

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, February 08, 2024**

The meeting of the Port of Walla Walla Commission was called to order at 1:00 p.m. by Commission 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
Amy Schwab, Commissioner
Patrick Reay, Executive Director
Paul Gerola, Economic Development Director
Jennifer Skoglund, Airport Manager
Meagan Blair, Governmental Affairs/Community Outreach
Joe Keown, Auditor/Treasurer
Karla Miller, Administrative Assistant
Brian Andrews, Hawkins Law, PLLC
Dana Holt

PLEDGE OF ALLEGIANCE

Commissioner Schwab 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 Schwab seconded, to adopt the agenda as presented. Motion unanimously carried.

PUBLIC COMMENTS

Dana Holt commented on the economic development in Waitsburg, WA. Also mentioned was the old City Hall building in Waitsburg has been for sale for several years.

APPROVAL OF MINUTES

Commissioner Schwab requested the minutes of the Thursday, February 08, 2024, Port Commission Meeting minutes be amended on page 1, in the top section to add "President" after "Commission." Commissioner Schwab moved, and Commissioner Dunning seconded, to adopt the Thursday, February 08, 2024 minutes as amended. 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 Schwab seconded, to approve for payment the Check History Report lists summarized in the February 08, 2024, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

NEW BUSINESS

A. Port of Walla Walla

1. Engineering Service Contract – Anderson Perry & Associates – Phase 2 of the Wallula Dodd Water System

Executive Director Reay reviewed with Commissioners the Phase 2 improvements to the Wallula Dodd Water System. Commissioner Dunning moved, and Commissioner Schwab seconded, to authorize the Executive Director to enter into an amendment to the existing Professional Services Agreement with Anderson Perry & Associates for professional engineering services including construction administration assistance, on-site cultural resource monitoring, surveying, permitting and other miscellaneous work related to infrastructure improvements to the Phase 2 Wallula Dodd Water System in the amount of \$278,000. Motion passed unanimously.

2. Bid Award – Project 2022-050C – Wallula Dodd Water System – Phase 2 Water Transmission Lines

Executive Director Reay reviewed with Commissioners the eight (8) bid packages received for the water transmission line improvements for Phase 2 of the Wallula Dodd Water System Project. Commissioners asked several questions. Commissioner Schwab moved, and Commissioner Dunning seconded, to accept and award Bid Project PWW 2022-050C – Wallula Dodd Water System – Phase 2 Water Transmission Lines to Tapani, Inc of Richland, WA for \$3,101,100.13 (Base Bid + Sales Tax) and approve a total project budget of \$3,900,000. Motion passed unanimously.

B. Walla Walla Regional Airport

1. Snow Removal Equipment Procurement

Airport Manager Skoglund provided the updated bid specifications for the size of the snow removal truck to meet the federal Buy American procurement regulations. Commissioner Schwab moved, and Commissioner Dunning seconded, to authorize staff to proceed with bidding for the snow removal equipment for a liquid, de-ice truck with plow upon FAA concurrence and authorize the Executive Director to submit an FAA Airport Improvement Program (AIP) grant application to begin the process of allocating the federal resources. Motion passed unanimously.

2. Anderson Perry Agreement – Phase 2 Sewer Improvements

Airport Manager Skoglund reviewed the three phases of improvements to the Port's sewer improvement project. Commissioner Dunning moved, and Commissioner Schwab seconded, to authorize the Executive Director to enter into a Professional Services Agreement with Anderson Perry & Associates for design engineering and construction assistance for the Phase 2 Sewer Improvement project in the amount of \$135,810. 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-3

1. Maintenance Monthly Report
2. Leases Entered Into
3. ATCT Monthly Report

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.

NEXT MEETING & LOCATION

Thursday, February 22, 2024, 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 Schwab seconded, to adjourn the Port Commission meeting at 11:50 a.m. Motion carried unanimously

APPROVED:

PORT OF WALLA WALLA COMMISSIONERS



KIP KELLY, PRESIDENT



RONALD W. DUNNING, VICE PRESIDENT



AMY SCHWAB, SECRETARY

Warrant Approval Document

February 08, 2024

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

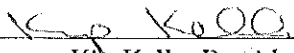
Approved for payment are check numbers 20049 through 20090, and direct deposit numbers D0000985 through D00990 and ACH/EFT numbers W000000027 through W000000033 in the amount of \$125,426.00 to be paid from the Port of Walla Walla General Fund on the above stated date.

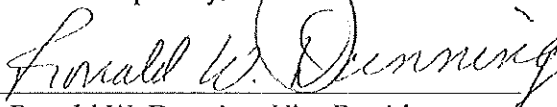
Walla Walla Regional Airport - General Fund

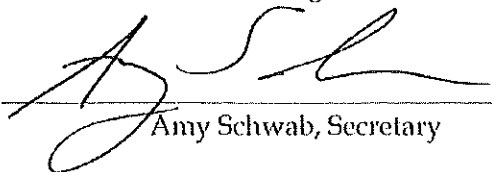
Approved for payment are check numbers 24080 through 24115, direct deposit numbers D10001814 through D10001827 and ACH/EFT numbers W000000023 through W000000028 in the amount of \$518,037.47 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

Port of Walla Walla Commissioners


Kip Kelly, President


Ronald W. Dunning, Vice President


Amy Schwab, Secretary