

**MINUTES OF THE PORT OF WALLA WALLA  
COMMISSION MEETING  
Thursday, July 24, 2025**

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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  
Paul Gerola, Special Projects  
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  
John Wells, Anderson Perry

**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, July 10, 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 Dunning moved, and Commissioner Schwab seconded, to approve for payment the Check History Report lists summarized in the July 24, 2025, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

## **NEW BUSINESS**

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

1. **Bid Project PWW 2025-500C-Wallula Dodd Water System Raindance – Railex Road Water Line Extension Bid Award**

Economic Development Director Hester reviewed the four (4) bids received for the water line extension in the Wallula Dodd Water System on Raindance Rd. Commissioner Schwab moved, and Commissioner Dunning seconded, to:

Accept and award bid project PWW 2025-500C – Wallula Dodd Water System – Raindance – Railex line extension to Premier Excavation, Inc. for \$507,820.29 (Base Bid + Sales Tax) and approve a total project budget of \$575,000; and

Adopt factual findings that: (1) The Dodd Road Business Park is located within the tax increment area designated by Resolution 2023-09; (b) the Wallula Dodd Water System is owned by the Port and serves the tax increment area designated by Resolution 2023-09; and (c) the Port intends to pay for the improvements authorized in Bid Project PWW 2025-500C – Wallula Dodd Water System – Raindance – Railex line extension through revenues to be collected from the tax increment area.

Motion passed unanimously.

2. **0.09ths EDSTF – Wallula Dodd Water System Raindance – Railex Road Water Line Extension Project**

Executive Director Reay reviewed with Commissioners the process for requesting funds from the 0.09ths EDSTF funds from the Port of Walla Walla and Walla Walla County. Staff recommended the Commission authorize a grant for the Wallula Dodd Water System Raindance – Railex Road water line extension project. Commissioner Dunning moved, and Commissioner Schwab seconded, to approve an Economic Development Sales Tax Fund (EDSTF) grant for \$400,000 from the Port's EDSTF account to Port of Walla Walla for the Wallula Dodd Water system – Raindance Road Water Line Extension Project and authorize the Executive Director to submit said application to the Walla Walla County

Board of Commissioners for their concurrence. Motion passed unanimously.

**3. Bid Project PWW 2022-055C2 – Wallula Dodd Water System phase 2 – Deep Basalt Well Rebid**

Executive Director Reay updated Commissioners on bids received and indicated that the bids would be presented to Commission at a later date for action.

**CORRESPONDENCE & REPORTS**

**A. Review Calendar of Events**

Executive Director Reay reviewed the calendar of events.

**B. Airport Information**

1. Leases Entered Into

**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 10:35 a.m., Commissioner Kelly announced the convening of an executive session that would last until approximately 10:55 a.m. He announced that the executive session would cover the following topic: RCW 42.30.110 (1) (i): To discuss with legal counsel matters relating to potential litigation involving the Port.

At 11:01 a.m., Commissioner Kelly reconvened the regular Commission meeting. No action was taken following the executive session.

**NEXT MEETING & LOCATION**

Thursday, August 14, 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**

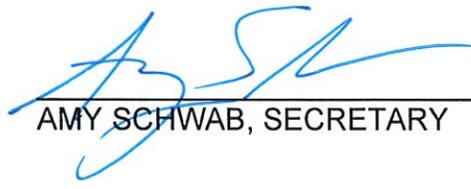
Commissioner Dunning moved, and Commissioner Schwab seconded, to adjourn the Port Commission meeting at 11:01 a.m. Motion passed unanimously.

APPROVED:

PORT OF WALLA WALLA COMMISSIONERS

  
KIP KELLY, PRESIDENT

  
RONALD W. DUNNING, VICE PRESIDENT

  
AMY SCHWAB, SECRETARY

# Warrant Approval Document

July 24, 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

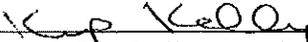
Approved for payment are check numbers 21363 through 21406 and direct deposit numbers PR07152025.1 through PR07152025.4, and ACH/EFT numbers CHECK66 through CHECK72 in the amount of \$413,602.50 to be paid from the Port of Walla Walla General Fund on the above stated date.

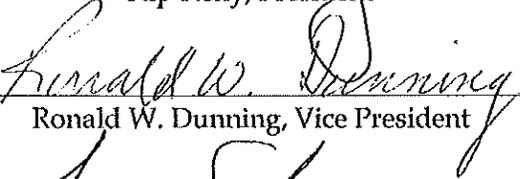
### Walla Walla Regional Airport - General Fund

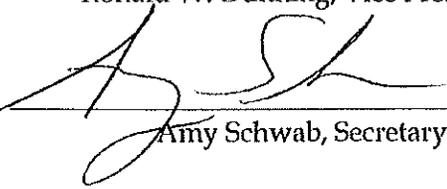
Approved for payment are check numbers 25653 through 25699, and direct deposit numbers PR07152025.1 through PR07152025.13 and ACH/EFT numbers CHECK65 through CHECK71 in the amount of \$410,398.12 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

Port of Walla Walla Commissioners

  
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Kip Kelly, President

  
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Ronald W. Dunning, Vice President

  
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Amy Schwab, Secretary