

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
March 25, 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 Matt Watkins, Commissioner Vicki Gordon, Executive Director Adam Lincoln, Attorney Heidi Ellerd, Airport Director Buck Taft, Assistant Airport Director Don Faley, Director of HR & Administration Lori French, Office Manager Sabrina Melendrez, Finance Director Donna Watts, Deputy Executive Director Stephen McFadden, Project Manager Jaime Vera, Properties Director Mayra Reyna, Assistant Airport Director of Properties Tara White.

Guests: Ben Hoppe (JUB), Russ Chrisman (MSI), Wendy Culverwell (Tri-City Herald), Cole Craps Field Group, Christian McFadden.

APPROVAL OF AGENDA

Commissioner Matt Watkins moved and Commissioner Engelke seconded to approve the agenda as presented. Motion passed unanimously.

CONSENT AGENDA

- a) Regular Meeting Minutes of February 25, 2026.
- b) Special Meeting Minutes of February 27, 2026.
- c) February 27, 2026, Vouchers and Warrants #105829-105914, ACH Warrant 011-012 and Direct Deposit # 26166-26205 in the amount of \$2,783,048.32 for the General Fund.
March 13, 2026, Vouchers and Warrants #105915-106015, ACH Warrant 013 and Direct Deposit # 26206-26242 in the amount of \$1,594,077.73.

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

PUBLIC CITIZEN COMMENT

No public citizens provided comment.

ITEMS FOR ACTION

Resolution 1673 – Resolution Authorizing the Customer Facility Charge Collection Rate at the Tri-Cities Airport — Mr. Taft presented Resolution 1673, which replaces/supersedes all previous resolutions related to the implementation and collection of a Customer Facility Charge (CFC). The original resolutions mentioned using CFCs for the financing of associated projects. This resolution amends that language to include operating and maintaining those improvements.

Commissioner Matt Watkins moved and Commissioner Engelke seconded to adopt Resolution 1673 – Customer Facility Charge at the Tri-Cities Airport. Motion passed unanimously.

Resolution 1674-Changing the date of the first April Commission Meeting — Ms. French presented Resolution 1674, changing the date of the first regularly scheduled Commission Meeting in April 2026 to April 15, 2026.

Commissioner Matt Watkins moved and Commissioner Engelke seconded to adopt Resolution 1674- Changing the date of the first April Commission Meeting to April 15, 2026. Motion passed unanimously.

Tri-Cities Airport Business Center Letter of Intent — Mr. McFadden presented, detailing a Letter of Intent (LOI) submitted by Gen4 Properties, LLC alongside previous considerations surrounding the Airport Business Center covenants. Staff sought approval of this no-cost LOI, providing the developer with the standard 90-day exclusive access to Lot #47 and #48, for the purpose of conducting due diligence. Bouten Construction would occupy the space.

Commissioner Watkins disclosed that he has worked with Bouten Construction for the Pasco Aquatic Center and consulted with the Port’s attorney to confirm there was no conflict of interest.

Port Attorney Ms. Ellerd disclosed a conflict of interest, noting family ties to one of the owners, and excused herself from any legal reviews of the agreement .

Commissioner Matt Watkins moved and Commissioner Engelke seconded to authorize the Executive Director to execute the Letter of Intent with Gen4 Properties, LLC for Lot #47 and #48 at the Tri-Cities Airport Business Center. Motion passed unanimously.

Big Pasco Industrial Center Facilities Condition Assessment Agreement — Mr. McFadden presented the results of the comprehensive Facilities Condition Assessment Request for Qualifications, as well as the process leading to the selection of McKinstry as the awarded consultant to perform the Assessment. The Assessment is included in the Port’s 2025-2030 approved Strategic Plan and is expected to be completed by the end of 2027. Staff and the consultant will provide regular updates to Commissioners throughout the project.

Commissioner Matt Watkins moved and Commissioner Engelke seconded to authorize the Executive Director to execute the Professional Services Agreement with McKinstry for the BPIC Facilities Condition Assessment for a not-to-exceed amount of \$615,730.00, and further to authorize the executive director to approve minor changes to the agreement as approved by the Port attorney. Motion passed unanimously.

Policy 2200-Automobile Usage and Car Allowance Policy – Ms. French presented a proposed update to the Automobile Usage and Car Allowance Policy, reporting on the increase in staff travel for business purposes. The update proposed would authorize mileage reimbursement for trips equal to or exceeding 250 miles round trip.

Commissioner Matt Watkins moved and Commissioner Engelke seconded to approve the updated Policy 2200 – Automobile Usage and Car Allowance Policy. Motion passed unanimously.

Deice Pad Expansion Design Project – Mr. Faley presented the Deice Pad Expansion effort as this year’s Airport Improvement Project (AIP). Mead & Hunt had provided a proposal for the design portion of the AIP, which would ultimately fund design, construction and construction management.

Commissioner Matt Watkins moved and Commissioner Engelke seconded to award the Deice Pad Expansion Design Project to Mead & Hunt for \$866,466.00, for the future AIP 66 Project. Motion passed unanimously.

Mead & Hunt Runway 12-30 Construction Management Task Order Amendment #2 – Mr. Faley presented, Mead & Hunt were working on the closeout of the Runway 12-30 Shift Project and determined that their effort had exceeded the cost associated with the original scope of work. During the project, numerous issues impacted the Federal Aviation Administration’s (FAA) ability to perform tasks assigned to them. Mead & Hunt instead completed a significant portion of work originally assigned to FAA. As a result, staff requested an amendment to the Mead & Hunt contract, adding funds to cover the costs associated with the increased scope.

Commissioner Matt Watkins moved and Commissioner Engelke seconded to authorize the Executive Director to sign Amendment #2, for the Runway 12-30 Shift Project Construction Management Task Order, with Mead & Hunt for \$175,759.00, resulting in a revised contract amount of \$1,904,886.46. Motion passed unanimously.

Tri-Cities Airport Airmail Centennial Air Display – Ms. White presented a request received by the Airmail Centennial Committee to display an exhibit in celebration of the Pasco Airmail Centennial (1926-2026). The exhibit would be displayed for one calendar year and would include overhead banners in the airport terminal above and next to the TSA security checkpoint, as well as a wall display similar to a previous museum display.

Commissioner Matt Watkins moved and Commissioner Engelke seconded to approve the Airmail Centennial Exhibit as presented with minimal changes approved by the Airport Director, to be on display in the airport terminal for one calendar year, beginning April 1, 2026 and ending March 31, 2027, and further approve the Executive Director sign the Port’s Standard Art Loan Agreement with the Airmail Centennial Committee. Motion passed unanimously.

Rental Car Agreement Amendments – Ms. White presented, the new Rental Car wash and fueling facility (Quick Turnaround – QTA), is nearing completion. As a result, amendments to the current Rental Car Concession and Lease Agreements were prepared to address the addition of the QTA. Agreement Amendments were identical, with the exception of the exclusive use bays and queuing lanes, and related charges, specific to each operator.

Commissioner Matt Watkins moved and Commissioner Engelke seconded to approve the Rental Car Concession and Lease Agreement Amendments and further approve the Executive Director to execute the presented amendments with Avis-Budget Car Rental, LLC, EAN Holdings LLC dba Enterprise Rent-A-Car, EAN Holdings LLC dba Alamo Rent A Car and National Car Rental, and Overland West Inc dba Hertz Rent A Car. Motion passed unanimously.

Parking Concepts, Inc. Agreement Amendment – Mr. Taft presented an amendment to the current agreement with Parking Concepts, Inc., to include a fair blended labor hourly rate. The proposed

amendment would allow for the local manager to receive annual post-year performance evaluation benefits, as applicable, to include at the conclusion of the contract term.

Commissioner Matt Watkins moved and Commissioner Engelke seconded to approve the Parking Lot Management Agreement Amendment #4 with Parking Concepts Incorporated, as presented, and to authorize the Executive Director to execute the Agreement. Motion passed unanimously.

ITEMS FOR DISCUSSION

Tenant Delinquent List – Ms. Watts provided the Tenant Delinquent List for discussion.

January Financials Report – Ms. Watts provided the January Financials Report for discussion.

DIRECTOR REPORTS

1. Executive Director
 - a. Mr. Lincoln expressed appreciation for the Jurassic Parliament training session and reminded commissioners of Comprehensive Scheme of Harbor Improvements training being conducted by James Darling on March 31, 2026.
2. Airport Director
 - a. Mr. Taft reported that the Pasco Airport TSA agents have been beyond grateful for the generosity shown by local community members and organizations.
3. Assistant Airport Director of Facilities and Maintenance
 - a. Mr. Faley provided an update on the Terminal Expansion project.
4. Finance Director
 - a. Ms. Watts provided an update on the software implantation status and annual report preparations.
5. Deputy Executive Director
 - a. Mr. McFadden thanked Commissioner Engelke for joining him to Olympia. Mr. McFadden was excited to report that \$250K have been awarded to the Reimann East project, as well as \$250K towards the Port's Industrial Symbiosis project. Upcoming project milestones included the Railroad Avenue weekend closure.
6. Project Manager
 - a. Mr. Vera presented his Project Manager Report.
7. Properties Director
 - a. Ms. Reyna provided a Properties Activity Report.
8. Assistant Director of Airport Properties
 - a. Ms. White provided an Airport Properties Activity Report and shared her efforts to get the Quick Turn Around project wrapped up.

Commission Report

Commissioner Gordon thanked staff for their work with the legislators.

Commissioner Watkins thanked Mr. Lincoln for connecting with the local veterans center and thanked Ms. Reyna for her participation in the Taco Crawl preparations.

Commissioner Engelke thanked staff for their efforts and was happy to hear of the projects supported by legislators. He shared that he had been spending time in Connell to build on the relationship. Commissioner Engelke also shared his retirement from the USDA board.

ITEMS FOR INFORMATION

The Landing LLC Lease Amendment – On January 28, 2026, Port Commission took action to terminate the lease with The Landing LLC for the parcel facing Argent Road. As a result, an amendment was prepared by the Port attorney’s office to amend the remaining lease for the interior parcel where The Landing will continue leasing. The Executive Director executed the amendment as per the Commission’s Delegation of Authority Policy.

Breier Family Investments II Land Lease – Breier Family Investments II’s long-term land lease expires on March 31, 2026. They sought to enter into a new lease agreement for the land where their private hangar is located. The new lease, effective April 1, 2026, is a Port standard aviation land lease and was prepared according to the Airport Leasing Policy regarding the steps to enter into a new aviation land lease when a lease expires, and Resolution 1457 governing investment and term. The Executive Director has executed the lease described above as per the Commission’s Delegation of Authority Policy.

IEDS Month-to-Month Lease - On March 13, 2026, Executive Director Adam Lincoln executed a month-to-month lease with Inland Empire Distribution Systems, Inc. (IEDS). The IEDS lease covers a 43,200-square-foot bay in Warehouse 2 Bay 1 at 2105 E. Ainsworth Street. The lease term, on a month-to-month basis, continues through December 31, 2026.

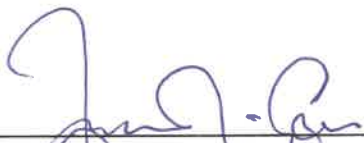
EXECUTIVE SESSION

At 10:48 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 (I)(i) for 10 minutes until 10:58 a.m. At 10:58 a.m., the regular meeting was resumed.


ADJOURNMENT

At 10:58 a.m., the meeting was adjourned.


Port of Pasco Commission:



Hans J. Engelke, President



Vicki Gordon, Vice-President



Matt Watkins, Secretary

