

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, August 28, 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
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
Coleen Rehn
James Neidigh

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, August 14 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 August 28, 2025, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

OLD BUSINESS

A. Walla Walla Regional Airport

1. **Mead & Hunt North Apron Environmental Determination Agreement**
Airport Manager Skoglund briefed Commissioners on the Reconstruction project, highlighting the results of the sub-base. Commissioner Dunning moved, and Commissioner Schwab seconded, to authorize the Executive Director to enter into an engineering agreement with Mead & Hunt Engineers for the North Apron Reconstruction Environmental Determination in the amount of \$16,948. Motion passed unanimously.
2. **Mead & Hunt Expanded Drainage Design Agreement – North Apron Reconstruction Project**
Airport Manager Skoglund briefed Commissioners on the expanded drainage requirements as part of the updated National Marine Fisheries Service regulations at airport. Commissioner Schwab moved, and Commissioner Dunning seconded, to authorize the Executive Director to enter into an engineering agreement with Mead & Hunt engineers for the North Apron Reconstruction expanded drainage scope of work in the amount of \$72,940.

NEW BUSINESS

A. Walla Walla Regional Airport

1. **Premier Finish Carpentry Lease – 410 E Boeing**
Airport Manager Skoglund presented to Commissioners the proposed lease terms for 410 E Boeing. Commissioner Dunning moved, and Commissioner Schwab seconded, to authorize the Executive Director to enter into a new lease with Steve Leamy with premier Finish Carpentry for premises at 410 E. Boeing Avenue as presented. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events.

B. 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

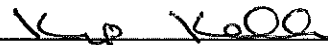
Thursday, September 11, 2025, at 9:00 a.m.
Port of Walla Walla Administrative Office
45 Terminal Loop Road, Suite 214 Large Conference Room
Walla Walla, WA 99362

ADJOURNMENT

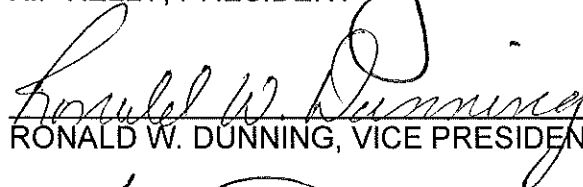
Commissioner Schwab moved, and Commissioner Dunning seconded, to adjourn the Port Commission meeting at 10:21 a.m. Motion passed unanimously.

APPROVED:

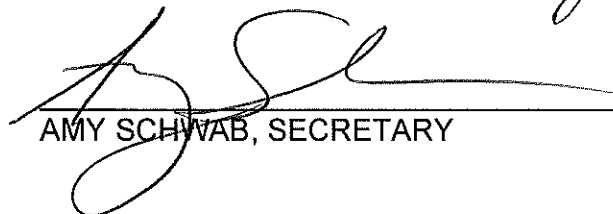
PORT OF WALLA WALLA COMMISSIONERS



KIP KELLY, PRESIDENT



RONALD W. DUNNING, VICE PRESIDENT



AMY SCHWAB, SECRETARY

Warrant Approval Document

August 28, 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

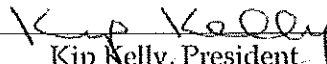
Approved for payment are check numbers 214066 through 21500 and direct deposit numbers PR081525.1 through PR081525.4, and ACH/EFT numbers CHECK90 through CHECK96 in the amount of \$119,871.75 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

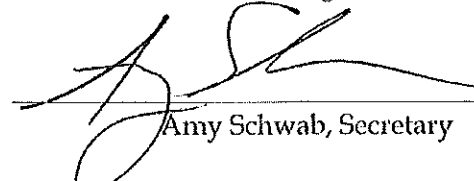
Approved for payment are check numbers 25769 through 25815, and direct deposit numbers PR08152025.1 through PR08152025.13 and ACH/EFT numbers CHECK90 through CHECK91 in the amount of \$228,460.88 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

Port of Walla Walla Commissioners


Kip Kelly, President


Ronald W. Dunning, Vice President


Amy Schwab, Secretary