

**MINUTES OF THE PORT OF WALLA WALLA  
COMMISSION MEETING  
Thursday, April 18, 2024**

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The meeting of the Port of Walla Walla Commission was called to order at 1:34 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  
Jennifer Skoglund, Airport Manager  
Brian Hurst, Maintenance & Operations Supervisor  
Joe Keown, Auditor/Treasurer  
Karla Miller, Administrative Assistant  
Jared Hawkins, Legal Counsel  
Olivia Pina, Mead & Hunt  
Stephen Bauman, Franklin County Commissioner & B4 Development & Consulting  
John Scheline, B4 Development & Consulting

**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 Schwab moved, and Commissioner Dunning seconded, to adopt the agenda as presented. Motion unanimously carried.

**PUBLIC COMMENTS**

Stephen Bauman, identifying himself as a Franklin County Commissioner and owner and CEO of B4 Development & Consulting, commented on behalf of his client, Snake River Ag. He commented on the capital improvement process and the road maintenance plan with the Port of Walla Walla.

**APPROVAL OF MINUTES**

Commissioner Dunning moved, and Commissioner Schwab seconded, to adopt the Thursday, April 04, 2024, minutes as presented. 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 Dunning moved, and Commissioner Schwab seconded, to approve for payment the Check History Report lists summarized in the April 18, 2024, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

## **OLD BUSINESS**

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

#### **1. Snow Removal Equipment Plow & Deice Bid Award**

Airport Manager Skoglund provided Commissioners with the one bid package that was received for the snow removal equipment plow and deice truck. Commissioners asked a host of questions. Commissioner Dunning moved, and Commissioner Schwab seconded, to accept and award the snow removal equipment procurement project to M-B Companies, Inc. in the amount of \$746, 193.85 which includes sales tax, contingent upon receiving FAA and AIP grant concurrences and approve an overall total project budget of \$816,903 which includes a 5% contingency and accept FAA grant offers and authorize the Executive Director to execute all documents necessary to complete this project. Motion passed unanimously.

## **NEW BUSINESS**

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

#### **1. Klicker Enterprises, LLC Land Lease**

Airport Manager Skoglund reviewed with Commissioners the proposed lease terms for a fenced area for business equipment storage. Commissioner Dunning moved, and Commissioner Schwab seconded, to authorize the Executive Director to enter into a land lease agreement with Klicker Enterprises, LLC for land on the corner of D Street & Curtis Avenue as presented. Motion passed unanimously.

## **CORRESPONDENCE & REPORTS**

### **A. Review Calendar of Events**

Executive Director Reay reviewed the calendar of events.

### **B. Airport Information AI-1 to AI-2**

1. ATCT Monthly Report – March 2024
2. Commercial Air Report – March 2024

**C. Review Calendar of Events**

Executive Director Reay reviewed the calendar of events.

**NEXT MEETING & LOCATION**

Thursday, May 09, 2024, at 9:00 a.m.  
In person and/or (Remote) Video or Conference Call  
310 A Street, Walla Walla, WA 99362

**ADJOURNMENT**

Commissioner Schwab moved, and Commissioner Dunning seconded, to adjourn the Port Commission meeting at 3:22 p.m. Motion carried by a vote of 2 to 1 (with Commissioner Dunning voting, "no").

**APPROVED:**

**PORT OF WALLA WALLA COMMISSIONERS**

  
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KIP KELLY, PRESIDENT

  
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RONALD W. DUNNING, VICE PRESIDENT

  
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AMY SCHWAB, SECRETARY

# Warrant Approval Document

April 18, 2024

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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

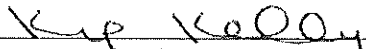
Approved for payment are check numbers 20225 through 20251, and direct deposit numbers D0001010 through D01012 and ACH/EFT numbers W000000057 through W000000070 in the amount of \$789,575.64 to be paid from the Port of Walla Walla General Fund on the above stated date.

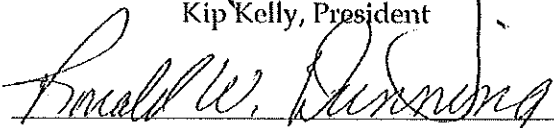
## Walla Walla Regional Airport - General Fund

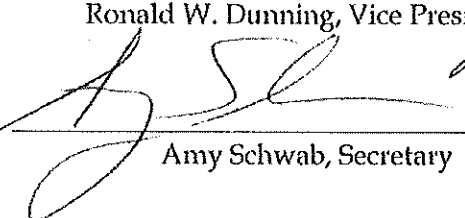
Approved for payment are check numbers 24264 through 24300, direct deposit numbers D10001887 through D10001899 and ACH/EFT numbers W000000043 through W000000055 in the amount of \$824,691.40 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

Port of Walla Walla Commissioners

  
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Kip Kelly, President

  
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Ronald W. Dunning, Vice President

  
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Amy Schwab, Secretary