

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, September 10, 2026**

The meeting of the Port of Walla Walla Commission was called to order at 9:00 a.m. by Commission President Ron Dunning 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
Karla Nokes, Administrative Assistant
Meagan Blair, Governmental Affairs/Community Outreach
Jared Hawkins, Legal Counsel
Bryan Ponti, Legal Counsel
Deanna Engelmann
Michael Miller
Wescott
Dave Mangold

PLEDGE OF ALLEGIANCE

Commissioner Kelly 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 Schwab moved, and Commissioner Kelly seconded, to adopt the agenda as presented. Motion unanimously carried.

PUBLIC COMMENTS

There were no public comments made.

APPROVAL OF MINUTES

Commissioner Kelly moved, and Commissioner Schwab seconded, to approve the minutes of the Port Commission meeting, held on Thursday, August 27, 2026, as presented. Motion passed unanimously.

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 Kelly seconded, to approve for payment the check history report lists summarized in the September 10, 2026, warrant approval document, which is incorporated and attached to these minutes. Motion unanimously carried.

NEW BUSINESS

A. Port of Walla Walla

1. **Lease Agreement – Timeless Etchings Company – Isaacs Building Bay 2 and 3**

Economic Development Director Hester reviewed with Commissioners the proposed lease terms for 3301 E. Isaacs, Bay 2 and 3. Commissioner Kelly moved, and Commissioner Schwab seconded, to authorize the Executive Director to enter into a lease agreement between the Port of Walla Walla and Timeless Etchings Company for 4,320 square feet and an additional 3,000 square feet in separate areas of bay 2, and 20,250 square feet in bay 3, all within the Isaacs Business Park as indicated in the enclosed staff report and to execute the necessary documents to complete the transaction upon legal counsel review and approval. Motion passed unanimously.

2. **Lease Agreement – Nelson Irrigation – Isaacs Building Bay 2**

Economic Development Director Hester reviewed with Commissioners the proposed lease terms for 3301 E. Isaacs, Bay 2. Commissioner Schwab moved, and Commissioner Kelly seconded, to authorize the Executive Director to enter into a lease agreement between the Port of Walla Walla and Nelson Irrigation Corporation for 13,000 SQFT in bay 2 within the Isaacs Business Park as indicated in the enclosed staff report and to execute the necessary documents to complete the transaction upon legal counsel review and approval. Motion passed unanimously.

3. **Land Lease Agreement – Packaging Corporation of America – Dodd Road Industrial Park**

Economic Development Director Hester provided Commissioners with proposed land lease terms for the Packaging Corporation of America with the Dodd Road Industrial Park. Commissioner Schwab moved, and Commissioner Kelly seconded, to authorize the Executive Director to enter into a land lease agreement between the Port of Walla Walla and Packaging Corporation of America for approximately 18 acres at the Port's Dodd Road Industrial Park as indicated in the enclosed staff report and execute the necessary documents to complete the transaction upon legal counsel review and approval. Motion passed unanimously. Upon further discussion about the area of the lease and desiring that the lease area follow lot boundaries, Commissioner Schwab moved, and Commissioner Kelly seconded, to amend the prior vote, replacing "18 acres" with "Lot 1 of the Dodd Road Industrial Park." Motion passed unanimously.

B. Walla Walla Regional Airport

4. Resolution No. 2026-06: Securing and Disposal of Abandoned Aircraft

Airport Manager Skoglund discussed with Commissioners the process of removing an abandoned aircraft from airport property and the intention of the proposed resolution. Commissioner Schwab moved, and Commissioner Kelly seconded, to approve Resolution No. 2026-06, a resolution of the board of Commissioners of the Port of Walla Walla authorizing the securing and disposal of abandoned aircraft, in the event of failure to pay airport charges owed. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Pat Reay reviewed the calendar of events.

B. Airport Information

1. ATCT Monthly Report – August 2026
2. Commercial Air Report – August 2026

C. Executive Director's Report

Executive Director Pat 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 24, 2026, at 9:00 a.m.
Port of Walla Walla Administrative Office
45 Terminal Loop Road, Suite 214
Walla Walla, WA 99362

ADJOURNMENT

Commissioner Schwab moved, and Commissioner Kelly seconded, to adjourn the Port Commission meeting at 10:39 a.m. Motion passed unanimously.

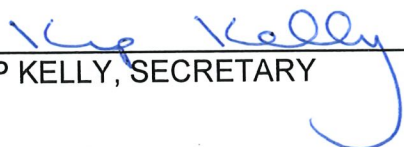
APPROVED:

PORT OF WALLA WALLA COMMISSIONERS

RONALD W. DUNNING, PRESIDENT



AMY SCHWAB, VICE PRESIDENT



KIP KELLY, SECRETARY

Warrant Approval Document

September 10, 2026

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

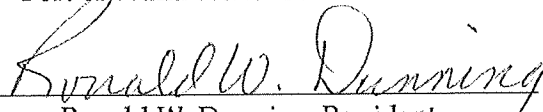
Approved for payment are check numbers 22413 through 22450 and direct deposit numbers PR08312026.1 through PR08312026.7, and ACH/EFT numbers 331374 through 331378, in the amount of \$976,953.50 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

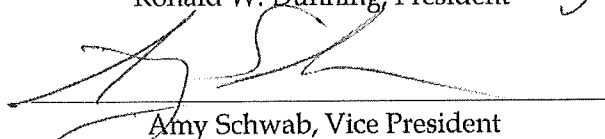
Approved for payment are check numbers 26815 through 26858, and direct deposit numbers PR08312026.1 through PR08312026.13 and ACH/EFT numbers 1000000000049 through 1000000000052 in the amount of \$1,128,072.23 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

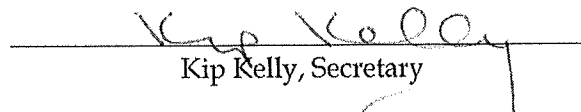
Port of Walla Walla Commissioners



Ronald W. Dunning, President



Amy Schwab, Vice President



Kip Kelly, Secretary

RESOLUTION NO. 2026-06

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF
WALLA WALLA AUTHORIZING THE SECURING AND DISPOSAL OF
ABANDONED AIRCRAFT IN THE EVENT OF FAILURE TO PAY AIRPORT
CHARGES OWED**

WHEREAS, section 14.08.122 of the Revised Code of Washington (RCW) authorizes an airport operator to adopt all regulations necessary for rental and use of airport facilities, the expeditious collection of airport charges, and the procedures for the enforcement of these regulations by the airport operator.

WHEREAS, the Port of Walla Walla (the "Port") operates the Walla Walla Regional Airport (the "Airport") as an airport operator.

WHEREAS, the day-to-day operations of the Airport are managed by an airport manager (the "Airport Manager"), under the direction of the executive director of the Port.

WHEREAS, the Port has established the Walla Walla Regional Airport Rules & Regulations and Minimum Standards for Commercial Aeronautical Activities (the "Airport Regulations").

WHEREAS, the Airport Regulations are undergoing review and revisions.

WHEREAS, until such time as proposed Airport Regulations are adopted, the Commission desires to clarify the authority of the Airport Manager as set forth in the Airport Regulations, Chapter 5 Penalties, Section C, with regard to abandoned aircraft.

NOW THEREFORE, it is resolved by the Port of Walla Walla, by and through its Commission, as authorized by statute as follows:

Section 1. The Commission, as the elected body authorized to act on behalf of the Port as an airport operator, adopts the following regulations to supplement the Airport Regulations:

A. Initial Notice.

1. When an owner hangaring or parking an aircraft at the airport ("Owner") fails to pay the charges owed to the Port, the Port may provide notice (the "Initial Notice") to the Owner of the charges owed, the Owner's right to contest that such charges are owing, pay the charged owed, or to commence legal proceedings.
2. The Port shall send the Initial Notice to the Owner by registered mail at the Owner's last known address. When an Owner's address cannot be

determined or obtained after reasonable effort, the Port is not required to send the Initial Notice.

3. The date of the Initial Notice shall be considered the third business day after the Initial Notice is postmarked.
- B. Secure the Aircraft. When an Owner fails to pay the airport charges owed despite notification via the Initial Notice, or to commence legal proceedings, Port personnel may take reasonable measures including, but not limited to, the use of chains, ropes, and locks to secure aircraft within the airport facility so that the aircraft are in the possession and control of the Port and cannot be removed from the Airport ("Secured Aircraft").
- C. Additional Notice. At the time of securing the aircraft, an authorized Port employee shall attach to the aircraft a readily visible notice (the "Additional Notice") and shall make a reasonable attempt to send a copy of the Additional Notice to the Owner at his or her last known address by registered mail, return receipt requested, and an additional copy of the notice by first-class mail. The Additional Notice shall be of a reasonable size and shall contain the following information:
1. The date and time the notice was attached;
 2. A reasonable description of the aircraft;
 3. The identity of the authorized employee;
 4. The amount of airport charges owing;
 5. A statement that if the account is not paid in full within ninety days from the time the notice was attached the aircraft may be sold at public auction to satisfy the airport charges;
 6. A statement of the owner's right to commence legal proceedings to contest the charges owing and to have the aircraft released upon posting of an adequate cash bond or other security; and
 7. The address and telephone number where additional information may be obtained concerning the release of the aircraft.
- D. Moving Secure Aircrafts. Port personnel, at their discretion, may use industry acceptable methods to move the Secured Aircraft to an area within the Airport's control. Costs of any such procedure shall be paid by the Owner.
- E. Abandoned Aircraft Presumption. If an aircraft has been secured by the Port under subsection (B) and is not released to the Owner under the bonding provisions of this section within ninety days after notifying or attempting to notify the Owner, or in all other cases (including, but not limited, to an Owner leaving

an aircraft unattended at the Airport without authorization), for ninety days after the Port secures the aircraft, the Secured Aircraft shall be conclusively presumed to have been abandoned by the owner.

- F. Public Sale. If an aircraft parked or hangared at the airport is abandoned (the "Abandoned Aircraft"), the Airport Manager may authorize the public sale of the Abandoned Aircraft by authorized personnel to the highest and best bidder for cash as follows:

1. Notice of Sale:

- i. Before the Abandoned Aircraft is sold, the Owner shall be given at least twenty days' notice of sale (the "Notice of Sale") by registered mail, return receipt requested, if the name and address of the owner are known, AND the Notice of Sale shall be published at least once, more than ten but less than twenty days before the sale, in a newspaper of general circulation in Walla Walla County.
- ii. The Notice of Sale shall include the name of the aircraft, if any, its aircraft identification number, the last known owner and address, the time and place of sale, the amount of airport charges that will be owing at the time of sale, a reasonable description of the aircraft to be sold and a statement that the Airport may bid all or part of its airport charges at the sale and may become a purchaser at the sale;

2. Before the Abandoned Aircraft is sold, any person seeking to redeem an impounded aircraft under this section may commence a lawsuit in the Walla Walla Superior Court to contest the validity of the impoundment or the amount of airport charges owing. Such lawsuit must be commenced within ten days of the date of the Initial Notice, if required, or the right to a hearing is waived and the Owner is liable for any airport charges owing the Port. In the event of litigation, the prevailing party is entitled to reasonable attorneys' fees and costs.

- G. Sales Proceeds. The proceeds of a sale under this section shall first be applied to payment of airport charges owed and the reasonable costs of sale. The balance, if any, shall be deposited with the Washington State Department of Revenue to be held in trust for the Owner or Owners and lienholders for a period of one year from the date of sale. If more than one owner appears on the aircraft title, and/or if any liens appear on the title, the Department must, if a claim is made, interplead the balance into a court of competent jurisdiction for distribution. The Department may release the balance to the legal owner provided that the claim is made within one year of sale and only one legal owner and no lienholders appear on the title. If no valid claim is made within one year of the date of sale, the excess funds from the sale shall be deposited in the aeronautics account created under RCW 82.42.090. If the sale is for a sum less

than the applicable airport charges, the Port is entitled to assert a claim against the aircraft owner or owners for the deficiency. The Port is entitled to recover its attorney fees and costs incurred in its effort to collect any deficiency.

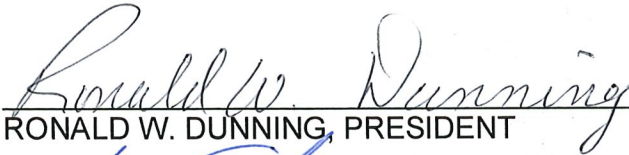
- H. Failure to Remove Purchased Aircraft. In the event that no one purchases the Abandoned Aircraft at a sale, or that the aircraft is not removed from the premises or other arrangements are not made within ten days of the sale, title to the aircraft shall revert to the Port.

Section 2. Should any conflict or any inconsistency arise between this Resolution and the current Airport Regulations, this Resolution shall control. The Airport Regulations shall otherwise remain in force, without amendment or change, until further amended by the Commission.

Section 3. This Resolution shall become effective upon approval of the Commission, but its procedures and authority shall apply retroactively to any Secured Aircraft or Abandoned Aircraft within the Port's control prior to approval, so as to allow these procedures to be applied to such aircraft.

ADOPTED in open session at a regular meeting of the Board of Commissioners of the Port of Walla Walla on the 10th day of September 2026 and duly authenticated by the signatures of the Commission and the seal of the Commission affixed hereto.

PORT OF WALLA WALLA COMMISSIONERS



RONALD W. DUNNING, PRESIDENT



AMY SCHWAB, VICE PRESIDENT



KIP KELLY, SECRETARY