

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
January 28, 2026 | 9:30 a.m.

CALL TO ORDER

Commissioner Engelke 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 Hans J. Engelke, Commissioner Vicki Gordon, Commissioner Matt Watkins, Executive Director Adam Lincoln, Attorney Heidi Ellerd, Airport Director Buck Taft, Assistant Airport Director Tara White, Properties Director Mayra Reyna, Finance Director Donna Watts, Director of Human Resources and Administration Lori French, Economic Development Program Manager Rohana Carmichael, Office Manager Sabrina Melendrez.

Excused: Deputy Executive Director Stephen McFadden.

Guests: Ben Hoppe (JUB), Leo Perales (City of Pasco Councilmember), Blake Smith (Arts Center Task Force).

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of January 14, 2026.
- b) Vouchers and Warrants #105564 – 105651 and Direct Deposit # 26049-26086 in the amount of \$4,065,222.44 for the General Fund.
- c) Accept as Complete- PSC Business Park Earthwork and Mass Grading Project Phase 2

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

PUBLIC CITIZEN COMMENT

Mr. Perales provided public comment, requesting more transparency from the Port of Pasco as it relates to its commission meetings. He acknowledged that by posting the Commission Meeting Agenda on the website, staff were meeting the requirements of the law, but requested that staff make more information available. Mr. Perales also expressed disappointment over the termination of the Osprey Pointe master development agreement, and asked commissioners to reconsider selling the property to Mr. Sexton.

Commissioners thanked Mr. Perales for his comments and confirmed with staff that all legal requirements were being met as it relates to public access to commission meeting information.

PUBLIC HEARINGS AND RESOLUTIONS

Resolution 1671 – CERB Repayment Resolution – Mr. Lincoln presented Resolution 1671, a precondition to the Port of Pasco entering into a final contract with the Community Economic Revitalization Board (CERB). CERB awarded the Port of Pasco a loan for \$4,250,000 and a grant for \$750,000, to construct new water lines in the interior and along the exterior of Reimann Industrial Center North.

Commissioner Watkins moved and Commissioner Gordon seconded the motion to adopt Resolution 1671, for the CERB loan/grant for the Reimann Industrial Center North Water Line Project. Motion passed unanimously.

Resolution 1672 – Resolution for Warrant Signatures – Ms. Watts presented Resolution 1672, updating the list of officers authorized by the Commission to sign warrants, and allowing warrants to be signed before Commission approval.

Commissioner Gordon moved and Commissioner Watkins seconded the motion to adopt Resolution 1672, authorizing the signing of port warrants and authorizing certain officers to sign warrants prior to Commission approval. Motion passed unanimously.

ITEMS FOR ACTION

RIC North CERB Initial Offer of Financial Aid — Mr. Lincoln presented the Community Economic Revitalization Board's (CERB) Initial Offer of Financial Aid (IOFA). This IOFA coincides with Resolution 1671, and is a precondition to the Port of Pasco entering into a final contract with CERB related to the Reimann Industrial Center North Water Line Project.

Commissioner Watkins moved and Commissioner Gordon seconded the motion to authorize the executive director to execute the Initial Offer of Financial Aid from the Community Economic Revitalization Board for the Reimann Industrial Center North Water Line Project.

Reimann North Road Names — Mr. Lincoln presented, the interior of the Reimann Industrial Center North will have three (3) roads that access the new lots in the subdivision. Recording of the final plat requires that each road has a name assigned. Commissioners were asked to select road names.

Commissioner Gordon moved and Commissioner Watkins seconded the motion to approve the following road names: Port Way, Moe Street and Balcom Road for Reimann Industrial Center North. Motion passed unanimously.

The Landing LLC Lease — Mr. Taft presented the Landing LLC lease status at the Tri-Cities Airport Business Park. The Landing LLC had exhausted all financial options and was not able to proceed with building their second structure. Discussion aimed at finding a path to allow a mutually agreed upon termination of the lease was to be held during executive session, with any actions to be taken in open session.

Following Executive Session, Commissioner Watkins moved and Commissioner Gordon seconded the motion to approve termination of the lease with Landing LLC for the Argent Road facing property effective immediately. Motion passed unanimously.

Commissioner Watkins noted that Landing LLC has been a good tenant over the years and the decision to terminate was not done lightheartedly.

ITEMS FOR DISCUSSION

Tenant Delinquent List – Ms. Watts presented the current tenant delinquent list for discussion.

DIRECTOR REPORTS

1. Executive Director
 - a. Mr. Lincoln shared that the legislative session is in full swing, with staff seeking funding for the three projects recently approved by commissioners.
 - b. Mr. Lincoln provided an update on the Connell study, which is ready to be presented to Connell’s City Council on February 11.
2. Port Attorney
 - a. None.
3. Airport Director
 - a. Mr. Taft shared that short-term parking at the airport terminal has not seen significant behavioral changes since the rates were increased.
 - b. Mr. Taft provided an update on construction activities related to the Terminal Expansion project and Quick Turn Around project.
4. Assistant Director of Airport Properties
 - a. Ms. White shared how well the meeting with the car rental companies went related to the Quick Turn Around facility.
5. Director of Human Resources and Administration
 - a. Ms. French shared the current effort to hire a Lead Operations staff member as well as additional operations staff at the airport.
6. Finance Director
 - a. Ms. Watts shared her continued work on the annual reports and software implementation.
 - b. In response to Commissioner Engelke asking about the Port’s auditing process, Ms. Watts explained that she, as the Port’s Auditor, oversees all purchases and ensures they are all in alignment with the Port’s procurement procedures. Ms. Watts further expressed that the recent clean audits have been a direct result of appropriate safeguards and controls being in place.
7. Properties Director
 - a. Ms. Reyna shared PCA is terminating their lease and will be fulfilling their obligation to lease term amount. Another party has expressed interest in the space currently occupied by PCA.

Commission Report—

Commissioner Gordon clarified her position with the Benton Franklin Council of Governments as being the Vice Chair.

Commissioner Watkins thanked staff for their time spent meeting with him individually during his onboarding process. He’s already attended his first few meetings as Port Commissioner and looks forward to attending PNWA.

ITEMS FOR INFORMATION

Golfland Lease Assignment – NJ Vermulm, LLC, who has been the owner and operator of Pasco Golfland, has sold its business to AG Cacchiotti, LLC, effective January 16, 2026. As a result, the lease for the land has been assigned to AG Cacchiotti, LLC. The Executive Director has executed the assignment document as per the Commission’s Delegation of Authority Policy.

EXECUTIVE SESSION

At 9:53 a.m., Commissioner Engelke called for an Executive Session to discuss potential litigation to which the agency is likely to become a party (RCW 42.30.110 (1)(i) for 10 minutes, until 10:03, after which action was expected. At 10:03 a.m., the regular meeting was resumed.


ADJOURNMENT

At 10:56 a.m., the meeting was adjourned.

Port of Pasco Commission:



Hans J. Engelke, President



Vicki Gordon, Vice-President



Matt Watkins, Secretary