

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, August 22, 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
Amy Schwab, Commissioner
Ron Dunning, 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
Julia Eastham, Walla Walla Union-Bulletin
Randal Son

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

Randal Son commented on the desire for fiber optic broadband to be extended up to the Mill Creek Community.

APPROVAL OF MINUTES

Commissioner Schwab moved, and Commissioner Kelly seconded, to approve the minutes of the Port Commission meeting held on Thursday, August 08, 2024, as presented. Motion passed unanimously (Commissioner Dunning abstained as he was not at the August 08, 2024 meeting).

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 Dunning moved, and Commissioner Schwab seconded, to approve for payment the Check History Report lists summarized in the August 22, 2024, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

OLD BUSINESS

A. Walla Walla Regional Airport

1. Wheat Marketing Policy

Airport Manager Skoglund briefed Commissioners on the Wheat Marketing Policy for the fiscal year 2024. Commissioner Schwab moved, and Commissioner Dunning seconded, to authorize the Airport Manager to sell the remaining wheat crop in its entirety at the current price. Motion passed unanimously.

NEW BUSINESS

B. Port of Walla Walla

1. Accounting Software Upgrade

Auditor/ Treasurer Joe Keown briefed Commissioners on the Port's current accounting software. Joe also provided information on proposed accounting software. Commissioner Schwab moved, and Commissioner Dunning seconded, to authorize the Executive Director to enter into a service contract with NetSuite Inc. for its software and product support for the Port of Walla Walla's accounting, financial management and reporting and to execute the necessary documents to complete the service contract upon legal counsel review and approval. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events

B. Airport Information Items

1. ATCT Monthly Report – July 2024
2. Commercial Air Report – July 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.

NEXT MEETING & LOCATION

Thursday, September 12, 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 11:39 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 22, 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

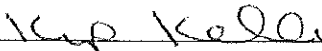
Approved for payment are check numbers 20511 through 20546, and direct deposit numbers D0001046 through D01048 and ACH/EFT numbers W000000119 through W000000125 in the amount of \$141,947.30 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

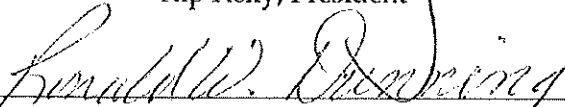
Approved for payment are check numbers 24590 through 24639, direct deposit numbers D10002002 through D10002015 and ACH/EFT numbers W000000101 through W000000103 in the amount of \$1,316,561.96 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

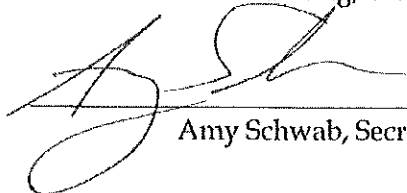
Port of Walla Walla Commissioners



Kip Kelly, President



Ronald W. Dunning, Vice President



Amy Schwab, Secretary