

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, June 26, 2025**

The meeting of the Port of Walla Walla Commission was called to order at 6:00 p.m. by Commission President Kip Kelly at the Waitsburg City Hall, 106 Main St, Waitsburg, 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 Director
Jennifer Skoglund, Airport Manager
Karla Miller, Administrative Assistant
Jared Hawkins, Legal Counsel
Julia Eastham, Walla Walla Union-Bulletin
Griffin Beach, Elkhorn Media
Jennifer Bishop
Lauren Prentice
Joy Smith
Todd Kimball
R.L. McFarland
Louie Gagnon
Marty Dunn
Craig Woodard

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 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 Schwab moved, and Commissioner Dunning seconded, to approve the minutes of the Port Commission meeting, held on Thursday, June 05, 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 by 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 June 26, 2025, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

OLD BUSINESS

A. Port of Walla Walla

1. **Walla Walla County Planning Request – Attalia Subarea Plan**
Executive Director Reay acknowledged the proposal from Walla Walla County Community Development Department that the Port enter into an interlocal agreement with Walla Walla County for the purpose of creating a subarea plan for the for Attalia District near Burbank, WA. Executive Director Reay also acknowledged the written memo sent by Lauren Prentice, Walla Walla County Community Development Director, to each Port Commissioner before the meeting. Director Prentice provided details and spoke in favor of the proposed plan. Commissioners and staff asked a host of questions. Commission and staff expressed willingness to collaborate with the County in its review of the County comprehensive plan as part of the public participation efforts but questioned the need for, and benefit of, a subarea plan in this context. Public comment was received. The Port Commission took no action, electing instead to table the discussion.

NEW BUSINESS

A. Port of Walla Walla

1. **Purchase and Sale Agreement – CFG Ventures, LLC**
Executive Director Reay reviewed the proposed terms for purchasing ± 147 acres located on Railex Rd in the Dodd Road Industrial Park near Burbank, WA. Commissioner Dunning moved, and Commissioner Schwab seconded, to:

Authorize the Executive Director to enter into a purchase and sale agreement between the Port of Walla Walla and CFG Ventures, LLC, for certain real property located at the intersection of Railex and Dodd Road within the Port's Dodd Road Industrial Park, near

Burbank, Washington consisting of approximately ± 147 acres (the "CFG Ventures Property") for a purchase price of \$8,780,400 and any additional closing costs to be calculated by Escrow Agent and authorize the Executive Director to execute the necessary documents to complete the real estate transaction upon legal counsel review and approval; and

Adopt factual findings that: (a) The CFG Ventures Property is located within the tax increment area designated by Resolution 2023-09; (b) the CFG Ventures Property shall be included in the Dodd Road Industrial Park; (c) property acquisitions to expand the Dodd Road Industrial Park were designated by Resolution 2023-09 as authorized tax increment finance projects; and (d) the Port intends to pay for the acquisition of the CFG Ventures Property, and authorized improvements to develop the Property, through revenues to be collected from the tax increment area.

Motion passed unanimously.

2. Waitsburg Business Park

Executive Director Reay reviewed the Port of Walla Walla's previous land acquisitions and investments into the Waitsburg Business Park and described the current property ownership within the park. Waitsburg residents provided public comment.

B. Walla Walla Regional Airport

1. Owl Wolf, LLC dba: Wandering Wolf Cellars Incubator Lease

Airport Manager Skoglund discussed with Commissioners the process for selecting a new Incubator tenant and the proposed lease terms. Commissioner Schwab moved, and Commissioner Dunning seconded, to authorize the Executive Director to enter into a wine incubator lease agreement with Owl Wolf, LLC, doing business as Wandering Wolf Cellars, for the incubator located at 598 Piper Avenue, at the 2025 established rates set for the incubator program. Motion passed unanimously.

2. Walla Walla Roastery, LLC 250 A Street Lease

Airport Manager Skoglund provided Commissioners with the proposed lease terms and improvements related to the proposed lease agreement with Walla Walla Roastery, LLC, for the 250 A Street property. Commissioner Schwab moved, and Commissioner Dunning seconded, to authorize the Executive Director to enter into a lease agreement with Walla Walla Roastery, LLC for 250 A Street, as presented. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events.

B. Port Information

1. Leases Entered Into

C. Airport Information

1. ATCT Monthly Report – May 2025
2. Commercial Air Report – May 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.

NEXT MEETING & LOCATION

Thursday, July 10, 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 Dunning moved, and Commissioner Schwab seconded, to adjourn the Port Commission meeting at 8:25 p.m. Motion passed unanimously.

APPROVED:

PORT OF WALLA WALLA COMMISSIONERS


KIP KELLY, PRESIDENT


RONALD W. DUNNING, VICE PRESIDENT


AMY SCHWAB, SECRETARY

Warrant Approval Document

June 26, 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

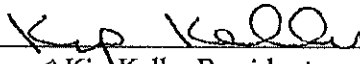
Approved for payment are check numbers 21264 through 21325 and direct deposit numbers PR06132025.1 through PR06132025.4, and ACH/EFT numbers CHECK37 through CHECK48 in the amount of \$447,371.68 to be paid from the Port of Walla Walla General Fund on the above stated date.

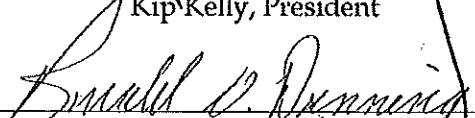
Walla Walla Regional Airport - General Fund

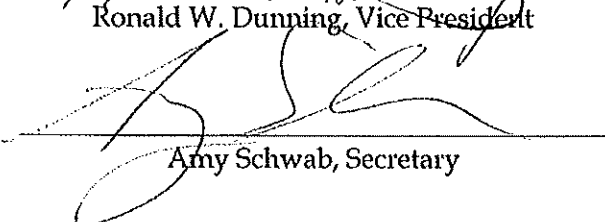
Approved for payment are check numbers 25540 through 25610, and direct deposit numbers PR06132025.1 through PR06132025.12 and ACH/EFT numbers CHECK38 through CHECK50 in the amount of \$919,943.75 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

Port of Walla Walla Commissioners


Kip Kelly, President


Ronald W. Dunning, Vice President


Amy Schwab, Secretary