

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, May 25, 2023**

The meeting of the Port of Walla Walla Commission was called to order at 3:00 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
Ron Dunning, Commissioner
Patrick Reay, Executive Director
Paul Gerola, Economic Development Director
Jennifer Skoglund, Airport Manager
Scott Pritcher, Auditor/Treasurer
Joe Keown, Auditor/Treasurer
Karla Miller, Administrative Assistant
Meagan Blair, Governmental Affairs/Community Outreach Specialist
Jared Hawkins, Hawkins Law, PLLC
Brian Enslow, Arbutus 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 proposed that the Commissioners revise the agenda, to include, under Old Business, Port of Walla Walla #1, Arbutus Consulting State Legislative Update. 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, April 27, 2023, as presented. Motion passed unanimously.

Commissioner Kelly moved, and Commissioner Dunning seconded, to approve the minutes of the Special Port Commission meeting held on Tuesday, May 2, 2023, as presented. Motion passed unanimously.

FINANCIAL REPORTING

Port Auditor/Treasurer Keown reviewed with Commissioners the Cash Balance Report and reviewed Financial Reports and 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 May 25, 2023 Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

OLD BUSINESS

A. Port of Walla Walla

1. Arbutus Consulting State Legislative Update

Brian Enslow with Arbutus Consulting, LLC, reviewed with the Commissioners his work history and background. Mr. Enslow gave an update on the state legislative sessions, an outlook on the state operating and capital budgets, and what to expect next legislative session. The Commissioners asked several questions and thanked Mr. Enslow for his efforts.

B. Walla Walla Regional Airport

1. Sewer Line Improvement Project Bid Award

Airport Manager Skoglund reviewed with Commissioners the one bid package that was received for sewer line pipe replacement in the Airport district. Commissioners asked several questions. Commissioner Dunning moved, and Commissioner Kelly seconded, to accept and award the sewer line improvement project to Goodman & Mehlenbacher in the amount of \$1,499,483.46 which includes sales tax contingent upon receiving FAA concurrence and grant offer and approve an overall total project budget of \$1,947,468 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. Resolution No. 2023-07 Auditor/Treasurer

Executive Director Reay reviewed with Commissioners that the Auditor and Treasurer functions are statutorily required to be identified by

resolution of the governing body (Port Commission). Staff recommended affirming Joe Keown as the Auditor/Treasurer and designating Jennifer Skoglund as the Deputy Treasurer. Commissioner Kelly moved, and Commissioner Dunning seconded, to approve Resolution No. 2023-07 as presented. Motion passed unanimously.

B. Walla Walla Regional Airport

1. Eagon Excavating Land Lease

Airport Manager Skoglund provided Commissioners with proposed lease terms and a site for a fenced, gravel lot with Eagon Excavating for equipment storage. Commissioner Kelly moved, and Commissioner Dunning seconded, to authorize the Executive Director to enter into a land lease agreement with Eagon Excavating for a fenced, gravel lot with the lease terms and lease rates as presented. Motion passed unanimously.

2. Vintage Wine Estates, Inc Sale of Improvements & Land Lease

Airport Manager Skoglund reviewed with Commissioners the existing lease and terms with Vintage Wine Estates and the new proposed tenants for 108 W. Beech Avenue. Commissioners asked several questions. Commissioner Kelly moved, and Commissioner Dunning seconded, to waive the Port's first right of refusal on the purchase of improvements at 108 W. Beech Avenue and authorize the assignment of the existing land lease to Craig & Shena Bartlett. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events.

C. Airport Information Item AI-1 to AI-3

1. Maintenance Monthly Report – April 2023
2. Leases Entered Into – April 2023
3. ATCT Monthly Report – April 2023

D. 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, June 08, 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 5:16 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

May 25, 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

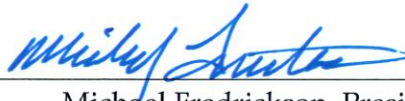
Approved for payment are check numbers 19423 through 19481, and direct deposit numbers D00897 through D00906 and ACH/EFT numbers MC000304 through MC000315 in the amount of \$615,217.20 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

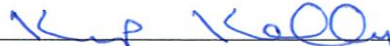
Approved for payment are check numbers 23402 through 23462, direct deposit numbers D01581 through D01604 and ACH/EFT numbers MC0000170 through MC0000178 in the amount of \$1,233,437.79 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

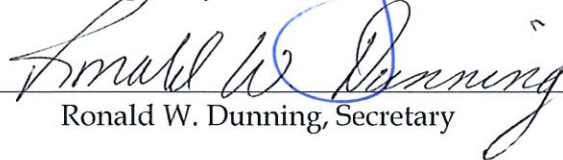
Port of Walla Walla Commissioners



Michael Fredrickson, President



Kip Kelly, Vice President



Ronald W. Dunning, Secretary

**PORT OF WALLA WALLA
RESOLUTION NO. 2023-07**

**A Resolution of the Port Commission of the Port of Walla Walla
Designating the Port Auditor Pursuant to RCW 42.24.080 and
Designating the Port Treasurer Pursuant to RCW 53.36.010**

WHEREAS, RCW 42.24.080 requires the Port Auditor to be approved by resolution of the Municipal Corporation; and

WHEREAS, said auditing officer must certify all claims presented to the Port by persons furnishing materials, rendering services or performing labor; and

WHEREAS, RCW 53.36.010 authorizes the Port to designate the position of Treasurer.

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED by the Port of Walla Walla Commission as follows:

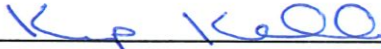
1. Effective June 1, 2023, Joseph Keown is hereby designated and appointed to serve as Port Auditor pursuant to RCW 42.24.080.
2. Effective June 1, 2023, Joseph Keown is hereby designated and appointed to serve as Port Treasurer pursuant to RCW 53.36.010.
3. The Port Commission hereby finds it would be in the best interest of the Port to require a bond on the new Auditor/Treasurer with a surety company authorized to do business in the state of Washington in an amount of \$500,000 to secure the full and faithful performance of said duties and to protect the Port against loss. The bond shall have an effective date no later than June 1, 2023, and said premium of such bond shall be paid by the Port.
4. The Port Commission hereby finds it is necessary and appropriate that a deputy treasurer be appointed to perform the duties of the treasurer in the absence of the treasurer. The Port Commission hereby designate and appoint Jennifer Skoglund, Airport Manager, as the deputy treasurer.
5. The Port Commission hereby reaffirms it would be in the best interest of the Port to require a bond on the deputy treasurer with a surety company authorized to do business in the State of Washington in an amount of \$250,000 to secure the full and faithful performance of the deputy treasurer's duties and to protect the Port against loss. The premium on such bond shall be paid by the Port.
6. The treasurer and deputy treasurer shall perform their duties pursuant to state statute and pursuant to resolutions of the Port Commission now in effect or hereafter adopted.

ADOPTED AND APPROVED by the Commissioners of the Port of Walla Walla this 25th day of May, 2023.

PORT OF WALLA WALLA COMMISSIONERS



MICHAEL FREDRICKSON, PRESIDENT



KIP KELLY, VICE PRESIDENT



RONALD W. DUNNING, SECRETARY