

**Port of Shelton
Regular Commission Meeting Minutes
October 15, 2019**

I. CALL TO ORDER

Commissioner Taylor called to order the meeting of the Port of Shelton Commission at 2:00 PM on October 15, 2019.

The following persons were present: Commissioner Patterson; Commissioner Buck; Wendy Smith, Executive Director; Jackie Helton, Maple Glen; Heidi McCutcheon, Shelton-Mason County Chamber of Commerce; Bob Williams; Dedrick Allan, MasonWebTV.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENT

Jackie Helton introduced herself to the Commission and gave a brief overview of some of the activities coming up at Maple Glen.

IV. ADOPT AGENDA

Agenda was modified to remove item VII.C. Lease Renewal, and it will be put on the next meeting Agenda. Agenda was adopted as modified.

V. APPROVE MEETING MINUTES

Meeting Minutes from October 1, 2019 were approved as presented.

VI. CHECK CONTROL REPORT

Commissioner Patterson presented the Check Control Report to detail the payment of October 15, 2019 Payroll Liability checks numbered 30197 through 30198 dated October 4, 2019 in the amount of \$1,838.63, and Payroll and Payroll Liability electronic payments dated October 4, 2019, in the amount of \$31,381.67, for a total Payroll and Payroll Liability payments amounting to \$33,220.30; and reported the payments of Accounts Payable checks numbered 30199 through 30226 in the amount of \$41,410.54; and no Accounts Payable Electronic Payments, for a total combined amount of \$41,410.54. The total General Fund check and electronic payments in the amount of \$74,630.84 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A) Shelton-Mason County Chamber - Presentation

Heidi McCutcheon, the Executive Director of the Shelton Mason County Chamber spoke about the Chamber's activities as they work to promote change within the community.

B) Lease Renewal – Mayflower Partners - Action

Director Smith presented Lease Addendum 1 for Mayflower Partners, LLC.

Commissioner Patterson moved to adopt Lease Addendum 1 with Mayflower Partners, LLC, for land at 311 E Export Rd, for a term of five years, from 11/1/2019 – 10/31/2024.

Commissioner Buck seconded.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

VIII. STAFF COMMENTS

Director Smith reported that the Notice to Proceed had been given to the contractor for the electrical work on the runway.

The Port's state audit will begin October 28th.

There has been a lot of interest from private parties to build single hangars on Sanderson Field, with permit applications having been submitted for two so far.

PUBLIC COMMENTS

None.

IX. COMMISSIONER COMMENTS

Commissioner Buck plans to attend the Denim & Diamonds fundraiser on October 27th.

Commissioners Buck & Patterson plan to attend the Power of the Purse event on October 18th as well as the Senior Services luncheon on October 19th. Commissioner Taylor has a PRTPO Executive Board meeting on October 18th, and all three Commissioners will be attending the WPPA Small Ports Conference in Leavenworth on October 23rd - 25th.

X. ADJOURNMENT

With no additional business **Commissioner Taylor** adjourned the meeting of the **Port of Shelton Commission at 2:25 PM.**

Minutes submitted by: Deborah Soper, Office Manager

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

