

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, July 25, 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
Jennifer Skoglund, Airport Manager
Meagan Blair, Governmental Affairs/Community Outreach
Karla Miller, Administrative Assistant
Jon Li, Mead & Hunt
Walla Walla Union-Bulletin Representative

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

Executive Director Reay requested RCW 42.30.110 (1) (c) be removed from the agenda. Commissioner Dunning moved, and Commissioner Schwab seconded, to adopt the agenda as amended. 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, July 11, 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 July 25, 2024, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

NEW BUSINESS

A. Port of Walla Walla

1. Bid Award for Project PWW 2024-400C – Avery Business Park Lot 2 Improvement Project

Executive Director Reay reviewed with Commissioners the seven (7) bids received for the Avery Business Park Improvement Project. Commissioner Dunning moved, and Commissioner Schwab seconded, to accept and award Bid Project PWW 2024-400C – Avery Business Park – Roadway & Infrastructure Improvements to Nelson Construction of Walla Walla, WA for \$632,151.19 (Base Bid + Sales Tax) and approve a total project budget of \$800,000. Motion passed unanimously.

B. Walla Walla Regional Airport

1. 5-Year Federal Aviation Administration (FAA) Capital Improvement Program (CIP) Update

Airport Manager Skoglund reviewed the Airport's Capital Improvement Program (CIP) and updates from the FAA. Commissioners discussed the five-year CIP projects and the FAA discretionary and entitlement funding. Commissioner Schwab moved, and Commissioner Dunning seconded, to approve the 2025-2030 Airport Capital Improvement Plan and submit to the Federal Aviation Administration for consideration. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events

B. Airport Information Items

1. Commercial Air Report – June 2024

C. 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.

EXECUTIVE SESSION

At 11: 20 a.m., Commissioner Kelly announced the convening of an executive session that would last until approximately 11:40 a.m. He announced that the executive session would cover the following topic: 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 increased price.

At 11:41 a.m., Commissioner Kelly stated the Commission would continue in Executive Session for an additional 19 minutes.

At 12:01 p.m., Commissioner Kelly reconvened the regular Commissioner meeting. No action was taken following the executive session.

NEXT MEETING & LOCATION

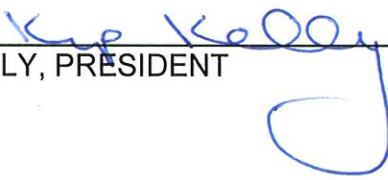
Thursday, August 08, 2024, at 9:00 a.m.
In person and/or (Remote) Video or Conference Call
310 A Street, Walla Walla, WA 99362

ADJOURNMENT

Commissioner Dunning moved, and Commissioner Schwab seconded, to adjourn the Port Commission meeting at 12:02 p.m. Motion passed unanimously.

APPROVED:

PORT OF WALLA WALLA COMMISSIONERS



KIP KELLY, PRESIDENT

RONALD W. DUNNING, VICE PRESIDENT



AMY SCHWAB, SECRETARY

Warrant Approval Document

July 25, 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 20454 through 20476, and direct deposit numbers D0001037 through D01039 and ACH/EFT numbers W000000101 through W000000110 in the amount of \$269,681.78 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

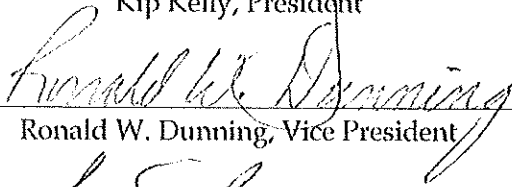
Approved for payment are check numbers 24522 through 24552, direct deposit numbers D10001974 through D10001987 and ACH/EFT numbers W000000084 through W000000094 in the amount of \$400,445.91 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

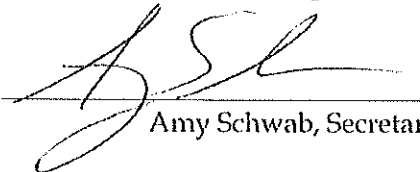
Port of Walla Walla Commissioners



Kip Kelly, President



Ronald W. Dunning, Vice President



Amy Schwab, Secretary