

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
June 16, 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, 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: Wendy Culverwell of the Tri-Cities Herald, Ty Beaver of the Journal of Business, and Megan Beck of Field Group.

Excused: Commissioner Gordon moved and Commissioner Ryckman seconded to excuse Commissioner Engelke. Motion passed.

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 May 28, 2025.
- b) Special Meeting Minutes of June 3, 2025.
- c) Vouchers and Warrants #104328-104378 and Direct Deposit #25431-25470 in the amount of \$497,329.02 for the General Fund.
- d) Accept as Complete- BPIC WH1B1 & WH2B1 Canopy Project.

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

PUBLIC CITIZEN COMMENT

No Public Citizens provided comment.

PUBLIC HEARINGS AND RESOLUTIONS

Resolution 1559- Changing the Date of the Second July Commission Meeting- Ms. French presented that if the Commissioners would like to attend the WPPA Commissioner Seminar, staff would like recommend changing the date of the second July Commission Meeting. After discussion, the Commissioners declined to move the meeting, as at least two of them will not be attending the conference.

ITEMS FOR ACTION

Update to Personnel Policy 340 – Ms. French presented, staff have drafted an update to Policy 340- Employee Recognition Awards for Commission consideration. Staff reviewed the applicable RCW 41.60.160 as well as several other agencies’ similar policies, and changes include updating anniversary awards, service awards gifts, and retirement/going away celebrations.

Commissioner Gordon moved and Commissioner Ryckman seconded to approve the updated version of Personnel Policy 340- Employee Recognition Awards. Motion passed.

ITEMS FOR DISCUSSION

April Financial Report-- Ms. Watts provided the April Financial Report for discussion.

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

Strategic Plan Discussion-- Mr. Lincoln introduced the Strategic Plan item and noted that Mr. Vera had worked with Mr. McFadden to create a comprehensive chart for tracking the Strategic Plan action items. Mr. McFadden, Mr. Lincoln, and the Commissioners discussed the Plan.

Director Reports:

1. Executive Director
 - a. Mr. Lincoln discussed the update on the Lower Snake River Dams.
 - b. Mr. Lincoln noted the progress on the Ag Symbiosis project, staffing study, AAAE Conference attendance, his visit to Port of Kalama, and the upcoming M-84 Conference.
2. Port Attorney
 - a. Ms. Ellerd provided a memo on the ACI Conference.
3. Airport Director
 - a. Mr. Taft provided the Airport Digital Activity Report.
4. Deputy Airport Director
 - a. Mr. Faley noted the East GA project is moving along and that the Runway 12-30 project is on schedule at this point.
5. Finance Director
 - a. Ms. Watts noted that accounting staff is working with the State Auditor’s office to provide the requested information.
 - b. Ms. Watts also noted that staff is continuing to work on the software implementation.
6. Director of Economic Development & Marketing
 - a. Mr. McFadden provided the EDM Report and the Digital Activity Report.
7. Project Manager
 - a. Mr. Vera provided a Project Management Report.
8. Director of Properties
 - a. Ms. Reyna discussed land and rail inquiries that staff has been receiving.

Commission Reports- Commissioners noted their attendance at the PNWA Summer Conference.

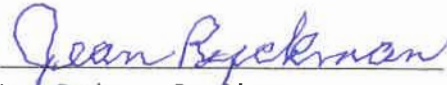
EXECUTIVE SESSION

At 10:43, Commissioner Ryckman called for an Executive Session for 20 minutes, until 11:03, to discuss with legal counsel potential litigation to which the agency may become a party. At 11:03, the Executive Session was extended for 15 minutes, until 11:18. At 11:18, the Executive Session was extended for 5 minutes, until 11:23. At 11:23, the regular meeting was resumed.

ADJOURNMENT

At 11:27 am, the meeting was adjourned.

Port of Pasco Commission:


Jean Ryckman, President


Hans J. Engelke, Vice President


Vicki Gordon, Secretary

