

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, March 27, 2025**

The meeting of the Port of Walla Walla Commission was called to order at 10:00 a.m. by Commission President Kip Kelly at the Walla Walla Regional Airport Conference Room, 45 Terminal Loop Rd, Walla Walla, Washington.

In attendance via conference call or in person:

Kip Kelly, Commissioner
Ron Dunning, Commissioner
Amy Schwab, Commissioner
Pat Reay, Executive Director
Jay Hester, Economic Development Director
Paul Gerola, Economic Development Special Projects
Joe Keown, Auditor/Treasurer
Karla Miller, Administrative Assistant
Brian Hurst, Maintenance & Operations Supervisor
Jared Hawkins, Legal Counsel
Julia Eastham, Walla Walla Union-Bulletin
R. L. McFarland

PLEDGE OF ALLEGIANCE

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

DECLARATIONS REGARDING CONFLICTS OF INTEREST

No conflicts of interest were declared.

ADOPTION OF AGENDA

Executive Director Reay requested the date on the approval of minutes be changed from "March 27, 2025" to "March 13, 2025" and to add Executive Session covering RCW 42.30.110 (1) (i). Commissioner Dunning moved, and Commissioner Schwab seconded, to adopt the agenda as amended. Motion unanimously carried.

PUBLIC COMMENTS

R. L. McFarland commented on the audio volume in the conference room.

APPROVAL OF MINUTES

Commissioner Schwab moved, and Commissioner Kelly seconded, to approve the minutes of the Port Commission meeting, held on Thursday, March 13, 2025, as presented. Motion passed 2-1 with Commissioner Dunning abstaining.

FINANCIAL REPORTING

Port Auditor/Treasurer Keown provided Commissioners with 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 March 27, 2025, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

NEW BUSINESS

A. Port of Walla Walla

1. Burbank Industrial Park – Roadway and High Dock Design

Economic Development Director Hester presented Commissioners with Anderson Perry's scope of work for developing the Port's Burbank High Dock area. Commissioners asked several questions. Commissioner Dunning moved, and Commissioner Schwab seconded, to authorize the Executive Director to enter into an Engineering Service Agreement with Anderson Perry & Associates of Walla Walla, WA for professional engineering services for the administration, surveying, environmental permitting, geotechnical investigation, design engineering, and construction administration for the Burbank Industrial Park Road and High Dock Access – PWW 2025-100C1, in the amount of \$435,000. Motion passed 2-to-1 with Commissioner Dunning voting no.

B. Walla Walla Regional Airport

1. TowerCo 2013, LLC

Executive Director Reay reviewed with Commissioners the cell tower land lease, and proposed new term and rates with TowerCo 2013, LLC located at 587 E. Cessna Ave. Commissioner Schwab moved, and Commissioner Dunning seconded, to authorize the Executive Director to enter into a fifteen (15) year lease amendment with TowerCo 2013, LLC for cell tower land lease as presented at 587 E. Cessna Avenue. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events

B. Airport Information

1. Maintenance Monthly Report – February 2025

C. 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 11:25 a.m. Commissioner Kelly announced the convening of an Executive Session under RCW 42.30.110 (1) (i) to discuss with legal counsel matters relating to potential litigation involving the Port.

Commissioner Kelly reconvened the open session at 11:42 am.

Commissioner Schwab moved, and Commissioner Kelly seconded, to authorize the Executive Director to seek recoupment of the leasehold excise tax paid by the Port on the Port property, and then close the overdue account (#96400), writing off any balance remaining. Motion passed unanimously.

NEXT MEETING & LOCATION

Thursday, April 10, 2025, at 9:00 a.m.

In person and/or (Remote) Video or Conference Call

45 Terminal Loop Road, Conference Room

Walla Walla, WA 99362


ADJOURNMENT

Commissioner Dunning moved, and Commissioner Schwab seconded, to adjourn the Port Commission meeting at 11:44 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 27, 2025

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 21043 through 21090 and direct deposit numbers D0000011115 through D000001118, and ACH/EFT numbers W000000238 through W000000240 in the amount of \$156,778.74 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

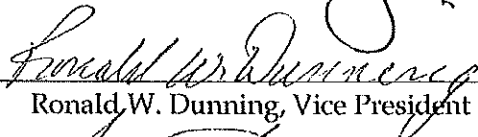
Approved for payment are check numbers 25241 through 25284, and direct deposit numbers D000002177 through D000002186 and ACH/EFT numbers W000000182 through W000000184 in the amount of \$337,706.20 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

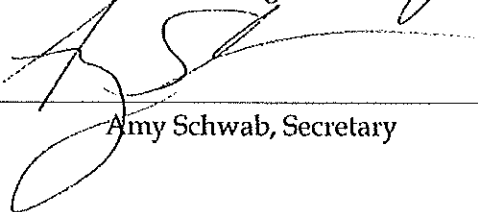
Port of Walla Walla Commissioners



Kip Kelly, President



Ronald W. Dunning, Vice President



Amy Schwab, Secretary