

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
April 15, 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, Economic Development Program Manager Rohana Carmichael, Properties Director Mayra Reyna.

Guests: Jakob Hebsgaard and Anders Larson (Hebsgaard Larson), Rhys Roth (Center for Sustainable Infrastructure), Steve Worley, Russ Chrisman (MSI), Wendy Culverwell (Tri-City Herald), Ty Beaver (Journal of Business), Cole Craps (Field Group).

APPROVAL OF AGENDA

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

CONSENT AGENDA

- a) Regular Meeting Minutes of March 25, 2026.
- b) Special Meeting Minutes of March 31, 2026.
- c) March 27, 2026, Vouchers and Warrants #106016-106069, ACH Warrant 014 and Direct Deposit # 26243-26282 in the amount of \$1,462,652.88 for the General Fund.

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

PUBLIC CITIZEN COMMENT

No public citizens provided comment.

ITEMS FOR ACTION

Resolution 1675 – Approving User Fees for the Tri-Cities Airport for 2026 — Mr. Taft presented Resolution 1675, which replaces (supersedes) Resolution 1667, related to establishing the Tri-Cities Airport user fees for 2026. This resolution was brought forward solely to add a Rental Car Fuel Surcharge to the user fee schedule. No other changes were proposed to the previously approved resolution or its fee schedule.

Commissioner Gordon moved and Commissioner Watkins seconded to adopt Resolution 1675 – approving the Tri-Cities Airport user fees for 2026, adding a rental car fuel surcharge of \$0.25 per gallon to the airport fee schedule, and superseding Resolution 1667. Motion passed unanimously.

Resolution 1676 – A Resolution in Commemoration of Franklin County Commissioner Bob Koch— Mr. Taft presented Resolution 1676, commemorating former Franklin County Commissioner Bob Koch, who served as Commissioner for 16 years. During that time, he led the county with integrity and commitment to community growth. He passed away at the end of March, and staff wished to formally honor his years as a dedicated public servant and friend of the Port.

Commissioner Watkins moved and Commissioner Gordon seconded to adopt Resolution 1676- A Resolution in Commemoration of Franklin County Commissioner Bob Koch. Motion passed unanimously.

Industrial Symbiosis Feasibility Study Presentation — Mr. McFadden introduced the Port’s consultant team, Hebsgaard Larson in partnership with the Center for Sustainable Infrastructure (CSI), to present the results of the Industrial Symbiosis Feasibility Study to Commission for approval. Together, they presented a summary of the completed analysis, establishing a framework for execution of the concept and identifying immediate next steps. Staff recommended commission adoption of the Feasibility Study and approval to continue efforts regarding future development of the project.

Commissioner Gordon moved and Commissioner Watkins seconded to approve the Pasco Industrial Symbiosis Park Feasibility Study as presented and to confirm the Port’s ongoing efforts regarding future development of the project. Motion passed unanimously.

Big Pasco Industrial Center (BPIC) Rail Condition Assessment Agreement — Mr. McFadden presented the results of the comprehensive Rail Infrastructure Condition Assessment Request for Qualifications, as well as the process leading to the selection of HDR as the awarded consultant to perform the Assessment. The Assessment is included in the Port’s 2025-2030 approved Strategic Plan. Staff and the consultant will provide updates to Commissioners throughout the project.

Commissioner Gordon moved and Commissioner Watkins seconded to authorize the Executive Director to execute the Professional Services Agreement with HDR Engineering, Inc. for the BPIC Rail Infrastructure Condition Assessment for a not-to-exceed amount of \$71,000.00, and further to authorize the executive director to approve minor changes to the agreement as approved by the Port attorney. Motion passed unanimously.

Reimann Industrial Center Letter of Intent – Mr. McFadden presented, the Port is working with a broker representing a client for a proposed industrial manufacturing project at Reimann Industrial Center North. The Port has entered into a non-disclosure agreement with the client, whose proposal would employ 40-50 full-time staff. Mr. McFadden presented a 90-day Letter of Intent for commission consideration, providing the client exclusivity for feasibility analysis of the site.

Commissioner Watkins moved and Commissioner Gordon seconded to authorize the Executive Director to execute the 90-day Letter of Intent with Lybbert Fielding for Lots #4 and #5 at Reimann Industrial Center North; and further to authorize the Executive Director to accept minor changes to the LOI as approved by the Port attorney. Motion passed unanimously.

BPIC Rail Lease – Mr. McFadden presented, proposing a land and rail lease with Savage Enterprises, LLC. The Port and Savage began active lease negotiations last year. Upon commencement, Savage would become the largest rail user at BPIC.

Commissioner Gordon moved and Commissioner Watkins seconded to authorize the Executive Director to execute the lease with Savage Transload Network, LLC, for BPIC transload operations, as presented, and further to authorize the Executive Director to approve minor changes as approved by the Port Attorney. Motion passed unanimously.

Tri-Cities Airport Terminal Flooring Project – Mr. Faley presented the results of the Terminal Flooring Project bid opening. Two companies submitted bids for the project, and the apparent low bidder was Craftsman Cabinet and Flooring, with a bid of \$112,112.55. This project will replace the carpeting at Gates 3, 4, and 5, the carpet in the Jim Morasch conference room, as well as the carpeting in the Airline Operations Office Hallway.

Commissioner Watkins moved and Commissioner Gordon seconded to accept the bid for the Terminal Flooring Project, and to authorize the Executive Director to execute the contract with Craftsman Cabinet and Flooring for \$112,112.55, including Washington State sales tax. Motion passed unanimously.

Tri-Cities Airport Rental Car Facility Fueling Agreement – Mr. Faley presented the results of the Tri-Cities Airport Rental Car Facility Fueling bid. One company provided a bid for the project, CO Energy, with a bid of \$4.585 per gallon. Due to the nature of fuel pricing, the price per gallon will fluctuate. The provider will check pricing with the Oil Price Information Service from Seattle, Pasco, Moses Lake and Spokane terminals and will provide the lowest price per gallon.

Commissioner Gordon moved and Commissioner Watkins seconded to accept the bid for the Tri-Cities Airport Rental Car Facility Fueling Agreement, and to authorize the Executive Director to execute the contract with CO Energy, utilizing the Oil Price Information Service for Seattle, Pasco, Moses Lake and Spokane. Motion passed unanimously.

ITEMS FOR DISCUSSION

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

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

Reserve Fund Discussion – Ms. Watts provided the history and current standings of the Port's operating reserve funds for discussion.

Business Retention & Expansion Program Implementation – Ms. Carmichael provided an overview of the Port's newly developed Business Retention and Expansion program for discussion.

DIRECTOR REPORTS

1. Executive Director
 - a. Mr. Lincoln noted he is looking forward to his Upcoming trip to Washington DC to attend the PNWA conference. He also briefed commission on his presentation to TC Angel Alliance on industrial symbiosis.
2. Assistant Airport Director of Facilities and Maintenance
 - a. Mr. Faley provided updates on the Terminal Expansion and De-Ice Pad Expansion projects.
3. Finance Director
 - a. Ms. Watts provided an update on the software implantation status and annual report preparations.
4. Deputy Executive Director
 - a. Mr. McFadden presented the monthly Economic Development report, the digital marketing report, and provided an update on the implementation of the Monday.com platform.
5. Properties Director
 - a. Ms. Reyna provided a Properties Activity Report.

ITEMS FOR INFORMATION

Terminal Project Change Order #3 – Through delegation of authority, the Executive Director executed Change Order #3 to the Terminal Expansion Project. This change order was a result of the demolition of the freight building, the realignment of the baggage handling system, as well as additional conduit and electrical wiring relocation needs.

FAA Reimbursable Agreement – The Federal Aviation Administration (FAA) reimbursable agreement is associated with the deice pad expansion project. The Executive Director has executed the agreement per the Commission’s Delegation of Authority Policy.

NorthBank Civil Dockage Agreement – Through delegation of authority, the Executive Director has signed a Dockage Agreement with NorthBank Civil & Marine LLC, who will transload diving gear and ecology blocks via barge across the river in support of constructing a silt curtain for the City of Kennewick’s wastewater project.

EXECUTIVE SESSION

At 9:45 a.m., Commissioner Engelke called for an Executive Session to discuss minimum price at which real estate will be offered for sale (RCW 42.30.110 (l)(c) for 15 minutes until 10:00 a.m. At 10:00 a.m., the regular meeting was resumed.

ADJOURNMENT

At 11:21 a.m., the meeting was adjourned.

Port of Pasco Commission:



Hans J. Engelke, President



Vicki Gordon, Vice-President



Matt Watkins, Secretary

