

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 28, 2025 | 9:30 a.m.

CALL TO ORDER

Commissioner Ryckman called the meeting to order at 9:30 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, Project Manager Jaime Vera, and Human Resources Director and Executive Assistant Lori French.

Guests: Matt Watkins, Cody Beebe and Dani Atterberry of Digital Vendetta, Megan Beck and Cole Craps of Field group, Ty Beaver of Journal of Business, Russ Christman of Mackay Sposito and Tyler Whitney.

Excused: Commissioner Ryckman noted that she would be absent for a portion of the meeting, beginning at 10:30.

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of May 12, 2025.
- b) Vouchers and Warrants #104246-104327 and Direct Deposit 25393-25430 in the amount of \$1,894,597.27 for the General Fund. ACH Warrant #5 in the amount of \$1,000,000. Warrant #7507 in the amount of \$935.44 from the Advance Travel Fund.

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 1557- Setting the Time of Commission Meetings—Ms. French, during previous meetings the Commission has discussed changing the time and/or days that Port Commission Meetings take place. The Commission decided to change meeting times to 9:30 am on the second and fourth Wednesdays of the month. This resolution includes the proposed time change and will supersede Resolution 1607, which previously set the time and day of meetings.

Commissioner Gordon moved and Commissioner Engelke seconded to adopt Resolution 1557- Setting the Time of Commission Meetings to 9:30 am on the second and fourth Wednesdays of the month. Motion passed unanimously.

Resolution 1558- Changing the Day of the First June Commission Meeting—Ms. French presented, due to Commissioner attendance at the PNWA Summer Conference, staff is recommending the meeting be moved to June 16th, 2025.

Commissioner Engelke moved and Commissioner Gordon seconded to adopt Resolution 1558- Changing the Day of the First June Commission Meeting to 9:30 am on June 16, 2025. Motion passed unanimously.

ITEMS FOR ACTION

Recommendation to Award- BPIC WH2B3 Canopy Project – Mr. Vera presented, bids were received on May 15, 2025, for the Big Pasco Industrial Center WH2B3 Canopy Project and were opened in accordance with the contract documents. The apparent low bidder is CMR General Contractor, WA with a bid of \$53,905.50, including state sales tax. All required bidding forms for CMR General Contractor were fully completed and included with the Bid. The bidder’s responsibility criteria have been checked per state law to verify that the bidder meets the requirements for the contract and is not disqualified from bidding on public works.

Commissioner Gordon moved and Commissioner Engelke seconded to authorize the Executive Director to accept the Bid and execute the Professional Services Agreement with CMR General Contractor for the Big Pasco Industrial Center WH2B3 Canopy Project with CMR General Contractor, for the not-to-exceed amount of \$53,905.50 including Washington State sales tax. Motion passed unanimously.

Recommendation to Award- BPIC WH2B3 Concrete Dock Project – Mr. Vera presented, bids were received on May 16, 2025, for the Big Pasco Industrial Center WH2B3 Concrete Dock Project and were opened in accordance with the contract documents. The apparent low bidder is CMR General Contractor, WA with a bid of \$58,588.20, including state sales tax. All required bidding forms for CMR General Contractor were fully completed and included with the Bid. The bidder’s responsibility criteria have been checked per state law to verify that the bidder meets the requirements for the contract and is not disqualified from bidding on public works contracts.

Commissioner Engelke moved and Commissioner Gordon seconded to authorize the Executive Director to accept the Bid and execute the Professional Services Agreement with CMR General Contractor for the Big Pasco Industria Center WH2B3 Concrete Dock Project with CMR General Contractor, for the not-to-exceed amount of \$58,588.20 including Washington State sales tax. Motion passed unanimously.

Ben Franklin Transit Interlocal Agreement – Mr. Taft presented, Ben Franklin Transit (BFT) recently contacted staff about providing scheduled bus service to the Tri-Cities Airport. The airport currently has a spot on the curb identified for charter buses that will work well for the new service. BFT will provide an ADA accessible pad for this service. The Agreement is in review, and no major changes are expected.

Commissioner Gordon moved and Commissioner Engelke seconded to authorize the Executive Director to execute the Interlocal Agreement with Ben Franklin Transit, with minor changes as approved by the Port attorney. Motion passed unanimously.

Rental Car QTA Project Bid Award – Mr. Faley presented, on Wednesday, May 7th, the bids were opened for the Rental Car Quick Turn Around Facility Project. The Bid for the Rental Car QTA Facility Project included a Base Bid and three additive Bids. Three companies provided bids for this project and the apparent low bidder was Fowler Construction, with a bid of \$7,649,500.00 for the base bid schedule and the three additives, including Washington State Sales Tax. The bids were reviewed by Mead & Hunt, for compliance and accuracy. Mead & Hunt found no errors in the bids and recommend that the project be awarded to Fowler Construction.

Commissioner Engelke moved and Commissioner Gordon seconded to accept the bids for the Rental Car Quick Turn Around Facility Project and to approve the Executive Director to award the contract to Fowler Construction for \$7,649,500.00, including Washington State Sales Tax, for the Base Bid and all 3 Bid Additives. Motion passed unanimously.

ITEMS FOR DISCUSSION

Volaire for Air Service Development- Mr. Penning was in attendance to present data from the Tri-Cities Airport's most recent passenger retention study and to give an update on the current state of the airline industry.

Digital Vendetta Presentation– Ms. Beck, Mr. Beebe, and Ms. Atterberry were in attendance to provide a summary of the film project that will be taking place at the Tri-Cities Airport and other Port properties in the upcoming weeks.

December Financial Report – Ms. Watts provided the December 2024 Financial Report for discussion.

2024 Annual Financial Report– Ms. Watts provided the 2024 Annual Financial Report for discussion. Ms. Watts reviewed the prior period adjustments.

Tenant Delinquent List– Ms. Watts provided the Tenant Delinquent List for discussion.

Director Reports:

1. Executive Director
 - a. Mr. Lincoln noted that the Strategic Plan would be discussed during the Commission meeting on June 16th.
 - b. Mr. Lincoln discussed attendance at the WPPA Spring Conference.
 - c. Mr. Lincoln noted that the Ag Symbiosis project is moving forward.
2. Port Attorney
 - a. Ms. Ellerd thanked the Commission for allowing her to attend the ACI Conference earlier in May and will provide a summary at a later meeting.
3. Airport Director
 - a. Mr. Taft discussed the Airline Activity Report.

4. Deputy Airport Director
 - a. Mr. Faley noted the Airport projects are going well, and the ticket counter expansion will be open next week.
5. Finance Director
6. Director of Economic Development & Marketing
 - a. Mr. McFadden discussed Ag Symbiosis and the Connell Project.
7. Director of Properties
 - a. Ms. Reyna provided the Properties Activity Report.

Commission Reports- Commissioners noted their attendance at the WPPA Spring Conference.

EXECUTIVE SESSION

At 9:32, Commissioner Ryckman called for an Executive Session for 15 minutes, until 9:47, to discuss potential purchase price of property, and to discuss with legal counsel potential litigation to which the agency may become a party. At 9:47, the regular meeting was resumed.

RECESS

At 11:03, Commissioner Engelke recessed the meeting for the Tri-Cities Regional Chamber Legislative Update Luncheon, until 1:45.

At 1:45, the meeting was resumed.

ADJOURNMENT

At 3:00 pm, the meeting was adjourned.

Port of Pasco Commission:


Jean Ryckman, President

Hans J. Engelke, Vice-President


Vicki Gordon, Secretary