

**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 22, 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 Vicki Gordon, Commissioner Hans J. Engelke, Executive Director Adam Lincoln, Attorney Heidi Ellerd, Airport Director Buck Taft, Deputy Airport Director Don Faley, Airport Business Manager Tara White, Deputy Executive Director Stephen McFadden, Properties Director Mayra Reyna, Finance Director Donna Watts, Director of Human Resources and Administration Lori French, Office Manager Sabrina Melendrez.

**Guests:** Matt Watkins, Ben Hoppe of JUB, Megan Beck and Cole Crapps of Field Group, and Russ Christman of McKay Sposito.

**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 October 8, 2025.
- b) Vouchers and Warrants #105073 - 105162 and Direct Deposit #25809 - 25848 in the amount of \$2,708,368.70 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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No Public Citizens provided comment.

**ITEMS FOR ACTION**

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**Wage Survey and Administrative Salary Matrix** — Mr. Lincoln introduced the item and provided a brief background on the subject, detailing the approval of the 2024 Strategic Plan and its emphasis on “retaining high quality staff to execute the Port’s programs and manage its facilities.” Ms. French then presented the study conducted by Baker Tilly, who was tasked with performing a position analysis, wage survey, and job description update, the results of which were used to develop the Administrative Salary Range Matrix for 2026.

Commissioner Gordon moved and Commissioner Engelke seconded to approve the salary ranges for the Port of Pasco administration and management positions effective January 1, 2026, through December 31, 2026, and confirm the authority of the Executive Director to make salary adjustments for administration and management personnel within the salary ranges listed. Furthermore, Commissioners

confirm they retain salary action authority for the Executive Director and Finance Director / Auditor. Motion passed unanimously.

**Automobile Allowance Policy** — Ms. French presented updates to the Automobile Usage and Car Allowance Policy, which was originally implemented in 2014 and has not since been revisited. Staff proposed increasing the monthly vehicle allowance from \$500 per month for eligible employees to \$750 per month, to more accurately reflect the current cost of operating a personal vehicle for official duties.

Commissioner Engelke moved and Commissioner Gordon seconded to accept the proposed changes to Personnel Policy 2200, Automobile Usage and Car Allowance Policy. Motion passed unanimously.

**2026 Budget** — Ms. Watts presented the proposed 2026 preliminary budget and 2026 tax levy, which was compiled using the current year projected expenses and revenues, actual revenue and expenses from 2024 and 2023, and projected 2026 increases to revenues, expenses and management input.

The Budget Hearing will be held on November 12<sup>th</sup> at 9:35 am.

Commissioner Gordon moved and Commissioner Engelke seconded to approve the 2026 preliminary budget as presented on Page 2 of the 2026 budget workbook presented to Commission. Motion passed unanimously.

**Franklin PUD Airport Utility Easement** — Mr. Faley presented the Franklin PUD's requirement to provide new power routes to the FAA equipment at the Tri-Cities Airport Runway 12 and Runway 30. To meet this requirement, an easement must be arranged with the Port of Pasco for the two new routes.

Commissioner Gordon moved and Commissioner Engelke seconded to authorize the Executive Director to sign the Franklin PUD Utility Easements for power to the FAA NAVAIDs on Runway 12-30. Motion passed unanimously.

**A1 Hospitality Lease** — Ms. White presented that A1 Hospitality is refinancing their loan associated with the Courtyard Marriott. As part of the refinancing process, the lender requires the Port to sign an Estoppel Certificate and Landlord Consent and will not accept the pre-approved Port generated documents. The Port's attorney has reviewed the lender's documents and revisions have been incorporated into the proposed forms. Staff is requesting Commission approval to execute the new forms.

Commissioner Engelke moved and Commissioner Gordon seconded to approve the execution and finalization of the Landlord Consent and Estoppel Certificate as requested by A-1 Hospitality, LLC. Additionally, further move to authorize the Executive Director to execute the necessary documents. Motion passed unanimously.

**VerMulm, LLC Amendment** — Ms. White presented that VerMulm LLC, the current owner and operator of Pasco Golfland, is in the process of selling their business. The proposed buyer is financing the purchase, which requires the Port to add an additional two years onto the current land lease agreement term so that the length of the loan may coincide with the term of the lease. The lease value is \$7,055.64 per year.

Commissioner Gordon moved and Commissioner Engelke seconded to approve the lease amendment to Section 2 of the Lease between the Port of Pasco and VerMulm LLC, to extend the term to 12 years, beginning January 1, 2020, and ending December 31, 2031, and further authorizing the Executive Director to execute the lease amendment. Motion passed unanimously.

**Lanter Delivery System Lease** — Ms. Reyna presented Lanter Delivery System’s request to enter into a new lease agreement following the expiration of their current lease. The request would modify the current option of renewing for two years at predetermined rates, and instead seek to enter a one-year lease with the possibility of two subsequent one-year renewals. Staff requested that the minimum lease price be discussed during Executive Session.

Following Executive Session, no action was taken.

## **ITEMS FOR DISCUSSION**

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

**Airport Website Update** – Mr. Taft introduced the topic and its presenters, Megan Beck and Cole Crapps of Field Group, Inc., who gave a preview of the airport’s new website.

**Pasco Chamber of Commerce Lease Discussion** – Ms. Reyna presented that the Pasco Chamber of Commerce’s lease is up for renewal. As the anchor tenant, the Chamber’s original lease was executed at a reduced rate. Staff requested to discuss the minimum lease price during Executive Session.

## **DIRECTOR REPORTS**

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1. Executive Director
  - a. Mr. Lincoln expressed appreciation for the Legislative Reception hosted earlier in the week.
  - b. Mr. Lincoln noted upcoming meetings with PUD and Big Bend Electric to discuss joint projects, as well as a planned visit from the Industrial Symbiosis team.
2. Airport Director
  - a. Mr. Taft provided the airport’s digital marketing report and expressed his sincere appreciation for the Field Group marketing team.
3. Deputy Airport Director
  - a. Mr. Faley noted that the airport’s runway projects and Quick Turnaround facility are progressing on schedule.
  - b. Mr. Faley also reported on the Pendleton National Weather Service’s visit to the airport for emergency management and planning briefing, noting that this Service team is great to work with.
4. Finance Director
  - a. Ms. Watts discussed the exit conference for the PFC and Accountability audits.
5. Deputy Executive Director & Director of Economic Development & Marketing
  - a. Mr. McFadden provided the EDM Report.
  - b. Mr. McFadden discussed the groundbreaking at Reimann Industrial Center and thanked Mr. Vera for his contribution to the event.

- c. Mr. McFadden updated commissioners on the Rail project, stating that the contractor will be mobilizing next week.
  - d. Mr. McFadden noted that the Program Manager position recruitment had concluded with an offer being extended and accepted by Ms. Carmichael.
  - e. Mr. McFadden debriefed on the visit from Colima's UPN delegates.
6. Director of Properties
- a. Ms. Reyna discussed the COPA delegation visit and the Hispanic Chamber's Spooky Ball.

**Commission Report**— Commissioner Engelke discussed the PNWA conference in Vancouver.

Commissioner Gordon shared the upcoming Future 2075 event being hosted by Council of Governments on November 6 & 7.

Commissioner Ryckman enjoyed the Spooky Ball hosted by the Hispanic Chamber and will be attending TRIDEC later in the week.

**RECESS**

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At 11:25 a.m., Commissioner Ryckman recessed the meeting recessed for 20 minutes for lunch, until 11:45 a.m., noting that upon return the meeting would go into Executive Session. At 11:45 a.m., the meeting resumed.

**EXECUTIVE SESSION**

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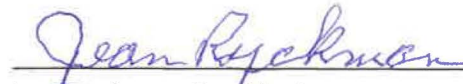
At 11:45 a.m., Commissioner Ryckman called for an Executive Session for 10 minutes, until 11:55 a.m., to discuss minimum lease price. At 11:55, Executive Session was extended for 5 minutes. At 12:00 p.m., the regular meeting was resumed.

**ADJOURNMENT**


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At 12:07 p.m., the meeting was adjourned.

Port of Pasco Commission:

  
Jean Ryckman, President

  
Hans J. Engelke, Vice-President

  
Vicki Gordon, Secretary