

**MINUTES OF THE PORT OF WALLA WALLA  
COMMISSION MEETING  
Thursday, October 22, 2009**

The meeting of the Port of Walla Walla was called to order by Commission President Fred Bennett at 5:00 p.m. Commissioner Bennett conducted a workshop session from 5:00 p.m. to 5:50 p.m. at El Sombrero Restaurant, 428 Ash Street, Walla Walla, Washington.

**REGULAR SESSION**

At 6:00 p.m. Commissioner Bennett convened the regular Commission Meeting at Port of Walla Walla offices, 310 A Street, Walla Walla, Washington.

**In attendance for the meeting were:**

Fred Bennett, Commissioner  
Paul Schneidmiller, Commissioner  
Mike Fredrickson, Commissioner  
Jim Kuntz, Executive Director  
Paul Gerola, Economic Development Director  
Becky Hulse, Executive Assistant  
Jennifer Skoglund, Airport Manager  
Gary Stewart, Maintenance & Operations Supervisor  
Anna Christen, Auditor/Treasurer  
Ron Dunning, Touchet Seed & Energy  
Greg Flower, USKH  
John Wells, Anderson Perry & Associates, Inc.  
Derrick Smith, Mackay & Sposito  
Jaren Williams, Student  
Brandon Seibold, Ernst & Young  
Richard McFarland, McFarland Farms  
Parker Pridgon, Student

**APPROVAL OF MINUTES**

Commissioner Schneidmiller moved and Commissioner Fredrickson seconded the motion that the minutes of the Port Commission meeting held on Thursday, October 8, 2009 be approved as mailed. Motion unanimously carried.

## **INVESTMENT REPORT**

Anna Christen Auditor/Treasurer reviewed with Commissioners investments and checking account balances for both the Port and Airport.

## **PAYMENT OF BILLS**

Vouchers of the Port of Walla Walla audited and certified by the auditing officer as required by RCW 42.24.808. and those expense reimbursement claims certified as required by RCW 42.24.090. have been recorded on lists, which have been made available to the Board. Commissioner Fredrickson moved and Commissioner Schneidmiller seconded the Board approve for payment those vouchers included in the above mentioned lists and further described as follows: Port of Walla Walla General Fund voucher numbers 7643 through 7707 and system numbers 44522 through 44593 in the amount of \$1,559,319.12 and ACH/EFT in the amount of \$11,554.70. Port Grain Car Fund voucher numbers 190 and 191 and system numbers 87 and 88 in the amount of \$110,013.84. WSDOT Grain Car Fund voucher numbers 200 through 202 and system numbers 106 through 108 in the amount of \$71,530.82. Walla Walla Regional Airport General Fund voucher numbers 10168 through 10269 and system numbers 2160 through 2279 in the amount of \$851,732.54 and ACH/EFT in the amount of \$17,689.35. Motion unanimously carried.

## **PUBLIC COMMENTS**

There were no public comments.

## **CORRESPONDENCE & REPORTS**

### **A. Leases Entered into by Administrative Staff**

Commissioners reviewed a listing of leases entered into and/or renewed by administrative staff from October 9, 2009 through October 22, 2009.

**B. Port Income & Expense Report**

Commissioners reviewed the Port's Income & Expense Report for September 2009.

**C. Airport Income & Expense Report**

Commissioners reviewed the Airport's Income & Expense Report for September 2009.

**D. Aviation Fuel Report**

Airport Manager Jennifer Skoglund reviewed with Commissioners the Aviation Fuel Report for January-September 2009. Due to reduced Jet-A and 100 LL aviation fuel sales, the airport is only showing a slight profit for the year.

**E. Washington State Penitentiary Taskforce**

Commissioners and staff reviewed the results of the Washington State Penitentiary Community Taskforce meeting held on Tuesday, October 20, 2009. A legislative action plan cannot be developed until the final Office of Financial Management Study is completed on November 1, 2009.

**F. Horizon Air Schedule Change**

Commissioner Schneidmiller reported Horizon Air will be reducing their Walla Walla flight schedule from three round trips per day to two round trips per day commencing January 6, 2010. Commissioners and staff expressed concern the reduced flight schedule will make it particularly difficult for inbound travelers to Walla Walla. Commissioner Schneidmiller commented the Port's short-term strategy should be to meet with Horizon to develop a two flight schedule with convenient times. Executive Director Kuntz reported he would schedule a meeting with Horizon as soon as possible.

**G. North Aviation Ramp Rehabilitation Update**

Airport Manager Skoglund reported the North Ramp Aviation Rehabilitation Project is almost complete. The seal coat was successfully applied earlier in the week. The contractor has striping and general cleanup work left for the project to be complete.

**H. U.S. Highway 12 Coalition – Fund Raising Update**

Executive Director Kuntz reported on several contributions recently made to the U.S. Highway 12 Coalition. Commissioners signed thank you letters on behalf of the Coalition.

**OLD BUSINESS**

**A. Port of Walla Walla**

**1. Gen-X Building Fire**

Commissioners were informed Gen-X Energy Group, Inc.'s insurance company, Penn Millers, has authorized the Port to proceed with taking off the roof and siding to mitigate any further damage that may be caused during winter winds and snow events. Commissioners reviewed the four bids submitted to perform the work. Commissioner Schneidmiller moved and Commissioner Fredrickson seconded the motion authorizing the Executive Director to award the low bid to Thad Sirmon Construction at a cost of \$31,061.88 including sales tax. Motion unanimously carried.

Executive Director Kuntz reported the Port may want to retain a claims resolution specialist to assist the Port in preparing its required proof of loss documentation. Port special legal counsel Stephanie Grassia believes the Port's insurance policy with Enduris provides coverage for this expense. She has recommended the Port consider retaining Kibble & Prentice to provide the claims resolution services.

Commissioner Schneidmiller moved and Commissioner Fredrickson seconded the motion authorizing Executive Director Kuntz to retain Kibble & Prentice. Motion unanimously carried.

**2. Dodd Road Water System Upgrade**

John Wells, Anderson Perry & Associates, updated the Port Commissioners on construction progress to upgrade the Port's Dodd Road Water System pumping capacity. The contractor, POW Contracting, reports the long lead time for electrical components will likely cause the project completion date to be delayed. Mr. Wells also reported Tyson Foods a customer of the Port's Dodd Road water system, has requested the contractor work weekends when the water needs to be shut off to minimize impacts to Tyson's operation.

**3. Burbank Revised Lot Layout Plan**

Derrick Smith, Mackay & Sposito, reviewed with Commissioners a revised lot layout plan for the Burbank Business Park. The goal for the revised plan is to develop smaller parcel sizes that may be more conducive to commercial development opportunities. Commissioners provided a host of comments. Mr. Smith also reported he would be submitting a lot layout concept that would the need to build a new frontage road.

**4. Burbank Sewer Plan**

John Wells, Anderson Perry & Associates, reviewed with Commissioners a three-phase wastewater treatment system. The first two phases rely on a large on-site septic treatment system. The last phase would be a traditional mechanical type sewer treatment system. Commissioners also reviewed a map showing the

proposed sewer transmission lines. Executive Director Kuntz reported it will be important to develop a business model for the Burbank Business Park that allows the Port to recover its capital expenses in developing the wastewater treatment system.

**5. Burbank Soil Contouring Plan**

John Wells reviewed with Commissioners a recommended soil contouring plan related to the new U.S. Highway 12/124 Interchange Project. The contouring plan would make available between 237,400 and 251,150 cubic yards of fill dirt that could be used by the contractor in constructing the new interchange.

Commissioners concurred with the contouring plan.

**B. Walla Walla Regional Airport**

**1. Airport Harvest Report**

Airport Manager Jennifer Skoglund, reported the Airport has 6,608 bushels of wheat to market from Bi-Kay Farms portion of the airport property.

Commissioners reviewed the current price of wheat. Commissioner Schneidmiller moved and Commissioner Fredrickson seconded the motion authorizing the Airport Manager to forward contract one half of the remaining wheat crop for the month of November and/or December. Motion unanimously carried.

**NEW BUSINESS**

**A. Walla Walla Regional Airport**

**1. Five Year Capital Plan – Federal Aviation Administration Projects**

Commissioners reviewed a proposed five year capital plan for Federal Aviation Administration funded projects. Commissioners commented they wanted to see

as priorities the acquisition of a snow blower and completion of the aviation ramp rehabilitation project. Commissioners asked staff to re-prioritize the five year plan for their review at the next Port Commission meeting.

**EXECUTIVE SESSION**

Commission President Bennett announced the convening of an Executive Session at 9:45 p.m. to discuss the minimum price at which real estate may be offered for sale by the Port. No action was taken.

The meeting adjourned at 10:15 p.m.

**APPROVED:**

**PORT OF WALLA WALLA COMMISSIONERS**

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FRED R. BENNETT, PRESIDENT

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MICHAEL FREDRICKSON, VICE PRESIDENT

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PAUL H. SCHNEIDMILLER, SECRETARY