

**MINUTES OF THE PORT OF WALLA WALLA
COMMISSION MEETING
Thursday, March 12, 2026**

The meeting of the Port of Walla Walla Commission was called to order at 9:03 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
Jennifer Skoglund, Airport Manager
Jay Hester, Economic Development Director
Meagan Blair, Governmental Affairs/Community Outreach
Paul Gerola, Special Projects
Joe Keown, Auditor/Treasurer
Karla Miller, Administrative Assistant
Brian Hurst, Maintenance & Operations Supervisor
Jared Hawkins, Legal Counsel
John Wells, Anderson Perry
Mark Freeman, American Cruise Lines
Laura Tripi, Mead & Hunt
Pete Walker, Mead & Hunt
Rachel Kjack
Wendy Culverwell
Griffin Beach, Elkhorn Media
Randy Hinchliffe, City of Waitsburg
Craig Woodard
Don Schwerin

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 Kelly 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 Kelly seconded, to approve the minutes of the Port Commission meeting, held on Thursday, February 26, 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 March 12, 2026, Warrant Approval Document, which is incorporated and attached to these minutes. Motion unanimously carried.

OLD BUSINESS

A. Port of Walla Walla

1. 2026 Tourism Grant Funding Requests (Third Round)

Executive Director Reay reviewed with Commissioners the third round of tourism funding request applications. Commissioner Schwab moved, and Commissioner Kelly seconded, to approve the third round of tourism applications and requests and allocate said funds from the Port's 2026 tourism and community contribution funds in amounts determined by the Port Commission, as identified in Exhibit 2 of the staff report. Round three of tourism grant funding will be in the amount of \$4,000. Motion passed unanimously.

B. Walla Walla Regional Airport

1. North GA Apron Reconstruction Project – Bid Award

Airport Manager Skoglund reviewed with Commissioners the nine (9) bid packages that were received for the north general aviation apron reconstruction project. Commissioner Schwab moved, and Commissioner Kelly seconded, to: accept and award the North General Aviation Apron Reconstruction Project base bid & bid additive to Nelson Construction Corporation in the amount of \$4,853,256.75 which includes sales tax, contingent upon receiving FAA concurrence and grant offer; approve an overall total project budget of \$7,222,859, which includes a 10% contingency on construction; accept FAA grant offer; and authorize the Executive Director to execute all documents necessary to complete this project. Motion passed unanimously.

2. North GA Apron Project – Construction Administration Agreement

Airport Manager Skoglund reviewed with Commissioners the previous projects for the airport apron and taxiway. Airport Manager Skoglund provided Commissioners with a proposed construction administration scope of services agreement for the north apron reconstruction project.

Commissioner Kelly moved, and Commissioner Schwab seconded, to authorize the Executive Director to enter into a task order with Mead & Hunt Engineering for construction administration engineering services for the North General Aviation Apron Reconstruction Project in the amount of \$1,072,015.23, contingent upon FAA Approval. Motion passed unanimously.

NEW BUSINESS

A. Port of Walla Walla

1. **0.09ths Economic Development Sales Tax Fund (EDSTF) Grant Application - City of Waitsburg Waterline Improvements**

Executive Director Reay provided Commissioners with a grant and loan request from the City of Waitsburg for waterline improvements. Executive Director Reay explained how the project is not eligible for a grant due to the limitation of an entity being eligible only every five years for a non-economic development grant. Commissioner Schwab moved, and Commissioner Kelly seconded, to approve an Economic Development Sales tax Fund (EDSTF) loan under the "Non-Economic Development Project" criteria in the amount of up to \$400,000 (10-year term at .5% interest rate) to City of Waitsburg – Waterline Improvement Project and authorize the Executive Director to submit said application to the Walla Walla County Board of Commissioners for their concurrence. Motion passed unanimously.

2. **Bid Project PWW 2024-200C-Burbank Water System Phase 2 – New 500k Gallon Tank**

Economic Development Director Hester reviewed with Commissioners the nine (9) bid packages received for the construction of a new 500,000-gallon water reservoir. Commissioner Kelly moved, and Commissioner Schwab seconded, to accept and award Bid Project PWW 2024-200C-Burbank Water System Phase 2 – New 500,000 Gallon tank to Apollo, Inc., for \$2,202,010.83 (base bid + sales tax) and approve a total project budget of \$2,900,000. Motion passed unanimously.

3. **American Cruise Lines, Inc. – Land and Dock Lease Agreement**

Economic Development Director Hester provided Commissioners with proposed land and dock lease terms for the Burbank High Dock. Commissioner Schwab moved, and Commissioner Kelly seconded, to authorize the Executive Director to enter into a new land and dock lease agreement between the Port of Walla Walla and American Cruise Lines, Inc., for approximately 2.20 acres and associated dock facilities, upon legal counsel review and approval. Motion passed unanimously.

B. Walla Walla Regional Airport

1. Anderson Perry Sewer Phase 3 – Engineering Scope of Work

Airport Manager Skoglund reviewed the three phases of improvements to the Port's sewer improvement project. Commissioner Kelly moved, and Commissioner Schwab seconded, to authorize the Executive Director to enter into a Professional Services Agreement with Anderson Perry & Associates for design engineering and construction assistance for the Phase 3 Sewer Improvement project in the amount of \$197,200. Motion passed unanimously.

2. Dunham Lease Renewal

Airport Manager Skoglund provided Commissioners with the proposed lease rates for Dunham Cellars, LLC, for several Airport properties. Commissioner Schwab moved, and Commissioner Kelly seconded, to authorize the Executive Director to: enter into lease term 4 of 9 with Dunham Cellars, LLC, for 5 years commencing July 1, 2026, for building and land premises at 150, 155, 202 & 204 E. Boeing Avenue; and enter into a new lease agreement for building and land premises at 324 E Curtis, commencing July 1, 2026, for 5 years with five (5) additional 5-year terms at the proposed lease rates as presented. Motion passed unanimously.

CORRESPONDENCE & REPORTS

A. Review Calendar of Events

Executive Director Reay reviewed the calendar of events.

B. Airport Information

1. ATCT Monthly Report – February 2026

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

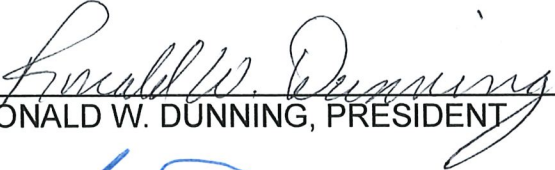
Thursday, March 26, 2026, at 9:00 a.m.
Port of Walla Walla Administrative Office
45 Terminal Loop Road, Suite 214
Walla Walla, WA 99362

ADJOURNMENT

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

APPROVED:

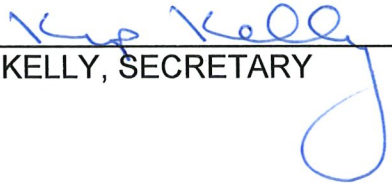
PORT OF WALLA WALLA COMMISSIONERS



RONALD W. DUNNING, PRESIDENT



AMY SCHWAB, VICE PRESIDENT



KIP KELLY, SECRETARY

Warrant Approval Document

March 12, 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

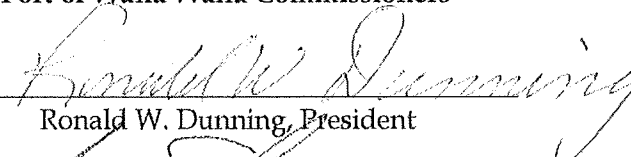
Approved for payment are check numbers 21947 through 21984 and direct deposit numbers PR02272026.1 through PR2272026.7, and ACH/EFT numbers CHECK226 through CHECK232, in the amount of \$295,873.81 to be paid from the Port of Walla Walla General Fund on the above stated date.

Walla Walla Regional Airport - General Fund

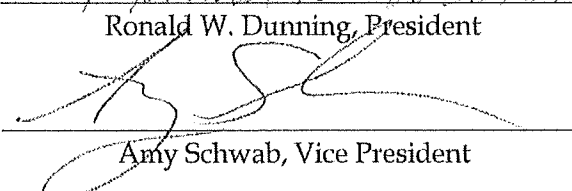
Approved for payment are check numbers 26319 through 26345, and direct deposit numbers PR2272026.1 through PR2272026.11 and ACH/EFT numbers CHECK228 and CHECK231 in the amount of \$88,661.96 to be paid from the Walla Walla Regional Airport General Fund on the above stated date.

Approved By:

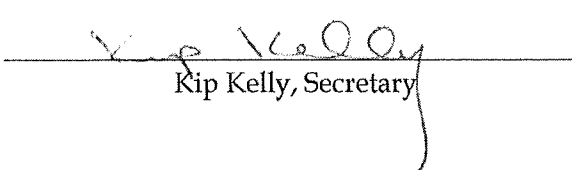
Port of Walla Walla Commissioners



Ronald W. Dunning, President



Amy Schwab, Vice President



Kip Kelly, Secretary