



# PORT OF KENNEWICK REGULAR COMMISSION MEETING

**MAY 14, 2024 MINUTES**

Commission Meeting recordings, with agenda items linked to corresponding audio, can be found on the Port's website at: <https://www.portofkennewick.org/commission-meetings-audio/>

Commission President Skip Novakovich called the Regular Commission Meeting to order at 2:00 p.m.

## **ANNOUNCEMENTS AND ROLL CALL**

**The following were present:**

**Board Members:** Skip Novakovich, President  
Kenneth Hohenberg, Vice President  
Thomas Moak, Secretary

**Staff Members:** Tim Arntzen, Chief Executive Officer  
Tana Bader Inglima, Deputy Chief Executive (via telephone)  
Nick Kooiker, Deputy Chief Executive Officer/CFO (via telephone)  
Larry Peterson, Director of Planning and Building (via telephone)  
Amber Hanchette, Director of Real Estate (via telephone)  
Michael Boehnke, Director of Operations (via telephone)  
Bridgette Scott, Executive Assistant (via telephone)  
Lisa Schumacher, Special Projects Coordinator (via telephone)  
Carolyn Lake, Port Counsel (via telephone)  
Jennifer Roach, Accounting Assistant, (via telephone)

## **PLEDGE OF ALLEGIANCE**

Commissioner Hohenberg led the Pledge of Allegiance.

## **PUBLIC COMMENT**

No comments were made.

## **CONSENT AGENDA**

- A. Approval of Direct Deposit and E-Payments Dated May 1, 2024**  
Direct Deposit and E-Payments totaling \$111,647.23
- B. Approval of Warrant Register Dated May 14, 2024**  
Expense Fund Voucher Number 105848 through 105894 for a grand total of \$205,249.20
- C. Approval of Regular Commission Meeting Minutes April 23, 2024**

**MOTION:** *Commissioner Hohenberg moved to approve the Consent Agenda presented; Commissioner Moak seconded. With no further discussion, motion carried unanimously. All in favor 3:0.*

# PORT OF KENNEWICK REGULAR COMMISSION MEETING

MAY 14, 2024 MINUTES

## PRESENTATIONS

### A. 2023-2024 Budget Update

Mr. Kooiker presented a 2023-2024 Budget update and stated this is a high-level overview (*Exhibit A*). Additionally, staff have started to work on the draft 2025-2026 Budget. Mr. Kooiker requested Commission consensus to move \$500,000 from the Vista Field satellite maintenance shop and allocate the funds to the following line items:

- Deschutes traffic mitigation: \$300,000;
- Daybreak Commons A&E design: \$200,000.

Commission and staff discussed the budget fund reallocation.

*It is the consensus of the Commission to reallocate \$500,000 from the Vista Field satellite maintenance shop to the City of Kennewick Deschutes traffic mitigation and Daybreak Commons A&E design.*

Mr. Arntzen stated staff will present concepts for the 2025-2026 Budget, which include the Commission's ideas over the past two years and the Budget will reflect the Commission's priority projects in Vista Field. Mr. Arntzen stated with the Port's limited financial and staff resources, some projects may be put on hold until funding is available.

### B. WPPA Visit to Port of Kennewick

Ms. Bader Inglima stated the Port hosted Washington Public Ports Association's (WPPA) executive director Eric ffitch and deputy director Chris Herman last week and toured Port properties (*Exhibit B*). Ms. Bader Inglima read from the WPPA's social media post:

*"This week, WPPA was treated to a comprehensive look at the good work underway at the Port of Kennewick, where we spent the morning with their senior leadership and took a swing through their development projects at Vista Field and Columbia Gardens. Vista Field is bursting with potential, and we saw work underway converting two legacy airplane hangars into public spaces for community gathering. Those will anchor upcoming mixed-use development, with residents living above retail spaces where the port is prioritizing local businesses. The focus on local entrepreneurs shines through at another incredible port development, Columbia Gardens, where the port has made space for wine production facilities, winery tasting rooms, and local food trucks. Seeing local residents and tourists alike flock to the beautiful places created by the port, from Clover Island to Vista Field and Columbia Gardens, we were reminded of the importance of creativity and community that embodies the work of our ports. Thanks Port of Kennewick for your work and for your gracious hospitality!"*

Mr. Peterson stated the pre-construction meeting with Goodman & Mehlenbacher Inc. (GAME Inc.), for the Vista Field Southern Gateway project was held April 23, 2024. Mr. Peterson outlined some of the construction details of the project.

# PORT OF KENNEWICK REGULAR COMMISSION MEETING

MAY 14, 2024 MINUTES

---

## REPORTS, COMMENTS AND DISCUSSION ITEMS

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

Commissioners reported on their respective committee meetings.

### *B. Non-Scheduled Items*

Ms. Scott wished the Commission safe travels to their respective conferences.

Mr. Kooiker reported the Port filed the 2023 annual financial report last week and will start the 2023 audit in the fall.

Mr. Boehnke stated the maintenance team is prepping the island for two projects: refreshing and re-staining the wood decking on the causeway and at the Gathering Place and resurfacing the marina boardwalk. Mr. Boehnke stated the two projects are part of the Local Park Maintenance Grant that was awarded in 2023.

Mr. Arntzen continues to look at opportunities for a joint meeting, which would include conducting a Commission Meeting with a local partner at an offsite location.

Mr. Arntzen reported that Ms. Lake visited the Port office and met staff and Commissioner Hohenberg on May 3, 2024.

Commissioner Hohenberg had a nice tour of Vista Field with Ms. Lake and stated he has worked with Ms. Lake on the CEO Evaluation Process, and it was nice to have the opportunity to meet with her. Ms. Lake is very experienced in her field and is a very gracious person and we had a great afternoon and thanked her for taking time out of her schedule to visit.

Commissioner Novakovich stated May Hays, West Richland City Councilmember, sent him information on a Town Hall Meeting for a Veteran's Cemetery, which will be held on May 22, 2024 from 10:00 a.m. to 12:00 p.m. at the West Richland Police Department.

## PUBLIC COMMENTS

Mike Luzzo, Kennewick. Mr. Luzzo commented on the Port's understanding of project management and bonding.

No additional comments were made.

## COMMISSION COMMENTS

No comments were made.

## ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned 3:02 p.m.

PORT OF KENNEWICK  
REGULAR COMMISSION MEETING

MAY 14, 2024 MINUTES

---

**APPROVED:**

**PORT of KENNEWICK  
BOARD of COMMISSIONERS**

DocuSigned by:  
*Skip Novakovich*  
0E53A30E1C8E442...  
*Skip Novakovich, President*

DocuSigned by:  
*Kenneth Hohenberg*  
89F77EAC8921416...  
*Kenneth Hohenberg, Vice President*

DocuSigned by:  
**Thomas Moak**  
A35176A2D2CD413...  
*Thomas Moak, Secretary*



## Port of Kennewick

# 2024 Mid-Cycle Budget Review 2023-2024 Budget

## Managing Resources & Accountability

by Nick Kooiker, Deputy CEO/CFO/Auditor





- Port team has already started planning for 2025/26 budget.
- This budget update should be considered and used as a “stepping stone” for next budget cycle.



## Budget Disclosures

---



# Operating Division

## Revenue & Expenses

### EXHIBIT A



**Revenues:**  
**\$1,717,347**

- 63% Benchmark
- Operating revenues at 71%



**Expenses:**  
**\$4,300,898**

- 63% Benchmark
- Operating expenses at 47%
- Vista Field Maintenance Costs
- Shoreline Maintenance Costs
- Temporary Labor





# Non-Operating Division

## Revenue & Expenses

### EXHIBIT A



**Revenues:**  
**\$11,697,478**

- 63% Benchmark
- Non-Operating Revenues at 76%
- RCCF 1135 Project
- Interest Income
- Property Tax Levy has been booked for 2024. \$450k higher than budgeted



**Expenses:**  
**\$2,195,984**

- 63% Benchmark
- Non-Operating Expenses at 54%
- Vista Field Loan Expense



# Capital Projects 2023/2024

EXHIBIT A

Item	Budget	Expended	Remaining
1. Vista Field Pavilions	\$3,300,000	\$269,050	\$3,040,580
2. Vista Field Infrastructure	\$1,325,000*	\$0	\$1,325,000*
3. Vista Field Misc	\$350,000	\$0	\$350,000
4. Vista Field Parking	\$500,000	\$96,566	\$403,434
5. Vista Field Satellite Shop	\$500,000	\$0	\$500,000
6. 1135 Shoreline	\$500,000	\$1,314	\$498,686
7. Clover Island	\$500,000	\$245,885	\$254,115
8. Columbia Drive	\$450,000	\$590,119	(\$140,119)
9. VFDF A Rehab	\$500,000	\$8,078	\$491,922
10. Art Project	\$100,000	\$0	\$100,000
11. City of Richland	\$300,000	\$0	\$300,000
12. Asset Replacement	\$500,000	\$263,536	\$236,464
13. Opportunity Fund	\$125,000	\$125,000 Encumbered	\$0
14. Misc. Capital	\$100,000	\$50,660	\$49,340





## Benton County Rural County Capital Funds

Accumulated as of 4/30/24	Funds Reimbursed to Port	Available Balance
\$4,841,330	\$ 497,001	\$4,344,329*

## RCCF Balance

- \$3,410,000 appropriated to Hangar Remodel\*
- \$934,329 unappropriated fund balance
- Accrues at approximately \$50k/month





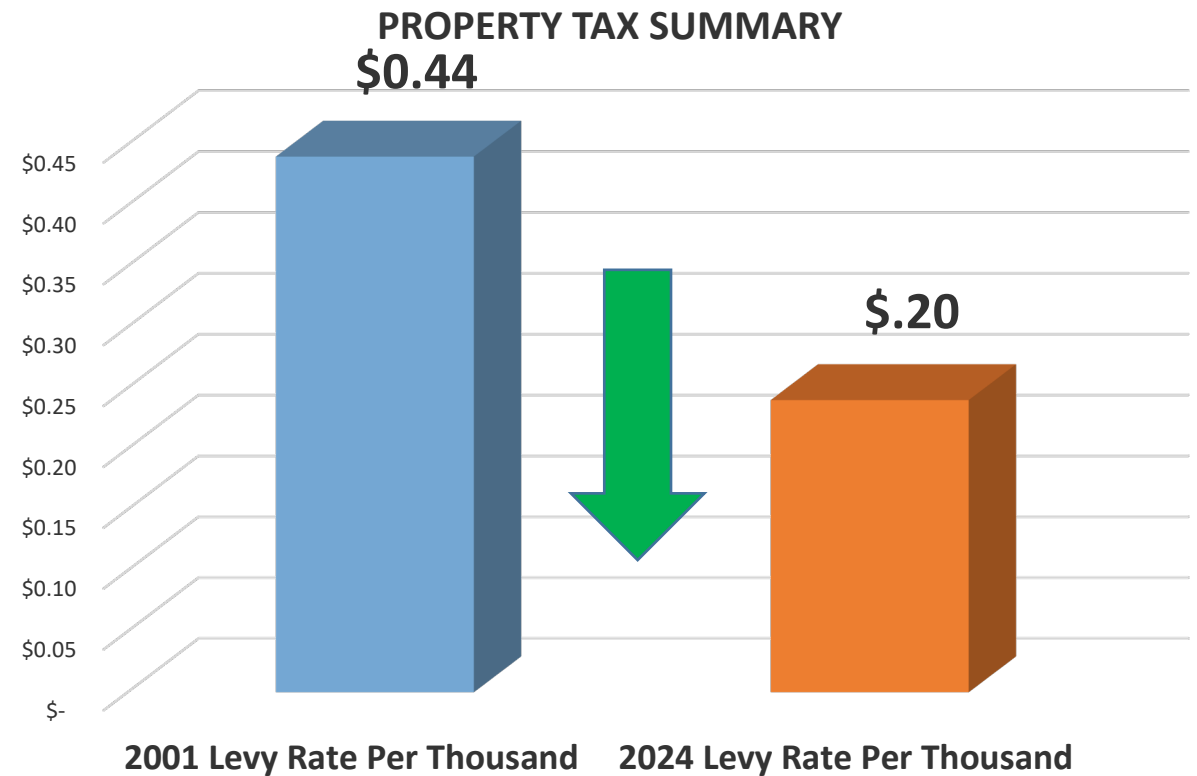
# Opportunity Fund

2023/2024 Budget: \$125,000		
Project	Encumbrance	Approved
Benton City Economic Development	\$40,000	6/13/2023
CTUIR Advertising Partnership	\$15,000	6/13/2023
Cable Bridge Lighting	\$25,000	6/13/2023
CI East Shoreline A&E	\$45,000	7/25/2023
	TOTAL	\$ 125,000
	Remaining Budget	\$ 0



## Property Tax *Levy Rate* per thousand has fallen to *only* \$0.20 in 2024!

### Property Tax Summary 2001 vs 2024





# 2025/2026 Budget Calendar

September 10, 2024  
Work Plan/Budget Elements Discussion

September 24, 2024  
Work Plan Workshop

October 8, 2024  
Work Plan Adoption

October 22, 2024  
Budget Presentation Workshop

November 12, 2024  
Budget Adoption





- Will have one more budget update prior to 2024/25 budget presentation

## Questions From Commission

---





# Thank You

Nick Kooiker  
Deputy CEO/CFO/Auditor  
509-586-1186  
[nick@portofkennewick.org](mailto:nick@portofkennewick.org)



# Washington Public Ports Association

Port of Kennewick Visit  
May 7, 2024





















# VISTAFIELD

- Shovel-Ready
- Urban Mixed-Use Zoning
- Commercial, Residential, Live-Work
- Water, Sewer, Electricity, Natural Gas, Broadband
- Federal Opportunity Zone

VistaField.com  
509.586.1186

## PHASE

### 1

## PARCELS FOR SALE

















This week, WPPA was treated to a comprehensive look at the good work underway at the Port of Kennewick, where we spent the morning with their senior leadership and took a swing through their development projects at Vista Field and Columbia Gardens. Vista Field is bursting with potential, and we saw work underway converting two legacy airplane hangars into public spaces for community gathering. Those will anchor upcoming mixed-use development, with residents living above retail spaces where the port is prioritizing local businesses. The focus on local entrepreneurs shines through at another incredible port development, Columbia Gardens, where the port has made space for wine production facilities, winery tasting rooms, and local food trucks. Seeing local residents and tourists alike flock to the beautiful places created by the port, from Clover Island to Vista Field and Columbia Gardens, we were reminded of the importance of creativity and community that embodies the work of our ports. Thanks Port of Kennewick for your work and for your gracious hospitality!



**Washington Public Ports Association**

EXHIBIT B

26m · 🌐

This week, WPPA was treated to a comprehensive look at the good work underway at the [Port of Kennewick](#), where we spent the morni... See more

