

**MINUTES OF THE PORT OF WALLA WALLA  
COMMISSION MEETING  
Thursday, August 10, 2023**

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The meeting of the Port of Walla Walla Commission was called to order at 9:04 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:**

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  
Jared Hawkins, Hawkins Law, PLLC  
Jon Li, Mead & Hunt  
Rolf Leirvik, Gorge Aviation  
Clint Smith  
Wendy Culverwell

**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**

Executive Director Reay proposed that the Commissioners revise the agenda, to remove, New Business, Port of Walla Walla, #1 Burbank Business Park – Small Water Plan, and to include, Executive Session RCW 42.30.110 (1) (c). Commissioner Dunning moved, and Commissioner Kelly seconded, to adopt the agenda as amended. Motion unanimously carried.

**PUBLIC COMMENTS**

Rolf Leirvik, with Gorge Aviation, expressed his appreciation for the expansion and remodel of the FBO facility, including a new conference area.

**APPROVAL OF MINUTES**

Commissioner Dunning moved and Commissioner Kelly seconded, to adopt the agenda as presented. Motion passed unanimously.

**FINANCIAL REPORTING**

Port Auditor/Treasurer Keown provided Commissioners the Cash Balance Report 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 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 Dunning moved, and Commissioner Kelly seconded, to approve for payment those Check History Report lists summarized in the August 10, 2023 Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

## **OLD BUSINESS**

### **A. 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. Commissioner Dunning moved, and Commissioner Kelly seconded, to accept and award bid project No. WWRA 2023-Barracks-Demo to Harry Johnson Plumbing & Excavation, Inc. in the amount of \$115,265.48 with sales tax, approve a total demo project budget of \$121,029 and authorize the Executive Director to execute all documents necessary to complete this project. Motion passed unanimously.

#### **2. GA Apron Rehabilitation Project Update**

Airport Manager Skoglund updated Commissioners on the progress and budget for the apron rehabilitation project. Commissioners asked several questions. Commissioner Dunning moved, and Commissioner Kelly seconded, to approve a new, project budget for the general aviation rehabilitation project in the amount of \$14,927,893 to complete this project. Motion passed unanimously.

## **CORRESPONDENCE & REPORTS**

### **A. Review Calendar of Events**

Executive Director Reay reviewed the calendar of events.

### **B. Airport Information Item PI-1 to PI-2**

1. Capital Project Report
2. Leases Entered Into

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

1. Capital Project Report
2. ATCT Monthly Report – July 2023

### **D. Executive Director's Report**

**COMMISSIONER REPORTS**

Commissioners reported on meetings they recently attended and other Port related matters.

**EXECUTIVE SESSION**

At 11:32 a.m., Commissioner Kelly announced the convening of an executive session that would last until approximately 10:41 a.m. He announced that the executive session would cover the following topic: 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.

At 10:43 a.m. Commissioner Kelly reconvened the regular Commissioner meeting. No motion or action was taken following the executive session.

**NEXT MEETING & LOCATION**

Thursday, August 24, 2023, at 1:00 p.m.  
In person and/or (Remote) Video or Conference Call  
310 A Street, Walla Walla, WA 99362

**ADJOURNMENT**

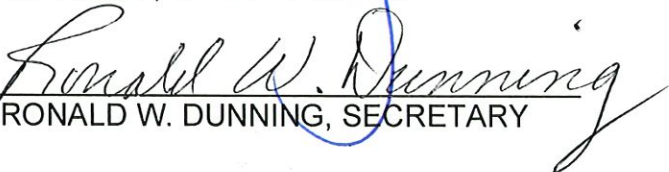
Commissioner Dunning moved, and Commissioner Kelly seconded, to adjourn the Port Commission meeting at 10:44 a.m. Motion carried unanimously.

**APPROVED:**

**PORT OF WALLA WALLA COMMISSIONERS**

  
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MICHAEL FREDRICKSON, PRESIDENT

  
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KIP KELLY, VICE PRESIDENT

  
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RONALD W. DUNNING, SECRETARY

# Warrant Approval Document

August 10, 2023

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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 19630 through 19657, and direct deposit numbers D00929 through D00934 and ACH/EFT numbers MC000349 through MC000357 in the amount of \$120,791.21 to be paid from the Port of Walla Walla General Fund on the above stated date.

### Walla Walla Regional Airport - General Fund

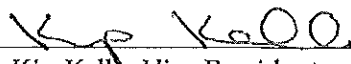
Approved for payment are check numbers 23610 through 23645, direct deposit numbers D01649 through D01660 ACH/EFT numbers MC000198 through MC000203 in the amount of \$262,005.03 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

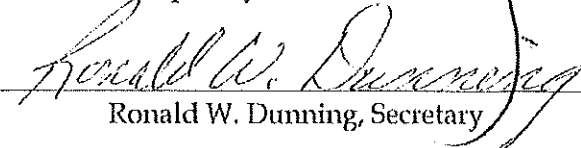
Approved By:

Port of Walla Walla Commissioners

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Michael Fredrickson, President

  
Kip Kelly, Vice President

  
Ronald W. Dunning, Secretary