

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
May 12, 2025 | 1:30 p.m.

CALL TO ORDER

Commissioner Ryckman called the meeting to order at 1:30 p.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, and Human Resources Director and Executive Assistant Lori French.

Guests: Matt Watkins and Tyler Whitney.

APPROVAL OF AGENDA

Commissioner Gordon moved and Commissioner Engelke seconded to approve the agenda as presented with the addition of Item 8.C. Agreement for Legal Services. Motion passed unanimously.

CONSENT AGENDA

- a) Regular Meeting Minutes of April 23, 2025.
- b) Special Meeting Minutes of April 29, 2025.
- c) Special Meeting Minutes of May 1, 2025.
- d) Vouchers and Warrants #104168-104245 and Direct Deposit 25351-25392 in the amount of \$811,169.72 for the General Fund.
- e) Airport Credit Card Lot- Accept as Complete.
- f) ARFF Re-Roof Project- Accept as Complete.

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

PUBLIC CITIZEN COMMENT

No Public Citizens provided comment.

PUBLIC HEARINGS AND RESOLUTIONS

Resolution 1556- Changing the Time of the Second May Commission Meeting—Ms. French presented, the May 28th Commission Meeting takes place on the same day as the Tri-Cities Regional Chamber Legislative Update Luncheon. Commission and staff regularly attend this meeting, so staff is proposing changing the meeting time to 9:30.

Commissioner Gordon moved and Commissioner Engelke seconded to adopt Resolution 1556- Changing the time of the Second May Commission Meeting to 9:30 am on May 28, 2025. Motion passed unanimously.

ITEMS FOR ACTION

Volaire Retainer for Air Service Development– Mr. Taft presented, the Airport has very successfully worked with Jack Penning and Volaire Aviation for air service development services. Staff would like to transition to retainer-based services versus individual project use for a term of 31 months, which will allow the Airport services through December 31, 2027. The cost of the retainer is \$3,100 per month.

Commissioner Gordon moved and Commissioner Engelke seconded to authorize the Executive Director to enter into an agreement with Volaire Aviation for air service development services at the Tri-Cities Airport for \$3,100 a month. This agreement will terminate on December 31, 2027. Motion passed unanimously.

UPS Agreement to Sell Land – Mr. McFadden presented, in 2023 UPS purchased 12 acres of Pasco Industrial Center 395. Due to significant changes in the company's global operations, it is currently halting facility expansion plans and reducing its overall workforce and no longer intends to complete the project at PIC 395. The Port has a rescission agreement in the original purchase agreement but has not acted on it. UPS has requested the Port allow them to sell the property, and the Port and UPS have been working on an agreement that would ensure the Port's rescission agreement UPS would carry forward and that the Port would have an opportunity to know what the future buyer intends to do with the ground.

Commissioner Engelke moved and Commissioner Gordon seconded to authorize the Executive Director to execute the UPS Agreement Regarding the Sale of Property. And further authorize the Executive Director to accept minor changes as approved by the Port attorney. Motion passed unanimously.

Agreement for Legal Services – Mr. Lincoln presented, due to a conflict, Ms. Ellerd will not be able to represent the Port in a potential legal matter, staff is seeking Commission approval to sign an agreement for legal services with another firm on the item.

Commissioner Gordon moved and Commissioner Engelke seconded to approve the Agreement for Legal Services. Motion passed unanimously.

ITEMS FOR DISCUSSION

March Financial Report– Ms. Watts presented the March Financial Report for discussion.

Port Commission Meeting Time/Day Discussion – Mr. Lincoln and Ms. French presented the past request for the Commission to discuss the time and day of Commission Meetings and presented alternative meeting times for consideration. Due to the frequency that the Commission Meetings are moved, the Commissioners have requested to move the regular meeting time to 9:30 am. Staff will bring a Resolution for Commission action at the next meeting.

Director Reports:

1. Executive Director
 - a. Mr. Lincoln discussed the group trip to California regarding Ag Innovation.

- b. Mr. Lincoln noted that property purchase is still moving forward.
 - c. Mr. Lincoln discussed the Ag Symbiosis study kick off.
- 2. Airport Director
 - a. Mr. Taft discussed Airline stats for April, up roughly 3%.
 - b. Mr. Taft noted that the bids for the QTA (Quick Turn-Around) Facility have been submitted, but the low bidder did not include sales tax, so staff is working to see if they want to continue with the bid, as they are not able to resubmit the price.
- 3. Deputy Airport Director
 - a. Mr. Faley noted the ARFF Truck foam has been replaced.
- 4. Human Resources Director
 - a. Ms. French noted her attendance at the AWC Labor Relations Institute last week.
- 5. Finance Director
 - a. Ms. Watts noted that the Annual Financial Report will be presented at the next Commission Meeting.
 - b. Ms. Watts discussed that new accounting software is in the conversion stage.
- 6. Director of Economic Development & Marketing
 - a. Mr. McFadden discussed the EDM Report.
- 7. Director of Properties
 - a. Ms. Reyna discussed the lease renewals and the market analysis for the Osprey Pointe Admin building.

Commission Reports- Commissioner Engelke discussed his involvement in discussions in North Franklin County.

Commissioner Ryckman noted the WPPA Spring Meeting that takes place this week.

ITEMS FOR INFORMATION

1st Quarter Visa Statement— The 1st Quarter Credit Card Statement was provided for Commission review.

TCF Agriculture, LLC— Twin City Foods has been leasing from the Port since 2008, they agreed to a 1-year term renewal building lease with two – one-year options. The lease commenced May 1, 2025, and runs through April 30, 2026. The lease value is \$59,230.08 per year, and the Executive Director has signed the lease in accordance with the Delegation of Authority.

Olberding Seed, LLC—Olberding Seed is a local seed company that is currently leasing 7,625 square foot building with .75 acres across the street at the Airport. This lease is to add an additional .45 acres behind their building for more seed storage, the tenant has added a temporary fence. This is a month-to-month lease with a lease value of \$4,876.32 per year, and the Executive Director has signed a lease in accordance with the Delegation of Authority.

EXECUTIVE SESSION

At 1:37, Commissioner Ryckman called for an Executive Session for 25 minutes, until 2:02, to discuss with legal counsel potential litigation to which the agency may become a party. At 2:02 the Executive Session was extended until 2:12. At 2:12 the Executive Session was extended until 2:17. At 2:17, the regular meeting was resumed.

ADJOURNMENT

At 3:06 pm, the meeting was adjourned.

Port of Pasco Commission:


Jean Ryckman, President


Hans J. Engelke, Vice President


Vicki Gordon, Secretary