rates to the amended ILA to keep rates from fluctuating. Although the process has been lengthy, the results will be worth it.

Mr. Barnes commended staff for their effort and stated it is prudent we take the extra time, so we don't overbuild and become obsolete, or be wasteful of tax payer money. To halt the process briefly, to research the alternatives was important to both entities and the tax payers.

Mr. Arntzen believes the City's investment of \$100,000 for research was money well spent and additionally, saved the Port money as well, as we do not need to construct a 2,500-square-foot building to house the wine effluent system. Mr. Arntzen stated negotiations have been a three way effort, involving Mayor Brent Gerry, City of West Richland Mayor, and Ms. Mosley. The three entities are working to determine where resources will go, whether on Columbia Drive or the former racetrack property.

## C. *Open Public Meetings Act/Transparency in Government*

Mr. Arntzen reported the Washington Public Ports Association (WPPA) posted several articles recently, regarding the Port of Vancouver and the Open Public Meetings Act. The articles, which were published in *The Columbian*, allege several executive sessions held by the Port



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Commission were in violation when discussing the new oil transfer terminal lease. Preliminary issues for the new oil transfer terminal lease were discussed during the executive session and the information was not accessible to the public. When the Commission unanimously approved the project, without discussing the terminal during open session, opponents sued the Port of Vancouver over a single closed door executive session and then ultimately revised the lawsuit and stated over nine executive session were in violation. The editorial in *The Columbian* believes Port officials should resign, for their “flouting of state open-meeting laws and a general disregard for the public.”

Mr. Arntzen stated executive sessions topics are very sensitive, however, the public should be privy to most information. The Port of Kennewick’s philosophy is to try to do as much in the open as possible and in some cases, some items that are within the bounds of executive session are discussed in the open as well. Furthermore, virtually everything in executive session will be discussed in open session at a later date.

Mr. Novakovich stated the one comment that read, “Whoever has the most information is the one who’s really in charge. If government has secret knowledge that they don’t share with the people, then the people aren’t the sovereigns anymore. The people aren’t the ones in charge of the government,” and if we, as Commissioners, don’t give the public the information, to let us know what their thoughts are, we aren’t doing our job. The Commission is here to serve the our constituents and it is our job to provide them with information so that they are informed.

Mr. Moak stated the Port of Vancouver is dealing with a far greater, controversial issues than the closure of Vista Field and there are several things at stake; economy and business, and environmental degradation. The Port of Kennewick has dealt with smaller issues, which are easier to work with, however, our issues will eventually become larger, with the redevelopment of Vista Field. The Port of Kennewick has a tradition of being open and explicit, which is easier to maintain. Mr. Moak believes the Port of Kennewick Commission sets the policies and tone for the organization and Mr. Arntzen and staff have followed in terms of providing information and documentation to the public. The Port relies on Ms. Luke’s advice and expertise for executive sessions and Mr. Moak believes it is important to be open as we move forward with challenging issues. Mr. Moak stated the public is in charge and the Commission needs to think of them and not be complacent.

Mr. Barnes thanked Mr. Arntzen for bringing this matter to the Commission’s attention. The Port has made significant opportunities for the public to provide input on Vista Field and numerous opportunities to provide public comment during the Commission meeting. This is not a time to be complacent, and be ever mindful of our actions and make sure we are in touch with our constituents and make things happen that are in line with the will of the people.

***D. Commissioner Meetings (formal and informal meetings with groups or individuals)***

Commissioners reported on their respective committee meetings.



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## ***E. Non-Scheduled Items***

1. Mr. Novakovich received an email on May 23, 2015, which reported the Senate cleared a two month extension to keep the highway and transit programs alive until July 31, 2015.
2. Ms. Scott reported the Commission received a letter from the Mid-Columbia Symphony:  
*We would like to take this opportunity to congratulate you on your 100 year Anniversary! We are proud to have been a part of this community for the past 70 years and appreciate the hard work the Board of Commissioners has done to further enhance the quality of life in our region. We are pleased to be a supporter of the Community-Driven Redevelopment Plan of Vista Field and look forward to the many improvements and opportunities that are to come.*  
*Boyce Burdick, Board President.*
3. Ms. Bader Inglima reported the she and Ms. Hanchette attended the International Council of Shopping Centers (ICSC) Convention in Las Vegas, in support of the City of Kennewick, in a collective booth, where we marketed the community for retail and commercial development. The ICSC Convention focuses on retail, however, there were many vendors showcasing projects on urban redevelopment and new development with urban dense themes. Ms. Bader Inglima reported there was interest on Port projects such as Columbia Gardens, The Willows, Clover Island, and the Vista Plan Master Plan.
4. Ms. Fine reported the Port Financial Statement has been filed, as required by law.

## **PUBLIC COMMENTS**

Ed Frost, 609 West Albany Avenue, Kennewick. Mr. Frost stated the Commission should consider the following:

1. Execute a short term use for Vista Field; consider utilizing the buildings for community groups;
2. Establish a community group to address the historical value of Vista Field related to aviation;
3. Consider funding additional parking at the Dallas Road entrance of Badger Mountain Trail, which is more scenic and will relieve the pressure off the front entrance of Badger Mountain.

Boyce Burdick, 414 Snyder Street, Richland. Mr. Burdick, President of the Mid-Columbia Symphony, reported the Mid-Columbia Youth Symphony, made up of sixty-five young musicians, are preparing for their second concert, on June 4, 2015 at 7:30 p.m. at Southridge High School. Mr. Burdick asked the Commission to consider allowing the Mid-Columbia Youth Symphony to utilize the FBO Building at Vista Field once a week for their rehearsals.

No further comments were made.

## **COMMISSIONER COMMENTS**

No comments were made.

Mr. Barnes anticipates the Executive Session will last approximately 30 minutes, for Real Estate, Site Selection, per RCW 42.30.110(1)(b), and Real Estate, Minimum Price, per RCW 42.30.110(1)(c) with no action anticipated. Mr. Barnes asked the public to notify Port staff if they will return after the executive session.



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Mr. Barnes recessed the Regular Commission Meeting at 3:47 p.m. for approximately 8 minutes.

**EXECUTIVE SESSION** (*Ask public if they are staying, and if not, if they wish to be contacted should can be located if the Executive Session ends early.*)

**A. Real Estate, Site Selection, per RCW 42.30.110(1)(b)**

**B. Real Estate, Minimum Price, per RCW 42.30.110(1)(c )**

Mr. Barnes convened the meeting into Executive Session at 3:55 p.m. for approximately 30 minutes.

Ms. Scott exited chambers at 4:25 p.m. and extended session for 5 minutes.

Ms. Scott exited chambers at 4:30 p.m. and extended session for 5 minutes.

Mr. Barnes adjourned the Executive Session at 4:33 p.m.

Mr. Barnes reconvened the meeting into General Session at 4:34 p.m.

## ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned at 4:34 p.m.

**APPROVED:**

**PORT of KENNEWICK  
BOARD of COMMISSIONERS**

\_\_\_\_\_  
*Don Barnes, President*

\_\_\_\_\_  
*Skip Novakovich, Vice President*

\_\_\_\_\_  
*Thomas Moak, Secretary*

June 3, 2015

PORT COMMISSIONERS:  
James T. Klindworth  
Ronald P. Reimann  
Jean Ryckman

EXECUTIVE DIRECTOR:  
Randy Hayden

Mr. Tim Arntzen  
Executive Director  
Port of Kennewick  
350 Clover Island Drive,  
Kennewick, WA 99336

Re: Air Service Development – Request for Participation

Dear Tim,

TRIDEC and the Port of Pasco will again be submitting an application for a USDOT Small Community Air Service Development (SCASD) grant in June in an effort to attract new direct flights between the Tri-Cities and Los Angeles. We are proposing two flights per day, seven days a week for new non-stop service between Tri-Cities (PSC) Regional Airport and Los Angeles (LAX) airports. We see this market as the next step in developing air service for the Tri-Cities Airport which, as you know, is a key economic driver for our entire region. We believe that adding LA to our daily flights schedule will greatly improve our business opportunities and further cement the Tri-Cities as the regional gateway for air service.

Now for the numbers. As a strategic partner in our community's future, we are asking for your financial support to help us meet the local match requirement of \$250,000 to support a \$750,000 SCASD grant. You may recall that for last year's grant effort we achieved a local match of 13%. We'd like to raise the match level to 25% this year to be more competitive with other cities like Boise and Yakima who have each received SCASD grants in recent years. Yakima, for example, raised over \$300,000 in local match support dollars and was successful in receiving a grant last year. To help achieve the higher match, the Port of Pasco is increasing our contribution from \$35,000 in 2014 to \$108,000 this year. Our request to the Port of Kennewick is \$10,000, spread into two \$5,000 payments in years 2016 and 2017. Benton and Franklin Counties, the three cities, and the Port of Benton are also being asked to contribute at the \$10,000 level (each). TRIDEC's Air Service Task Force will contribute \$50,000 and we're hopeful that other community partners in our business community and regional organizations will fund the remainder of the match.



Mr. Tim Arntzen

June 3<sup>rd</sup>, 2015

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If the grant is awarded, any airline (including our existing carriers) that would commit to providing the LA service for two years would be able to tap the funds to help defray start-up costs, operating costs, and advertising for the new route. If the airline is financially successful, not all grant funds or matching dollars would be used. Skywest Airlines has provided a letter of support for our grant application, and is working with a major carrier to offer the route under their code and marketing name. This is a critical piece of the grant application that we already have in hand. However, it should be noted that a SCASD grant is not a guarantee that air service will come, though airlines are counting more and more on these types of community based assistance programs before adding new routes.

By way of background, the Port of Pasco contracted with Sixel Consulting, a well-known air service marketing consultant, to provide a "True Market/Leakage Study" for the Tri-Cities Airport. Sixel Consulting has provided services to the Port for many years and has been vital in bringing new air carrier service including Minneapolis and San Francisco to the Tri-Cities Airport. This recent study identified that our number one destination for passengers leaving the Tri-Cities is the Los Angeles basin with approximately 145 passengers per day each way - more than enough to fill two regional jets.

Thank you for your consideration of our request. We look forward to working with you to strengthen the Tri-Cities air service opportunities and would be happy to meet with you or your Commission to provide further details or answer any questions that you may have.

Sincerely,



Carl Adrian, President  
TRIDEC



Randy Hayden, Executive Director  
Port of Pasco

