

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, February 13, 2025**

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
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
R.L. McFarland
John Scheline, B4 Development
Wendy Culverwell
Brent Golden
Jason Beechinor
Mike Fredrickson

PLEDGE OF ALLEGIANCE

Commissioner Dunning led all in attendance in reciting the Pledge of Allegiance.

DECLARATIONS REGARDING CONFLICTS OF INTEREST

Pat Reay and Amy Schwab reported that they each have connections with one of the applicants for the tourism and community contribution grants, but neither was involved in the grant applications.

ADOPTION OF AGENDA

Commissioner Schwab moved, and Commissioner Dunning seconded, to adopt the agenda as presented. Motion unanimously carried.

PUBLIC COMMENTS

John Scheline, with B4 Development, commented on a road maintenance agreement submitted to the Port of Walla Walla for consideration.

APPROVAL OF MINUTES

Commissioner Dunning moved, and Commissioner Schwab seconded, to approve the minutes of the Port Commission meeting, held on Thursday, January 23, 2025, 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 February 13, 2025, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

OLD BUSINESS

A. Walla Walla Regional Airport

1. Beechinor Farms 2024 Recap & 2025 Farm Plan

Jason Beechinor, Beechinor Farms, Inc., a Port tenant, provided Commissioner with a 2024 crop yield report and a proposed 2025 farm plan. Commissioners and staff thanked Mr. Beechinor for working well with Airport staff and being considerate of the Airport Business Park tenants.

2. Bi-Kay Farms 2024 Recap & 2025 Farm Plan

Brent Golden, Bi-Kay Farms, Inc., a Port tenant, provided Commissioner with a 2024 crop yield report and a proposed 2025 farm plan. Commissioners and staff thanked Mr. Golden for working well with Airport staff and being considerate of the Airport Business Park tenants.

NEW BUSINESS

A. Port of Walla Walla

1. 2025 Economic Development Plan

Economic Development Director Gerola reviewed with Commissioners the proposed 2025 Economic Development Plan. The plan was distributed to the Economic Development Informational Meeting (EDIM) participants for comment. Port staff received one (1) comment from a member of the public. Updates were made based on comments received. Commissioners asked several questions, commented on the content of the plan, and directed additional changes based on commission and staff input. Commissioner Schwab moved, and Commissioner Dunning seconded, to approve and adopt the Port's 2025 Economic Development Plan as amended. Motion unanimously carried.

2. Tourism and Community Contributions

Executive Director Reay reviewed with Commissioners the Port's 2025 Tourism (\$40,000) and Community Contribution (\$60,000) budgets totaling \$100,000 for calendar year 2025, the Tourism Policy, and the Tourism Funding Request Applications. The Commission has examined the Community Contribution Fund requests in the past, is aware of how each event benefits the community, and

how the funds are spent. Executive Director Reay reminded the Commission that the applicants can only use the funds for purposes tied to economic development or to promote tourism, consistent with the Port's statutory purposes. Commissioner Dunning moved, and Commissioner Schwab seconded, to approve the current Tourism and Community Contribution applications and requests and allocate said funds from the Port's 2025 Tourism and Community Contribution Funds in amounts determined by the Port Commission, as identified in Exhibit 2 of the staff report. Round one of Tourism Grant Funding will be in the amount of \$14,000 and the Community Contributions for 2025 in the amount of \$60,000. Motion passed unanimously.

3. **Design Review – Lot 149 Burbank Business Park – McGee Plumbing**

Economic Development Director Hester reviewed with Commissioners the design concept for a warehouse to be located at Lot 149 in the Burbank Business Park. Commissioners asked several questions. Commissioner Schwab moved, and Commissioner Dunning seconded, that the Port Commission, serving as the Burbank Business Park's Design Review Committee, approve the design concept for Lot 149 submitted by McGee Plumbing pursuant to the requirements outline in Section 4 "Design Standards" of the 2022 Restated Declaration of Covenants, Conditions, and Restrictions (CC&Rs) for the Burbank Business Park. Motion passed unanimously.

4. **Design Review – Lot 118 Burbank Business Park – MWJ Investments, LLC**

Economic Development Director Gerola reviewed with Commissioners the design concept for a warehouse to be located at Lot 118 in the Burbank Business Park. Commissioners asked several questions. Commissioner Dunning moved, and Commissioner Schwab seconded, that the Port Commissioner, serving as the Burbank Business Park's Design Review Committee, approve the design concept for Lot 118 submitted by McGee Plumbing pursuant to the requirements outline in Section 4 "Design Standards" of the 2022 Restated Declaration of Covenants, Conditions, and Restrictions (CC&Rs) for the Burbank Business Park. Motion passed unanimously.

5. **Purchase and Sale Agreement – Worden Farm, LLC**

Executive Director Reay presented the proposed purchase terms for real property located on Ogden Road, Wallula, Washington. Commissioners asked a host of questions. Commissioner Dunning moved, and Commissioner Schwab seconded: to (1) authorize the Executive Director to enter into a purchase and sale agreement between the Port of Walla Walla and Worden Farm, LLC, for certain real property located at Ogden Road, Wallula, Washington, consisting of approximately +/- 500 acres (the "Worden Farm Property") for a purchase price of no less than \$14,800,000 and authorize the Executive Director to execute the necessary documents to complete the real estate transaction upon legal counsel review and approval; and (2) adopt factual findings that: (a) The Worden Farm Property is located within the tax increment area designated by Resolution 2023-09; (b) the Worden Farm property shall be included in the Wallula Gap Business Park; (c) property acquisitions to expand the Wallula Gap Business Park were designated by Resolution 2023-09 as authorized tax increment finance projects; and (d) the Port intends to pay for the acquisition of the Worden Farm Property, and authorized improvements to develop the

property, through revenues to be collected from the tax increment area. 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 – January 2025
2. Commercial Air Report – January 2025

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

The Executive Session listed on the approved agenda was not held.

NEXT MEETING & LOCATION

Thursday, February 27, 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 11:49 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

February 13, 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

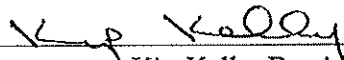
Approved for payment are check numbers 20926 through 20980, and direct deposit numbers D000001097 through D000001103, and ACH/EFT numbers W000000209 through W000000219 in the amount of \$1,148,114.79 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

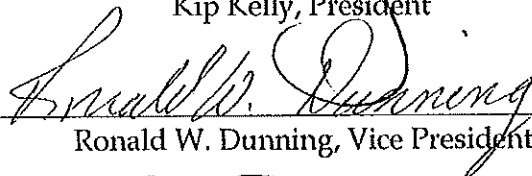
Approved for payment are check numbers 25113 through 25165, and direct deposit numbers D000002141 through D000002150 and ACH/EFT numbers W000000166 through W000000171 in the amount of \$1,165,671.79 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

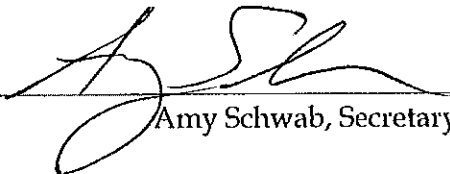
Port of Walla Walla Commissioners



Kip Kelly, President



Ronald W. Dunning, Vice President



Amy Schwab, Secretary