



COMMISSION WORK SESSION AGENDA
Regular Meeting at Port of Port Angeles
January 9, 2017
9:00 a.m.

******Time Specific Item: FIA Master Plan Update 10 AM******

******Time Specific Item: Executive Session 10:30 AM******

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- II. EARLY PUBLIC COMMENT SESSION (total session up to 20 minutes)**
- III. DISCUSSION/QUESTIONS FOR AFTERNOON REGULAR MEETING**
- IV. WORK SESSION TOPICS**
 - A. Nomination of Officers (Pages 1-3)
 - B. Resolution—Unrepresented Staff Salaries 2017 (Discussion) -- See Business Mtg. Packet
 - C. Port Representation Assignments (Discussion) --See Business Mtg. Packet
 - D. FIA Master Plan Update (Time Specific 10 AM) (Pages 4-8)
 - E. Community Partner Grant Program Review (Pages 9-15)
 - F. Joint Meetings with Public Entities (Pages 16-17)
- V. FUTURE AGENDA TOPICS**
 - A. Work Session (Page 18)
 - B. Business Meeting (Page 19)
- VI. PUBLIC COMMENT SESSION (total session up to 20 minutes)**
- VII. EXECUTIVE SESSION - The Board may recess into Executive Session for those purposes authorized under Chapter 42.30 RCW, the Open Public Meetings Act. (Time Specific 10:30 AM)**
- VIII. ADJOURN**



RULES FOR ATTENDING COMMISSION MEETING

- Signs, placards, and noise making devices including musical instruments are prohibited.
- Disruptive behavior by audience members is inappropriate and may result in removal.
- Loud comments, clapping, and booing may be considered disruptive and result in removal at the discretion of the Chair.

RULES FOR SPEAKING AT A COMMISSION MEETING

- Members of the public wishing to address the Board on general items may do so during the designated times on the agenda or when recognized by the Chair.
- Time allotted to each speaker is determined by the Chair and, in general, is limited to 3 minutes.
- Total time planned for each public comment period is 20 minutes, subject to change by the Chair.
- All comments should be made from the speaker's rostrum and any individual making comments shall first state their name and address for the official record.
- Speakers should not comment more than once per meeting unless their comments pertain to a new topic they have not previously spoken about.
- In the event of a contentious topic with multiple speakers, the Chair will attempt to provide equal time for both sides.

**ITEM FOR CONSIDERATION
BY THE
BOARD OF PORT COMMISSIONERS**

January 9, 2017

Subject: Nomination and Election of Officers

RCW & POLICY REQUIREMENTS:

According to the Port Bylaws Article II. Organization of the Commission

A The Commission shall organize by the election from its own members a President, Vice-President and Secretary. All Proceedings of the Commission shall be by motion or resolution recorded in a book or books kept for such purpose, which shall be records.

B. The Commission shall elect new officers following the beginning of each even calendar year, whose term shall run for two (2) years beginning when elected, and until the election of a successor. Vacancies in an office arising from any cause may be filled at any regular or special meeting of the Commission.

According to the Port Bylaws Article IV. Duties of Officers

A. The President Shall:

1. Preside at all public meetings of the Commission and at executive sessions of the Commission;
2. Sign all resolutions, contracts, and other instruments on behalf of the Commission as authorized by the Commission;
3. Review the proposed agenda for each Commission meeting and authorize the issuance of notices for regular meetings, special meetings and work sessions;
4. Perform all such other duties as are incident to the office or are properly required by the Commission.

B. The Vice-President shall:

- 1 During the absence or disability of the president, exercise all the functions of the President;
2. Have such powers and discharge such duties as may be properly assigned from time to time by the Commission including but not limited to, performing the duties of the Secretary.

C. The Secretary shall:

1. Supervise the recording of the minutes by Port staff;
2. Supervise Port staff in retaining a record of all motions and resolutions adopted by the Commission;
3. Supervise the safekeeping of the seal and the minute books;

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4. Otherwise perform such further duties as are incident to the office and as are properly required by the Commission including but not limited to performing the duties of the Vice-President.

BACKGROUND:

During several work sessions in 2016, the Commission met to revise the bylaws. On August 22, 2016, the revisions to the Bylaws were presented for adoption. While there was consensus on the Commission to accept the revisions to the Bylaws the Commission decided to table the approval until the completion of revisions to the Delegation of Authority in case additional changes were needed. Although the revisions were not formally adopted, the Commissioners informally agreed to the following significant revisions that are relevant to the election of officers.

- Article II. Organization of the Commission, item B changes the officer's term from 2 years to 1 year.
- Article II. Organization of the Commission, item D changes the establishment and composition of committees from the President to the Commission.
- Article IV. Duties of Officers, item A President increases the responsibility from "review" the proposed agenda to "approve" the proposed agenda.
- Article IV. Duties of Officers, item B Vice-President expands the duties to include: Preside at all public meetings at which the President is not physically present;
- Article IV. Duties of Officers, item B Vice-President expands the duties to include: Perform all such other duties as are incident to the office or are properly required by the Commission.
- Article IV. Duties of Officers, item C Secretary expands the duties to include: Review vouchers prior to the Commission meeting at which the voucher summary will be presented for approval, and be prepared to report voucher details to the entire Commission prior to approval.

Note: Revised Bylaws were presented on August 22, 2016.

ANALYSIS:

A review of the commission meeting minutes for the nomination and election of officers since 2010 through 2016, except for 2011, the Port Commissioners has elected officers annually at the first meeting of the year, regardless of the every two year provision at the beginning of each even calendar year. There were some commission vacancies, etc. that caused the election of officers to be visited yearly.

In November 2013, the voters approved a reduction of the Commission term from six years to four years. The idea was to make elected officials more accountable by having to come back to the public every four years. However, this creates a difficult transition since two Commissioners will be up for election at the same time and there is a steep learning curve to understand the complexities of the Port. It also means that each Commissioner will not serve equal time in the different officer positions. The Commissioners may want to take this into consideration when nominating officer positions.

In 2017, both Commissioner McAleer and Commissioner Burke will be up for re-election.

ENVIRONMENTAL IMPACT: Not applicable.

FISCAL IMPACT: Not applicable.

RECOMMENDED ACTION:

Commissioners to take action on the nomination and election of officers.

**ITEM FOR DISCUSSION
BY THE
BOARD OF COMMISSIONERS**

January 9, 2017

Subject: FIA Master Plan Update (AIP 34)

Presented by: Jerry Ludke, Airport/Marina Manager

RCW & POLICY REQUIREMENTS:

Under RCW 47.68.090, any city, county, airport authority, political subdivision, federally recognized Indian tribe, public corporation, or person(s) that owns and operates a public-use airport included in the Washington Aviation System Plan (WASP) is considered an eligible airport sponsor and may apply for WSDOT Airport Aid grant funds. Federal AIP (Airport Improvement Program) grants for planning, development, or noise compatibility projects are at, or associated with, individual public-use airports (including heliports and seaplane bases). Further, to be eligible for a grant, an airport must be included in the National Plan of Integrated Airport Systems (NPIAS).

BACKGROUND:

In 2015 the Port received FAA and WSDOT grants to fund 95% of the airport master plan update (MPU) project and executed a contract with Reid Middleton (RM), Inc. in August 2015 for \$658,237.90. On January 21, 2016 the Port held an initial Study Advisory Committee (SAC) meeting and public open house on the project.

RM completed the existing conditions inventory (chapter 2) and the aviation demand forecast (chapter 3) portions of the study in the summer of 2016, and the FAA approved the Beechcraft Super King Air 200 (RDC B-II) as the existing and future critical aircraft, i.e. the most demanding aircraft type, or grouping of aircraft with similar characteristics, that make regular use of the airport (regular use is 500 annual operations, excluding touch-and-go operations, and an operation is either a takeoff or landing).

The FAA began review of facility requirements (chapter 4) in the fall of 2016.

Although RM and Port staff demonstrated that many business jets require more than 5,000 feet of runway length to operate safely, the existing utilization of these aircraft does not meet the FAA defined “substantial use threshold” of a minimum 500 non touch-and-go operations, and the FAA informed Port staff on December 6, 2016 that the runway length requirement must be based on the approved critical aircraft.

ANALYSIS:

An analysis of the Beechcraft Super King Air 200 demonstrates that a runway length of 3,850 feet is the required runway length for Runway 8/26 based on the FAA definition of “substantial use threshold” of 500 annual non touch-and-go operations. Using this definition, the FAA has determined that this runway length is all that would be eligible for

Capital Improvement Program (CIP) funded pavement maintenance and rehabilitation projects in the future. Should the Port decide to maintain a runway length beyond 3,850 feet, it must do so utilizing Port monies exclusively for any additional runway length.

This 3,850 foot required runway length is less than the current 4,993 foot landing distance provided by the displaced threshold on Runway 26 and substantially less than the full runway length of 6,347 feet.

The FAA also notified staff that a reduced runway length determination means that an environmental assessment (EA) for possible tree removal is no longer needed and would not be eligible for federal funding.

Based on the existing Runway 26 displaced threshold, however, approximately 400 trees (2.4 acres) east of the airport are potentially penetrating the Part 77 34:1 approach surface slope. At some point in the future those trees will probably need to be removed at Port cost to maintain the existing displaced threshold.

One positive note is that any runway length reduction will not take place until 2021-2022 when the next major runway rehabilitation is scheduled.

This fact gives staff additional time to definitively determine how many operations occur annually by aircraft requiring more than 5,000 feet of runway length to operate safely.

Staff intends to accomplish this work through two independent methods: 1) enlisting Rite Bros. Aviation to maintain a manual log of such aircraft; and 2) contracting with a consultant on an 18 month study to identify and count aircraft using a camera system located at each runway end to photograph, tally and organize categories of aircraft operating at the airport.

Port staff is also considering funding a study to quantify the negative economic impact of a future runway length reduction.

Although the 2017 EA has been effectively canceled, a new EA that includes economic impacts will be required when a reduced runway length requires an update of the current aircraft GPS instrument approach to Runway 26.

Finally, Port staff intends to meet with the FAA later this month to determine the status of the MPU and how to proceed.

ENVIRONMENTAL IMPACT: None.

FISCAL IMPACT:

The 2017 capital budget of \$35,000 for a Runway 26 Obstruction Environmental Assessment will not be spent.

RECOMMENDED ACTION:

Staff is seeking Commission input and direction.

Table 3-22 Summary of Operations Forecast By Runway Design Code, 2015-2035

RDC	Representative Aircraft	2015¹	2020	2025	2030	2035
A-I	Cessna 172	12,300	12,678	12,920	13,380	13,870
A-II	Cessna Caravan	3,275	6,515	6,575	7,315	8,365
B-I	Beech King Air 100, Eclipse 500/550, Cessna Citation I, Cessna Mustang	4,369	4,645	5,014	5,175	5,291
	Beech King Air 90, Beech Super King Air 200, Cessna Citation II/V/CJ2/CJ3, Dassault Falcon 50/900	3,758	3,995	4,161	4,425	4,767
C-I	Raytheon Beechjet 400, Bombardier Learjet 55	32	40	55	70	90
C-II	Dassault Falcon 2000, Gulfstream G200, BAe Hawker 800, Bombardier BD-100/Challenger 300	98	115	150	175	200
C-III	Boeing 737-700, Dassault Falcon 7X	1	10	12	16	20
D-I	Bombardier Learjet 35/45/60	110	125	140	160	175
D-II	Gulfstream GIV/G400	14	16	20	20	20
D-III	Gulfstream GV/G500, Boeing 737-800	51	61	71	81	91
Total²		24,008	28,200	29,118	30,817	32,889

Source: Reid Middleton, Inc. and Mead & Hunt.

¹Actual, as estimated by FBO and CLM personnel, November 2015.

²Does not include helicopter operations, which have no RDC designation.

Draft Table A4-4. Existing Business Jet Runway Takeoff Length Requirements, In Feet

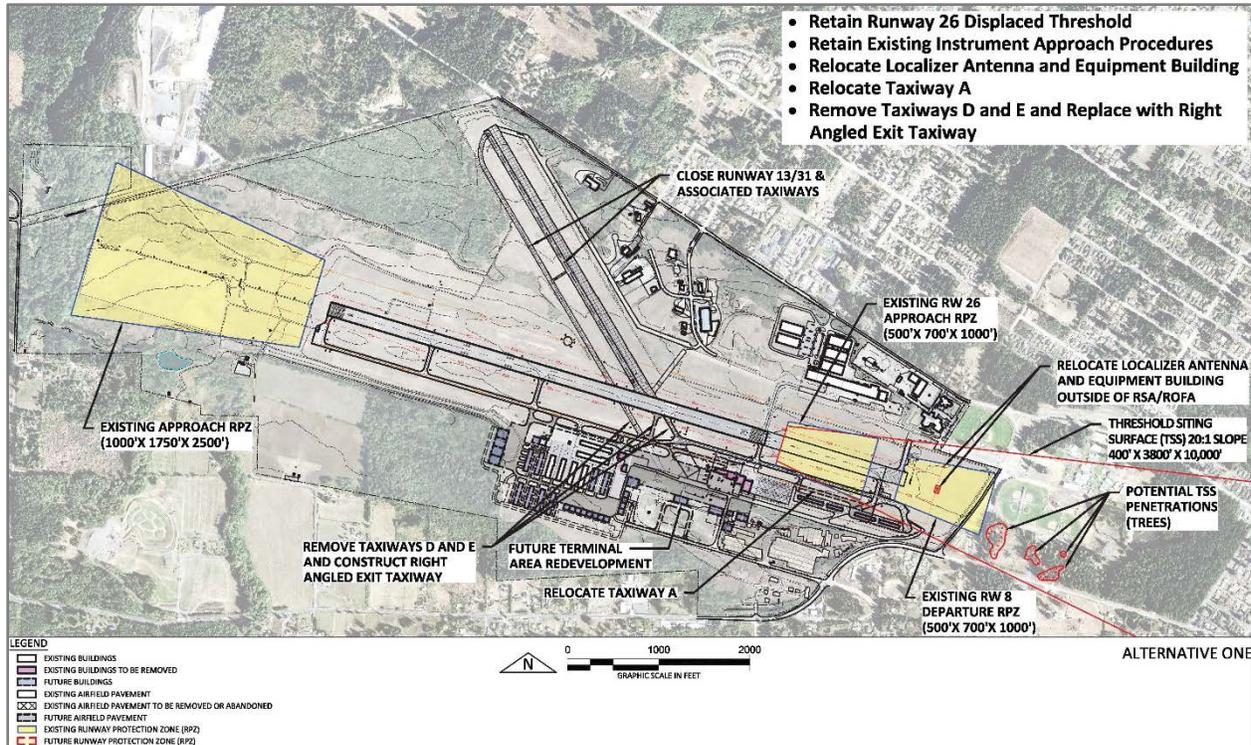
Aircraft	Maximum Takeoff Weight (lbs.)	Runway Length Standard Day ¹	Runway Length Hot Day ²	2015 Operations	2020 Operations	2035 Operations
Existing Runway 8/26 Takeoff Length Available = 6,347						
75% of the Fleet (> 12,500 lbs. to ≤ 60,000 lbs. MTOW)						
Learjet 35A	18,500	5,249	5,542	60	50	20
Dassault Falcon 50 EX	39,700	5,166	5,453	20	40	70
Challenger 300	38,850	5,084	5,367	22	24	36
Learjet 45	20,500	4,711	4,973	24	24	10
Beechjet 400	16,100	4,533	4,785	32	36	26
Cessna Citation Excel	20,200	3,839	4,053	36	35	20
100% of the Fleet (> 12,500 lbs. to ≤ 60,000 lbs. MTOW)						
Canadair Challenger 601	45,000	6,298	6,649	14	16	20
Learjet 60	23,500	5,880	6,207	26	30	40
Dassault Falcon 2000	35,800	5,727	6,046	10	10	16
Dassault Falcon 900 EX	48,300	5,686	6,003	18	20	24
Cessna Citation X (750)	36,100	5,421	5,723	12	14	30
Hawker 800XP	28,000	5,308	5,604	20	24	40
> 60,000 lbs MTOW						
Gulfstream G-IV/G400/G450	74,600	5,890	6,218	14	16	20
Gulfstream G-V/G500	76,850	5,482	5,787	50	60	90
Gulfstream G550	91,000	6,206	6,552	4	8	20
Total				362	407	482

Source: Reid Middleton, Inc. and Mead & Hunt review of manufacturer specific airplane characteristics for airport planning documents.

Notes: ¹Runway length requirements based on CLM elevation of 291 feet AMSL and Standard Day temperature of 59° F and include a 176-foot adjustment (increase) due to 17.6-foot runway centerline elevation differential for Runway 8/26.

²Runway length requirements based on CLM elevation of 291 feet AMSL and Hot Day temperature of 69.1° F and include a 176-foot adjustment (increase) due to 17.6-foot runway centerline elevation differential for Runway 8/26.

Bold text reflects a length that exceeds the existing takeoff runway length.



- Retain Runway 26 Displaced Threshold
- Retain Existing Instrument Approach Procedures
- Relocate Localizer Antenna and Equipment Building
- Relocate Taxiway A
- Remove Taxiways D and E and Replace with Right Angled Exit Taxiway

**ITEM FOR DISCUSSION
BY THE
BOARD OF PORT COMMISSIONERS**

January 9, 2017

SUBJECT: 2017 COMMUNITY PARTNER PROGRAM

Prepared by: Holly Hairell, HR, PR & Admin Manager

BACKGROUND:

The Port may, according to specific criteria, provide funding to third parties or support events, programs or activities for promotional, community, and economic purposes only where there is a clear, identifiable and compelling connection between the event, program, organization or activity and the Port's specific purpose and authority as established under state law, which include: trade promotion, public education and awareness, promotion of Port facilities and economic development programs. Outright gifts, donations or contributions to general community or charitable organizations are not authorized.

In 2015 and 2016, the Port successfully administered the Community Partner Program. To date, the Port has funded approximately \$110,000 towards economic development, tourism and public education projects in Clallam County.

ANALYSIS:

Both the 2015 and 2016 Community Partner Programs were successes; however there is always room for improvement and fine tuning. The following changes have been incorporated into the application and policy:

Application:

- Replace old logo with refreshed logo.
- Change dates to 2017 dates
- Guidelines number 9 – Add language to prohibit three consecutive years of funding.
- Guidelines number 10 – Added language to prohibit funding for a communities on-going operations.
- Guidelines number 11 – Add that each community must provide a written report summarizing their project after their project is completed. Also added that the Commission may request a presentation at an open public meeting.

Policy:

- Replace old logo with refreshed logo
- Change effective dates throughout policy.
- Purpose – sharpen language to make consistent between application and policy.
- Policy – Add language to prohibit on-going operational projects and communities receiving funding for three consecutive years.
- Hold-Over – Added an entire new section in the policy to allow communities to request a hold-over of their Community Partner Program funds into the next calendar year for unforeseen circumstances.

One other change has been discussed amongst staff regarding the timing of the 2018 Community Partner Program. In an effort to afford communities an entire calendar year to expend their

awarded funds, the Community Partner Program could accept applications and award funds in the fourth quarter of each year. Applications could be accepted in November and the notice of award could be delivered in December.

ENVIRONMENTAL IMPACT: None

FISCAL IMPACT:

The 2017 budget includes \$65,000. The Commission intends for this to be an ongoing program where approximately 4% to 5% of the property tax assessment will be budgeted each year during the budget process as long as other financial considerations allows for it.

RECOMMENDED ACTION:

- Review and comment upon the revised 2017 Community Partner Program application and policy (attached).
- Discuss the proposed 2018 Community Partner Program timing change.
- Authorize the staff to launch the 2017 Community Partner Program immediately.



Policy & Procedure:

Community Partner Program

Approval Required: (check box) <input type="checkbox"/> Commissioners (Policy) <input checked="" type="checkbox"/> Executive Director <input checked="" type="checkbox"/> Director	Approved By: _____ Executive Director _____ Program Administrator	Approval Reference: (if applicable) RCWs 53.08, 39.80, 39.04, 39.12, Effective Date: 2/10/15, revised 1/26/16 and 1/9/17 in commission meeting minutes
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I. Purpose

The Port of Port Angeles' Community Partner Program offers matching funds of up to the amount established during the annual budget process for use in economic development projects for small cities and communities in Clallam County, hereinafter referred to as "community". The Commission intends to budget approximately 4% to 5% of the annual property tax assessment for the Community Partner Program.

For purposes of this program an eligible Clallam County community is defined as:

- A public or non-profit group
- An incorporated or unincorporated small city of no more than 10,000 residents.

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II. Policy

As a special purpose district governed by state law, investments by the Port of Port Angeles must adhere to the legal requirements set forth in Title 53 of the Revised Code of Washington (particularly RCW Chapter 53.08 and Section 53.08.245).

~~Non-profits and small cities~~ Communities may make applications requesting funds to be applied toward trade promotion, tourism promotion, public education & awareness and economic development projects ~~for small cities and non-profits~~ in Clallam County. Applications for financial support for on-going operations of the non-profit or small city will not be considered. After staff review to determine application eligibility, the Port Commission shall consider all qualifying applications and determine if the application(s) is an acceptable and desirable application to the program. If so, then the Commission authorizes the amount to each applicant and the program funds shall be disbursed in conformance with the procedures described in this policy.

Non-profits and small cities may not receive Community Partner Program funds for more than two (2) consecutive years. To be eligible to receive funds for a third (3rd) year, the non-profit or small city must not be awarded funds from the Community Partner Program for one (1) year.

III. Procedures

A. Funds

The Community Partner Program funds shall be established and approved annually by the Commission and shall consist of those funds provided by the Port for disbursement by the Commission as part of this program. All funds disbursed by the Port shall be disbursed only in conformance with the procedures outlined in this policy.

Monies in the fund should be used for 1:1 matching funds for economic development projects undertaken by the communities. Fund monies shall not be used to provide the sole source of financing for projects undertaken by communities. Applications will not be considered that are not being funded in part by the applying community and/or through other public funds. Applications for funds must specify sources for other project funds. Communities may apply for fund monies for multiple projects, but each such project shall be the subject of a separate application. Exceptions to the fund matching ratio can be made with the approval of the Commission. In-kind services may also be considered by the Commission in place of matching funds.

Community Partner Program

B. Applications and Application Screening

The operating year for the program shall begin on January 1st of each year and shall end on December 31st of the same year. The application period shall commence on February 1st of each year and end ~~on the last business day by the end~~ of February. Applications shall be in ~~writing~~ (electronic or mailed) ~~using the Port of Port Angeles Community Partner Program application form.~~

1. Staff Screening:

Port staff shall perform a "pre-screening" of the applications ensuring the application is complete and supporting documentation is attached if necessary. Port staff may reject applications that are incomplete or fail to meet the legal requirements set forth for port districts in RCW 53.08.245.

2. Commission Screening:

The "pre-screened" applications shall be submitted to the Port ~~Commission~~ ~~no later than by~~ March ~~15th of each year~~ ~~10, 2017~~. The Port Commission shall evaluate and ~~prioritize~~ the pre-screened applications and shall announce the funding recipients no later than ~~April 15th of each year~~ ~~March 31, 2017~~. The Port Commission shall evaluate all pre-screened applications and ~~shall~~ prioritize them using such factors as the amount of funding requested for the project, ~~the~~ percentage of the overall total project cost being requested in the application, the nature of ~~the~~ project in the application and the most direct linkage to family wage job creation in Clallam ~~County~~.

In the event the community elects not to undertake or complete a project for which it has been allocated fund monies, then the Commission may make such funds available to the next highest prioritized application.

Fund Disbursement:

C.

~~Communities undertaking projects that have been allocated fund monies shall be solely responsible for timely payment of all invoices submitted by vendors, professionals, contractors and any other parties providing goods and/or services for any project receiving fund monies. Such invoices shall be provided to the Port the earlier of (i) ninety (90) days after the provision of the goods and/or services being billed for therein, and (ii) thirty (30) days prior to the end of the then current operating year. The Port shall in turn make payment directly to the community. Payment shall be made within thirty (30) days of the Port's receipt of the invoice from the community.~~

The parties acknowledge that it is the goal of the Port to apply the entire amount of the fund to economic development projects each fiscal year.

D. Hold-Over:

~~Communities, who for unforeseen circumstances have not expended their awarded Community Partner Program Funds by the end of the calendar year, may apply in writing by November 15th of the current calendar year to have their awarded funds held over into the next calendar year. The communities' written request must contain details of the circumstances that are requiring the hold-over, the amount of funds requested to be held-over and the date by which the funds will be expended if a hold-over is granted. The commission will evaluate each written request for hold-over on a case by case basis. Notification of hold-over approval will be provided to the community by no later than December 1st. All held-over funds shall be expended by March 31st.~~

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Policy & Procedure:

Community Partner Program

IV. References

1. RCW Chapter 53.08 and Section 53.08.245
2. Article VIII sections 5 and 7 of the Washington State Constitution the Port from loaning or gifting state funds, property or credit.



Port of Port Angeles Community Partner Program

The Port of Port Angeles' Community Partner Program offers matching funds of up to \$65,000 in 2017 for use in trade promotion, tourism promotion, public education & awareness and economic development projects for small cities and communities in Clallam County, hereinafter referred to as "community". For the purposes of this program, an eligible Clallam County community is defined as:

- A public or non-profit group
- An incorporated or unincorporated small city of no more than 10,000 residents

How It Works

The Board of Commissioners determines the total funds available in any calendar year. Small cities and communities may submit proposals by ~~the last business day in February~~ February 24, 2017 to the Port of Port Angeles for screening and prioritization. Following the solicitation period, Port staff forward all eligible proposals to the Board by March ~~10, 2-17-16th~~. The Board then selects the community or communities and awards funds to the most worthy proposals, no later than ~~April 15th~~ March 31, 2017. The number and value of individual awards may vary from year to year depending on the selections by the Board of Commissioners, available funds and the proposals submitted. Each small city or community then has until the end of the calendar year to spend the project money and submit supporting documentation to the Port of Port Angeles for reimbursement. If funds are needed in advance, supporting documentation must be submitted to the Port of Port Angeles to substantiate and justify the pre-payment.

Guidelines

1. Projects funded must provide direct linkage to trade promotion, tourism promotion, public education & awareness and/or economic development in Clallam County.
2. Applicants must document need/benefit. For example, demonstrate the creation of new wealth through manufacturing, value-added projects, or extra-regional trade benefits.
3. Projects deemed most "ready-to-go" or that fill a needed gap shall receive preference. For example, fund the completion of site planning on behalf of a company to secure the private sector investment.
4. Minimum 1:1 cost-share match by applicant is preferred. Match does not necessarily have to be local dollars, in-kind contributions will be considered. Matching funds must be firmly committed and documented as part of the application.
5. Reimbursement by the Port is based on actual expenses documented by the community through paid invoices.
6. Projects should be consistent with the communities and/or Port's comprehensive or strategic plans.
7. Projects must be within the legal and statutory authority of a port district*.
8. Following award notification, an interlocal agreement may need to be executed with the Port of Port Angeles.
9. An entity may not receive Community Partner Program funds for three consecutive years. If an entity has received funds for two consecutive years, they must not receive funds for one year before they be awarded funds again.
10. Once the project is completed, a written report summarizing the project must be submitted to the Port Commission and a verbal report may be requested at an open public meeting of the Port Commission.

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Instructions

1. Please type your responses in the form and print it out.
2. Answer each question in the space provided. Page length can extend beyond a single page, if more space is needed.
3. Attach the required documents.
4. Sign and date the application.
5. Send the completed application to the Port of Port Angeles PO Box 1350 Port Angeles, WA 98362 or email it to hollyh@portofpa.com.

Application Information

Organization

Organization Name:			
Address:			
City:	County:	State:	Zip Code:
Website:		Organization Legal Status, ie 501(c)3 or 107(c)(1):	
Organization/Representative/Contact: Name and Title:	Phone:	Email Address:	

Project Information

Title and Brief Description of Project:		
Firm Financial Commitments to Date: Source	Total Project Cost:	
Amount Requested from the Port of PA:	Max Amount Requested:	Minimum Acceptable:
Port Funds: Specifically, how would you use the Port's funding?		

Need: Why is this project important for economic development in Clallam County? Why should this project be considered by the Port? How is this project consistent with the communities and/or Port's strategic/comprehensive plans? Attach and reference relevant plans, if applicable.

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Approach: Describe the plan for implementation of this project. When would you need the funds? What is the timeline for completion?

--

Signature

Signature:	Date:
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**As a special purpose district governed by state law, investments by the Port of Port Angeles must adhere to the legal requirements set forth in Title 53 of the Revised Code of Washington (particularly RCW Chapter 53.08 and Section 53.08.245). Additionally, the Port is bound by the Constitution of the State of Washington. Articles VIII, Sections 5 and 7 prohibit the Port from loaning or gifting state funds, property or credit.*

**ITEM FOR DISCUSSION
BY THE
BOARD OF PORT COMMISSIONERS**

January 9, 2017

SUBJECT: Joint Meetings with Public Entities

STAFF LEAD: Karen Goschen, Executive Director

RCW & POLICY REQUIREMENTS:

While there are no RCWs or Port policies requiring meetings with other public entities, the Port of Port Angeles Board of Commissioners made a commitment in 2016 to start reaching out to other public entities to discuss mutually identified common interests.

BACKGROUND:

During 2016 Port staff reached out to other public entities to identify topics for joint meetings and/or community discussions. In 2016 the Port held the following meetings:

- 07/25/16 Clallam County: review quarterly reports from economic development organizations and other key efforts that are funded by the Port and County
- 10/3/16 Clallam County: review quarterly reports from economic development organizations and 2017 contract requests.
- 05/02/16 Timber meeting in Forks: meeting at Olympic Natural Resources Center to discuss timber topics, CLT (Cross Laminated Timber) pilot project, AFRC (American Forest Resource Council) update, County Trust Lands Report, Timber Advisory Committee Formation, Carbon Tax & Sequestration
- 11/30/16 Workforce Development Event: Port staff invited Olympic Workforce Development Council (OWDC) to create an event that pulled together different organizations offering services to discuss their services with the Port, County, City, and other interested parties.

ANALYSIS:

It is the intent of the Port to meet with other community groups and agencies regarding mutually identified common interests. Topics to consider for 2017 are:

- Strategic goals and community goals
- Timber Advisory Committee
- FIA Airport Master Plan update
- MTIP (Marine Trades Industrial Park) update
- Emergency preparedness planning

Clallam County Commissioners:

We have agreed to meet quarterly, at alternating locations, for a work session to hear presentations from the CRTC, EDC, and SBDC.

- 01/23/17 at 10 am at the County: Tentative additional topics include Olympic Workforce Development Council (OWDC) and Washington State Department of Commerce Community Outreach Program.
- April, July, October 2017 quarterly meetings will be scheduled.
- Potential Topic: Emergency Preparedness

Port Angeles City Council:

- 01/30/17 4pm: Topics include: 2017 strategic goals, harbor clean-up goals, FIA master plan update.

City of Sequim:

- Tentative 03/13/17 5pm to 6pm: Strategic goals, John Wayne Marina

City of Forks:

Mm/dd/yy Strategic goals

Mm/dd/yy Timber issues, invite DNR to meeting, DNR report, ONRC update

Lower Elwha Klallam Tribe

Mm/dd/yy Strategic goals

Jamestown S'Klallam Tribe

Mm/dd/yy Strategic goals

ENVIRONMENTAL IMPACT:

Not applicable.

FISCAL IMPACT:

Not applicable.

RECOMMENDED ACTION:

Staff recommends that the Commission set a priority list of public entities and/or groups that they would like to meet with during 2017, how often, when during the year, and what topics they would like to discuss.

Future Agenda Items – Work Session

(9:00 a.m. unless otherwise noted)

1/9/2017 Commission Meeting

January 23, 2017 (Regular Meeting) at Courthouse

- Joint Work Session with Clallam County Commission for Quarterly presentations
 - CRTC, EDC, & SBDC Quarterly Presentations
 - Duane Fladland of SBDC will present
 - Terry Lawhead, Community Outreach or other Commerce representative
 - Elizabeth Court—Olympic Work Source Council
- Resolution Announcement: Rod Fleck, Bill Peach

January 30, 2017 (Special Meeting) Port Angeles City Council at 4 pm

- 2017 Port/City Goals, Harbor clean up, FIA Master Plan Update

January 31, 2017 (Special Meeting) Port Legislative Day, Olympia, WA

February XX, 2017

- Quarterly Investment reports—John Nutter
- Prior Barge Studies Overview/State of Barging Industry Presentation—BST Associates
- OPMA (Open Public Meeting Act) & PRA (Public Records Act) Training--Simon Barnhart
- Promise of the Arctic Trip Report

March 13, 2017 (Tentative Special Meeting) Sequim City Council from 5 pm to 6 pm

- 2017 Port/City Goals, John Wayne Marina, ...

Announcements

- Speaking Engagements: Jan 10, PABA; Jan 12 Kiwanis, Jan 18 Lion's Club, Jan 25, PA noon Rotary
- Listening sessions DEIS DNR Marbled Murrelet & Timber January 17 6PM-8PM PA High School

Future

- Governance: Delegation of Authority, Employee Handbook and resolutions
- Special Meetings: Joint meeting with other public agencies in each district
 - Share strategic direction and key goals for each entity
 - Cross-public entity effort (Council of Governments); set 1 to 3 top community goals
 - Clallam County: Quarterly Reports: EDC Report, SBDC Report, CRTC updates
 - Timber Advisory Committee, FIA Master Plan update, MTIP update, Emergency preparedness planning
 - City of Forks: Timber Advisory Committee, Timber Arrearages, CLT, invite DNR to meeting, DNR report, ONRC update
- Lease Policy Considerations (Chris Riffle)
- Lease rate setting process and publication of rates
- CLT Construction Event Planning (Timber Advisory Committee)
- Master plan "Vision" of different Port properties (purchase and sale opportunities)
- Consultant contract template review and process for commission guidance
- Analysis of Business Lines—Q1 or Q2 2017
- Website redesign
- POPA Promotional Video (March 31, 2017 deadline)

Future Agenda Items – Business Meeting

(1:00 p.m. unless otherwise noted)

1/9/17 Commission Meeting

January 23, 2017 (Regular Meeting)

- CRTC Term Lease at 2220 W 18th Street
- Resolution for meeting days (tentative)
- Real Estate Marketing & Policy Guidance
- Annual Bad Debt write-off review

February XX, 2017 (Regular Meeting)

- Peninsula College Term Lease at 2220 W 18th Street

Announcements

- ...

Future

- JWM Olympia Oyster Restoration Agreement Extension
- Special Meetings: Joint meeting with Lower Elwha Klallam Tribe
- Environmental Management System (EMS)