

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, August 14, 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
Paul Gerola, Special Projects
Jennifer Skoglund, Airport Manager
Brian Hurst, Maintenance & Operations Supervisor
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
Jon Li, Mead & Hunt
Jason Foraker, Department of Enterprise Services (DES)
Jeremy Sabot
Craig Nelson
Andrew Hellie
James Neidigh
Craig Woodard
Coleen Rehn
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

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 24, 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 Dunning moved, and Commissioner Schwab seconded, to approve for payment the Check History Report lists summarized in the August 14, 2025, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

OLD BUSINESS

A. Port of Walla Walla

1. Rebid – Bid Project PWW 2022-055C2 – Wallula Dodd Water System Phase 2 – Deep Basalt Well Project

Executive Director Reay reviewed with Commissioners the three (3) bids received for the re-bid of the Deep Basalt Well Project. Commissioner Dunning moved, and Commissioner Schwab seconded, to:

- (1) Waive the minor irregularity in the bidding process and accept and award the base bid for bid project PWW 2022-055C2 – Wallula Dodd Water System Phase 2 – Deep Basalt Well Project to Empire Well Drilling, LLC of Wenatchee, WA for \$1,019,977.55 (construction base bid + sales tax) and approve a total project budget of \$1,300,000; and
- (2) Adopt factual findings that: (a) the Wallula Dodd Water System phase 2 – Deep Basalt Well Project is located in the Port of Walla Walla's Burbank/Wallula Gap 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 the base bid for bid project PWW 2022-055C2 through revenues to be collected from the tax increment area.

Motion passed unanimously.

B. Walla Walla Regional Airport

1. 2025 Wheat Marketing Policy

Airport Manager Skoglund briefed Commissioners on the Wheat Marketing Policy for the fiscal year 2025. Commissioners were all in agreeance to continue with the Port's policy of selling 25% of shares per month, for the remainder of the year, until the crop is gone.

NEW BUSINESS

A. Port of Walla Walla

1. Clean Buildings Act (CBA) Compliance Assurance Services

Economic Development Director Hester and Jason Foraker, with DES, provided an overview on the energy efficiency performance standards that have been adopted by Washington State. Commissioner Dunning moved, and Commissioner Schwab seconded, to authorize the Executive Director to work under an Interagency Agreement with the Washington State Department of Enterprise Services (DES) and authorize the Executive Director to execute the necessary documents to fulfill the program requirements. Motion passed unanimously.

2. Release of Development Restriction ((near) Avery Business Park

Executive Director Reay reviewed with Commissioners the development restrictions near the Avery Business Park. Commissioner Dunning moved, and Commissioner Schwab seconded, to execute the necessary documents to release the development restrictions on the Avery Park properties. Motion passed unanimously.

B. Walla Walla Regional Airport

1. Nelson Irrigation Land Lease

Jeremy Sabot, intern with Nelson Irrigation, presented the proposed plan for the 3.3-acre lot. Airport Manager Skoglund provided the proposed terms of the lease. Commissioner Dunning moved, and Commissioner Schwab seconded, to authorize the Executive Director to enter into a land lease agreement for 5-years with (3) 5-year options with Nelson Irrigation for 3.3 acres of land between E Street and F Street as presented. Motion passed unanimously.

2. Golden Ridge Cellars, LLC Incubator Lease Extension

Airport Manager Skoglund presented to Commissioners the proposed lease term extension for 598 Piper Avenue. Commissioner Dunning moved, and Commissioner Schwab seconded, to authorize the Executive Director to enter into a 1.5-month maximum lease extension with Golden Ridge Cellars, LLC for incubator building located at 598 Piper Avenue. Motion passed unanimously.

3. **SMAK, LLC Incubator Lease Extension**
Airport Manager Skoglund presented to Commissioners the proposed lease term extension for 594 Piper Avenue. Commissioner Dunning moved, and Commissioner Schwab seconded to authorize the Executive Director to enter into a 1.5-month maximum lease extension with SMAK, LLC for incubator building located at 594 Piper Avenue. Motion passed unanimously.
4. **5-Year FAA Airport Capital Improvement Plan**
Airport Manager Skoglund reviewed the Airport's Capital Improvement Program (CIP) and updates from the FAA. Commissioners discussed the five-year CIP projects and the FAA discretionary and entitlement funding. Commissioner Schwab moved, and Commissioner Dunning seconded, to approve Option #1 for the 2026-2031 Airport Capital Improvement Plan and submit to the Federal Aviation Administration for consideration. Motion passed unanimously.
5. **Bid Award for Project WWRA 2025-03-315 E Cessna**
Airport Manager Skoglund reviewed with Commissioners the three (3) bids received for the demolition and reconstruction project located at 315 E Cessna. Commissioner Dunning moved, and Commissioner Schwab seconded, to accept and award bid project No. WWRA 2025-03-315 E Cessna to KC Industries, Inc. for the base bid of \$291,005.28 including sales tax, approve a total project budget of \$353,829 and authorize the Executive Director to execute all documents necessary to complete this project. Motion passed with a 2-1 vote with Commissioner Dunning voting "no."
6. **Economic Development Sales Tax (EDSTF) Grant Application – 315 E Cessna Ave 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 Commissioner authorize a grant for the 315 E Cessna Avenue Project. Commissioner Dunning moved, and Commissioner Schwab seconded, to approve an Economic Development Sales Tax Fund grant for \$176,914 Port of Walla Walla – Walla Walla Regional Airport – Building 315 E Cessna Avenue project and to authorize the Executive Director to submit said application to the Walla Walla County Board of Commissioners for their concurrence. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events.

B. Port Information

1. PWW 2022-050C-Overall Budget
2. 0.09ths EDSTF Update

C. Airport Information

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

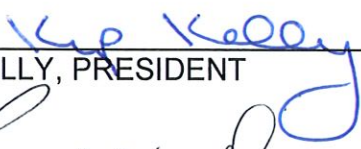
Thursday, August 28, 2025, at 9:00 a.m.
Port of Walla Walla Administrative Office
45 Terminal Loop Road, Suite 214 Large Conference Room
Walla Walla, WA 99362

ADJOURNMENT

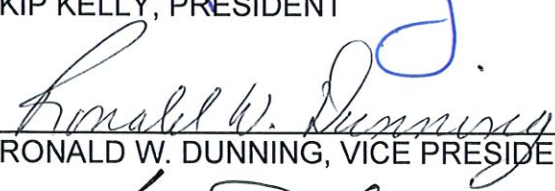
Commissioner Dunning moved, and Commissioner Schwab seconded, to adjourn the Port Commission meeting at 11:05 a.m. Motion passed unanimously.

APPROVED:

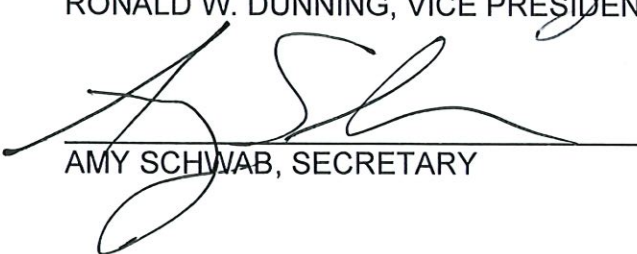
PORT OF WALLA WALLA COMMISSIONERS



KIP KELLY, PRESIDENT



RONALD W. DUNNING, VICE PRESIDENT



AMY SCHWAB, SECRETARY

Warrant Approval Document

August 14, 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 21409 through 21464 and direct deposit numbers PR07312025.1 through PR07312025.7, and ACH/EFT numbers CHECK72 through CHECK89 in the amount of \$1,660,145.35 to be paid from the Port of Walla Walla General Fund on the above stated date.

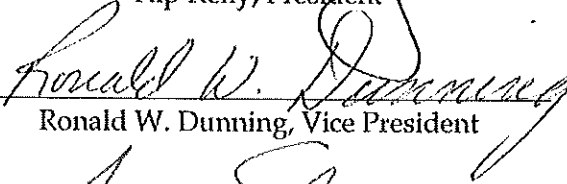
Walla Walla Regional Airport - General Fund

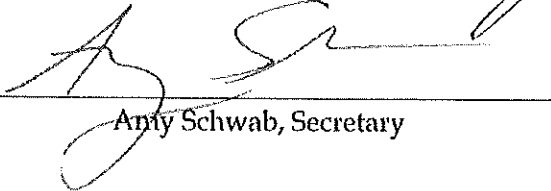
Approved for payment are check numbers 25701 through 25768, and direct deposit numbers PR07302025.1 through PR07152025.13 and ACH/EFT numbers CHECK71 through CHECK88 in the amount of \$1,261,119.46 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

Port of Walla Walla Commissioners


Kip Kelly, President


Ronald W. Dunning, Vice President


Amy Schwab, Secretary