

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, March 14, 2024**

The meeting of the Port of Walla Walla Commission was called to order at 9:00 a.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
Jared Hawkins, Hawkins Law, PLLC
David Fink, CP Plastics

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

There were no public comments made.

APPROVAL OF MINUTES

Commissioner Schwab requested the minutes of the Thursday, February 22, 2024, Port Commission Meeting minutes be amended on page 2, Old Business, Port of Walla Walla, Tourism Grants – Second Round to remove “tied to economic development or,” and change “statutory purposes” to “tourism policy.” Commissioner Schwab moved, and Commissioner Dunning seconded, to adopt the Thursday, February 22, 2024 minutes 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 Schwab moved, and Commissioner Dunning seconded, to approve for payment the Check History Report lists summarized in the March 14, 2024, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

NEW BUSINESS

A. Port of Walla Walla

1. Purchase and Sale Agreement (PSA) – Dodd Road Industrial Park – CP Plastics

Economic Development Director Paul Gerola reviewed with Commissioners the proposed sale terms of property located in the Port's Dodd Road Industrial Park. Port staff has been working with representatives of CP Plastics regarding the purchase of approximately 15 acres to construct a 30,000 sqft building that will produce high density polyethylene (HDPE) products. David Fink, with CP Plastics, provided an overview of the anticipated project. Commissioner Dunning moved, and Commissioner Schwab seconded, to authorize the Executive Director, to negotiate and enter into a Purchase and Sale Agreement, with the terms and conditions outlined herein, between the Port of Walla Walla and CP Plastics for approximately 15 acres of property at the Port's Dodd Road Industrial Park (See attachment A-1) and authorize the Executive Director to execute the necessary documents to complete the real estate transaction, upon legal counsel review and approval. Motion passed unanimously.

B. Walla Walla Regional Airport

1. Surplus Items

Airport Manager Skoglund provided Commissioners with a list of items recommended to treat as surplus and then auction off by Macon Brothers Auctioneers. Commissioner Schwab moved, and Commissioner Dunning seconded, to authorize staff to proceed with the sale of the items located at 355 Beech Avenue (Old Carpenter Shop). Sales are to be conducted via Macon Brothers Auctions. 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-2

1. ATCT Monthly Report
2. Monthly Commercial Air 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, March 28, 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 10:46 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

March 14, 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

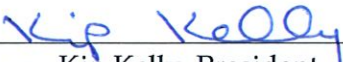
Approved for payment are check numbers 20118 through 20169, and direct deposit numbers D0000994 through D00999 and ACH/EFT numbers W000000040 through W000000047 in the amount of \$672,703.96 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

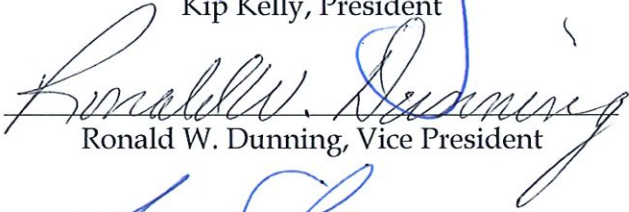
Approved for payment are check numbers 24153 through 24203, direct deposit numbers D10001843 through D10001856 and ACH/EFT numbers W000000032 through W000000034 in the amount of \$830,528.42 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

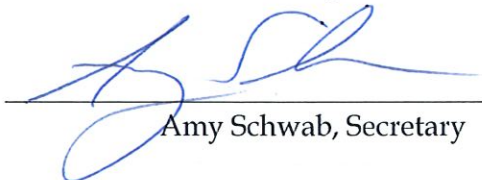
Port of Walla Walla Commissioners



Kip Kelly, President



Ronald W. Dunning, Vice President



Amy Schwab, Secretary