

Port of Pasco Commission
Minutes of Regular Meeting of Port Commission
Held remotely and in person with Public Access
Connell Visitor Center, 661 S. Columbia Ave., Connell, WA
August 27, 2025 | 8:30 a.m.

CALL TO ORDER

Commissioner Ryckman called the meeting to order at 8:30 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, Properties Director Mayra Reyna, Finance Director Donna Watts, 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, Ty Beaver of Journal of Business, Connell Police Chief Chris Lee, Connell Council Member Joe Escalera, Wendy Culverwell of the Tri-City Herald.

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of August 13, 2025.
- b) Vouchers and Warrants #104733-104836 and Direct Deposit #25636-25677 in the amount of \$2,626,253.03 for the General Fund.
- c) Accept as Complete- Airport Ticket Counter.

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

PUBLIC CITIZEN COMMENT

Mr. Watkins noted that he attended the Port of Kennewick Meeting that took place this week.

Connell Police Chief Lee was in attendance and provided an update on the City of Connell, projects and events taking place.

PUBLIC HEARINGS & RESOLUTIONS

Resolution 1660- CERB Loan/Grant Application- Mr. McFadden presented The Port staff intends to pursue a loan/grant from the Community Economic Revitalization Board (CERB) Committed Private Partner Program for the Reimann Industrial Center (RIC) North Waterline Project. This loan/grant application will construct municipal waterline along the Eastern and Northern boundaries of the Reimann Industrial Center. Additionally, the project will install a waterline to serve all industrial lots inside the 164-acre RIC North. J-U-B Engineers has been managing design for this project and is

approaching 90%. The total project estimate is \$7,643,000. The Port's investment in this project is \$2,643,000. The CERB Loan/Grant will provide \$3,750,000 loan and \$1,250,000 grant. This is 75% low interest loan and 25% grant. To utilize the CERB Committed Private Partner program, the Port is partnering with Cold Summit. The company previously executed a purchase and sale agreement with the Port for 30 acres at RIC North for a 400,000-square-foot cold storage facility.

Commissioner Gordon moved and Commissioner Engelke seconded to approve Resolution 1660, authorizing the Port to submit an application for a CERB loan/grant for the Reimann North Waterline Project, Committed Private Partner Project. Motion passed unanimously.

Resolution 1661- Changing the Location of the Second August Commission Meeting- Ms. French presented, annually, the Port holds their second August Commission meeting at the Airport, in part to accommodate attendance at the annual Tenant Appreciation BBQ, this resolution changes the location to the Airport.

Commissioner Engelke moved and Commissioner Gordon seconded to adopt Resolution 1661- Changing the Location of the Second September to the Tri-Cities Airport, 3601 N. 20th Ave., Pasco, WA, on September 24, 2025, at 9:30 am. Motion passed unanimously.

ITEMS FOR ACTION

BioFiltro Contract Extension—Mr. Faley and Mr. Taft presented, the BioFiltro Pilot Program for the treatment of aircraft deicing fluid at the Tri-Cities Airport, is coming to an end and preparations for the integrated systems are being made. Staff is requesting an 8-month extension on funding to complete the pilot program and transition to the integrated system. The cost for this extension is \$47,916.

Commissioner Gordon moved and Commissioner Engelke seconded to authorize an additional \$47,916 for the BioFiltro contract, bringing the total contract amount to \$163,969.62. Motion passed unanimously.

RIC North Phase 1 Rail Contract Approval— Mr. McFadden presented, on Aug. 13, 2025, the Port Commission approved the Notice of Award for GAME Inc. General Contractor (Goodman & Mehlenbacher Ent Inc.), the low bidder on the Port of Pasco Reimann Industrial Center Phase 1 Rail Lead Track project. The Port attorney has reviewed the contract, and staff is seeking Commission approval.

Commissioner Engelke moved and Commissioner Gordon seconded to authorize the Executive Director to execute the construction contract with GAME Inc. General Contractor (Goodman & Mehlenbacher Ent Inc.) for the Port of Pasco Reimann Industrial Center Phase 1 Rail Lead Track Project. And further authorize the Executive Director to accept minor changes as approved by the Port Attorney. Motion passed unanimously.

ITEMS FOR DISCUSSION

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

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

Director Reports:

1. Executive Director
 - a. Mr. Lincoln noted that Mr. McFadden has accepted the position of Deputy Executive Director for the Port.
 - b. Mr. Lincoln and Mr. McFadden met with the new president of Darigold.
 - c. Mr. Lincoln noted that he and Mr. McFadden would be leaving for the Ag. Symbiosis trip to Denmark on Friday.
2. Airport Director
 - a. Mr. Taft provided the July Airport Activities Report.
3. Deputy Airport Director
 - a. Mr. Faley discussed the progress on the 12-30 RWY Shift and construction progress.
4. Human Resources Director
 - a. Ms. French noted that Ms. Melendrez has started her training at the Port as Office Manager.
 - b. Ms. French discussed the Baker-Tilly position analysis has been completed and the survey is moving forward.
5. Finance Director
 - a. Ms. Watts provided updates on the status of the audits and the software implementation for accounting.
6. Director of Economic Development & Marketing
 - a. Mr. McFadden provided Mr. Vera's Project Management Report and provided an update on the Darigold project at the Reimann Industrial Center.
7. Director of Properties
 - a. Ms. Reyna provided the Property Activities Report and noted her attendance at an IEDC class and provided an update on the Osprey Pointe Administration Building Market Study.

Commission Report— Commissioner Engelke commented that he is very happy to be in Connell today and partnering with the community.

Commissioner Ryckman noted her attendance at the new Pasco high school dedications.

EXECUTIVE SESSION

At 9:47, Commissioner Ryckman called for an Executive Session for 10 minutes, until 9:57, to discuss purchase price and to discuss with legal counsel potential litigation to which the agency may become a party. At 9:57, Executive Session was extended for 5 minutes, until 10:02. At 10:02, the regular meeting was resumed.

ADJOURNMENT

At 10:02, the meeting was adjourned.

Port of Pasco Commission:



Jean Ryckman, President



Hans J. Engelke, Vice-President



Vicki Gordon, Secretary