

Port of Klickitat

Board of Commissioners Minutes

Regular Meeting

Date: July 07, 2026

Attendance

Present: Port Commissioner James Herman; Port Commissioner Bill Schmitt; Port Commissioner Billy Gross; Property Manager David Sauter; Administrative Assistant Lisa Cunningham.

Absent: Executive Director Margie Ziegler

Guests: None

Call to Order

Commissioner Schmitt called the meeting to order at 4:32 PM.

Administrative Matters

Approval of Minutes

June 09, 2026, Meeting Minutes. Herman motioned to approve the minutes. Gross seconded the motion. Motion carried.

Approval of Vouchers

- Accounts Payable Vouchers – June 16, 2026, 30802-30817 - \$16,154.80
- Payroll Vouchers – June 18, 2026, D15468-D15476 - \$13,725.06
- Payroll Vouchers – June 24, 2026, D15477 - \$26.57
- Payroll Vouchers – July 2, 2026, D15478-D15495 - \$17,370.45
- Accounts Payable Vouchers – July 2, 2026, 30818-30835 - \$30,491.29

Herman motioned to approve the vouchers. Gross seconded the motion. Motion carried.

Old Business

BPBP Building 1D Lease Amendment PM Sauter reviewed the staff report amending the notification period of no more than 15 months and not less than 12 months. Sauter said Insitu has agreed to take out the language regarding tenant improvements. PC Herman motioned to approve amending the notification period of no more than 15 months and not less than 12 months. PC Gross seconded the motion. Motion carried 3-0.

New Business

Aerovel – East Development PM Sauter reviewed the sketches provided by Aerovel of the east side property improvements. The proposed improvements will not be permanent nor structural but would exceed the \$10,000 threshold stipulation in the lease section 10.5.c. By consensus the PC approves the proposed improvements and directs Ziegler to prepare any paperwork to formalize the approval.

Columbia Distillery – Extend Pre-Occupancy Period PM Sauter discussed the request from the tenant to extend the preoccupancy period for two months until August 31, 2026. The tenant expressed that the extension was warranted because of the near two (2) month delay in executing the lease. There would be no change of the anniversary date for the lease. Section 14 remains unchanged and supplemental payments for bid additions would begin on July 1, 2026. Sales tax deferral starts January 1, 2027, per the original lease. Sauter said utilities have been incurred prior to the occupancy. Sauter asked for directions on how to move forward. Discussion ensued. PC Herman motioned to extend the preoccupancy period for two months, utilities will be charged effective July 1, 2026, and supplemental payments will be charged July 1, 2026. PC Gross seconded. Motion carried 2-1.

KCPEDA Board – Appoint new board member PC Herman discussed his desire to represent the Port Commission on this board. PC Gross seconded the appointment. Motion carried 3-0.

Executive Director's Report

DIP Rail Spur Project PM Sauter said the project has started. The rail contractor mobilized on Monday July 6, 2026, and has started repairs. All work on the project is expected to be completed within three (3) weeks.

Pine Creek RNG PM Sauter reviewed the proposed site plan and maps of the potential leased area next to Dirt Huggers. Sauter said he will be attending the county pre-sub meeting on the project that will be held on July 9, 2026. By consensus the PC approved the general area of the lease and directed staff to continue to develop a draft lease.

BPBP 1D HVAC Project PM Sauter said we are out advertising this project. There will be a mandatory pre-bid meeting on July 15, 2026, with bids due back July 30, 2026, at 2 pm.

4th of July Event – Recap PM Sauter said the event went well. No changes in procedures moving forward except adding more “no dogs allowed” signage. The PC expressed a thank you to all the volunteers, Fire Departments, ambulance, and law enforcement that made the event possible. Sauter mentioned the volunteers that helped with the clean-up the next morning.

Commissioners' Remarks

None

Public Comment

None

Adjournment

Commissioner Schmitt adjourned the meeting at 5:40 PM.

Minutes submitted by Lisa Cunningham, Administrative Assistant