

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, July 27, 2023**

[Note: Commissioners, staff, and others toured Port properties prior to the regular meeting (between 11:30 am and approximately 12:30 p.m.) No action was taken during the tour.]

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
Ron Dunning, Commissioner
Patrick Reay, Executive Director
Paul Gerola, Economic Development Director
Jennifer Skoglund, Airport Manager
Joe Keown, Auditor/Treasurer
Karla Miller, Administrative Assistant
Meagan Blair, Governmental Affairs/Community Outreach Specialist
Jared Hawkins, Hawkins Law, PLLC
Brian Hurst, Maintenance & Operations Supervisor
Jon Li, Mead & Hunt
Phil Madden, Mead & Hunt
Amy Schwab

PLEDGE OF ALLEGIANCE

Commissioner Dunning 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 Thursday, July 13, 2023, Port Commission Meeting be amended on page 2, New Business, Walla Walla Regional Airport, #2, to add after \$98,017, "including environmental clean-up." Commissioner Kelly moved, and Commissioner Dunning seconded, to approve the minutes of the Port

Commission meeting held on Thursday, July 13, 2023, as amended. Motion passed unanimously

FINANCIAL REPORTING

Port Auditor/Treasurer Keown provided Commissioners the Cash Balance Report and 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 Keown. 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 July 13, 2023 Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

OLD BUSINESS

A. Walla Walla Regional Airport

1. Terminal Remodel Presentation

Phil Madden with Mead and Hunt presented updated engineering designs for the terminal remodel project. Commissioners asked a host of questions. Commissioner Kelly moved, and Commissioner Dunning seconded, to authorize the terminal building remodel project to proceed to bidding with the first floor as the base bid, and alternate bids including the second-floor remodel, boilers, and rooftop condensing units upon FAA concurrence and authorize the Executive Director to submit an FAA CARES Development Grant (CARES) application to begin the process of allocating the federal resources. Motion passed unanimously.

2. Project WWRA 2023-Old Terminal-Demo Budget Update

Airport Manager Skoglund updated Commissioners on the progress with demolition of the old terminal located at 255 A Street. Commissioners asked several questions. Commissioner Kelly moved, and Commissioner Dunning seconded to approve a new project budget for Project No. WWRA 2023-Old Terminal-Demo in the amount of \$144,113 to complete this project. Motion carried by a vote of 2 to 1 (with Commissioner Dunning voting, "no").

NEW BUSINESS

B. Port of Walla Walla

1. Building Lease Agreement – MPM Vintners, LLC – Dell Avenue Building

Economic Development Director Gerola presented Commissioners with proposed lease rates for 27,860 square feet of space in the lower warehouse of the Port's building located at the corner of Dell Avenue and

North 13th Avenue. MPM Vintners, LLC had a change in ownership and is interested in a new lease agreement. Commissioners reviewed the terms and asked questions. Commissioner Dunning moved, and Commissioner Kelly seconded, to authorize the Executive Director to enter into a building lease agreement between the Port of Walla Walla and MPM Vintners, LLC for lower warehouse #1 at the Port's Dell Avenue building commencing January 1, 2024, upon legal counsel review and approval. Motion passed unanimously.

C. Walla Walla Regional Airport

1. Bid Award for Project WWRA 2023-Barracks Demo

Airport Manager Skoglund reviewed with Commissioners the four (4) bid packets that were received for the demolition of the remediated barracks buildings. Commissioners provided input and will make a decision at the August 10th, 2023 Commission meeting.

2. FAA 5-Year Capital Improvement Program Update

Airport Manager Skoglund presented Commissioners with an updated 5-year Capital Improvement Plan containing desired projects. Commissioners reviewed the plan and asked questions. Commissioner Dunning moved, and Commissioner Kelly seconded, to approve the 2024-2029 Airport Capital Improvement Plan and submit to the Federal Aviation Administration for consideration. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Economic Development Director Gerola reviewed the calendar of events.

B. Airport Information Item PI-1 to PI-1

1. Leases Entered Into

C. Airport Information Item AI-1 to AI-2

1. Commercial Air Report – June 2023
2. Leases Entered Into

D. Executive Director's Report

Economic Development Director Gerola 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, August 10, 2023, at 9:00 a.m.

In person and/or (Remote) Video or Conference Call
310 A Street, Walla Walla, WA 99362

[Note: Commissioner Kelly left the meeting, due to other obligations, at approximately 4:03 pm.]

ADJOURNMENT

Commissioner Dunning moved, and Commissioner Fredrickson seconded, to adjourn the Port Commission meeting at 4:06 p.m. Motion carried unanimously (2-0).


APPROVED:

PORT OF WALLA WALLA COMMISSIONERS

MICHAEL FREDRICKSON, PRESIDENT



KIP KELLY, VICE PRESIDENT



RONALD W. DUNNING, SECRETARY

Warrant Approval Document

July 27, 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 19595 through 19629, and direct deposit numbers D00925 through D00927 and ACH/EFT numbers MC000342 through MC000348 in the amount of \$151,082.77 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

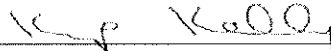
Approved for payment are check numbers 23574 through 23609, direct deposit numbers D01637 through D01648 ACH/EFT numbers MC000193 through MC000197 in the amount of \$644,099.64 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

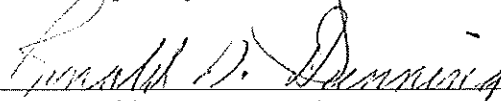
Port of Walla Walla Commissioners



Michael Fredrickson, President



Kip Kelly, Vice President



Ronald W. Dunning, Secretary