

**Port of Pasco Commission**  
**Minutes of Regular Meeting of Port Commission**  
*Held remotely and in person with Public Access*  
*Port of Pasco 1110 Osprey Pointe Blvd., Ste 201, Pasco, Washington*  
*May 8, 2024 | 10:30 a.m.*

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**CALL TO ORDER**

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Commissioner Ryckman called the meeting to order at 10:30 a.m. The meeting was attended in person and remotely via Zoom with Public Access through call in to 1-301-715-8592, meeting ID 6676918983.

**Present:** Commissioner Jean Ryckman, Commissioner Jim Klindworth, Commissioner Vicki Gordon, Executive Director Randy Hayden, Attorney Heidi Ellerd, Airport Director Buck Taft, Director of Economic Development and Marketing Stephen McFadden, Director of Properties Mayra Reyna, Human Resources Director and Executive Assistant Lori French, Office Administrator Shannon Kruiswyk.

**Guests:** Russ Chrisman of MacKay Sposito, Wendy Culverwell of the Tri-Cities Herald, Colin Hastings of the Pasco Chamber of Commerce, Coie Craps of Field Group.

**Excused:** Deputy Airport Director Don Faley, and Finance Director Donna Watts.

**APPROVAL OF AGENDA**

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Commissioner Klindworth moved and Commissioner Gordon seconded to approve the agenda as presented. Motion passed unanimously.

**CONSENT AGENDA**

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- a) Regular Meeting Minutes of April 24, 2024.
- b) Vouchers and Warrants #102083-102172, and Direct Deposits #24310-24351 in the amount of \$693,203.68 for the General Fund.

Commissioner Gordon moved and Commissioner Klindworth seconded to approve the consent agenda. Motion passed unanimously.

**PUBLIC CITIZEN COMMENT**

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No public citizens provided comment.

**ITEMS FOR ACTION**

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**Runway 12-30 Shift Bid Award-** Mr. Taft presented, staff has been working with Granite construction on the Runway 12-30 Shift Project to determine if any construction can be started before the FAA grants are in place for the current year. There are three options that are under consideration at this time, the first being that a portion of the project could begin this year but not be completed, the second is the project could start next year, and the third is that all bids could be rejected from this project, due to the lack of funding at present. If the Commission would like, and Granite Construction is amendable to beginning the project at a date yet to be determined, the Commission can allow flexibility in when Granite submits an executed agreement, which would allow more time for funding to come in and/or to make a plan for partial project construction.

Commissioner Gordon moved and Commissioner Klindworth seconded to award the bids submitted by Grantie Construction in the amount of \$12,296,681.46 for the Runway 12-30 Shift Project and revise the “contract return period” from 15-days after Notice of Award to 15 days after approval of the FAA Grant. Motion passed unanimously.

**Les Schwab Tire Center Lease-** Ms. Reyna presented, Les Schwab has been a tenant in Building 60A/61 since March 2018. Their current lease has expired, and they are now seeking to enter into a new lease agreement for that space. Ms. Reyna reviewed the current condition of the building and noted that Port staff feels amending the published rate as well as leasing on a month-to-month basis is best and that a search for a replacement space should begin.

Commissioner Klindworth moved and Commissioner Gordon seconded to authorize the Executive Director to enter into a lease agreement with Les Schwab Tires for the premises situated at 3410 Swallow Avenue, at an amended rate of \$.1258 per square foot for a month-to-month lease with a 60-day termination clause, supplementary language in Article 25 and the implementation of self-insurance. The decision to amend the published rate is influenced by the uniquely poor condition of the building, reduced usable floor space caused by previous wear and tear, absence of restroom facilities, and lack of access to the back dock and no parking area, among other factors. Furthermore, the Executive Director is granted authority to make minor adjustments to the lease, subject to approval by the Port attorney, as necessary for finalizing the agreement. Motion passed unanimously.

#### **ITEMS FOR DISCUSSION**

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**Executive Director Transition-** Mr. Hayden presented for Commission consideration three potential options for choosing a replacement for the Executive Director in anticipation of Mr. Hayden’s March 31, 2025, retirement. *The options presented for discussion were 1) selecting an internal candidate with no external search. 2) Use Port staff and resources to conduct an internal and external search. 3) Use an external search firm to conduct an internal and external search in a wider capacity.*

The Commission discussed the presented options and instructed staff to begin preparing the necessary information and begin the engagement process with an external firm. Staff will report to the Commission with updates and for guidance in the process.

#### **Director Reports:**

1. Executive Director
  - a. Mr. Hayden discussed the status of the Franklin County Commission and .09 Fund. He, Commissioner Ryckman, and Mr. McFadden attended the Franklin County Commission Meeting this morning. The agenda included a recommendation on use of the funds for a county project but did not include other agency projects. Port staff had been expecting a County Commission Workshop on the item prior to the County taking action. Mr. Hayden and Commissioner Ryckman made a request, during the Public Comment, to remove the item from action and discuss it during a workshop as previously planned. Mr. McFadden arrived after Public Comment in order to attend the meeting until the County Commission made a decision on the item. The item was tabled.

to a future meeting so that further information on the County project could be provided.

- b. Mr. Hayden discussed the M-84 Conference on the Snake and Columbia River systems held at the Pasco Red Lion, noting that it was a successful conference.
  - c. WPPA Executive Director Eric ffitch and Deputy Director Chris Herman visited with Port of Pasco staff on Tuesday, and toured Port of Pasco properties with Mr. Hayden.
2. Port Attorney
    - a. Ms. Ellerd noted that she will be attending the next Commission Meeting virtually, as she is at the ACI Conference on behalf of the Port and Airport.
  3. Airport Director
    - a. Mr. Taft noted, the RFP for the second Airport FBO has been published and will close at the end of July.
    - b. Mr. Taft briefly discussed the Airport Social Media Report, expressing his appreciation for Field Group and their assistance with marketing campaigns.
    - c. Mr. Taft noted that American Airlines will be adding a second daily flight to PHX in September.
  4. Director of Economic Development and Marketing
    - a. Mr. McFadden provided an update on the Franklin County Commission and .09 Item. It has been tabled for the time being. The Port of Pasco Commissioners discussed their support of a County Commission Workshop.
    - b. Mr. McFadden provided his monthly EDM Report.
  5. Director of Properties
    - a. Ms. Reyna noted the Properties Department is working on a long list of lease renewals.
    - b. Ms. Reyna discussed the City of Pasco Cinco de Mayo Festival.

#### **Commissioner Reports:**

Commissioner Gordon noted that she will be attending the WPPA Spring Meeting and that the Benton Franklin Council of Governments will be hiring 2-3 staff positions.

Commissioner Ryckman noted that the M-84 Conference was interesting.

#### **CALENDAR OF EVENTS**

Commission and Staff discussed the Calendar of Events.

#### **EXECUTIVE SESSION**

At 11:30, Commissioner Ryckman announced that the meeting would go into Executive Session for 10 minutes, to consider the acquisition of real estate by purchase, and to discuss a collective bargaining session.

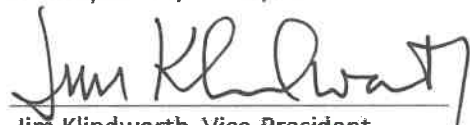
At 11:40, the Regular Meeting was resumed.

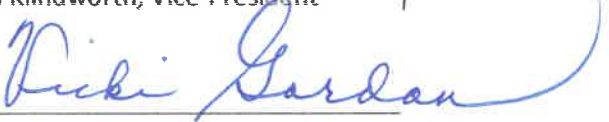
#### **ADJOURNMENT**

At 11:41 am the meeting was adjourned.

Port of Pasco Commission:

  
Jean Ryckman, President

  
Jim Klindworth, Vice-President

  
Vicki Gordon, Secretary