

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, February 09, 2023**

The meeting of the Port of Walla Walla Commission was called to order at 9:00 a.m. by Commission President Mike Fredrickson at the Port of Walla Walla office, 310 A Street, Walla Walla, Washington.

In attendance via conference call or in person:

Ron Dunning, Commissioner
Mike Fredrickson, Commissioner
Kip Kelly, Commissioner
Patrick Reay, Executive Director
Paul Gerola, Economic Development Director
Jennifer Skoglund, Airport Manager
Scott Pritcher, Auditor/Treasurer
Meagan Blair, Governmental Affairs/Community Outreach Specialist
Karla Miller, Administrative Assistant
Jared Hawkins, Hawkins Law, PLLC
Steven Heinzman, Civil Air Patrol
William Howard, Civil Air Patrol
Ted Hanson, Civil Air Patrol
R. L. McFarland
Bill Clemons

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENTS

There were no public comments made.

APPROVAL OF MINUTES

Commissioner Fredrickson requested the minutes of the January 26, 2023, Port Commissioner meeting be amended on page 3, Purchase and Sale Agreement-Avery Business Park-Crosland Barnes Group, LLC, to reflect a change from "Attachment A-1" to "Attachment A-1 of the staff report" and Walla Walla Regional Airport, Runway Safety Area Authorization to Bid & Grant Application to change the word "aafety" to "safety." Commissioner Kelly moved, and Commissioner Dunning seconded, to approve the

minutes of the Port Commission meeting held on Thursday, January 26, 2023, as amended. Motion passed unanimously.

FINANCIAL REPORTING

Port Auditor/Treasurer Pritcher reviewed with Commissioners the Cash Balance Report and provided Aged Reports 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 Pritcher. Said lists were audited, authenticated, and certified as required per RCW 42.24.080 and reimbursement claims were certified as required by RCW 42.24.090. Commissioner Dunning moved, and Commissioner Kelly seconded, to approve for payment, those Check History Report lists summarized in the February 09, 2023, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

OLD BUSINESS

A. Walla Walla Regional Airport

1. Civil Air Patrol Lease Agreement

Airport Manager Skoglund reviewed the proposed lease terms for space in barrel hangar 101 for the Civil Air Patrol. Commissioners asked several questions. Commissioner Dunning moved, and Commissioner Kelly seconded, to authorize the Executive Director to enter into a lease agreement with Twin W Composite Squadron (CAP) for barrel hangar 101 offices, contingent upon CAP providing the insurance requirements as designated in Exhibit 1 of the staff report, in the amount of \$150.00 per month which includes base rent, base sewer, base water, and base electrical. In addition, CAP is to pay for actual water and sewer consumption fees and natural gas service. Motion passed unanimously.

NEW BUSINESS

A. Port of Walla Walla

1. RFP – Bid Project PWW 2023-100M – Port Property Weed Spraying

Economic Development Director Gerola reviewed with Commissioners the two bid packages that were received for the weed spraying services for various Port-owned properties located in Walla Walla County. Commissioners asked several questions. Commissioner Kelly moved, and Commissioner Dunning seconded, to authorize the Executive Director to prepare and enter into a Service Contract with L-C Applicators, Inc. of Waitsburg, WA for Port property weed spraying and to execute the necessary documents to complete the service contract upon legal counsel review and approval. Motion passed unanimously.

B. Walla Walla Regional Airport

1. **Bid Project WWRA 2023-Spray Contract**

Airport Manager Skoglund reviewed with Commissioners the two bid packages that were received for the weed spraying services for various Airport-owned properties. Commissioners asked several questions. Commissioner Dunning moved, and Commissioner Kelly seconded, to authorize the Executive Director to prepare and enter into a service contract with Smith Brothers Landscaping for Airport property weed spraying and to execute the necessary documents to complete the service contract upon legal counsel review and approval. Motion passed unanimously.

2. **AIP Taxiway Seal Coating & Grading Engineering Agreement**

Airport Manager Skoglund presented the proposed taxiway maintenance project and reviewed with Commissioners the taxiway reconstruction project that took place in 2018. Commissioners asked several questions. Commissioner Dunning moved, and Commissioner Kelly seconded, to authorize the Executive Director to enter into a task order with Mead & Hunt Engineering for design through construction assistance engineering scope of work for the taxiway pavement maintenance project in the amount of \$99,660 contingent upon FAA approval. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events.

B. Airport Information Item AI-1 to AI-1

1. Maintenance Monthly Report – January 2023

C. Executive Director's Report

Executive Director Reay and staff briefed Commissioners on several Port and Airport related projects.

COMMISSIONER REPORTS

Commissioners had an opportunity to report on meetings they recently attended.

NEXT MEETING & LOCATION

Thursday, February 23, 2023, at 9:00 a.m.

In person and/or (Remote) Video or Conference Call

310 A Street, Walla Walla, WA 99362

ADJOURNMENT


Commissioner Kelly moved, and Commissioner Dunning seconded, to adjourn the Port Commission meeting at 11:00 a.m. Motion passed unanimously.

APPROVED:

PORT OF WALLA WALLA COMMISSIONERS


MICHAEL FREDRICKSON, PRESIDENT


KIP KELLY, VICE PRESIDENT


RONALD W. DUNNING, SECRETARY

Warrant Approval Document

February 09, 2023

We the undersigned Commissioners of the Port of Walla Walla, of Walla Walla County Washington, do hereby certify that the merchandise or services hereinafter specified have been received.

Port of Walla Walla - General Fund

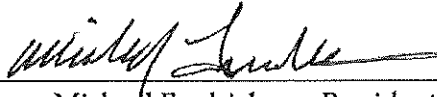
Approved for payment are check numbers 19209 through 19246, and direct deposit numbers D00868 through D00874 and ACH/EFT numbers MC000264 through MC000275 in the amount of \$209,393.52 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

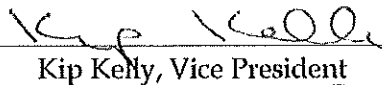
Approved for payment are check numbers 23187 through 23222, direct deposit numbers D01512 through D01523 and ACH/EFT numbers MC0000149 through MC0000152 in the amount of \$350,212.76 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

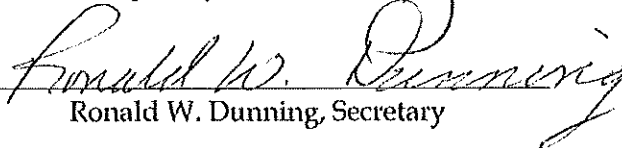
Port of Walla Walla Commissioners



Michael Fredrickson, President



Kip Kelly, Vice President



Ronald W. Dunning, Secretary