

Port of Shelton
Regular Commission Meeting Minutes
March 15, 2022

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on March 15, 2022.

The following persons were present: Commissioner Patterson; Commissioner Buck; Wendy Smith, Executive Director; Brandon Palmer, Engineering Manager; Deborah Soper, Office Manager; Jan T. Fancher, CPA and Port Auditor; and Charles "Skip" Houser, Port Attorney.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor led the Pledge of Allegiance.

III. PUBLIC COMMENTS

There was no public comment.

IV. ADOPT AGENDA

The agenda was adopted as presented.

V. APPROVE MEETING MINUTES

Special Meeting Minutes from February 25, 2022 were approved as presented.
Meeting Minutes from the March 1, 2022 meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Patterson presented the March 15, 2022 Check Control Report, and reported Payroll and Payroll Liability electronic payments dated March 4, 2022 in the amount of \$33,792.07; and the payments of Accounts Payable checks numbered 31515 through 31547 dated March 15, 2022, in the amount of \$52,549.42; and Accounts Payable Electronic Payments dated February 28, March 2, March 10, and March 11, 2022 in the amount of \$579.49 for a total Accounts Payable amount of \$53,128.91. The total General Fund checks and electronic payments in the amount of \$86,920.98 have been approved and accepted as presented. Patterson noted a payment of \$14,534.00 to Helix Design Group for a cost estimate for replacement of the building at 460 W Enterprise Rd. that was destroyed by fire.

VII. ACTION/DISCUSSION ITEMS

A. Lease Renewal – Thermedia Corporation – Action

Director Smith presented a new lease for Thermedia Corporation, an existing Port tenant, for a three-year term.

Commissioner Patterson made a motion to approve the lease with Thermedia Corporation at 240 Henry Trusler Way for the term of April 1, 2022 through March 31, 2025 with a surety amount of \$10,364.88, which is less than the RCW 53.08.085 recommended lease rate.

Commissioner Buck seconded.

The vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

B. Lease Termination – M & R Distributing, LLC – Action

Smith provided a lease termination to terminate the existing lease with M & R Distributing, LLC in order for the owners to enter into a new lease as a new entity, NB Arlington, LLC.

Commissioner Patterson moved to approve the lease termination with M & R Distributing, LLC effective March 31, 2022, and Commissioner Buck seconded.

The vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

C. New Lease – NB Arlington, LLC – Action

Smith presented a new lease for NB Arlington, LLC, for a twenty-three month term to carry out the remainder of the lease term of M & R Distributing, LLC. Commissioner Patterson made a motion to approve the lease with NB Arlington, LLC at 450 W Enterprise Rd. for the term April 1, 2022 through February 29, 2024.

Commissioner Buck seconded.

The vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

D. City of Shelton Proposed Neighborhood Residential Zoning Changes – Action/Discussion

Engineering Manager Brandon Palmer attended a meeting held by the City of Shelton on March 3rd to consult with interested parties on any changes to zoning that may impact the Airport Overlay Zone or airport operations. Palmer gave a recap of the meeting. The proposal would reduce the minimum lot size requirement for a single-family residence from 6000 sf to 4500 sf. Staff recommended that the Port ask the City to exclude the proposed changes in density in the airport overlay zone 6.

Commissioner Buck moved to direct staff to prepare a letter asking the City to exclude new zoning changes to zone 6 based upon the information available at this time, and requesting the opportunity to respond as further information becomes available.

Commissioner Patterson seconded.

The vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Patterson – In Favor

Motion Carries.

VIII. STAFF COMMENTS

Director Smith reported her meeting with Mark Neary of Mason County, Jeff Niten of City of Shelton, and Jennifer Baria of MC EDC in regards to a joint effort to request American Rescue Plan Act funding to extend sewer service to Johns Prairie and/or the Sanderson Field Business Park.

Smith detailed that the Port will receive extra FAA funding that has become available through the Bipartisan Infrastructure Law for the next five years, amounting to \$795,000. The EDC will be combining their annual luncheon with their annual business appreciation day for an event at The Ridge in August and the Port has agreed to sponsor this event.

IX. PUBLIC COMMENTS

None.

X. COMMISSIONER COMMENTS

Commissioner Patterson is hosting an event on March 25th which will be attended by Commissioner Buck and possibly Commissioner Taylor.

Commissioner Buck is a part of a WPPA focus group that has been meeting virtually on Thursdays to work on their new website design.

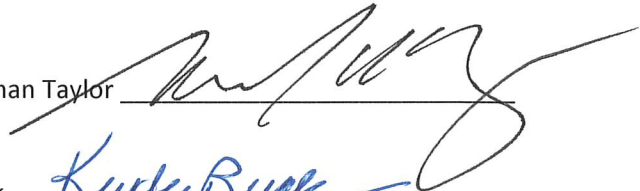
Commissioner Taylor has a virtual PRTPO meeting on March 17th.

XI. ADJOURNMENT

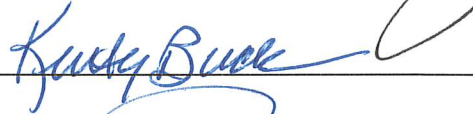
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:55 PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

