

Port of Shelton
Regular Commission Meeting Minutes
February 3, 2026

I. CALL TO ORDER

Commissioner Taylor called to order the regular meeting of the Port of Shelton Commission at 2:00 PM on February 3, 2026.

The following persons were present: Commissioner Taylor; Commissioner Buck; Commissioner Elmlund; Wendy Smith, Executive Director; Tricia Needham, Finance Director; Brandon Palmer, Engineering Manager; and Skip Houser, General Legal Counsel.

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 20, 2026 regular meeting were approved as presented.

VI. CHECK CONTROL

Commissioner Buck presented the February 3, 2026 Check Control Report. Commissioner Buck reported payroll and payroll liability electronic payments dated January 30, 2026 in the amount of \$5,888.27. She then reported accounts payable check numbers 33091 through 33104 dated February 3, 2026 in the amount of \$12,702.66 and electronic payments dated January 22, 2026 through February 3, 2026 in the amount of \$75,654.04. Total General Fund checks and electronic payments in the amount of \$94,244.97 have been approved and accepted as presented. Commissioner Buck called out the following items of note for these payables:

- A first payment to GeoEngineers for the EDA grant for the substation study in the amount of \$4,748.82. The contract is at 4% complete at this time.
- She also noted the interest rate for the LGIP dropped this month to 3.88%.

VII. ACTION/DISCUSSION ITEMS

A. Lease Renewal – Addendum 2 – Cedar Helicopters - Action

ED Smith commented that Cedar Helicopters began their lease upon the Port purchasing the office building and hangar from Olympic Air five years ago. This is a 7,840 SF Hangar on 1.38 acres of land. He has 4 full time and 2 part time employees which is an increase from 2 full time one year ago. Cash surety on file is \$49,409.64 which is slightly less than the RCW recommended one year amount as he has a perfect payment history over the last five years. Commissioner Buck made a motion to approve Addendum 2 to the Lease Agreement with Cedar Helicopters, LLC at 131 W Airview Way for five years commencing on March 1, 2026 and ending February 28, 2031. Commissioner Elmlund seconded the motion.

The Vote:

- Commissioner Taylor – In Favor
- Commissioner Buck – In Favor

Commissioner Elmlund – In Favor
Motion Carries.

VIII. STAFF COMMENTS

EM Palmer gave an update on the various construction projects including Olympic Mountain Ice Cream Expansion, the replacement building and the EDA funded study for a substation.

IX. PUBLIC COMMENTS

None

X. COMMISSIONER COMMENTS

Commissioner Buck said she has an EDC meeting next week and will be attending the Mason General Hospital dessert auction on Friday.

Commissioner Elmlund said he attended the Sheriff's breakfast last month and will be attending the Chamber luncheon and after hours this month. He will attend the FTZ meeting once it is set up.

Commissioner Taylor said he has a PRTPO Executive Committee meeting and will attend the Sheriff's Breakfast on February 27. He also indicated the retreat is set for February 25 and they will all be in attendance.

XI. EXECUTIVE SESSION

Commissioner Taylor recessed the regular meeting at 2:17 PM to go into Executive Session pursuant to RCW 42.30.110 (b) – Real Estate – To consider the selection of a site or the acquisition of real estate. Executive Session should last for 15 minutes, until 2:32PM and no action is anticipated upon returning to the regular meeting.

Executive Session ended at 2:32PM and regular meeting was back in session.

XII. ADJOURNMENT

With no further business, Commissioner Taylor adjourned the regular meeting of the Port of Shelton Commission at 2:32 PM.

Minutes submitted by: Wendy Smith, Executive Director

Minutes approved by: Commission Chairman Taylor



Minutes approved by: Commissioner Buck



Minutes approved by: Commissioner Elmlund

