



MINUTES OF THE BUSINESS MEETING
Held February 5, 2024

The February 5, 2024, 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, Secretary
Jay Hester, Executive Director

Rob Faber, Legal Council
Adam Smith, Project Manager
Jasmine Chavez, Administrative Assistant

GUESTS:

Maria Fernandez – We are Ella
Vicky Frausto – Sunnyside City Council

The public hearing on a Resolution Adopting Amendment and Supplement No. 37 to its Comprehensive Plan of Development was opened at 5:16 p.m. by President Martin.

Rob commented that this is an Amendment to the Comprehensive plan to surplus property before it is sold. This property is the Port Drive property, that is no longer needed for Port purposes. Other than the rail spur, this is the last piece of property the Port owns on Port Drive. This property will be sold to Valley Wide.

No public comments were received.

The Public Hearing was closed at 5:18

DISCUSSION / ACTION ITEMS:

Executive Director

- **Resolution 2024-01** – This resolution is a resolution adopting amendment and supplement No. 37 to its comprehensive plan of development.
- **Department of Commerce** – The Port requested an additional \$74,218.00 in funds from the Department of Commerce. The funding will be an adjustment to the current Brownfield Cleanup Project contract. The money will be granted as it is expensed. This will bring the total cleanup cost to \$298,168.00.

Project Manager

- **J-U-B Engineers** – This is a yearly agreement for engineering on call services as needed for 2024.
- **T-Hanger** – J-U-B Task order No.1 will complete the bidding documents for the

airport and will allow the project to go out to bid. The cost and plan will then be presented to the City of Sunnyside for review.

Maria Fernandez questioned who the primary users of the hangars would be, Jay responded that pilots would lease them through the City of Sunnyside. He also mentioned that the City of Sunnyside hasn't had any access to building hangars for years. This was a grant that was brought to the City by Senator Honeyford, but when it was presented to the City, they didn't have the opportunity to build the hangar, so they offered it to the Port. The airport board and City recommended T-Hangers as well as the Federal Aviation Administration.

Maria questioned how the need for the hangars was determined. Jay informed her that it was through the AIP (Airport Improvement Plan). The comprehensive plan for the airport is developed by a FAA private consultant, who is hired by the City. They perform feasibility studies for Federal Aviation Airports. The airport is City owned and federally controlled.

Arnold commented that the Port is only helping with the development for long term use for the public or potential commercial use, but the airport is owned by the City. Technical details and information need to be directed to the City.

ACTION ITEMS:

- Motion to approve the consent agenda which includes minutes of the business meeting held on January 16, 2024, payables issued on January 25, 2024, in the amount of \$265,859.34, and payroll issued on January 19, 2024, in the amount of \$53,288.29, totaling \$319,147.63. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve Resolution 2024-01, A Resolution Adopting Amendment and Supplement No. 37 to its Comprehensive Plan of Development. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the Brownfield Revolving Loan Fund grant agreement amendment from the Department of Commerce in the amount of \$74,218 and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to approve the agreement with J-U-B Engineers, Inc. for Professional Services and authorize Jay Hester to sign on behalf of the Port. Commissioner Grubenhoff moved to approve; Commissioner Schilperoort seconded. Motion approved 3-0.
- Motion to approve the scope of work from J-U-B Engineers for Task Order 001 in the amount \$11,900 for the airport hangar project and authorize Jay Hester to sign on behalf of the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0.
- Motion to authorize Jay Hester, as the Executive Director of the Port of Sunnyside, to sign all closing documents for the Port's sale of approximately 2.36 acres identified as Yakima County Assessor's parcel numbers 220901-23435 and 220901-23439 to Valley Wide Cooperative, Inc., including but not limited to the deed, excise tax affidavit, closing statement and closing escrow instructions, which are consistent with the Real Estate Purchase and Sale Agreement signed by the Port. Commissioner Schilperoort moved to approve; Commissioner Grubenhoff seconded. Motion approved 3-0

STAFF COMMENTS:

Rob commented that the property sale with Valley Wide will close within the next 10 days.

COMMISSIONER COMMENTS:

Jim commented that he is happy to see the work progressing at suite 4 and to finally start the hangar project.

EXECUTIVE SESSION: None

ADJOURNMENT:

The Business Meeting adjourned at 5:48 p.m., peace and harmony prevailing.



Arnold Martin, President

ATTEST:


Tyler Schilperoort, Secretary