

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, April 04, 2024**

The meeting of the Port of Walla Walla Commission was called to order at 1:15 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
Meagan Blair, Governmental Affairs/Community Outreach
Joe Keown, Auditor/Treasurer
Karla Miller, Administrative Assistant
Jared Hawkins, Legal Counsel

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 Dunning requested the minutes of the Thursday, March 28, 2024, Port Commission Meeting minutes be amended on page 1, Approval Payment of Bills, to reflect, Commissioner Dunning made the motion and Commissioner Schwab provided the second. Commissioner Schwab moved, and Commissioner Dunning seconded, to adopt the Thursday, March 28, 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.

An updated warrant for March 28, 2024 was provided to include Port check #: 20205 in the amount of \$4,261.81. Commissioner Dunning moved, and Commissioner Schwab seconded, to approve the addition of check #20205 to the Port warrant for March 28, 2024. Motion passed unanimously.

Commissioner Schwab moved, and Commissioner Dunning seconded, to approve for payment the Check History Report lists summarized in the April 04, 2024, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

OLD BUSINESS

A. Port of Walla Walla

1. Tourism Grant Funding Requests

Executive Director Reay reviewed with Commissioners the Port's 2024 Tourism request applications and reminded the Commission that the applicants can only use the funds for purposes to promote tourism consistent with the Port's Tourism Policy. Commissioners asked several questions. Commissioner Schwab moved, and Commissioner Dunning seconded, to approve the third round of tourism applications and requests and allocate said funds from the Port's 2024 Tourism Funds in amounts determined by the Port Commission as identified in Exhibit 2 of the staff report except the applications from Common Roots Housing Trust and Ground 2 Ground Glass. Round three of tourism grant funding will be in the amount of \$7,225 to the following grant applicants, Grenache Fest, RG Entertainment, Walla Walla Choral Society, Kirkman House Museum; and the Port move \$1,000 from Community Contribution to Tourism within the budget line items, which would result in \$625 over budget for the 2024 tourism calendar year budget. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events.

EXECUTIVE SESSION

At 2:35 p.m., Commissioner Kelly announced the convening of an executive session that would last until approximately 2:50 p.m. He announced that the executive session would cover the following topic: RCW 42.30.110 (1) (i), to discuss with legal counsel matters relating to potential litigation involving the Port.

At 2:53 p.m. Commissioner Kelly stated the Commission would continue in Executive Session for an additional 7 minutes.

At 3:03 p.m. Commissioner Kelly reconvened the regular Commission meeting. No action was taken following the executive session.

NEXT MEETING & LOCATION

Thursday, April 18, 2024, at 1:30 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 3:04 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

April 04, 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

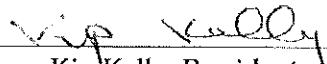
Approved for payment are check numbers 20206 through 20224, and direct deposit numbers D0001004 through D01009 and ACH/EFT numbers W000000051 through W000000055 in the amount of \$563,450.04 to be paid from the Port of Walla Walla General Fund on the above stated date.

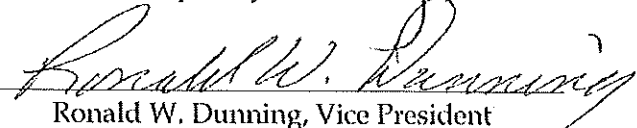
Walla Walla Regional Airport - General Fund


Approved for payment are check numbers 24243 through 24263, direct deposit numbers D10001873 through D10001886 and ACH/EFT numbers W000000039 through W000000042 in the amount of \$1,099,836.90 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