

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

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

In attendance via conference call or in person:

Ron Dunning, 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
Bill Clemens
Jon Li, Mead & Hunt
Damon Smith, Mead & Hunt
Andrew Engell, Office of Cathy McMorris Rodgers

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 23, 2023, Port Commissioner meeting be amended: on page 3, under agenda item "W Wine Project Corporation Lease Agreement," to reflect a change from "on" to "one." Commissioner Dunning moved, and Commissioner Kelly seconded, to approve the minutes of the Port Commission meeting held on Thursday, February 23, 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 March 09, 2023, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

OLD BUSINESS

A. Walla Walla Regional Airport

1. Taxiway Pavement Maintenance Project Bid & Grant Application Approval

Airport Manager Skoglund reminded Commissioners they approved a task order with Mead & Hunt for Design Engineering on February 09, 2023. Commissioner Dunning moved, and Commissioner Kelly seconded, to authorize the Taxiway pavement maintenance project to proceed to bidding upon FAA concurrence and authorize the Executive Director to submit an FAA Airport Improvement Program (AIP) grant application to begin the process of allocating the federal resources. Motion passed unanimously.

NEW BUSINESS

A. Port of Walla Walla

1. Governmental Affairs Consulting Services Agreement

Executive Director Reay proposed to Commissioners a consulting services agreement that would focus solely on Phase 8 of Highway 12 and the Clinton St. Interchange. This would not replace our current lobbyist; it would be a supplement. Commissioner Dunning moved, and Commissioner Kelly seconded, to authorize the Executive Director to enter into a two-year lobbying agreement with Desimone Consulting not to exceed \$50,000 annually. Motion passed unanimously.

B. Walla Walla Regional Airport

1. Bid Award Project No. WWRA 2023-Roofs-01

Airport Manager Skoglund reviewed with Commissioners the two bid packages that were received for the re-roofing project for seven buildings in the Airport district. Commissioners asked several questions. Commissioner Dunning moved, and Commissioner Kelly seconded, to accept and award Bid Project No. WWRA 2023-Roofs-01 to C & C

Construction Services, Inc. in the amount of \$95,112.00 including sales tax, approve a total project budget of \$104,624, and authorize the Executive Director to execute all documents necessary to complete this project. Motion passed unanimously.

2. **Mead & Hunt Rwy RSA Construction Assistance Scope of Work**
Airport Manager Skoglund reviewed with the Commissioners the elements that would be included in the construction assistance scope of work for the Runway RSA drainage and electrical project. 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 construction assistance engineering scope of work for the Runway RSA Drainage & Electrical project in the amount of \$1,091,021 contingent upon FAA approval. Motion passed unanimously.

3. **Aviation Fuel Tank Storage Project Engineering Agreement with Mead & Hunt**
Airport Manager Skoglund reviewed with Commissioners the desire to make improvements to the Aviation Fuel Storage project. Additional grant funding is available from the Bipartisan Infrastructure Law (BIL). Commissioner Dunning moved, and Commissioner Kelly seconded, to authorize the Executive Director to enter into a task order with Mead & Hunt Engineering for design, bidding, and construction assistance engineering scope of work for the aviation fuel storage project in an amount not to exceed \$363,036.64 contingent upon FAA approval, proceed to bidding upon FAA concurrence and authorize the Executive Director to submit an FAA Airport Improvement Program (AIP) grant application to begin the process of allocating the federal resources. 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. ATCT Monthly Report – February 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 23, 2023, at 1:00 p.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 10:29 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

March 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 19275 through 19303, and direct deposit numbers D00879 through D00884 and ACH/EFT numbers MC000278 through MC000286 in the amount of \$595,367.76 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

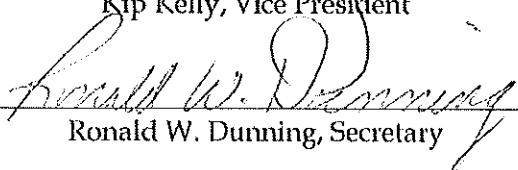
Approved for payment are check numbers 23256 through 23285, direct deposit numbers D01535 through D01545 and ACH/EFT numbers MC0000155 through MC0000158 in the amount of \$351,162.36 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

Port of Walla Walla Commissioners

Michael Fredrickson, President


Kip Kelly, Vice President


Ronald W. Dunning, Secretary