

**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  
May 13, 2026 | 9:30 a.m.

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**CALL TO ORDER**

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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 of Facilities and Maintenance Don Faley, Director of HR & Administration Lori French, Office Manager Sabrina Melendrez, Finance Director Donna Watts, Deputy Executive Director Stephen McFadden, Properties Director Mayra Reyna, Assistant Airport Director of Properties Tara White.

**Guests:** Russ Chrisman (MacKay), Cole Craps (Field Group), Olivia Pena (Mead & Hunt), Bob Sterbank (Foster Garvey).

**APPROVAL OF AGENDA**

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Commissioner Watkins 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 April 15, 2026.
- b) April 17, 2026, Vouchers and Warrants # 106070-106173, ACH Warrant 15-16 and Direct Deposit # 26283-26318 in the amount of \$2,271,190.56 for the General Fund. May 1, 2026, Vouchers and Warrants # 106174-106242, ACH Warrant 17 and Direct Deposit # 26319-26359 in the amount of \$1,130,749.70 for the General Fund.

Commissioner Gordon moved and Commissioner Watkins 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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**Clear Channel Advertising Agreement Termination** — Ms. White presented, the 5-year agreement with Clear Channel Airports began on August 14, 2016, with two 5-year options to extend. Under new ownership, Clear Channel Airports had opted not to exercise the final 5-year extension option of their contract. They had, however, offered to extend their service through December 2026 to assist the Port in its transition process.

Commissioner Watkins moved and Commissioner Gordon seconded to approve Interspace Services, dba Clear Channel Airports, to continue services at the Tri-Cities Airport through December 31, 2026, as

outlined in the letter of understanding, dated May 1, 2026, and further to authorize the Executive Director to sign the letter as accepted and agreed upon, on behalf of the Port of Pasco. Motion passed unanimously.

**RWY 12-30 Shift Project Change Order #5** — Mr. Faley presented Change Order #5 to the Runway 12-30 Shift Project. This change order, valued at \$159,761.59, covered work related to the addition of electrical conduit, replacement of an existing electrical junction box, and final adjustments to the asphalt and base rock quantities. The Federal Aviation Administration Airports District Office had agreed that these were AIP-approved items. The Port's share of the change order was \$15,976.16.

Commissioner Gordon moved and Commissioner Watkins seconded to authorize the Executive Director to sign Change Order #5 for the Runway 12-30 Shift Project for \$159,761.59, including sales tax, revising the contract total to \$12,642,984.91. Motion passed unanimously.

**Mead & Hunt Task Order – Terminal Area Study** — Mr. Faley introduced the Terminal Area Master Plan, which would help the Port understand the needs of future terminal expansion, phasing for the expansion, and cost estimates for budgeting. Mead & Hunt had provided a proposal valued at \$577,717.00 to conduct the study, and their proposal was found to be within 3.24% of an Independent Fee Study. The Federal Aviation Administration reviewed Mead & Hunt's proposal and found it to be eligible for the Airport Improvement Program grant associated with this project. The Port would be responsible for 5% of the costs, equaling \$28,885.85.

Commissioner Watkins moved and Commissioner Gordon seconded to authorize the Executive Director to execute a Task Order with Mead & Hunt for the Terminal Area Master Plan Study Project, in the amount of \$577,717.00. Motion passed unanimously.

**Mead & Hunt Task Order – Airport Pavement Management System Study** — Mr. Faley presented the Pavement Management System Study, this will help the Port with maintenance planning for existing pavement in the near term, as well as planning for future Federal Aviation Administration Airport Improvement Program pavement projects. Mead & Hunt provided a proposal valued at \$136,644.60 to conduct the study, and their proposal was found to be within 5% of an Independent Fee Study. The Federal Aviation Administration reviewed Mead & Hunt's proposal and found it to be eligible for the Airport Improvement Program (AIP) Grant 66, associated with this project. The Port will be responsible for 5% of the eligible costs, equaling \$6,575.78. Mead & Hunt will also inspect areas at the airport that were not AIP-eligible, including roadways on the landside of the airport. Those non-AIP-eligible area fees are \$5,129.00.

Commissioner Gordon moved and Commissioner Watkins seconded to authorize the Executive Director to execute the Task Order with Mead & Hunt for the Airport Pavement Management System Study Project, in the amount of \$136,644.60. Motion passed unanimously.

**Emergency Declaration – Fire at Building T-179** – Mr. Lincoln presented, due to a significant fire that had occurred at Port-owned Building T-179, he, as the Executive Director, declared an emergency and authorized emergency response and mitigation actions consistent with Resolution 1649, which provided an exemption to competitive bidding requirements in emergency situations. As a result, Compass Construction, Inc. was engaged to assist with emergency cleanup and stabilization activities.

Commissioner Watkins moved and Commissioner Gordon seconded to approve the Executive Director's Declaration of Emergency, as well as their execution of a contract with Compass Construction, Inc., without competitive bidding, in accordance with Resolution 1649. Motion passed unanimously.

## **ITEMS FOR DISCUSSION**

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**March Financials Report** – Ms. Watts provided the March Financials Report for discussion.

## **DIRECTOR REPORTS**

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1. Executive Director
  - a. Mr. Lincoln provided a debrief of the PNWA conference in Washington DC. He also thanked staff for their participation at the Cinco de Mayo festival and briefly listed upcoming events.
2. Port Attorney
  - a. Ms. Ellerd noted that she'd be attending the Airport Council International Conference in California the following week
3. Airport Director
  - a. Mr. Taft provided the Airport Activities Report and Digital Marketing Report. He also updated Commission on the status of the Terminal Area Plan and De-Icing Pad Expansion efforts
4. Assistant Airport Director of Facilities and Maintenance
  - a. Mr. Faley declared the opening of the Quick Turn Around facility a success and provided updates on the Terminal Expansion project.
5. Director of HR and Administration
  - a. Ms. French provided a summary of her attendance at the AWC Labor Institute Conference.
6. Finance Director
  - a. Ms. Watts provided an update on the annual report and software implementation efforts.
7. Deputy Executive Director
  - a. Mr. McFadden provided the monthly Economic Development report, the digital marketing report, and presented the Commissioners with copies of new marketing materials. Mr. McFadden also provided a debrief on his visit to Connell.
8. Properties Director
  - a. Ms. Reyna provided a Properties Activity Report
9. Assistant Airport Director of Properties
  - a. Ms. White provided an update on the Uber and Lyft operational changes and its successes.
10. Commissioners
  - a. Mr. Watkins expressed appreciation for the joint trip to Washington D.C. and invited staff to the June 13 opening of the Pasco Aquatic Center
  - b. Mr. Engelke also expressed appreciation for the trip to Washington D.C. and provided a brief synopsis of his visit in Connell.

**ITEMS FOR INFORMATION**

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**Terminal Expansion Project Change Order #4** – Mr. Faley presented, through delegation of authority, the Executive Director signed Change Order #4 to the Terminal Expansion project, valued at \$65,422.05. This change order was reviewed by the Federal Aviation Administration (FAA) Airports District Office and was found eligible under the FAA Airport Improvement Program Grant. The Port’s share of this change order was \$6,542.21.

**Mid-Columbia Warehouse Leases** – Mrs. Reyna presented, Mid-Columbia Warehouses has executed five new lease agreements totaling nine warehouse bays and one warehouse concrete pad. In addition, the tenant maintains a separate month-to-month lease for land and a shop building. Through delegation of authority, the Executive Director has signed the leases with Mid-Columbia Warehouses.

**EXECUTIVE SESSION**

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At 9:34 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 20 minutes until 9:54 a.m. At 9:54 a.m., the Executive Session was extended by 5 minutes, until 9:59 a.m. At 9:59 a.m., the regular meeting was resumed.

**ADJOURNMENT**

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At 11:04 a.m., the meeting was adjourned:

Port of Pasco Commission:

  
Hans J. Engelke, President

  
Vicki Gordon, Vice-President

  
Matt Watkins, Secretary