

## AGENDA

*Regular Commission Business Meeting  
Port of Kennewick  
Port of Kennewick Commission Chambers  
350 Clover Island Drive, Suite 200, Kennewick, Washington 99336*

Tuesday, June 8, 2010  
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 Warrant Registers Dated May 28, 2010
  - B. Approval of Warrant Registers Dated June 8, 2010
  - C. Approval of Commission Meeting Minutes Dated May 11, 2010
  - D. Approval of Commission Meeting Minutes Dated May 25, 2010
  - E. Approval of Resolution 2010-22; Dissolving the Clover Island Reserve, Airport Expense, Airport Improvement Funds
- V. NEW BUSINESS**
  - A. Comprehensive Scheme of Development - Consultant Contract, Resolution 2010-23
  - B. Vista Field Advisory Board, Resolution 2010-24
- VI. BREAK, IF NEEDED**
- VII. REPORTS, COMMENTS AND DISCUSSION ITEMS**
  - A. Clover Island Update
    - 1. Cedars Parking Lot
    - 2. Marina Rub Rail Proposed Policy
  - B. Vista Field
    - 1. WSDOT Aviation Airport Aid Grant
  - C. Meeting Reports
  - D. Non-Scheduled Items
- VIII. PUBLIC COMMENT** *(Please state your name and address for the public record)*
- IX. EXECUTIVE SESSION**
  - A. Real Estate Matter: RCW 42.30.110(c)
- X. ADJOURNMENT**

*PLEASE SILENCE CELL PHONES*

**PORT OF KENNEWICK**

**Resolution No. 2010-22**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE PORT OF KENNEWICK  
DISOLVING THE CLOVER ISLAND RESERVE,  
AIRPORT EXPENSE AND AIRPORT IMPROVEMENT FUNDS**

**WHEREAS**, In 1991 the City of Kennewick's Airport Contract required the Port of Kennewick to separately account for all airport funds; and

**WHEREAS**, on the 16<sup>th</sup> day of March 2010, the City of Kennewick and the Port of Kennewick dissolved the 1991 Airport Contract; and

**WHEREAS**, due to this dissolution of the 1991 Airport Contract, there are no further contractual requirements to retain the airport funds in a separate bank account; and

**WHEREAS**, the Port of Kennewick has proper accounting procedures to track airport related revenues and expenses; and

**WHEREAS**, all the funds in the Clover Island Reserve have been spent and there are no further requirements to monitor the Clover Island Reserve funds.

**NOW, THEREFORE; BE IT HEREBY RESOLVED** the Board of Commissioners of the Port of Kennewick hereby approve Resolution 2010-22, dissolving the Clover Island Reserve, Airport Expense and Airport Improvement funds.

**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

**PORT OF KENNEWICK**

**Resolution No. 2010-23**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK  
SELECTING ANCHOR QEA, LLC TO UPDATE THE  
PORT OF KENNEWICK COMPREHENSIVE SCHEME OF DEVELOPMENT  
AND HARBOR IMPROVEMENTS**

**WHEREAS**, State Law (RCW 53.20) requires port districts to have a Comprehensive Scheme of Development and Harbor Improvements (Comp Scheme); and

**WHEREAS**, the Port published a Request for Qualifications (RFQ) for professional consulting services to update the Port's Comp Scheme which resulted in ten responses; and

**WHEREAS**, those responses were reviewed and three firms deemed to have qualifications most in-line with the Port's RFQ and intentions; and

**WHEREAS**, a selection committee approved by the Port Commission interviewed these three firms and concluded that Anchor QEA, LLC was most suited to perform the task of updating the Port's Comp Scheme; and

**WHEREAS**, the Port has recently employed the professional services of many key members of the Anchor QEA, LLC team and found their work professional and accurate.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Port of Kennewick does hereby select Anchor QEA, LLC to provide assistance in the areas of strategic planning and economic analysis to update the Port's Comprehensive Scheme of Development and Harbor Improvements, for the sum of \$40,000.

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to sign any contract documents necessary to implement the work of Anchor QEA, LLC.

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

**PORT OF KENNEWICK  
BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
GENE WAGNER, President

By: \_\_\_\_\_  
SKIP NOVAKOVICH, Vice President

By: \_\_\_\_\_  
DAVID HANSON, Secretary

**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 on the 8th day of June, 2010.

**PORT OF KENNEWICK  
BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
GENE WAGNER, President

By: \_\_\_\_\_  
SKIP NOVACOVICH, 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.