



MINUTES OF THE BUSINESS MEETING
Held April 5, 2021

The April 5, 2021 Business Meeting was called to order at 5:15 p.m., by President Grubenhoff. The meeting was held at the Port of Sunnyside's Business Administration Office located at 2640 E. Edison Avenue, Suite 1, Sunnyside, WA.

Commissioners and Staff present at the Business Meeting:

Jim Grubenhoff, Commission President
Tyler Schilperoort, Commission Vice President
Arnold Martin, Commission Secretary
Jay Hester, Executive Director
Travis Jansen, Project Manager
Karen Hofmann, Director of Finance & Administration
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

GUESTS: Kevin Hanlon

GUESTS COMMENTS: None

DISCUSSION/ACTION ITEMS:

EXECUTIVE DIRECTOR

- Jay provided an update on the Airport Hangar lease. The lease is still being worked on by both City and Port staff. The goal is to have it finalized to present to City Council at their next scheduled meeting on April 12, 2021. Commissioner Grubenhoff inquired about the location. Jay replied that the location is agreeable to both parties and the FAA has approved it.
- Jay informed the Commission that Maul Foster Alongi will be on location tomorrow morning, at the former Planter's Hotel site, to drill for samples. This is part of the Phase II investigation they are currently conducting. All three Commissioners accepted the invitation to visit the site with Jay.

PROJECT MANAGER

- Travis provided an update on the MBR project. He shared that the floors were poured last week and he is working on updating the delivery dates for equipment that has been delayed. He mentioned that the skids have been built and are ready to be shipped when the project reaches that point.
- A change order from Rotschy, Inc. was presented for approval. The change order is for the additional sales tax due to the tax rate change from 8.0% at the time of the bid to 8.2%.

ACTION ITEMS:

- The consent agenda includes:

Minutes of the Business Meeting held on March 15, 2021. Payroll issued on March 19, 2021 in the amount of \$47,438.75, payables issued on March 25, 2021 in the amount of \$94,879.82, payroll issued on April 5, 2021 in the amount of \$49,128.68, totaling \$191,447.25. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

- Motion to approve the Supplemental Engineering Agreement No. 1 with J-U-B Engineers for the Airport Hangar Project and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- Motion to approve Change Order No. 3 from Rotschy, Inc., for the MBR Project, in the amount of \$12,913.88 and authorize Travis Jansen to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.

GENERAL COMMENTS:

Staff Comments

Rob commented that the LTI Property Sale Closing date was swiftly approaching. Due to new requirements with the railroad, the closing date needs to be pushed back to the end of June. The sale requires that a railroad crossing will need to be moved, but the move requires a permit. The application process for this is estimated to take at least 60 days. Since this delay was unforeseen, the Port is proposing to extend the closing date to June 30, 2021. Along with the closing date extension the Port will waive the rent for their current ground lease for the months of April, May and June.

Jay added that the Port will need to grant access for LTI to be able to legally access the property, but the permit is needed before access can be granted. Commissioner Grubenhoff asked what the fee for this permit will be. Travis replied that there has not been any mention of a fee for this permit yet. Rob explained further that this crossing is only for LTI to be able to access the property that they are purchasing from the Port. The Port's crossing will eventually be moved south.

- Motion to approve an Extension Agreement and Amendment to Ground Lease with 125 Alexander Road, Sunnyside LLC extending the closing date of the purchase transaction to June 30, 2021, and waiving rent under the ground lease for April 2021 through June 2021, and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Martin seconded. Motion approved 3-0.

Commissioner Comments

Commissioner Martin commented that it appears that the Port may face some challenges in the coming year and encouraged everyone to continue working hard. He wished everyone good luck moving forward.

Commissioner Schilperoort commented that he is looking forward to seeing all that the Port is currently working on come to fruition. There is a lot going on and he is excited to see these projects through to the finish.

Commissioner Grubenhoff commented that the Port is on the right track and he hopes this continues through the year and well into the future. He thanked Port staff for all of their hard work and gave kudos for the great job that has been done with all of the current projects.

EXECUTIVE SESSION: The Executive Session was opened at 6:04 p.m. by President Grubenhoff to discuss Real Estate and Legal issues as allowed by RCW 42.30.110 subsection C and I respectively. The session was expected to last ten minutes with no action anticipated to be taken. At 6:14 p.m. the session was extended for five minutes. At 6:19 p.m. the session was extended for another 5 minutes. The session ended at 6:24 p.m.

ADJOURNMENT: The Business Meeting adjourned at 6:25 p.m., peace and harmony prevailing.


Jim Grubenhoff, President

ATTEST:

Arnold Martin, Treasurer