

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
April 1, 2025

**I. CALL TO ORDER**

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on April 1, 2025.

The following persons were present: Commissioner Taylor; Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Dedrick Allan, Mason WebTV; Skip Houser, General Counsel; and Jeff Neely.

**II. PLEDGE OF ALLEGIANCE**

Commissioner Taylor led the Pledge of Allegiance.

**III. PUBLIC COMMENTS**

Jeff Neely

Curious to get an update on Olympic Mountain Ice Cream and the Replacement Building. Director Smith said she has those scheduled for staff report and would update at that portion of the meeting.

**IV. ADOPT AGENDA**

The agenda was adopted as presented.

**V. APPROVE MEETING MINUTES**

Meeting minutes from the March 18, 2025 regular meeting were approved as presented.

**VI. CHECK CONTROL**

Commissioner Buck presented the April 1, 2025 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated March 20, 2025 in the amount of \$35,509.93 for a total payroll and payroll liabilities of that same amount. She then reported accounts payable check numbers 32810 through 32817 dated April 1, 2025 in the amount of \$1,522.64 and accounts payable electronic payments dated March 22, 2025 through April 1, 2025 in the amount of \$15,504.62 for a total accounts payable of \$17,027.26. The total General Fund checks and electronic payments in the amount of \$52,537.19 have been approved and accepted as presented.

**VII. ACTION/DISCUSSION ITEMS**

A) Lease Renewal – Sanderson Hangar Condo Assn – Action

ED Smith gave some background on the tenant stating they have been a tenant since 1995 and now 30 years later their lease renewal is on our present lease template. They are looking for a 25-year lease with two – ten-year options. Their surety is not increasing as they already have over \$5000 on file which is less than the one-year RCW recommended amount. Commissioner Buck made a motion to approve the lease agreement with the Sanderson Hangar Condominium Owners' Association for the property located at 81 W Airview Way commencing on May 1, 2025 through April 30, 2050 which includes a surety deposit in the amount of \$5,265.00 which is less than the recommended RCW prescribed amount. Commissioner Elmlund seconded the motion.

The Vote:

Commissioner Taylor – In Favor

Commissioner Buck – In Favor

Commissioner Elmlund – In Favor

Motion Carries.

## VIII. STAFF COMMENTS

ED Smith gave the following updates:

- CERB Legislative Budget update – the proposed House, Senate and Capital Budgets all are keeping the \$75M CERB ask intact for now for the revolving loan fund.
- EDA – The team of Port and PUD3 and EDC met last week and will do a site visit for this project tomorrow. Next steps will be to go out for geotechnical services and archaeological studies as needed. PUD3 already has RFQ templates ready to go so we can use these as guidelines for our RFQ process.
- Olympic Mountain – timeline design is nearly 90% complete. Construction Documents should be complete in July 2025, then permit review which will take approx. 3 months. Call for bids is targeted for October 1 2025 for a 3 week bidding period and construction for November 2025 through February 2026 with scheduled occupancy for March 2026.
- Replacement Building is nearing design completion and we just submitted our revised Exhibit A to the FAA for approval. Hoping to get the insurance claim finally closed and then drawings and specs ready for bid.
- Paving project was being completed today. Weather hampered the project but it looks like they got it paved today.
- Smith also asked the Commission if they received the email from Kevin Shutty to support the bill on ADO funding. They had not seen the email so Smith will forward. She weighed in as PRO for the bill.

## IX. PUBLIC COMMENTS

Jeff Neely

Asked about lost rents on insurance claim and if those are through the Port's insurance. The answer is yes, they are covered.

## X. COMMISSIONER COMMENTS

Commissioner Elmlund will be attending the Chamber after hours on April 9 and the Chamber luncheon on Friday April 18 at PUD3. He will also be attending the Incident Command System (ICS) Training at Emergency Management on April 22, 23 and 24.

Commissioner Buck said she has an EDC Meeting on April 10 and a service for Bill Schumacher on April 12.

Commissioner Taylor said he has a PRTPO Executive Committee meeting on April 18.

## XI. ADJOURNMENT

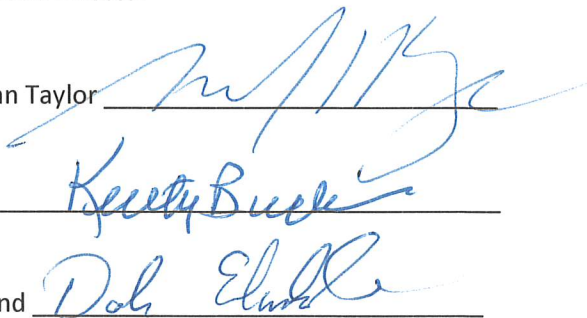
With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:29PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor

Minutes approved by: Commissioner Buck

Minutes approved by: Commissioner Elmlund

The block contains three handwritten signatures in blue ink. The first signature is for Commission Chairman Taylor, the second is for Commissioner Buck, and the third is for Commissioner Elmlund. Each signature is written over a horizontal line.