



# REGULAR COMMISSION MEETING

PORT OF KENNEWICK

MARCH 13, 2012 MINUTES

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## CALL TO ORDER

Commission President Skip Novakovich called the 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:** Skip Novakovich, President  
David Hanson, Vice-President  
Gene Wagner, Secretary

**Staff Members:** Tim Arntzen, Executive Director  
Tana Bader Inglima, Director of Governmental Relations & Marketing  
Larry Peterson, Director of Planning & Development  
Tammy Fine, Director of Finance/Auditor  
Teresa Hancock, Real Estate Analyst & Project Specialist  
Bridgette Scott, Secretary/Special Projects  
Lucinda Luke, Port Counsel

## PLEDGE OF ALLEGIANCE

Carl Adrian led the Pledge of Allegiance.

## PUBLIC COMMENT

No public comments were made.

## CONSENT AGENDA

The consent agenda consisted of the following:

- A. *Approval of Direct Deposit and Warrants Dated February 29, 2012***  
Direct Deposit totaling \$25,926.71 and Expense Fund Voucher Numbers 32893 through 32897 totaling \$11,425.36; for a grand total of \$37,352.07.
- B. *Approval of Warrant Registers Dated March 14, 2012***  
Expense Fund Voucher Numbers 32898 through 32935 totaling \$108,393.59. Construction Fund Voucher Numbers 3265 through 3269 totaling \$68,687.14.
- C. *Approval of Monitoring Wells on Finley Property***
- D. *Acceptance of Cedars Parking Lot Project Completion by A&B Asphalt; Resolution 2012-08***
- E. *Approval of Southridge Boulevard/Ridgeline Drive Right-of-Way Dedication; Resolution 2012-09***

**MOTION:** *Commissioner Wagner moved approval of the consent agenda; Commissioner Hanson seconded. With no further discussion motion carried unanimously. All in favor 3:0.*



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## PRESENTATION

Mr. Novakovich welcomed Carl Adrian, President/CEO of Tri-City Development Council (TRIDEC).

Mr. Adrian stated TRIDEC's mission is "To achieve economic stability and balanced growth through the retention and creation of jobs and the enhancement of the quality of life in the region." TRIDEC has many programs to assist with Commerce and Industry and Hanford; and also participates in programs and committees such as Agribusiness, Young Professionals of Tri-Cities, IT Task Force and an Air Service Task Force.

TRIDEC currently targets recruitment for research and development; technology manufacturing; and agriculture products and processes. Many strategies for recruitment are utilized including web presence, electronic materials, sales missions, advertising, trade shows/target industry events, cooperative marketing and participation and sponsorships in national organizations. Warehouses and back office targets have been removed because most companies are looking for a different demographic. TRIDEC solicits companies that will sell their goods and services outside the area to bring capital back to the community.

TRIDEC sponsors the Young Professionals of Tri-Cities program by connecting and engaging young professionals with monthly networking events, professional development opportunities, community service and political opportunities. The goal is to attract and retain young professionals.

Mr. Adrian feels the area-wide approach to economic development continues to be sound not only because it is more efficient and cost effective, but because as a "single entity," the Tri-Cities holds more attraction than as individual jurisdictions.

Mr. Hanson inquired how the success of TRIDEC is tracked. Mr. Adrian stated goals are established each year and job creation and retention are reviewed. In addition, TRIDEC has a contract with the State that monitors defined metrics, such as how many companies are visited or contacted each year.

## NEW BUSINESS

### *Piert Road Right-of-Way Dedication and Land Transfer; Resolution 2012-10*

Mr. Peterson stated the northerly extension of Piert Road from the intersection of SR-397 to Bowles Road will enhance the vehicular circulation within the Finley industrial area in which the Port of Kennewick owns 140+ acres. This roadway extension has been in the concept and planning stages for nearly a decade and Benton County, with the benefit of transportation grant dollars, is now poised to construct the 1.7 mile, \$3 million extension of Piert Road in 2012. In early 1995 the County identified route alignment options, most all of which impacted a lone residence at the eastern terminus of Cochran Road. The Port pursued acquisition of this structure to aid the Piert Road extension project and to consolidate the Port's industrial land holdings in the area.

Benton County has identified the exact alignment for the Piert Road extension and is seeking dedication of 7.14 acres of Port land for right-of-way. Dedication of Port land for right-of-way purposes is justifiable when the benefit received equals or exceeds the value of the land in question.



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Provision of truck oriented access to the Port's "Twin Tracks" (Gunderson Rail) site provides a benefit far beyond the value of the land involved.

Review of the Port's holdings in the Finley area identified a .29 acre Port parcel sandwiched between Perkins Road and a CID canal which is functionally useless to the Port. Although not needed for the Piert Road project, this parcel is also included in the dedication deed to the County as a matter of housekeeping. Benton County has determined a segment of a parcel purchased but not utilized for the SR-397 railroad overpass, which abuts a 60+ acre Port parcel is surplus to their needs and proposes transfer of this 3.37 acre parcel to the Port.

The extension of Piert Road will redirect the majority of industrial traffic away from residential neighborhoods and the schools.

Mr. Novakovich reiterated the value of the land dedicated to the County is of less value than the value of the economic development opportunities that will be received.

***Motion:*** Commissioner Hanson moved approval of Resolution 2012-10 authorizing the Port's Executive Director to execute all necessary documents associated with the dedication of Piert Road right-of-way and acceptance of a land transfer; Commissioner Wagner seconded. With no further discussion motion carried unanimously. All in favor 3:0.

Benton County Commissioner Leo Bowman spoke in favor of the Resolution and stated the County appreciates the Port's partnership with the economic and safety issues.

## REPORTS COMMENTS AND DISCUSSION ITEMS

### ***A. The Waterfront Center Annual Conference, Washington, DC***

Mr. Arntzen reiterated the Commissioners gave approval for him to participate in The Waterfront Center judging process for international waterfront projects this summer. Mr. Arntzen stated the annual Waterfront Center Conference will be held in Washington, DC in September 2012, and authorization for Ms. Bader Inglima and himself to attend the conference. The trip would be multi-faceted as The Waterfront Center indicated it is beneficial to have the judges present at the conference to help distribute the awards. In addition, Mr. Arntzen and Ms. Bader Inglima would attend seminars and gain ideas and insight into funding and grants and international waterfront issues and projects. The trip would also include meeting with the Port's governmental relations liaison that helped remove the deed restrictions on the corner parcel on the island. Ms. Bader Inglima stated the liaison will arrange meetings with our representatives and their staff and help them understand the importance of our plans for Clover Island and Columbia Drive. The Commission is in consensus for Mr. Arntzen and Ms. Bader Inglima to attend The Waterfront Center conference and meet with our representatives in Washington, D.C. It has been three years since the last time the Port has met with our representatives in Washington, D.C.



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## ***B. International Economic Development Council (IEDC) Conference Update***

Ms. Hancock attended the IEDC Marketing and Expansion conference in Phoenix, Arizona, February 29- March 2, 2012. Over 250 economic development professionals attended the conference. The conference focused on retention and expansion, economic development and websites. Websites are the first tool that Site Selectors investigate; it is also the cheapest form of advertising available. When Site Selectors meet face-to-face with a potential site, it is the last 2% of the decision making process. Gaining this information has magnified the importance of displaying relevant information on our website.

Ms. Hancock stated a Senior Site Selector Consultant from Cushman and Wakefield attended the conference and shared that he receives 60 invitations per year for site visits and he accepts one invitation every other year. It is important to include demographics and available talent pool on websites. He also suggested focusing on businesses that are looking to expand; not business that are not. Ms. Hancock felt this was a powerful conference.

At her assigned table, Ms. Hancock met a professional from Mesa Airport that stated she had a “very small airport.” The airport consists of three FBO’s, two runways and 200+ businesses, 1,000 employees, and contributes over 2 billion to its community by those businesses, and ranks 5th in the nation as the busiest general aviation airport. Ms. Hancock stated the Port is competing with a lot of cities, locations, and buildings and it is imperative to communicate a unified message while recruiting and retaining current businesses.

Ms. Hancock stated “Google Analytics” provides a report detailing who is looking at our website, what they are looking for, why they are leaving and how long they visited the site. For the month of February, the Port had 11,000 website visits, with the Small Works Roster receiving the most visits. Ms. Hancock appreciated the opportunity to attend the conference and recommends staff attend future IEDC conferences.

## ***C. Cancellation of July 24, 2012 Regular Business Commission Meeting***

Ms. Scott stated the Washington Public Ports Association (WPPA) Commissioner Conference is scheduled July 22–24, 2012 in Cle Elum. Mr. Arntzen stated the Commissioners typically attend the conference and suggested cancelling the July 24, 2012 meeting. The Commission is in consensus to cancel the meeting. Ms. Scott will prepare the appropriate paperwork to cancel the July 24, 2012 meeting.

## ***D. Clover Island / Columbia Drive***

### **1. ShareFest Event March 24, 2012**

Ms. Bader Inglima stated 25 volunteers from Columbia Community Church have volunteered to help clean up Duffy’s Pond. The project has been broken up into three phases: cleaning up the perimeter of the pond; removing debris from the pond itself; and removing dead branches and shrubbery and metal fencing from Port property. Waste Management will donate a portable toilet for volunteers. The City of Kennewick will supply trash bags, a trailer and several dumpsters for debris. Ms. Bader Inglima invited the public to attend and requested interested parties register with ShareFest.



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## 2. Columbia Drive Update

Mr. Peterson stated when the Durfey property was purchased, it was discovered the billboard had different lease terms. Mr. Peterson presented before and after pictures of the recent removal of the billboard on Columbia Drive. Ms. Luke was helpful in assisting with this process. Mr. Peterson feels the Port is leading by example and briefly reviewed the improvements to Clover Island over the last six years.

Ms. Bader Inglima reported the Kennewick City Council met on February 28, 2012 and approved City staff to work with the Port on options for Duffy's Pond. A general work plan has been developed and they will meet soon to discuss ways to move forward.

Ms. Bader Inglima met with Senator Murray's Central Washington Director, Rebecca Thornton, and shared our efforts and future plans for Clover Island and the Columbia Drive/Duffy's Pond area.

Mr. Novakovich has received several inquiries about parking spaces in the Willows to allow access to the path around Duffy's Pond and the Heritage Trail. Mr. Peterson is waiting for a clear answer if ADA parking will be required if the gates to the Willows are opened. Mr. Peterson stated citizens are currently parking on the levy.

## *E. Vista Field*

### 1. Grant Update

Ms. Bader Inglima is exploring the opportunity to apply for the Washington State Department of Transportation (WSDOT) Aviation Grant. After talking to Port staff and reviewing the Vista Field Master Plan, it was determined there are cracks in the runway that need to be sealed in order to maintain our investment in Vista Field and keep the runway operational. Ms. Bader Inglima reviewed the Vista Field Capital Improvement Program and identified the airport web cams, seal coat/crack seal runway, and remarking of the runway proper as grant opportunities. The webcams would be a security asset for the airport.

Currently, Mr. Peterson is working on the implementation of the taxiway grant received through WSDOT. Ms. Bader Inglima feels this current grant application dovetails with the improvements on the taxiway so that it will continue to be an asset for the Port.

The maximum the Port can apply for under the aviation grant is \$250,000; however, they do not generally allocate the full amount to any one applicant. WSDOT requests prioritization of items requested, so they can fund portions of grants if necessary. WSDOT requires a 5% match, however, the Master Plan calls for the Port match 12%. The grant is due March 31, 2012 and a formal resolution is required to submit with the grant application.

The Commission is in consensus to go forward with the grant with the airport web cams, seal coat/crack seal runway. Ms. Bader Inglima will prepare the resolution for approval at the next Regular Commission Business Meeting.



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Mr. Hanson inquired why tie-downs were not a part of the grant application. Mr. Arntzen stated we have to stay consistent with our Master Plan and Comprehensive Scheme. To vary from the Master Plan and Comprehensive Scheme, a formal process would need to be followed to amend them. The airport web cams and seal coat/crack seal runway items are consistent with the Master Plan and are ready to submit without threatening the deadline. There was discussion about other items, but these are most consistent with the Master Plan and are the types of projects WSDOT is comfortable supporting.

2. 2013 Air Race Classic Update

Ms. Hancock met with Marjy Leggett, Chairman of the Air Race Classic committee to discuss potential improvements at Vista Field airport. The Port will provide a map of the airport for planning purposes.

***F. Commissioner Public Disclosure Statements and Annual Written Statements***

Ms. Scott reminded the Commission to submit their Personal Financial Affairs Statements to the Public Disclosure Commission (PDC) and a copy to the Port office no later than April 15th, or within two weeks of appointment. In addition, a written statement must be submitted to the Port by April 15th disclosing any conflicts of interest and identifying any current or prospective economic relationships.

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

Mr. Wagner attended the TRIDEC annual meeting luncheon.

Mr. Hanson attended the TRIDEC annual meeting luncheon and met with Friends of Vista Field.

Mr. Novakovich attended several Badger Club meetings and meetings with the Benton-Franklin Humane Society; they will be moving in two weeks into a \$1.8 million building and will be almost debt-free. On February 29, Mr. Novakovich was on a Community Health panel, attended the NRA annual banquet, attended meetings with the Columbia Basin Veterans Coalition and interviewed candidates for their Executive Director position. Attended the West Richland Chamber meeting, gave a presentation at Tri-TEC to The Sunrise Rotary club and a meeting with potential commission candidate.

***H. Non-Scheduled Items***

1. PACLand Industrial submitted the water right application. Mr. Peterson will make our presence known and show support for the project, and will be in attendance at the Shoreline Hearing in Benton County on April 5, 2012. One of the requirements of the Port to sell the property was to remove the Tidewater barges from the property. With the integral assistance of Ms. Luke, the barges were moved offshore and the cables were removed. Through the process, Mr. Peterson was able to benchmark the shade created by the barges with the state and federal agencies for a benefit in the basin area. The sale has the potential to bring a 100,000 square foot facility and 85 jobs to the economy. Ms. Bader Inglema commented the mitigation of the shading issue is a great example of



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- how Mr. Peterson did not just fix the barge problem, but also thought about how it could be a benefit to future projects.
2. Ms. Fine stated the Economic Development Committee (EDC) was formed in 1984 and was reformed recently to the Economic Development Enterprise (EDE) for the Port of Kennewick. The EDE is a proper 501(3)c, tax-exempt enterprise. The Commission authorized Ms. Fine and Mr. Arntzen to be the authorized signatures on the account.
  3. National Shred Day is April 21, 2012. Columbia Industries will be at the Target parking lots in Kennewick and Richland and will shred two banker boxes of documents for free. Ms. Fine attended fraud training recently and learned that 1.5 million Americans had their identity stolen last year. Ms. Fine stated social security cards should never be kept in a wallet. The use of credit cards verses debit cards was compared and it is suggested people not use debit cards because it can compromise your account. Credit card companies will hold an individual responsible for \$50, whereas individuals are liable for all purchases made with a debit card. [www.onguardonline.gov](http://www.onguardonline.gov) can help protect your identity and it is highly suggested that each person receive their free credit report each year from the three main reporting agencies.
  4. Mr. Arntzen stated he will give a presentation at the Kiwanis club March 14, 2012.
  5. Mr. Arntzen spoke at the City of Kennewick retreat primarily about Columbia Drive partnering opportunities. His comments were well received and heard that the council is interested and would like to follow up with a joint meeting.
  6. Mr. Arntzen met with Chief Carl Sampson of the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) and Ms. Bader Inglima. Chief Sampson is one of the elders in the Umatilla nation and was named "Chief" by his aunt. The Port is building upon the relationship with the CTUIR. Chief Sampson brought a few artwork pieces to display in the Village at Island Harbor.
  7. Mr. Arntzen gave a tour of Port properties to a potential commission candidate.
  8. Mr. Arntzen is working with Ms. Bader Inglima to formalize the procedures for the Commission appointment process. Mr. Arntzen is glad to see people are interested and want to be a member of the team; he feels the public and media would like to see more of the appointment process. The Port wants each candidate to feel they received the same amount of information and access to Port staff.

## PUBLIC COMMENTS

RJ Blahut, 88209 N. 134 PR NW, Prosser. Mr. Blahut inquired about the status of the FBO lease. Mr. Arntzen met with Dr. Shannon about a month ago, and requested Dr. Shannon provide his questions and comments related to the agreement in writing and have not received them to date. The Port provided materials including operating procedures and financials for the last few years. Mr. Arntzen stated that through the FBO RFP process, two others submitted proposals; and Ms. Hancock has met someone who is interested in the proposal and is now leasing one of the corporate hangars; in addition, a user of Vista Field recently said they may be interested in becoming a part-time operator. There is additional interest; however, the Port will continue to pursue the agreement with Dr. Shannon to its logical conclusion.

No further public comments were made.



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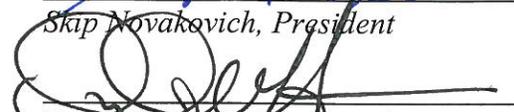
## ADJOURNMENT

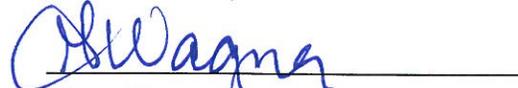
With no further business to bring before the Board; the meeting was adjourned at 3:16 p.m.

### *APPROVED:*

**PORT of KENNEWICK  
BOARD of COMMISSIONERS**

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

  
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*David Hanson, Vice President*

  
\_\_\_\_\_  
*Gene Wagner, Secretary*

**PORT OF KENNEWICK**

**Resolution No. 2012-08**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE PORT OF KENNEWICK ACCEPTING THE CEDARS PARKING LOT PROJECT  
COMPLETED BY A & B ASPHALT, INC**

**WHEREAS**, upon notification by A & B Asphalt, Inc. that the Cedars Parking Lot project has been substantially completed in accordance with the plans and specifications prepared by Hall Engineering & Associates; and

**WHEREAS**, Hall Engineering & Associates, the City of Kennewick and the Port of Kennewick staff have inspected the work and certified that it has been completed in accordance with the plans and specifications.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Port of Kennewick hereby accepts the work of A & B Asphalt, Inc. as being substantially completed in accordance with the contract documents.

**BE IT FURTHER RESOLVED** that upon completion of all required documentation for the project, the Executive Director is authorized to proceed with the necessary requirements to finalize the project account.

**ADOPTED** by the Board of Commissioners of Port of Kennewick on the 13th day of March, 2012.

**PORT OF KENNEWICK  
BOARD OF COMMISSIONERS**

By:

  
SKIP NOVAKOVICH, *President*

By:

  
DAVID HANSON, *Vice President*

By:

  
GENE WAGNER, *Secretary*

**PORT OF KENNEWICK**

**Resolution No. 2012-09**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE PORT OF KENNEWICK AUTHORIZING THE DEDICATION OF  
LAND TO THE CITY OF KENNEWICK FOR SOUTHRIDGE BOULEVARD AND  
RIDGELINE DRIVE RIGHT-OF-WAY**

**WHEREAS**, the construction of Ridgeline Drive between US-395 and Southridge Boulevard enhances the vehicular circulation within the City of Kennewick; and

**WHEREAS**, the Port of Kennewick owns property adjacent to the intersection of Southridge Boulevard and Ridgeline Drive and this property will benefit from the construction of Ridgeline Drive between US-395 and Southridge Boulevard; and

**WHEREAS**, the City of Kennewick has determined a small portion of Port property is necessary for the alignment of this intersection and has requested the Port dedicate this land to the City for this project as identified in "Exhibit A"; and

**WHEREAS**, after due consideration it appears to be in the best interest of the Port of Kennewick and the City of Kennewick that the Port of Kennewick donate said lands to the City of Kennewick for the Southridge Boulevard and Ridgeline Drive intersection right-of-way.

**NOW, THEREFORE; BE IT HEREBY RESOLVED** that the Board of Commissioners of the Port of Kennewick hereby approves the donation of lands identified in "Exhibit A" to the City of Kennewick for the Southridge Boulevard and Ridgeline Drive intersection right-of-way and further authorizes the Port's Executive Director to execute all documents necessary to donate the lands in question to the City of Kennewick for right-of-way purposes.

**ADOPTED** by the Board of Commissioners of Port of Kennewick on the 13th day of March, 2012.

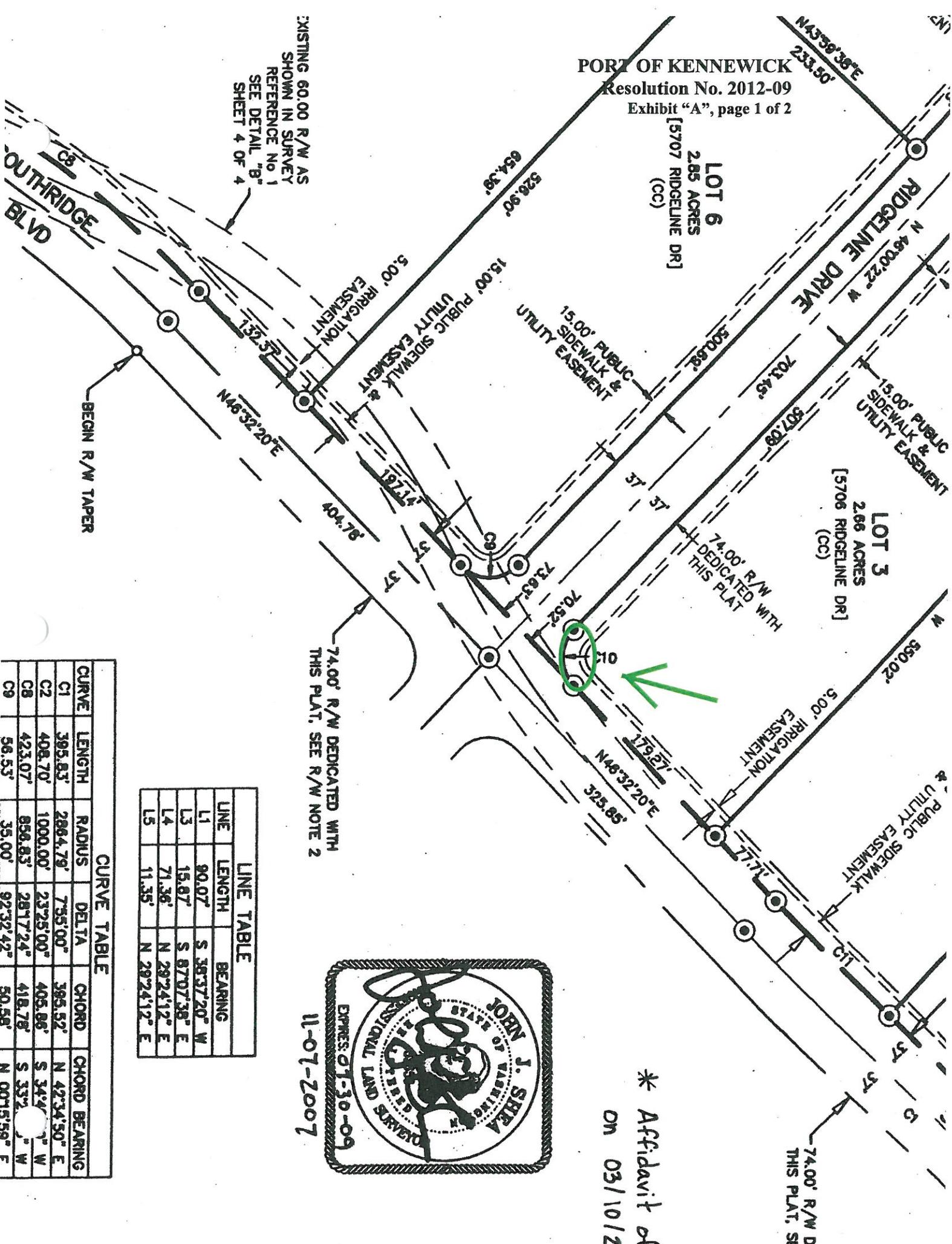
**PORT OF KENNEWICK  
BOARD OF COMMISSIONERS**

By:   
SKIP NOVAKOVICH, *President*

By:   
DAVID HANSON, *Vice President*

By:   
GENE WAGNER, *Secretary*

PORT OF KENNEWICK  
Resolution No. 2012-09  
Exhibit "A", page 1 of 2



EXISTING 60.00 R/W AS SHOWN IN SURVEY REFERENCE No 1 SEE DETAIL "B" SHEET 4 OF 4

BEGIN R/W TAPER

74.00' R/W DEDICATED WITH THIS PLAT. SEE R/W NOTE 2

\* Affidavit of  
DN 03/10/12



11-07-2007

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD	CHORD BEARING
C1	395.83'	2864.79'	735.00°	395.52'	N 42°34'50" E
C2	408.70'	1000.00'	23°25'00"	405.86'	S 34°4'00" W
C8	423.07'	858.83'	281°7'24"	418.78'	S 33°2'00" W
C9	56.53'	35.00'	92°32'42"	50.58'	N 00°15'59" E

LINE TABLE		
LINE	LENGTH	BEARING
L1	90.07'	S 38°37'20" W
L3	15.87'	S 87°07'38" E
L4	71.36'	N 29°24'12" E
L5	11.35'	N 29°24'12" E



**PORT OF KENNEWICK**

**Resolution No. 2012-10**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK  
AUTHORIZING THE DEDICATION OF LAND TO BENTON COUNTY FOR PIERT ROAD RIGHT-OF-  
WAY AND ACCEPTING TRANSFER OF SURPLUS LAND FROM BENTON COUNTY**

**WHEREAS**, the construction of the Piert Road extension forms a connection with Bowles Road which enhances the vehicular circulation within the Finley industrial area; and

**WHEREAS**, the Port of Kennewick owns 140+ acres abutting the identified Piert Road alignment which will benefit from the construction of this segment of Piert Road; and

**WHEREAS**, Benton County has determined a small portion of Port property is necessary for the alignment of Piert Road and has requested the Port dedicate this land to the County for this project as identified in "Exhibit A"; and

**WHEREAS**, after due consideration it appears to be in the best interest of the Port of Kennewick and Benton County that the Port of Kennewick donate said lands to Benton County for the Piert Road right-of-way; and

**WHEREAS**, Benton County has determined a small portion of County property adjacent Port property is surplus to the County's public purpose and requests the Port accept transfer of this land from Benton County as identified in "Exhibit B"; and

**WHEREAS**, after due consideration it appears to be in the best interest of the Port of Kennewick and Benton County that the Port of Kennewick accept the transfer of land from Benton County.

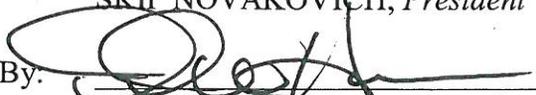
**NOW, THEREFORE; BE IT HEREBY RESOLVED** that the Board of Commissioners of the Port of Kennewick hereby approves the donation of lands identified in "Exhibit A" to Benton County for Piert Road right-of-way and further authorizes the Port's Executive Director to execute all documents necessary to donate the lands in question to Benton County for right-of-way purposes.

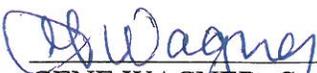
**BE IT FURTHER RESOLVED** that the Board of Commissioners of the Port of Kennewick hereby accept the transfer of surplus Benton County property adjacent to the SR-397 railroad overpass identified in "Exhibit B" and further authorizes the Port's Executive Director to execute all documents necessary to receive the lands in question from Benton County.

**ADOPTED** by the Board of Commissioners of Port of Kennewick on the 13th day of March, 2012.

**PORT OF KENNEWICK  
BOARD OF COMMISSIONERS**

By:   
SKIP NOVAKOVICH, *President*

By:   
DAVID HANSON, *Vice President*

By:   
GENE WAGNER, *Secretary*



