

**MINUTES OF THE PORT OF WALLA WALLA  
COMMISSION MEETING  
Thursday, August 24, 2023**

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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  
Meagan Blair, Governmental Affairs/Community Outreach Specialist  
Joe Keown, Auditor/Treasurer  
Karla Miller, Administrative Assistant  
Jared Hawkins, Hawkins Law, PLLC  
John Wells, Anderson Perry  
Andy Coleman, City of Walla Walla  
Amy Schwab  
Todd Hilberg

**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 add, Executive Session RCW 42.30.110 (1) (b), and change Port of Walla Walla, New Business, #3 Tax Increment Financing Schedule Overview to a Discussion Item. 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 Kelly requested the minutes of the Thursday, August 10, 2023 Port Commission Meeting be amended on page 2, Old Business, Walla Walla Regional Airport, #2 to change the heading from "Project WWRA 2023-Old Terminal-Demo Budget Update," to "GA Apron Rehabilitation Project Update." Commissioner Kelly, moved, and Commission Dunning seconded, to adopt the agenda as amended. Motion

passed with a 2 to 1 vote (Commissioner Fredrickson abstained, as he was not at the August 10th meeting).

## **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 Dunning moved, and Commissioner Kelly seconded, to approve for payment those Check History Report lists summarized in the August 24, 2023 Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

## **OLD BUSINESS**

### **A. Walla Walla Regional Airport**

#### **1. 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 and the request for additional funds to cover the costs for the removal of the underground storage tanks. Commissioners asked several questions. Commissioner Dunning moved, and Commissioner Kelly seconded, to approve a new project budget for Project No. WWRA 2023-Old Terminal-Demo in the amount of \$164,062 to complete the project. Motion passed unanimously.

## **NEW BUSINESS**

### **A. Port of Walla Walla**

#### **1. Burbank Business Park – Small Water Plan**

John Wells, a representative of Anderson Perry, gave a presentation related to the draft Burbank Business Park Small Water System Management Plan. The Small Water System Management Plan was developed by Anderson Perry for the Port to ensure the efficient and safe delivery of drinking water to consumers within the Burbank water service area. Commissioners asked several questions. Commissioner Dunning moved, and Commissioner Kelly seconded, to accept the Source Water Protection Program and the Water Use Efficiency Program and have it incorporated into the amended 2023 Burbank Business Park's Small Water System Management Plan. Motion passed unanimously.

**2. Tourism Grant – Round 4**

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 Outside Walla Walla-Outside Walla Walla promotional Material & Target Marketing Campaign and allocate the requested funds (\$2,000) from the Port's 2023 Tourism Grant Fund. Motion passed unanimously.

**3. Tax Increment Financing Schedule Overview**

Executive Director Reay gave potential dates for public briefings for the Tax Increment Financing Area. Commissioners asked several questions and provided input and direction.

**4. Request to Waive Right of First Offer – Union Pacific Railroad-Dodd Road Industrial Park**

Economic Development Director Gerola reviewed with Commissioners the background regarding the property at the Dodd Road Industrial Park. Commissioner Dunning moved, and Commissioner Kelly seconded, to authorize the Executive Director to execute the necessary documents, upon legal counsel review and approval, to waive the Port's "right of First Offer" pursuant to Section 10.2 of the Joint Development Agreement, between the Port of Walla Walla and Union Pacific Railroad for Company 2. Motion passed unanimously.

**5. Heritage Square Project Update – City of Walla Walla**

Andy Coleman, with the City of Walla Walla, provided a review on the Heritage Square Park projected plans for redevelopment. Commissioners asked a host of questions. Commissioners commented on the need that the City of Walla Walla to seek an extension or re-apply for the non-economic-Economic Development Sales Tax Fund grant due to the amount of time that has elapsed since prior approval.

**B. Walla Walla Regional Airport**

**1. Wheat Marketing Policy**

Airport Manager Skoglund briefed Commissioners on the Wheat Marketing Policy for the Fiscal Year 2023. Commissioners asked several questions and provided direction. Commissioner Dunning moved, and Commissioner Kelly seconded, to establish a Soft White Wheat price per bushel of \$7.00 local, that if met anytime during the remaining year, the Airport Manager is authorized to sell the remaining crop in its entirety. Motion passed unanimously.

**CORRESPONDENCE & REPORTS**

**A. Review Calendar of Events**

Executive Director Reay reviewed the calendar of events.

**B. Airport Information Item AI-1 to AI-1**

- 1. Commercial Air Report – July 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 3:42 p.m., Commissioner Fredrickson announced the convening of an executive session that would last until approximately 4:02 p.m. He announced that the executive session would cover the following topics: (a) RCW 42.30.110 (1) (b): to discuss the lease or purchase of real estate; and (b) 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 4:02 p.m. Commissioner Fredrickson reconvened the regular Commissioner meeting. No motion or action was taken during or following the executive session.

**NEXT MEETING & LOCATION**

Thursday, September 14, 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 4:02 p.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 24, 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 19658 through 19693, and direct deposit numbers D00935 through D00937 and ACH/EFT numbers MC000359 through MC000361 in the amount of \$231,378.56 to be paid from the Port of Walla Walla General Fund on the above stated date.

### Walla Walla Regional Airport - General Fund

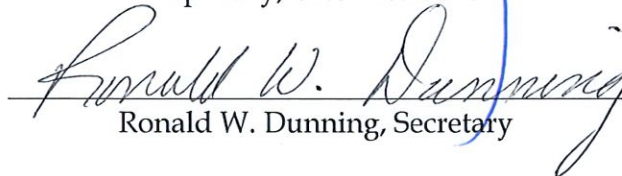
Approved for payment are check numbers 23646 through 23680, direct deposit numbers D01661 through D01672 ACH/EFT numbers MC000204 through MC000206 in the amount of \$1,810,896.59 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

Port of Walla Walla Commissioners

  
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Michael Fredrickson, President

  
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Kip Kelly, Vice President

  
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Ronald W. Dunning, Secretary