



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

Present:

Colleen McAleer, President
Connie Beauvais, Vice President
Steven Burke, Secretary
Karen Goschen, Exec. Director
John Nutter, Dir. of Finance & Admin.
Holly Hairell, HR Manager

Daniel Binswanger, Dir. of Bus. Dev.
Susan Scott, Bus. Dev. Administrator
Jerry Ludke, Airport & Marina Mgr.
Mike Nimmo, Operations Mgr.
Chris Hartman, Dir. of Engineering
Heather Catuzo, Exec. Assistant

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

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

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Commissioner McAleer called the work session to order at 9:01 AM.
Commissioner Beauvais led the pledge of allegiance.

II. EARLY PUBLIC COMMENT SESSION (total session up to 20 minutes)

None offered.

III. DISCUSSION/QUESTIONS FOR AFTERNOON REGULAR MEETING

Commissioner Burke asked about the Community Partner Program. Commissioner Beauvais had questions on the Terminal 3 Headline Dolphin project. Director Hartman discussed marine mammal monitoring, Marbled Murrelet monitoring, and noise threshold monitoring.

There were items to correct on the minutes:

- Page 1, line 27, add the word "in" after ownership.
- Page 5, line 6, time added "1 PM".
- Page 7, line 102 add the word "to"
- Page 8, line 146 change typographical error of "smeeting" to "a meeting".

IV. WORK SESSION TOPICS

A. Nomination of Officers

Commissioner Burke moved to nominate Commissioner Beauvais for President, Colleen McAleer for Vice President, and Steven Burke as Secretary. Commissioner Beauvais provided a second to the motion for the sake of discussion. Commissioner Burke stated he likes how the Commission works together. He stated that he thinks that it is healthy for the Commission to change and have experiences of different positions. Commissioner Burke stated Commissioner McAleer did a fantastic job as President but he feels Commissioner Beauvais would do a fantastic job as well. Commissioner McAleer stated that after consideration she felt she should be President for 2017, and Commissioner Beauvais should be President in 2018. After calling for a vote, Commissioner Burke voted yes, Commissioner Beauvais abstained, and Commissioner McAleer voted no.

Commissioner Beauvais made a motion for Commissioner McAleer to be President, Commissioner Beauvais Vice President, and Commissioner Burke as Secretary. Commissioner McAleer provided a second to the motion. Commissioner Burke stated he believes that rotating the positions is healthy and good goal for the Port to get to. He is not opposed to keeping it the way it is but moving forward, rotating makes for a healthier body and better working relationships with the staff. After discussing how the positions might be rotated during four year terms, a vote was called. The motion carried unanimously.



B. Resolution—Unrepresented Staff Salaries 2017 (Discussion)

John Nutter provided a variety of reference material for the Commission. Commissioner Burke stated the information was helpful and is very pleased that Port is not top-heavy or that anyone is topped out. Topic will be decided in the afternoon business meeting.

C. Port Representation Assignments (Discussion)

Director Goschen discussed the current representation list. Commissioner McAleer offered to be the primary representative for the Sequim Chamber of Commerce and the North Olympic Peninsula Resource Development Council. Commissioner Burke requested that Mike Nimmo be the primary on the Port Angeles Downtown Association and himself as the alternate. Commissioner Beauvais requested updating the meeting time of the Clallam Bay Chamber of Commerce to the first Wednesday of each month. Commissioner McAleer offered to be the alternate of the Clallam County EDC. Commissioner McAleer requested the North Olympic Legislative Alliance (NOLA) be added to the representation list. After discussion, it was determined a Port staff member would represent the Port on NOLA. The Commission requested to be informed. Commissioner Burke offered to be an alternate for the PABA. Commissioner McAleer stated she will be able to attend some of those meetings as well. The topic will be brought to the Commission for action during the business meeting.

D. FIA Master Plan Update (Time Specific 10 AM)

Jerry Ludke presented a PowerPoint presentation to the Commission on the Fairchild International Airport Master Plan Update. He stated he was looking for input and direction from Commission on the issue. He provided information on the master plan update and the Federal Aviation Administration (FAA) response. He stated the FAA will only fund 3,850 feet of runway which is needed by the critical aircraft as determined by FAA (based on the aircraft having 500 operations (take-off or landing)). Staff and Commission discussed:

- Counts for aircraft utilizing FIA and how to better document the operations
- Plan to provide better counts of airport operations including manual counting and camera system to provide photos of aircraft
- Impacts of reduced runway length
- Tree removal within the next two years to prevent loss of use of the existing runway before the reduced runway section is designated
- Economic impact of reduced runway length
- Impact of reduced runway on medivac and airlift medical operations

Audience members discussed their concerns and ideas to help document operations at the airport, types of aircraft expected in the future, and how FIA can accommodate those aircraft.

E. Community Partner Grant Program Review

Holly Hairell presented the 2017 Community Partner Program plans for discussion. She stated that in 2015 and 2016 Port has funded approximately \$110,000 for community economic development. Based on feedback from the Commission and staff throughout the year, she brought several changes to the Commission for consideration:

- Language was added to give communities preference who have not previously been awarded two consecutive years of funding
- Application dates were changed to the fall in order to give entities the ability to add the grant to their budget planning
- A requirement for a written report or presentation to the Commission was added
- Language was added to prevent funds from being used for regular operations
- A process to allow hold-over requests

Staff and Commission discussed the desire to see a break in the requests for the same project after two years, to encourage organizations to find other ways to fund projects. Commissioner Burke stated that it becomes easy for a group to count on the money instead of finding other ways to be sustainable. The Commission expressed giving preference to groups that have not had more than two years of consecutive funding. The Commission discussed hold-over funds from the previous year. Director Goschen



suggested that from a budget perspective \$65,000 can be set aside for the program and then review of unspent funds can be reviewed on an ad-hoc basis and provide the details on the unspent funds. The process will be done twice this year, once early in 2017 and again in the fall for 2018 funding.

F. Joint Meetings with Public Entities

Commissioner Beauvais asked that community group topics include "FIA Master Plan update and air service". She suggested that traffic on Marine Drive be added as a topic of discussion with the Port Angeles City Council.

Commissioner Burke suggested that stormwater be a topic for the Port Angeles City Council meeting.

Commissioner Beauvais would like to add Port of Port Townsend on the agenda for semi-annual meetings. For items of discussion, she suggested: what we can learn from each other, strategic plans, maritime efforts, marinas, airports, CRTTC, and a report from NOP R& D.

Director Goschen suggested having two separate meetings with Port Angeles City Council, with traffic on Marine Drive, and stormwater as topics for the second meeting.

Commissioner McAleer stated her concern about adding all of these meetings and topics to the schedule. She stated her preference to start with a smaller load and add as needed. Director Goschen stated it should be topic driven.

Commissioner Burke asked if Port staff can meet with senior staff of other entities if Commissions can't meet or if the work doesn't need to be done by the Commissioners. Commissioner McAleer stated that adding one commissioner to those meetings would be important.

Commissioner McAleer stated that she would like to learn more about City of Sequim economic opportunity zone.

Director Goschen stated the intent is for one meeting with City of Port Angeles, Forks, and Sequim.

Commissioner McAleer stated she would prefer one meeting with Port of Port Townsend or a staff meeting to start. Commissioner Beauvais said that Port of Port Townsend is interested in touring the port and CRTTC campus.

V. FUTURE AGENDA TOPICS

A. Work Session

B. Business Meeting

No changes offered.

VI. PUBLIC COMMENT SESSION (total session up to 20 minutes)

None offered.

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)

Commissioner McAleer moved meeting into executive session at 10:40 AM for two items concerning Port litigation expected to take 2 hours 15 minutes. Action was not expected to be taken following executive session.

Commissioner McAleer reconvened the work session at 1:00 PM and immediately recessed the work session and convened the regular business meeting.



Commissioner McAleer reconvened the work session at 4:20 PM and continued with Agenda item V: Future Agenda Topics.

VIII. ADJOURN

With no further business to be discussed Commissioner McAleer adjourned the work session at 4:27 PM.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

A handwritten signature in blue ink, appearing to read "Colleen McAleer".

Colleen M. McAleer, President

A handwritten signature in blue ink, appearing to read "S. Burke".

Steven Burke, Secretary