



MINUTES OF THE BUSINESS MEETING
Held October 5, 2026

The October 5, 2026, Business Meeting was called to order at 5:16 p.m., by President Grubenhoff. The meeting was held at the Port of Sunnyside's Administration Office located at 2405 Reith Way, Suite 1, Sunnyside, WA.

Commissioners and Staff present:

Jim Grubenhoff, Commission President
Tyler Schilperoort, Commission Vice President
Arnold Martin, Commission Secretary
Rob Faber, Legal Counsel

Lucia Navarro, Executive Director
Delilah Saenz, Finance Director
Adam Smith, Project Manager
Jasmine Chavez, Admin Assistant

PLEDGE OF ALLEGIANCE: Commission President Grubenhoff led the Pledge of Allegiance.

GUESTS: Luke Schilperoort – Mountain States Construction

GUEST COMMENTS: Luke explained the cost of the change order and answered questions from commissioners regarding the Airport T-Hanger project.

DISCUSSION / ACTION ITEMS:

Finance Director

Delilah provided updates on the 2027 budget. IWW has a one-time charge for a conversion of the 2020A bond from tax-exempt to taxable. The industry worksheet is still being refined. Some projects have been added to the IWW 5-year Capital Improvement Plan.

- **Bad Debt** – The former tenant at 400 S. 6th st has a balance of \$15,774.63. The account is determined to be uncollectable, and staff is requesting to remove the balance from the general ledger and have it expensed as bad debt.

Project Manager

- **Mountain States Construction** – Due to the FFA not approving the proposed location of the T-Hanger, the building will be moved back to the original location shown on the bid documents. The layout, site work, and site prep for the location had already been completed and will have to be redone now that the location has changed. Change order #02 covers the cost of the work already completed by the contractor.

Executive Director

- **Manzana** – Manzana has completed their construction and is ready to begin wastewater testing. The Industrial User contract and Addendum have been signed by Manzana and are awaiting the Ports signature.

ACTION ITEMS:

- Motion to approve the consent agenda which includes minutes of the Business Meeting held on September 21, 2026. Payroll issued on September 18, 2026, in the amount of \$53,962.62. Payables issued on September 24, 2026, in the amount of \$344,030.19 totaling \$397,992.81. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve removal of \$15,774.63 from the general ledger and expense it as bad debt. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Change Order 02 from Mountain States Construction for a not to exceed amount of \$39,495.84 for the Airport T-Hangar Project delay and building relocation and authorize Adam Smith to sign on behalf of the port. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the Industrial User Contract, Schedule A, and Addendum with Manzana and authorize Lucia Navarro to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.

STAFF COMMENTS: None

COMMISSIONER COMMENTS:

Jim commented that he had a great experience in Denmark and learned a lot of information.

EXECUTIVE SESSION:

ADJOURNMENT:

The Business Meeting adjourned at 6:05 p.m., peace and harmony prevailing.

ATTEST:


Jim Grubenhoff, President


Arnold Martin, Secretary