

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, January 23, 2025**

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
Ron Dunning, Commissioner
Pat Reay, Executive Director
Paul Gerola, Economic Development Director
Jay Hester, 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
Julia Eastham, Walla Walla Union-Bulletin
Elizabeth Chamberlain, City of Walla Walla
R.L. McFarland
Michael Moore
Anne Marie
Chuck

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

Executive Director Reay proposed that the Commissioners revise the agenda, to include, "Executive Session, RCW 42.30.110 (1) (b)." Commissioner Dunning moved, and Commissioners Schwab seconded, to adopt the agenda as amended.

PUBLIC COMMENTS

There were no public comments made.

APPROVAL OF MINUTES

Commissioner Dunning moved, and Commissioner Schwab seconded, to approve the minutes of the Port Commission meeting, held on Thursday, January 09, 2025, 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 January 23, 2025, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

OLD BUSINESS

A. Port of Walla Walla

1. Burbank Residential Projects Request for Port Sewer Capacity and Service

Executive Director Reay provided an overview of two potential residential developments requiring water and wastewater services in Burbank, WA. Executive Director Reay reviewed with Commissioner the Port of Walla Walla's current wastewater capacity and the amount requested by the new developments. Commissioners asked questions and provided direction to write a letter supporting the dedication of wastewater capacities to the new residential development.

NEW BUSINESS

A. Port of Walla Walla

1. Comp Plan Amendment Public Hearing – Resolution 2025-03 Comp Plan Amendment

Executive Director Reay reviewed with Commissioners the process for amending the Port's Comprehensive Scheme of Harbor Improvements (Comprehensive Port Plan). At 10:36 a.m., Commissioner Kelly announced the convening of a public hearing on proposed Amendment No. 14 to the Port's Comprehensive Plan. An opportunity was given at the hearing for public testimony; none was given. Commissioner Kelly closed the public hearing at 10:37 a.m. Commissioner Schwab moved, and Commissioner Dunning seconded, to adopt Resolution No. 2025-03, which adopts Amendment No. 14 to the Port's Comprehensive Scheme of Harbor Improvement Plan. Motion passed unanimously.

2. 0.09ths EDSTF – Myra Road Extension Project – City of Walla Walla

City of Walla Walla Manager Elizabeth Chamberlain provided an overview of the Myra Road extension project to Commissioners. Commissioners asked several questions. Commissioner Schwab moved, and Commissioner Dunning seconded, to approve an Economic Development Sales Tax Fund grant for \$200,000 to the City of Walla Walla for the Myra Road South Extension Project (SR 125 to Taumarson Road) and to authorize the Executive Director to submit

said application to the Walla Walla County Board of Commissioners for their concurrence. Motion passed unanimously.

3. Credit Card Policy Update – Limit Increase Proposal

Executive Director Reay reviewed with Commissioners a proposed increase to credit card limits. Commissioner Dunning moved, and Commissioner Schwab seconded to approve the proposed increase to the Port/Airport's credit card limits to \$20,000 for the Port Executive Director, and up to \$10,000 for other card holding employees as determined by the Executive Director. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events

B. Airport Information Items

1. Commercial Air Monthly Report – December 2024
2. Leases Entered Into

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.

EXECUTIVE SESSION

At 11:41 a.m., Commissioner Kelly announced the convening of an executive session that would last until approximately 11:55 a.m. He announced that the executive session would cover the following topic: 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 increases price.

At 11:56 a.m., Commissioner Kelly reconvened the regular Commission meeting. No action was taken following the executive session.

NEXT MEETING & LOCATION

Thursday, February 13, 2025, at 9:00 a.m.
In person and/or (Remote) Video or Conference Call
310 A Street, Walla Walla, WA 99362

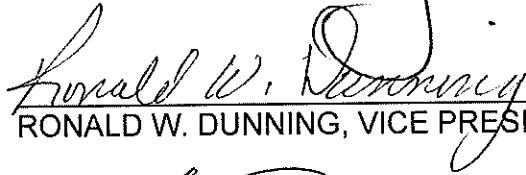
ADJOURNMENT

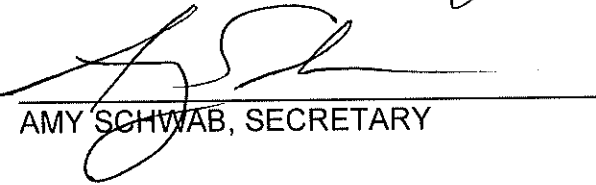
Commissioner Schwab moved, and Commissioner Dunning seconded, to adjourn the Port Commission meeting at 11:57 a.m. Motion passed unanimously.

APPROVED:

PORT OF WALLA WALLA COMMISSIONERS


KIP KELLY, PRESIDENT


RONALD W. DUNNING, VICE PRESIDENT


AMY SCHWAB, SECRETARY

Warrant Approval Document

January 23, 2025

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 20880 through 20925, and direct deposit numbers D000001093 through D000001096, and ACH/EFT numbers W000000200 through W000000208 in the amount of \$302,293.73 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

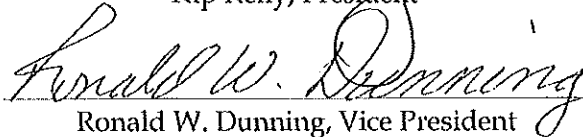
Approved for payment are check numbers 25072 through 25112, and direct deposit numbers D000002123 through D000002140 and ACH/EFT numbers W000000157 through W000000165 in the amount of \$179,432.83 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

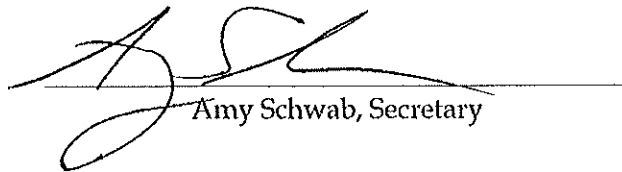
Port of Walla Walla Commissioners



Kip Kelly, President



Ronald W. Dunning, Vice President



Amy Schwab, Secretary

**PORT OF WALLA WALLA
RESOLUTION NO. 2025-03**

**A RESOLUTION OF THE PORT OF WALLA WALLA ADOPTING
AMENDMENT NO. 14 TO THE PORT COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS PLAN**

WHEREAS, on December 27, 2012, the Port Commission adopted a new Comprehensive Scheme of Harbor Improvements ("Comprehensive Port Plan") (Resolution No. 12-27-12) in accordance with RCW 53.20.010; and

WHEREAS, the Port Commission subsequently adopted:

Amendment No. 1 (Resolution No. 07-11-13) on July 11, 2013, to reflect the acquisition of the Stearns property;

Amendment No. 2 (Resolution No. 11-14-13-A) on November 14, 2013, to reflect the acquisition of the Martin Archery property;

Amendment No. 3 (Resolution No. 09-11-14) on September 11, 2014, to reflect the acquisition of Boise White Paper rail line property;

Amendment No. 4 (Resolution No. 03-12-15) on March 12, 2015, to reflect the acquisition of property from WSDOT adjacent to the Port's Dodd Road Industrial Park;

Amendment No. 5 (Resolution No. 10-27-15) on October 27, 2015, to reflect the acquisition of an office building located at 113, 115, & 117 Alder Street, Walla Walla;

Amendment No. 6 (Resolution No. 01-12-17A) on January 12, 2017, to reflect the disposition of Lot 1 and 2 at the Port's Burbank Business Park, Lot 64 at the Port's Burbank Business Park, 19.914 acres at the Port's Dodd Road Industrial Park, and property located at 3134 and 3190 Heritage Road, Walla Walla, WA (Martin Archery property);

Amendment No. 7 (Resolution No. 2018-02) on January 25, 2018, to reflect the acquisition of approximately 40.88 acres of property from Randi D. Kelly, said property being contiguous and south of the previously acquired Stearns being adjacent to the Port's Dodd and Wallula Gap Business Parks;

Amendment No. 8 (Resolution No. 2019-02) on February 14, 2019, to reflect the disposition of Lot 100, consisting of 10.00 acres at the Port's Burbank Business Park (Hibler, LLC dba Northwest Equipment Sales, Inc.); the disposition of 36.150 acres, via a Boundary Line Adjustment, recorded #2018-04277, B:13, P:89, SUR at the Port's Dodd Road Industrial Park (Union Pacific Railroad Company); and the disposition of 22.00 acres, via a Boundary Line Adjustment, recorded #2018-04277, B:13, P:89, SUR at the Port's Dodd Road Industrial Park (Northwest Wine Services, LLC);

Amendment No. 9 – September 4, 2019 (Resolution No. 2019-08), declaring that the following properties and/or lots in the Port owned industrial and/or business parks are for sale and/or lease:

- Burbank Business Park, Unincorporated Walla Walla County
- Dodd Industrial Park, Unincorporated Walla Walla County
- Wallula Gap Business Park, Unincorporated Walla Walla County
- Wallula Industrial Park – Shipping Terminal, Unincorporated Walla Walla County
- Dell Avenue/Warehouse District, City of Walla Walla
- Avery Business Park, City of Walla Walla
- 2nd Avenue Parking Lot, City of Walla Walla
- Melrose Business Park, City of Walla Walla
- Isaacs Business Park, Unincorporated Walla Walla County
- Waitsburg Business Park, City of Waitsburg
- Stearns Kelly Property, Unincorporated Walla Walla County

Amendment No. 9 also declared that if the Port during that calendar year disposes of any Port owned property listed above, the Port will prepare an Amendment to the Port Comprehensive Plan to memorialize said transaction(s) and to make such other administrative updates to the Port Comprehensive Plan as necessary;

Amendment No. 10 – February 11, 2021 (Resolution 2021-04), to reflect the disposition of a certain parcel of real estate with a Walla Walla County Tax Parcel Number 31-07-02-00-0001, consisting of approximately 45.6 acres at the Port's Wallula Gap Business Park to the J.R. Simplot Company; the acquisition of a certain parcel of real estate with a Walla Walla County Tax Parcel Number 31-07-03-42-0004, consisting of approximately 35.26 acres contiguous to the Port's Stearns Kelly property and adjacent to the Port's Wallula Gap Business Park from the J.R. Simplot Company; and the acquisition of a certain parcel of real estate with a Walla Walla County Tax Parcel Number 31-07-03-53-3402, consisting of approximately 4.86 acres contiguous to the Port's Stearns Kelly property and adjacent to the Port's Wallula Gap Business Park from the J.R. Simplot Company;

Amendment No. 11 – January 27, 2022 (Resolution 2022-04): to reflect the disposition of a certain parcel of real estate with a Walla Walla County Tax Parcel Number 30-08-02-57-0126, consisting of approximately 1.0 acres at the Port's Burbank Business Park to Simon CRE (Dollar General); and the acquisition of a certain parcel of real estate with a Walla Walla County Tax Parcel Number 36-07-19-59-1211 and 36-07-19-59-1209, totaling approximately 0.93 acres and two (2) buildings totaling 14,644 SQFT, from the Barer Family Partnership;

Amendment No. 12 – January 26, 2023 (Resolution 2023-03) to reflect the disposition of a certain parcel of real estate with a Walla Walla County Tax Parcel Number 37-09-11-66-0001, consisting of approximately 1.5 acres at the Port's Waitsburg Business Park to Harry Johnson Plumbing & Excavation Inc.; disposition of a certain parcel of real estate with a Walla Walla County Tax Parcel Number 36-07-20-57-4605, consisting of approximately 0.5 acres at the Port's 2nd Avenue Property to Sumach Parking LLC; disposition of a certain parcel of real estate with a Walla Walla County Tax Parcel Number 30-08-02-59-0142, consisting of approximately 14.5 acres at the

Port's Burbank Business Park to SunCap Property Group, LLC; disposition of a certain parcel of real estate with a Walla Walla County Tax Parcel Number 30-08-02-58-0133, consisting of approximately 2.2 acres at the Port's Burbank Business Park to MWJ Investments, LLC; and disposition of a certain parcel of real estate with a Walla Walla County Tax Parcel Number 30-08-02-56-0099, consisting of approximately 6.0 acres at the Port's Burbank Business Park to RND Land Holdings, LLC; and

Amendment No. 13 – January 25, 2024 (Resolution 2024-03) to reflect the disposition of a certain parcel of real estate with a Walla Walla County Tax Parcel Number 31-08-34-51-0058 (Lot 2), consisting of approximately 6.3 acres at the Port's Favero Railex Road Site (yellow-lined parcel in Exhibit 1 of Attachment A-1), to 5S&P Walla Walla LLC; and the acquisition of a certain parcels of real estate with a Walla Walla County Tax Parcel Number 31-08-34-51-0057 (Lot 1) and 31-08-34-51-0058 (Lot 2), totaling approximately 13.6 acres (purple lined parcels in Exhibit 2 of Attachment A-1) from the Truckwash, Inc.

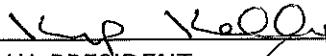
WHEREAS, the Port Commission has held on this date a public hearing pursuant to RCW 53.20.020.

NOW, THEREFORE, BE IT RESOLVED, that the Comprehensive Port Plan of the Port of Walla Walla is hereby amended by the adoption of this Amendment No. 14 to reflect the:

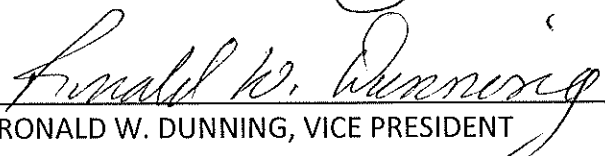
1. Disposition of a certain parcel of real estate with a Walla Walla County Tax Parcel Number 31-08-34-51-0057, consisting of approximately 7.4 acres at the Port's Favero Railex Road Site (yellow-lined parcel in Exhibit 1 of Attachment A-1), to Horizon Land, LLC (DBA as "Basin AG Solutions");
2. Disposition of a certain parcel of real estate with a Walla Walla County Tax Parcel Number 36-07-30-13-0094, consisting of approximately 2.29 acres at the Port's Avery Business Park - Phase 2 (yellow-lined parcel in Exhibit 2 of Attachment A-1), to Crosland Barnes Group, LLC;
3. Disposition of a certain parcel of real estate with a Walla Walla County Tax Parcel Number 31-07-02-11-000, consisting of approximately 250.0 acres at the Port's Wallula Gap Business Park (yellow-lined parcel in Exhibit 3 of Attachment A-1), to Roxul USA Inc. (DBA as "ROCKWOOL North America"); and
4. Disposition of a certain parcel of real estate with a Walla Walla County Tax Parcel Number 30-08-01-59-0149, consisting of approximately 1.62 acres at the Port's Burbank Business Park (yellow-lined parcel in Exhibit 4 of Attachment A-1), to McGee Revocable Trust (DBA as "McGee Plumbing Company Inc.").

ADOPTED by the Commissioners of the Port of Walla Walla this 23rd of January, 2025.

PORT OF WALLA WALLA COMMISSIONERS



KIP KELLY, PRESIDENT



RONALD W. DUNNING, VICE PRESIDENT



AMY SCHWAB, SECRETARY

Exhibit 1

Port's Favero Railex Road Site

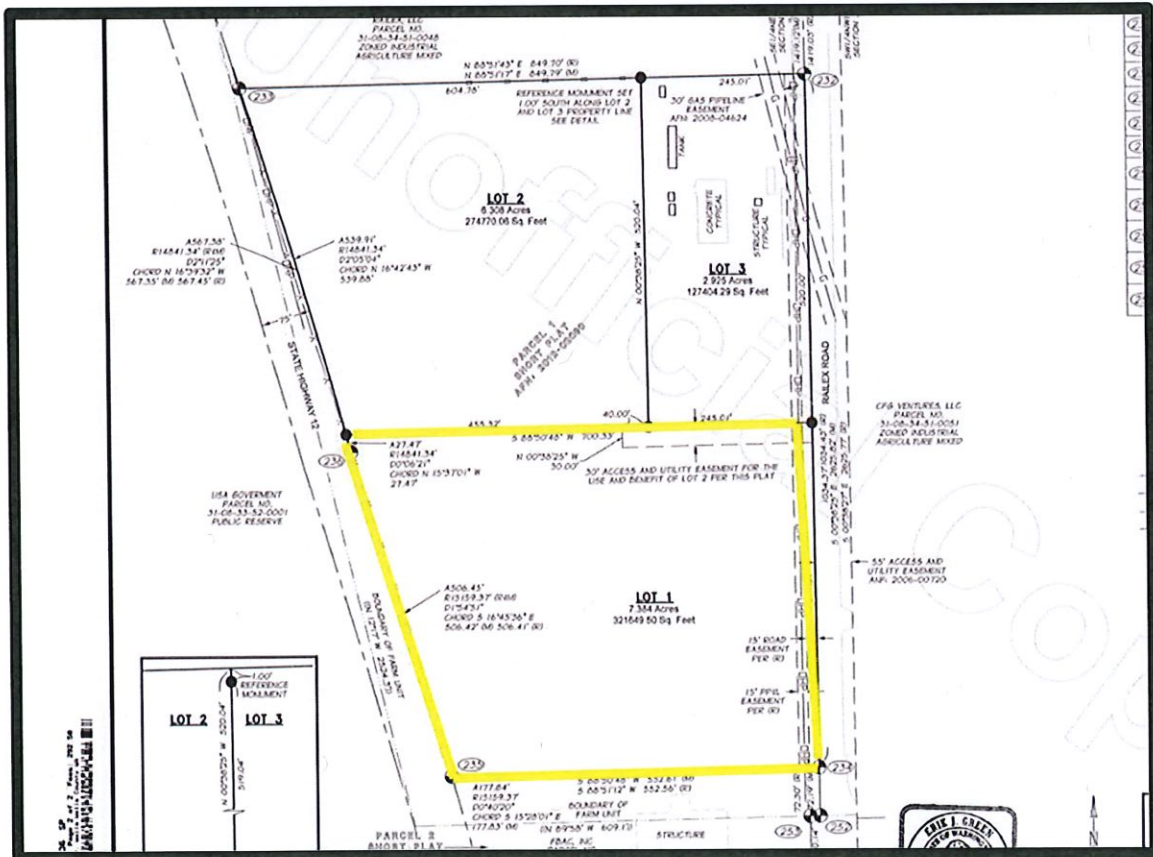
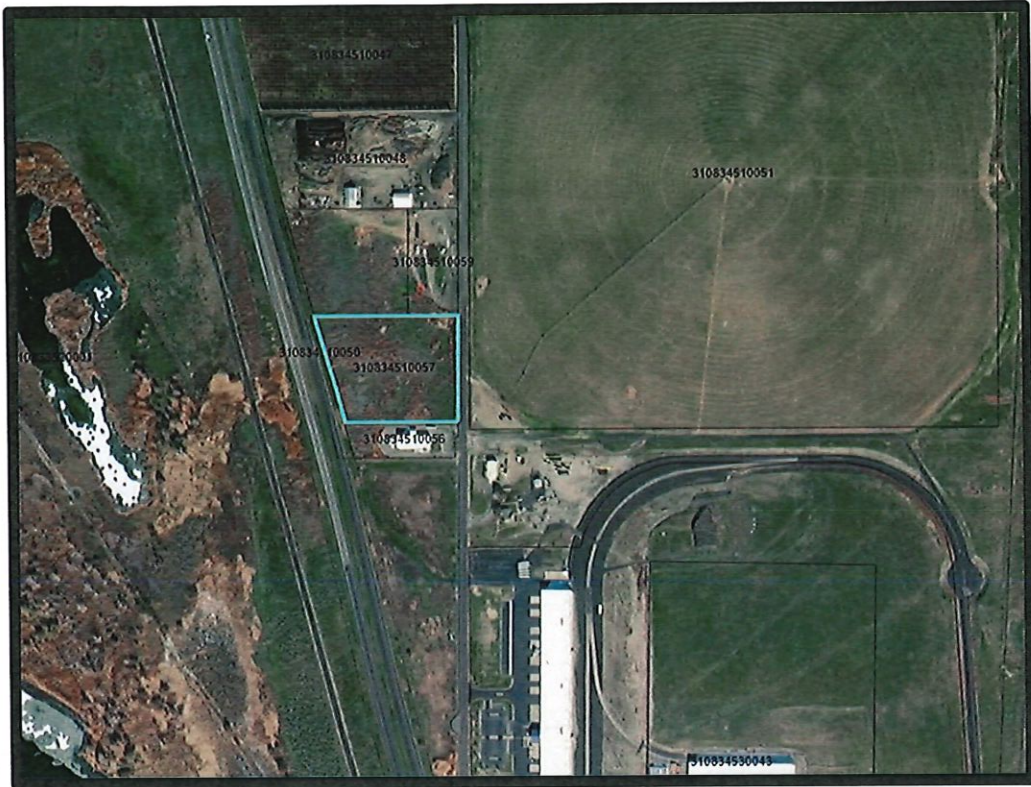


Exhibit 2

Port's Avery Business Park – Phase 2

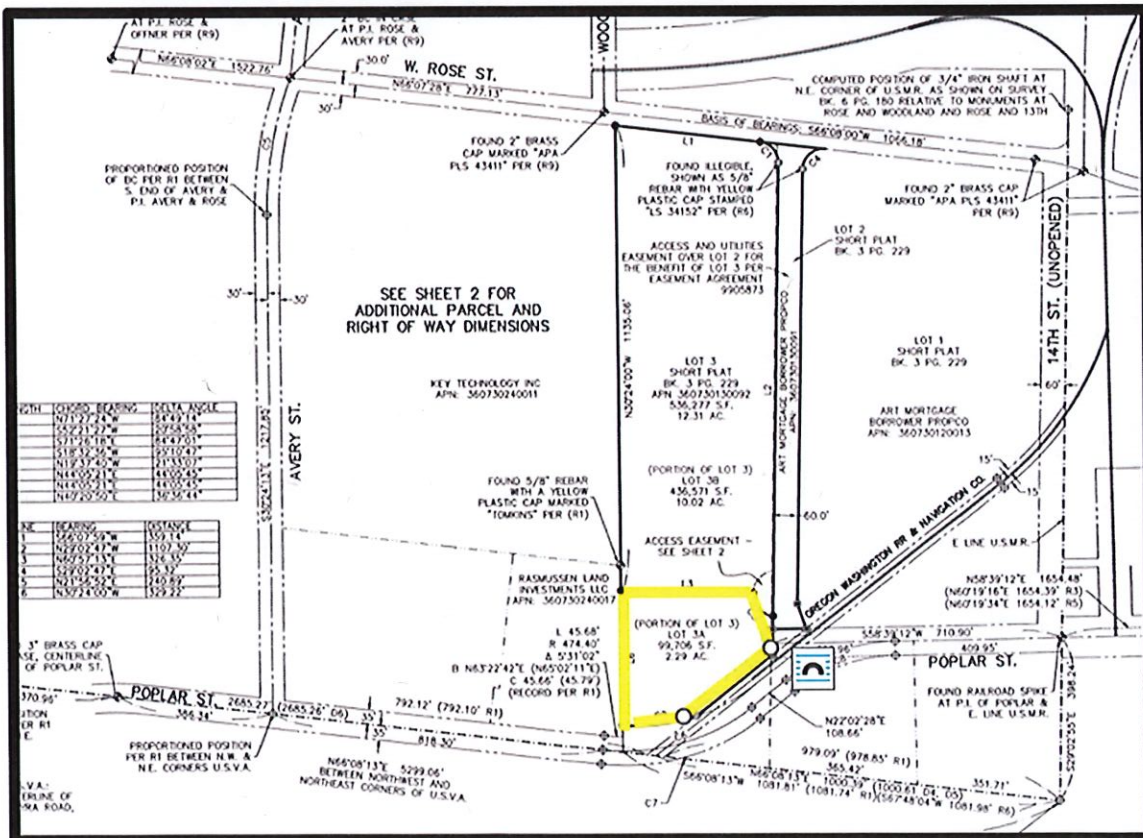
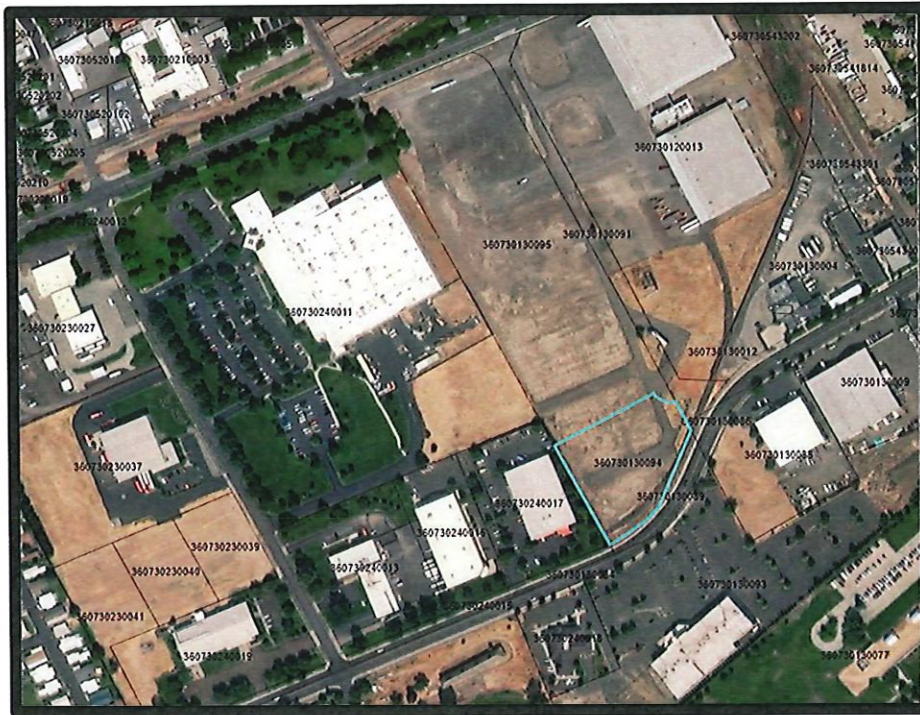


Exhibit 3 Port's Wallula Gap Business Park

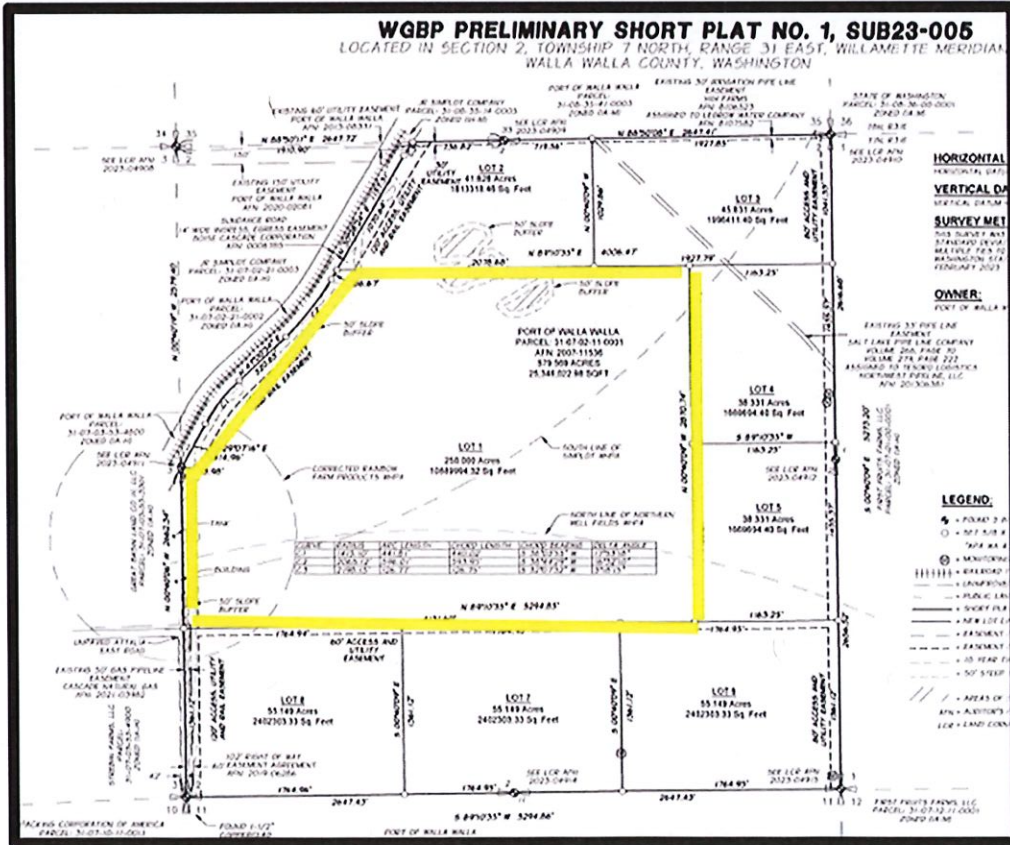
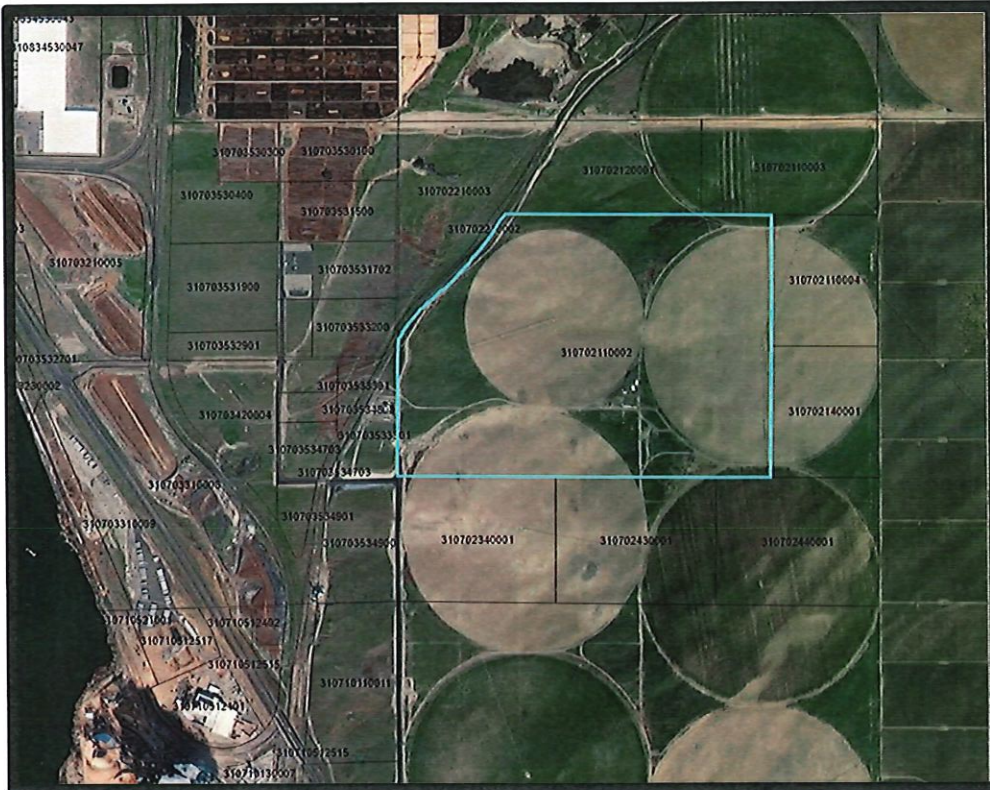


Exhibit 4 Port's Burbank Business Park

