

**Port of Shelton**  
**Regular Commission Meeting Minutes**  
April 15, 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 15, 2025.

The following persons were present: Commissioner Taylor; Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Brandon Palmer, Engineering Manager; Tricia Needham, Finance Manager; and Dedrick Allan, Mason WebTV.

**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 April 1, 2025 regular meeting were approved as presented.

**VI. CHECK CONTROL**

Commissioner Buck presented the April 15, 2025 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated April 4 and April 7, 2025 in the amount of \$51,842.81 for a total payroll and payroll liabilities of that same amount. She then reported accounts payable check numbers 32818 through 32842 dated April 15, 2025 in the amount of \$283,297.59 and accounts payable electronic payments dated April 2, 2025 through April 15, 2025 in the amount of \$4,280.07 for a total accounts payable of \$287,577.66. The total General Fund checks and electronic payments in the amount of \$339,420.47 have been approved and accepted as presented. Commissioner Buck commented that ED Smith would give some payment and project updates and that LGIP was still earning 4.4%.

**VII. ACTION/DISCUSSION ITEMS**

None

**VIII. STAFF COMMENTS**

ED Smith gave the following updates in relation to the large payables run:

- Century West Airport Master Plan – project at almost 29% complete – payment of just under \$38k approved. FAA grant funded.
- Century West Taxiway paving/lighting project – project at approximately 11% complete – payment of just under \$24k approved. FAA grant funded.
- Gray & Osborne JP Sewer capacity study – just about 24% complete – payment of \$33k approved. Dept. of Commerce Industrial Readiness grant funded.
- Williams Architecture for Olympic Mountain ice cream project – project about 16% complete – payment of just under \$5k approved.
- Replacement Building payments approved for architecture - \$16k – 84% complete, permits - \$35,000 and PUD3 for just under \$100k.

- Engineering Manager Palmer updated the commission on the replacement building and the Taxiway Overlay project.

**IX. PUBLIC COMMENTS**

None

**X. COMMISSIONER COMMENTS**

Commissioner Elmlund will be attending the Incident Command System (ICS) Training at Emergency Management on April 22, 23 and 24.

Commissioner Buck said she will attend the Chamber luncheon on Friday and will be part of the America 250 group for the Paul Revere 250-year anniversary of the ride at that Wilde Irish Pub. She has been asked to read the poem.

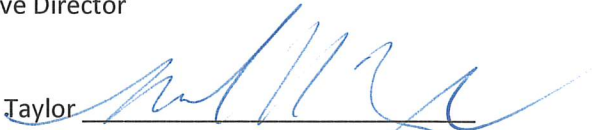
Commissioner Taylor said he has a PRTPO Executive Committee meeting on April 18 and the Sheriff's breakfast on the last Friday of the month.

**XI. ADJOURNMENT**

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:25PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund

