

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, WA
January 29, 2025 | 10:30 a.m.

CALL TO ORDER

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 Vicki Gordon, Executive Director Randy Hayden, Attorney Heidi Ellerd, Airport Director Buck Taft, Deputy Airport Director Don Faley, Director of Properties Mayra Reyna, Director of Economic Development and Marketing Stephen McFadden, and Office Administrator Shannon Kruiswyk, and Senior Accountant Diana Newman.

Guests: Ben Hoppe of JUB, Colin Hastings of the Pasco Chamber of Commerce, Ty Beaver of the Journal of Business, Russ Christman of MacKay Sposito, Hans-Joachim Engelke of District 3, Joe Escalera, and Danika Reyna.

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of January 8, 2025
- b) Special Meeting Minutes of January 7, 2025
- c) *Special Meeting Minutes of January 14, 2025*
- d) Special Meeting Minutes of January 17, 2025
- e) Vouchers and Warrants #103556-103650 and Direct Deposits #25043-25078 in the amount of \$1,428,045.22 for the General Fund. Vouchers and Warrants #103651-103715 in the amount of \$677,345.98 for the General Fund.
- f) Accept as Complete- Reimann Phase 1 Road and Water Project

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

PUBLIC CITIZEN COMMENT

Mr. Escalera, a resident of Connell and a City of Connell council member, voiced his concerns regarding the closure of the Lamb Weston Plant and how it is affecting the residents and the City of Connell. He thanked the Commissioners and the Port of Pasco for their continued support. Commissioner Ryckman commented that they are firmly behind the City of Connell and its residents in their support. Mr. Escalera also expressed his support of the nomination of Mr. Engelke for Commission District 3.

PUBLIC HEARINGS AND RESOLUTIONS

Resolution 1647- Resolution Regarding the Port of Pasco Economic Development Corporation – Mr. Hayden presented that the staff is proposing to amend the procedure for appointing directors to the

Port's Economic Development Corporation, so that currently serving Port of Pasco Board Commissioners are *automatically* designated as the members of the EDC Board of Directors. This procedure was actually laid out in Resolution 745, passed in 1983, but since 2002, it has been superseded by the practice of passing separate resolutions every two years specifically naming the Port Commissioners to serve as EDC Directors. A blanket appointment will be easier to manage and will meet the requirements of appointing the EDC directors.

Commissioner Gordon moved and Commissioner Engelke seconded to adopt Resolution 1647-Resolution Regarding the Port of Pasco Economic Development Corporation. Motion passed unanimously.

ITEMS FOR ACTION

Appointment of District 3 Commissioner – For the first item of business after the Approval of the Agenda, Consent Agenda and, immediately following the Public Citizen Comment, Mr. Hayden presented, at the January 8, 2025, meeting, Commissioners nominated Hans-Joachim Engelke to fill the District 3 vacancy. In compliance with RCW 42.12.080, the Port posted notice of the nomination in three public places for a minimum of 15 days to allow registered voters in the district an opportunity to submit other nominations. The Port received interest from one party, but no nomination or verification information was received.

The Commission has met the requirements to make an appointment for the District 3 vacancy and may take action on the appointment at today's meeting. If appointed, Mr. Engelke would serve the remainder of the District 3 term (through 2025) and would need to run in the next regularly scheduled election of the Port District in November 2025.

Commissioner Ryckman asked Mr. Hayden if there were any other nominations, Mr. Hayden confirmed that there were no other formal nominations.

Commissioner Gordon moved and Commissioner Ryckman seconded to appoint Hans-Joachim Engelke to fill the District 3 Vacancy. Motion passed unanimously.

Election of Officers –With the appointment of a new Commissioner to fill the District 3 Commission vacancy, the Commissioners will need to elect officers to include the appointee.

Commissioner Gordon moved to elect Commissioner Ryckman as President, Commissioner Engelke as Vice-President, and Commissioner Gordon as Secretary. Motion passed unanimously.

Economic Development Corporation (EDC) Meeting – At 10:52am Commissioner Ryckman recessed the regular meeting in order to hold the Economic Development Corporation (EDC) Meeting.

At 10:55am, the Regular Commission Meeting resumed.

Commission Committee Assignments – Commissioner Ryckman presented the 2025 Commission Committee Assignments for review. She affirmed that the new commissioner, Commissioner Engelke is

to replace former Commission Klindworth in all his committee assignments. Commissioner Gordon asked if Commissioner Engelke would take her place on the Columbia Basin Development League.

Commissioner Ryckman commented that we will review the Executive Director committee assignments when the new Executive Director starts.

Commissioner Ryckman moved and Commissioner Engelke seconded to approve the 2025 Committee Assignments as discussed. Motion passed unanimously.

CERB Grant Acceptance Letter – Mr. McFadden presented that on January 16, the state’s Community Economic Revitalization Board (CERB) awarded the Port of Pasco and the City of Connell a \$100,000 planning grant for the Connell Industrial Site Readiness Study. There are a few steps to complete to execute a formal contract with CERB to access those project funds. The first step requires Executive Director Randy Hayden to sign an Initial Offer of Financial Aid, as the Port’s acceptance of the offer. CERB’s \$100,000 grant will be matched locally by \$20,000 from the Port of Pasco and \$5,000 from the Avista Corporation. Port staff are preparing the final project Scope of Work based on CERB’s requirements. Once complete, a Request for Proposals (RFP) will be released to solicit a consultant for this project. The project scope will include analyzing all available land in or adjacent to the Connell City limits for the future development of an industrial park. The selected consultant will rank the top three available sites, provide an assessment of the site’s readiness for development, and complete an economic development market assessment to determine the feasibility of attracting new industries to Connell.

A consultant will be selected prior to the first Commission meeting in March. Port staff intend to bring the Commission the consultant agreement and the CERB contract for approval at the March 12 meeting.

Commissioner Engelke moved and Commissioner Gordon seconded to authorize the Executive Director to execute the CERB Initial Offer of Financial Aid for the Connell Industrial Site Readiness Study. Motion passed unanimously.

Airline Rates and Charges – Mr. Taft presented the 2025 Airline Rates and Charges and 2023 Rates and Charges Reconciliation, which were previously presented to Commissioners at the November 13, 2024, meeting. The rates have been sent to the airlines and a consultation meeting with the airlines was held on December 10, 2024.

Commissioner Gordon moved and Commissioner Engelke seconded to approve the 2025 Airline Rates and Charges, as presented. Motion passed unanimously.

TRIDEC Annual Meeting Promotional Sponsorship Opportunity – Mr. McFadden presented that the Port staff would like to sponsor the TRIDEC 26th Annual Economic Outlook & Workforce Summit. The marketing expenditure for the Port of Pasco would be \$1,000. The TRIDEC Annual Economic Outlook is a well-attended event and great exposure for the Port of Pasco as a community partner. Additionally, TRIDEC provides constant support to the Port during recruitment and attraction efforts.

Staff requests the Commission approve the \$1,000 advertising investment out of the Commission-directed marketing set-aside.

Commissioner Engelke moved and Commissioner Gordon seconded to approve a \$1,000 promotional marketing expense for the TRIDEC 26th Annual Economic Outlook & Workforce Summit.

Lease Modification Request – Mrs. Reyna presented that this is no longer needed. The tenant was able to get the required insurance for the standard lease agreement.

ITEMS FOR DISCUSSION

Ag Innovation Feasibility Study- Mr. Hayden presented the Feasibility Study for the Ag Innovation Center. The final report was presented and included an Executive Summary. Mr. Hayden proposed next steps to further the progress of the Center.

Director Reports:

1. Executive Director
 - a. Mr. Hayden noted that he went to Olympia, WA, for Tri-Cities Day and to advocate for Port issues with area legislators.
 - b. Mr. Hayden noted that members of Greenlab in Denmark were here and met with local leaders and industry representatives about possible solutions around industrial symbiosis.
 - c. Mr. Hayden proposed a start date of March 1, 2025 for the new Executive Director, which would allow a month overlap for the transition process. Commissioners agreed to the start date.
2. Port Attorney
 - a. Mrs. Ellerd noted that she will be attending the ACI in Savannah, GA, in April and will attend the commission meeting via Zoom.
3. Airport Director
 - a. Mr. Taft discussed the December Airport Activities Report.
4. Deputy Airport Director
 - a. Mr. Faley noted that the 1230 Runway shift will start February 24, 2025, and go through October or November 2025.
5. Director of Economic Development and Marketing
 - a. Mr. McFadden noted that the B-17 project at the Tri-Cities Airport Business Center has notified the Port that they intend to proceed with their project. Port staff have updated the previously approved lease agreement for presentation at a future commission meeting.
 - b. Mr. McFadden noted that the purchase and sale agreement to a cold storage client at the Reimann North Industrial Center is in review.
 - c. Mr. McFadden noted that an offer has been extended to the preferred candidate for the Project Manager position who is expected to start February 18, 2025.
6. Properties Director

- a. Mrs. Reyna noted that she also went to Olympia with Leadership Tri-Cities.
- b. Mrs. Reyna noted that the Wheelhouse Events is open for Business.
- c. Mrs. Reyna presented the Properties Activity Report.

Commission Reports:

Commissioner Gordon noted that the Commissioners have been busy with Port business. She also commented on Ms. French's hard work on the new hires, stating what a wonderful job she has been doing.

Commissioner Ryckman noted that this last month there were a lot of sleepless nights, but felt great after all the final decisions were made for the new Executive Director and Commissioner.

RECESS

At 12:17 pm, Commissioner Ryckman recessed the meeting until 12:47 pm for lunch.

CALENDAR OF EVENTS

Commissioners and staff discussed the calendar of events.

EXECUTIVE SESSION

At 12:58 pm, Commissioner Ryckman called an executive session for 15 minutes, until 1:13 pm, to discuss buying or selling real estate where public knowledge would likely adversely affect the price from the agency's perspective. At 1:13 pm, the regular meeting was resumed.

ADJOURNMENT

At 1:14 pm, the meeting was adjourned.

Port of Pasco Commission:


Jean Ryckman, President


Han-Joachim Engelke, Vice-President


Vicki Gordon, Secretary