

**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*  
*February 12, 2025 | 10:30 a.m.*

---

**CALL TO ORDER**

---

Commissioner Ryckman called the meeting to order at 10:30 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 Jean Ryckman, Commissioner Vicki Gordon, Commissioner Hans J. Engelke, Executive Director Randy Hayden, Attorney Heidi Ellerd, Airport Director Buck Taft, Deputy Airport Director Don Faley, Finance Director Donna Watts, Director of Properties Mayra Reyna, and Human Resources Director and Executive Assistant Lori French.

**Guests:** James Sexton of JMS Construction, Wendy Culverwell of the Tri-Cities Herald, Cole Crapps of Field Group, Colin Hastings of the Pasco Chamber of Commerce, and Russ Christman of MacKay Spósito.

**APPROVAL OF AGENDA**

---

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

**CONSENT AGENDA**

---

- a) Regular Meeting Minutes of January 29, 2025
- b) Vouchers and Warrants #103716-103723 and Direct Deposits #25079-25118 in the amount of \$1,231,076.24 for the General Fund
- c) Accept as Complete- Tri-Cities Airport Business Center Sewer Line

Commissioner Gordon moved and Commissioner Ryckman seconded to approve the consent agenda with the correction of the date of the Minutes from February 12, 2025, to January 29, 2025. Motion passed unanimously.

**PUBLIC CITIZEN COMMENT**

---

No Public Citizens provided comment.

**PUBLIC HEARINGS AND RESOLUTIONS**

---

**Resolution 1648- Resolution Governing Reimbursement and Payment of Travel and other Business Expenses and Travel and Meal Reimbursement Policy**– Ms. French presented the draft changes to the Resolution and Personnel Policy that govern the reimbursement of Commissioner, officials, and staff travel and business expenses. A Resolution is required by RCW to establish these practices for elected officials and the Personnel Policy provides further guidelines for allowable expenses and the reimbursement process, language in both has been updated for clarity. The draft changes include language added to link the two documents and how they work together.

Commissioner Engelke moved and Commissioner Gordon seconded to adopt Resolution 1648- A Resolution of the Port of Pasco Governing Reimbursement and Payment of Travel and Other Business

Expenses for Commissioners, Officials, and Port Staff, and to approve the updated version of the Travel and Meal Reimbursement Personnel Policy. Motion passed unanimously.

**Resolution 1649- Delegation of Authority** – Mr. Hayden presented, staff is recommending two updates to the Resolution regarding the Delegation of Authority for Commission consideration. The first is the addition of Section II.B.- Public Works Rejection of Bids, which would allow the Executive Director to reject all bids, if unsatisfactory, up to an estimated amount of \$100,000, which mirrors the current ability of the Executive Director to award public works contracts for up to the same amount. The second is regarding the Executive Director’s authority to approve staff travel up to \$5,000 per trip. This language was a part of the previous Resolution on travel and would be integrated into the staff travel (Section XV) that is in the Delegation of Authority Policy.

Commissioner Gordon moved and Commissioner Ryckman seconded to approve Resolution 1649, adopting a new Delegation of Authority Policy. Motion passed unanimously.

**Resolution 1650- Changing the Time of the Second February Commission Meeting** – Ms. French presented, the Tri-Cities Airport is the sponsor of the upcoming Regional Chamber Luncheon, which takes place on the day of the second February Commission Meeting.

Commissioner Engelke moved and Commissioner Gordon seconded to adopt Resolution 1650- Changing the Time of the Second February Commission Meeting to 9:30 am on February 26<sup>th</sup>, 2025. Motion passed unanimously.

**Resolution 1651- Changing the Date of the Second March 2025 Commission Meeting** – Ms. French presented, due to the conflict of the Regional Chamber Annual Meeting on March 26<sup>th</sup> with the second March Commission Meeting, and the potential cancellation of the first March Commission Meeting, due to staff and Commission absence for the PNWA Mission to Washington, staff is proposing moving the second meeting to Friday, March 21<sup>st</sup>, at 10:30 am.

Commissioner Ryckman moved and Commissioner Gordon seconded to adopt Resolution 1651- Changing the Date of the Second March 2025 Commission Meeting to Friday, March 21, 2025 at 10:30 am. Motion passed unanimously.

## **ITEMS FOR ACTION**

---

**East General Aviation Rent Credit** – Mr. Taft presented, the East General Aviation Apron Rehabilitation and Expansion Project will begin in the spring and staff has reached out to tenants to discuss construction impacts on hangar and aircraft access. The Commission had previously agreed to provide rent credit to impacted tenants of the first two phases. Based on the engineer and staff calculated impacts of this project, estimated cost to provide rent credits for this phase is \$12,505.34 including leasehold tax (\$11,082.36 in rent and \$1,422.97 in taxes). Staff would like approval to give these rent credits based on the estimate and will keep Commission updated throughout the projects of delays and impacts.

Commissioner Engelke moved and Commissioner Gordon seconded to approve rent credits for tenants impacted by the East General Aviation Apron Project, in an amount not to exceed \$20,000. Motion passed unanimously.

**East Apron Hangar Layout** – Mr. Taft presented, the Commission has previously approved a hangar layout for the East GA Apron in order to help manage future growth without impacting current operations. Mr. Watts would like to build two or three 80' x 100' hangars in place of one 110'x 360' hangar. These hangars would fall in the same general footprint of the approved hangars and still leave room for two future large hangars. The small, individual hangars are in greater demand than the larger, shared hangars, currently. Commission and staff discussed potential impact of the layout on Airport operations and revenue collections.

Commissioner Engelke moved and Commissioner Gordon seconded to approve a change to the hangar layouts on the South General Aviation Apron as proposed. Motion passed unanimously.

**Pacific NW Aviation Museum Building 142 Lease**– Mr. Taft presented, the Aviation Museum currently leases a 1,000 square foot storage room in the northeast corner of Hangar Building 142 at a rate of \$0.17599/sq.ft./month (\$175.99/month). This area has begun to experience roof leaks, and the museum is seeking an alternative location for storage. The adjacent storage room located in the center of the building on the east side of Building 142 is 1,560 square feet and is in comparable condition but does not leak.

Staff and museum reps are requesting the museum lease the adjacent 1,560 square feet storage room for the same monthly rent the museum is currently paying for the 1,000 square foot storage room that leaks. The relocation is solely due to the water leak issue. The new proposed lease is month to month, for a rate of \$175.99/mo.

Commissioner Gordon moved and Commissioner Engelke seconded to approve the lease with the Pacific Northwest Aviation Museum for 1,560 square feet in the center storage room on the east side of the building for a rate of \$175.99 per month, as presented. Motion passed unanimously.

**Christensen Inc. Lease Amendment**– Ms. Reyna present, Christensen Inc. holds a long-term lease for approximately 4.88 acres of land at the Barge Terminal and a month-to-month rail license for 1,588 linear feet of track. The company has made significant investments in this property to support its operations. Considering the evolving regulatory requirements related to fuel efficiency and state mandates, Christensen now has an opportunity to further invest in the integration of renewable diesel for local distribution from their facility. Staff has provided a copy of the amended lease for Commission review. The Lease amendment includes the following additional/modified items to the lease:

- Lessee is responsible for all necessary storm water permitting and all other permits pertaining to their operations and use of the Premises.
- Implementing containment measures to prevent leaks under the railcars and between the railcars and truck trailers.
- A stipulation prohibiting the use of Dock Street for staging trucks waiting to enter Christensen's fenced area.

Commissioner Engelke moved and Commissioner Gordon seconded to authorize the Executive Director to accept and execute the Lease Amendment as presented for Christensen's land lease of 4.88 acres, located in the Barge Terminal. Motion passed unanimously.

**B-17 Right of First Refusal Request** – Mr. Hayden presented, On July 10, 2024, Commission approved a 6-month exclusivity LOI with Corey Bitton dba B-17 Pasco for construction of a multi-tenant flex building at the Airport Business Center as a continuation of a lease approved in May. The lease was not signed and the LOI exclusivity has now expired with no interest from B-17 to move forward with a lease. Instead, they are requesting an opportunity to complete the lease with the Port before any other offer is accepted for the site in the future, similar to a right-of-first refusal. Staff is seeking Commission direction on the request.

After discussion, the Commission has declined to move forward with the request.

## **ITEMS FOR DISCUSSION**

---

**Osprey Pointe Development Update-** Mr. Sexton was in attendance to provide an update on the Osprey Pointe Development. The Lot Line Adjustments have been submitted to the City and County. Mr. Sexton also discussed the HOA and the Opportunity Zone within the development, as well as the phasing plans.

### **Director Reports:**

1. Executive Director
  - a. Mr. Hayden discussed the Port's membership and the increase of dues with the Northwest River Partners. The Commission would like to remain a member at this time.
  - b. Mr. Hayden discussed the reduction in costs for the Reimann Industrial Center LID sanitary sewer costs from approximately \$4.9 million to \$1.5 million.
  - c. Mr. Hayden noted that the Port has received information that Lamb Weston will be selling the Connell plant and surrounding land. More information and the Port's involvement will be discussed at a future meeting.
2. Airport Director
  - a. Mr. Taft discussed the construction project website that is in the works, to keep the public informed about changes and impacts at the Airport.
  - b. Mr. Taft noted that the third TSA lane is open and operational, and that it is, at this time, a dedicated TSA Pre-Check Lane.
  - c. Mr. Taft discussed the FAA tower relocation.
3. Deputy Airport Director
  - a. Mr. Faley noted that the RWY 12-30 shift construction is scheduled to begin on Feb. 24<sup>th</sup>, and the completion date will be determined by the FAA approach changes.
4. Human Resources Director
  - a. Ms. French discussed the OPMA/PRA training requirement and that she will be providing training links to the Commission and staff by the end of the month.
5. Finance Director
  - a. Ms. Watts discussed progress with the new fixed asset software and informed the commission that switching fixed asset systems created a prior period depreciation

expense that should not exceed \$300,000. The Port's current depreciation is roughly \$9.5M, so it is not material.

6. Properties Director

- a. Ms. Reyna discussed the increased Marine Barge Terminal activity.

**Commission Reports:**

Commissioner Gordon noted that she has submitted her resignation to the Columbia Basin Development League board, and suggested Commissioner Engelke for consideration as her replacement.

Commissioner Engelke noted that he is participating in many community discussions in Connell and that there are a lot of ideas.

Commissioner Ryckman noted that she enjoyed the Connell Chamber Banquet. Commissioner Ryckman also noted her desire to discuss district-based elections. Mr. Hayden noted that Ms. Ellerd would prepare information for the Commission to review and discuss at the next Commission Meeting.

**ITEMS FOR INFORMATION**

---

**Rad Cab License Agreement-** JHAB Enterprises LLC, DBA Rad Cab is no longer the owner of Rad Cab. The new owner, Rad Cab, LLC, DBA Rad Cab has signed an agreement for taxi operations at the airport, effective January 1, 2025. This is a month-to-month agreement with a license fee valued at \$1,013.76 per year. The Executive Director has executed the license agreement, per the Commission's Delegation of Authority Policy.

**Lampson Lease Amendment-** Lampson is temporarily leasing .50 acres of land at the barge terminal to stage large modules to be loaded on to a large barge. This barge will take the pieces to Alaska. This is a month-to-month lease with a value of \$605.85 per month. The Executive Director has signed the lease in accordance with the Commission's Delegation of Authority Policy.

**RECESS**

---

At 12:04 pm, Commissioner Ryckman recessed the meeting until 12:25 pm for lunch.

**CALENDAR OF EVENTS**

---

Commissioners and staff discussed the calendar of events.

**EXECUTIVE SESSION**

---

At 12:25, Commissioner Ryckman called for an Executive Session for 15 minutes, until 12:40, to consider the selection of a site by purchase, and to consider the minimum price at which real estate will be offered for sale or lease. At 12:40, the regular meeting was resumed.

**ADJOURNMENT**

---

At 12:40 pm, the meeting was adjourned.

Port of Pasco Commission:

  
Jean Ryckman, President

  
Hans J. Engelke, Vice-President

  
Vicki Gordon, Secretary