

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, July 10, 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
Randy Hinchliffe
Anne Haley
Mike Denny
R.L. McFarland
Craig Woodard

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

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 26, 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 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 July 10, 2025, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

NEW BUSINESS

A. Port of Walla Walla

1. Resolution 2025-08 – Establishing Port Commission Meetings

Jared Hawkins, Port Legal Counsel, provided background on how the Port has historically established the time and place of regular Commission meetings. Commissioner Dunning moved, and Commissioner Schwab seconded, to approve a resolution of the Port Commission of the Port of Walla Walla, Washington, confirming the time and place of the regular meetings of the Port commission. Motion passed unanimously.

2. Amendment No. 1 – Port 2025 Economic Development Plan

Economic Development Director Hester provided information on the Port's Economic Development Plan and the request to add a City of Waitsburg project to the 2025 Plan. Commissioner Schwab moved, and Commissioner Dunning seconded, to approve Amendment No. 1 to the Port's 2025 Economic Development Plan by adding the City of Waitsburg's "Conversion of old swimming pool facility to an artificial ice rink/skate park for \$100K" in Section 4 – Site & Infrastructure Development, under local specific site and infrastructure projects. Motion passed unanimously.

B. Walla Walla Regional Airport

1. UPS Lease Extension for 855 A Street

Airport Manager Skoglund provided proposed lease terms for an extension with existing tenant United Parcel Service. Commissioner Dunning moved, and Commissioner Schwab seconded, to authorize the Executive Director to enter into a lease extension with United Parcel Service for the premises located at 855 A Street as presented. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Economic Development Director Hester reviewed the calendar of events.

B. Airport Information

1. Commercial Air Report – June 2025

C. Executive Director and Staff Report

Economic Development Director Hester 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 24, 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 9:46 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

July 10, 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

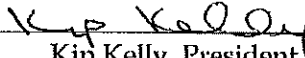
Approved for payment are check numbers 21327 through 21359 and direct deposit numbers PR6302025-1 through PR6302025-7, and ACH/EFT numbers CHECK52 through CHECK64 in the amount of \$221,722.83 to be paid from the Port of Walla Walla General Fund on the above stated date.

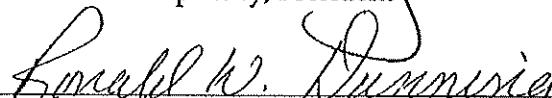
Walla Walla Regional Airport - General Fund

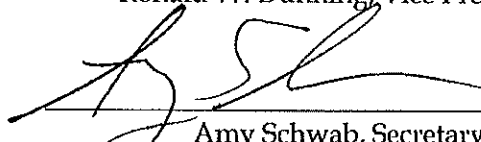
Approved for payment are check numbers 25613 through 25651, and direct deposit numbers PR6302025-1 through PR6302025-12 and ACH/EFT numbers CHECK51 through CHECK63 in the amount of \$205,223.34 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

Port of Walla Walla Commissioners


Kip Kelly, President


Ronald W. Dunning, Vice President


Amy Schwab, Secretary

RESOLUTION 2025-08

A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF WALLA WALLA, WASHINGTON, CONFIRMING THE TIME AND PLACE OF THE REGULAR MEETINGS OF THE PORT COMMISSION

WHEREAS, the Port Commission of the Port of Walla Walla (the "Port Commission") has historically established the time and place of its regular Commission meetings by posting the schedule each calendar year on its website (<https://www.portwallawalla.com/about/commission/meetings/meeting-schedule>), issuing agendas in advance of each meeting, and also announcing the time, date, and location of its next meeting at the conclusion of each meeting; and

WHEREAS, the Port Commission does not have any bylaws or rules dictating how its business has to be carried out; and

WHEREAS, the Port Commission has recently moved the location of its regular meetings and desires to ensure that those that desire to participate are aware of the location and time of its meetings; and

WHEREAS, the Port Commission desires to ratify all actions taken at prior meetings, while affirmatively confirming by resolution the time and location of its future regular meetings.

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

1. That the location, time, and any and all actions taken at all previously held regular Commission meetings are hereby ratified and approved; and
2. That the Port Commission of the Port of Walla Walla will continue to hold its regular Commission meetings at 9:00 A.M. on the second and fourth Thursday of each month, except when a regular meeting is rescheduled when other Port business or the observance of a holiday conflicts with a regular meeting, or until such regular time and location is changed by resolution; and
3. That the regular meetings anticipated for calendar year 2025 are listed on the attached **Exhibit A**; and
4. That, unless otherwise stated, all regular Port Commission meetings shall be held in the Port Office, Adams Conference Room, Suite 214, located at 45 Terminal Loop Road, Walla Walla, WA; and
5. That the location and time of each regular meeting shall be confirmed through distribution of individual meeting agendas, which are subject to change consistent with the requirements of the Open Public Meetings Act; and

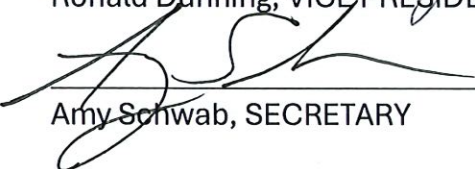
5. That the location and time of each regular meeting shall be confirmed through distribution of individual meeting agendas, which are subject to change consistent with the requirements of the Open Public Meetings Act; and
6. Should the need arise to change the time or location of a regular meeting, the Port Commission may adjust the time and location by announcing the same at any earlier held Port Commission meeting, and/or posting the updated time and location on its website, and/or issuing notice of the changes to those individuals or institutions which have requested such notice; and
7. That all meetings shall be for the purpose of conducting any and all business, including taking final action on business, of the Port of Walla Walla; and
8. That this Resolution shall be effective upon passage and execution thereof in accordance with law.

ADOPTED, by the Port Commission of the Port of Walla Walla at a meeting held this 10 day of July, 2025 in the Port of Walla Walla Administrative offices, 45 Terminal Loop Road, Walla Walla, Washington.

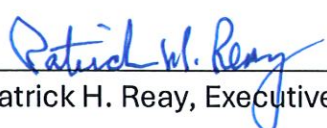
PORT OF WALLA WALLA COMMISSION


Kip Kelly, PRESIDENT


Ronald Dunning, VICE PRESIDENT


Amy Schwab, SECRETARY

ATTEST:


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

APPROVED AS TO FORM:

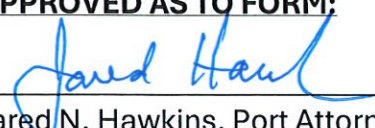

Jared N. Hawkins, Port Attorney, Port of Walla Walla

EXHIBIT A

2025 Meeting Schedule

Location (Except as otherwise noted):

Port of Walla Walla Office
Adams Conference Room, Suite 214
45 Terminal Loop Road
Walla Walla, WA 99362

DATE	TIME
1/09/2025	9:00 a.m. ** Conference Call or Video Available
1/23/2025	9:00 a.m. ** Conference Call or Video Available
2/13/2025	9:00 a.m. ** Conference Call or Video Available
2/27/2025	9:00 a.m. ** Conference Call or Video Available
3/13/2025	9:00 a.m. ** Conference Call or Video Available
3/27/2025	10:00 a.m. *** Conference Call or Video Available
4/10/2025	9:00 a.m. ** Conference Call or Video Available
4/24/2025	9:00 a.m. ** Conference Call or Video Available
5/8/2025	9:00 a.m. ** Conference Call or Video Available
5/22/2025	9:00 a.m. ** Conference Call or Video Available
6/05/2025	9:00 a.m. ** Conference Call or Video Available
6/26/2025	6:00 p.m. ** Conference Call or Video Available Waitsburg City Hall
7/10/2025	9:00 a.m. ** Conference Call or Video Available
7/24/2025	9:00 a.m. ** Conference Call or Video Available
8/14/2025	9:00 a.m. ** Conference Call or Video Available

8/28/2025	9:00 a.m. **Conference Call or Video Available
9/11/2025	9:00 a.m. **Conference Call or Video Available
9/25/2025	9:00 a.m. **Conference Call or Video Available
10/09/2025	9:00 a.m. **Conference Call or Video Available
10/23/2025	9:00 a.m. **Conference Call or Video Available
11/13/2025	9:00 a.m. **Conference Call or Video Available
*11/25/2025	2:00 p.m. **Conference Call or Video Available
12/11/2025	9:00 a.m. **Conference Call or Video Available
*12/30/2025	9:00 a.m. **Conference Call or Video Available

*** To be changed to another date and time; if necessary, Red indicates change from regularly scheduled date/time**

**** Individuals may participate remotely by calling into the meeting at the following phone number (Toll Free) (1 877-309-2073, Access Code: 661-367-517) or accessing the following video link (<https://global.gotomeeting.com/join/661367517>). The conference line and video are usually open for access 5 minutes before the meeting.**