

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, October 23, 2025**

The meeting of the Port of Walla Walla Commission was called to order at 9:00 a.m. by Commission President Kip Kelly at the Walla Walla Regional Airport, 45 Terminal Loop Rd, Suite 214, Walla Walla, Washington.

In attendance via conference call or in person:

Kip Kelly, Commissioner
Ron Dunning, Commissioner
Amy Schwab, Commissioner
Pat Reay, Executive Director
Jay Hester, Economic Development Director
Jennifer Skoglund, Airport Manager
Paul Gerola, Special Projects
Joe Keown, Auditor/Treasurer
Karla Miller, Administrative Assistant
Brian Hurst, Maintenance & Operations Supervisor
Meagan Blair, Governmental Affairs/Community Outreach
Jared Hawkins, Legal Counsel
Julia Eastham, Walla Walla Union Bulletin
Griffin Beach, Elkhorn Media
John Nelson
Nathanial Murphy, City of Prescott
Craig Woodard

PLEDGE OF ALLEGIANCE

Commissioner Schwab led all in attendance in reciting the Pledge of Allegiance.

DECLARATIONS REGARDING CONFLICTS OF INTEREST

No conflicts of interest were declared.

ADOPTION OF AGENDA

Commissioner Dunning moved, and Commissioner Schwab seconded, to adopt the agenda as presented. Motion unanimously carried.

PUBLIC COMMENTS

There were no public comments made.

APPROVAL OF MINUTES

Commissioner Schwab moved, and Commissioner Dunning seconded, to approve the minutes of the Port Commission meeting, held on Thursday, October 09, 2025, as presented. Motion passed unanimously.

FINANCIAL REPORTING

Port Auditor/Treasurer Keown provided Commissioners with the Cash Balance Report for both the Port and the Airport.

PAYMENT OF BILLS

The Port Commission reviewed Port and Airport Check History Report lists as provided by Port Auditor/Treasurer Keown. Said lists were audited, authenticated, and certified as required by RCW 42.24.080 and reimbursement claims were certified as required by RCW 42.24.090. Commissioner Schwab moved, and Commissioner Dunning seconded, to approve for payment the Check History Report lists summarized in the October 23, 2025, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

NEW BUSINESS

A. Port of Walla Walla

1. **Building Lease Amendment No. 3 – Refresco Beverages US, Inc. – Dell Avenue Building**

Executive Director Reay presented to Commissioners the proposed lease term amendment for the Port's Dell Avenue Building – West Warehouse, MFG Area, Back Warehouse, Upper Warehouse & Train Shed – 1102, 1104 & 1106 Dell Avenue. Commissioners asked a host of questions. Commissioner Schwab moved, and Commissioner Dunning seconded, to authorize the Executive Director to enter into Amendment No. 3 between the Port of Walla Walla and Refresco Beverages US, Inc., at the Port's Dell Avenue Building, upon legal counsel review and approval. Motion passed unanimously.

2. **RFQ Award Notification – CERB Planning Grant Project: Proceed with professional Services Agreement**

Economic Development Director Hester provided information to Commissioners for a professional consulting service to support a comprehensive planning study for the Wallula Gap Business Park. Commissioner Schwab moved, and Commissioner Dunning seconded, to authorize the Executive Director to enter into a Professional Services Agreement with JUB Engineers, Inc., for professional consulting services to support a comprehensive planning study for the Wallula Gap Business Park in the amount of \$198,000. Motion passed unanimously.

3. **Bid Project PWW 2025-400C – Century Pipe Spur Track Project**

Economic Development Director Hester reviewed the three (3) bid packages that were received for the Dodd Road Industrial Park rail infrastructure improvements. Commissioner Dunning moved, and Commissioner Schwab seconded, to: (1) accept and award bid project PWW 2025-400C – Century Pipe Spur Track to RW Lockwood Construction for \$473,646.07 (base bid + sales tax) and approve a total project budget of \$520,000; and (2) adopt factual findings that : (a) the Dodd Road Business Park is located within the tax increment area

designated by Resolution 2023-09; (b) the improvements authorized in Bid Project PWW 2025-400C – Century Pipe Spur Track Project shall be owned by the Port, will be located within the Dodd Road Industrial Park, and are among those improvements identified in Resolution 2023-09; and (c) the Port intends to pay for the improvements through revenues to be collected from the tax increment area. Motion passed unanimously.

B. Walla Walla Regional Airport

1. Bi-Kay Farms, Inc. Lease Renewal

Airport Manager Skoglund provided Commissioners with the proposed terms, conditions, and crops of the Bi-Kay Farms Lease Renewal. Commissioners asked several questions. Commissioner Dunning moved, and Commissioner Schwab seconded, to authorize the Executive Director to enter into a 5-year lease renewal for the 2026-2030 farm seasons with Bi-Kay Farms, Inc. Motion passed unanimously.

2. Nelson Construction Corp. Hangar Lease Agreement

Airport Manager Skoglund provided Commissioners with the proposed lease terms for the corporate hangar at 160 W. Lear. Commissioner Dunning moved, and Commissioner Schwab seconded, to select the proposal from Nelson Construction Corp. in partnership with Butler Aircraft Company and authorize the Executive Director to enter into a five-year lease agreement with (2) 5-year options with an annual increase of 3% over term of lease with Nelson Construction Corp. for the hangar located at 160 W. Lear Avenue. Motion passed unanimously.

3. 2026 Minimum Rate & Charge Guidelines

Airport Manager Skoglund reviewed the proposed minimum rate and charge guidelines for 2026. Commissioners discussed increases and made recommendations. Commissioner Dunning moved, and Commissioner Schwab seconded, that the Port commission approve the Minimum Rate & Charge Guidelines for CY2026 for Airport properties as presented. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events.

B. Airport Information

1. Commercial Air Report – September 2025
2. Leases Entered Into

C. Executive Director and Staff Report

Executive Director Reay and staff reported on various matters of Port business.

COMMISSIONER REPORTS

The Commissioners reported on meetings they recently attended and other Port-related matters.

NEXT MEETING & LOCATION

Thursday, November 13, 2025, at 9:00 a.m.
Port of Walla Walla Administrative Office
45 Terminal Loop Road, Suite 214 Large Conference Room
Walla Walla, WA 99362

ADJOURNMENT

Commissioner Schwab moved, and Commissioner Dunning seconded, to adjourn the Port Commission meeting at 11:12 a.m. Motion passed unanimously.

APPROVED:**PORT OF WALLA WALLA COMMISSIONERS**

KIP KELLY, PRESIDENT

RONALD W. DUNNING, VICE PRESIDENT

AMY SCHWAB, SECRETARY