

Port of Shelton
Regular Commission Meeting Minutes
May 20, 2025

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on May 20, 2025.

The following persons were present: Commissioner Taylor; Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Tricia Needham, Finance Manager; Skip Houser, General Counsel, Dedrick Allan, MasonWebTV; 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 May 6, 2025 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the May 20, 2025 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated May 20, 2025 in the amount of \$37,931.51. She then reported accounts payable check numbers 32862 through 32872 dated May 20, 2025 in the amount of \$514,845.28 and accounts payable electronic payments dated May 11, 2025 through May 20, 2025 in the amount of \$2,475.41. Total General Fund checks and electronic payments in the amount of \$555,252.20 have been approved and accepted as presented. Commissioner Buck noted payments included a payment in excess of \$456K to Tucci & Sons for the Taxiway Overlay project that is 11% complete, most of which will be reimbursed from FAA and WSDOT. She also reported a payment to Gray & Osborne for the sewer capacity study in the amount of over \$38K which will be fully paid by the Dept. of Commerce grant. Project is at about 43% complete. There was also a payment to Century West Engineers for the Airport Master Plan project in the amount of nearly \$16K. This project is 32% complete and will also be reimbursed by FAA and WSDOT.

VII. ACTION/DISCUSSION ITEMS

A. *None*

VIII. STAFF COMMENTS

ED Smith reported the military used Sanderson Field last week bringing in a C-130 for jump operations. She also reported that she attended the Legislative Re-Cap last week and gave some highlights brought forward from that meeting. FD Needham gave an update to the filing of the financial statement and said the report is due to the State Auditor on May 30 but she is hopeful to file later this week or early next week. Smith also reported the outside insurance claim for the fire replacement building has a fully agreed upon amount for all areas, building replacement, lost rents etc. The amount is just shy of \$6.7M in total. She added that this will finally close out the claim and since permit is in hand the project will soon go out to bid.

IX. PUBLIC COMMENTS

Jeff Neely

Asked how much is reimbursed on a large project like the Taxiway overlay which is over \$4M. ED Smith said that the FAA reimburses at 90% and typically WSDOT at 5% but with large contracts typically they cap that amount.

X. COMMISSIONER COMMENTS

Commissioner Elmlund reported that he attended the Chamber After Hours meeting and the Chamber luncheon last week since he could not go to the WPPA Spring Meeting. He reported the Chamber luncheon topic was tourism with Rachel Hansen and Jeff Slakey.

Commissioner Buck said she also attended the Chamber After Hours meeting and the realtor's luncheon on Friday where the topic was on building inspections in Mason County. She reported hearing about various Mason County projects and their status.

Commissioner Taylor said he attended the WPPA Spring Conference in Spokane. They discussed MTCA again in detail and the budget is sweeping 70% of the funding from that fund. He spoke about the new taxes in particular the gas tax. He enjoyed the conference and the Port reports including Port of Othello and the Seaport Alliance. He will attend the Sheriff's Breakfast on Friday May 30.

XI. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:30PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor

Minutes approved by: Commissioner Buck

Minutes approved by: Commissioner Elmlund

