

**MINUTES OF THE PORT OF WALLA WALLA  
COMMISSION MEETING  
Thursday, November 12, 2009**

The meeting of the Port of Walla Walla was called to order by Commission President Fred Bennett at 12:00 p.m. Commissioner Bennett conducted a workshop session from 12:00 to 12:50 p.m. at Caravaggios Restaurant, 45 Terminal Loop Road, Walla Walla, Washington. At 1:00 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:**

Commissioner Paul Schneidmiller  
Commissioner Fred Bennett  
Commissioner Mike Fredrickson  
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, Commissioner-Elect  
Nancy Carter, Commitment to Community  
Keith Elefron, USKH  
Julia Leavitt, Commitment to Community  
Iris Alden, Walla Walla Union-Bulletin  
John Wells, Anderson Perry & Associates  
Derrick Smith, Mackay & Sposito, Inc.

**APPROVAL OF MINUTES**

Commissioner Schneidmiller moved and Commissioner Fredrickson seconded the motion that the minutes of the Port Commission meeting held on Thursday, October 22, 2009 be approved as mailed. Motion unanimously carried.

## **PUBLIC COMMENTS**

Nancy Carter and Julia Leavitt from Commitment to Community reviewed with Port Commissioners their efforts to improve the social and economic prospects of neighborhoods in the west end of the City of Walla Walla.

## **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 23, 2009 through November 11, 2009.

### **B. Horizon Air**

Executive Director Kuntz reported a meeting has been scheduled with Horizon Air for November 19 in Seattle regarding their plans to reduce the Walla Walla flight schedule from three round trips per day to two. Commissioner Schneidmiller and members of the Walla Walla Valley Chamber of Commerce Air Travel Coalition will be attending the meeting.

### **C. Solar Power Tradeshow**

Commissioner Fredrickson and Economic Development Director Paul Gerola reported on a National Solar Power Tradeshow they attended in Anaheim, California. Economic Development Director Gerola reported he will be following up with marketing letters to certain segments within the solar power industry that are growing rapidly. Both Commissioner Fredrickson and Gerola recommended the Port target the solar industry for priority business recruitment emphasis for 2010.

### **D. Burbank Water System – Westborne Acres**

Commissioners were informed the Port has been contacted by the Burbank neighborhood of Westborne Acres concerning their preliminary interest in connecting to the Port's water system. Commissioners reviewed a map and initial cost estimate to extend water to the neighborhood.

**E. Schnitzer Steel – Rail Access**

Commissioners were informed Schnitzer Steel has expressed preliminary interest in extending a Port rail line into their Burbank property. Commissioners reviewed a map depicting a conceptual rail layout along with a cost estimate for extending rail.

**OLD BUSINESS**

**A. Port of Walla Walla**

**1. Revised Lot Layout Plan – Burbank Business Park**

Derrick Smith from MacKay & Esposito reviewed with Commissioners a revised Burbank Business Park lot layout plan. Commissioners expressed interest in design concept "B" that would allow for a cluster of developments that would give the Burbank Community a neighborhood feel.

**2. Sewer System Update – Burbank Business Park**

John Wells from Anderson Perry & Associates reported he has been re-examining which type of sewer treatment systems would work best for the Burbank Business Park. A membrane reactor system may be the most cost effective as the sewer treatment system is scaleable. Mr. Wells recommended the Port start with a unit that could process up to 50,000 gallons of waste water per day. This unit size is projected to cost approximately \$1 million for its installation and hookup. This does not include sewer transmission pipes leading from the Burbank Business Park

to the designated sewer treatment plant. Executive Director Kuntz reported there have been several membrane reactor units installed in Washington State over the past two years. He is going to schedule a site visit to talk with the operators of these systems.

3. **Preliminary Cash Flow/Business Model – Burbank Business Park**

Commissioners reviewed a preliminary business model spreadsheet that will allow them to price lots and water & sewer connection fees to recover projected development costs of the business park.

4. **Port Property Appraisals – WSDOT U.S. Highway 12/124 Interchange Project**

Executive Director Kuntz reported the Port has hired its own independent appraisal firm to value two parcels of property in Burbank that the Washington State Department of Transportation has obtained via a “Possession and Use” agreement with the Port for the U.S. Highway 12/SR124 Interchange Project. Preliminary information from the Port’s appraisal firm indicates the Washington State Department of Transportation’s initial offers on both parcels were under valued. Commissioner Fredrickson reported he would be reviewing the appraisals once completed and will then provide the Port with additional input as to the value of both parcels.

5. **Cliffstar Building – Structural Repair Bids**

Executive Director Kuntz reported three bids were received to perform structural repairs on the Port-owned Cliffstar Building. Commissioner Fredrickson moved and Commissioner Schneidmiller seconded the motion to award the low bid to S &

K Mountain Construction in the amount of \$23,549.84 which includes sales tax.

Motion unanimously carried.

**B. Walla Walla Regional Airport**

**1. Revised Five Year FAA Capital Improvement Plan**

Airport Manager Jennifer Skoglund reviewed with Commissioners a revised five year FAA capital improvement plan. Commissioner Schneidmiller moved and Commissioner Fredrickson seconded the motion to adopt the plan and authorize airport manager Skoglund to submit the plan to the Federal Aviation Administration. Motion unanimously carried.

**2. Airport Sewer Pre-Treatment Agreement – City of Walla Walla**

Executive Director Kuntz reported the City of Walla Walla is being required by federal mandate to enter into sewer pretreatment agreements with large users of their waste water treatment plant. The Walla Walla Regional Airport fits into this category. Kuntz reviewed with Commissioners advantages and disadvantages of the airport trying to manage its own sewer pretreatment regulations at the airport. In consideration the city has the expertise, it makes sense for them to manage the program at the airport. Kuntz reported he would be entering into a sewer Pre-Treatment Agreement with the City of Walla Walla on behalf of the airport.

**NEW BUSINESS**

**A. Port of Walla Walla**

**1. Port of Walla Walla – 2010 Preliminary Budget**

Commissioners reviewed and commented on the Port's proposed 2010 operating budget.

2. **Government Relations Services – 2010 Washington State Legislative Session**

Commissioner Fredrickson moved and Commissioner Schneidmiller seconded the motion authorizing the Executive Director to enter into a Government Relations Services Contract with Dave Mastin for the 2010 Washington State Legislative Session conditioned on the contract not exceeding \$18,400 including expenses. Motion unanimously carried. Commissioner Schneidmiller asked Port staff to seek financial support of other local governments in consideration the purpose of the Government Relations Contract is to preserve Washington State Penitentiary jobs.

3. **Authorization to Enter into Amended Water Supply Agreement with Tyson Foods, Inc.**

Commissioner Fredrickson moved and Commissioner Schneidmiller seconded the motion authorizing the Executive Director to enter into Amended Water Supply Agreement #1 with Tyson Foods, Inc. Motion unanimously carried.

4. **Commitment to Community**

Commissioner Schneidmiller moved and Commissioner Fredrickson seconded the motion to contribute \$2,000 to Commitment to Community in fiscal year 2010. Motion unanimously carried.

**B. Walla Walla Regional Airport**

1. **Walla Walla Regional Airport – 2010 Preliminary Budget**

Commissioners reviewed and commented on the airport's proposed 2010 operating budget.

The meeting was adjourned at 7:45 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