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 24, *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: Bob Sterbank (Foster Garvey), Ben Hoppe (JUB), Michael Miller, 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 June 10, 2026.
b) June 12, 2026, Vouchers and Warrants # 106397- 106511, with Warrants 106506-106510 voided, ACH Warrant 20 and Direct Deposit # 26438 - 26476 in the amount of $1,494,506.32 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.

ITEMS FOR ACTION

Recommendation to Award Reimann Industrial Center Phase 3 Water Line Project — Mr. Vera presented the recommendation to award the Reimann Industrial Center (RIC) Phase 3 Water Line project to C&E Trenching, LLC.
The RIC Phase 3 Water Line project will provide critical utility infrastructure to support development within the industrial center. On June 9, 2026, nine bids were received and opened, with C&E Trenching, LLC, submitting the lowest responsible bid at $4,347,468.39, including state sales tax. Staff requested the Commission authorize the Executive Director to accept the bid and execute the Recommendation to Award with C&E Trenching, LLC.

Commissioner Watkins asked when the project is anticipated to be completed, to which Mr. Vera replied that the project is anticipated to be completed by the end of 2026.

Commissioner Watkins moved and Commissioner Gordon seconded to authorize the Executive Director to accept the Bid and execute the Recommendation to Award to C&E Trenching, LLC for the Port of Pasco Reimann Industrial Center Phase 3 Waterline Project. Motion passed unanimously.

Emergency Declaration for Rail Crossing Repairs at Oregon Avenue — Mr. McFadden presented, during the Big Pasco Industrial Center Rail Assessment, HDR identified a deficiency in the condition of the Oregon Avenue rail crossing and alerted Port staff to the need for expedited repairs to the track. Due to the impacts on public safety, rail operations and freight mobility, the Executive Director declared this matter an emergency. Pursuant to Resolution 1649 and applicable state law, competitive bidding requirements were waived to the extent necessary to complete the emergency repair work.

Commissioner Gordon moved and Commissioner Watkins seconded to confirm the Executive Director's Declaration of Emergency in accordance with Resolution 1649. Motion passed unanimously.

Aviation Liability Insurance Lease Language — Ms. White proposed additional aviation liability language, addressing aviation leases specifically, and detailing the aviation liability coverage suggested by the Port insurance consultant, HUB, and approved by the Port attorney. Staff proposed mitigating potential risk by adding the suggested language to the standard lease language.
Commissioner Watkins asked if this particular coverage is readily available to our aviation customers. Ms. White confirmed that this addition is considered standard coverage and is readily available.

Commissioner Watkins moved and Commissioner Gordon seconded to approve the updated insurance article language detailing the aviation liability coverage requirements, as presented, and to include this language in standard Port lease agreements, effective immediately. Motion passed unanimously.

Aviation Museum Building 72 Tower Lease Amendment — Ms. White presented a proposed amendment to an existing lease with the Pacific Northwest Aviation Museum & Historical Association (PNAM). PNAM sought to lease the remainder of the first-floor office space recently vacated by Apollo. This would allow for the expansion of the museum across the entirety of the office space in Building 72. Ms. White further proposed to bill the additional space at the existing rate already in place for PNAM.

Commissioner Gordon moved and Commissioner Watkins seconded to approve the Lease Amendment with the Pacific Northwest Aviation Museum and Historical Association, as presented, with the rate of $0.1333/square foot per month, and further to authorize the Executive Director to execute the Lease Amendment. Motion passed unanimously.

Terminal Expansion Project Construction – AIP 69 Grant Authorization – Mr. Faley presented Airport Improvement Grant 69 for the Terminal Expansion Project, Construction Phase 3. This grant provided additional funding for the Project, which included passenger boarding bridges and the expansion of the airline baggage make-up area. The grant request was for $4,254,346.00, of which $4,000,000.00 would be covered by the Federal Aviation Administration (FAA), and the remainder by the Port. The FAA previously announced an award of $2,700,000.00 towards this Project, and has since encouraged the Port to request additional funds, should they become available.
Lastly, Mr. Faley noted that the original staff memo incorrectly referenced the Grant as an Airport Terminal Program Grant, abbreviated ATP.

Commissioner Gordon moved and Commissioner Watkins seconded to authorize the Executive Director and Port Attorney to sign AIP 69 Grant with the FAA, for the Terminal Expansion Project Construction Phase 3. Motion passed unanimously.

Director Reports:

1. Airport Director
    a. Mr. Taft was excited to report that the first winner for airline tickets would be announced soon.
    b. Mr. Taft described the small general aviation runway at the Tri-Cities Airport, which needed to be closed until further notice due to its deterioration. The most recent pavement condition assessment rated the runway as 'very bad' and estimated repair costs in excess of $3M. Mr. Taft wished to have a meeting with the GA community to discuss permanently closing the runway. Commissioner Watkins expressed appreciation for the planned outreach and wished to attend that meeting, once scheduled.
2. Assistant Airport Director of Facilities and Maintenance
    a. Mr. Faley provided updates on the Terminal Expansion projects.
3. Finance Director
    a. Ms. Watts provided an update on the 2025 financial audit. Commissioner Gordon will be interviewed for the board risk assessment.
4. Deputy Executive Director
    a. Mr. McFadden discussed the pending trip to Vancouver, WA for the Industrial Symbiosis conference.
5. Director of Properties
    a. Ms. Reyna provided a Properties Activity Report.
6. Assistant Airport Director of Properties
    a. Ms. White provided an Airport Properties Activity Report.

Commissioner Reports-

Commissioner Watkins expressed excitement over the Aquatic Center opening on June 27, 2026. Commissioner Engelke attended the PNWA conference the week prior, and appreciated the content shared there. Commissioner Engelke also read aloud a card received from the family of Bob Koch.

ITEMS FOR INFORMATION

Aviation Museum Hanger 72B Lease –The Pacific Northwest Aviation Museum and Historical Association (PNAM) has entered into a month-to-month lease agreement for the south hanger space in Building #72. The lease became effective June 15, 2026, at the published lease rate of $0.1021/sqft/month. The Executive Director delegated his authority to the Airport Director, who executed the lease as per the Commission's Delegation of Authority Policy.

East GA Apron Project Change Order #3 – Through Delegation of Authority, the Executive Director signed Change Order 3 for the East GA Apron Project. This change order was related to bid quantity adjustments for AIP-eligible and non-eligible items.

EXECUTIVE SESSION

At 9:32 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 (I)(c) as well as potential litigation to which the agency is likely to become a party (RCW 42.30.110 (I)(i) for 15 minutes until 9:47 a.m.. At 9:47 a.m., Executive Session was extended for 5 minutes, until 9:52 a.m. At 9:52 a.m., Executive Session was extended for 5 minutes, until 9:57 a.m. At 9:57 a.m., the regular meeting was resumed.

ADJOURNMENT

At 10:37 a.m., the meeting was adjourned.

Port of Pasco Commission:

Hans J. Engelke, President

Vicki Gordon

Vicki Gordon, Vice-President

Matt Watkins, Secretary