

**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  
November 12, 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, Deputy Executive Director Stephen McFadden, Properties Director Mayra Reyna, Finance Director Donna Watts, Director of Human Resources and Administration Lori French, Economic Development Program Manager Rohana Carmichael, Project Manager Jaime Vera, Office Manager Sabrina Melendrez.

**Guests:** Deborah O’Leary and Yuen (Ruby) Chung (SAO Auditors), Jakob Hebsgaard and Anders Larsen (Hebsgaard Larsen), Rhys Roth (Center for Sustainable Infrastructure), Steve Worley, Leslie Perkins (Dept. of Commerce), Steve Horton (Leibowitz Horton), Matt Watkins, Ben Hoppe (JUB), Ty Beaver (Journal of Business), Bob Sterbank (Foster Garvey PC), Meredith Sexton, James Sexton (JMS), Cole Crapps (Field Group).

**APPROVAL OF AGENDA**

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

Commissioner Gordon later moved, and Commissioner Engelke seconded a motion to amend the agenda, to include item 7.F. – Resolution 1666, changing the 2<sup>nd</sup> meeting date in December. Motion passed unanimously.

**CONSENT AGENDA**

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- a) Special Meeting Minutes of October 20, 2025
- b) Regular Meeting Minutes of October 22, 2025.
- c) Vouchers and Warrants #105164 - 105243 and Direct Deposit #25849 - 25889 in the amount of \$6,646,748.97 for the General Fund and Warrant #00006 for ACH.

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

**PUBLIC CITIZEN COMMENT**

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Mr. James Sexton of JMS Construction provided commissioners with an update to the Osprey Pointe project. Mr. Sexton shared that the City of Pasco has permitted the project and the City’s Building Department has the final plans for review. Staff discussed with Mr. Sexton the change of name for the 70 detached homes to “condos”.

## **PUBLIC HEARINGS AND RESOLUTIONS**

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**Public Hearing for the 2026 Budget** – At 9:35 a.m., Commissioner Ryckman opened the public hearing to consider and adopt the proposed 2026 Port of Pasco Budget. Ms. Watts presented a brief overview of the budget.

With no questions or comments on the proposed budget, Commissioner Ryckman closed the hearing at 9:37 a.m.

**Resolution 1662 – 2026 Tax Levy** – Ms. Watts presented Resolution 1662, adopting the 2026 tax levy for the Port of Pasco. This tax levy is increased by 1% from the previous year’s highest regular levy. This increase is exclusive of additional revenue resulting from the new construction, improvements to property, newly constructed wind turbines, solar, bio-mass and geo-thermal facilities and any increase in the value of state assessed property, and any additional amounts resulting from any annexations that have occurred, refunds made and any increase in the assessed value of real property in any local tax increment financing increment area that is not included in the foregoing.

Commissioner Engelke moved and Commissioner Gordon seconded the motion to adopt Resolution 1662 – A Resolution of the Port of Pasco Commission adopting the Port of Pasco’s Tax Levy Increase for 2026. Motion passed unanimously.

**Resolution 1663 – 2026 Budget** – Ms. Watts presented Resolution 1663, adopting the 2026 budget for the Port of Pasco, including a regular property tax levy for collection in 2026.

Commissioner Gordon moved and Commissioner Engelke seconded the motion to adopt Resolution 1663 – A Resolution of the Port of Pasco Commission adopting the Port of Pasco’s Budget for Calendar Year 2026 and Approving the Port of Pasco’s Regular Property Tax Levy for Collection in Calendar Year 2026. Motion passed unanimously.

**Resolution 1664 – 2026 Medical Reimbursement Plan** – Ms. French presented Resolution 1664, establishing the Medical Reimbursement Plan for the upcoming calendar year, which has historically been administered by Verde Services. This plan provides reimbursement to Commissioners and eligible Port employees, and their families, for the medical deductible, co-insurance, and prescription drug expenses incurred during the set year as defined by the resolution.

Commissioner Engelke moved and Commissioner Gordon seconded the motion to adopt Resolution 1664 – A Resolution of the Port of Pasco Commission reauthorizing the Port of Pasco Medical Reimbursement Plan for calendar year January 1, 2026, to December 31, 2026, and authorizing Verde Services to administer the plan. Motion passed unanimously.

**Resolution 1665 – Changing the Date and Time of the First December 2025 Commission Meeting** – Ms. French presented Resolution 1665, changing the date and time of the first December 2025 meeting to Friday, December 12, 2025, at 2:00 p.m.

Commissioner Gordon moved and Commission Engelke seconded the motion to adopt Resolution 1665, changing the date and time of the first December 2025 meeting to Friday, December 12, 2025, at 2:00 p.m. Motion passed unanimously.

**Resolution 1666 – Changing the Date of the Second December 2025 Commission Meeting** – Ms. French presented Resolution 1666, changing the date of the second December meeting to Wednesday, December 17, 2025, at 9:30 a.m.

Commissioner Gordon moved and Commissioner Engelke seconded the motion to adopt Resolution 1666, changing the date and time of the second December 2025 meeting to Wednesday, December 17, 2025, at 9:30 a.m. Motion passed unanimously.

#### **ITEMS FOR ACTION**

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**2026 Capital Budget** — Ms. Watts presented the 2026 Capital Budget for consideration, with a presentation from Mr. Vera and discussion from Mr. McFadden and the Commission. Commissioner Engelke expressed his desire to see the airport’s operating reserve fund increased from 4 months of expenses to 6 months of expenses. Staff committed to providing options for consideration.

Commissioner Gordon moved and Commissioner Engelke seconded the motion to approve the 2026 capital budget of \$34,159,461 as presented. Motion passed unanimously.

Commissioner Gordon moved and Commissioner Engelke seconded the motion to set the Port operating reserve fund at \$3,110,000 and the airport operating reserve fund at \$3,515,000. Motion passed unanimously.

**Airport Parking** — Mr. Taft presented the results of a parking and demand study at the Tri-Cities Airport, conducted by Walker Consultants. Since the last study conducted in 2020, the airport’s parking demand has surged. Short-term parking continues to be a management focus due to congestion, as passengers use the lot for overnight parking rather than for its intended use. Creating capacity in this lot could assist passenger pick up and drop off as well as reduce the terminal loop road congestion during high volume times. As a result, staff and their consultant propose a rate structure that encourages proper use of the various lot types.

The Current Parking Rates:	Proposed Parking Rates:
Short-Term Parking (Yellow)	Short-Term Parking (Yellow)
0-25 minutes Free	0-60 minutes Free
Hourly \$2	Hourly \$2
Daily \$16	Daily \$25
Long-Term Parking (Blue)	Long-Term Parking (Blue)
0-10 minutes Free	0-30 minutes Free
10 minutes-1hr \$2	10 minutes-1hr \$2
Daily \$12	Daily \$14
Credit Card Lot (Green)	Economy Lot (Green)
0-10 minutes Free	No Grace Period
10 minutes-1hr \$2	Hourly \$2
Daily \$12	Daily \$12

Commissioner Engelke moved and Commissioner Gordon seconded the motion to adjust the parking rates at the Tri-Cities Airport, as presented, effective January 1, 2026. Motion passed unanimously.

**Change Order #4 for RWY 12-30 Shift** — Mr. Faley presented Change Order #4 to the Runway 12-30 Shift Project, which was the result of additional excavation work associated with the change in routing for power as well as the addition of an aircraft-rated electrical handhole riser. The total amount for this Change Order is \$20,269.85. The Port's share of this Change Order is \$2,026.99.

Commissioner Gordon moved and Commissioner Engelke seconded the motion to authorize the Executive Director to sign Change Order No. 4 for the Runway 12-30 Shift Project for \$20,269.85, including sales tax, revising the contract total to \$12,483,223.32. Motion passed unanimously.

**Change Order #2 for East GA Project** — Mr. Faley presented Change Order #2 to the East GA Apron project, which included, but was not limited to, adjustments to the design, removing an excess slope, and splitting one of the work areas into two separate work areas to minimize impacts on four tenants. Another item covered in this Change Order related to the aircraft wash rack, changing the backflow preventer and adding an oil/water separator, in adherence with City specifications and requirements. The total amount for this Change Order is \$187,690.44. The Port's share of this Change Order is \$84,539.17.

Commissioner Engelke moved and Commissioner Gordon seconded the motion to authorize the Executive Director to sign Change Order #2 for the East GA Apron Project for \$187,690.33, including sales tax, revising the contract total to \$6,419,838.32. Motion passed unanimously.

**Change Order #2 for ARFF** — Mr. Faley presented Change Order #2 to the Aircraft Rescue and Fire Fighting (ARFF) Vehicle Procurement project, adding an aviation radio upon identifying that the radio was an eligible purchase through the AIP Grant. The total amount for this Change Order is \$1,425.50. The Port's share is \$71.28.

Commissioner Gordon moved and Commissioner Engelke seconded the motion to authorize the Executive Director to sign change order No. 2 for the ARFF Vehicle Procurement Project for \$1,425.50, including sales tax, revising the contract total to \$1,095,178.64. Motion passed unanimously.

**Accept Bid for Business Park Earthworks Project** — Mr. Faley presented an Acceptance of Bid for the Business Park Earthworks and Mass Grading Phase 2 Project. On November 10, 2025, The Airport received and opened seven (7) bids, of which Big D's Construction was the apparent low bidder with a bid amount of \$108,605.97. The engineer's estimate for this project was \$243,663.75.

Commissioner Engelke moved and Commissioner Gordon seconded the motion to award the Airport Business Park Earthworks and Mass Grading Phase 2 Project to Big D's Construction for \$108,605.97, including Washington State sales tax. Motion passed unanimously.

**EDOF Transfer for Land Purchase** — Ms. Watts presented a request to transfer funds out of the Economic Development Opportunity Fund (EDOF) to the General Fund for the purchase of additional land at Reimann Industrial Center. This purchase was approved by the Commission earlier this year and should close no later than November 18, 2025.

Commissioner Engelke moved and Commissioner Gordon seconded the motion to transfer up to \$7,800,000 from the Economic Development Opportunity Fund to the General Fund to cover the purchase of the additional property at Reimann Industrial Center. Motion passed unanimously.

**Performance Evaluation for Executive Director and Finance Director/Auditor** — Ms. French presented the agenda item for discussion by the Commissioners. Staff requested that in alignment with past practice, Commission conduct any discussions and deliberations regarding the “performance of a public employee” in Executive Session, with any actions taken in open session.

Upon return to open session, commissioner Engelke moved and Commissioner Gordon seconded to increase the salary of the Executive Director to \$270,000/year and to increase the salary of the Finance Director to \$210,000/year for the year 2026. Motion passed unanimously.

## **ITEMS FOR DISCUSSION**

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**SAO Exit Conference** – The Washington State Auditor’s Office has completed the Port of Pasco’s 2024 Accountability and Passenger Facility Charges Audits. Ms. O’Leary presented the Port of Pasco’s exit conference results. Commissioners thanked auditors and staff for another clean audit.

**Industrial Symbiosis Update** – Mr. Lincoln introduced the topic and its presenters, who provided a background on the project concept and presented their efforts to date and next steps.

**Airport Rates and Charges** – Mr. Taft presented the agenda item, which sets the airport rates for the upcoming year, and briefly explained the reconciliation process. Steve Horton of Leibowitz Horton was in attendance to present the reconciliation of 2024 details and review the 2025 rates. Staff requested to discuss minimum lease price during Executive Session.

**Lampson Lease Update** – Mr. McFadden presented Lampson International’s current lease, which is set to expire in 2027. Lampson has requested a new lease with new terms and wishes to have the new lease supersede the remainder of the existing lease. Staff requested to discuss the minimum lease price during Executive Session.

**September Financials** – Ms. Watts presented The September Financial Report

## **DIRECTOR REPORTS**

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1. Executive Director
  - a. Mr. Lincoln introduced Rohana Carmichael, the Port’s new Economic Development Program Manager.
  - b. Mr. Lincoln discussed the letter from WPPA to the Governor regarding Columbia River dredging and the Northwest Seaport Alliance Interlocal Agreement.
2. Airport Director
  - a. Mr. Taft provided the airport’s activity report.
3. Deputy Airport Director
  - a. Mr. Faley provided a construction update.
4. Deputy Executive Director & Director of Economic Development & Marketing
  - a. Mr. McFadden provided the EDM Report for the month of October and discussed the Connell Community survey, as well as the RIC North subdivision.
5. Properties Director
  - a. Ms. Reyna provided the Properties Activity Report and noted that she is working on leases updates.

**Commission Report**— The Commissioners discussed their non-Port meeting attendance for the BFCOG and TRIDEC.

**ITEMS FOR INFORMATION**

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**Sam Ranslem T-Hanger Lease** – Samuel Ranslem entered into a month-to-month T-hanger lease agreement for Building 1-69 #8, effective November 1, 2025. This is a month-to-month lease and the value is \$3,073.68 for one year. The Airport Director has executed the agreement, as per the Commission’s Delegation of Authority Policy.

**RECESS**

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At 11:35 a.m., Commissioner Ryckman recessed the meeting for 30 minutes for lunch, until 12:05 p.m., noting that upon return, the meeting would go into Executive Session. At 12:05 p.m., the meeting resumed.

**EXECUTIVE SESSION**

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At 11:04 a.m., Commissioner Ryckman called for an Executive Session to discuss minimum lease price. At 11:14 a.m., Executive Session was extended for 3 minutes. At 11:17 a.m., the regular meeting was resumed.

At 12:08 p.m., Commissioner Ryckman called for an Executive Session for 30 minutes, until 12:38 p.m., to discuss potential litigation. At 12:38 p.m., Executive Session was extended for 15 minutes. At 12:53 p.m., Executive Session was extended for 5 minutes. At 12:58 p.m., the regular meeting was resumed.


At 1:49 p.m., Commissioner Ryckman called for an Executive Session for 30 minutes, until 2:19 p.m., with action expected to follow, for the performance review of public employee(s). The regular meeting was resumed at 2:19 p.m.


**ADJOURNMENT**

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At 2:20 p.m., the meeting was adjourned.

Port of Pasco Commission:

  
Jean Ryckman, President

  
Hans J. Engelke, Vice-President

  
Vicki Gordon, Secretary