

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Tuesday, November 26, 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
Pat Reay, Executive Director
Paul Gerola, Economic Development Director
Jennifer Skoglund, Airport Manager
Joe Keown, Auditor/Treasurer
Brian Hurst, Maintenance & Operations Supervisor
Karla Miller, Administrative Assistant
Jared Hawkins, Legal Counsel
Julia Eastham, Walla Walla Union-Bulletin
Missy Newcom
Garrett McComas

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

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, November 26, 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 Dunning moved, and Commissioner Schwab seconded, to approve for payment the Check History Report lists summarized in the November 26, 2024, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

OLD BUSINESS

A. Port of Walla Walla

1. **2025 Preliminary Budget Continuation Public Hearing**
Executive Director Reay discussed with Commissioners the 2025 preliminary budget for the Port, the proposed 2024 capital projects, the Ports debt scheduled and provided a summary of changes that have been made. At 3:18 p.m., Commissioner Kelly announced the continuing of a public hearing on the Port's 2025 preliminary budget. An opportunity was given at the hearing for public testimony; no public testimony was given. Commissioner Kelly closed the public hearing at 3:20 p.m. Commissioners asked several questions and made recommendations to the proposed budget. Final adoption of the 2024 budget will be on Tuesday, December 17, 2024.

NEW BUSINESS

A. Walla Walla Regional Airport

1. **2025 Minimum Rate and Charge Guidelines**
Airport Manager Skoglund and Commissioners reviewed the proposed minimum rate and charge guidelines for 2025. Commissioners discussed increases and made recommendations. Commissioner Schwab moved, and Commissioner Dunning seconded, to approve the minimum rate and charge guidelines for CY2025 for Airport properties as amended. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events

B. Airport Information Items

1. Maintenance Monthly Report – October 2024
2. Fuel Flow Fee Report
3. 2023 PFC Report

C. 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.

NEXT MEETING & LOCATION


Tuesday, December 17, 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 Dunning seconded, to adjourn the Port Commission meeting at 4:26 p.m. Motion passed unanimously.

APPROVED:

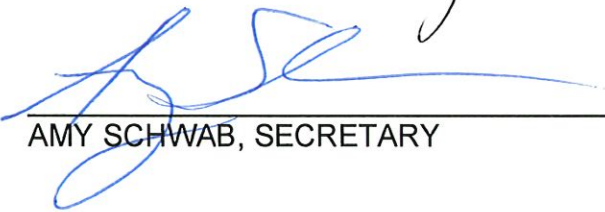
PORT OF WALLA WALLA COMMISSIONERS



KIP KELLY, PRESIDENT



RONALD W. DUNNING, VICE PRESIDENT



AMY SCHWAB, SECRETARY

Warrant Approval Document

November 26, 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 20737 through 20775, and direct deposit numbers D0001074 through D01076 and ACH/EFT numbers W000000170 through W000000174 in the amount of \$82,529.72 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

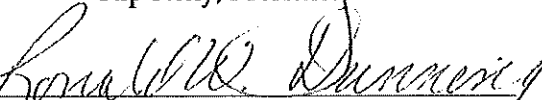
Approved for payment are check numbers 24882 through 24919, direct deposit numbers D10002079 through D10002088 and ACH/EFT numbers W000000132 through W000000136 in the amount of \$900,900.20 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

Port of Walla Walla Commissioners



Kip Kelly, President



Ronald W. Dunning, Vice President



Amy Schwab, Secretary