



**MINUTES OF THE BUSINESS MEETING**  
**Held June 16, 2025**

The June 16, 2025, Business Meeting was called to order at 5:15 p.m., by President Martin. The meeting was held at the Port of Sunnyside's Business Administration Office located at 2405 Reith Way, Suite 2, Sunnyside, WA.

**Commissioners and Staff present at the Business Meeting:**

Arnold Martin, Commission President  
Jim Grubenhoff, Commission Vice President  
Tyler, Schilperoort, Commission Secretary  
Steve Winfree, Legal Counsel

Lucia Navarro, Executive Director  
Delilah Saenz, Finance Director  
Adam Smith, Project Manager  
Nikki Jech, Contracts Specialist

**GUESTS:** none

**GUEST COMMENTS:** none

**DISCUSSION / ACTION ITEMS:**

**Executive Director**

- **Hangar Project Amendment** – Staff met with a representative from Department of Commerce to discuss options for the existing Hangar Project. Commerce indicated completing the project in phases to match existing funding may be a more viable option for the Port.

**Project Manager**

- **NorthPoint Electrical Contracting** – Lighting at the Inspire property is significantly undersized for the area. Staff requested bids for parking lot lighting upgrades which would substantially increase the photometric coverage of the parking lot, improving visibility and enhancing overall site safety.

**ACTION ITEMS:**

- Motion to approve the consent agenda which includes minutes of the Special Business Meeting held on May 29, 2025, Business Meeting held on June 2, 2025, and Special Business Meeting held on June 3, 2025, payroll issued on June 5, 2025, in the amount of \$62,386.12 and payables issued on May 30, 2025, and June 10, 2025, in the amount of \$947,136.05 totaling \$1,009,522.17. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to approve the Grant Agreement Amendment B for the Sunnyside Airport Hanger project to extend the project end date to June 30, 2027, and authorize Lucia Navarro to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the bid from NorthPoint Electrical Contracting, Inc in the amount of \$7,118 for the parking lot lighting upgrades and authorize Adam Smith to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

**STAFF COMMENTS:**

Delilah provided the Commissioners with an audit update. She indicated the audit is in the last review phase and hopes to receive information back to begin corrections. If the information is not received with sufficient time to make all corrections, an extension will need to be filed with GFOA in order to submit for the Certificate of Achievement for Excellence award.

Lucia commented that the Admin Building is out to bid and will close on 6/25/25. She also mentioned there may be a special meeting the week of 6/30 to award the contract for the Admin Building.

**COMMISSIONER COMMENTS:** None

**EXECUTIVE SESSION:**

The Executive Session was opened at 5:46 p.m. by President Martin to discuss Real Estate, Personnel and Legal issues as allowed by RCW 42.30.110 Subsections C, G, and I, respectively. The session was expected to last 10 minutes with no action expected. The session ended at 5:56 p.m.

**ADJOURNMENT:**

The Business Meeting adjourned at 5:57 p.m., peace and harmony prevailing.

  
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 Arnold Martin, President

**ATTEST:**   
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 Tyler Schilperoort, Secretary