

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, September 12, 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
Paul Gerola, Economic Development Director
Jennifer Skoglund, Airport Manager
Joe Keown, Auditor/Treasurer
Karla Miller, Administrative Assistant
Jared Hawkins, Legal Counsel
John Scheline
Stephen Bauman
Damaris Bauman

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

John Scheline, with B4 Development and Consulting, commented on the communication between his company and the Port of Walla Walla.

Stephen Bauman commented on the signing of documents, with no specified dollar amount.

APPROVAL OF MINUTES

Commissioner Schwab moved, and Commissioner Dunning seconded, to approve the minutes of the Port Commission meeting, held on Thursday, August 22, 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 Dunning moved, and Commissioner Schwab seconded, to approve for payment the Check History Report lists summarized in the September 12, 2024, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

NEW BUSINESS

A. Port of Walla Walla

1. WA-DOH Drinking Water State Revolving Fund Program Loan Contract

Economic Development Director Gerola presented terms for a loan/grant that has been awarded for the Port's Phase 2 improvements to the Burbank Water System. Commissioner Dunning moved, and Commissioner Schwab seconded, to authorize the Executive Director to execute the Washington State Department of Health's Drinking Water State Revolving Fund Contract Number DWL29324-0 for Phase 2 improvements to the Burbank Water System upon legal counsel review and approval. Motion passed unanimously.

B. Walla Walla Regional Airport

1. Drink WA State, LLC Incubator Lease Extension

Airport Manager Skoglund provided Commissioners with proposed lease terms for 602 Piper Avenue. The Commissioners asked a host of questions. Commissioner Schwab moved, and Commissioner Dunning seconded, to authorize the Airport Manager to enter into a 1-month maximum lease extension with Drink Washington State, LLC, for the incubator building located at 602 Piper Avenue and to communicate with all necessary parties the terms of this lease extension. Motion passed unanimously.

2. Reiff Manufacturing, Inc. Lease Agreement

Airport Manager Skoglund provided Commissioners with proposed lease terms for a short-term land lease on Fairchild Avenue. The Commissioners suggested that the rental amount be based on improved land. Commissioner Schwab moved, and Commissioner Dunning seconded, to authorize the Executive Director, to enter into a month-to-month agreement, for a maximum of 7 months, with Reiff Manufacturing, Inc., for 17,000 square feet of road space on Fairchild Avenue for equipment storage and workspace and authorize the short-term closure of Fairchild Avenue between A & B Streets as presented. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Economic Development Director Gerola reviewed the calendar of events

B. Airport Information Items

- 1. ATCT Monthly Report – August 2024
- 2. Airport Leases – August 2024
- 3. Commercial Air Report – August 2024
- 4. Maintenance Monthly Report – August 2024

C. Executive Director and Staff Report

Economic Development Director Gerola and staff reported on various matters of Port business.

COMMISSIONER REPORTS

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

NEXT MEETING & LOCATION

Tuesday, September 24, 2024, at 2:30 p.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 11:07 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

September 12, 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

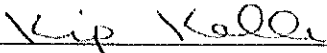
Approved for payment are check numbers 20547 through 20588, and direct deposit numbers D0001049 through D01054 and ACH/EFT numbers W000000126 through W000000134 in the amount of \$485,507.49 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

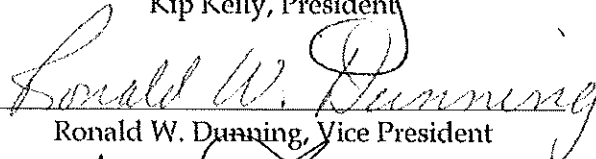
Approved for payment are check numbers 24640 through 24692, direct deposit numbers D10002016 through D10002028 and ACH/EFT numbers W000000104 through W000000106 in the amount of \$1,041,954.05 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

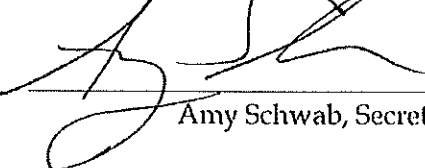
Port of Walla Walla Commissioners



Kip Kelly, President



Ronald W. Dunning, Vice President



Amy Schwab, Secretary