

**MINUTES OF THE PORT OF WALLA WALLA  
COMMISSION MEETING  
Thursday, May 09, 2024**

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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  
Brian Hurst, Maintenance & Operations Supervisor  
Joe Keown, Auditor/Treasurer  
Karla Miller, Administrative Assistant  
Meagan Blair, Governmental Affairs/Community Outreach  
Jared Hawkins, Legal Counsel  
Stephen Bauman, B4 Development & Consulting  
John Scheline, B4 Development & Consulting

**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**

Stephen Bauman, made comments on behalf of his client, Snake River Ag. He provided history related to his client's property, expressed objections, concerns, and suggestions related to the draft road maintenance agreement proposed by the Port, and responded to questions from the Commission.

John Scheline also commented on the draft road maintenance agreement proposed by the Port and expressed concerns and objections. John also spoke in reference to inquiries about the proposed water line.

## APPROVAL OF MINUTES

Commissioner Schwab requested that the minutes of the Thursday, April 18, 2024, Port Commission meeting minutes be amended on page 2, Payment of Bills, to reflect, "Commissioner Dunning moved, and Commissioner Schwab seconded." Commissioner Schwab moved, and Commissioner Dunning seconded, to adopt the Thursday, April 18, 2024, minutes as amended. Motion passed unanimously.

## FINANCIAL REPORTING

Port Auditor/Treasurer Keown provided the Commissioners with 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 Schwab moved, and Commissioner Dunning seconded, to approve for payment the Check History Report lists summarized in the May 09, 2024, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

## OLD BUSINESS

### A. Walla Walla Regional Airport

1. **Terminal Remodel Advertisement to Bid – Second Floor**  
Airport Manager Skoglund updated the Commissioners regarding the second-floor terminal remodel plans and the efforts to move TSA from the second floor so that the project can move forward. The advertisement for bids has been released and sealed bids are due Thursday, June 6<sup>th</sup>, 2024.

## NEW BUSINESS

### A. Port of Walla Walla

1. **Avery Project Development – Road, Water, and Sewer Improvements**  
Executive Director Reay reviewed with Commissioners the proposed road, water and sewer improvements for the Avery area project development. Commissioner Schwab moved, and Commissioner Dunning seconded, to authorize the Executive Director to: proceed with infrastructure investments in the Avery Business Park in the amount up to \$1 million; and grant an easement to access lot 3A across lot 3B for Crossland Barnes. Motion passed unanimously.
2. **0.09ths EDSTF Application – Avery Development & Wallula Gap Business Park Development Projects**  
Executive Director Reay reviewed with Commissioners the process for requesting funds from the 0.09ths EDSTF funds from the Port of Walla Walla and Walla Walla County. The proposed plan is to request funds for

the Avery Development and Wallula Gap Business Park Development Projects.

**3. Purchase and Sale Agreement – Burbank Business Park – Lot 118**

Economic Development Director Gerola presented the proposed sale terms for Lot 118 in the Burbank Business Park. Commissioners asked a host of questions. Commissioner Dunning moved, and Commissioner Schwab seconded, to authorize the Executive Director to enter into a Purchase and Sale Agreement, with the terms and conditions outlined herein, between the Port of Walla Walla and MWJ investments, LLC, for Lot 118 located in the Port's Burbank Business Park, Burbank, Washington, and to execute the necessary documents to complete the real estate transaction, upon legal counsel review and approval. Motion passed unanimously.

**4. Shrub Step – Port Land Bank for Mitigation**

The Port of Walla Walla has received a Department of Commerce Industrial Site Readiness Grant to perform updates to botanical and wildlife resource reports. The Port is considering creating a mitigation bank for existing shrub step for property (in the process of being sold) and for future projects.

**B. Walla Walla Regional Airport**

**1. Bid Award for New Roof – 175 E Aeronca Ave**

Airport Manager Skoglund briefed Commissioners on the four (4) bid packages that were received for the building at 175 E Aeronca roofing project. Commissioners asked several questions. Commissioner Schwab moved, and Commissioner Dunning seconded, to accept and award bid project No. WWRA 2024-175 Aeronca Roof to Gillespie Roofing for the 80-MIL TPO base bid of \$292,403 including sales tax, approve a total project budget of \$321,643 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 AI-1 to AI-5**

1. Maintenance Monthly Report – April 2024
2. Leases Entered Into
3. ATCT Monthly Report – April 2024
4. SRE Building Project Close-Out Report & Financial Summary
5. Apron Rehabilitation Project Close-Out Report & Financial Summary

**C. Review Calendar of Events**

Executive Director Reay reviewed the calendar of events.

**COMMISSIONER REPORTS**

Commissioners reported on meetings they recently attended and other Port related matters.

**EXECUTIVE SESSION**

At 12:15 p.m., Commissioner Kelly announced the convening of an executive session that would last until approximately 12:45 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) (c), to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price.

At 12:47 p.m. Commissioner Kelly stated the Commission would continue in Executive Session for an additional 13 minutes.

At 1:02 p.m. Commissioner Kelly reconvened the regular Commission meeting. No action was taken following the executive session.

**NEXT MEETING & LOCATION**

Thursday, May 23, 2024, at 1:30 p.m.  
In person and/or (Remote) Video or Conference Call  
310 A Street, Walla Walla, WA 99362

**ADJOURNMENT**

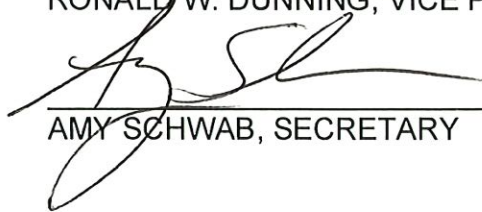
Commissioner Dunning moved, and Commissioner Schwab seconded, to adjourn the Port Commission meeting at 1:03 p.m. Motion carried unanimously.

**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

May 09, 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 20252 through 20305, and direct deposit numbers D0001013 through D01018 and ACH/EFT numbers W000000071 through W000000081 in the amount of \$192,111.86 to be paid from the Port of Walla Walla General Fund on the above stated date.

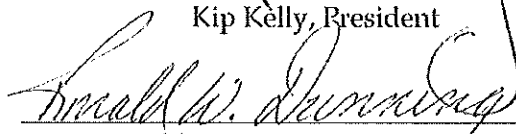
### Walla Walla Regional Airport - General Fund

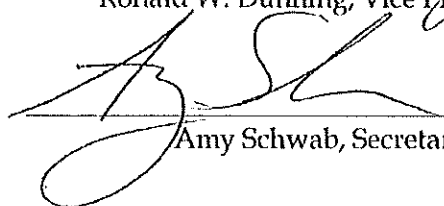
Approved for payment are check numbers 24301 through 24353, direct deposit numbers D10001901 through D10001913 and ACH/EFT numbers W000000056 through W000000070 in the amount of \$4,207,027.20 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

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