

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, July 11, 2024**

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
Joe Keown, Auditor/Treasurer
Meagan Blair, Governmental Affairs/Community Outreach
Karla Miller, Administrative Assistant
Jared Hawkins, Legal Counsel
Jon Li, Mead & Hunt
Mike Fredrickson

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

There were no public comments made.

APPROVAL OF MINUTES

Commissioner Kelly requested the minutes of the Thursday, June 27, 2024, Port Commission meeting be amended on page 3, the top line, to change "LLD" to "LLC." Commissioner Dunning moved, and Commissioner Schwab seconded, to adopt the Thursday, June 27, 2024, minutes as amended. Motion passed unanimously.

FINANCIAL REPORTING

Port Auditor/Treasurer Keown provided 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 Dunning moved, and Commissioner Schwab seconded, to approve for payment the Check History Report lists summarized in the July 11, 2024, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

NEW BUSINESS

A. Walla Walla Regional Airport

1. Airport 5-Year Engineering Agreement

Airport Manager Skoglund reminded Commissioners that on June 4, 2024, the Port solicited requests for qualifications (RFQ) for airport engineering services. The selection committee then reviewed the two submitted statements of qualifications. Commissioners asked several questions. Commissioner Schwab moved, and Commissioner Dunning seconded, to select Mead & Hunt Engineering as the Walla Walla Regional Airport's five-year engineer of record for aviation capital improvement projects and authorize the Executive Director to enter into a master services agreement. Motion passed unanimously.

2. Airport Project Tours (Tour after meeting adjournment)

Following the Port Commission meeting, Commissioners and staff toured several Airport properties.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events

B. Port Information Items

1. Leases Entered Into

C. Airport Information Items

1. ATCT Monthly Report – June 2024
2. Leases Entered Into

D. 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 25, 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 10:06 a.m. Motion carried by a vote of 2 to 1 with Commissioner Dunning abstaining.

APPROVED:

PORT OF WALLA WALLA COMMISSIONERS



KIP KELLY, PRESIDENT



RONALD W. DUNNING, VICE PRESIDENT



AMY SCHWAB, SECRETARY

Warrant Approval Document

July 11, 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 20420 through 20521, and direct deposit numbers D0001031 through D01036 and ACH/EFT numbers W000000098 through W000000100 in the amount of \$1,006,289.63 to be paid from the Port of Walla Walla General Fund on the above stated date.

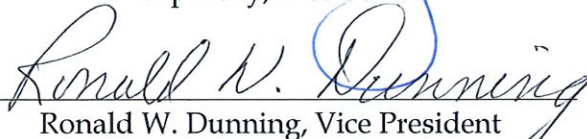
Walla Walla Regional Airport - General Fund

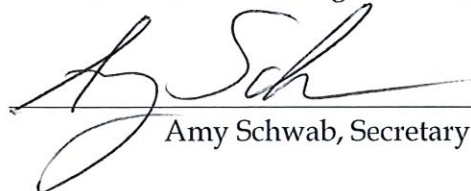
Approved for payment are check numbers 24477 through 24476, direct deposit numbers D10001957 through D10001971 and ACH/EFT numbers W000000082 and W000000083 in the amount of \$1,137,251.89 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

Port of Walla Walla Commissioners


Kip Kelly, President


Ronald W. Dunning, Vice President


Amy Schwab, Secretary