

Port of Shelton
Regular Commission Meeting Minutes
May 17, 2022

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on May 17, 2022.

The following persons were present: Commissioner Patterson; Commissioner Buck; Wendy Smith, Executive Director; Jan T. Fancher, CPA and Port Auditor; Charles "Skip" Houser, Port Attorney, Ron Goodpasture, Tari Landsberger, Curt Hunter, and Vince Dupea.

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 modified to move item A Q1 Budget to Actual to item B and add item A under section VII as Sanderson Hangar Condo Association Surety discussion and approved as modified.

V. APPROVE MEETING MINUTES

Meeting Minutes from the April 19, 2022 meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Patterson presented the May 3, 2022 and May 17, 2022 Check Control Reports, and reported payroll and payroll liability electronic payments dated April 20, 2022, April 29, 2022 and May 5, 2022 in the amount of \$32,259.31 and \$31,665.22 and accounts payable check numbers 31601 through 31618 dated May 3, 2022 in the amount of \$77,277.73 and check numbers 31619 through 31638 dated May 17, 2022 in the amount of \$53,774.31, and accounts payable electronic payments dated April 26, 2022, April 28, 2022, April 29, 2022, April 30, 2022 May 1, 2022, May 3, 2022, May 10, 2022 and May 16, 2022 in the amount of \$63,488.99 for a total accounts payable of \$194,541.03. The total General Fund checks and electronic payments in the amount of \$258,465.56 have been approved and accepted as presented.

VII. ACTION/DISCUSSION ITEMS

A. Sanderson Hangar Condo Association Surety - Discussion

President of the Sanderson Hangar Condo Association led the discussion asking about the why after 20-25 years is surety being questioned and pointed to the RCW asking for the commission to waive their surety per the law. Director Smith gave a little background that this was found during their annual rent increase as they always look to see if their cash surety should be increased as well. Upon further review it was noted their lease didn't call out surety and they had no cash or bond on file. The other hangar condo association had this same issue last fall and they now have the one-year cash surety on file. Director Smith encouraged the commission to keep consistent with our tenants and the other condo hangar no matter the decision. The commission discussed and shared that the Port has worked really hard to have most tenants with a year of surety or a bond on file. They listened to the concerns raised and will add this to

the June 7, 2022 meeting agenda for a decision on how to proceed. The Commission encouraged the pilots to research the cost of a bond to cover the surety instead of providing cash.

Item will be on the June 7, 2022 meeting for action.

B. Q1 Budget to Actual – Discussion

CPA Fancher led the discussion and provided detail on the first quarter budget to actual for revenues, expenses and provided detail for cash on hand and outstanding debts.

VIII. STAFF COMMENTS

None

IX. PUBLIC COMMENTS

None.

X. COMMISSIONER COMMENTS

Commissioner Patterson will be attending the WPPA Finance Seminar on June 8, 9, and 10. She also stated WPPA is undergoing lots of changes in staff and leadership. Commissioner Buck reported on the WPPA Spring meeting and some of the takeaways she had. She was going to leave a few items for Director Smith. Commissioner Taylor has an upcoming PRTPO Meeting, Kiwanis breakfast and the Sheriff's breakfast.

XI. EXECUTIVE SESSION

Pursuant to RCW 42.30.110 (i) – potential litigation

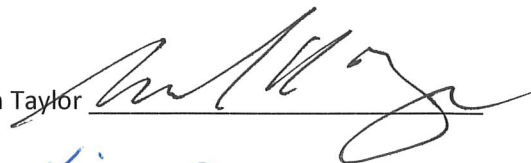
Commissioner Taylor recessed the meeting at 3:05PM to go into executive session for discussion of potential litigation. Executive session expected to last 30 minutes. At 3:35PM commission announced the executive session needed a 45-minute extension.

XII. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 4:20PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

