

**MINUTES OF THE PORT OF WALLA WALLA  
COMMISSION MEETING  
Thursday, September 24, 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 St., Walla Walla, Washington.

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  
Ken Clayton, Airport Security Coordinator  
Ron Dunning, Touchet Seed & Energy  
Clarence Anderson, Blue Mtn. Credit Union  
Pat Reay, City of College Place, Administrator  
Richard McFarland, McFarland Farms

**APPROVAL OF MINUTES**

Commissioner Fredrickson moved and Commissioner Schneidmiller seconded the motion that the minutes of the Port Commission meeting held on Thursday, September 10, 2009 be approved as mailed. Motion unanimously carried.

## **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 7589 through 7642 and system numbers 44465 through 44522 in the amount of \$163,081.72 and ACH/EFT in the amount of \$2,241,889.58. Port Grain Car Fund voucher number 189 and system number 86 in the amount of \$146.15. WSDOT Grain Car Fund voucher number 199 and system number 105 in the amount of \$13.08. Walla Walla Regional Airport General Fund voucher numbers 10083 through 100167 and system numbers 2066 through 2159 in the amount of \$178,809.33 and ACH/EFT in the amount of \$17,104.85. Motion unanimously carried.

## **PUBLIC COMMENTS**

Pat Reay, City of College Place Administrator, presented the Port Commissioners with a plaque recognizing the Port's .09 sales tax grant contribution which helped finance the East Whitman Drive Road Extension project.

## **CORRESPONDENCE & REPORTS**

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

Commissioners reviewed a listing of leases entered into and/or renewed by administrative staff from September 11, 2009 through September 24, 2009.

### **B. Investment Report**

Commissioners reviewed a listing of Port and Airport investments.

**C. Audit Reports**

Commissioners were informed a state leasehold tax audit covering the Port for the time period of January 2005 through June 2009 has been completed. There were no findings. The state auditor's office is conducting an audit on the Port/Airport for fiscal year 2008. The audit is nearing completion and it appears the audit will have no findings. An exit conference has been scheduled for Wednesday, September 30, 2009. Commissioner Fredrickson will be attending the exit conference on behalf of the Port Commission.

**D. U.S. Highway 12 Coalition**

Executive Director Kuntz reported fundraising letters have been sent to private businesses asking for their financial support for the U.S. Highway 12 Coalition. Commissioners reviewed a listing of private sector businesses being asked for financial support.

**E. Washington State Penitentiary Taskforce**

Executive Director Kuntz reported members of the Washington State Penitentiary Taskforce would like to proceed with a political outreach effort. The goal is to make sure state legislators understand the value of the Washington State Penitentiary and that 138 jobs have already been eliminated, more than any other Department of Corrections facility in the state. Commissioners concurred that a political outreach effort was needed and authorized the Executive Director to organize and participate in the effort.

**F. Gen-X Building Fire**

Executive Director Kuntz reported Port Special Legal Counsel has sent Gen-X's insurance carrier and the Port's insurance carrier letters requesting the process for the Port to submit claims. The Port is also waiting for insurance adjusters to determine if the building is a

total loss or can be repaired. Kuntz questioned the value of repairing the building to include full code upgrades due to the building's age and structural capacity.

**G. Airport Historical Marker**

Commissioners reviewed the final design concept for the airport historical marker to be placed next to the airport terminal building.

**H. TSA Security Screening Machine**

Airport Manager Jennifer Skoglund reported TSA is likely to obtain a new security screening machine with federal stimulus funding. Skoglund reviewed with Commissioners the proposed placement in the baggage makeup area behind the second airline ticket counter. Commissioner Schneidmiller asked to tour the area proposed for the security screening machine.

**I. High Sewer Flows – Rain Events**

Commissioners reviewed a report that shows during rain events the Port's sewer flows measured at the airport's parshall flume goes up significantly. This indicates there are problems with inflow and infiltration with the Port's sewer system. Staff will be trouble shooting what is causing increased sewer flows during rain events.

**J. Port of Pasco ARFF Truck**

Airport Manager Skoglund reported the airport would be submitting a bid of \$2,500 to purchase a used Port of Pasco ARFF truck. If successful, the ARFF truck would be used as the airport's backup.

**K. Surface Transportation Program – Allocation Process**

Executive Director Kuntz reported on the final allocation of surface transportation dollars to the City of Walla Walla, City of College Place and Walla Walla County.

## **OLD BUSINESS**

### **A. Walla Walla Regional Airport**

#### **1. North Ramp Rehabilitation Project Update**

Airport Manager Jennifer Skoglund updated the Port Commission on the North Aviation Ramp rehabilitation project. During excavation for the trench drainage system it was discovered that the main drainage trunk line is in poor condition and will need to be replaced. The FAA has concurred and will pay 95% of the costs which will be approximately \$70,000. Skoglund also reported two subcontractors on the project have not performed up to expectations. The prime contractor, Langliers has been good to work with. The first major pay request will be submitted and approved by the airport's project engineer during the last week of September. Commissioner Schneidmiller moved and Commissioner Fredrickson seconded the motion authorizing the payment of the first pay request with the September 30<sup>th</sup> Port/Airport payroll conditioned on the payment not exceeding \$600,000. Motion unanimously carried.

#### **2. Bi-Kay Farms – Crop Revenue Coverage**

Commissioners reviewed an insurance quote from McDonald Zaring to enroll Bi-Kay Farms into the Crop Revenue Coverage insurance program for the 2010 crop year. The insurance premium would be \$5,344. Commissioner Fredrickson moved and Commissioner Schneidmiller seconded the motion authorizing the airport to enter into the insurance program. Motion unanimously carried.

## **NEW BUSINESS**

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

**1. 2010 Employee Health Care Costs**

Commissioners reviewed health care insurance premium costs that will become effective on January 1, 2010. Premium increases over 2009 include medical at 6.9%, dental at 13.36% and vision at 3.12%.

**2. Bid Award – Cliffstar Structural Repairs**

Executive Director Kuntz reported the Port received only one bid for the structural repairs to the Port-owned Cliffstar Building. Commissioners reviewed the bid and expressed concern that it did not provide a set price for the work. Commissioner Fredrickson moved and Commissioner Schneidmiller seconded the motion to reject the bid and authorized staff to re-bid the project. Motion unanimously carried.

Motion unanimously carried.

The meeting was adjourned at 9:00 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