

**MINUTES OF THE PORT OF WALLA WALLA  
COMMISSION MEETING  
Thursday, February 27, 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  
Wendy Culverwell, Tri-City Herald  
Griffin Beach, Elkhorn Media  
John Scheline, B4 Development

**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, commented on a road maintenance agreement submitted to the Port of Walla Walla for consideration.

**APPROVAL OF MINUTES**

Commissioner Schwab moved, and Commissioner Dunning seconded, to approve the minutes of the Port Commission meeting, held on Thursday, February 13, 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 February 27, 2025, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

## **CORRESPONDENCE & REPORTS**

### **A. Review Calendar of Events**

Executive Director Reay reviewed the calendar of events

### **B. 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**


Thursday, March 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 9:41 a.m. Motion passed unanimously.

## **APPROVED:**

## **PORT OF WALLA WALLA COMMISSIONERS**

  
\_\_\_\_\_  
KIP KELLY, PRESIDENT

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RONALD W. DUNNING, VICE PRESIDENT

  
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AMY SCHWAB, SECRETARY

# Warrant Approval Document

February 27, 2025

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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 20984 through 21005 and direct deposit numbers D0000011104 through D000001107, and ACH/EFT numbers W000000221 through W000000227 in the amount of \$176,194.75 to be paid from the Port of Walla Walla General Fund on the above stated date.

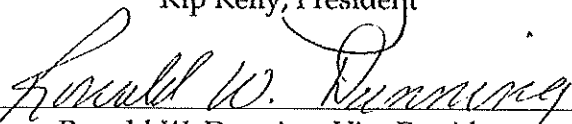
## Walla Walla Regional Airport - General Fund

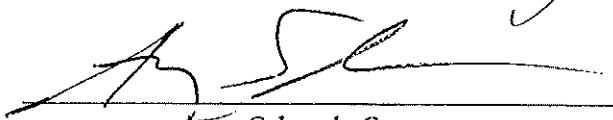
Approved for payment are check numbers 25166 through 25190, and direct deposit numbers D000002151 through D000002163 and ACH/EFT numbers W000000172 through W000000175 in the amount of \$204,656.84 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

Port of Walla Walla Commissioners

  
Kip Kelly, President

  
Ronald W. Dunning, Vice President

  
Amy Schwab, Secretary