



**MINUTES OF THE BUSINESS MEETING**  
**Held November 20, 2023**

The November 20, 2023, Business Meeting was called to order at 5:15 p.m., by President Schilperoort. The meeting was held at the Port of Sunnyside's Business Administration Office located at 2405 Reith Way, Sunnyside, WA.

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

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

Jay Hester, Executive Director  
Adam Smith, Project Manager  
Delilah Seanz, Finance Director  
Nicole Jech, Communications Director

**GUESTS:**

Stephanie Ray - HLA  
Vicky Frausto – Sunnyside resident  
Maria Fernandez – ELLA representative

**GUEST COMMENTS:** None

**DISCUSSION / ACTION ITEMS:**

**Executive Director**

- **YCDA Public Sector Service Agreement** – Jay discussed the agreement for services with YCDA. This is a renewable agreement for a period of five years. The partnership brings development opportunities to the community of Sunnyside.
- **WPPA Winter Meeting** – The annual WPPA Winter Meeting is approaching. Jay mentioned he will be attending again this year and plans to sit in on the legal session.
- **Midvale Industrial Park Project** – Road names are being considered for the Midvale Industrial Park project. Possibilities include the name of a former Port commissioner. Once selected, the name must pass City and County approval.

**Project Manager**

- **Airport Land Lease** – The Port has a land lease with the City of Sunnyside on which the airport hangar was to be built on. It was determined that an 8 bay T-Hangar would better serve the needs of the airport. The land lease is no longer needed, and the T-Hangar will be dedicated to the City upon completion.
- **Integrity Driving School Lease** – Beginning January 1, 2024, Integrity Driving School intends to rent the space at 520 S. Seventh Street, formerly occupied by Entrust. This is a one-year lease. The Port will continue to review market prices to either sell the property or possibly seek a long-term tenant.

## HLA Presentation

- **Midvale Industrial Park Project** – Stephanie gave a presentation on the Midvale Industrial Park project. Updates to the current project agenda were discussed showing current costs and modifications to construction.

**\*GUEST COMMENTS:** Maria commented outside of the comment period and inquired about some of the budget numbers presented and asked questions regarding the SEPA for the project. Stephanie addressed Maria's questions.

**STAFF COMMENTS:** Jay commented that Perry Tech will be holding an open house at their new Sunnyside facility from 10:00 a.m. to 1:00 p.m. on Saturday, December 2, 2023.

**COMMISSIONER COMMENTS:** Commissioner Martin and Grubenhoff thanked Stephanie for her presentation, commenting that it was well done and informative.

## ACTION ITEMS:

The consent agenda includes:

- Minutes of the Business Meeting held on November 6, 2023, and minutes of the Rate Hearing held on November 7, 2023. Payroll issued on November 3, 2023, in the amount of \$57,155.48, payables issued on November 7, 2023, and November 9, 2023, in the amount of \$491,797.88, totaling \$548,953.36. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the Yakima County Development Association Public Sector Service Agreement and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.
- To approve the Termination of Lease with the City of Sunnyside and authorize Jay Hester to sign on behalf of the Port. Commissioner Martin moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- To approve the Commercial Lease with Integrity Driving School, LLC, and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Martin seconded. Motion approved 3-0.

**EXECUTIVE SESSION:** No executive session held.

**ADJOURNMENT:** The Business Meeting adjourned at 6:10 p.m., peace and harmony prevailing.

  
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Arnold Martin, Vice President

ATTEST:

  
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Jim Grubenhoff, Secretary

\*Denotes item out of the normal order of events.