

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, February 28, 2019**

The meeting of the Port of Walla Walla Commission was called to order at 1:00 p.m. by Commission President Peter Swant at the Port of Walla Walla office, 310 A Street, Walla Walla, Washington. Convenience

In attendance for the meeting were:

Peter Swant, Commissioner
Ron Dunning, Commissioner
Mike Fredrickson, Commissioner
Patrick Reay, Executive Director
Paul Gerola, Economic Development Director
Jennifer Skoglund, Airport Manager
Noel Sanders, Executive Assistant
Scott Pritcher, Auditor/Treasurer
Jared Hawkins, Hawkins Law, PLLC
Richard McFarland
Erik Benson, W/2 Rentals

PLEDGE OF ALLEGIANCE

Commissioner Swant 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 Fredrickson moved, and Commissioner Dunning seconded, to adopt the agenda as presented. Motion unanimously carried.

PUBLIC COMMENTS

There were no public comments made on items not on the agenda.

APPROVAL OF MINUTES

Commissioner Dunning moved, and Commissioner Fredrickson seconded, to approve the minutes of the Port Commission meeting held on Thursday, February 14, 2019, as presented. Motion unanimously carried.

FINANCIAL REPORTING

Port Auditor/Treasurer Pritcher reviewed with Commissioners the Cash Balance Report and provided January 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 Pritcher. Said lists were audited and certified as required per RCW 42.24.080 and reimbursement claims were certified as required by RCW 42.24.090. Commissioners asked staff questions regarding certain bills. Commissioner Fredrickson moved, and Commissioner Dunning seconded, to approve for payment those Check History Report lists summarized in the February 28, 2019, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried. Commissioners signed the Warrant Approval Document.

OLD BUSINESS

A. Port of Walla Walla

1. Request for Proposals – 2nd Avenue Property – Downtown Walla Walla

Executive Director Reay reviewed with Commissioners a history of the Second Avenue Property (“Property”) and informed Commissioners that the Request For Proposals (“RFP”) for the property received no responses. Commissioners discussed the 9 alternatives for the property presented by staff. Erik Benson asked Commissioners regarding the zoning of the property and the potential of offering dedicated paid parking spots. Commissioner Fredrickson stated that the property is Community Commercial (CC) zoned and Commissioners discussed the history of

having paid parking stalls at the property. Richard McFarland commented on the availability of parking downtown, spoke in support of free parking, and discussed the history of potential offers on the property. After further discussion, Commissioners directed staff to list the property at \$699,000 “negotiable” and allow free public parking while on the market.

NEW BUSINESS

A. Port of Walla Walla

1. 2019 Tourism Grant Funding Requests

Executive Director Reay reviewed with Commissioners the 2019 Tourism requests, the Port’s 2019 tourism budget, and the tourism policy. Commissioners asked a host of questions. Staff explained that the Power House Theatre and the Downtown Walla Walla Foundation’s Wheelin’ Walla Walla requests were not eligible for Tourism grants (because these events had already been awarded a Community Contribution grant). Commissioners directed staff to work with legal counsel to examine other options of supporting the Food Truck Night event, rather than using tourism funds. Richard McFarland commented on a potential table sponsor for Food Truck Night. Commissioner Fredrickson moved, and Commissioner Dunning seconded, to approve the current tourism applications and allocate said funds from the Port’s 2019 Tourism Fund in the amounts determined by Port Commission for items 1-15 in the staff report less 8, 11, & 12 for a total amount of \$21,050.00. Motion unanimously carried.

Approved Tourism Funds: 1) \$2,000 to Fort Walla Walla Museum’s Fort Walla Walla Days; 2) \$2,000 to Walla Walla Chamber Music Festival; 3) \$2,000 to InquisiTours’ Northwest Wine & Rail Tours; 4) \$1,500 to The Mom’s Network’s Comedy event; 5) \$2,000 to Friends of Children of Walla Walla’s Guitar Festival; 6) \$1,500 to Art Walla’s 2019 ArtSquared event; 7) \$2,000 to Downtown Walla Walla Foundation’s Sweet Onion Festival; 9)

\$2,000 to Downtown Walla Walla Foundation's Farmers Market; 10) \$1,000 to Blue Mountain Land Trust; 13) \$2,000 to Waitsburg Commercial Club's Visitors Guide and Waitsburg Pages; 14) \$2,000 to Sleigh of Hand's Huichica Music Festival; and 15) \$1,050 to Kirkman House Museum's 2019 Visitor Brochure.

Commissioner Fredrickson moved, and Commissioner Dunning seconded, to increase the Downtown Walla Walla Foundation's Wheelin' Walla Walla Community Contribution grant from \$1,750 to \$2,000. Motion unanimously carried.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events.

B. Port Information PI-1 to PI-2

Commissioners asked questions and staff responded regarding the following Port information items:

1. Amendments to Burbank High Dock Usage Agreement
2. Leases entered into by Port

C. Executive Director's Report

Executive Director Reay briefed Commissioners on several Port and Airport related projects.

Richard McFarland suggested the Port create a documentary to inform the public about the winter operations at the airport.

COMMISSIONER REPORTS

Commissioners gave reports on meetings they recently attended.

NEXT MEETINGS & LOCATION

Port Commission Meeting

March 14, 2019, at 6:00 p.m.

Port of Walla Walla, 310 A Street, Walla Walla, WA

ADJOURNMENT

Commissioner Dunning moved, and Commissioner Fredrickson seconded, to adjourn the Port Commission meeting at 3:46 p.m. Motion unanimously carried.

APPROVED:

PORT OF WALLA WALLA COMMISSIONERS



PETER SWANT, PRESIDENT

RONALD W. DUNNING, VICE PRESIDENT



MICHAEL FREDRICKSON, SECRETARY

Warrant Approval Document

February 28, 2019

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

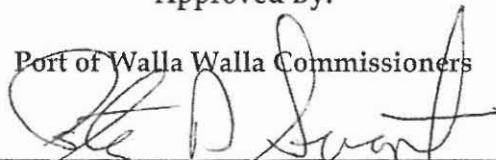
Approved for payment are check numbers 15686 through 15712 and direct deposit numbers D00297 through D00299 in the amount of \$67,181.29 and ACH/EFT numbers E00163 through E00164 in the amount of \$5,117.40 to be paid from the Port of Walla Walla General Fund the above stated date.

Walla Walla Regional Airport - General Fund

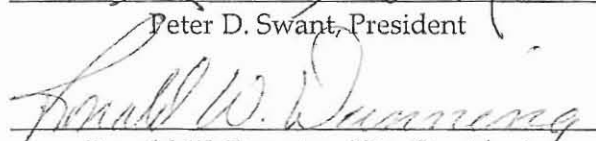
Approved for payment are check numbers 19511 through 19531 and direct deposit numbers D00515 through D00524 in the amount of \$78,377.19 and ACH/EFT numbers E00152 through E00154 in the amount of \$11,882.61 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

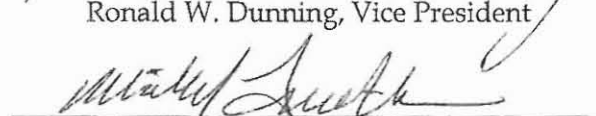
Port of Walla Walla Commissioners



Peter D. Swant, President



Ronald W. Dunning, Vice President



Michael Fredrickson, Secretary