

Port of Shelton
Regular Commission Meeting Minutes
February 4, 2025

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on February 4, 2025.

The following persons were present: Commissioner Taylor; Commissioner Buck; Commissioner Elmlund via Zoom; Tricia Needham, Finance Director; Brandon Palmer, Engineering Manager and Jeff Neely.

II. PLEDGE OF ALLEGIANCE

Commissioner Taylor 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 January 21, 2025 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the February 4, 2025 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated January 31, 2025 in the amount of \$5,883.67 for a total payroll and payroll liabilities of that same amount. She then reported accounts payable check numbers 32763 through 32770 dated February 4, 2025 in the amount of \$9,675.48 and accounts payable electronic payments dated January 22, 2025 through February 4, 2025 in the amount of \$74,893.23 for a total accounts payable of \$84,568.71. The total General Fund checks and electronic payments in the amount of \$90,452.38 have been approved and accepted as presented. Commissioner Buck called out payment for LET taxes in the amount of \$57,799.22 as a notable item.

VII. ACTION/DISCUSSION ITEMS

A) None

VIII. STAFF COMMENTS

FD Needham thanked the commission for passing the resolution to update the Employee Handbook. She reported implementation of the PTO plan and conversion went smoothly and all port employees have been provided the updated handbook and a spreadsheet on their individual conversion calculation. Director Smith met with each employee last week, with one exception due to a scheduled vacation, and was able to answer any questions on the handbook and individually review the conversion calculation.

Engineering Manager Palmer provided the commission with an update on the replacement building project. He reported that the FAA team from the Seattle District office will be meeting at the Port next Monday with himself and Director Smith. The meeting will include a tour of the airport and proposed building site followed by a discussion of the proposed building. Engineering Manager Palmer reviewed the meeting agenda provided by the FAA. There was further discussion on the

information requested in the agenda and the potential impacts of relocating the building to another Port site if the FAA does not approve the proposed non-aviation facility. Commissioner Taylor indicated he would like to attend Monday's meeting.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Elmlund commented the short timeline for the FAA meeting is interesting and he is hoping having a commissioner in attendance will make a difference. He plans to attend the Chamber meeting this month. He will also be attending the EMS open class forum later this month.

Commissioner Buck said she will be attending the EDC board meeting on February 13th.

Commissioner Taylor said he will attend the FAA meeting on Monday, February 10th. He also has a PRTPO meeting on February 21st and a Sheriff's meeting on the last Friday of the month.

XI. ADJOURNMENT

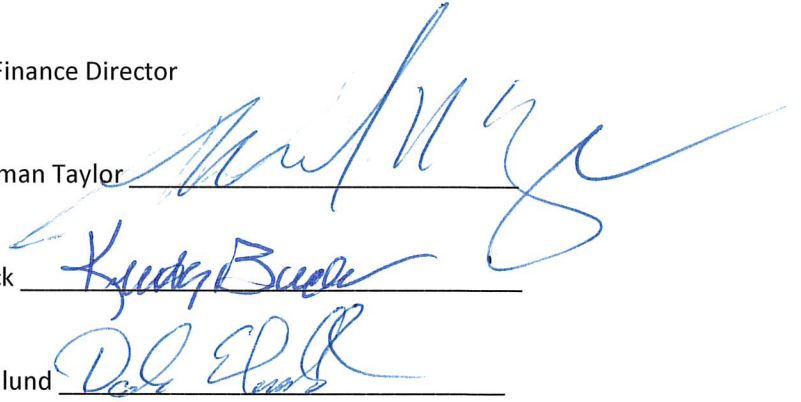
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:23 PM.

Minutes submitted by: Tricia Needham, Finance Director

Minutes approved by: Commission Chairman Taylor

Minutes approved by: Commissioner Buck

Minutes approved by: Commissioner Elmlund



The image shows three handwritten signatures in blue ink, each written over a horizontal line. The top signature is for Commission Chairman Taylor, the middle one is for Commissioner Buck, and the bottom one is for Commissioner Elmlund. The signatures are cursive and somewhat stylized.