

**MINUTES OF THE PORT OF WALLA WALLA  
COMMISSION MEETING  
Thursday, June 27, 2024**

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The meeting of the Port of Walla Walla Commission was called to order at 9:03 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  
Karla Miller, Administrative Assistant  
Jared Hawkins, Legal Counsel  
Mary Campbell, Community Council

**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 moved, and Commissioner Dunning seconded, to approve the minutes of the Port Commission meeting held on Thursday, June 13, 2024, as presented. Motion passed unanimously.

**FINANCIAL REPORTING**

Port Auditor/Treasurer Keown provided Commissioners with 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 June 27, 2024, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

## **NEW BUSINESS**

### **A. Port of Walla Walla**

#### **1. 0.09ths EDSTF Grant Application – Avery Business Park Phase 2 Infrastructure Improvement Project**

Executive Director Reay provided Commissioners with a grant application for Phase 2 of the Avery Business Park Infrastructure Improvement Project. Commissioner Schwab moved, and Commissioner Dunning seconded, to: (a) approve and Economic Development Sales Tax Fund grant for \$200,000 for the Port of Walla Walla Avery Business Park Phase 2 Infrastructure Improvement Project and authorize the Executive Director to submit said application to the Walla Walla County Board of Commissioners for their concurrence; and (b) authorize the Executive Director to request a \$200,000 grant from the Walla Walla County portion of the Economic Development Sales Tax Fund for this proposed project. Motion passed unanimously.

#### **2. 0.09ths EDSTF Grant Application – Wallula Gap Business Park - Attalia East Road, Peterson Road, and Nunn Road Improvement Project**

Executive Director Reay provided Commissioners with a grant application for a Wallula Gap Business Park improvement project. Commissioners asked several questions. Commissioner Dunning moved, and Commissioner Schwab seconded, to: (a) approve an Economic Development Sales Tax Fund grant for \$400,000 (pursuant to Section 3 of Principle Guidelines for the Economic Development Sales Tax Fund) to the Port of Walla Walla for the Wallula Gap Business Park – Attalia East Road, Petersen Road, and Nunn Road improvement project and authorize the Executive Director to submit said application to the Walla Walla County Board of Commissioners for their concurrence; and (b) authorize the Executive Director to request a \$200,000 grant from the Walla Walla County portion of the Economic Development Sales Tax Fund for this project. Motion passed unanimously.

### **B. Walla Walla Regional Airport**

#### **1. Matero Operating Co. LLC dba: Arenness Cellars Incubator Lease**

Airport Manager Skoglund discussed with Commissioners the process for selecting a new Incubator tenant and proposed lease terms. Commissioner Schwab moved, and Commissioner Dunning seconded, to authorize the Executive Director to enter into a Wine Incubator Lease

Agreement with Matero Operating Co. LLC dba: Arenness Cellars for the incubator located at 602 Piper Avenue at the established 2024 rate set for the incubator program. Motion passed unanimously.

**2. Bid Award for Project WWRA-2024-Terminal Offices**

Airport Manager Skoglund provided Commissioners with the six (6) bid packages that were received for the terminal second floor offices, boilers, and rooftop condensing units. Staff explained that TSA and GSA would soon be on site to approve the move of the TSA office from the second floor to the ground floor, thus allowing the bid award to move forward. Commissioners asked a host of questions. Commissioner Dunning moved, and Commissioner Schwab seconded, to accept and award Bid Project No. WWRA 2024-Terminal Offices to Banlin Construction for the construction of the terminal second floor offices, boilers and rooftop condensing units for a base bid of \$2,381,617 including sales tax, approve a total project budget of \$2,858,044, 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. Future commission meetings scheduled at 1 p.m. would now be moved to 9 a.m. to allow for consistency in meeting times.

**B. Executive Director's Report**

Executive Director Reay reported on various matters of Port business.

**COMMISSIONER REPORTS**

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

**NEXT MEETING & LOCATION**

Thursday, July 11, 2024, at 9:00 a.m.  
In person and/or (Remote) Video or Conference Call  
310 A Street, Walla Walla, WA 99362

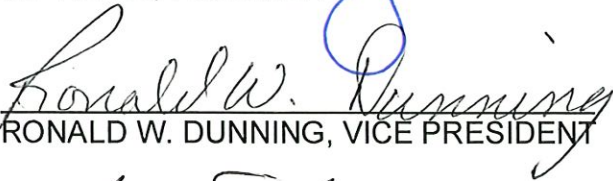
**ADJOURNMENT**

Commissioner Schwab moved, and Commissioner Dunning seconded, to adjourn the Port Commission meeting at 11:19 a.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

June 27, 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

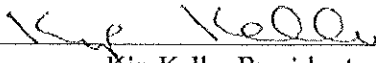
Approved for payment are check numbers 20379 through 20419, and direct deposit numbers D0001028 through D01030 and ACH/EFT numbers W000000092 through W000000097 in the amount of \$141,050.87 to be paid from the Port of Walla Walla General Fund on the above stated date.

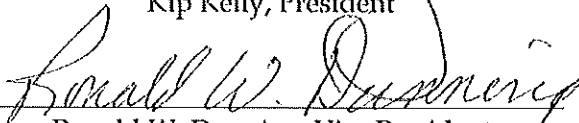
## Walla Walla Regional Airport - General Fund

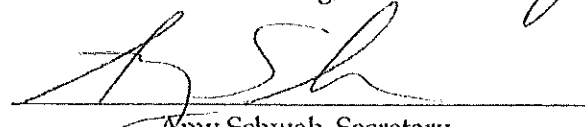
Approved for payment are check numbers 24440 through 24476, direct deposit numbers D10001942 through D10001956 and ACH/EFT numbers W000000079 and W000000081 in the amount of \$927,366.28 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

Port of Walla Walla Commissioners

  
Kip Kelly, President

  
Ronald W. Dunning, Vice President

  
Amy Schwab, Secretary