

**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*  
*April 9, 2025 | 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 Vicki Gordon, Commissioner Hans J. Engelke, Executive Director Adam Lincoln, Attorney Heidi Ellerd, Airport Director Buck Taft, Deputy Airport Director Don Faley, Director of Economic Development and Marketing Stephen McFadden, Finance Director Donna Watts, Director of Properties Mayra Reyna, Human Resources Director and Executive Assistant Lori French.

**Guests:** Matt Watkins, Wendy Culverwell of the Tri-Cities Herald, Ty Beaver of the Journal of Business, B. Boyovich, Lawrence Martin, Russ Christman of MacKay Sposito, Cole Crapps of the Field Group, Ben Hoppe of JUB, Shane Picker, Colin Hastings of the Pasco Chamber of Commerce.

**APPROVAL OF AGENDA**

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Commissioner Engelke 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 March 21, 2025.
- b) Vouchers and Warrants #103981-104066 and Direct Deposit 25274-25314 in the amount of \$1,303,868.25 for the General Fund.

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

**PUBLIC CITIZEN COMMENT**

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No Public Citizens provided comment.

**PUBLIC HEARINGS AND RESOLUTIONS**

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**Resolution 1654- Changing the Time of the Second April 2025 Commission Meeting-** Ms. French presented, April 23<sup>rd</sup> is the Tri-Cities Regional Chamber State of the Ports Luncheon, and it begins at 11:30 am.

Commissioner Engelke moved and Commissioner Gordon seconded to adopt Resolution 1654- Changing the Time of the Second April 2025 Commission Meeting to 9:30 am on April 23, 2025. Motion passed unanimously.

**Resolution 1654- Changing the Date and Time of the First May 2025 Commission Meeting-** Ms. French presented, the first May Commission Meeting takes place during the WPPA Spring Conference, staff is recommending May 12<sup>th</sup> at 1:30 pm as an alternative meeting time.

Commissioner Engelke moved and Commissioner Gordon seconded to adopt Resolution 1654- Changing the Date and Time of the First May 2025 Commission Meeting to Monday, May 12, 2025, at 1:30 pm. Motion passed unanimously.

#### **ITEMS FOR ACTION**

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**Cold Summit PSA** – Mr. McFadden presented, On March 21, Commission approved a purchase and sale agreement with Cold Summit for a new cold storage facility at the Reimann Industrial Center. The land price has been set at \$150,000 per acre. For 30 acres, the total purchase price is \$4,500,000. When Commission approved the PSA, staff was working with Cold Summit to reach agreement on one remaining section – the rescission clause (section 14.1). The compromise was that Cold Summit must sign a Completion Guaranty Agreement with its lender. The company has provided the Port with a sample of the agreement, which has been reviewed by the Port attorney. Cold Summit and Port staff recommend that the Completion Guaranty Agreement be added to the Purchase and Sale Agreement as an addendum.

Commissioner Engelke moved and Commissioner Gordon seconded to authorize the Executive Director to execute the updated Purchase and Sale Agreement with Cold Summit for Lot #3 at the Reimann Industrial Center for \$4,500,000. And further authorize the Executive Director to approve minor changes to the agreement as approved by the Port attorney. Motion passed unanimously.

**CERB Contract for the City of Connell-** Mr. McFadden presented, 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. On February 9, the Commission approved CERB's Initial Offer of Financial Aid. Port staff have completed the pre-contract steps, which include providing CERB with the final Scope of Work and proof of the selection and contracting of a consultant. CERB's \$100,000 grant will be matched locally by \$20,000 from the Port of Pasco and \$5,000 from the Avista Corporation. Mr. McFadden present the contract for Commission approval. Mr. McFadden also presented; the contract does not contain all of the state-required language regarding the requirement for subcontractors to comply with audit requests of project records. Additionally, the state reserves the right to cease project funding if the state is no longer able to provide it. Staff is requesting to add an addendum with the proper state language when that is provided to the Port.

Commissioner Engelke moved and Commissioner Gordon seconded to authorize the Executive Director to Execute the CERB contract S25-790A0-303 for the Connell Industrial Site Readiness Study. Motion passed unanimously.

Commissioner Engelke moved and Commissioner Gordon seconded to authorize the Executive Director to sign the addendum that includes state required contract language for the grant, once it is provided. Motion passed unanimously.

**TCABC Letter of Intent** – Mr. McFadden presented, Port and Airport staff have been working with a development team for about six months on a possible convenience store and refueling center project at the Tri-Cities Airport Business Center. The company, Richland Investment Group, LLC, notified staff this week that it would like a short-term Letter of Intent to conduct due diligence. The client is interested in Lot #55 at the corner of Morasch and Argent Road. This is considered a prime corner location at TCABC. Staff would like to enter into a 90-day, non-binding, no-cost LOI with the Richland Investment Group, LLC.

Commissioner Gordon moved and Commissioner Engelke seconded to authorize the Executive Director to execute the Letter of Intent with Richland Investment Group, LLC for Lot #55 at the Tri-Cities Airport Business Center. Motion passed unanimously.

**Committee Assignments**-Ms. French presented, staff is requesting to update the Committee Assignments List with Adam Lincoln to replace Randy Hayden. The primary reason for the assignments list is to outline Commissioner involvement in various organizations. After discussion, staff will also update the list to include the Commissioner participation in the Connell Chamber, and Washington Farm Bureau.

Commissioner Engelke moved and Commissioner Gordon seconded to accept all changes in the 2025 Committee Assignments, as discussed. Motion passed unanimously.

**Common Interest Agreement** – Mr. Lincoln presented, The Columbia River shoreline throughout the Tri-Cities region is largely owned and managed by the U.S. Army Corps of Engineers. While the Water Resources Development Act of 1996 (WRDA) authorized the reconveyance of some of this shoreline to local entities, implementation has been slow and encumbered by procedural and legal complexities. In recent years, local jurisdictions and partners—City of Pasco, City of Kennewick, City of Richland, Port of Pasco, Benton County, Franklin County, and TRIDEC—have continued efforts to move the reconveyance forward in a coordinated manner. This includes engagement with regional tribal governments and federal partners to ensure an inclusive, informed, and forward-looking process. Based on the benefits of entering into a joint agreement for legal services for the reconveyance, staff recommends that the Port Commission approve participation in the Agreement for Common Interest and Confidentiality, recognizing it as a key step in moving shoreline reconveyance efforts forward in partnership with regional entities and tribal governments.

Commissioner Gordon moved and Commissioner Engelke seconded to approve participation in the Agreement for Common Interest and Confidentiality and authorize the Executive Director to sign the Agreement, as approved by the Port attorney. Motion passed unanimously.

## **ITEMS FOR DISCUSSION**

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**February Financial Report**- Ms. Watts presented the February Financial Report for discussion.

### **Director Reports:**

1. Executive Director

- a. Mr. Lincoln discussed the Development and Donuts presentation for TRIDEC that took place on the 8<sup>th</sup>.
  - b. Mr. Lincoln also provided an update on the Ag Symbiosis Grant. Funds are only guaranteed through June of 2025, but are likely available through 2026.
- 2. Airport Director
  - a. Mr. Taft noted, airline stats are not out yet, but staff is expecting between 9-11% growth for March.
  - b. Mr. Taft noted the Museum display that will be located in the terminal.
- 3. Deputy Airport Director
  - a. Mr. Faley noted the Museum presentation and next year's 100<sup>th</sup> year anniversary of the first flight out of Pasco.
  - b. Next Monday, the ticket counter expansion project will begin, and next week, bids for the terminal expansion project will be opened.
- 4. Finance Director
  - a. Ms. Watts discussed progress with the Annual Report. Immaterial errors of \$3.89 were found with the fixed asset software conversion for assets that the Port no longer has or have been replaced. The net effect on net position is \$0 as all assets were fully depreciated. The State Auditor's Office updated the BARS manual on how we are supposed to calculate lease receivables on leases with CPI increases. We originally calculated the CPI for the lease receivable by using the prior year's CPI increase or the cap increase in the lease, whichever was less, and applied the rate to future year increases. It is now advised that we ignore any CPI increases and calculate the lease at the face value. Most of our leases have a CPI component so the adjustment will probably be material. Accounting staff is working on correcting the calculation error and will bring the results back to commission.
- 5. Director of Economic Development & Marketing
  - a. Mr. McFadden discussed the kickoff to the Connell/CERB project that will take place on the 16<sup>th</sup>.
  - b. Mr. McFadden discussed the Reimann North costs.

**Commission Reports-** Commissioner Gordon attended the Flight Museum event.

Commissioner Engelke noted that he attended the CBDL meeting at the end of March.

Commissioner Ryckman discussed her attendance at the TRIDEC presentation, and commented on working with the Port of Walla Walla in the future.

#### **ITEMS FOR INFORMATION**

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**TAKKION Lease-** TAKKION will be leasing about one acre of land to unload Wind Turbine Components (Machine Head/Hub train) from rail, stage them, and then get them ready to be loaded onto trucks for distribution as needed. The expected lease term is one month, and the lease value is \$2,153.93 for the expected term. The Executive Director has executed the lease document in accordance with the Commission's Delegation of Authority Policy.

**Lanter Delivery Systems Lease-** Lanter signed their first lease with the Port for a 10,920-sf bldg. in January 2020. A few months later they added a second lease for 1.05 acres of land surrounding the building for storage of their trucks. Their lease was up for renewal March 1, 2024, and they have

requested to combine the leases. The lease was not finalized until recently; however, they began paying the higher rent starting May 2024. The lease term is two years and the lease value is \$64,272.52 per year. The Executive Director has executed the lease document in accordance with the Commission's *Delegation of Authority Policy*.

#### **RECESS**

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Commissioner Ryckman recessed the meeting for lunch from 12:05-12:30. The Meeting was resumed at 12:30.

#### **EXECUTIVE SESSION**

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At 12:30, Commissioner Ryckman called for an Executive Session for 10 minutes, until 12:40, to consider minimum price at which land will be offered for sale, and to discuss with legal counsel potential litigation to which the agency may become party. At 12:40, the Executive Session was extended until 12:45. At 12:45, the Executive Session was extended until 12:50. At 12:50, the Executive Session was extended until 12:55. At 12:55 the Executive Session was extended until 1:00, at 1:00, the Executive Session was extended until 1:05. At 1:05, the regular meeting was resumed.


#### **ADJOURNMENT**


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At 1:09, the meeting was adjourned.

Port of Pasco Commission:

  
Jean Ryckman, President

  
Hans J. Engelke, Vice-President

  
Vicki Gordon, Secretary