

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, October 09, 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
Paul Gerola, Special Projects
Joe Keown, Auditor/Treasurer
Karla Miller, Administrative Assistant
Meagan Blair, Governmental Affairs/Community Outreach
Jared Hawkins, Legal Counsel
Sergey Tarasov, FCS Group
Julia Eastham, Walla Walla Union Bulletin
Griffin Beach, Elkhorn Media
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, September 25 2025, as presented. Motion passed unanimously.

FINANCIAL REPORTING

Port Auditor/Treasurer Keown provided Commissioners with the Cash Balance and Aging 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 October 09, 2025, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

NEW BUSINESS

A. Port of Walla Walla

1. Lease Agreement – Odom East, LLC – Isaacs Building

Executive Director Reay presented to Commissioners the proposed lease terms for the Port's Isaacs Manufacturing Building with Odom East, LLC. Commissioner Schwab moved, and Commissioner Dunning seconded, to authorize the Executive Director to enter into a new lease agreement between the Port of Walla Walla and Odom East, LLC, at the Port's Isaacs Manufacturing Building, upon legal counsel review and approval. Motion passed unanimously.

2. Approval of Professional Services Agreement – FCS Group

Economic Development Director Hester provided information to Commissioners on a utility rate study and analysis of the three independent water systems within the Port and Airport Districts. Commissioner Schwab moved, and Commissioner Dunning seconded to authorize the Executive Director to enter into a Professional Services Agreement with FCS Group in the amount of \$62,380. Motion passed unanimously.

3. 2026 Health Insurance Renewal

Executive Director Reay reviewed with Commissioners the Washington Counties Insurance Fund (WCIF) health insurance package for 2026. The Port has met the Wellness Program requirements for 2025 and will receive a corresponding 4% discount. Commissioners asked several questions. Staff recommended action:

1. Approve the WCIF Premiera – Heritage Plus Network 500 Plan for 2026.
2. Approve VSP Standard Plan for Vision.
3. Approve Delta Dental Plan D-3.
4. Approve HRA VEBA Contribution of \$1,082 per month if Port Employee or elected official already has insurance.
5. Approve the Health Reimbursement Arrangement Pool to reimburse the out-of-pocket expenses greater than \$1,150 and

- les than \$5,000 for individuals, and expenses greeter than \$2,305 and less than \$10,000 for families.
6. Approve Vimly as the HRA manager for the health insurance pool.
 7. Approve a Flex Spending Plan for WCIF members administered by Vimly.

Commissioner Schwab moved, and Commissioner Dunning seconded, to approve WCIF Premiera – Heritage Plus Network 5000 plan for 2026 and staff recommendations 1 through 7 for additional health and welfare programs. Motion passed unanimously.

B. Walla Walla Regional Airport

4. Golden Ridge Cellars – 720 C Street Lease

Airport Manager Skoglund provided Commissioners with the proposed lease terms for 720 C Street. Commissioners asked several questions. Commissioner Dunning moved, and Commissioner Schwab seconded, to authorize the Executive Director to enter into a lease agreement with Golden Ridge Cellars for 720 C Street as presented. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events.

B. Airport Information

1. Air Traffic Control Tower (ATCT) Report – September 2025

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.

NEXT MEETING & LOCATION

Thursday, October 23, 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 10:22 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

October 09, 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

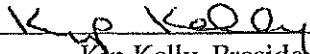
Approved for payment are check numbers 21565 through 21593 and direct deposit numbers PR09302025.1 through PR09302025.7, and ACH/EFT numbers CHECK115 through CHECK128, CHECK115 and EFT09302025 in the amount of \$433,471.86 to be paid from the Port of Walla Walla General Fund on the above stated date.

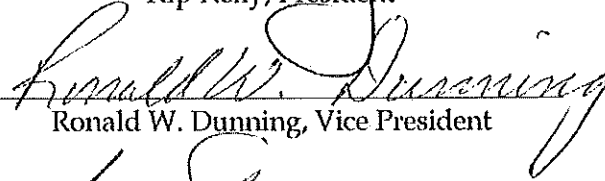
Walla Walla Regional Airport - General Fund

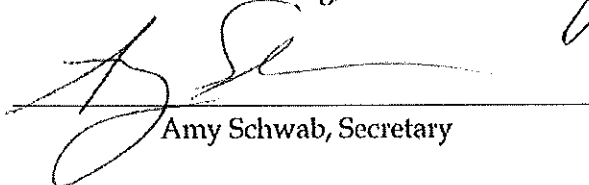
Approved for payment are check numbers 25909 through 25947, and direct deposit numbers PR09302025.1 through PR09302025.10 and ACH/EFT numbers CHECK116 through CHECK131 in the amount of \$447,213.60 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

Port of Walla Walla Commissioners


Kip Kelly, President


Ronald W. Dunning, Vice President


Amy Schwab, Secretary