

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, August 08, 2024**

The meeting of the Port of Walla Walla Commission was called to order at 9:02 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
Amy Schwab, Commissioner
Patrick Reay, Executive Director
Paul Gerola, Economic Development Director
Jennifer Skoglund, Airport Manager
Meagan Blair, Governmental Affairs/Community Outreach
Joe Keown, Auditor/Treasurer
Karla Miller, Administrative Assistant
Jared Hawkins, Legal Counsel
John Wells, Anderson Perry
Mike Denny
Anne Haley
Julia Eastham, Walla Walla Union-Bulletin

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

PUBLIC COMMENTS

Anne Haley and Mike Denny, on behalf of the Fort Walla Walla Museum, expressed interest in collaborating with the Port and American Cruise Lines to expand use of the high dock in Burbank to increase tourism.

APPROVAL OF MINUTES

Commissioner Schwab moved, and Commissioner Kelly seconded, to approve the minutes of the Port Commission meeting held on Thursday, July 25, 2024, as presented. 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 Schwab moved, and Commissioner Kelly seconded, to approve for payment the Check History Report lists summarized in the August 08, 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 2023-100C – Wallula Gap Business Park – Attalia East Road, Peterson Road, and Nunn Road Improvements**
Economic Development Director Gerola reviewed with Commissioners the eleven (11) bids received for the Wallula Gap Business Park improvement project. ED Director Gerola reviewed the base bid, bid alternative #1, and bid alternative #2. Commissioners asked several questions. Commissioner Schwab moved, and Commissioner Kelly seconded, to accept and award the base bid and bid alternative 1 of PWW 2023-100C – Wallula Gap Business Park – Attalia East Road, Peterson Road, and Nunn Road Improvements to Premier Excavation Inc. of Pasco, WA for \$3,719,587.59 (Base Bid + Alternative 1 + Sales Tax) and approve a total project budget of \$4,700,000 and; adopt factual findings that: (a) The Wallula Gap Business Park is located within the tax increment area designated by Resolution 2023-04; (b) the Wallula Dodd Water System is owned by the Port and serves the tax increment area designated by Resolution 2023-04; and (c) the Port intends to pay for the improvements authorized in the base bid and bid alternative 1 of PWW 2023-100C through revenues to be collected from the tax increment area.

Commissioner Schwab moved, and Commissioner Kelly seconded, to amend the motion to change the resolution number referenced from 2023-04 to 2023-09. Motion to amend the motion passed unanimously.

Having corrected the motion, commissioners then voted on the substantive motion; the motion passed unanimously.

Commissioner Kelly announced a short break at 10:21 a.m.

At 10:25 a.m. Commissioner Kelly reconvened the regular Commission meeting.

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. Maintenance Monthly Report

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, August 22, 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 Kelly seconded, to adjourn the Port Commission meeting at 10:49 a.m. Motion passed unanimously.

APPROVED:

PORT OF WALLA WALLA COMMISSIONERS



KIP KELLY, PRESIDENT



RONALD W. DUNNING, VICE PRESIDENT



AMY SCHWAB, SECRETARY

Warrant Approval Document

August 08, 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

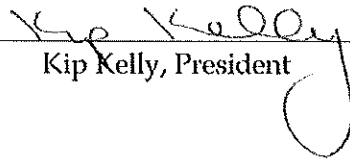
Approved for payment are check numbers 20477 through 20510, and direct deposit numbers D0001040 through D01045 and ACH/EFT numbers W000000111 through W000000118 in the amount of \$494,334.23 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

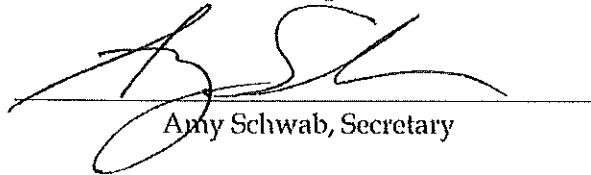
Approved for payment are check numbers 24553 through 24589, direct deposit numbers D10001988 through D10002001 and ACH/EFT numbers W000000095 through W000000100 in the amount of \$882,336.36 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

Port of Walla Walla Commissioners


Kip Kelly, President

Ronald W. Dunning, Vice President


Amy Schwab, Secretary