

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, October 10, 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
Meagan Blair, Governmental Affairs/Community Outreach
Jared Hawkins, Legal Counsel
Julia Eastham, Walla Walla Union-Bulletin

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 Dunning moved, and Commissioner Schwab seconded, to adopt the agenda as presented. 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 Tuesday, September 24, 2024, as presented. Motion passed unanimously (Commissioner Kelly abstained as he was not present at the September 24, 2024 meeting).

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 Dunning seconded, to approve for payment the Check History Report lists summarized in the October 10, 2024, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

OLD BUSINESS

A. Walla Walla Regional Airport

1. Alaska Air Minimum Revenue Guarantee (MRG)

Executive Director Reay reviewed with Commissioners, the agreement with Alaska Airlines that re-introduced a second flight to Walla Walla Regional Airport. Commissioners asked several questions. Commissioners provided direction to follow up with local community stakeholders who had pledged a contribution to the total cost of the minimum revenue guarantee at a pro-rated percentage.

NEW BUSINESS

B. Port of Walla Walla

1. 2025 Health Insurance Renewal

Executive Director Reay reviewed with Commissioners the Washington Counties Insurance Fund (WCIF) health insurance package for 2025. The Port has met the Wellness Program requirements for 2024 and will receive a corresponding 4% discount. Commissioners asked several questions. Staff Recommended Action:

1. Approve the WCIF Premera – Heritage Plus Network 5000 Plan for 2025.
2. Approve VSP Standard Plan for Vision.
3. Approve Delta Dental Plan D-3.
4. Approve HRA VEBA contribution of \$980 per month if Port employee or elected official already has insurance.
5. Approve the Health Reimbursement Arrangement Pool to reimburse the out-of-pocket expenses greater than \$1,150 and less than \$5,000 for individuals, and expenses greater than \$2,305 and less than \$10,000 for families.
6. Approve Vimly as the HRA manager for the health insurance pool
7. Approve a Flex Spending Plan for WCIF members administered by Vimly.

Commissioner Schwab moved, and Commissioner Dunning seconded, to approve the WCIF Premera – Heritage Plus Network 5000 plan for 2025

and staff recommendations 1 through 7 for additional health and welfare programs. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events

B. Port Information Items

1. Port Commission Project Update

C. Airport Information Items

1. ATCT Monthly Report – September 2024
2. Airport Leases – September 2024
3. Maintenance Monthly Report – September 2024

D. Executive Director and Staff Report

Executive Director Reay and staff reported on various matters of Port business.

COMMISSIONER REPORTS

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

EXECUTIVE SESSION

At 11:18 a.m., Commissioner Kelly announced the convening of an executive session that would last until approximately 12:05 p.m. He announced that the executive session would cover the following topics: 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; and RCW 42.30.110 (1) (c): to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price.

At 12:05 p.m., Commissioner Kelly reconvened the regular Commission meeting. No action was taken following the executive session.

NEXT MEETING & LOCATION

Thursday, October 24, 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 12:06 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

October 10, 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

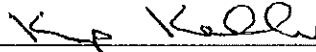
Approved for payment are check numbers 20620 through 20657, and direct deposit numbers D0001058 through D01063 and ACH/EFT numbers W000000144 through W000000151 in the amount of \$270,483.00 to be paid from the Port of Walla Walla General Fund on the above stated date.


Walla Walla Regional Airport - General Fund


Approved for payment are check numbers 24736 through 24787, direct deposit numbers D10002042 through D10002052 and ACH/EFT numbers W000000112 through W000000117 in the amount of \$920,279.48 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