

**MINUTES OF THE PORT OF WALLA WALLA  
COMMISSION MEETING  
Thursday, April 22, 2010**

The meeting of the Port of Walla Walla was called to order by Commission President Mike Fredrickson at 4:15 p.m. Commissioners toured the Crown building roofs located at 1106 Dell Avenue from 4:15 to 4:45 p.m. Commissioner Fredrickson conducted a workshop session from 5:00 to 5:50 p.m. at El Sombrero Restaurant, 428 Ash Street, Walla Walla, Washington. At 6:00 p.m. Commissioner Fredrickson convened the regular Commission Meeting at Port of Walla Walla offices, 310 A Street, Walla Walla Regional Airport, Walla Walla, Washington.

**In attendance for the meeting were:**

Mike Fredrickson, Commissioner  
Paul Schneidmiller, Commissioner  
Ron Dunning, Commissioner  
Jim Kuntz, Executive Director  
Paul Gerola, Economic Development Director  
Jennifer Skoglund, Airport Manager  
Becky Hulse, Executive Assistant  
Anna Christen, Auditor/Treasurer  
Nancy Kessler, Walla Walla Quilt Festival  
Richard McFarland, Citizen  
Alex DeMambo, USKH  
Dr. Fred Bennett, Retired Port Commissioner

**APPROVAL OF MINUTES**

Commissioner Schneidmiller moved and Commissioner Dunning seconded the motion that the minutes of the Port Commission meeting held on Thursday, April 8, 2010 be approved as corrected. Motion unanimously carried.

**INVESTMENT REPORT**

Auditor/Treasurer Anna Christen 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 Schneidmiller moved and Commissioner Dunning 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 8071 through 8133 and system numbers 44995 through 45064 in the amount of \$202,420.13 and ACH/EFT amount of \$12,041.06. Walla Walla Regional Airport General Fund voucher numbers 10663 through 10742 and system numbers 2762 through 2859 in the amount of \$288,671.07 and ACH/EFT amount of \$18,562.61.

Port of Walla Walla Grain Car Fund voucher numbers 195 through 197 and system numbers 92 through 94 in the amount of \$31,190.50. WSDOT Grain Car Fund voucher numbers 207 through 209 and system numbers 113 through 115 in the amount of \$41,913.05. Motion unanimously carried.

## **PUBLIC COMMENTS**

### **A. Tourism Request – Walla Walla Valley Quilt Festival**

Nancy Kessler showed a DVD highlighting last year's Walla Walla Valley Quilt Festival.

Ms. Kessler also provided Commissioners with a handout highlighting the out of county

visitors attracted to the event. Executive Director Kuntz reported the Quilt Festival is

requesting a \$750 contribution for their 2010 event. Commissioner Schneidmiller moved

and Commissioner Dunning seconded the motion to approve \$750 from the Port's tourism

fund. Motion unanimously carried.

## **OLD BUSINESS**

### **A. Port of Walla Walla**

#### **1. Review Retreat Action Plan**

Executive Director Kuntz reviewed with Commissioners the Port's and Airport's capital, administrative and legislative action plans as established during last year's retreat.

#### **2. Review of Draft Supplemental Budget #1 – Port and Airport**

Executive Director Kuntz and Airport Manager Skoglund reviewed proposed supplemental budgets for both the Port and Airport. Commissioners asked a host of questions regarding the supplemental budgets. Commissioners established a supplemental budget public hearing date for Tuesday, May 11, 2010 at 9:00 a.m.

## **NEW BUSINESS**

### **A. Port of Walla Walla**

#### **1. Crown Building – Roofing Damage April 8, 2010**

Commissioners were informed the Crown Building sustained additional roofing damage as a result of high winds on April 8, 2010. Commissioners toured the roofing damage earlier in the day. Executive Director Kuntz reported the Port's insurance carrier Enduris has been contacted.

Kuntz also reported the Port and Enduris have yet to settle the previous Crown Building roofing damage claim from a high wind event on November 11, 2009.

Kuntz reported there was miscommunication on both sides regarding the proposed insurance settlement. Commissioners were informed an April 28, 2010 meeting has been scheduled to review the outstanding claim with Enduris.

**B. Walla Walla Regional Airport**

**1. Snow Plow/Blower Bid Award**

Airport Manager Skoglund reviewed with Commissioners the two bids received for a new snow plow/blower for the Walla Walla Regional Airport. The apparent low bidder was provided by Washington Auto Carriage (Wausau) at a total cost of \$887,188.19 including sales tax. Skoglund reported the purchase of a new snow plow/blower is eligible for 96% FAA funding with the airport paying 5%.

Commissioner Schneidmiller moved and Commissioner Dunning seconded the motion authorizing the Executive Director to award the low bid to Washington Auto Carriage (Wausau) at a total cost of \$887,188.19 subject to receiving a letter from Reid Middleton, the airport's engineering firm, stating the bid specifications have been met. Motion unanimously carried.

**2. Reiff Manufacturing Fire**

Executive Director Kuntz reported a 9,600 square foot building owned by the airport and leased to Reiff Manufacturing was damaged by fire on Monday, April 12, 2010. Approximately 3,600 square feet of the building was damaged beyond repair. Kuntz reported he declared an emergency and hired Opp & Siebold General Construction to tear down the damaged portion of the building which was structurally compromised. Commissioners concurred that declaring an emergency by the Executive Director was an appropriate action. Kuntz reported the Port's insurance carrier Enduris has been contacted and an investigation is pending concerning the cause and origin of the fire.

**3. Aviation Fueling System – Policy Regarding Future Systems**

Airport Manager Skoglund reviewed with Commissioners a draft policy outlining terms and conditions that would authorize third parties to install aviation fueling systems at the airport. Commissioners made a host of comments and requested staff to continue working on the policy.

## **CORRESPONDENCE & REPORTS**

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

Commissioners reviewed a listing of leases entered into and/or renewed by administrative staff from March 25, 2010 through April 21, 2010.

### **B. March Income & Expense Reports**

Executive Director Kuntz made available the Port and Airport Income & Expense Reports for March 2010.

### **C. Washington State Legislative Session Recap**

Despite budget constraints, the Walla Walla Valley had a relatively successful legislative session. Design money in the amount of \$6.8 million was provided for the Washington State Penitentiary. The transportation budget included \$2 million to proceed with additional work on Phase 7-A of the four laning of U.S. Highway 12. Commissioners signed “Thank You” letters to the legislative delegation for their efforts.

### **D. Gen-X Fire – Insurance Claim**

Executive Director Kuntz reported on current negotiations regarding the Gen-X Insurance claim. A meeting has been scheduled next week in the Tri-Cities with effected parties to determine if the insurance proceeds from Gen-X insurance company Penn Millers can be divided in an equitable fashion.

The meeting was adjourned at 10:15 p.m.

**APPROVED:**

PORT OF WALLA WALLA COMMISSIONERS

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MICHAEL FREDRICKSON, PRESIDENT

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PAUL H. SCHNEIDMILLER, VICE PRESIDENT

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RONALD W. DUNNING, SECRETARY