

**MINUTES OF THE PORT OF WALLA WALLA  
COMMISSION MEETING  
Thursday, May 22, 2025**

The meeting of the Port of Walla Walla Commission was called to order at 9:00 a.m. by Commission President Kip Kelly at the Walla Walla Regional Airport, 45 Terminal Loop Rd, Suite 214, 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  
Jennifer Skoglund, Airport Manager  
Joe Keown, Auditor/Treasurer  
Meagan Blair, Governmental Affairs/Community Outreach  
Karla Miller, Administrative Assistant  
Jared Hawkins, Legal Counsel  
Julia Eastham, Walla Walla Union-Bulletin  
Griffin Beach, Elkhorn Media  
Lauren Prentice, Walla Walla County  
R. L. McFarland  
Melissa Shumake  
Jon Li

**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 Dunning seconded, to adopt the agenda as presented. Motion unanimously carried.

**PUBLIC COMMENTS**

R. L. McFarland commented on agency ratings in relation to funding applications.

**APPROVAL OF MINUTES**

Commissioner Dunning moved, and Commissioner Schwab seconded, to approve the minutes of the Port Commission meeting, held on Thursday, May 8, 2025, as presented. Motion passed unanimously.

**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 May 22, 2025, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

## **NEW BUSINESS**

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

#### **1. Resolution No. 2025-07 – CERB Application**

Economic Development Director Hester reviewed the proposed intentions of the CERB grant application request, for the Port's Wallula Gap Business Park, for utility use coordination and planning. Commissioner Dunning moved, and Commissioner Schwab seconded, to approve Resolution 2025-07 and authorize the Port's Executive Director to submit a CERB application for the purpose of obtaining financial participation in the form of a grant and/or low interest loan to assist in site readiness and economic development for the Wallula Gap Business Park. Motion passed unanimously.

## **CORRESPONDENCE & REPORTS**

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

Executive Director Reay reviewed the calendar of events

### **B. Airport Information**

1. Commercial Air Report – April 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.

## **NEXT MEETING & LOCATION**

Thursday, June 05, 2025, at 9:00 a.m.  
Port of Walla Walla Administrative Office  
45 Terminal Loop Road, Suite 214, Large Conference Room  
Walla Walla, WA 99362

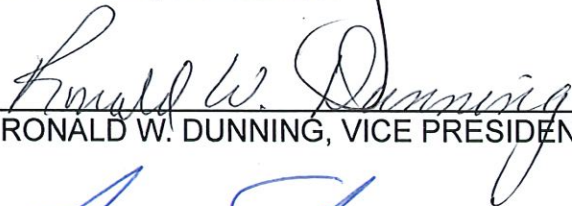
**ADJOURNMENT**

Commissioner Schwab moved, and Commissioner Dunning seconded, to adjourn the Port Commission meeting at 9:49 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

May 22, 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

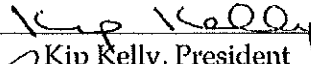
Approved for payment are check numbers 21208 through 21235 and direct deposit numbers PR1525-1 through PR1525-4, and ACH/EFT numbers CHECK15 through CHECK24 in the amount of \$15,041,713.17 to be paid from the Port of Walla Walla General Fund on the above stated date.

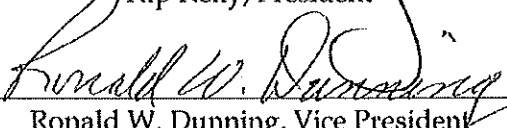
## Walla Walla Regional Airport - General Fund

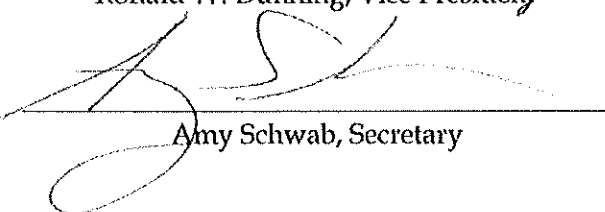
Approved for payment are check numbers 25472 through 25505, and direct deposit numbers PR51525-1 through PR51525-13 and ACH/EFT numbers CHECK20 through CHECK21 in the amount of \$139,697.90 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

Port of Walla Walla Commissioners

  
Kip Kelly, President

  
Ronald W. Dunning, Vice President

  
Amy Schwab, Secretary

## **RESOLUTION 2025-07**

### **A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF WALLA WALLA, WASHINGTON, AUTHORIZING SUBMISSION OF AN APPLICATION FOR A COMMUNITY ECONOMIC REVITALIZATION BOARD LOAN IN THE APPROXIMATE AMOUNT OF \$100,000.00 AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT FOR SUCH FUNDING**

WHEREAS, Community Economic Development Board (CERB) funds are available to support economic development projects which are ready to implement and for which jobs are to be created or retained; and

WHEREAS, the Port of Walla Walla desires to fund a project consistent with the purposes of the CERB; and

WHEREAS, the CERB Project represents a commitment of private resources toward enhancing the vitality of the area and expansion of economic and employment opportunities of the Port of Walla Walla, together with increased tax revenues; and

WHEREAS, in the event the application for CERB funding is approved, and accepted by the Port of Walla Walla, the Port of Walla Walla will comply with all applicable federal and State requirements in regard to environmental impact of the project; and

WHEREAS, the Port of Walla Walla's CERB project will not result in the transfer/relocation of jobs from one part of the state of Washington to another; and

WHEREAS, the Port Commission of the Port of Walla Walla finds and determines that an application should be submitted to appropriate agencies for consideration of funding the CERB Project for and on behalf of Port of Walla Walla, and that such submission will promote economic development within the Port of Walla Walla.

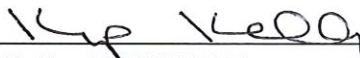
NOW THEREFORE, IT IS HEREBY RESOLVED BY THE PORT COMMISSION OF THE PORT OF WALLA WALLA, WASHINGTON, as follows:

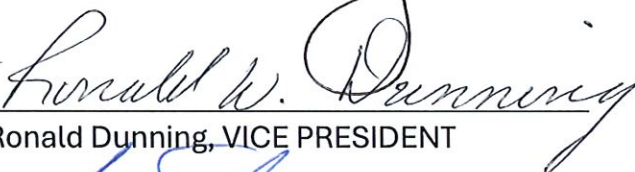
1. That the Executive Director, or his/her designee, is hereby authorized to submit an application to the Community Economic Revitalization Board, for and on behalf of the Port of Walla Walla, for CERB funding in the approximate amount of \$100,000.00 for the CERB Project; and
2. That the Executive Director is hereby further authorized to provide such additional information as may be necessary to secure approval of such application; and

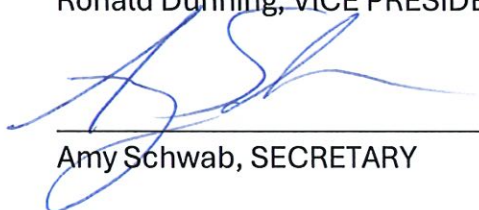
3. That, in the event such application is approved, the Executive Director is authorized to enter into an agreement for such funding; and
4. That this Resolution shall be effective upon passage and signatures heron in accordance with law.

ADOPTED, by the Port Commission of the Port of Walla Walla at a meeting held this 22<sup>nd</sup> day of May 2025 in the Port of Walla Walla Administrative offices, 310 A Street, Walla Walla, Washington.

**PORT OF WALLA WALLA COMMISSION**

  
Kip Kelly, PRESIDENT

  
Ronald Dunning, VICE PRESIDENT

  
Amy Schwab, SECRETARY

**ATTEST:**

  
Patrick H. Reay, Executive Director, Port of Walla Walla

**APPROVED AS TO FORM:**

  
Jared Hawkins, Port Attorney, Port of Walla Walla