

Port of Shelton
Regular Commission Meeting Minutes
March 5, 2024

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on March 5, 2024.

The following persons were present: Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Brandon Palmer, Engineering Manager; Skip Houser, Port General Counsel; Dedrick Allan, Mason WebTV; Jeff Neely, Trail Black, Alana Black, Justin Strickland and Kamryn Morgan.

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

Meeting minutes from the February 20, 2024 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the March 5, 2024 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated March 5, 2024 in the amount of \$39,522.18 for a Total Payroll and Payroll Liabilities of \$39,522.18. She then reported accounts payable check numbers 32446 through 32460 dated March 5, 2024 in the amount of \$189,762.54 and accounts payable electronic payments dated February 21, 2024 through March 5, 2024 in the amount of \$100,075.36 for a total accounts payable of \$289,837.90. The total General Fund checks and electronic payments in the amount of \$329,360.08 have been approved and accepted as presented. This check control includes a payment to US Bank for the 2005 GO Bond of approximately \$84,000. This is the second to last payment for that bond. It also includes the remaining payment in the amount of \$82,299.96 to the electrical contractor related to the systems in the building that had the fire. This payment was approved by commission motion at a previous meeting. Commissioner Buck also reported the first payment to our architect/engineer in the amount of \$83,290.60 for services rendered thus far on their contract which is approximately \$450,000.00 for the replacement building.

VII. ACTION/DISCUSSION ITEMS

A. New Lease – Island Lake LLC - Action

Director Smith gave some background on the company and let the commission know this lease is for land to build a T-hangar that will accommodate up to fourteen general aviation aircraft. Commissioner Buck made a motion to the lease agreement with Island Lake LLC for 1.51 acres at 91 W Airview Way for the term of 40 years beginning March 1, 2024 and ending on February 29, 2064. Commissioner Elmlund seconded the motion.

The Vote:

Commissioner Taylor – In Favor
Commissioner Buck – In Favor
Commissioner Elmlund – In Favor

Motion Carries.

B. Resolution 24-01 – Community Economic Revitalization Board (CERB) Authorization - Action
Director Smith reported that she had been working with a private company, Heavenly Gelato Inc. dba Olympic Mountain Ice Cream and she is looking for approval to go after CERB construction funding by way of a low interest loan through a Committed Partnership. Smith read the resolution which authorizes the submission of an application to the CERB Board. Commissioner Buck made a motion to approve Resolution 24-01. Commissioner Elmlund seconded the motion.

The Vote:

Commissioner Taylor – In Favor
Commissioner Buck – In Favor
Commissioner Elmlund – In Favor

Motion Carries.

C. Lease Addendums – Fungi Perfecti - Action

Director Smith reported that these leases were coming due and needed to be amended into month to month leases for Fungi as they continue to move out of the buildings. Smith indicated Fungi Perfecti has given their 30-day notice to vacate the remaining four buildings by April 1, 2024. Commissioner Buck made a motion to approve lease addendum 1 for the following locations, 181 William White Way, 191 William White Way, and 281 Business Park Loop with Fungi Perfecti LLC for a month to month term effective March 1, 2024. Commissioner Elmlund seconded the motion.

The Vote:

Commissioner Taylor – In Favor
Commissioner Buck – In Favor
Commissioner Elmlund – In Favor

Motion Carries.

VIII. STAFF COMMENTS

Director Smith reported that she and Brandon have resolved the runway camera issue and will be utilizing Hood Canal Communications for the purchase and installation of the camera equipment. She reported the camera purchased for this purpose was not communicating with the technology in place so this seemed to be the best option. This will allow anyone on the Port's website to view the runway camera. Should be installed within the next couple of weeks. Smith also reported the CERB application is due on March 18, 2024 and that will put the item on the agenda before the CERB board on May 16, 2024 for approval. Brandon discussed the pre-application meetings he has recently attended for Sugar & Bean Coffee Company and for the replacement of the fire destroyed building. Sugar & Bean had some potential PUD delays but these were resolved during this meeting and should meet timelines and have an affordable cost to place a pole and a pole mounted transformer. The replacement 30,000 square foot building had a successful meeting with only one issue about the height of the building for effective crane utilization. The height needs to be approx. 44 ft but the County code currently only allows for 35 feet. The County suggested a proposed code revision only for Airport Industrial and would take the same amount of time as a potential request for a variance. The AE team will progress down this path in order to proceed.

IX. PUBLIC COMMENTS

Jeff Neely

Asked about the Island Lake Lease and the parameters around construction. Director Smith said this is not typical of our leases but in this case and some of the most recent private hangars, the premise behind the land lease was their intention to build a hangar or hangar building. The language is there to ensure they will construction within two years with a start date no later than March 1, 2025. However, construction should be started this month now that the lease is secured.

X. COMMISSIONER COMMENTS

Commissioner Elmlund asked about the use of drones on the airport runway and the rules around this.

Commissioner Buck said she has an EDC meeting next week and EDC Director interviews the following week on March 18, 2024.

Commissioner Taylor congratulated Commissioner Buck on being voted as the top elected official in Mason County. Taylor was nominated for top elected official in North Mason County.

XI. ADJOURNMENT

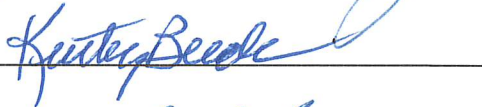
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:38PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund

