

**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  
October 8, 2025 | 9:00 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 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, Human Resources Director and Executive Assistant Lori French, Office Manager Sabrina Melendrez.

**Excused:** Commissioner Hans J. Engelke

**Guests:** Matt Watkins, Ben Hoppe of JUB, Wendy Culverwell of the Tri-City Herald, Colin Hastings of Pasco Chamber of Commerce, and Cole Crapps of Field Group.

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

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- a) Regular Meeting Minutes of September 24, 2025.
- b) Special Meeting Minutes of September 29, 2025.
- c) Vouchers and Warrants #105003-105072 and Direct Deposit #25765-25808 in the amount of \$2,255,906.68 for the General Fund.

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

**PUBLIC CITIZEN COMMENT**

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No Public Citizens provided comment.

**ITEMS FOR ACTION**

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**PCI Parking Agreement Fees Update—** Mr. Taft presented, the Management Agreement with PCI for parking operations at the airport calls for an annual negotiation of the credit card processing fee and the hourly labor rate for employees each October. Proposed changes include the adjustments in the credit card processing fee, and the labor blended hourly rate, and a change in the management fee for Year 3 (2/1/26-1/31/27).

Commissioner Ryckman moved and Commissioner Gordon seconded to approve the Parking Lot Management Agreement Amendment #3 with Parking Concepts Incorporated, as presented, and authorize the Executive Director to execute the agreement. Motion passed.

**Medical Benefits Renewal—** Ms. French presented, AWC has provided renewal percentage rates to Employee Benefits Trust members. The Port will hold an Employee Benefits Fair on October 14<sup>th</sup> to discuss plans and provide rate information. Renewal rates for ComPsych EAP, Vision Service Plan (VSP) Vision Insurance, Standard Life Insurance, and Standard Long-Term Disability Insurance received no rate increase from last year. Renewal rates for medical insurance increased 8.7% for Asuris, 11.6% for Kaiser Permanente, 4.3% for Delta Dental, and 7.6% for Willamette Dental. Staff is proposing a renewal of current coverage.

Commissioner Ryckman moved and Commissioner Gordon seconded to approve the January 1, 2026-December 31, 2026, renewal of AWC Employee Benefits Trust medical, dental, vision, life, and long-term disability, and EAP insurance plans as presented, for the upcoming coverage year.

## **ITEMS FOR DISCUSSION**

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

### **Director Reports:**

1. Executive Director
  - a. Mr. Lincoln noted the successful RiverFest event held last weekend.
  - b. Mr. Lincoln noted that staff is planning on presenting the budget at the next Commission Meeting.
  - c. Mr. Lincoln discussed the WVRA settlement, the settlement included keeping the current boundaries, changing to even year elections, district-based voting for general elections, and payment of a \$50,000 fee as allowable by RCW.
  - d. Mr. Lincoln also discussed the tour he and Mr. McFadden provided for a representative from Chelan-Douglas County, the progress on Industrial Symbiosis, Shoreline Reconveyance, and the federal government shutdown and its impact on the Tri-Cities Airport.
2. Port Attorney
  - a. Ms. Ellerd noted she will be attending the next Commission Meeting virtually.
3. Airport Director
  - a. Mr. Taft noted there have been no impacts of the government shutdown on the Airport at this time.
4. Deputy Airport Director
  - a. Mr. Faley noted that the Airport has received the ARFF Truck.
5. Human Resources Director
  - a. Ms. French noted that Baker Tilly has provided the initial information from the wage survey and are working on our employee job descriptions, staff will be providing additional information at upcoming meetings.
6. Finance Director
  - a. Ms. Watts discussed the entrance conference for the PFC and Accountability audits.
7. Director of Economic Development & Marketing
  - a. Mr. McFadden provided the EDM Report and the Project Manger Report from Mr. Vera.

- b. Mr. McFadden discussed the RiverFest event, thanking staff for participating, the upcoming Colima delegation visit, and the development of the Economic Development team.
8. Director of Properties
- a. Ms. Reyna noted she has been working on administrative tasks for properties.

**Commission Report**— Commissioner Gordon discussed the BFCOG grants, meeting and events.

Commissioner Ryckman noted her attendance at RiverFest and the good turnout.

**EXECUTIVE SESSION**

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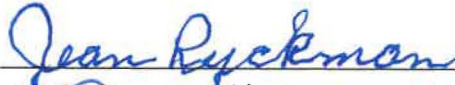
At 10:15, Commissioner Ryckman called for an Executive Session for 10 minutes, until 10:25, to discuss with legal counsel potential litigation to which the agency may become a party. At 10:25, Executive Session was extended for 10 minutes, until 10:35. At 10:35, Executive Session was extended for 3 minutes, until 10:38. At 10:38, the regular meeting was resumed.

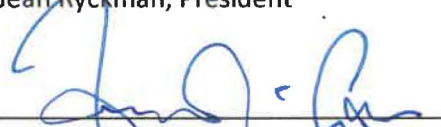
**ADJOURNMENT**

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At 10:43, the meeting was adjourned.

Port of Pasco Commission:

  
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Jean Ryckman, President

  
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Hans J. Engelke, Vice-President

  
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Vicki Gordon, Secretary