

**MINUTES OF THE PORT OF WALLA WALLA  
COMMISSION MEETING  
Thursday, March 13, 2025**

The meeting of the Port of Walla Walla Commission was called to order at 9:14 a.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  
Amy Schwab, Commissioner  
Pat Reay, Executive Director  
Jay Hester, Economic Development Director  
Jennifer Skoglund, Airport Manager  
Meagan Blair, Governmental Affairs/Community Outreach  
Joe Keown, Auditor/Treasurer  
Karla Miller, Administrative Assistant  
Jared Hawkins, Legal Counsel  
John Wells, Anderson Perry  
Julia Eastham, Walla Walla Union-Bulletin  
Griffin Beach, Elkhorn Media

**PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENTS**

There were no public comments made.

**APPROVAL OF MINUTES**

Commissioner Schwab moved, and Commissioner Kelly seconded, to approve the minutes of the Port Commission meeting, held on Thursday, February 27, 2025, as presented. Motion passed unanimously.

**FINANCIAL REPORTING**

Port Auditor/Treasurer Keown provided Commissioners with the Cash Balance Report and Aged 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 Kelly

seconded, to approve for payment the Check History Report lists summarized in the March 13, 2025, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

## **NEW BUSINESS**

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

#### **1. Tourism Grant Requests – Second Round**

Executive Director Reay reviewed with Commissioners the Port's 2025 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. Commissioners asked several questions and made comments. Commissioner Schwab moved, and Commissioner Kelly seconded, to approve the second round of tourism applications and requests and allocate said funds from the Port's 2025 tourism funds in the amounts determined by the Port Commission, as identified in Exhibit 2 of the staff report, with exceptions of items 9, 10, and 11. Round 2 of tourism grant funding will be in the amount of \$18,000. Motion passed unanimously.

#### **2. Bid Project PWW2022-055C2-Wallula Dodd Water System Phase 2 – Deep Basalt Well Project**

Executive Director Reay reviewed the one bid proposal that was submitted for Project PWW2022-055C2 for the drilling, casing, developing and testing of a new basalt potable water supply well for the Wallula Dodd Water System. John Wells, Anderson Perry, provided information regarding the low number of bids. Commissioner Schwab moved, and Commissioner Kelly seconded, to reject the bid received by Holt Services, Inc. for bid project PWW 2022-055C2-Wallula Dodd Water System Phase 2 – Deep Basalt Well. Motion passed unanimously.

#### **3. Bid Project PWW 2022-040R – Americold Water Line Extension Upgrade from 12-inch to 24-inch HDPE Pipe**

Executive Director Reay reviewed with Commissioners the four (4) bids received for the system upgrade for expanding the water line in the Port's Wallula Dodd Water System. Commissioner Schwab moved, and Commissioner Kelly seconded, to (1): authorize the Executive Director to direct Anderson Perry & Associates to accept bid option 1 in Bid Project PWW 2022-040R – American Water Line Extension and approve a total project budget of \$150,000; and (2): adopt factual findings that: (a) The Wallula Dodd Water System is owned by the Port and serves the tax increment area designated by Resolution 2023-09; and (b) the Port intends to pay for the upgraded improvements authorized in the base bid option 1 of PWW 2022-040R through revenues to be collected from the tax increment area. Motion passed unanimously.

## **CORRESPONDENCE & REPORTS**

### **A. Review Calendar of Events**

Executive Director Reay reviewed the calendar of events

**B. Port Information**

1. Newsletter Review

**C. Airport Information**

1. ATCT Monthly Report – February 2025
2. Leases
3. Commercial Air Report – February 2025

**D. Executive Director and Staff Report**

Executive Director Reay and staff reported on various matters of Port business.

**COMMISSIONER REPORTS**

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

**EXECUTIVE SESSION**

At 11:10 a.m. Commissioner Kelly announced the convening of an Executive Session under RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase. Commissioner Kelly reconvened the open session at 11:34 a.m.

**NEXT MEETING & LOCATION**

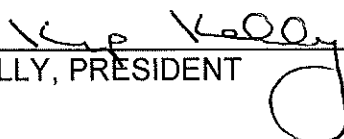
Thursday, March 27, 2025, at 10:00 a.m.  
In person and/or (Remote) Video or Conference Call  
45 Terminal Loop Road, Conference Room  
Walla Walla, WA 99362

**ADJOURNMENT**

Commissioner Schwab moved, and Commissioner Kelly seconded, to adjourn the Port Commission meeting at 11:35 a.m. Motion passed unanimously.

**APPROVED:**

**PORT OF WALLA WALLA COMMISSIONERS**

  
\_\_\_\_\_  
KIP KELLY, PRESIDENT

\_\_\_\_\_  
RONALD W. DUNNING, VICE PRESIDENT

  
\_\_\_\_\_  
AMY SCHWAB, SECRETARY

# Warrant Approval Document

March 13, 2025

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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

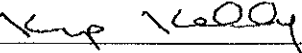
Approved for payment are check numbers 21006 through 21042 and direct deposit numbers D0000011108 through D000001114, and ACH/EFT numbers W000000228 through W000000238 in the amount of \$254,549. 21 to be paid from the Port of Walla Walla General Fund on the above stated date.

## Walla Walla Regional Airport - General Fund

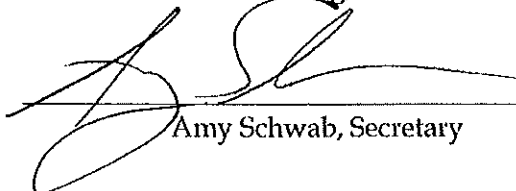
Approved for payment are check numbers 25191 through 25240, and direct deposit numbers D000002164 through D000002176 and ACH/EFT numbers W000000176 through W000000181 in the amount of \$324,219.97 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

Port of Walla Walla Commissioners

  
\_\_\_\_\_  
Kip Kelly, President

Ronald W. Dunning, Vice President

  
\_\_\_\_\_  
Amy Schwab, Secretary

## Port of Walla Walla **Staff Report**

**TO:** Port of Walla Walla Commission

**FROM:** Patrick H. Reay, Executive Director

**SUBJECT:** 2025 Tourism Grant Funding Requests (Second Round)

**DATE:** March 13, 2025

**PROJECT LOCATION:** Various Locations in Walla Walla County

**JURISDICTION:** Port of Walla Walla

**PURPOSE:** Action Item

### **RECOMMENDED ACTIONS:**

Port Commission to review and approve the current tourism applications and allocate funds from the Port's 2025 Tourism Fund (Second Round). Staff's review of a of the applications submitted do not specifically qualify, based on the Resolution No. 01-26-17 "Tourism Policy." Application #4, as ArtSquared is an applicant and cannot be an award recipient twice, by policy.

### **PROPOSED MOTION:**

I move that we approve the Second Round of Tourism applications and requests and allocate said funds from the Port's 2025 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 \$20,719.

### **BACKGROUND:**

Enclosed as Exhibit 1 is the 2025 Port Tourism Application which includes Resolution No. 01-26-17 "Tourism Policy" for your review. Port Resolution No. 01-26-17 clearly defines the qualified organizations, application process, use of funds, selection criteria, and fiscal requirements required for securing a Port Tourism grant.

Port staff solicited Port Tourism Grant Applications with a notice to the Union Bulletin, email notification to last year's grant recipients and the application going live on the Port's website. No application deadline was established, and applications will be reviewed and considered by the Port Commission as they are submitted throughout the year, until the funds are fully allocated.

### **DISCUSSION/ANALYSIS:**

The Port has received eighteen (19) applications through the preparation of this staff report. Commissioners previously approved \$14,000 for seven (7) application requests from the Tourism Grant Funds for Round One and approved by Commission on February 13, 2025. The following eleven (12) organizations and specified event applied for tourism funds (Amount requested and total project cost) for Round Two:

1. Walla Walla Choral Society – Take Flight – A Northwest Composer Premier  
(\$2,000 request - \$3,310 total project cost)
2. United Way of the Blue Mountains – 5<sup>th</sup> Annual Putt Putt Pour Mini-Golf Event  
(\$719 request - \$719 total project cost)
3. City of College Place – CP Mini Olympics or ColymPics (reference to CoWalla and CP Partnership)  
(\$2,000 request - \$2,000 total project cost)

4. The CoWalla Creative District/ArtWalla (Fiduciary sponsor) – The CoWalla Creative District Artful Celebration  
(\$2,000 request - \$3,500 total project cost)
5. Blue Mountain Lavendar Farms – Lavendar Season at Blue Mountain Lavendar Farms  
(\$2,000 request - \$2,000 total project cost)
6. Art Walla Walla - ArtSquared  
(\$2,000 request - \$9,750 total project cost)
7. W3 Entertainment – Jason Isbell; Aaron Lewis; Alison Krauss – On Sale to Date  
(\$2,000 request - \$32,000 total project cost)
8. W3 Golf - Multiple Golf Tournaments  
(\$2,000 request - \$4,000 total project cost)
9. Frog Hollow Farms – May Annual Plant Day Sale  
(\$2,000 request - \$2,000 total project cost)
10. Walla Walla Guitar Festival – 14<sup>th</sup> Annual Walla Walla Guitar Festival  
(\$2,000 request - \$39,000 total project cost)
11. Walla Walla County Fair – Walla Walla Frontier Days  
(\$2,000 request - \$2,000 total project cost)
12. Kirkman House Museum – Kirkman House Museum's 2025 Exhibits and Events  
(\$2,000 request - \$2,000 total project cost)

Enclosed as Exhibit 2 is the breakdown of the 2025 organization requests for your review and consideration.

Port staff reviewed the applications to confirm the qualification for funding. The major criteria to secure a Port tourism grant are as follows:

- |                             |   |
|-----------------------------|---|
| 1. Tourism Budget:          | Established in 2025 Port Budget (\$40,00 for Tourism Application Grant Funds) |
| 2. Qualified organizations: | All 12 tourism applicants are qualified.                                      |
| 3. Application process:     | All 11 tourism applications qualified.  |
| 4. Use of funds:            | All 11 tourism applications qualified.  |
| 5. Selection criteria:      | To be evaluated Administratively and Approved by Port Commission.             |

The Port's 2025 Tourism Fund budget line item was established at \$40,000. Round One funded \$14,000 in Tourism Grants, leaving \$26,000 remaining in the fund for additional Tourism Grants within FY2025. The Second Round requested is 12 applications for an additional \$22,719, if awarded. Remaining available after the Second-Round award would be \$3,281 for additional Tourism Grants for qualifying events, if all requests were funded at the level requested.

**LEGAL REVIEW:** None.

**FISCAL IMPACT:** 2025 Budgeted Funds

**ALTERNATIVE(S):** None.

**ATTACHMENT**

- |            |  |
|------------|--|
| Exhibit 1: | Resolution No. 01-26-17 "Tourism Policy"                                       |
| Exhibit 2: | 2025 Tourism & Community Contribution Summary of Organization Funding Requests |
| Exhibit 3: | 2025 Port Tourism Applications (12 Applications Round Two)                     |

PORT OF WALLA WALLA  
RESOLUTION NO. 01-26-17

A RESOLUTION OF THE COMMISSION OF THE PORT OF WALLA WALLA  
ADOPTING A TOURISM POLICY AND SUPERSEDING AND REPLACING RESOLUTION NO. 03-27-14  
(CURRENT PORT TOURISM POLICY)

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WHEREAS, the Port of Walla Walla has the authority to promote tourism per RCW 53.08.255;  
and,

WHEREAS, the Commission of the Port of Walla Walla believes tourism promotion is an  
important economic development activity; and

WHEREAS, Visit Walla Walla has been designated the lead agency for tourism promotion and  
is the recipient of the majority of the hotel/motel tax receipts dedicated to tourism promotion; and

WHEREAS, the Port finds that providing a modest amount of tourism funding to local groups  
with events that attract out-of-county visitors to Walla Walla can provide incremental economic  
benefits to Walla Walla County, while also complementing Visit Walla Walla's overall tourism  
promotion efforts; and

WHEREAS, on March 27, 2014, the Port Commission adopted Resolution No. 03-27-14 which  
superseded and replaced the 1995 Port Tourism Policy; and

WHEREAS, this Resolution No. 01-26-17 supersedes and replaces Resolution No. 03-27-14  
(Current Port Tourism Policy),

NOW, THEREFORE, the Commission of the Port of Walla Walla adopts the following tourism  
policy.


1. Port Tourism Budget: Each year the Port Commission will determine if tourism funding will be incorporated into the budget. For those years such funding is provided, the Port will accept applications from qualified organizations throughout the year until such funding has been fully allocated.
2. Qualified Organizations: To receive Port tourism funding, the organization/entity/person must be based in Walla Walla County. Organization/entity/person receiving direct funding through the Port's community contribution fund are prohibited from applying for Port's tourism funds for said event.
3. Application Process: Qualified organizations seeking funding shall submit the Port's current Tourism Funding Application.
4. Use of Funds: Port tourism funds can only be used for advertising, publicizing, or otherwise distributing information for the purpose of attracting visitors to Walla Walla

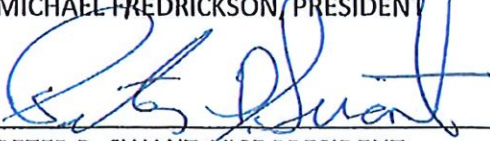
County. Port funds cannot be used to underwrite general expenses associated with a tourism event.

5. Selection Criteria: The Port Commission will use the following criteria in selecting which tourism promotion applications it will fund:
- a) Applicants that have the highest probability of attracting out-of-county visitors to Walla Walla County.
  - b) Applicants that have a proven track record of attracting out-of-county visitors and having a history of providing the Port with detailed supporting documents regarding the use of funds.
  - c) Applicants with events that benefit communities throughout Walla Walla County.
  - d) Applicants with funding requests cannot exceed 10% of the Port's annual tourism budget.
6. Fiscal Requirements. For tourism events/projects approved by the Port Commission, the Port will send a letter to the applicant confirming approval.
- a) At the end of the event, the applicant will be required to submit a "results letter" to the Port detailing how the funds were used including receipts documenting expenditures of Port tourism funds, along with an estimate of the number of out-of-county visitors attending the event. The applicant may also detail other economic benefits of the event.
  - b) Upon receipt of the applicant's results letter and other supporting documentation and the applicant receiving the Port's final approval, 100% of the grant will be paid out to the applicant.
  - c) In the event the applicant does not submit sufficient documentation as outlined in Section 6(a) above, they will be prohibited from submitting for future Port Tourism Funds for a three (3) year period.

ADOPTED by the Commission of the Port of Walla Walla in an open meeting this 26<sup>th</sup> day of January 2017, and duly authenticated by signatures of the Commissioners voting in favor thereof.

PORT OF WALLA WALLA COMMISSIONERS

  
MICHAEL FREDRICKSON, PRESIDENT

  
PETER D. SWANT, VICE PRESIDENT

  
RONALD W. DUNNING, SECRETARY



## PORT OF WALLA WALLA

### 2025 TOURISM & COMMUNITY CONTRIBUTIONS BUDGET = \$100,000

2025 TOURISM BUDGET - \$40,000									
2025 Tourism Organization/Event						Allocation 1 Tourism Grants Approved	Allocation 2 Tourism Grants Approved	Allocation 3 Tourism Grants Approved	Allocation 4 Tourism Grants Approved
Port Commission Approval Date						2/13/2025	3/13/2025		
#	Organization	Event	Request	Funded		\$ 40,000	\$ 26,000	\$ 26,000	\$ 26,000
1	Outside Walla Walla	Outside Walla Walla Promotional Publication	\$2,000	\$2,000		\$2,000	\$0	\$0	\$0
2	Washington Wine Guild	Walla Walla TequilaFest	\$2,000	\$2,000		\$2,000	\$0	\$0	\$0
3	Team Walla Walla	WWCC College Rodeo and Kid's Rodeo	\$2,000	\$2,000		\$2,000	\$0	\$0	\$0
4	Blood of Gods	BOG Annual Merrymaking and Wine VIP Speaking Ses	\$2,000	\$2,000		\$2,000	\$0	\$0	\$0
5	InquisiTours	WWCC College Rodeo and Kid's Rodeo	\$2,000	\$2,000		\$2,000	\$0	\$0	\$0
6	Grenache Fest. Inc.	Grenache Fest	\$2,000	\$2,000		\$2,000	\$0	\$0	\$0
7	Walla Walla Quilt Festival	Quilt Festival	\$2,000	\$2,000		\$2,000	\$0	\$0	\$0
8	Walla Walla Choral Society	Walla Walla Choral Society Presents "Take Fligh	\$2,000	\$0		\$0	\$0	\$0	\$0
9	United Way of the Blue Mountains	5th Annual Putt Putt Pour Mini-Golf Event	\$719	\$0		\$0	\$0	\$0	\$0
10	City of College Place	CP Mini Olympics or Colympics (reference to Co	\$2,000	\$0		\$0	\$0	\$0	\$0
11	CoWalla Creative District/ArtWalla	The CoWalla Creative Artful Celebration	\$2,000	\$0		\$0	\$0	\$0	\$0
12	Blue Mountain Lavendar Farms, LLC	Lavendar Season at Blue Mountain Lavendar Fa	\$2,000	\$0		\$0	\$0	\$0	\$0
13	Blue Mt. Arts Alliance dba ArtWalla	ArtSquared	\$2,000	\$0		\$0	\$0	\$0	\$0
14	W3 Entertainment	Jason Isbell-Aaron Lewis-Alison Krauss - OnSale	\$2,000	\$0		\$0	\$0	\$0	\$0
15	W3 Golf	Washington Junlor Golf Association, Eastern Op	\$2,000	\$0		\$0	\$0	\$0	\$0
16	Frog Hollow Farm LLC	Spring Plant Sale	\$2,000	\$0		\$0	\$0	\$0	\$0
17	Walla Walla Gultar Festival	Walla Walla Gultar Festival	\$2,000	\$0		\$0	\$0	\$0	\$0
18	Walla Walla County Fairgrounds	Walla Walla Fair & Frontier Days	\$2,000	\$0		\$0	\$0	\$0	\$0
19	Kirkman House Museum	Kirkman House Museum's 2025 Exhibits and Eve	\$2,000	\$0		\$0	\$0	\$0	\$0
20			\$0	\$0		\$0	\$0	\$0	\$0
21			\$0	\$0		\$0	\$0	\$0	\$0
22			\$0	\$0		\$0	\$0	\$0	\$0
23			\$0	\$0		\$0	\$0	\$0	\$0
Total			\$36,719	\$14,000		\$14,000	\$0	\$0	\$0
2025 Budget			\$40,000	\$40,000		\$40,000	\$40,000	\$40,000	\$40,000
Remaining Budget						\$26,000	\$26,000	\$26,000	\$26,000

Note: Funding must be consistent with Port Tourism Policy (Green Highlighted Requests will be considered in Community Contributions)

Note:

### 2025 COMMUNITY CONTRIBUTIONS - \$60,000

2025 Community Contribution Organization/Event						Approved	Approved	Approved	Approved
Port Commission Approval Date						2/13/2025			
#	Organization	Event	Request	Funded		\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
1	Walla Walla Downtown Association	Various (Community Contributions)	\$ 6,000	\$ -		\$ 6,000	\$ -	\$ -	\$ -
2	Walla Walla Valley Chamber of Commerce	Business Summit, Women in Business, Awards Showcase	\$ 7,000	\$ -		\$ 7,000	\$ -	\$ -	\$ -
3	Walla Walla Wine Alliance	Various (Community Contributions)	\$ 7,500	\$ -		\$ 7,500	\$ -	\$ -	\$ -
4	Gesa Power House Theatre	Various (Community Contributions)	\$ 15,000	\$ -		\$ 15,000	\$ -	\$ -	\$ -
5	Fort Walla Walla Museum	Fort Walla Walla Days	\$ 7,000	\$ -		\$ 7,000	\$ -	\$ -	\$ -
6	Community Council	Annual Luncheon	\$ 10,000	\$ -		\$ 10,000	\$ -	\$ -	\$ -
7	Waltsburg Commercial Club	Various (Community Contributions)	\$ 4,000	\$ -		\$ 4,000	\$ -	\$ -	\$ -
8	Little Theatre	Various (Community Contributions)	\$ 3,500	\$ -		\$ 3,500	\$ -	\$ -	\$ -
9			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Total			\$60,000	\$0		\$60,000	\$0	\$0	\$0
2025 Budget			\$60,000						
Remaining Budget			\$0	\$60,000		\$0	\$60,000	\$60,000	\$60,000

Note: Port funding is limited to its statutory authority - Must be used for economic development purposes