



REGULAR COMMISSION MEETING

PORT OF KENNEWICK

OCTOBER 30, 2012 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
Don Barnes, Vice-President
Gene Wagner, Secretary

Staff Members: Tim Arntzen, Executive Director
Tana Bader Inglima, Director of Governmental Relations & Marketing
Tammy Fine, Director of Finance/Auditor
Larry Peterson, Director of Planning
Bridgette Scott, Executive Assistant
Lucinda Luke, Port Counsel

PLEDGE OF ALLEGIANCE

Ms. Bader Inglima led the Pledge of Allegiance.

PUBLIC COMMENTS

No comments were made.

PRESENTATIONS

A. Public Records Act, Ramsey Ramerman

Ramsey Ramerman joined the City of Everett City Attorney's Office in August 2009. Over the last several years, Mr. Ramerman has focused on open government issues, particularly Public Records Act ("PRA") education. He currently serves as the vice president of the Washington Association of Public Records Officers ("WAPRO"), a group formed to standardize and increase the availability of PRA training. Mr. Ramerman also serves as the local government representative on the State Sunshine Committee that is reviewing the exemptions to the Public Records Act.

Mr. Ramerman shared a PowerPoint presentation reviewing Public Records Act essentials for elected officials.

B. Records Management Training, Scott Sackett

Scott Sackett, Washington State Archives, shared a PowerPoint presentation addressing public records, retention schedules and digitized records.



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REPORTS COMMENTS AND DISCUSSION ITEMS

A. *Vista Field*

1. The kick-off meeting will be held at 7:00 p.m. – 9:00 p.m., November 5, 2012 at the Tri-Cities Visitor Convention Bureau, Bechtel Board Room, 7130 West Grandridge Blvd, Kennewick.
2. The Charrette Meetings will be held 9:00 a.m. – 5:00 p.m. and 7:00 p.m. – 9:00 p.m. on November 7 and 8, 2012 at the Three Rivers Convention Center, 7106 W. Grandridge, Kennewick. It is not necessary to attend the entire meeting; the public may drop in at anytime to share their ideas or ask questions of the consultant team.

B. *Non Scheduled*

1. Don attended the WPPA Small Ports meeting and the Port of Pasco Citizens Advisory committee meeting design for new renovated terminal airport. Excellent feedback they appreciated our participation.
2. Mr. Arntzen stated Michael Mahaffey of DPZ requested a little guidance on the parameters primarily related to the funding of the expanded airport option. Mr. Arntzen suggests the Commission give DPZ guidance at a policy level; leaving the details to DPZ and the team to gather information from the Charrette and the process; similar to the approach the Commissioners took with the redistricting process. Mr. Arntzen would like DPZ to include the following two items for the expanded airport option:
 - a. Mr. Arntzen feels it would be fair to include the features that have been requested by the public in Port Commission Meetings over the last two years. It is also important and appropriate to include the advisory board comments as they participated in the creation of the 2011 Master Plan; and obviously whatever things that come up through the EIS and Charrette process. In other words, it would not be fair to only include what is coming out of the Charrette and disregard the important things the Commission has been told by the public and the stakeholders through the Master Plan. A broad net should be cast to include all the great ideas, whether through the Charrette process, Master Planning process, and public comments made in the Commission Chambers. Mr. Arntzen recommends the Commission direct DPZ at a policy level to fold in the most appropriate comments and/or ideas and not instruct DPZ line item by line item.
 - b. With respect to any of the features, such as the FBO building, etc., unless the public has clearly stepped up and identified they will incur the cost, then the Commission would direct DPZ that the Port will assume those obligations using public resources. For example, if a clear identification of “party A” taking the FBO building has not been identified, then it would be fair to instruct DPZ that the Port would provide the FBO building.

Mr. Novakovich agrees with both items. Over the few years he has been a Commissioner, he has heard a lot of what is needed at Vista Field, both privately and in documents, and because he advocated the Citizens Committee for the Master Plan. The Master Plan was an excellent document. JUB did a great job on the document and the public was heavily involved. A diverse committee was formed and the recommendations of what is needed at Vista Field, including other plans and documents, and various communications with the Port are in the Master Plan. Also, Dr.



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Shannon's and other FBO proposals have come forth about what is needed at Vista Field. Mr. Novakovich inquired how else can you build an expanded Vista Field and show what is economically viable, and show it to be the best little airport we can have, if you do not include the things that have already been identified. As far as funding, if the Port does not have funding sources it will be right back to where it started from. Mr. Novakovich feels the Port needs to identify all the funding sources: either the private sector or the public sector. If the private sector does not take them, then it will fall to the public sector (the Port) to make the improvements.

Mr. Arntzen recently reviewed the 2011 Master Plan. He feels it was a very good effort of casting a wide net to determine what is important to the public. With respect to the funding, there was a fair level of discussion of the funding options in the Master Plan. Mr. Arntzen suggests that the valuable information in the Master Plan not be disregarded. Rather than tell DPZ line item by line item, provide them with the information that has been gathered and blend it in with what you gather through the Charrette and use their best efforts with the aviation and economic teams to create the expanded airport option. If the Commission feels DPZ comes up with something that is not representative of the Commission's instruction; it can be corrected. Mr. Arntzen feels the best policy would be to keep the Commission at higher level and allow the lawyers, planners and DPZ to work out the details. Mr. Arntzen requested confirmation from the Commission. Commission was in agreement.

Mr. Barnes restated, for example, with the FBO building operator, the Port made an effort to obtain an FBO and for whatever reason, the effort failed. So, for the purposes of this study and the purposes of the Port's evaluation of the airport going forward, he does not feel it would be fair to say we had our one opportunity to have an FBO, it did not work, so therefore we should just eliminate it from consideration or eliminate it from financial planning. He feels it would be better to say it is the Port's obligation sometimes to take the initiative, to put in place something like that, which does not mean the Port would necessarily put that in place and fund it, and operate it and run it all the way to the sunset. We could put it in place and look for an appropriate opportunity to place that in the private sector. He believes the FBO is a critical element for the airport and he does not feel the Commission should say, we tried to do it and it did not work, so move it off. He feels it should be included and that the Port should work with the private sector going forward to place it in the hands of a private operator.

Mr. Novakovich stated one of the issues are, and what we have struggled with before, is the Commission needs to identify the sources of funding for the three alternatives and not bet on the outcome. To say that the Port is going to move forward and construct an FBO building and its operations and then look to the private sector for funding would be a mistake. Mr. Barnes and Mr. Wagner agreed. Mr. Arntzen clarified that it is not helpful to have a list of wanted items without funding sources identified. He feels the funding sources need to be realistically identified with the items. The Commission is in consensus. Mr. Arntzen will work with Mr. Peterson to relay the information to Mr. Mehaffy at DPZ.

The Commission has made a concerted effort to stay away from the process; the meetings, Charrette, and the public meetings. Mr. Novakovich feels this is wise as the Commission does not want to influence the outcome of the process.



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PUBLIC COMMENTS

No public comments were made.


ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned at 4:14 p.m.


APPROVED:

PORT of KENNEWICK

BOARD of COMMISSIONERS


Skip Novakovich, President


Don Barnes, Vice President


Gene Wagner, Secretary