

**Port of Pasco Commission**  
**Minutes of Regular Meeting of Port Commission**  
*Held remotely and in person with Public Access*  
*Tri-Cities Airport, 3601 N 20<sup>th</sup> Ave., Pasco, WA 99301*  
*September 24, 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, Deputy Executive Director Stephen McFadden, Properties Director Mayra Reyna, Finance Director Donna Watts, and Office Manager Sabrina Melendrez.

Excused: HR 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, Wendy Culverwell of the Tri-City Herald.

**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 August 27, 2025.
- b) August 29, 2025 Vouchers and Warrants #104837-104898 and Direct Deposit #25678-25722 in the amount of \$3,383,481.79 for the General Fund. September 12, 2025 Vouchers and Warrants #104899-105002 and Direct Deposit #25723-25764 in the amount of \$1,837,710.40 for the General Fund.

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

**PUBLIC CITIZEN COMMENT**

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Mr. Sexton of JMS provided an update on his Osprey Pointe project and the City of Pasco's acceptance of his proposed sewer line. A joint meeting between JMS, City of Pasco and Port of Pasco is to take place later in the week to discuss next steps.

Mr. Watkins noted that the Pasco Aquatics Facility project is on schedule to be completed in May 2026.

## ITEMS FOR ACTION

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**Purchase and Sale Sandborne AIP, LLC**— Mr. Taft presented the Purchase and Sale Agreement with Sandborne AIP, LLC, with whom staff has been working on the purchase of a 2,500 SF steel structure located in the Airport Industrial Park. The purchase price is \$685,000.

Commissioner Gordon moved and Commissioner Engelke seconded to authorize the Executive Director to execute the Purchase and Sale Agreement with Sandborne AIP, LLC for the property located at 645 Lockhead St. in the amount of \$685,000. It was further authorized that the Executive Director may approve minor changes to the agreement as approved by the Port attorney. Motion passed unanimously.

**RIC North Letter of Intent**— Mr. McFadden presented a Letter of Intent to purchase Lot #1 at the Reimann Industrial Center North property. The client plans to construct a large facility on the 42-acre site.

Commissioner Engelke moved and Commissioner Gordon seconded to authorize the Executive Director to execute the Letter of Intent to establish a 90-day exclusivity for Lot #1 at RIC North. Motion passed unanimously.

## ITEMS FOR DISCUSSION

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

## DIRECTOR REPORTS:

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1. Executive Director
  - a. Mr. Lincoln and Mr. Fadden provided a debrief on the WPPA trip to Denmark.
2. Airport Director
  - a. Mr. Taft provided the July Airport Activities Report as well as the Digital Marketing Report
3. Deputy Airport Director
  - a. Mr. Faley reported on the success of the triannual emergency exercise.
4. Human Resources Director
  - a. None.
5. Finance Director
  - a. Ms. Watts provided updates on the status of the federal audits.
6. Director of Economic Development & Marketing
  - a. Mr. McFadden provided an update on the recruitment efforts for the Program Manager position, as well as updates on the RIC project and Connell campaign effort.
7. Director of Properties
  - a. Ms. Reyna provided the Property Activities Report and noted efforts to plan tenant improvements and capital projects for 2026.

**Commission Report**— Commissioner Engelke commented on the success of the state audit and praised Donna for being highlighted by auditors for her consistent professionalism and performance. Commissioner Engelke also noted his intention to plan Connell's First Responder luncheon.

Commissioner Gordon received a synopsis from Mr. McFadden on the WPPA experience and will be sharing at the upcoming Council of Governments meeting.

Commissioner Ryckman will share the same at their upcoming TRIDEC meeting.

### **ITEMS FOR INFORMATION**

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**R3T Ventures LLC Lease Assignment to B-17 Pasco LLC**— R3T Ventures, LLC has sold its private hangar to B-17 Pasco, LLC . The leased land is located on Aviation Lot #5 in the Tri-Cities Airport Business Center (3015 Rickenbacker) and is approximately .92 acres. The monthly rent is currently \$1,102.87. As a result of this sale, the lease for the land on which the hangar sits has been assigned from R3T Ventures, LLC to B-17 Pasco, LLC. The Executive Director has executed the assignment document as per the Commission’s Delegation of Authority Policy.

**3<sup>rd</sup> Quarter Credit Card Report**—The 3<sup>rd</sup> Quarter Credit Card Report was provided for Commission review.

### **EXECUTIVE SESSION**

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At 9:40, Commissioner Ryckman called for an Executive Session for 30 minutes, until 10:10, to discuss purchase price and to discuss with legal counsel potential litigation to which the agency may become a party. At 10:10, the regular meeting was resumed.

### **RECESS**

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At 10:50am, the meeting recessed for 10 minutes, until 11:00am, at which time Commissioners toured the airport property.

### **ADJOURNMENT**

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At 11:45am, the meeting was adjourned.

Port of Pasco Commission:

  
Jean Ryckman, President

Hans J. Engelke, Vice-President

  
Vicki Gordon, Secretary