

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, February 23, 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
Jennifer Skoglund, Airport Manager
Scott Pritcher, Auditor/Treasurer
Meagan Blair, Governmental Affairs/Community Outreach Specialist
Karla Miller, Administrative Assistant
Jared Hawkins, Hawkins Law, PLLC
R. L. McFarland
Bill Clemons
Kate Smith, Walla Walla Union-Bulletin

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENTS

There were no public comments made.

APPROVAL OF MINUTES

Commissioner Kelly requested the minutes of the February 09, 2023, Port Commissioner meeting be amended: on page 3, under agenda item "Bid Project WWRA 2023-Spray Contract," to reflect a change from "wee" to "weed;" and under agenda item "AIP Taxiway Seal Coating & Grading Engineering Agreement," to change the words "maintenance taxiway" to "taxiway maintenance." Commissioner Kelly moved, and Commissioner Dunning seconded, to approve the minutes of the Port Commission meeting held on Thursday, February 09, 2023, as amended. Motion passed unanimously.

FINANCIAL REPORTING

Port Auditor/Treasurer Pritcher reviewed with Commissioners the Cash Balance Report and provided Financial 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 Kelly moved, and Commissioner Dunning seconded, to approve for payment, those Check History Report lists summarized in the February 23, 2023, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

NEW BUSINESS

A. Port of Walla Walla

1. 2023 Tourism Grant Funding Request and Community Contributions

Executive Director Reay reviewed with Commissioners the Port's 2023 Tourism (\$30,000) and Community Contribution (\$50,000) budgets totaling \$80,000 for calendar year 2023, the Tourism Policy, and the Tourism Funding Request Applications. Commissioners discussed each of the proposed events. The Commission has examined the Community Contribution Fund requests in the past, is aware of how each event benefits the community, and how the funds are spent. Executive Director Reay reminded the Commission that the applicants can only use the funds for purposes tied to economic development or to promote tourism, consistent with the Port's statutory purposes. Commissioner Dunning moved, and Commissioner Kelly seconded, to approve the current Tourism and Community Contribution applications and requests and allocate said funds from the Port's 2023 Tourism and Community Contribution Funds in amounts determined by the Port commission, as identified in Exhibit 2 of the staff report. Round one of the Tourism and Grant Funding will be in the amount of \$20,000 and the Community Contributions in the amount of \$50,500. Motion unanimously carried.

2. Burbank Business Park Lot Layout

Executive Director Reay reviewed with Commissioners the current layout of the lots making up the Burbank Business Park and the challenges and expense of seeking frequent binding site plan amendments to meet the market demand for certain lot sizes in the Burbank Business Park. Commissioners asked questions and made several suggestions. Commissioners gave direction for the Executive Director to have a discussion with Walla Walla County (about preserving the number of lots) and Cascade Natural Gas (about the potential of moving an existing gas line), and then for the Port to discuss potential future options.

3. Legislative Priorities

Executive Director Reay and Meagan Blair reviewed with Commissioners the Port's state and federal legislative priorities for 2023 and a recent capital funding request by Tiger Cool from the state legislature. Commissioners expressed support for the Tiger Cool project, but expressed that in an effort to keep their lobbying efforts focused on items already identified as priority projects, it would be better to use other funding sources to fund the proposed Tiger Cool improvements.

B. Walla Walla Regional Airport

1. W Wine Project Corporation Lease Agreement

Airport Manager Skoglund reviewed with the Commissioners the proposed lease agreement and terms for 102 W. Aeronca with W Wine Project Corporation, doing business as Alton Winery. Airport Manager Skoglund reviewed the history of the current lessee and changes of ownership. Commissioners asked several questions. Commissioner Kelly moved, and Commissioner Dunning seconded, to authorize the Executive Director to enter into a 5-year lease agreement with one (1) 5-year option for a total of 10-years with W Wine Project Corporation for space at 102 W. Aeronca Avenue with lease terms as presented. Motion passed unanimously.

2. Smith Brothers Industries, LLC Lease Agreement

Airport Manager Skoglund reviewed with the Commissioners the proposed lease agreement and terms for 325 E Curtis Avenue with Smith Brothers Industries, LLC for potential office and retail needs. Commissioners asked several questions. Commissioner Dunning moved, and Commissioner Kelly seconded, to authorize the Executive Director to enter into a 5-year lease agreement with Smith Brothers Industries, LLC for the building and additional land at 325 E. Curtis Avenue with the lease terms and lease rates as presented, along with a first right of refusal for specified additional land to the north. 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-2

1. ATCT Monthly Report – January 2023
2. Commercial Air 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 reported on meetings they recently attended and other Port related matters.

NEXT MEETING & LOCATION

Thursday, March 09, 2023, at 9:00 a.m.
In person and/or (Remote) Video or Conference Call
310 A Street, Walla Walla, WA 99362

ADJOURNMENT

Commissioner Dunning moved, and Commissioner Kelly seconded, to adjourn the Port Commission meeting at 11:28 a.m. Motion passed 2-1 with Commissioner Dunning abstaining.

APPROVED:

PORT OF WALLA WALLA COMMISSIONERS

MICHAEL FREDRICKSON, PRESIDENT



KIP KELLY, VICE PRESIDENT



RONALD W. DUNNING, SECRETARY

Warrant Approval Document

February 23, 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 19247 through 19274, and direct deposit numbers D00875 through D00878 and ACH/EFT numbers MC000276 through MC000277 in the amount of \$72,075.35 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 23223 through 23255, direct deposit numbers D01524 through D01534 and ACH/EFT numbers MC0000153 through MC0000154 in the amount of \$335,570.31 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

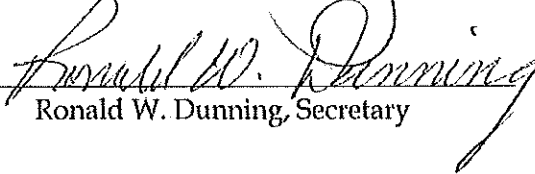
Port of Walla Walla Commissioners



Michael Fredrickson, President



Kip Kelly, Vice President



Ronald W. Dunning, Secretary