

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
May 2, 2023

**I. CALL TO ORDER**

Commissioner Buck called to order the meeting of the Port of Shelton Commission at 2:00 PM on May 2, 2023.

The following persons were present: Commissioner Buck; Commissioner Patterson; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Jeff Neely; Dale Elmlund, Bob Williams; Skip Houser, General Counsel; and Jan Fancher, Port Auditor and CPA. Commissioner Taylor was excused from the meeting.

**II. PLEDGE OF ALLEGIANCE**

Commissioner Buck led the Pledge of Allegiance.

**III. PUBLIC COMMENTS**

None

**IV. ADOPT AGENDA**

The agenda was adopted as presented.

**V. APPROVE MEETING MINUTES**

Meeting Minutes from the regular meeting on April 18, 2023 were approved as presented.

**VI. CHECK CONTROL**

Commissioner Patterson presented the May 2, 2023 Check Control Report. She reported payroll and payroll liability electronic payments dated April 20 and April 30, 2023 in the amount of \$34,588.44. Accounts payable check numbers 32104 through 32121 including voided check 32117 dated May 2, 2023 in the amount of \$72,406.28, and accounts payable electronic payments dated April 19, 2023 through May 2, 2023 in the amount of \$71,586.03 for a total accounts payable of \$143,992.31. The total General Fund checks and electronic payments in the amount of \$178,580.75 have been approved and accepted as presented.

**VII. ACTION/DISCUSSION ITEMS**

**A) Lease Approval – Alpha Test - Action**

Director Smith presented the board with the lease renewal for Alpha Test (Atest) for a six-month lease. Commissioner Patterson made a motion to approve the lease with Atest Corporation for a six-month term beginning May 1, 2023 to October 31, 2023. Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – Absent  
Commissioner Buck – In Favor  
Commissioner Patterson – In Favor

Motion Carries.

**B) Resolution 23-01 – WSDOT Grant Matching Funds - Action**

Director Smith provided the background on this resolution. WSDOT grant cycle is underway and as in the past to get the 5% match funding for FAA projects for the airport we have to have this resolution on file. Director Smith read the resolution for the record. Commissioner Patterson made a motion to adopt Resolution 23-01 which guarantees match funding. Commissioner Buck seconded the motion.

The Vote:

Commissioner Taylor – Absent  
Commissioner Buck – In Favor  
Commissioner Patterson – In Favor

Motion Carries.

**VIII. STAFF COMMENTS**

Director Smith shared that the bids were open for the taxiway overlay project that the Resolution for matching funds passed earlier in the meeting is for. Bids came in over \$4 million but within the estimate. The FAA grant typically isn't finalized until the fall so most likely this project will mirror the runway overlay in that we will get the electrical components done in the fall and winter and pave next spring. Smith also gave the commission the good news that the Port's application for the FY24 Community Project funding through Congressman Kilmer is in the top 15 projects and is number 4 on their website. Project should be funded unless something in the committee funding dollars was to change. This is to extend sewer toward Sanderson Field on the Shelton Springs Road. Project is worth \$2.96 million. Very excited to have been picked as a top project.

**IX. PUBLIC COMMENTS**

None

**X. COMMISSIONER COMMENTS**

Commissioner Patterson said she will attend the chamber legislative wrap-up next Friday.

Commissioner Buck said she has an EDC meeting next week.

**XI. EXECUTIVE SESSION**

Commissioners recessed the regular meeting at 2:15PM for Executive Session pursuant to 42.30.110 (i) litigation. They will be in session with Attorney Houser for 20 min. At 2:35PM the commission announced the need for 10 more minutes in Executive Session. There was no public present.

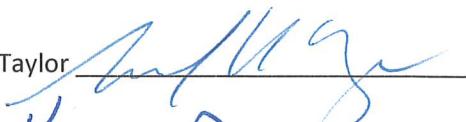
Commissioners went back into regular session at 2:45PM to adjourn the meeting.

**XII. ADJOURNMENT**

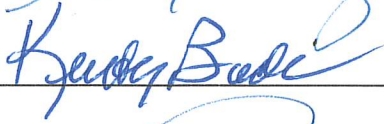
With no further business, Commissioner Buck adjourned the regular meeting of the Port of Shelton Commission at 2:45PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Patterson

