

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, February 22, 2024**

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

In attendance via conference call or in person:

Kip Kelly, Commissioner
Ron Dunning, Commissioner
Amy Schwab, Commissioner
Patrick Reay, Executive Director
Paul Gerola, Economic Development Director
Jennifer Skoglund, Airport Manager
Meagan Blair, Governmental Affairs/Community Outreach
Joe Keown, Auditor/Treasurer
Brian Hurst, Maintenance & Operations Supervisor
Karla Miller, Administrative Assistant
Jared Hawkins, Hawkins Law, PLLC
Jon Li, Mead & Hunt
Phil Madden, Mead & Hunt
Brent Golden, Bi-Kay Farms
Ana Romero, Rural Library District

PLEDGE OF ALLEGIANCE

Commissioner Dunning led all in attendance in reciting the Pledge of Allegiance.

DECLARATIONS REGARDING CONFLICTS OF INTEREST

Pat Reay reported that he has connections with one of the applicants, but was not involved at all in the grant application.

ADOPTION OF AGENDA

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

PUBLIC COMMENTS

There were no public comments made.

APPROVAL OF MINUTES

Commissioner Dunning moved, and Commissioner Schwab seconded, to approve the minutes of the Port Commissioner meeting held on Thursday, February 08, 2024, as presented. Motion passed unanimously.

FINANCIAL REPORTING

Port Auditor/Treasurer Keown provided Commissioners the Cash Balance Report and 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 Keown. Said lists were audited, authenticated, and certified as required per RCW 42.24.080 and reimbursement claims were certified as required by RCW 42.24.090. Commissioner Schwab moved, and Commissioner Dunning seconded, to approve for payment the Check History Report lists summarized in the February 22, 2024, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

OLD BUSINESS

A. Port of Walla Walla

1. Tourism Fund Grants – Second Round

Executive Director Reay reviewed with Commissioners the Port's 2024 Tourism request application and reminded the Commission that the applicants can only use the funds for purposes to promote tourism consistent with the Port's Tourism Policy. Commissioner Schwab moved, and Commissioner Dunning seconded, to approve the second round of tourism applications and requests and allocate said funds from the Port's 2024 tourism funds in amounts determined by the Port Commission, as identified in Exhibit 2 of the staff report. Round two of tourism grant funding will be in the amount of \$7,000. Motion passed unanimously.

NEW BUSINESS

A. Port of Walla Walla

1. 0.09ths EDSTF – Walla Walla Public Schools – Multi Sport Community Complex Project

Executive Director Reay reviewed with Commissioners the request for funds to construct a multi-sport community complex project and described how the use of the funds for that purpose was likely to benefit the community financially. Commissioner Schwab moved, and Commissioner Dunning seconded, to approve an Economic Development Sales Tax Fund grant under the "Non-Economic Development Project" criteria in the amount of \$200,000 to Walla Walla Public Schools – Multi Sport Community Complex Project, and to authorize the Executive Director to submit said application to the Walla Walla County Board of Commissioners for their concurrence. Motion passed unanimously.

2. 0.09ths EDSTF – Rural Library District – Touchet Library Construction Project

Executive Director Reay reviewed with Commissioners the funding request to construct a new library in Touchet. Ana Romero, Rural Library District Executive Director, spoke in favor of the request. Commissioner Schwab moved, and Commissioner Dunning seconded, to approve an Economic Development Sales Tax Fund grant under the "Non-Economic Development Project" criteria in the amount of \$200,000 to Walla Walla County Rural Library District – Touchet Library Construction Project and to authorize the Executive Director to submit

said application to the Walla Walla County Board of Commissioners for their concurrence. Motion passed unanimously.

B. Walla Walla Regional Airport

1. Mead & Hunt Engineering Agreement – 2nd Floor Terminal

Airport Manager Skoglund reviewed with Commissioners the proposed updated engineering agreement with Mead & Hunt related to the terminal 2nd floor office remodel, and replacement of the boilers and rooftop condensing units. Commissioner Dunning moved, and Commissioner Schwab seconded, to authorize the Executive Director to enter into an engineering agreement with Mead & Hunt Engineers for the Passenger Terminal Building 2nd floor remodel & HVAC improvements in the amount of \$355,346. Motion passed unanimously.

2. Alembic, LLC Lease Agreement

Airport Manager Skoglund presented the proposed lease terms for the 1,395 square feet of space located at 102 W. Aeronca. Commissioner Dunning moved, and Commissioner Schwab seconded, to authorize the Executive Director to enter into an eight (8) year lease agreement with Alembic, LLC, for 1,395 square feet of space in building located at 102 W. Aeronca Avenue as presented. Motion passed unanimously.

3. Bi-Kay Farms Recap

Brent Golden, Bi-Kay Farms, Inc., a Port tenant, provided Commissioner with a 2023 crop yield report and a proposed 2024 farm plan. Commissioners and staff thanked Mr. Golden for working well with Airport staff and being considerate of the Airport Business Park tenants.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events.

B. Airport Information Item AI-1 to AI-1

1. Commercial Air Report – January 2024

C. Executive Director's Report

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

COMMISSIONER REPORTS

Commissioners reported on meetings they recently attended and other Port-related matters.

NEXT MEETING & LOCATION

Thursday, March 14, 2024, at 9:00 a.m.
In person and/or (Remote) Video or Conference Call
310 A Street, Walla Walla, WA 99362

ADJOURNMENT

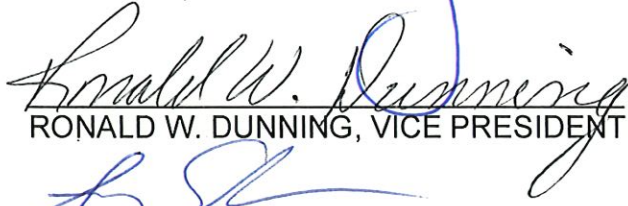
Commissioner Schwab moved, and Commissioner Dunning seconded, to adjourn the Port Commission meeting at 3:42 p.m. Motion carried unanimously.

APPROVED:

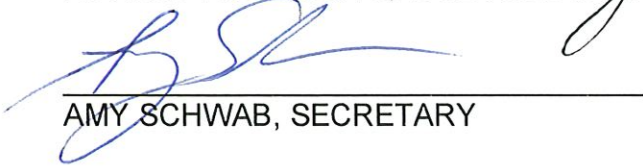
PORT OF WALLA WALLA COMMISSIONERS



KIP KELLY, PRESIDENT



RONALD W. DUNNING, VICE PRESIDENT



AMY SCHWAB, SECRETARY

Warrant Approval Document

February 22, 2024

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

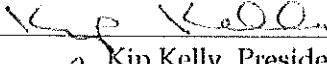
Approved for payment are check numbers 20091 through 20117, and direct deposit numbers D0000991 through D00993 and ACH/EFT numbers W000000034 through W000000039 in the amount of \$88,869.09 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

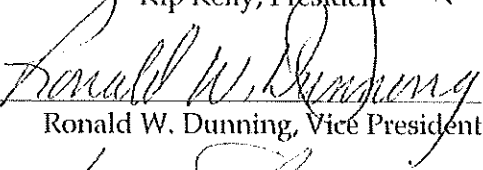
Approved for payment are check numbers 24116 through 24151, direct deposit numbers D10001828 through D10001841 and ACH/EFT numbers W00000029 through W000000030 in the amount of \$339,464.39 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

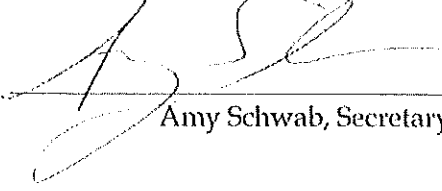
Port of Walla Walla Commissioners



Kip Kelly, President



Ronald W. Dunning, Vice President



Amy Schwab, Secretary