

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, April 13, 2023**

The meeting of the Port of Walla Walla Commission was called to order at 9:06 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:

Mike Fredrickson, Commissioner
Kip Kelly, Commissioner
Ron Dunning, Commissioner
Patrick Reay, Executive Director
Paul Gerola, Economic Development Director
Jennifer Skoglund, Airport Manager
Joe Keown, Auditor/Treasurer
Karla Miller, Administrative Assistant
Brian Hurst, Maintenance & Operations Supervisor
Jared Hawkins, Hawkins Law, PLLC
Jon Li, Mead & Hunt
Phil Madden, Mead & Hunt
Bill Clemens

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

Executive Director Reay proposed that the Commissioners revise the agenda, to include, Executive Session RCW 42.30.110 (1) (i): To discuss with legal counsel matters relating to potential litigation involving the Port, under Old Business, Walla Walla Regional Airport #1, Runway 2/20 Drainage & Electrical Project Bid Award. Commissioner Kelly moved, and Commissioner Dunning seconded, to adopt the agenda as amended. Motion unanimously carried.

PUBLIC COMMENTS

There were no public comments made.

APPROVAL OF MINUTES

Commissioner Dunning moved, and Commissioner Kelly seconded, to approve the minutes of the Port Commission meeting held on Thursday, March 09, 2023, as presented. Motion carried. Commissioner Fredrickson abstained from voting on the motion as he did not attend the meeting.

Commissioner Kelly moved, and Commissioner Dunning seconded, to approve the minutes of the Port commission meeting held on Thursday, March 23, 2023, as presented. Motion carried. Commissioner Dunning abstained from voting on the motion as he did not attend the meeting.

Commissioner Fredrickson requested the minutes of the Friday, April 07, 2023, Special Port Commission Meeting be amended on page 1, in the heading to add "Special" to the title of the meeting. Commissioner Dunning moved, and Commissioner Kelly seconded, to approve the minutes of the Special Port Commission meeting held on Friday April 07, 2023 as amended. Motion passed unanimously.

FINANCIAL REPORTING

Executive Director Reay reviewed with Commissioners the Cash Balance Report and reviewed 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 Kelly moved, and Commissioner Dunning seconded, to approve for payment those Check History Report lists summarized in the April 13, 2023 Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

OLD BUSINESS

A. Walla Walla Regional Airport

1. Runway 2/20 Drainage & Electrical Project Bid Award

Airport Manager Skoglund reviewed with Commissioners the three bid packages that were received for the Runway 2/20 RSA Drainage & Electrical Project. Due to a bid protest being received, Legal Counsel Jared Hawkins, reviewed the applicable RCW's.

At 9:32 a.m., Commissioner Fredrickson announced the convening of an executive session that would last until approximately 9:42 a.m. He announced the executive session would cover the following topic: RCW 42.30.110 (1) (i): To discuss with legal counsel matters relating to potential litigation involving the Port. At 9:47 a.m., Commissioner Fredrickson reconvened the regular Commission meeting.

Commissioners asked several questions. Commissioners discussed the bid protest and concluded they are minor irregularities and did not impact the bid results. Commissioner Dunning moved, and Commissioner Kelly seconded, to accept and award the Runway 2/20 RSA Drainage & Electrical Project to Nelson Construction Corporation in the amount of \$5,818,933.12 which includes sales tax, contingent upon receiving FAA concurrence and grant offer; and approve an overall total project budget of

\$7,560,045 which includes a 10% contingency; and accept FAA grant offer; and authorize the Executive Director to execute all documents necessary to complete this project. Motion passed unanimously.

NEW BUSINESS

A. Port of Walla Walla

1. Tourism Grant Awards – Round 2

Executive Director Reay reviewed with Commissioners the Port's 2023 Tourism request application and 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 Kelly moved, and Commissioner Dunning seconded, to approve the current tourism application from the Kirkman House Museum – 2023 Exhibits and Events and allocate the requested funds (\$2,000) from the Port's 2023 Tourism Fund. Motion passed unanimously.

B. Walla Walla Regional Airport

1. Passenger Terminal Building Remodel Project

Phil Madden with Mead and Hunt presented preliminary plans for the remodel of the first and second floors of the Airport Terminal building. Commissioners and staff asked several questions and provided input. A tour of the building will commence at a later date.

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 – March 2023
2. ATCT Monthly Report – March 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.

EXECUTIVE SESSION

At 11:32 a.m., Commissioner Fredrickson announced the convening of an executive session that would last until approximately 11:55 a.m. He announced that the executive session would cover the following topics: RCW 42.30.110 (1) (c): To consider

the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price and RCW 42.30.110 (1) (i): To discuss with legal counsel matters relating to potential litigation involving the Port.

At 11:55 a.m. Commissioner Fredrickson stated the Commission would continue in Executive Session for an additional 20 minutes.

At 12:15 p.m. Commissioner Fredrickson reconvened the regular Commission meeting. No motion or action was taken following the executive session.

NEXT MEETING & LOCATION

Thursday, April 27, 2023, at 1:00 p.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 12:16 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

April 13, 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 19336 through 19389, and direct deposit numbers D00888 through D00893 and ACH/EFT numbers MC000291 through MC000298 in the amount of \$482,557.33 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

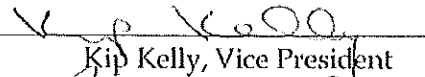
Approved for payment are check numbers 23325 through 23365, direct deposit numbers D01557 through D01567 and ACH/EFT numbers MC0000161 through MC0000164 in the amount of \$410,991.51 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

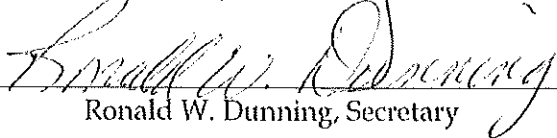
Port of Walla Walla Commissioners



Michael Fredrickson, President



Kip Kelly, Vice President



Ronald W. Dunning, Secretary