



REGULAR COMMISSION MEETING

PORT OF KENNEWICK

MAY 10, 2011 MINUTES

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

PLEDGE OF ALLEGIANCE

Tammy Fine led the Pledge of Allegiance.

Mr. Arntzen requested to revise the Executive Session Item from Potential Litigation to Real Estate. The Commission gave consensus.

PUBLIC COMMENTS

Mr. Novakovich requested anyone wishing to address the Commission speak from the podium and state their name and address for the record.

Mike White, 1118 W. 22nd Avenue, Kennewick; a pilot and proponent of Vista Field airport. Mr. White flew to the airport in Prineville and was pleasantly surprised. The airport has matching corrugated steel hangars, and a terminal building which is modeled after the LaGrande airport. The Prineville airport is owned and operated by the City. They had maps and brochures for restaurants, etc., for distribution.

Kathy White, 1118 W. 22nd Avenue, Kennewick. Mrs. White stated she understands why with the growth of the area that it may be necessary to change the name of the port and that it would be important to have a name not tied to any government agency. She suggested Tapteal which means "Meeting of Rivers" and there is no governmental agency named Tapteal.

Brent Gerry, City of West Richland, 3801 Van Geisen. Mr. Gerry thanked the Commission and staff for attending the joint meeting on May 9, 2011. He feels the meeting was very informational and believes it is the first time a joint meeting has been held between the jurisdictions. The presentation was very informational to the City Council. He stated partnerships are very important and that he has observed what improvements have been made on Clover Island with grant money



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and partnerships. He feels the Port uses inventive ways to enhance the area. West Richland would like to follow in the Port's footsteps. He requested the Port not give up on the Tri-City Raceway property. He commented the Lewis and Clark Ranch is no longer owned by the family any longer. He believes there are possible opportunities for the City, County and Port to develop the area and the I-82 Interchange. Mr. Gerry feels it is important to bring enterprise to the area through the I-82 Interchange and Red Mountain area. He stated with regard to the Brand Initiative, the City of West Richland has similar issues with their name in that the public is not aware that West Richland is its own city, unlike North Richland. The Port of Kennewick needs to be identified with unity for all of the entities it represents. He commends the Commission for moving forward.

No further public comments were made.

CONSENT AGENDA

The consent agenda consisted of the following:

- A. ***Approval of Direct Deposits and Warrant Registers Dated April 29, 2011***
Direct Deposit totaling \$21,414.02 and Expense Fund Voucher Numbers 31850 through 31853 totaling \$8,392.17; for a grand total of \$29,806.19.
- B. ***Approval of Warrant Registers Dated May 11, 2011***
Expense Fund Voucher Numbers 31854 through 31893 and 31895 through 31896 totaling \$75,499.32. Construction Fund Voucher Numbers 3171 through 3174 totaling \$12,086.63.
- C. ***Approval of Commission Meeting Minutes Dated April 12, 2011***
- D. ***Approval of Commission Meeting Minutes Dated April 26, 2011***

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

PRESENTATIONS

- A. ***Washington Aggregates & Concrete Association, 2011 Concrete Community Award, HDJ Design Group, P.L.L.C.***

Mr. Wagner stated a new category, Concrete Community Award, was created for the Port's lighthouse project. Mr. Wagner presented a plaque commemorating the 2011 Concrete Community Award to John Fetterolf of HDJ Design Group, P.L.L.C. Ms. Hancock was in awe of the different projects that were nominated and was surprised Washington Aggregates & Concrete Association created a new category for our project; obviously the judges were impressed with the presentation that was put together.

Mr. Fetterolf stated they are a proud partner on the project and they are happy to be able to bring it to fruition. It is a cornerstone for what is to come on the island.

- B. ***Staff Realignment, Stephanie Dewey and Tim Arntzen***

Mr. Arntzen stated that although it is within his delegation of authority to handle staffing changes, he feels it is good policy to bring major changes to the Commission. Ms. Dewey was hired to perform a personnel analysis and review the current positions and to make recommendations for the realignment of job duties to respond to future needs. Ms. Dewey was formerly with the City of Kennewick and now performs consultant work.



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Ms. Dewey met with staff and reviewed the positions from an outsider's perspective and has suggestions for improving efficiency and effectiveness going forward. Ms. Dewey made the following recommendations:

1. Do not replace the Director of Operations. Ms. Hancock and Mr. Boehnke have assumed responsibility for preventative maintenance and property management. They have identified that a baseline for all the Port's properties needs to be conducted and will determine necessary maintenance needs and identify a comprehensive approach to maintenance. They will routinely field audit the contracts to ensure they are in compliance.
2. Promote Mr. Boehnke to a Maintenance Manager; largely because there was a need for additional help before the resignation occurred. Mr. Boehnke will work with Ms. Hancock on property management; he will develop a comprehensive approach to maintenance, and will handle Small Works projects.
3. Create and hire a Maintenance Technician position. This position will assume some of Mr. Boehnke's previous work, as well as perform some of the projects that are currently being contracted out.
4. Create and hire a part-time Receptionist. Current support staff has a large workload and some of the bigger projects and higher-level work is hard to get done. Ms. Scott was hired about a year ago to help Mr. Arntzen with executive assistance duties and has not had the time available to assist him.
5. Mr. Gonzales and Ms. Roach will be cross-trained on the Accounting Specialists duties. The accounting software is old, outdated and is no longer supported. Ms. Dewey suggests a new accounting software and conversion process.
6. Hire an FBO Operator for the Vista Field Airport. Rather than having staff pulled from current responsibilities, hire an FBO with a consistent presence at the airport. Ms. Dewey recommends issuing a Request for Proposals for an FBO Operator.
7. General Management Recommendations include updating the accounting software with a property management component; creation of a Marina slip database; a paperless/electronic system; review all information technology and consider finding a new vendor to help with a comprehensive look at all technologies. Ms. Dewey suggested a city or county agency, as they are familiar with compliance issues relating to public records laws and requirements.

Ms. Dewey recommends moving Ms. Bader Inglima or Ms. Hancock into the former Director of Operations office; returning Ms. Bader Inglima's office to a conference room; and creating three workspaces for Ms. Roach, Mr. Gonzales and Ms. Scott in the current conference space.

Ms. Dewey recommends staff concentrate on administrative infrastructure. As part of the realignment of duties, Ms. Dewey recommends a salary study be performed so that staff will be paid appropriately for their new roles and responsibilities.

Mr. Novakovich thanked Ms. Dewey for the tremendous amount of work completed.



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Mr. Hanson inquired how much the accounting software would cost. Ms. Fine replied she is investigating Quick Books and estimates it would cost \$400 per user. Quick Books also has a point of sale system which might be able to link in the marina and leases. Quick Books would be much cheaper than MAS90; the Port currently pays \$4,000 annually just to use the system.

Mr. Novakovich asked if Quick Books has the ability to handle the depreciation program. Ms. Fine believes Quick Books does have a depreciation element; however, the Port is unique in that it buys and sells land, which creates a complicated accounting structure. When a piece of a parcel is removed (sold), improvements need to be moved too. Our current system was not set up for selling pieces of a parcel and a complex depreciation software program is needed to handle the various transactions.

Mr. Arntzen feels an FBO operator would alleviate a lot of Ms. Hancock's time spent at the airport. The assumption is that Ms. Hancock would have a normal work pace once the FBO operator is contracted.

Mr. Novakovich stated the Port is one staff person short – the Operations Manager. When Mr. Boehnke is promoted and a new maintenance person is hired, where will the Port be dollar wise after hiring a part-time receptionist and maintenance person? How much of the contract labor that the Port hires now would be able to be performed by Mr. Boehnke and his assistant?

Ms. Fine performed a cost analysis and believes it will be a cost savings of \$50-\$60,000, not including the part-time receptionist.

Mr. Novakovich feels this is an excellent way to move forward.

Mr. Arntzen stated the Port had committed to spending \$60,000 to build new conference room, and now will spend approximately \$10,000 for the new work spaces, which will be an additional cost savings of \$50,000.

Mr. Novakovich complimented Mr. Arntzen and Ms. Dewey on the project and feels implementing the plan will enable the Port to be a better organization.

Mr. Wagner feels this is a very workable plan and sees it being much better for the operation of the Port.

Mr. Arntzen stated the maintenance position will be advertised this week. He feels the majority of the plan will be complete within six months.

C. DNR Site Assessment Inventory Analysis, Ferrous Oneza, AICP

Ms. Oneza presented the Benton City DNR Site Assessment. Ms. Oneza stated the Department of Natural Resources (DNR) study was commissioned by the Port and the City



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of Benton City to identify development potential, identify Benton City's goals, assess the Port's involvement, and assess feasible long and short term strategies. The DNR property is on the south side of I-82 and is within the city limits of Benton City.

Ms. Oneza stated the DNR site is light-industrial. The City has a vision to develop the area for retail, commercial and residential. The site has a steep slope - approximately 15%. The strengths of the location are that the Washington State Department of Transportation is constructing a roundabout, potential fiber communication, developments in the Metro Area, the view and infrastructure. The weaknesses for the location are existing and future gravel mining operations and associated noise and dust, the steep slope and lack of infrastructure.

Mr. Novakovich asked if there has been a study of how much industrial land Benton City needs and if there is a potential for industrial development in Benton City. The City's Comprehensive Plan does not mention any demand for industrial land. Ms. Oneza believes the only opportunity surrounding the DNR site is industrial use.

Mr. Arntzen feels this report concludes our work as the Port pledged to Benton City that it would help them with the analysis. Ms. Oneza stated another phase will be completed that will provide more concrete revenue numbers and provide recommendations.

Mr. Arntzen stated Ms. Oneza clearly identified the asphalt operations and instead of getting smaller, they are getting bigger and moving closer to the remainder of the property which limits property uses. He does not feel a motel or winery would be interested. Mr. Arntzen feels this site will be a significant piece of property, and believes DNR will want something of substantial value for it. He stated there might be other ideas, short of investing in this property; the Port could joint venture with the Port of Benton to create a project in Benton City.

Mr. Arntzen feels it is a bold, but forward move, to review de-annexation and re-annexation. This is a great study and he recommends we have some sense of clarity and report back to Benton City what the Port is willing to do. Ms. Oneza plans to have the recommendations available in a month.

OLD BUSINESS

A. Hanford Area Economic Investment Fund Committee (HAEIFC) Grant Applications; Resolution 2011-12

Mr. Peterson stated the HAEIFC grant program offers as much as \$100,000 for any single grant. Although no specific match is required, applications containing matching funds receive preference. The 2011 Vista Field Master Plan calls for improvements to the existing FBO building serving users of the Port's airport property; and the Port of Kennewick's work plan calls for improvements to the existing Oak Street Development building (former Ti-Sports occupancy). Additionally, the Port Commissioners recently directed staff to pursue HAEIFC grant funding to help make improvements to the existing FBO building as identified in the 2011 Vista Field Master Plan.



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It is the intent of Port staff to submit two grant applications to HAEIFC. The grant applications will be up to \$100,000 each with a \$50,000 match for improvements to the Oak Street Development Building, and a \$50,345 match for improvements to the Port's Vista Field Airport FBO building.

***MOTION:** Commissioner Hanson moved approval of Resolution 2011-12 approving the submittal of two applications to the Hanford Area Economic Investment Fund Committee; and further authorizing the Port's Executive Director to execute all documents necessary for implementation of the subsequent grant funding requests; Commissioner Wagner seconded. With no further discussion motion carried unanimously. All in favor 3:0.*

B. Benton Franklin Council of Governments, Comprehensive Economic Development Strategy; Resolution 2011-13

Mr. Peterson stated the Port of Kennewick's Work Plan calls for construction of a development building and improvements to the existing Oak Street Development building (former Ti-Sports occupancy).

It is the intent of Port staff to submit two projects to the Benton Franklin Council of Governments (BFCoG) to be listed in the annual report of the Comprehensive Economic Development Strategy (CEDS) for 2011. The project submittals would be for improvements to the Port of Kennewick's Vista Field FBO building, and for constructing a development building on Port of Kennewick property in the West Richland Wine Estates Park on Keene Road.

The BFCoG CEDS list describes and prioritizes local and regional projects and having a project listed as a CEDS priority is a key step in seeking funding from federal or state sources. Staff would then use this listing to seek funding from the Economic Development Administration or other state and federal sources.

***MOTION:** Commissioner Wagner moved approval of Resolution 2011-13 approving the submittal of two applications to the Benton Franklin Council of Governments for the Comprehensive Economic Development Strategy 2011 Annual Report; and further authorizing the Port's Executive Director to execute all documents necessary for implementation of the subsequent grant funding requests; Commissioner Hanson seconded. With no further discussion motion carried unanimously. All in favor 3:0.*

REPORTS COMMENTS AND DISCUSSION ITEMS

A. Clover Island Update

1. West Causeway Celebration

Ms. Bader Inglima invited everyone to the Celebration Event on Thursday, May 12, 2011 at 3:30 p.m. The event will be on the levee with the shoreline as the background.

B. Vista Field

1. Meeting with Kennewick Public Facilities District (KPF) April 28, 2011 at 5:00 p.m.



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Mr. Arntzen stated Mr. Novakovich gave a presentation on the Vista Field Master Plan focusing on the conceptual elements of Master Plan, the Capital Improvement Plan and the proposed hangar design standards. The new Master Plan did not change the height restrictions for hotels. Mr. Peterson stated the consultant helping the KPFD with a site for a hotel stated the height limitations in no way impacts the potential for development on the site. During the meeting, questions were raised as to how the Port will finance the airport and how to close the operating gap, how does the Port look to manage revenues versus expenditures. Mr. Novakovich complimented Mr. Arntzen and Mr. Peterson on handling the questions. He feels the meeting went fairly well, although there are still some members that view Vista Field with skepticism. Mr. Peterson believes it softened the KPFD's perspective of the Master Plan by having a member of the KPFD serve on the Vista Field Advisory Board.

C. 2011 Work Plan Update and Proposed Amendments

Mr. Arntzen prepared a memorandum to the Commission requesting changes to the adopted 2011 Work Plan. Normally, staff works to implement the plan, but this year is different due to the resignation, additional duties assumed by the remaining staff and new projects. Mr. Arntzen stated some items have been deleted from the plan and others have been added. He would like staff to have the time needed to complete the projects to the best of their ability.

Mr. Novakovich feels Mr. Arntzen is very wise to amend the plan. If too many projects are undertaken, some may not receive the attention needed.

Mr. Arntzen wants to emphasize the removal of the West Richland project is not a retreat from our commitment to West Richland. The decision reflects some of the recent discussions with city council and staff. It also reflects a practical matter as architectural and engineering matters must be addressed first and grant opportunities may become available.

Mr. Hanson asked if the Wine Village could be a joint venture. Mr. Arntzen replied at this time, the project is the beginning stages and any involvement with the City of Kennewick would start with building a partnering foundation. He commented preliminary discussions are going well.

The Commission approved the amendment of the 2011 Work Plan by consensus.

D. Cenex Harvest States Rail Access Agreement

Mr. Peterson stated the Port of Kennewick owns rail tracks in the downtown area. Cenex has a spur line that has not been active for a decade and they are requesting to pave over the tracks. Mr. Peterson suggested a simple agreement or letter from the Port would be sufficient. Paving over the tracks will help Cenex double their trucking operation. Cenex will pay for the grading and paving and the Port will not incur any expense.

This would also be an opportunity for the Port to utilize a portion of their property during the non-harvest season for an access point, if and when a water taxi is ever brought to the community. Mr. Novakovich would like to see the access point area included in the agreement letter.



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Mr. Arntzen commented at some point, the Commission will have to address a second way on and off Clover Island. The City of Kennewick public safety people have requested a second entrance/exit for years. As the island develops over the next few years, parking will become a more significant problem. It is a slight possibility that a water taxi could materialize.

The Commission gave consensus to send a letter to Cenex approving paving over the rail tracks and requesting use of the access point.

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

Mr. Wagner met with a tenant about a dumpster at the Vista Field Airport.

Mr. Hanson has been on vacation and was on PUD business in Olympia and met with several lobbyists and board meetings; attended the Friends of Vista Field meeting and the joint meeting with the City of West Richland.

Mr. Novakovich attended a couple meetings with an architect and a general contractor on the Humane Society's new building; attended several meetings with the Columbia Basin Veteran's Coalition regarding the transitional house and an open house will be held on June 15, 2011. Attorney General Rob McKenna will speak at the open house.

F. ***Non-Scheduled Items***

Mr. Arntzen received a letter from attorney Dan Hultgrenn regarding redistricting. Mr. Hultgrenn indicated there are two sets of statutes regarding redistricting: RCW 53 which applies to ports and RCW 29A which is general. Mr. Hultgrenn recommends the Port follow both sets of RCW's. Mr. Arntzen would like to hire Mr. Hultgrenn for the redistricting issue.

PUBLIC COMMENTS

Mike White, 1118 W. 22nd Avenue, Kennewick; a pilot and proponent of Vista Field airport. Mr. White inquired about the status of obtaining an FBO at the airport. Mr. Arntzen stated a small ad hoc committee is meeting to review the rules of the airport and the Request for Proposals (RFP) for an FBO. Mr. Arntzen commented CB Richard Ellis has been hired to perform a Return on Investment Analysis on key properties, including the airport. CB Richard Ellis requested a copy of the FBO RFP so they may make suggestions from a real estate perspective. They have asked for 30 days to review the document.

Marjy Leggett, 4019 Horizon, Pasco; and Vista Field Airport Support Network Volunteer. Ms. Leggett asked if the staff realignment assigned an airport manager. She commented that even if the airport has an FBO operator, a manager is still needed to oversee the airport. Mr. Arntzen reserves the right to constantly make internal changes to run the Port the most efficiently. He would like to look at the airport as a property in the Port's portfolio, along with the other buildings and marina. If viewed in this manner, Ms. Hancock would be the primary contact; maintenance issues would be handled by Mr. Boehnke and the new maintenance person; planning by Mr. Peterson; and grant opportunities by Ms. Bader Inglima. Ms. Hancock will be the primary contact so the users at the airport have a single contact point. Mr. Arntzen would like the FBO operator to do as much of the day-to-day operations as possible. Ms. Leggett stated there is a Washington Airport Managers Association that offers training and suggests the Port utilize the conference to learn the various aspects of airport management.



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Ms. Leggett appreciates the Commission listing the meetings they have had between Commission Meetings; however, she does not feel it is necessary to list every meeting as it is not important to her.

Cal Coie, 2402 Dennis Street, Kennewick. Mr. Coie stated two high dignitaries from the Rotary will be visiting local marinas and the yacht club on June 8, 2011. Mr. Coie may bring them by the Port office.

Mr. Arntzen stated there are some trees in the new west causeway area that are blocking the view of a few members of the Clover Island Yacht Club and Port staff is working to find an in-house solution to preserve the view.

No further public comments were made.

Mr. Novakovich anticipates the Executive Session to last approximately 20 minutes, with no action expected. Mr. Novakovich asked the public to notify staff if they will return for the results of the Executive Session. The public will not return.

Mr. Novakovich recessed the meeting at 3:59 p.m. for approximately 6 minutes.

Mr. Novakovich reconvened the meeting into Executive Session at 4:07 p.m.

EXECUTIVE SESSION

Real Estate, per RCW 42.30.110(1)(i)

Ms. Hancock exited the Commission Chambers at 4:27 p.m. and extended the Executive Session five minutes.

Executive Session adjourned at 4:32 p.m. with no action taken. The regular meeting reconvened at 4:32 p.m.

ADJOURNMENT


With no further business to bring before the Board; the meeting was adjourned at 4:32 p.m.

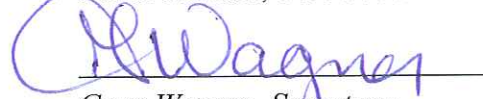
APPROVED:

PORT of KENNEWICK

BOARD of COMMISSIONERS


Skip Novakovich, President


David Hanson, Vice President


Gene Wagner, Secretary

PORT OF KENNEWICK

RESOLUTION No. 2011-12

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF KENNEWICK AUTHORIZING TWO APPLICATIONS [VISTA FIELD AIRPORT FBO BUILDING; AND OAK STREET DEVELOPMENT BUILDING IMPROVEMENTS] TO THE HANFORD AREA ECONOMIC INVESTMENT FUND.

WHEREAS, the Hanford Area Economic Investment Fund (HAEIFC) Committee is in the process of receiving Infrastructure Grant Applications for 2011; and

WHEREAS, the Port of Kennewick's 2011 Work Plan calls for improvements to the Vista Field Airport FBO building, and for improvements to the existing Oak Street Development Building (former Ti-Sports occupancy); and

WHEREAS, this grant program offers as much as \$100,000 in any single grant, and although no specific match is required, applications containing matching funds receive preference; and

WHEREAS, submission of the grant applications requires Commission approval by resolution.

NOW, THEREFORE; BE IT RESOLVED that the Port of Kennewick Board of Commissioners hereby authorizes Port staff to submit two grant applications, of up to \$100,000 each to the Hanford Area Economic Investment Fund Committee (HAEIFC) for 2011 grant funding consideration, for improvements to the Port's Vista Field Airport FBO building, the Port agrees to commit \$50,345 from other projects within the 2011 Construction Fund; and for improvements to the Port's existing Oak Street Development Building in Kennewick with Port matching funds of \$50,000.

ADOPTED by the Board of Commissioners of the Port of Kennewick this 10th day of May, 2011.

PORT OF KENNEWICK BOARD OF COMMISSIONERS

By: 
SKIP NOVAKOVICH, *President*

By: 
DAVID HANSON, *Vice President*

By: 
GENE WAGNER, *Secretary*

PORT OF KENNEWICK

RESOLUTION No. 2011-13

***A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE PORT OF KENNEWICK AUTHORIZING APPLICATION
TO THE BENTON FRANKLIN COUNCIL OF GOVERNMENTS (BFCOG) FOR
TWO PROJECTS TO BE LISTED IN THE ANNUAL REPORT OF THE
COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) FOR
2011, AND TO SEEK FUNDING FROM THE ECONOMIC DEVELOPMENT
ADMINISTRATION (EDA) AND/OR OTHER FEDERAL OR STATE SOURCES.***

WHEREAS, the Benton Franklin Economic Development District is in the process of preparing the Annual Report of Comprehensive Economic Development Strategy (CEDS) for 2011; which includes a section listing, describing and prioritizing local and regional projects seeking funding from the U.S. Economic Development Administration (EDA); and

WHEREAS, CEDS priority projects may also be considered for funding from other federal or state sources and the U.S. Department of Agriculture (USDA) requires a review of project proposals for their agency; and

WHEREAS, the Port's 2011 Work Plan calls for construction of a development building and for improvements to the existing Oak Street Development building (former Ti-Sports occupancy); and

WHEREAS, the Annual Report of the Comprehensive Economic Development Strategy for 2011 is the first-step in prioritizing projects for potential future funding; and

WHEREAS, submission of the grant applications requires Commission approval by resolution.

NOW, THEREFORE; BE IT RESOLVED that the Port of Kennewick Board of Commissioners hereby authorizes Port staff to submit two project profiles for Comprehensive Economic Development Strategy (CEDS) 2011 listing; including a development building at West Richland with Port matching funds of \$426,000, and improvements to the port's existing Oak Street Development Building in Kennewick with Port matching funds of \$50,000; and to authorize them to pursue federal/state funding sources as available.

ADOPTED by the Board of Commissioners of the Port of Kennewick this 10th day of May, 2011.

**PORT OF KENNEWICK
BOARD OF COMMISSIONERS**

By:


SKIP NOVAKOVICH, President

By:


DAVID HANSON, Vice President

By:


GENE WAGNER, Secretary