

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
February 18, 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 18, 2025.

The following persons were present: Commissioner Taylor; Commissioner Buck; Commissioner Elmlund; Tricia Needham, Finance Director; Wendy Smith, Executive Director; Kevin Shutty, Executive Director, Mason EDC; Annette Roth, Executive Director, Pacific Salish Economic Development District, 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 February 4, 2025 regular meeting were approved as presented.

**VI. CHECK CONTROL**

Commissioner Buck presented the February 18, 2025 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated February 5, 2025 in the amount of \$45,741.92 for a total payroll and payroll liabilities of that same amount. She then reported accounts payable check numbers 32771 through 32782 dated February 18, 2025 in the amount of \$35,228.74 and accounts payable electronic payments dated February 5, 2025 through February 18, 2025 in the amount of \$2,015.12 for a total accounts payable of \$37,243.86. The total General Fund checks and electronic payments in the amount of \$82,985.78 have been approved and accepted as presented. Commissioner Buck called out a payment in the amount of \$11,198.84 to Century West Engineers for their work so far on the Airport Master Plan.

**VII. ACTION/DISCUSSION ITEMS**

A) None

**VIII. STAFF COMMENTS**

Executive Director Smith provided the commission with an update on the replacement building project after the meeting with FAA. The meeting included Ryan Zulauf, Assistant Manager, Seattle Airport District Office, Peter Doyle, Compliance Manager for the Northwest Mountain Region and Tom Richards, Project Manager. ED Smith and Engineering Manager Palmer along with Chairman Taylor were in attendance for the Port. The Port also invited Kurt Addicott, Century West as they have dealt with this issue at several other airports. The guests completed a tour of the airport with Brandon and discussion of the proposed building. The meeting went well and last Friday they provided the Letter of Consent for the 1.8 acres for the replacement building for a duration of a 20-year lease with a 10-year extension. Due to this consent enabling non-aeronautical use of surplus airport property, ED Smith signed the CERB Contract for \$2.25 Million in Prospective loan funding and \$750,000 grant funding.

Smith also reported the Department of Commerce Grant kickoff meeting with the consultant Gray & Osborne is scheduled for tomorrow, Feb. 19, 2025.

**IX. PUBLIC COMMENTS**

Kevin Shuttly introduced Annette Roth to the Commission and staff as the newly hired Executive Director of the Pacific Salish Economic Development District. She will lead the region which includes Thurston EDC, Pacific, Grays Harbor and Mason Counties.

**X. COMMISSIONER COMMENTS**

Commissioner Elmlund attended the Chamber After Hours event and will be attending the Department of Emergency FEMA workshop tomorrow. He also plans to attend the Chamber luncheon on Friday.

Commissioner Buck said she also attended the Chamber After Hours event and will be attending the Chamber luncheon on Friday.

Commissioner Taylor said he will attend the active shooter training tomorrow and Friday he has a PRTPO Executive meeting by Zoom. On Friday, Feb. 28 he will be attending the Sheriff's Breakfast.

**XI. ADJOURNMENT**

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:28 PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor

Minutes approved by: Commissioner Buck

Minutes approved by: Commissioner Elmlund