

**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  
August 13, 2025 | 9:30 a.m.

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**CALL TO ORDER**

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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 Hans J. Engelke, 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, Director of Properties Mayra Reyna, Finance Director Donna Watts, Project Manager Jaime Vera, and Human Resources Director and Executive Assistant Lori French.

**Guests:** Matt Watkins, Ben Hoppe of JUB, Russ Christman of MacKay Sposito, James Sexton of JMS, Cole Crapps of Field Group, Colin Hastings of Pasco Chamber, J. Valle, Bob Sterbank, Joe Davis of Enduris, and Andrew Flabetich of HUB Insurance.

**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 July 23, 2025.
- b) Vouchers and Warrants #104646-104732 and Direct Deposit #25594-25635 in the amount of \$613,369.40 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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Mr. Sexton provided an update on the Osprey Pointe Development during Public Comment. Mr. Sexton noted that the City was in review of the "TSA" and that it would be 3-5 weeks to complete the study analysis, with a short period of time for permitting to follow. He noted that he was having regular meetings with City staff on the project regarding the traffic study and sewer issue, and that all other items required by the MDA were completed and being compiled by his attorney, Mr. Craig Walker. Mr. Sexton also informed the Commission that he has a meeting with his attorney, Mr. Walker, scheduled for later in the day to prepare a response to the letter from Ms. Ellerd. Mr. Sexton then indicated that he wanted to respond to Commissioner Ryckman's comment from an earlier meeting about a project engineer for the project to which he informed the commission that he was contemplating hiring one to help with a portion of the project.

## **PUBLIC HEARINGS & RESOLUTIONS**

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**Resolution 1659- Changing the Time and Location of the Second August Commission Meeting-** Ms. French presented, the Port holds a Commission Meeting, annually, in the City of Connell. Staff is recommending this meeting be moved to 8:30 am to accommodate attendance at the Tri-Cities Regional Chamber Meeting, in addition to being held in Connell.

Commissioner Gordon moved and Commissioner Engelke seconded to adopt Resolution 1659- Changing the Time and Location of the Second August Meeting to 8:30 am on August 27<sup>th</sup>, 2025, at the North Franklin Visitor Center located at 661 S. Columbia Avenue in Connell, Washington. Motion passed unanimously.

## **ITEMS FOR ACTION**

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**Liability Insurance Renewal**—Mr. Davis of Enduris and Mr. Flabetich of HUB Insurance were in attendance to discuss the liability rates for the 2025-2026 coverage year. Mr. Davis and Mr. Flabetich discussed the Enduris Pool, and Mr. Davis thanked the Commission for allowing Ms. Watts to participate as a board member, noting her excellent work. The 2025-2026 renewal for General Liability, Property, and Auto Liability Insurance is 5.56%, which is just over half of the previous year's increase. Ms. Watts noted this is a low increase.

Commissioner Gordon moved and Commissioner Engelke seconded to accept Enduris insurance for the policy year effective September 1, 2025, to August 31, 2026, for liability (non-aviation), property, and auto physical damage. Motion passed unanimously.

**RWY 12-30 Change Order #3**— Mr. Faley presented, during excavation for the RWY 12-30 Shift Project a concrete base and irrigation line were discovered that impact Taxiway D and E. Change Order #3 for the Project will allow the removal of the concrete base and relocation of the irrigation line. The cost is \$139,112.36, including Washington State Sales Tax, and will bring the contract total to \$12,462,953.47. This Change Order is an AIP approved item.

Commissioner Gordon moved and Commissioner Engelke seconded to authorize the Executive Director to sign Change Order #3 for the Runway 12-30 Shift Project in the amount of \$139,112.36, including sales tax, revising the contract total to \$12,462,953.47. Motion passed unanimously.

**Mead & Hunt TCABC Amendment #5**— Mr. Taft presented, staff is working with Mead & Hunt and MacKay Sposito to finalize the additional Earthworks bidding and construction in the Airport Business Center, the Port is ready to move forward with the completion of the grading. The increased scope of the Mead & Hunt Business Center Improvements amendment includes designing, permitting, bidding for the additional earthwork, construction management of the project, and post construction surveying. Mead & Hunt's fee proposal for the additional scope of work for this project is \$67,456.13. The previous contract amount was \$1,056,572.10. The revised contract amount with Mead & Hunt, for amendment 5, is \$1,124,028.23. The Port intends to use the remainder of the CERB Grant and Loan for the Airport Business Center Improvements for this project.

Commissioner Gordon moved and Commissioner Engelke seconded to authorize the Executive Director to sign Amendment 5 for the Tri-Cities Airport Business Center Airside and Landside Improvement

Design Project with Mead & Hunt for \$67,456.13, with a revised contract amount of \$1,124,028.23. Motion passed unanimously.

**HDR Engineering for RIC Phase 1 Rail Project Agreement Amendment #2**— Mr. McFadden presented, In April 2022 the Port executed an agreement with HDR Engineering for the Reimann Phase #1 Industry Lead Track Design and Engineering Services with a not-to-exceed amount of \$102,300.00. This agreement was intended to provide the necessary design work to obtain BNSF Railway's approval of the project concept. At the time the agreement was approved, HDR and Port staff understood a future amendment would be needed once 30% design of Phase #1 was complete. In February 2024, the First Amendment to this agreement was approved, to bring the project to 100% Design and Invitation to bid. To date, HDR has completed 100% design and secured the necessary approvals from BNSF. As we prepare to move to the Phase #1 Rail Project's construction, as anticipated, staff is bringing the Second Amendment to Commission for review and approval. The primary expense in this amendment relates to construction management which will carry the project through the construction phase to completion.

Commissioner Engelke moved and Commissioner seconded to approve the HDR Reimann Phase #1 Industry Lead Track Design and Engineering Services Amendment #2 for a not-to-exceed amount of \$451,400.00. And to authorize the Executive Director to execute the amendment with minor changes as approved by the Port attorney. Motion passed unanimously.

**RIC Phase 1 Rail Lead Project Bid Award**— Mr. Vera presented, bids were received on August 5, 2025, for the Port of Pasco Reimann Industrial Center Phase 1 Rail Lead Track Project and were opened in accordance with the contract documents. The apparent low bidder is Game- Goodman and Mehlenbacherent, WA with a bid of \$3,977,209.10 including state sales tax, which was roughly \$2.5 million under the engineer's estimate. All required bidding forms for Game- Goodman and Mehlenbacherent, were fully completed and included with the Bid: Bid Bond, Certification of Compliance with Wage Payment Statutes and Addendum were included in the proposal. The bidder's responsibility criteria have been checked per state law to verify that the bidder is registered as a contractor and is not disqualified from bidding on public works contracts.

Ms. Watts and staff noted the DBA may vary from the memo and suggest staff verify and adjust the business name once confirmed.

Commissioner Gordon moved and Commissioner Engelke seconded to accept the bid for the RIC Phase 1 Rail Lead Track Project and to approve the Executive Director to award the contract to Game- Goodman and Mehlenbacherent for the amount of \$3,977,209.10, including sales tax, and to correct the business name if needed. Motion passed unanimously.

**Port Staffing Update**— Mr. Lincoln presented, staff is seeking approval to make two changes to the Port's org chart. The first of which is the addition of a new position, Economic Development Program Manager, which will provide support for the Economic Development department team. The second is to re-add the title of Deputy Executive Director. These changes will not require budget amendments for the 2025 year and are being taken into account for the 2026 budget year. It will be a net gain of one position, and the Deputy Executive Director role will be offered as a promotion to the Director of Economic Development and Marketing, Stephen McFadden, in acknowledgement of his contributions and leadership role at the Port. Staff is seeking approval on the role additions and wage ranges.

The Commissioners expressed their support of both roles and the growth of the Port.

Commissioner Gordon moved and Commissioner Engelke seconded to approve the creation of the role of Economic Development Program Manager with a wage range of \$80,000-\$110,000/year and to add the title of Deputy Executive Director back to the org chart with a wage range of \$180,000-\$220,000/year. Motion passed unanimously.

## **ITEMS FOR DISCUSSION**

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**June Financial Report** – Ms. Watts presented the June Financial Report for discussion.

**Tenant Delinquent List** – Ms. Watts presented the Tenant Delinquent List for discussion.

### **Director Reports:**

1. Executive Director
  - a. Mr. Lincoln provided an update on the Ag Innovation Center efforts; the group is working towards identifying an end goal. Staff is continuing to meet with the consultants on the Ag Symbiosis study as well, and Mr. Lincoln and Mr. McFadden will be traveling to Denmark in September to observe their Ag Symbiosis Center.
  - b. Mr. Lincoln discussed the time he has been spending at the Airport, participation in budget prep and several other Port functions.
  - c. Mr. Lincoln noted the Properties and Economic Development Departments' merger.
2. Airport Director
  - a. Mr. Taft provided the June Airport Activities Report and the Airport Digital Activities Report.
  - b. Mr. Taft discussed the badging program implementation and discussed expanding Airport staffing.
3. Deputy Airport Director
  - a. Mr. Faley discussed the progress on East GA projects.
4. Human Resources Director
  - a. Ms. French discussed the new Office Manager, who will be starting at the Port on the 21<sup>st</sup> of August.
  - b. Ms. French discussed the Baker-Tilly position analysis and wage survey that has begun.
5. Finance Director
  - a. Ms. Watts noted that the Financial Audit is in process and that she is working on the budget for 2026 and accounting software.
6. Director of Economic Development & Marketing
  - a. Mr. McFadden provided the EDM Report and the Port's Digital Activities Report.
7. Project Manager
  - a. Mr. Vera provided a project update.
8. Director of Properties
  - a. Ms. Reyna discussed that staff is trying to create space for lease anywhere possible.
  - b. Ms. Reyna notes that she has received the Market Analysis for the Osprey Pointe Office Building.

**Commission Report**—Commissioner Ryckman noted her attendance at the Port of Benton BBQ.

Commissioner Engelke noted his attendance at the Port of Benton BBQ and the WPPA Commissioner Seminar.

**ITEMS FOR INFORMATION**

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**Schoonover Farms**—Schoonover Farms will lease land and rail to supply gypsum to local farms. Their operations will involve receiving railcars loaded with gypsum, offloading the product for storage on Port property, and then distributing it by truck throughout the region. Previously a tenant at the Port of Benton, the company chose to relocate to Pasco to benefit from lower land rates. The lease is a month to month with a 6 month trial period, with a lease value of \$711.46 per month. The Executive Director has executed the lease in accordance with the Delegation of Authority.

**RECESS**

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At 9:43 am, Commissioner Ryckman recessed the meeting until 9:53. At 9:53, the meeting was resumed.

At 10:56 am, Commissioner Ryckman recessed the meeting until 11:01 am. At 11:01, the meeting was resumed.

At 11:49, Commissioner Ryckman recessed the meeting for lunch until 12:09. At 12:09, the meeting was resumed.

**EXECUTIVE SESSION**

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At 11:03, Commissioner Ryckman called for an Executive Session for 30 minutes, until 11:33, to discuss purchase price and to discuss with legal counsel potential litigation to which the agency may become a party. At 11:33, Executive Session was extended for 15 minutes, until 11:48. At 11:48, the regular meeting was resumed.


At 12:19, Commissioner Ryckman called for an Executive Session for 20 minutes, until 12:39, to discuss purchase price and to discuss with legal counsel potential litigation to which the agency may become a party. At 12:39, Executive Session was extended for 10 minutes, until 12:49. At 12:49, Executive Session was extended for 5 minutes, until 12:54. At 12:54, the regular meeting was resumed.

**ADJOURNMENT**


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At 12:55 am, the meeting was adjourned.

Port of Pasco Commission:

  
Jean Ryckman, President

  
Hans J. Engelke, Vice-President

  
Vicki Gordon, Secretary