

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
March 2, 2021

**I. CALL TO ORDER**

Commissioner Taylor called to order the Zoom internet conference meeting of the Port of Shelton Commission at 2:00 PM on March 2, 2021.

The following persons were present: Commissioner Patterson; Commissioner Buck; Executive Director Wendy Smith; Deborah Soper, Office Manager; Jan T. Fancher, CPA and Port Auditor; Charles "Skip" Houser, Port Attorney; Katie Hayes, Shelton-Mason County Journal; and Dedrick Allan, Mason Web TV.

**II. PLEDGE OF ALLEGIANCE**

Because this was a Zoom internet conference meeting, there was no Pledge of Allegiance.

**III. PUBLIC COMMENT**

None.

**IV. ADOPT AGENDA**

Item VII.A. Lease Renewal – Action has been removed from the agenda. The agenda was adopted as amended.

**V. APPROVE MEETING MINUTES**

Meeting Minutes from the February 16, 2021 meeting were adopted as presented.

**VI. CHECK CONTROL REPORT**

Commissioner Patterson presented the March 2, 2021 Check Control Report, and reported the Payroll and Payroll Liabilities electronic payments dated January 29 and February 19, 2021 in the amount of \$40,019.16, and reported the payments of Accounts Payable checks #30981 through #31001 dated March 2, 2021 in the amount of \$29,901.83; and Accounts Payable Electronic Payments dated January 29, January 31, February 2, February 10, February 22, February 24, and March 1, 2021 in the amount of \$272,508.81; for a total Accounts Payable amount of \$302,410.64. The total General Fund check and electronic payments in the amount of \$342,429.80 have been approved and accepted as presented. Patterson noted that payments of \$208,526.25 were made to interest and principal on General Obligation bonds, and \$10,000.00 to Hanson Excavation. Patterson reported that upon review of the Accounts Receivable Aging Summary, 90.25% of Port tenants are current on their rents.

**VII. ACTION/DISCUSSION ITEMS**

**B. New Lease – Cedar Helicopters, LLC - Action**

Director Smith presented a new lease for Cedar Helicopters, LLC for a 7,840 square foot hangar. Commissioner Patterson moved to approve the lease with Cedar Helicopters, LLC for the property and hangar at 131 Airview Way for a five-year term from 3/1/2021 through 2/28/2026 and Commissioner Buck seconded.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

**VIII. STAFF COMMENT**

Director Smith informed the Commission that Mason County Public Health has leased the inactive runway for a vaccination clinic on Thursday, March 4.  
The Commission Retreat is Friday, March 5 at the Hilton Garden Inn, beginning at 9:00 AM.

**IX. PUBLIC COMMENT**

None.

**X. COMMISSIONER COMMENTS**

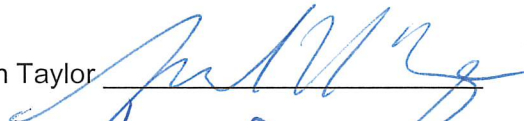
Commissioner Buck has an EDC Board meeting on March 11<sup>th</sup>.  
Commissioner Patterson attended the WPPA Marina Committee on Friday, February 26<sup>th</sup>, and will attend the WPPA Legislative Update on Thursday, March 11<sup>th</sup>.  
Commissioner Taylor plans to attend the Legislative Update on Thursday, March 11<sup>th</sup>.  
The Commission Retreat is March 5, 2021 at the Hilton Garden Inn, Olympia.

**XI. ADJOURNMENT**

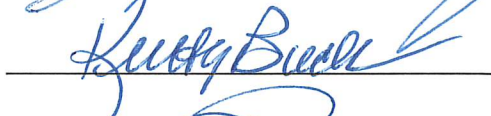
With no further business, Commissioner Taylor adjourned the meeting of the **Port of Shelton Commission** at 2:15 PM.

Minutes submitted by: Deborah Soper, Office Manager

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

