

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, March 28, 2024**

The meeting of the Port of Walla Walla Commission was called to order at 1:01 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
Joe Keown, Auditor/Treasurer
Karla Miller, Administrative Assistant
Jared Hawkins, Legal Counsel
Jon Li, Mead & Hunt

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 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, March 14, 2024, Port Commission Meeting minutes be amended on page 2, New Business, Port of Walla Walla, Purchase and Sale Agreement-Dodd Road Industrial Park – CP Plastics to delete “toe,” and replace it with “to.” Within the same section, Commissioner Kelly requested to remove “and lease.” Commissioner Schwab moved, and Commissioner Dunning seconded, to adopt the Thursday, March 14, 2024, minutes as amended. Motion passed unanimously.

FINANCIAL REPORTING

Port Auditor/Treasurer Keown provided Commissioners the Cash Balance Report 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 March 28, 2024, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

NEW BUSINESS

A. Port of Walla Walla

1. Walla Walla County Interlocal Agreement (ILA)

Executive Director Reay presented the proposed interlocal agreement between Walla Walla County Public Works and the Port of Walla Walla. Commissioner Schwab moved, and Commissioner Dunning seconded, to approve the Interlocal Cooperation Agreement with Walla Walla County. Motion passed unanimously.

B. Walla Walla Regional Airport

1. Terminal Apron Pavement Maintenance Project Bid Award

Executive Director Reay reviewed with Commissioners the two bid packages that were received for the terminal apron pavement maintenance project. Commissioners asked several questions. Commissioner Schwab moved, and Commissioner Dunning seconded, to: accept and award the terminal apron pavement maintenance project to Nelson Construction Corporation in the amount of \$419,846.96 which includes sales tax, contingent upon receiving FAA concurrence and grant offer, and approve an overall total project budget of \$724,500 which includes a 10% contingency; and accept an FAA grant offer; and authorize the Executive Director to execute all documents necessary 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 AI-1 to AI-1

1. Maintenance Monthly Report – February 2024

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 2:15 p.m., Commissioner Kelly announced the convening of an executive session that would last until approximately 2:35 p.m. He announced that the executive session

would cover the following topics: RCW 42.30.110 (1) (b), to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increase price; and RCW 42.30.110 (1) (i), to discuss with legal counsel matters relating to potential litigation involving the Port.

At 2:35 p.m. Commissioner Kelly stated the Commission would continue in Executive Session for an additional 15 minutes.

At 2:51 p.m. Commissioner Kelly reconvened the regular Commission meeting. No action was taken following the executive session.

NEXT MEETING & LOCATION

Thursday, April 04, 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 2:52 p.m. Motion carried unanimously.

APPROVED:

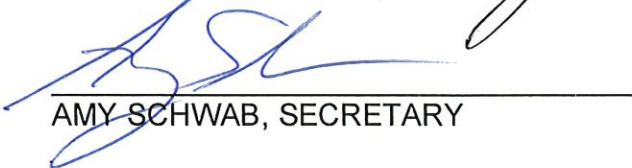
PORT OF WALLA WALLA COMMISSIONERS



KIP KELLY, PRESIDENT



RONALD W. DUNNING, VICE PRESIDENT



AMY SCHWAB, SECRETARY

Warrant Approval Document

March 28, 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 20170 through 20205, and direct deposit numbers D0001000 through D01002 and ACH/EFT numbers W000000048 through W000000050 in the amount of \$69,983.66 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 24204 through 24242, direct deposit numbers D10001857 through D10001869 and ACH/EFT numbers W000000035 through W000000038 in the amount of \$263,354.24 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

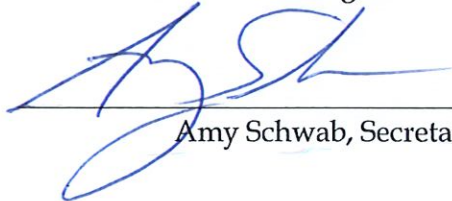
Port of Walla Walla Commissioners



Kip Kelly, President



Ronald W. Dunning, Vice President



Amy Schwab, Secretary