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
June 10, 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, Properties Director Mayra Reyna.

Guests: Sue Frost, Michael Miller, Ben Hoppe (JUB).

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 May 27, 2026.
b) May 29, 2026, Vouchers and Warrants # 106339-106396, ACH Warrant 19 and Direct Deposit # 26398-26437 in the amount of $1,873,708.40 for the General Fund.

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

PUBLIC CITIZEN COMMENT

No public citizens provided comment.

PUBLIC HEARINGS AND RESOLUTIONS

Resolution 1677 – Changing the Date and Location of the First July Commission Meeting — Ms. French presented, staff is proposing to move the first July Commission Meeting to July 15, 2026, to avoid schedule conflicts and change the location of the meeting to the Tri-Cities Airport.

Commissioner Watkins moved and Commissioner Gordon seconded to adopt Resolution 1677 – Changing the date and location of the first July Commission Meeting to July 15th at 9:30 am at the Tri-Cities Airport. Motion passed unanimously.

ITEMS FOR ACTION

CERB Contract for RIC North Waterline — Mr. McFadden presented the Community Economic Revitalization Board (CERB) contract for funding the Reimann Industrial Center North Watermain Project. In January 2026, CERB approved a $5 million Loan/Grant funding package, and the Port Commission accepted the Initial Offer of Financial Aid and adopted Resolution 1671 for funding repayment to CERB. Initially, the project had an estimated cost of $7,643,000, however, on June 9, 2026, staff received and opened nine (9) bids, with the lowest responsible bid at approximately $4.3 million. As a result, staff are seeking to modify the contract and reduce the CERB funding amount.

Commissioner Gordon moved and Commissioner Watkins seconded to authorize the Executive Director to execute the CERB contract for funding of the Reimann Industrial Center North Watermain Project, with minor changes as approved by the Port Attorney. Motion passed unanimously.

TRIDEC Work Plan and Agreement Renewal — Mr. McFadden presented the 2026/2027 Economic Development Agreement between the Port of Pasco and the Tri City Development Council (TRIDEC). The agreement includes renewal of the Port's annual $40,000 investment in TRIDEC, who provides direct support to the Port on economic development projects and initiatives as the region's Associate Development Organization (ADO).

Commissioner Watkins moved and Commissioner Gordon seconded to authorize the Executive Director to execute the 2026/2027 Economic Development Agreement between the Port of Pasco and TRIDEC. Motion passed unanimously.

ITEMS FOR DISCUSSION

April Financials Report – Ms. Watts provided the April Financials Report for discussion. The Commissioners and Ms. Watts discussed the report formatting for previous months' comparison. Commissioner Watkins complemented Ms. Watts and staff on their reporting process and details provided.

Director Reports:

1. Executive Director
    a. Mr. Lincoln noted that he will have items to discuss with the Commission in Executive Session.
2. Port Attorney
    a. The Port Attorney provided her ACI Conference Report and reminded commissioners that she will be attending the next meeting virtually.
3. Airport Director
    a. Mr. Taft provided the Activities Report and shared the airport's latest marketing campaign, giving away two roundtrip tickets to every destination PSC offers. The first promotion had 800 entries within 48 hours. Mr. Taft also reminded staff and commissioners of the ribbon cutting celebrating the return of the Portland flight this afternoon.
4. Assistant Airport Director of Facilities and Maintenance
    a. Mr. Faley provided updates on the terminal projects.
5. Director of HR and Administration
    a. Ms. French shared progress on getting seasonal hires onboarded.

6. Finance Director
    a. Ms. Watts noted that the Annual Report was submitted to the State Auditor's Office, and on the software implementation efforts.
7. Deputy Executive Director
    a. Mr. McFadden provided updates on the Rail Assessment and Facility Condition Assessment projects

Commission Reports- Commissioner Watkins provided information on the upcoming ribbon cutting for the Pasco Aquatics Center and noted that he will be traveling for several weeks during July. Commissioner Engelke noted his attendance at the Port of Benton dedication for former POB Commissioner Bob Larson.

EXECUTIVE SESSION

At 10:26 am., 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 15 minutes until 10:41 am. At 10:41 am, the Executive Session was extended by 5 minutes, until 10:46 am. At 10:46 am, the regular meeting was resumed.

ADJOURNMENT

At 10:46 am., the meeting was adjourned.

Port of Pasco Commission:

Hans J. Engelke, President

Vicki Gordon

Vicki Gordon, Vice-President

Matt Watkins, Secretary