

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, March 23, 2023**

The meeting of the Port of Walla Walla Commission was called to order at 1:00 p.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:

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
Brian Andrews, Hawkins Law, PLLC
Bill Clemens
Jon Li, Mead & Hunt
Hannah McIntyre, Walla Walla Union-Bulletin
Nick Popenuk, Tiberius Solutions
Elaine Howard, Elaine Howard Consulting

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 Kelly moved, and Commissioner Fredrickson 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 March 09, 2023 Port Commission meeting be moved to a later meeting for approval as only one Commissioner present today was in attendance on March 09.

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 Fredrickson seconded, to approve for payment those Check History Report lists summarized in the March 23, 2023 Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

OLD BUSINESS

A. Port of Walla Walla

1. Bid Project PWW 2021-040C-Burbank Business Park-Multi-Purpose Path Project

Executive Director Reay reviewed with Commissioners the six bid packages that were received for the Burbank Business Park-Multi-Use Path Project. Commissioner Kelly moved, and Commissioner Fredrickson seconded, to approve a total project budget of \$400,000 and authorize the Executive Director to notify Walla Walla County Public Works Department to proceed with Bid Project PWW 2021-040C – Burbank Business Park – Multi-Purpose Path. Motion passed unanimously.

NEW BUSINESS

A. Port of Walla Walla

1. Bid Project PWW 2023-500C-Railex Road-Water Line Extension

Economic Development Director Gerola reviewed with Commissioners the two bid packages that were received for the water line extension on Railex Road. Commissioners asked several questions. Commissioner Kelly moved, and Commissioner Fredrickson seconded, to accept and award Bid Project PW 2023-500C-Railex Road-Water Line Extension to C & E Trenching, LLC of Pasco, WA for \$157,568.72 (base bid + sales tax) and approve a total project budget of \$203,000. Motion passed unanimously.

2. Tiberius Solutions – Tax Increment Area (TIA) Update

Executive Director Pat Reay, Nick Popenuk, and Elaine Howard presented the proposed Tax Increment Area overview and project lists. A review of the steps required to request the Tax Increment Financing was also discussed. Commissioners asked a host of questions. Commissioners gave direction to proceed with the continued process.

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. Commercial Air Report – February 2023
2. Leases Entered Into – 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, April 13, 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 Fredrickson seconded, to adjourn the Port Commission meeting at 3:04 p.m. Motion passed unanimously.

APPROVED:

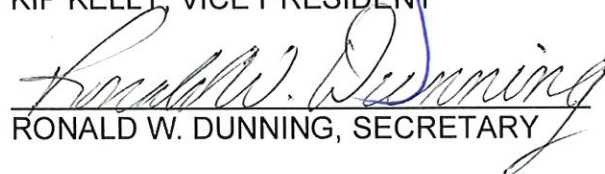
PORT OF WALLA WALLA COMMISSIONERS



MICHAEL FREDRICKSON, PRESIDENT



KIP KELLY, VICE PRESIDENT



RONALD W. DUNNING, SECRETARY

Warrant Approval Document

March 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 19304 through 19335, and direct deposit numbers D00885 through D00887 and ACH/EFT numbers MC000287 through MC000290 in the amount of \$145,753.98 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 23286 through 23324, direct deposit numbers D01546 through D01556 and ACH/EFT numbers MC0000159 through MC0000160 in the amount of \$447,521.73 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

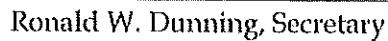
Port of Walla Walla Commissioners



Michael Fredrickson, President



Kip Kelly, Vice President



Ronald W. Dunning, Secretary