



SPECIAL COMMISSION MEETING
Tuesday, September 19, 2023, at 9:00 am
338 West First Street, Port Angeles, WA 98362
AGENDA

The Regular Commission Meeting will be available to the public in person and remotely. For instructions on how to connect to the meeting remotely, please visit www.portofpa.com/agendacenter

- I. CALL TO ORDER / PLEDGE OF ALLEGIANCE**
- II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES)**
- III. APPROVAL OF AGENDA**
- IV. WORK SESSION**
 - A. Tariff/Rate Discussion
 - B. Marina Rules Update
 - C. Airport Update
 - D. Budget Calendar Review.....1
 - E. Strategic Plan Review
 - F. Capital Budget & Capital Projects Report.....2-47
- V. APPROVAL OF CONSENT AGENDA**
 - A. Regular Commission Meeting Minutes, August 22, 2023.....48-51
 - B. Special Commission Meeting Minutes, August 30, 2023.....52
 - C. Vouchers in the amount of \$1,058,084.39.....53
- VI. COMPLETION OF RECORDS**
 - A. Monthly Delegation of Authority Report.....54-73
- VII. PLANNING AND CAPITAL PROJECTS**
 - A. Century West Engineering Hangar Development Site Prep Design.....74-75
- VIII. LOG YARD**

No items
- IX. MARINE TRADES AND MARINE TERMINALS**

No items



X. PROPERTY

No items

XI. MARINAS

No items

XII. AIRPORTS

No items

XIII. OTHER BUSINESS

No items

XIV. COMMISSIONER REPORTS

XV. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES)

XVI. FUTURE AGENDA.....76

XVII. NEXT MEETINGS

- A. October 3, 2023 – Special Commission Meeting
- B. October 10, 2023 – Regular Commission Meeting
- C. October 17, 2023 – Special Commission Meeting
- D. October 24, 2023 - Special Commission Meeting - @ Airport Meeting Room
- E. November 7, 2023 - Special Commission Meeting
- F. November 14, 2023 – Regular Commission Meeting
- G. November 21, 2023 – Special Commission Meeting
- H. November 28, 2023 – Regular Commission Meeting

XVIII. UPCOMING EVENTS

- A. WPPA Environmental Seminar – September 21-22, 2023 – Tacoma, WA
- B. Big Hurt – September 23, 2023 – Port Angeles, WA
- C. Carbon Friendly Forestry Conference – November 1/8/15, 2023 – Virtual
- D. Pacific Marine Expo – November 8-10, 2023 – Seattle, WA



E. METS Trade Show – November 15-17, 2023 – Amsterdam, Netherlands

F. WPPA Annual Meeting – December 6-8, 2023 – Vancouver, WA

BROWN BAG LUNCH AND OPEN DISCUSSION WITH THE COMMISSION *(TIME PERMITTING)*

XIX. EXECUTIVE SESSION

The Board may recess into Executive Session for those purposes authorized under Chapter 42.30 RCW, The Open Public Meetings Act.

XX. 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.

2024 BUDGET CALENDAR

Date	Meeting Topic	Notes
July 25, 2023	Strategic Plan Review	Commission input for '24 priorities
August 8, 2023	Strategic Plan - Finalize '24 priorities	
August 22, 2023	Introduce Capital Budget Process	
September 12, 2023	Meeting Cancelled	
* September 19, 2023	Capital Budget Work Session 2023 Capital Projects Projected Year End Draft Capital Budget Presentation	Special Meeting
September 26, 2023	Meeting Cancelled	
* Tuesday, October 3, 2023	Capital Project Prioritization 2023 Operating Budget Projection Highlights 2024 Operating Budget Assumptions	Special Meeting
October 10, 2023	Draft Final Capital Budget Finalize Operating Assumptions Organization Chart	Comm. Burke remote
* October 17, 2023	Introduce Operating Budget	Special Meeting
October 24, 2023	Present Preliminary 2024 Operating Budget and Tax Levy	Publish Ad for public hearing next day
* November 7, 2023	Open Public Hearing on 2024 Budget and Tax Levy - take public comment and leave open.	Special Meeting Publish Ad for closing of public hearing
November 14, 2023		
* November 21, 2023	Close Public Hearing and Formal Adoption of Tax Levy and 2024 Budget	Special Meeting Certify Budget to County Commissioners by Dec. 4, 2023
November 28, 2023		

**INFORMATIONAL REPORT
TO THE
BOARD OF PORT COMMISSIONERS**

September 19, 2023

Subject: 2023 2nd QUARTER CAPITAL PROJECTS REPORT

Presented by: Chris Hartman, Director of Engineering

BACKGROUND:

The Port's 2023 Budget was adopted by the Commission on November 16, 2022, within Resolution 22-1270. The budget included \$1,676,650 in spending from the Port's Capital Fund and \$7,459,950 in state and federal grant funds for a total Capital Projects Budget of \$9,136,600. The following report, graphs, and spreadsheet will show the capital expenditures through the 2nd quarter (January 1 through June 30), projected year-end spending, and how it compares to the budget.

ANALYSIS:

From January 1 through June 30, the Port has spent \$398k on capital projects. The projected total capital spending through the end of 2023 is estimated to be \$9.47 Million with \$7.97 Million in grant reimbursement, resulting in a net expenditure of \$1.50 Million of Port funds (See attached spreadsheet for a breakdown of each project). The majority of the expenditures and grant reimbursement will occur in the second half of the year, primarily because the Runway 8-26 Rehabilitation project started in July and will be completed by the end of October.

Income of \$1.670 Million received from property taxes will provide necessary funding for the Port share of the capital projects expense.

ATTACHMENTS:

- 2023 Capital Budget & Projected Year End Bar graphs
- 2023 Capital Project Table

2023 CAPITAL PROJECT TABLE – Quarter 2 Actuals and Projected Year End compared to Budget

#	DEPTS	PROJECT DESCRIPTION	2023 PORT BUDGET	2023 GRANT BUDGET	Q2 PORT	Q2 GRANT	PROJECTED YEAR END PORT	PROJECT YEAR END GRANT	PROJECTED vs. BUDGET
1.1	21-LY	LY Site & S.W. Impts (G*) (P)	\$ 40,000		\$ 44,228		\$ 65,000		\$ 25,000
2.1	80-AD	Capital Budget Contingency	\$ 200,000		See table below				\$ (200,000)
2.2	15-MTA	MTC Site Development (G) (P)	\$ 260,000	\$ 500,000	\$ 166,080		\$ 260,000	\$ 500,000	\$ -
2.3	11-MT	T1 - T3 Repairs (P)	\$ 50,000		\$ 51,325		\$ 55,000		\$ 5,000
3.1	11-MT	731 Marine Dr. Roof Rehab.	\$ 200,000		\$ 16,607		\$ 25,000		\$ (175,000)
3.2	31-FIA	Terminal Roof Rehab (P)	\$ 20,000				\$ -		\$ (20,000)
3.3	31-FIA	Runway 26 - Taxiway "A" (G)	\$ 650,000	\$ 6,850,000	\$ 107,500		\$ 535,000	\$ 7,267,000	\$ (115,000)
3.4	43-JWM	Fuel System Upgrades	\$ 100,000		\$ -		\$ 100,000		\$ -
3.5	21-LY	Cofferdam Rehab. (G*) (P)	\$ 20,000		\$ 11,800		\$ 15,000		\$ (5,000)
4.1	15-MTA	435 Marine Dr. Roof Replace	\$ 35,000		\$ -		\$ 35,000		\$ -
4.2	33-ARP	MTIB Roof Overlay (P)	\$ 50,000		\$ -		\$ -		\$ (50,000)
4.3	31-FIA	Surface Improvement	\$ 15,000		\$ -		\$ 15,000		\$ -
4.4	11-MT	Surveillance and Lighting (G)	\$ 26,500	\$ 79,500	\$ -		\$ -		\$ (26,500)
4.5	41-PABH	Surveillance (G)	\$ 5,750	\$ 17,250	\$ -		\$ -		\$ (5,750)
4.6	43-JWM	Surveillance (G)	\$ 4,400	\$ 13,200	\$ -		\$ -		\$ (4,400)
TOTALS			\$ 1,676,650	\$ 7,459,950	\$ 397,540	\$ -	\$ 1,105,000	\$ 7,767,000	\$ (571,650)
UNBUDGETED PROJECTS									
5.01	33-ARP	1050 Building Modifications			\$ 45,000		\$ 60,000		\$ 60,000
5.02	33-ARP	DHS Heat Pump Repair			\$ 8,600		\$ 8,600		\$ 8,600
5.03	33-ARP	MTIB Electrical Improvements			\$ 6,500		\$ 8,000		\$ 8,000
5.04	41-PABH	I/J Float repairs (I)			\$ 155,000		\$ 50,000		\$ 50,000
5.05	43-JWM	Fence Repairs			\$ 6,100		\$ 6,100		\$ 6,100
5.06	43-JWM	Harbormaster Office Impts			\$ 6,700		\$ 6,700		\$ 6,700
5.07	43-JWM	Electronic Pay System			\$ 3,170		\$ 5,000		\$ 5,000
5.08	80-AD	Accounting Software			\$ 12,300		\$ 26,000		\$ 26,000
5.09	80-AD	Security Truck Upgrades			\$ 7,300		\$ 7,300		\$ 7,300
5.10	91-MM	Tanker Truck			\$ 6,000		\$ 6,000		\$ 6,000
5.11	91-MM	Generator			\$ 5,000		\$ 5,000		\$ 5,000
5.12	21-LY	LeTourneau Purchase			\$ 30,000		\$ 30,000		\$ 30,000
5.13	11-MT	Camel Barge (2)					\$ 58,000		\$ 58,000
5.14	31-FIA	Airport Vehicle Purchase					\$ 20,000		\$ 20,000
5.15	21-LY	Boom Boat Blast and Paint					\$ 9,000		\$ 9,000
5.16	21-LY	Crimp Gun Replace					\$ 5,750		\$ 5,750
5.17	43-JWM	Fence Repairs					\$ 12,000		\$ 12,000
5.18	31-FIA	Hangar Pad Site Design					\$ 20,000	\$ 200,000	\$ 20,000
5.19	80-AD	Server Upgrades					\$ 14,000		\$ 14,000
5.20	80-AD	Unanticipated Repairs					\$ 37,550		
Subtotal =					\$ 291,670		\$ 357,450		
TOTALS =			\$ 1,676,650	\$ 7,459,950	\$ 689,210	\$ -	\$ 1,500,000	\$ 7,967,000	\$ (214,200)
PORT + GRANT =			\$ 9,136,600		\$ 689,210	\$ -	\$ 9,467,000		\$ 330,400
G	Project awarded grant funding		I	Insurance will reimburse the Port less the deductible		P	Planning		

SECTION V

DRAFT CAPITAL BUDGET

As presented on 9/19/2023

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CAPITAL BUDGET

The 2024 Capital Budget includes a 1-year Capital Projects Budget, a 5-year Capital Improvement Plan and a 20-year Capital Improvement Plan. The Capital Projects Budget is funded by a combination of grants, property tax surplus, operating surplus, and reserves. The surplus from property taxes is net of general tax levies in excess of debt service expenditures. Surplus from Port operations results from the cumulative excess of revenues over expenses. The operating surplus that is transferred from the General Fund to the Capital Improvement Fund is the amount that exceeds the target fund balance for the General Fund. Periodically, the Port will also issue debt to fund projects. See a breakdown below of where the funds are coming from for this year's capital budget. (*The below numbers are preliminary at this time and will be finalized after the operating budget is approved*).

Property Tax Levy	\$ 1,700,000
The property tax increase will be used to partially offset the ongoing long-term capital investments required to provide the required cash match for federally grant funded projects to develop the Marine Trade Center and to complete site improvements at the Intermodal Handling and Transfer Facility.	
Debt Service	\$ (460,000)
Misc. & Non-Op	\$ 500,000 (net of interest earning less enviro and CPP)
Net Operating Surplus	\$ 1,800,000
<u>2024 Capital Expenditures</u>	<u>\$ (6,320,000)</u>
Reduction of Cash Reserves	\$ (2,780,000)

Investments in new infrastructure are shown separate from maintaining existing infrastructure to help staff determine if there is sufficient investment in maintaining existing infrastructure. The Port has approximately \$2.8 million per year of depreciation, which is used as a long-term investment target for maintaining its assets.

A. CAPITAL PROJECTS BUDGET

The total project cost must exceed \$10,000 and the asset must have a minimum useful life of five (5) years to be included in the Capital Budget. If it is a maintenance project, then the life of the asset must be extended by at least five (5) years.

The capital projects are included in the budget based on a descending list of priority. The four main priority categories for projects include:

1. Regulatory Required Projects: These projects are required by a regulatory agency. The Port must complete these projects to remain in compliance with established regulations.
2. Committed Projects: These projects are considered "committed" because of one or more of the following reasons:
 - a. Port agreed to complete within a lease or other agreement.
 - b. Port has accepted grant funding and committed the matching funds.

3. Critical Maintenance Projects: In order to prevent further damage to a Port asset, these projects are included in the Capital Budget. Delaying these projects will result in more costly repairs.
4. Strategic Investment Projects: Following regulatory, committed, and critical maintenance are the Strategic Investment projects. These projects will be prioritized based on a combination of the following factors: 1) Job Creation and Retention, 2) Return on Investment and 3) Environmental Benefit and 4) Preventative Maintenance. Preventative maintenance projects are maintenance projects that won't result in further damage to the asset if they are deferred until next year.

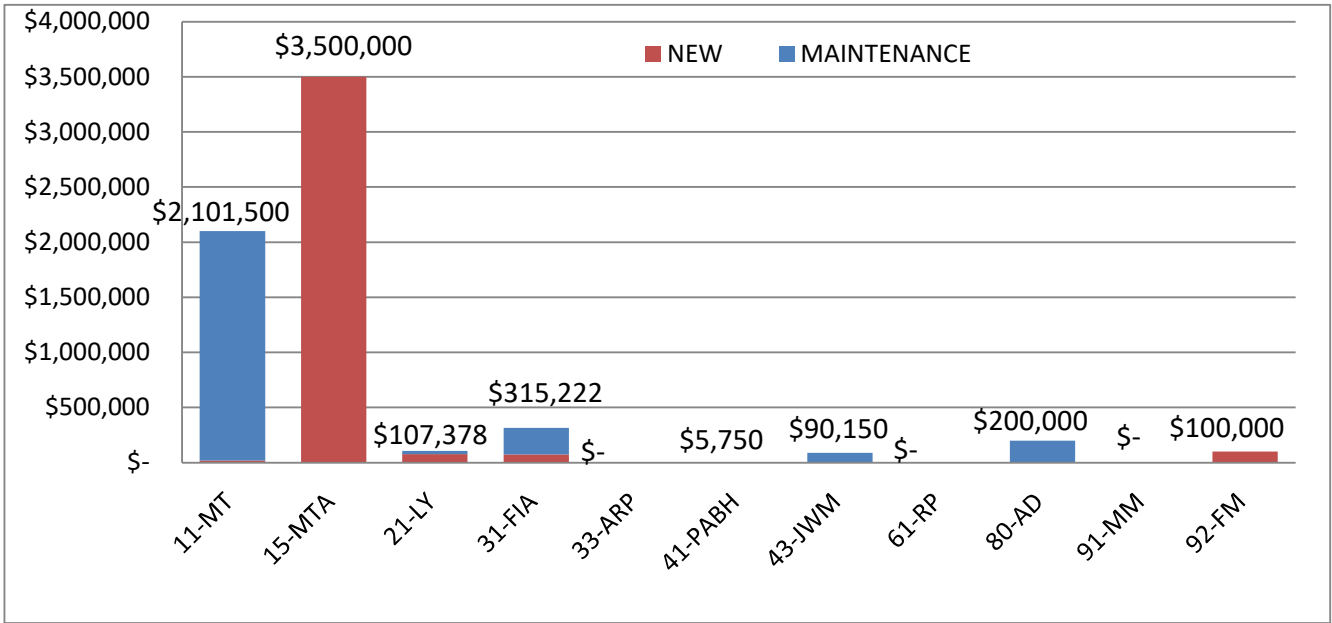
B. 5 YEAR CAPITAL IMPROVEMENT PLAN

The 5 Year Capital Improvement Plan (CIP) is a planning tool that identifies Capital Projects through the year 2028. The 5-year CIP aims to maintain a minimum cash reserve balance of \$10 Million. Projects shown in future years do not commit the Port for funding. Each project will go through a more stringent prioritization analysis prior to being accepted in the current year Capital Budget.

C. 20 YEAR CAPITAL IMPROVEMENT PLAN

This list represents projects that are major capital investments that the Port will likely make within the next 6 to 20 years (2029 - 2044). These projects are primarily infrastructure replacement projects, but there are a few new development projects that represent high priority strategic investments. This plan is intended to be used to help balance current capital investments and debt with the understanding of future investment needs.

2024 CAPITAL EXPENDITURES BY DEPARTMENT



Dept.	Actual 2022	Budget 2023	Projected 2023	2024 New	2024 Maint.	2024 Total
11-MT	\$ 153,895	\$ 276,500	\$ 138,000	\$ 20,000	\$ 2,081,500	\$ 2,101,500
15-MTA	\$ 78,664	\$ 295,000	\$ 295,000	\$ 3,500,000	\$ -	\$ 3,500,000
21-LY	\$ 172,122	\$ 60,000	\$ 124,750	\$ 77,378	\$ 30,000	\$ 107,378
31-FIA	\$ 2,201	\$ 685,000	\$ 590,000	\$ 75,222	\$ 240,000	\$ 315,222
33-ARP	\$ 32,481	\$ 50,000	\$ 76,600	\$ -	\$ -	\$ -
41-PABH	\$ 1,215,670	\$ 5,750	\$ 50,000	\$ 5,750	\$ -	\$ 5,750
43-JWM	\$ 44,333	\$ 104,400	\$ 129,800	\$ 4,400	\$ 85,750	\$ 90,150
61-RP		\$ -	\$ -	\$ -	\$ -	\$ -
80-AD	\$ 68,958	\$ 200,000	\$ 84,850	\$ -	\$ 200,000	\$ 200,000
91-MM	\$ -		\$ 11,000	\$ -	\$ -	\$ -
92-FM	\$ 32,324			\$ 100,000	\$ -	\$ 100,000
Total	\$ 1,800,648	\$ 1,676,650	\$ 1,500,000	\$ 3,782,750	\$ 2,637,250	\$ 6,420,000

Project	Grant Agency	Port \$	Grant \$	Total \$
MT Surveillance/Lighting	U.S. Dept. Homeland Security	\$ 26,500	\$ 79,500	\$ 106,000
MTC Ph2. Site Dev.	U.S. Dept. of Commerce	\$ 3,500,000	\$6,732,000	\$ 10,232,000
Hangar Site Dev Design	Federal Aviation Administration	\$ 10,000	\$90,000	\$ 100,000
*Hangar Site Dev Const.	Federal Aviation Administration	\$ 65,222	\$587,000	\$ 652,222
JWM Boat Launch Floats	Recreation Conservation Office	\$ 85,750	\$257,250	\$ 343,000
BH Surveillance/Access	U.S. Dept. Homeland Security	\$ 5,750	\$17,250	\$ 23,000
JWM Surveillance/Access	U.S. Dept. Homeland Security	\$ 4,400	\$13,200	\$ 17,600

TOTAL 2024 GRANT FUNDS = \$ 7,776,200

*: Grant funding has not yet been awarded.

2024 CAPITAL PROJECTS

#	Dept.	Project Description	Port Funds	Grant Funds	Total
1.1	21-LY	IHTF Site Impts (G) (P)	\$ 77,378		\$ 77,378
2.1	15-MTA	MTC Site Development (G)	\$ 3,500,000	\$6,732,000	\$ 10,232,000
2.2	11-MT	T1 - T3 Repairs (P)	\$ 2,000,000		\$ 2,000,000
2.3	31-FIA	Hangar Site Dev Design (P) (G)	\$ 10,000	\$90,000	\$ 100,000
2.4	80-AD	Capital Budget Contingency	\$ 200,000		\$ 200,000
3.1	31-FIA	Terminal Roof Replace (SP)	\$ 100,000		\$ 100,000
3.2	43-JWM	Boat Launch Float Replace (G)	\$ 85,750	\$257,250	\$ 343,000
3.3	31-FIA	Asphalt Surfacing Repairs	\$ 140,000		\$ 140,000
3.4	21-LY	Swifter Repairs (SP)	\$ 30,000		\$ 30,000
3.5	11-MT	MT Server Room HVAC	\$ 15,000		\$ 15,000
4.1	31-FIA	Hangar Site Development (G*)	\$ 65,222	\$587,000	\$ 652,222
4.2	11-MT	Surveillance and Lighting (G)	\$ 26,500	\$79,500	\$ 106,000
4.3	41-PABH	Surveillance (G)	\$ 5,750	\$17,250	\$ 23,000
4.4	43-JWM	Surveillance (G)	\$ 4,400	\$13,200	\$ 17,600
4.5	92-FM	Pole Building (SP)	\$ 100,000		\$ 100,000
4.6	11-MT	T1 Shorepower cable	\$ 20,000		\$ 20,000
4.7	11-MT	T1 Shorepower Service	\$ 40,000		\$ 40,000
TOTALS =			\$6,420,000	\$7,776,200	\$14,196,200

#: Priority Ranking. The first number is the project category (see description on Page V-1) and the second number is its priority number within that category.

G: Grant funds have been awarded.

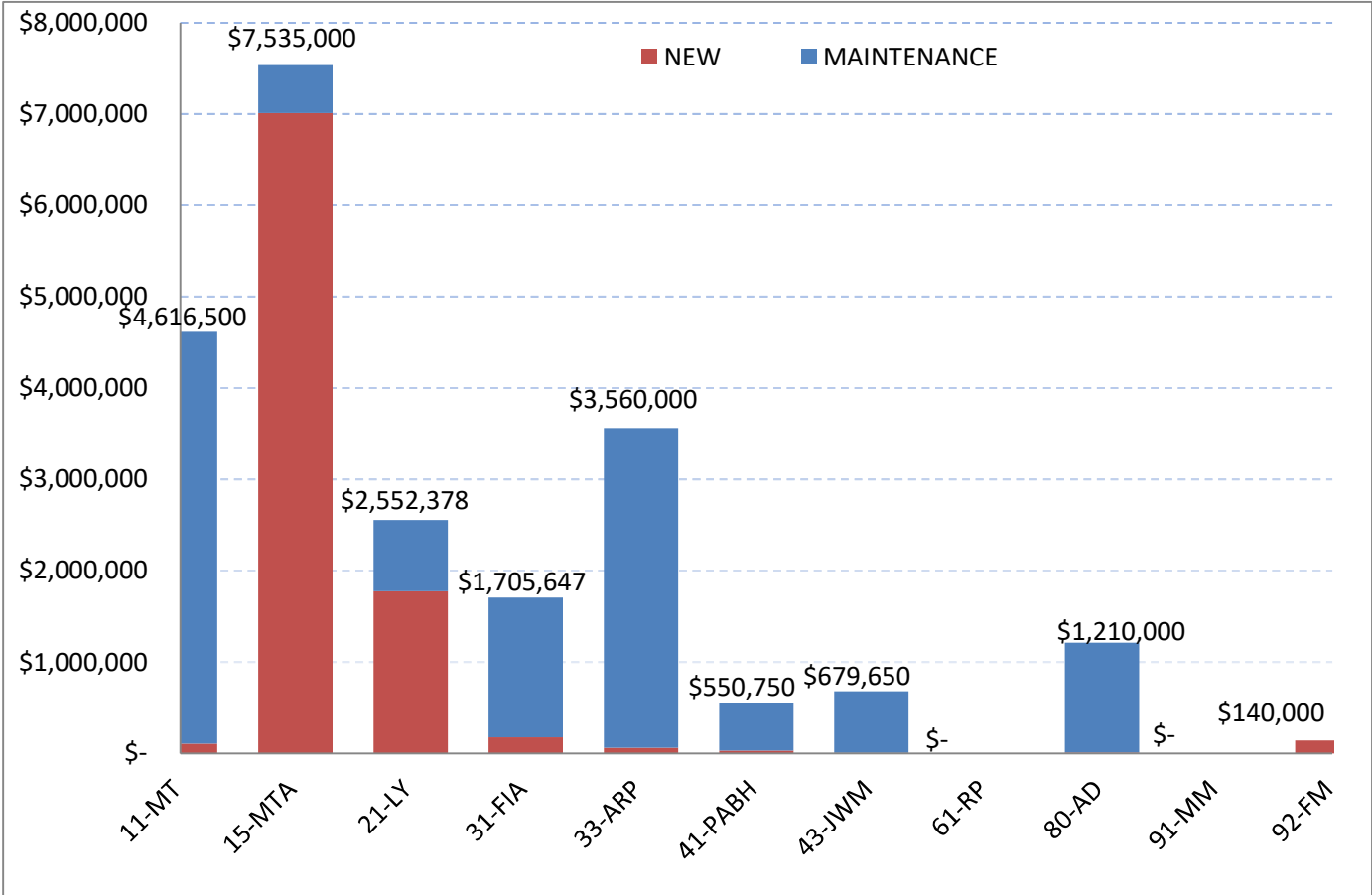
G*: Grant funds have not yet been awarded.

P: Planning work such as engineering, design, permitting, bid document preparation, ect...

IHTF: Intermodal Handling and Transfer Facility.

SP: Self Perform. These projects will be completed with Port labor.

2024 - 2028 CAPITAL IMPROVEMENT PLAN BY DEPARTMENT



Dept.	New	Maintenance	Total
11-MT	\$ 105,000	\$ 4,511,500	\$ 4,616,500
15-MTA	\$ 7,010,000	\$ 525,000	\$ 7,535,000
21-LY	\$ 1,774,378	\$ 778,000	\$ 2,552,378
31-FIA	\$ 175,534	\$ 1,530,113	\$ 1,705,647
33-ARP	\$ 60,000	\$ 3,500,000	\$ 3,560,000
41-PABH	\$ 30,750	\$ 520,000	\$ 550,750
43-JWM	\$ 4,400	\$ 675,250	\$ 679,650
61-RP	\$ -	\$ -	\$ -
80-AD	\$ 10,000	\$ 1,200,000	\$ 1,210,000
91-MM	\$ -	\$ -	\$ -
92-FM	\$ 140,000	\$ -	\$ 140,000
TOTAL =	\$ 9,310,062	\$ 13,239,863	\$ 22,549,925

2024 - 2028 CAPITAL IMPROVEMENT PLAN

Dept.	Project Description	2024	2025	2026	2027	2028
11-MT	Surveillance and Lighting (G)	\$ 26,500				
11-MT	T1 - T3 Repairs	\$ 2,000,000	\$ 1,000,000			
11-MT	MT Server HVAC	\$ 15,000				
11-MT	T1 Shorepower Service	\$ 40,000				
11-MT	T1 Shorepower Cable	\$ 20,000				
11-MT	EV Charging Stations (G)		\$ 10,000			
11-MT	Security Patrol Vehicle		\$ 50,000			
11-MT	T1 Asphalt Patching		\$ 150,000			
11-MT	Access Control Upgrades (G)			\$ 25,000		
11-MT	T1 Warehouse Rehab.					\$ 1,000,000
11-MT	Replace Forklift (G)			\$ 75,000		
11-MT	Tumwater Bank Stabilization (G)		\$ 90,000	\$ 10,000	\$ 105,000	
15-MTA	Industrial Prop. Acquisition		\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
15-MTA	MTC Site Development (G)	\$ 3,500,000				
15-MTA	MTC 500 MT Travelift		\$ 2,500,000			
15-MTA	EV Charging Stations (G)		\$ 10,000			
15-MTA	B.Y. Building Roof Overlay				\$ 225,000	
15-MTA	S.W. Conveyance Impts.			\$ 300,000		
21-LY	Cofferdam Rehab. (G)			\$ 318,000		
21-LY	IHTF Site Impts (G)	\$ 77,378	\$ 14,000	\$ 1,283,000		
21-LY	IHTF Stormwater Treatment (G)			\$ 300,000		
21-LY	Swifter Repairs	\$ 30,000				
21-LY	Sweeper Truck (G)					\$ 100,000
21-LY	Boom Boat Repairs			\$ 30,000		
21-LY	Hydraulic Loader Replace		\$ 400,000			
31-FIA	Asphalt Surface Repairs	\$ 140,000				
31-FIA	Transient Area Asphalt Repair		\$ 500,000			
31-FIA	FIA Hangar Dev. (G)	\$ 75,222	\$ 25,000	\$ 45,312	\$ 20,000	
31-FIA	Terminal Roof Replace	\$ 100,000				
31-FIA	Taxiway "A" Rehab. (G)		\$ 703,113			
31-FIA	Seal Taxilanes & GA Apron (G)		\$ 10,000	\$ 30,000		
31-FIA	EV Charging Stations (G)		\$ 10,000			
31-FIA	26 Obst. Removal (G)				\$ 17,000	

G: Grant Funding / L: 20 year term low interest loan

2024 - 2028 CAPITAL IMPROVEMENT PLAN

Dept.	Project Description	2024	2025	2026	2027	2028
31-FIA	Snow Removal Equipment (G)					\$ 30,000
33-ARP	1010-1050 Roof Overlay		\$ 1,500,000			
33-ARP	18th St. Fence Extension				\$ 60,000	
33-ARP	MTIB Roof Overlay		\$ 500,000			
33-ARP	1020 Bldg. Roof Overlay			\$ 500,000		
33-ARP	1030 Bldg. Roof Overlay				\$ 500,000	
33-ARP	1040 Bldg. Roof Overlay					\$ 500,000
41-PABH	Surveillance (G)	\$ 5,750				
41-PABH	Boat Launch Restroom (G)			\$ 25,000		
41-PABH	W. PABH Float Replace (P) (G)		\$ 20,000	\$ 150,000	\$ 250,000	\$ 100,000
43-JWM	Surveillance (G)	\$ 4,400				
43-JWM	Fence/Enclosure Repair (G)	\$ -				
43-JWM	Float & Pile Repairs			\$ 300,000	\$ 260,000	
43-JWM	Sewer Pump Out Replace (G)		\$ 17,500			
43-JWM	Ductless Heat Pump		\$ 12,000			
43-JWM	Boat Launch Float Replace (G)	\$ 85,750				
80-AD	Capital Budget Contingency	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
80-AD	EV Charging Stations (G)		\$ 10,000			
80-AD	Admin Bldg Façade Impts				\$ 200,000	
92-FM	Boom Truck		\$ 40,000			
92-FM	Covered Storage	\$ 100,000				
Total not including grant funds		\$ 6,420,000	\$ 8,021,613	\$ 3,841,312	\$ 2,087,000	\$ 2,180,000
Grant Funds		\$ 7,850,200	\$ 7,714,626	\$ 12,436,812	\$ 806,000	\$ 570,000
TOTAL (including grant funds)		\$ 14,270,200	\$ 15,736,239	\$ 16,278,124	\$ 2,893,000	\$ 2,750,000
PORT ESTIMATED CASH RESERVE ENDING BALANCE		\$ 17,120,000	\$ 12,747,387	\$ 13,031,745	\$ 15,186,982	\$ 17,370,920

5 YEAR TOTAL =
(not including grant funds) \$ 22,549,925
5 YEAR TOTAL =
(including grant funds) \$ 51,927,563

The Port has a target fund balance for Cash Reserves of \$10 Million.

2024 - 2028 CAPITAL IMPROVEMENT PLAN

Dept.	Project Description	2024	2025	2026	2027	2028
Cleanup Expenditures for Active Cleanup Sites 2024 - 2028						
90-NO	KPLY Monitoring (Total)	\$ 44,000	\$ 44,000	\$ 46,000	\$ 48,000	\$ 48,000
	KPLY Monitoring (Port)	\$ -	\$ -			
90-NO	MTA (Total)	\$ 230,000	\$ 965,000	\$ 85,000	\$ 85,000	\$ 85,000
	MTA (Port)	\$ -	\$ -	\$ -	\$ -	\$ -
90-NO	Fmr Shell Oil Bulk Plant - 220 Tumwater Truck Rt (Total)	\$ 101,000	\$ 675,500	\$ 7,000	\$ 7,000	\$ -
	Fmr Shell Oil Bulk Plant - 220 Tumwater Truck Rt (Port)	\$ 7,000	\$ 60,000	\$ 7,000	\$ 7,000	\$ -
	Fmr Pettit Oil - 220 Tumwater Truck Rt (Total)	\$ 32,000	\$ 246,500	\$ 7,000	\$ 7,000	\$ -
90-NO	Fmr Pettit Oil - 220 Tumwater Truck Rt (Port)	\$ 11,375	\$ 65,000	\$ 7,000	\$ 7,000	\$ -
	T5, T6, T7 Upland (Total)	\$ 450,000	\$ 6,000	\$ 6,000	\$ -	\$ -
90-NO	T5, T6, T7 Upland (Port)	\$ -	\$ -	\$ -	\$ -	\$ -
	Harbor (Total)	\$ 340,000	\$ 2,300,000	\$ 2,450,000	\$ 1,450,000	\$ 20,000,000
90-NO	Harbor (Port)	\$ -	\$ -	\$ -	\$ -	\$ -
	5 Year Total =		\$ 29,765,000			
** 5 Year Port Total =		\$ 171,375				

** Estimated Port funds after reimbursements received from other Potential Liabile Parties.

2029 - 2044 CAPITAL IMPROVEMENT PLAN

DEPT.	Project Description	2023 \$	Project Year	Project Year \$	Purpose
92-FM	Equip. / Vehicle Replace 1	\$ 125,000	2028	\$ 147,246	Maint.
21-LY	Equip. Replace 1	\$ 1,600,000	2029	\$ 1,947,505	Maint.
43-JWM	Parking Lot Rehab. 1	\$ 500,000	2029	\$ 608,595	Maint.
43-JWM	Parking lot Rehab. 2	\$ 50,000	2029	\$ 60,860	Maint.
41-PABH	W. PABH Float / Pile Replace	\$ 11,550,000	2029	\$ 14,058,551	Maint.
41-PABH	Breakwater Rehabilitation	\$ 2,625,000	2029	\$ 3,195,125	Maint.
15-MTA	Marine Dr. Intersection	\$ 1,500,000	2030	\$ 1,886,585	Maint.
33-ARP	Site Preparation for Building	\$ 1,750,000	2030	\$ 2,201,015	Jobs / ROI
33-ARP	Industrial Bldg. (25,000 s.f.)	\$ 8,500,000	2031	\$ 11,046,644	Jobs / ROI
15-MTA	Replace B.Y. Travel Lift	\$ 550,000	2031	\$ 714,783	Maint.
91-MM	Mech. Shop Maint. / Impts	\$ 125,000	2031	\$ 162,451	Maint.
15-MTA	MTC Boat Lift Pier	\$ 8,000,000	2032	\$ 10,743,056	Jobs
21-LY	Equip. Replace 2	\$ 500,000	2032	\$ 671,441	Maint.
92-FM	Equip. / Vehicle Replace 2	\$ 125,000	2033	\$ 173,450	Maint.
43-JWM	Admin. Building Maint.	\$ 350,000	2033	\$ 485,660	Maint.
11-MT	Terminal 1 /3 Repairs	\$ 5,000,000	2034	\$ 7,169,035	Maint.
21-LY	Boom Boat Replace	\$ 300,000	2034	\$ 430,142	Maint.
43-JWM	Float / Pile Replacement	\$ 16,000,000	2035	\$ 23,704,846	Maint.
43-JWM	Connect to Sequim Sewer	\$ 850,000	2036	\$ 1,301,255	Maint.
43-JWM	Electrical & Lighting Replace	\$ 1,400,000	2039	\$ 2,364,563	Maint.
43-JWM	Shoreline & Breakwater	\$ 1,250,000	2040	\$ 2,181,521	Maint.
21-LY	General Equip. Replace 3	\$ 1,500,000	2041	\$ 2,704,998	Maint.
92-FM	Equip. / Vehicle Replace 3	\$ 220,000	2042	\$ 409,944	Maint.
41-PABH	E. PABH Jetty Stabilization	\$ 2,400,000	2043	\$ 4,621,041	Maint.
31-FIA	New Terminal Building	\$ 3,000,000	2044	\$ 5,968,652	Jobs / ROI

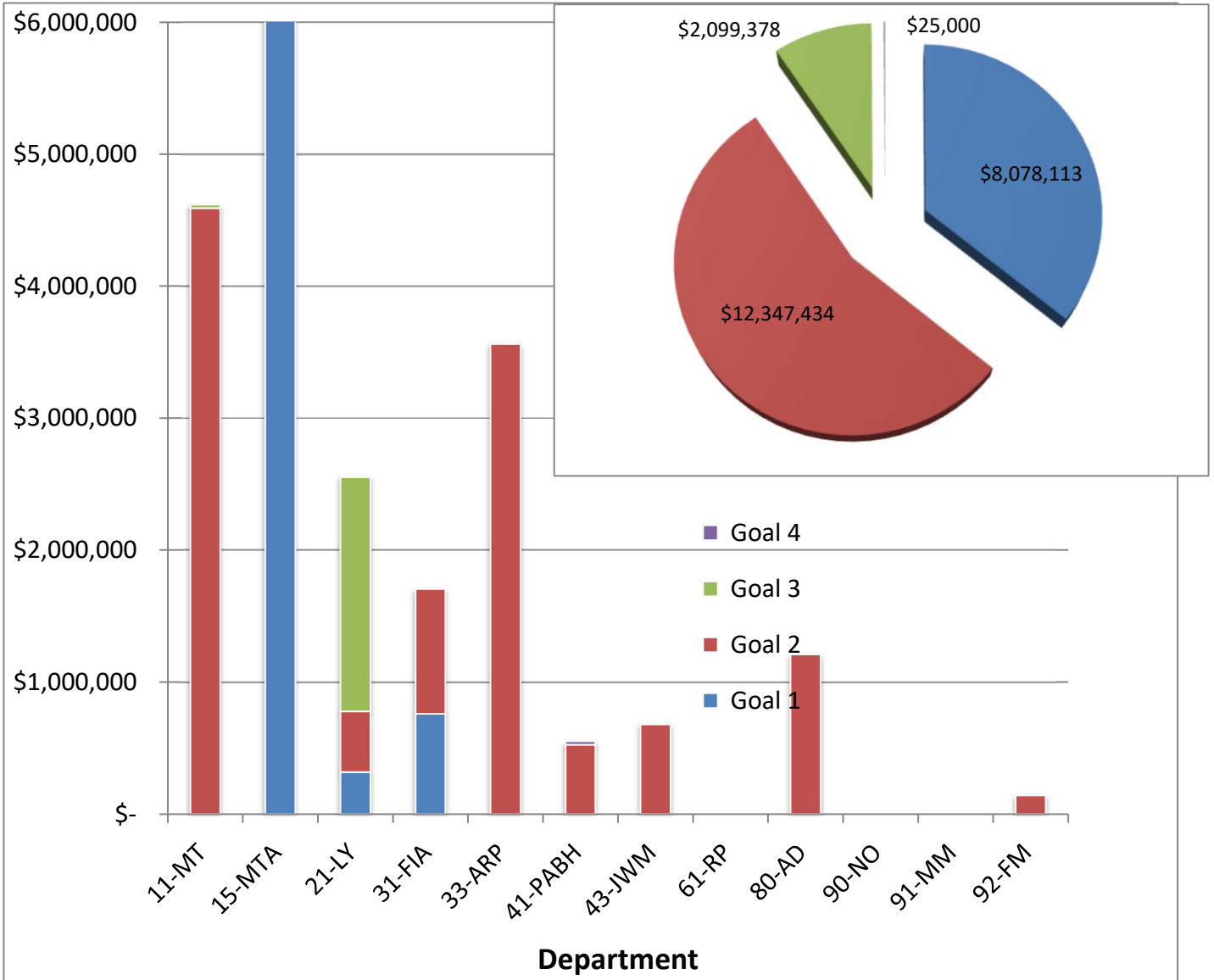
TOTAL = \$ 69,770,000

\$ 98,958,964

R.O.I. = Return on Investment

Inflation Rate = 3.33% (per Wa. St. Office of Financial Management)

2024 - 2028 CAPITAL EXPENDITURES BY STRATEGIC GOAL AND DEPARTMENT



PORT OF PORT ANGELES STRATEGIC PLAN GOALS

- Goal 1 Market and invest in strategic infrastructure to foster prosperity wage jobs
- Goal 2 Assure Sound Financial and Economic Return on Port Assets
- Goal 3 Improve Environmental Performance
- Goal 4 Enhance Stakeholder Engagement and Outreach Efforts

CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PROJECTS

Date:	9/19/23	Project Lead:	Chris Hartman
Project Short Description:	IHTF Site Improvements	Capital, Major Maintenance, Other:	Capital
Estimated Cost:	\$10,837,378	Source of the project estimate:	Staff
Contingency \$ / %	Included in above figure	Source of Funds:	Port / State / Federal
2024:	\$77,378 - Port	Design/Engineering completed:	In process
2025:	\$14,000 – Port \$56,000 - MARAD	Design/Engineering timeline:	12 months.
2026:	\$1,283,000 – Port \$ 855,000 – State \$8,552,000 - MARAD	Permits required:	<ul style="list-style-type: none"> • NEPA & SEPA • Clearing & Grading • Shoreline Development
2027:		Permit timeline:	2 years
Capital Improvement Policy “Triple Bottom Line”			
Jobs:	High – local mills and timberland owners utilize the Port log yard transport logs on and off the peninsula		
Environment:	High - Installation of pavement and a stormwater treatment facility will ensure the log yard operates within established environmental parameters for water quality.		
ROI:	Low – Extremely expensive upfront capital investment is required to allow the log yard to continue to operate.		
Other Criteria			
Safety:	Safe operation of log loading/unloading is critical. Presently, pick points of LeTourneau are not level at truck unloading area and adds to risk of dropped logs.		
Preservation:	Grading and paving yard will help reduce repairs to Port equipment		
Mandatory:	Yes - Dept. of Ecology Administrative Order to install stormwater treatment		
Support of Economic Activity	Operating a public log yard on the waterfront allows waterborne transportation for logs, which opens wood supply and markets for local mills and timberlands on the Olympic Peninsula		

Project Long Description

This project is necessary to meet the Washington State Department of Ecology Administrative Order and Industrial Stormwater General Permit water quality benchmarks. These improvements will improve the cleanliness and operational efficiencies of the log yard. Fill material will be imported to raise the grade of the existing site and allow stormwater runoff to be conveyed to an existing pump system. The surface will be paved, and the existing interim stormwater treatment facility will be expanded and improved.

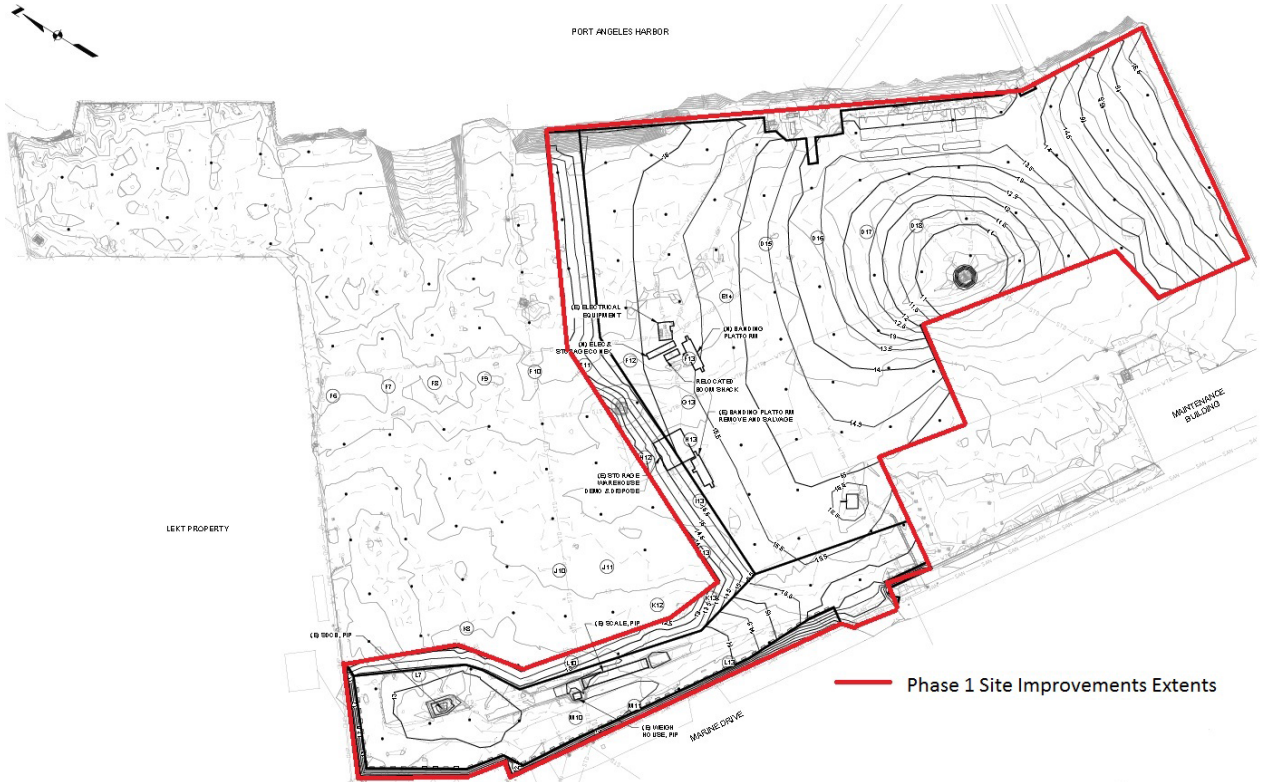
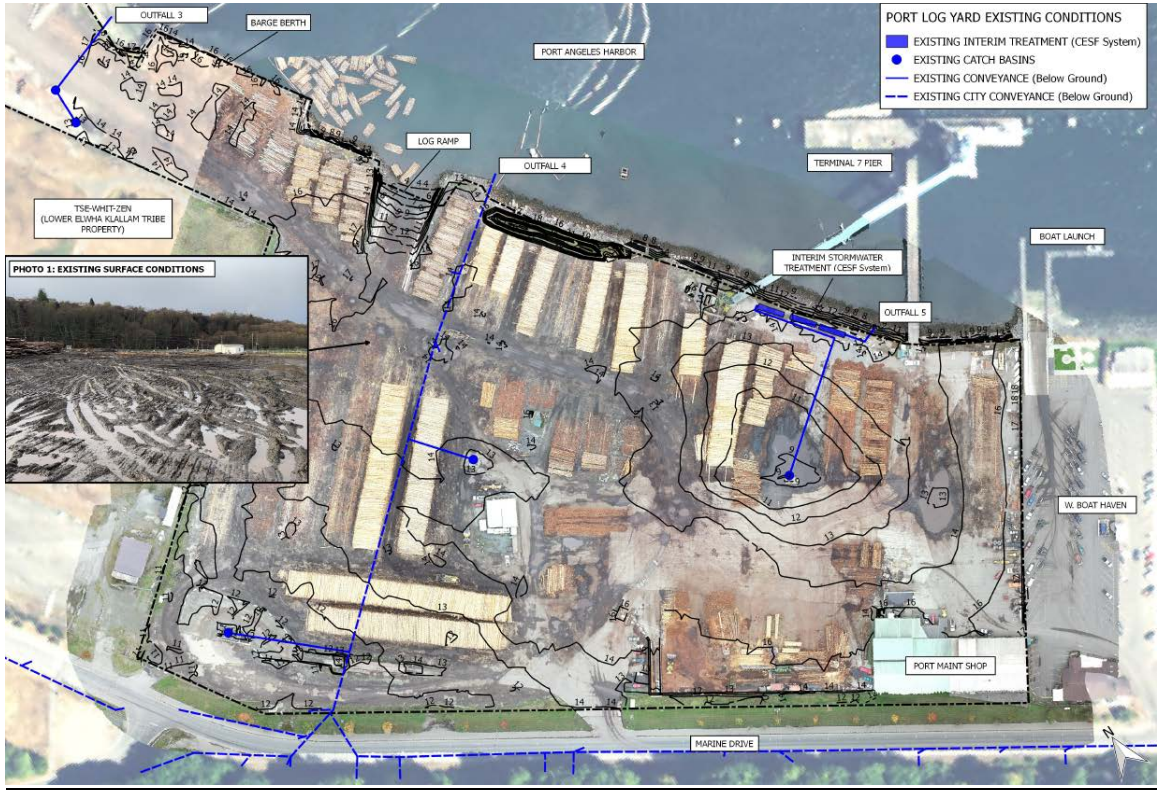
How does the project support the Strategic Plan? (Note the section)

Goal #3: Improve Environmental Performance

Initiative #3: Ensure Port properties are in compliance with Ecology stormwater permits.

What is the impact if this project is **not** funded in this budget cycle?

This project is necessary to meet the Department of Ecology Administrative Order. Current project schedule estimated project completion in December 2026.



CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PROJECTS

Date:	9/19/2023	Project Lead:	Chris Hartman
Project Short Description:	Marine Trade Center Site Development	Capital, Major Maintenance, Other:	Capital
Estimated Cost:	\$10,992,000	Source of the project estimate:	Staff estimate
Contingency \$ / %	Included in above figure	Source of Funds:	Port Capital Economic Development Administration Grant
Cost Year 2023	\$260,000 – Port \$500,000 – U.S. Commerce	Design/Engineering completed:	No
Cost Year 2024:	\$3,500,000 – Port \$6,732,000 – U.S. Commerce	Design/Engineering timeline:	01/22 – 02/24
Cost Year 2025:		Permits required:	USACE Nationwide Clearing & Grading National and State Env. Policy Act Determination Shoreline Development
Cost Year ...		Permit timeline:	9 months. Submit for permits following 30% design and run concurrently with design work.
Capital Improvement Policy “Triple Bottom Line”			
Jobs:	High – A fully developed site has high potential for Marine Trades Jobs		
Environment:	Medium – Design will incorporate stormwater management to reduce pollutant discharge to the harbor		
ROI:	The site development alone does not represent a good return on investment. A prior financial analysis assuming ground leases, day rates for work pads and boat storage estimates net present value of net returns using a 3% discount rate is approximately \$2.0 million, which covers 53% of the Port’s capital cost. Positive long-term financial performance of the Marine Trade Center will be dependent on the Port being successful obtaining outside funding to construct buildings.		
Other Criteria			
Safety:	N/A		
Preservation:	N/A		
Mandatory:	N/A		
Strategic Planning	Goal 1 / Initiative 1		

Project Long Description

This project will install the needed water, sewer, power, storm drainage, site grading & preparation and paving. There will be a mix of day use work areas and future buildings that will be able to take advantage of an existing 500 metric ton capacity haul out pier and boat wash facility. The Port has previously completed site wide master planning with strong industry participation, developed infrastructure planning documents and completed a comprehensive geotechnical site investigation.

How does the project support the Strategic Plan? *(Note the section)*

Target: Complete the Port's upland clean-up and develop the Marine Trades Industrial Park

Goal# 1: Market and invest in strategic infrastructure to foster prosperity wage jobs.

Initiative # 1: Expand maritime commerce through the development of the Marine Trades Industrial Park and additional acres of industrially zoned waterfront properties.

What is the impact if this project is **not** funded in this budget cycle?

Site will remain undeveloped. \$7.3 Million in federal funds will need to be declined.

CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PROJECTS

Date:	9-19-2023	Project Lead:	Chris Hartman
Project Short Description:	Terminal 1 - 3 Repairs	Capital, Major Maintenance, Other:	Capital
Estimated Cost:	\$3,105,000	Source of the project estimate:	Design Engineer Estimate
Contingency \$ / %	10%	Source of Funds:	Port Capital
Cost Year 2022:	\$50,000 Design	Design/Engineering completed:	No
Cost Year 2023:	\$55,000 Design	Design/Engineering timeline:	Design complete 2023
Cost Year 2024:	\$2,000,000	Permits required:	- U.S. Army Corp of Engineers Nationwide Permit - Wa. St. Dept Fish & Wildlife Hydraulic Project Approval -City of PA Shoreline Permit
Cost Year 2025:	\$1,000,000	Permit timeline:	Port currently has USACE Nationwide Programmatic that expires April 2025.
Capital Improvement Policy “Triple Bottom Line”			
Jobs:	Prevent Future Job Loss		
Environment:	Some Improvement. Removal of creosote piles and remediation		
ROI:	Low		
Other Criteria			
Safety:	Could become safety issue if delayed too long		
Preservation:	High, maintains ability of T1 to provide crane access for topside repair and repairs fendering to protect the pier from ship impacts during inclement weather.		
Mandatory:	No		
Strategic Planning Goal / Initiative	See below		

Project Long Description

Terminal 1 – Structural repairs as required to allow for ongoing topside repair and crane activity to occur at the north berth. Fendering repairs throughout to accommodate lay berth. Reduced structural capacity is expected in areas throughout Terminal 1.

Terminal 3 – Structural repairs to timber portions of the pier

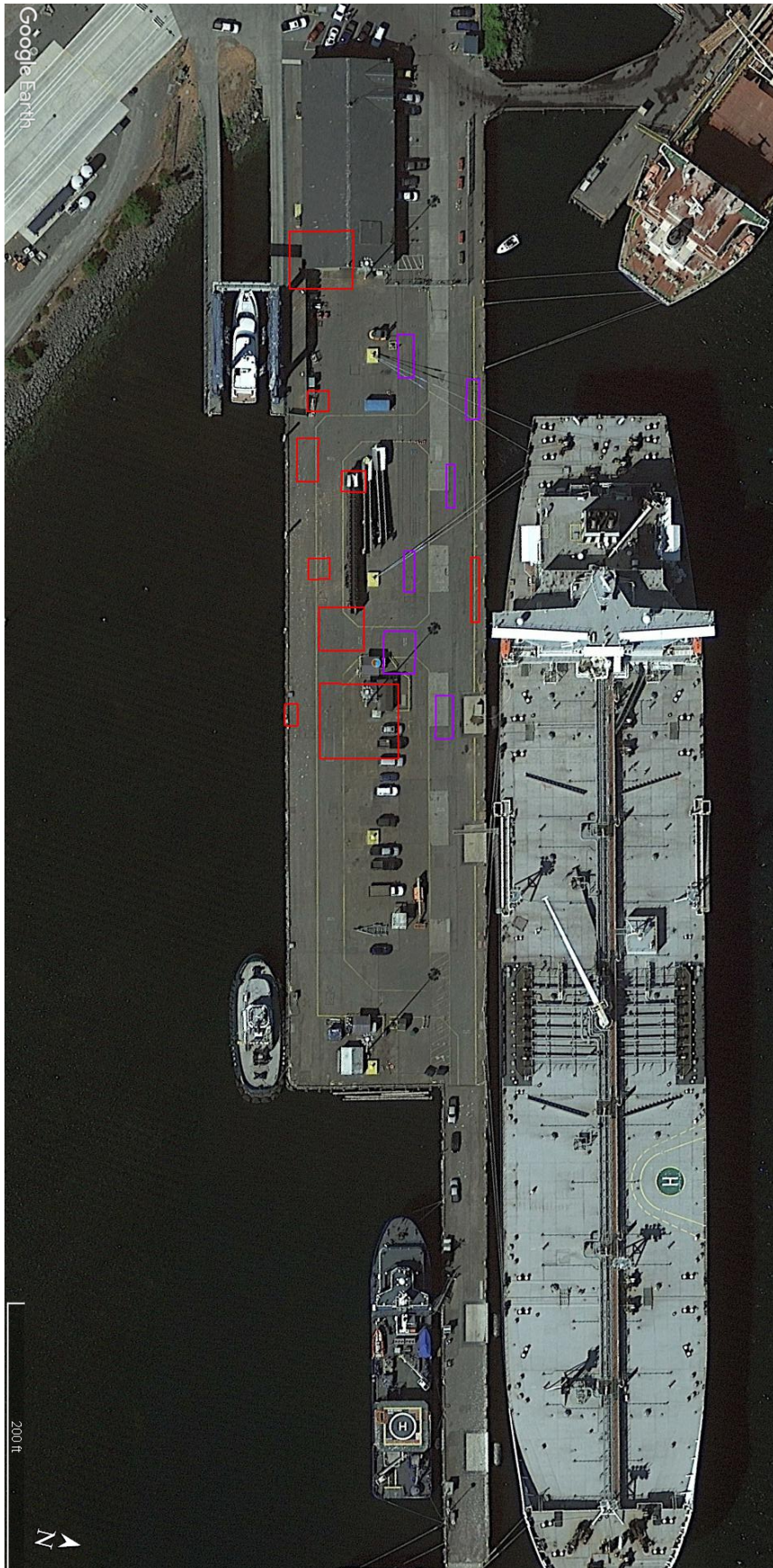
How does the project support the Strategic Plan? (Note the section)

Goal 2: Assure Sound Financial and Economic Return on Port Assets

Initiative 1: Annually Generate a Positive Cash Flow

What is the impact if this project is **not** funded in this budget cycle?

Terminal 1 and 3 are aging facilities that require structural repairs to maintain the current level of activity. Terminal 1 has significant areas of the dock under severe load restrictions due to failing piling. This scope of work will repair those areas that impact crane access that allows for topside repair activity on the north berth.



Terminal 1 Load Restrictions
Red & Purple boxes are load restriction areas

CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PROJECTS

Date:	9/19/2023	Project Lead:	Jon Picker
Project Short Description:	Hangar Site Dev. Design	Capital, Major Maintenance, Other:	Capital
Estimated Cost:	\$250,000	Source of the project estimate:	
Contingency \$ / %		Source of Funds:	90% FAA / 10% Port
Cost Year 2023:	\$150,000	Design/Engineering completed:	No
Cost Year 2024:	\$100,000	Design/Engineering timeline:	Complete May 2024
Cost Year 3:		Permits required:	Clearing and Grading
Cost Year ...		Permit timeline:	45 days
Capital Improvement Policy “Triple Bottom Line”			
Jobs:	Low		
Environment:	Low		
ROI:	Medium – hangars are currently 100% occupied. New hangar space represents a good ROI to the Port. Site Development costs will be 90% funded by the FAA		
Other Criteria			
Safety:	N/A		
Preservation:	N/A – new development		
Mandatory:	No		
Strategic Planning Goal / Initiative	See below		

Project Long Description

This scope of work will include preliminary and final design services and bidding services for the proposed hangars site preparation. Hangar structure design will be covered under a future phase of the project. Design and construction of the hangar site preparation will be covered by an FAA Airport Improvement Program Grant to be funded with Bipartisan Infrastructure Law (BIL) funds.

This project includes site preparation for future hangar developments at sites E, G, H1, and H2. Site preparation design will consist of taxilane expansion (including taxilane sitework, grading, paving, pavement markings, subdrains, and surface drainage improvements) as well as site grading for the hangar building pads

How does the project support the Strategic Plan? (Note the section)

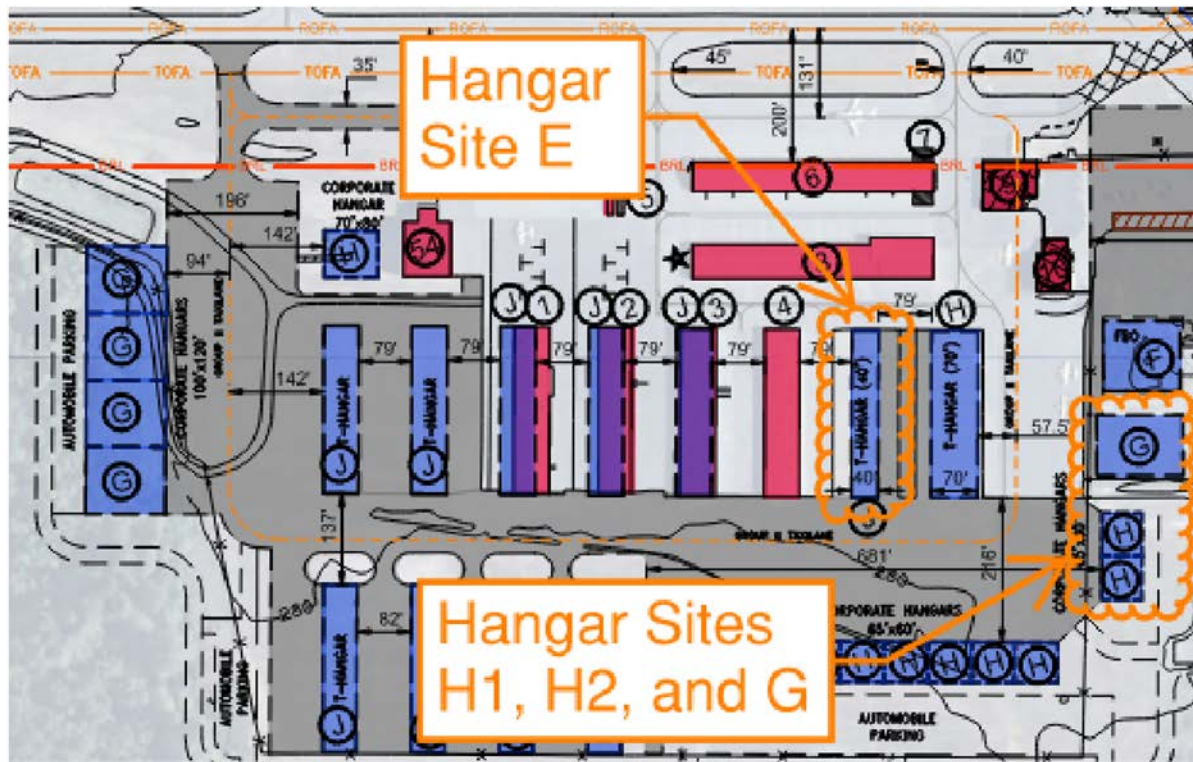
Goal#2: Assure Sound Financial and Economic Return on Port Assets

Initiative #3: Preserve and create asset value through strategic investments.

#4: Leverage Port resources to attract public and private capital.

What is the impact if this project is **not** funded in this budget cycle?

Hangar space remains unavailable to prospective tenants and there is a resultant loss of future lease income. BIL funds won't be utilized.



CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PROJECTS

Date:	9-19-23	Project Lead:	Wilson Easton
Project Short Description:	FIA Terminal Roof Replace	Capital, Major Maintenance, Other:	Capital
Estimated Cost:	\$100,000	Source of the project estimate:	Staff estimate
Contingency \$ / %	20% included in estimate	Source of Funds:	Port Capital
Cost Year 1:		Design/Engineering completed:	None
Cost Year 2:	\$100,00	Design/Engineering timeline:	N/A
Cost Year 3:		Permits required:	Yes
Cost Year ...		Permit timeline:	
Capital Improvement Policy “Triple Bottom Line”			
Jobs:	Low		
Environment:	Low		
ROI:	Low		
Other Criteria			
Safety:	No		
Preservation:	Preserves integrity of building		
Mandatory:	Yes		
Strategic Planning Goal / Initiative	Goal 2 / Initiative 3		

Project Long Description

Remove and replace the existing sheet metal roof. Existing metal is at the end of its useful life (original roof 1979).

How does the project support the Strategic Plan? (Note the section)

Goal #2: Assure sound financial and economic return on Port assets.

Initiative #3: Preserve and create asset value through strategic investment.

What is the impact if this project is **not** funded in this budget cycle?

If the roof is not replaced there will be continued maintenance repairs costs. There are active leaks that FM continues to repair seasonally. The funding of this project will aid in preserving the integrity of the structure against potential water damage or loss of property.

Picture of existing condition of the Airport Terminal roof



Bid for Material

CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PROJECTS

Date:	9/19/2023	Project Lead:	Chris Hartman
Project Short Description:	Replace boat launch float at John Wayne Marina	Capital, Major Maintenance, Other:	Capital
Estimated Cost:	Total = \$343,000 Grant Funds = \$257,250 Port Share - \$85,750	Source of the project estimate:	In-house based on vendor estimates and similar projects.
Contingency \$ / %	10% In estimate above	Source of Funds:	Port Capital and State Recreation Grant (Expires in April 2025)
Cost Year 1:	NA	Design/Engineering completed:	Design Build – RFP ready for float procurement in Q1 2024
Cost Year 2:	NA	Design/Engineering timeline:	NA
Cost Year 3:	NA	Permits required:	<ul style="list-style-type: none"> • Federal In-water • Shoreline Exemption
Cost Year ...	NA	Permit timeline:	Q1 2024
Capital Improvement Policy “Triple Bottom Line”			
Jobs:	Low – This is a recreational facility for the public.		
Environment:	Medium – The float footprint will not be changed, but replacement float will incorporate modern environmental best management practices of grated decking and encased flotation.		
ROI:	Low – Expensive replacement of in-water improvements is required to allow the safe and efficient operation of the public boat launch.		
Other Criteria			
Safety:	A new float would provide a safer facility than the existing 35+ year old float.		
Preservation:	The existing float is 35+ years old and should be replaced to maintain access to the boat launch.		
Mandatory:	The maintenance replacement is not mandatory.		
Strategic Planning Goal / Initiative	In-line with <i>Goal 2: Assures sound financial and economic return on port assets / Strategy 4: Preserve and create assets through strategic investments</i> , this proposed project utilizes state grant funding to maintain public access improvements at John Wayne Marina.		

Project Long Description

Replace the existing timber 174’ x 8’ boat launch float with a metal (steel or aluminum) framed float system of the same dimensions. The existing guide pile will remain. The proposed replacement float will be 174’ x 8’ and be constructed with a metal frame, with polyethylene foam filled tub flotation, grated fiberglass decking with 60% open space and HDPE rub strips on the side of the floats.

What is the impact if this project is **not** funded in this budget cycle?

The existing state grant would not be used to fund the project or grant could likely be extended to fund project in 2025. The Port could maintain the existing boat launch float and replace individual decking, framing and flotation sections and components as needed.



3.2_43 - JWM Boat Launch Float Replacement

CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PROJECTS

Date:	9/19/2023	Project Lead:	Jon Picker
Project Short Description:	FIA Taxiway Asphalt Resurfacing	Capital, Major Maintenance, Other:	Capital
Estimated Cost:	\$140k	Source of the project estimate:	Contractor provided unit cost
Contingency \$ / %		Source of Funds:	Port Capital
Cost Year 1:		Design/Engineering completed:	No, bid docs to be completed w/ in-house staff
Cost Year 2:		Design/Engineering timeline:	2 months
Cost Year 3:		Permits required:	Clearing and Grading
Cost Year ...		Permit timeline:	30 days
Capital Improvement Policy “Triple Bottom Line”			
Jobs:	N/A		
Environment:	N/A		
ROI:	N/A – critical maintenance item		
Other Criteria			
Safety:	Yes, crumbling asphalt presents a safety hazard for taxing aircraft		
Preservation:	High		
Mandatory:	Yes, see safety description above		
Strategic Planning Goal / Initiative	See below		

Project Long Description

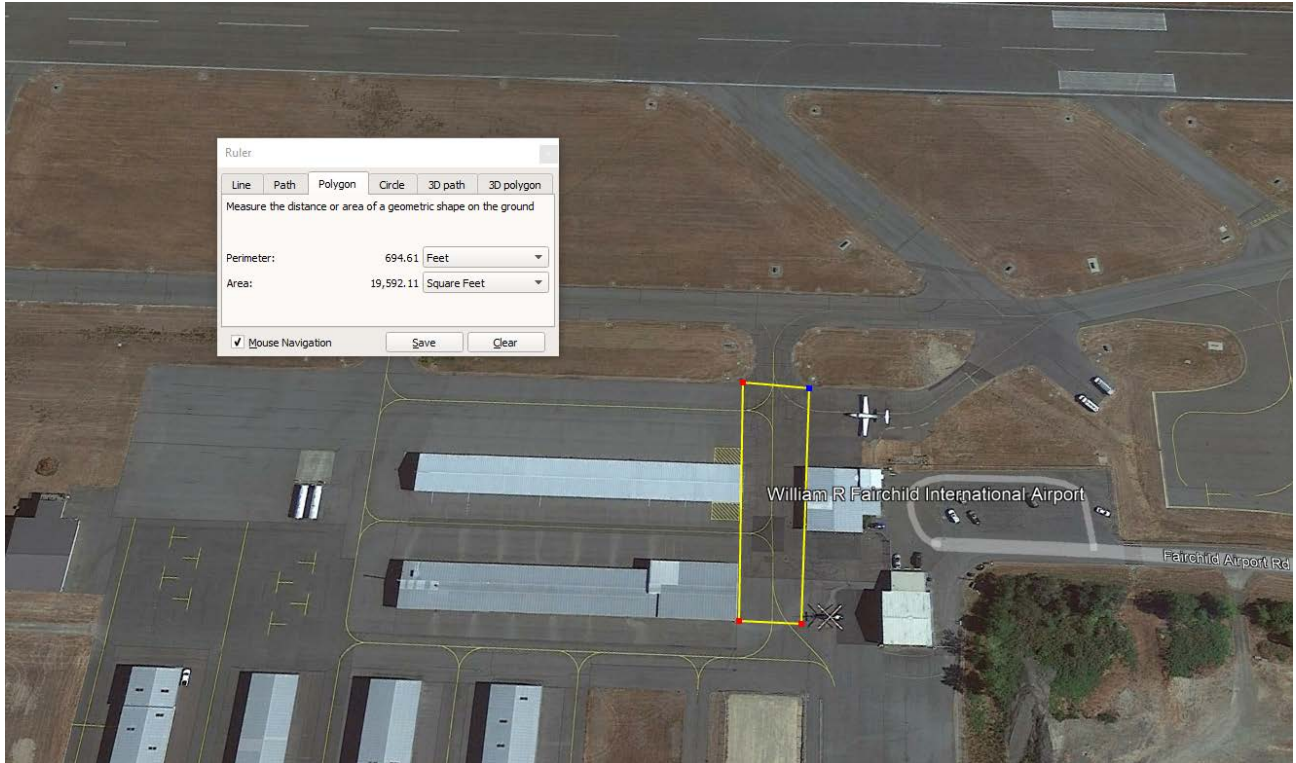
The FIA Taxiway between Life Flight and the 600/700 Hangars is currently disintegrating and sunken around the ramp area drain. This pavement is beyond repair using crack seal. This area poses a potential FOD threat to aircraft and personnel alike; possible loss of aircraft and/or life. Additionally, the sunken area poses a threat to aircraft in that a prop strike could occur. Due to the age of this taxi area and continued degradation due to environmental conditions, this area needs to be milled and repaved if the Port wishes to keep this area available for public use.

How does the project support the Strategic Plan? (Note the section)

Goal 2: Assure Sound Financial and Economic Return on Port Assets

Initiative 3: Preserve and create asset value through strategic investments.

Cost for repair is approximately \$7 per square foot to mobilize equipment to site, sawcut extents, remove, prep and pave.



CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PROJECTS

Date:	9-19-2023	Project Lead:	Wilson Easton
Project Short Description:	Log Yard Swifter Maintenance	Capital, Major Maintenance, Other:	Capital
Estimated Cost:	\$30,000	Source of the project estimate:	Staff Estimate
Contingency \$ / %		Source of Funds:	Port Capital
Cost Year 1:		Design/Engineering completed:	N/A
Cost Year 2:		Design/Engineering timeline:	N/A
Cost Year 3:		Permits required:	N/A
Cost Year ...		Permit timeline:	N/A
Capital Improvement Policy “Triple Bottom Line”			
Jobs:	N/A		
Environment:	N/A		
ROI:	N/A		
Other Criteria			
Safety:	N/A		
Preservation:	N/A		
Mandatory:	No		
Strategic Planning Goal / Initiative	Generate Positive Cash Flow		

Project Long Description

The log yard swifter is a critical piece of equipment in maintaining Port water assets, such as buoys, boom logs, anchor and boom chains at the aquatic storage and bullpen/log dumps. This project is based around removing swifter from the water and assessing the extent of repairs required. Currently the project consists of replacing portions of heavy timber decking, waler/fendering system, framework to air compressor and pontoon inspections.

How does the project support the Strategic Plan? (Note the section)

Goal 2: Assure Sound Financial and Economic Return on Port Assets.
Initiative 3: Preserve & create asset value through strategic investment.

What is the impact if this project is **not** funded in this budget cycle?

The last time the swifter was removed from the water for inspection and repair was 2014. The swifter is taken out of service Nov-March of each year because the Harbor is too rough to safely operate. This is something that Port Mechanic Shop and Facilities Maintenance will perform. Assessment of repairs is critical because the swifter is beginning to list.

Existing Swifter Moored at Terminal 5



CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PROJECTS

Date:	9/19/2023	Project Lead:	Steven Rose
Project Short Description:	HVAC MT Server Room & Offices	Capital, Major Maintenance, Other:	Capital
Estimated Cost:	\$15,000	Source of the project estimate:	Staff estimate
Contingency \$ / %		Source of Funds:	Port Capital
Cost Year 1:		Design/Engineering completed:	N/A
Cost Year 2:		Design/Engineering timeline:	N/A
Cost Year 3:		Permits required:	N/A
Cost Year ...		Permit timeline:	N/A
Capital Improvement Policy “Triple Bottom Line”			
Jobs:	Low – Will not create new jobs but improve working conditions for Marine Terminal employees in the upstairs offices.		
Environment:	Low – Safety and other incidents (spills) may not be monitored if the data and/or security systems endure an outage due to excessive heat.		
ROI:	Low - However, certain expected services such as Internet for ships (Cable Innovator) may be affected.		
Other Criteria			
Safety:	This may decrease the risk of fire due to replacing older Cadet-style heaters.		
Preservation:	Ideally, server room temperatures should be maintained within the range of 68 to 71 degrees Fahrenheit. Modern equipment can still function effectively in temperatures as high as 82 degrees Fahrenheit. Maintaining these temperature parameters is crucial for preserving the operational longevity of network and facility data workstations and servers, including the Marina Security Camera Server.		
Mandatory:	The maintenance replacement is not mandatory but strongly advised.		
Strategic Planning Goal / Initiative	In line with <i>Goal 2: Assures sound financial and economic return on port assets.</i>		

Project Long Description

The existing network and server room at the Marine Terminal lack cooling capabilities, and the doors remain locked for Maritime (Coast Guard) security purposes, which hampers proper air circulation. In the summer, temperatures inside can soar between 75 to 95 degrees Fahrenheit, as illustrated in Figure 1. These conditions are significantly higher than the recommended range of 68-71 degrees and even exceed the upper limit of 82 degrees, suitable for newer equipment.

To address these issues, investing in a three-zone mini-split heat pump system is strongly advised. This system would effectively cool the server room while offering the added advantage of heating and cooling the offices upstairs at the marine terminal. Presently, the upstairs offices rely on outdated Cadet-type wall heaters for heating, which are costly to operate, produce noise, and pose potential fire hazards.

How does the project support the Strategic Plan? (Note the section)

Goal #2: Assures sound financial and economic return on port assets

Strategy #3: Preserve and create assets through strategic investments

What is the impact if this project is **not** funded in this budget cycle?

Failure of network switch, servers/workstations, and associated devices due to temperatures higher than manufacturers recommended specifications.

Figure 1- MT Server Room Temps, August 2023

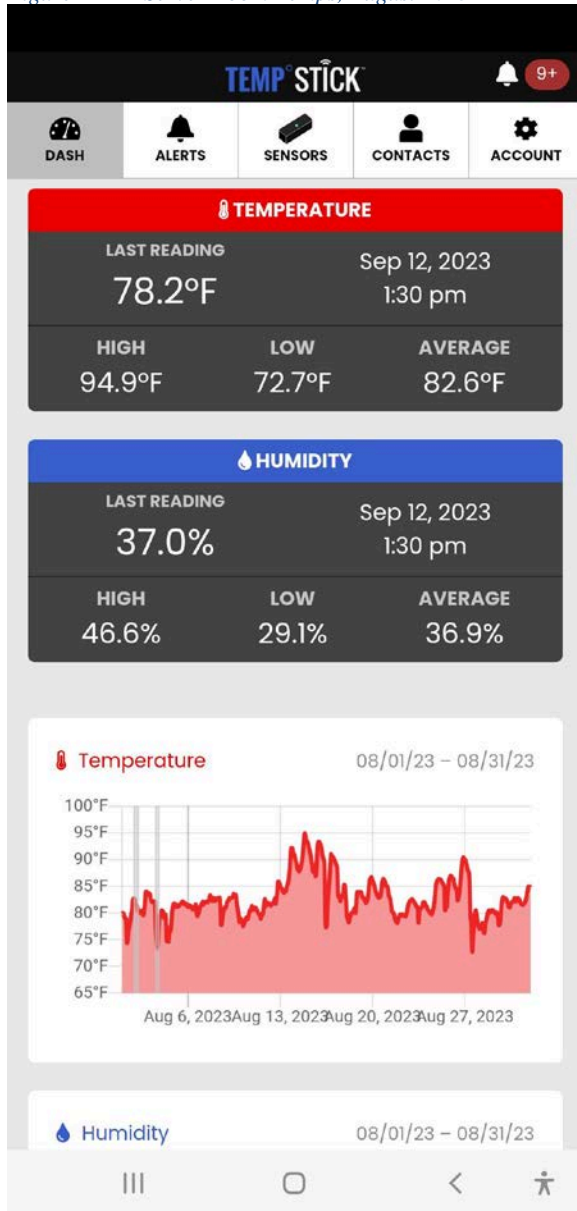


Figure 2 - MT Server Room Network Cabinet



Figure 2 - MT Server Room Security Camera Servers



Figure 3- Marine Terminal Back Office Cadet-Style Heaters



CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PROJECTS

Date:	9/19/2023	Project Lead:	Jon Picker
Project Short Description:	Hangar Site Dev. Construction	Capital, Major Maintenance, Other:	Capital
Estimated Cost:	\$652,222	Source of the project estimate:	
Contingency \$ / %		Source of Funds:	90% FAA / 10% Port
Cost Year 2023:		Design/Engineering completed:	No
Cost Year 2024:	\$652,222	Design/Engineering timeline:	Complete May 2024
Cost Year 3:		Permits required:	Clearing and Grading
Cost Year ...		Permit timeline:	45 days
Capital Improvement Policy “Triple Bottom Line”			
Jobs:	Low		
Environment:	Low		
ROI:	Medium – hangars are currently 100% occupied. New hangar space represents a good ROI to the Port. Site Development costs will be 90% funded by the FAA		
Other Criteria			
Safety:	N/A		
Preservation:	N/A – new development		
Mandatory:	No		
Strategic Planning Goal / Initiative	See below		

Project Long Description

This scope of work will include preliminary and final design services and bidding services for the proposed hangars site preparation. Hangar structure design will be covered under a future phase of the project. Design and construction of the hangar site preparation will be covered by an FAA Airport Improvement Program Grant to be funded with Bipartisan Infrastructure Law (BIL) funds.

This project includes site preparation for future hangar developments at sites E, G, H1, and H2. Site preparation design will consist of taxilane expansion (including taxilane sitework, grading, paving, pavement markings, subdrains, and surface drainage improvements) as well as site grading for the hangar building pads

How does the project support the Strategic Plan? (Note the section)

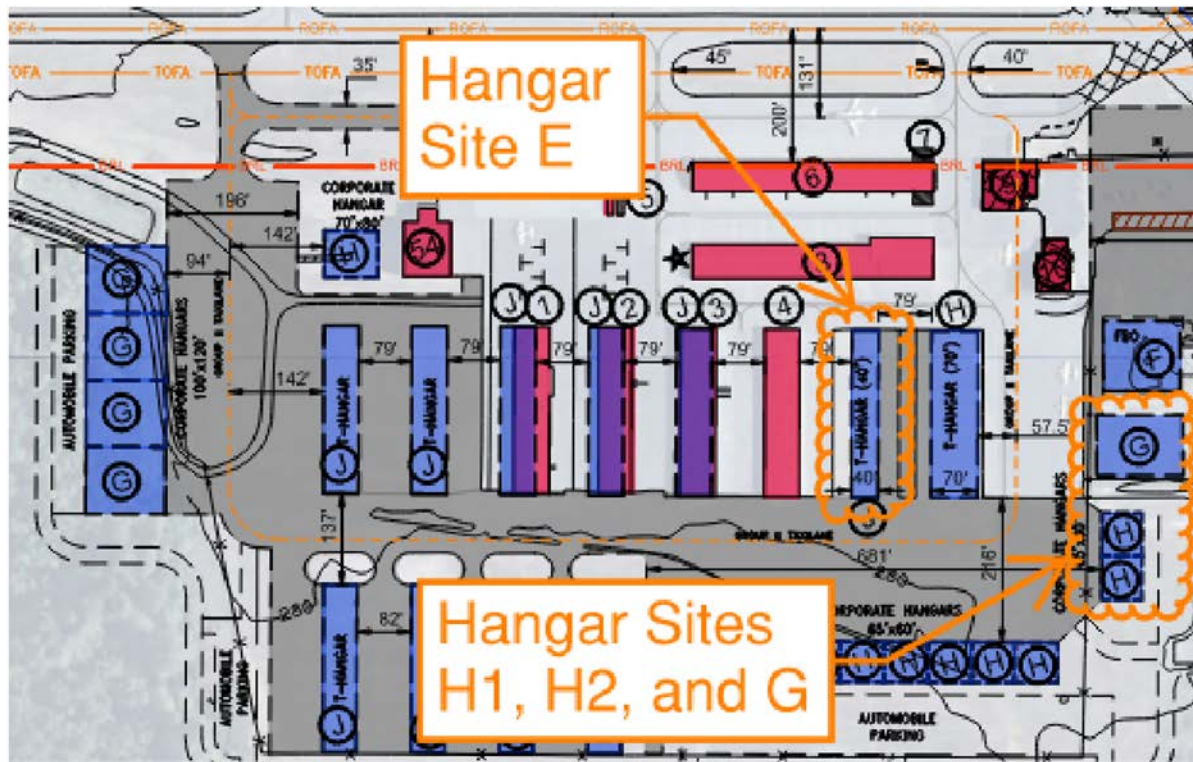
Goal#2: Assure Sound Financial and Economic Return on Port Assets

Initiative #3: Preserve and create asset value through strategic investments.

#4: Leverage Port resources to attract public and private capital.

What is the impact if this project is **not** funded in this budget cycle?

Hangar space remains unavailable to prospective tenants and there is a resultant loss of future lease income. BIL funds won't be utilized.



CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PROJECTS

Date:	9/19/2023	Project Lead:	Chris Hartman
Project Short Description:	Surveillance & Lighting – Marine Terminals	Capital, Major Maintenance, Other:	Capital
Estimated Cost:	Total = \$106,000 Grant Funds = \$79,500 Port Share - \$26,500	Source of the project estimate:	Consultant – Moffatt & Nichol
Contingency \$ / %	15% In estimate above	Source of Funds:	Port Capital and Federal Port Security Grant (Expires in August 2025)
Cost Year 2024:	\$106,000	Design/Engineering completed:	
Cost Year 2:	NA	Design/Engineering timeline:	
Cost Year 3:	NA	Permits required:	<ul style="list-style-type: none"> • Federal Enviro & Historic Review • Electrical Permit • Shoreline Exemption
Cost Year ...	NA	Permit timeline:	Complete 1 st QTR 2023
Capital Improvement Policy “Triple Bottom Line”			
Jobs:	Medium – Existing security cameras and lighting control system were installed in 2016 and are recommended for replacement. New cameras would meet federal requirements and would not be manufactured in China. The new lighting control system would meet the Terminals operational needs. The existing security improvements to be replaced are required by Maritime Transportation Security Act (MTSA). This project ensure the continued operation of the marine terminals is in compliance with the MTSA and preserves the many jobs tied to the safe and secure operation of this facility.		
Environment:	Low – The existing and proposed replaced security system could assist in the documentation of spills or other incidents at the Marine Terminals.		
ROI:	High – This maintenance replacement project preserves the safe and secure operations of the Marine Terminals and maintains MTSA compliance.		
Other Criteria			
Safety:	Security cameras do deter crime at the facility, are used to provide maritime security and are used to document incidents. A reliable and robust lighting control system is important to the safe operation of the facility.		
Preservation:	This proposed project preserves the security system at the Marine Terminals.		
Mandatory:	The maintenance replacement is not mandatory		
Strategic Planning Goal / Initiative	In-line with <i>Goal 2: Assures sound financial and economic return on port assets / Strategy 3: Preserve and create assets through strategic investments</i> , this proposed project utilizes federal grant funding to maintain security improvements at Marine Terminals 1 and 3.		

Project Long Description

Replace nine (9) security cameras and replace the lighting control system at Marine Terminals 1 and 3. The existing cameras were installed in 2016 and per industry standards need to be replaced. The lighting control system was installed in 2016, but does not provide the level of control needed by Port operations and security. The new lighting control system would enable Port staff to efficiently manage the existing security light fixtures at the terminal docks and building.

How does the project support the Strategic Plan? (Note the section)

Goal #2: Assures sound financial and economic return on port assets

Strategy #3: Preserve and create assets through strategic investments

What is the impact if this project is **not** funded in this budget cycle?

The Port could maintain the existing security cameras and lighting control system at the facility and replace each individual piece of equipment at the time of failure or revisit this project in 2024 because the grant funding does not expire until August 2025.

CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PROJECTS

Date:	9/19/2023	Project Lead:	Steven Rose
Project Short Description:	Surveillance – Port Angeles Boat Haven - Replace seven (7) security cameras	Capital, Major Maintenance, Other:	Capital
Estimated Cost:	Total = \$23,000 Grant Funds = \$17,250 Port Share - \$5,750	Source of the project estimate:	Consultant – Moffatt & Nichol
Contingency \$ / %	15% In estimate above	Source of Funds:	Port Capital and Federal Port Security Grant (Expires in August 2025)
Cost Year 1:	NA	Design/Engineering completed:	
Cost Year 2:	NA	Design/Engineering timeline:	
Cost Year 3:	NA	Permits required:	<ul style="list-style-type: none"> • Federal Enviro & Historic Review • Electrical Permit • Shoreline Exemption
Cost Year ...	NA	Permit timeline:	Complete 1 st QTR 2023
Capital Improvement Policy “Triple Bottom Line”			
Jobs:	Low – Existing security cameras were installed in 2013 and 2016 and are recommended for replacement. New cameras would meet federal requirements and would not be manufactured in China. These security improvements are not required by Maritime Transportation Security Act, but do assist in the operation of this public marina and support regional maritime security. This facility will continue to operate without this maintenance replacement project.		
Environment:	Low – The existing security cameras and the proposed replacement cameras could assist in the documentation of spills or other incidents at the marina.		
ROI:	Low – Revenue at the marina is not directly related to the maintenance of the security cameras, but most marina users do expect security cameras at a marina.		
Other Criteria			
Safety:	Security cameras do deter crime at the facility and are used to document incidents.		
Preservation:	Security cameras at the facility are between 6 and 9 years old and should be replaced to maintain this surveillance system.		
Mandatory:	The maintenance replacement is not mandatory		
Strategic Planning Goal / Initiative	In-line with <i>Goal 2: Assures sound financial and economic return on port assets / Strategy 3: Preserve and create assets through strategic investments</i> , this proposed project utilizes federal grant funding to maintain security improvements at Port Angeles Boat Haven.		

Project Long Description

Replace seven (7) security cameras at Port Angeles Boat Haven. The existing cameras were installed in 2013 and 2016 and per industry standards need to be replaced. The cameras are located on the gates to the moorage floats and harbor master office.

How does the project support the Strategic Plan? (Note the section)

Goal #2: Assures sound financial and economic return on port assets

Strategy #3: Preserve and create assets through strategic investments

What is the impact if this project is **not** funded in this budget cycle?

The Port could maintain the existing security cameras at the facility and replace each camera separately after camera failure or revisit this project in 2025 because the grant funding does not expire until August 2025.

CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PROJECTS

Date:	9/19/2023	Project Lead:	Steven Rose
Project Short Description:	Surveillance - John Wayne Marina - Replace eight (8) security cameras	Capital, Major Maintenance, Other:	Capital
Estimated Cost:	Total = \$17,600 Grant Funds = \$13,200 Port Share - \$4,400	Source of the project estimate:	Consultant – Moffatt & Nichol
Contingency \$ / %	15% In estimate above	Source of Funds:	Port Capital and Federal Port Security Grant (Expires in August 2025)
Cost Year 1:	NA	Design/Engineering completed:	
Cost Year 2:	NA	Design/Engineering timeline:	
Cost Year 3:	NA	Permits required:	<ul style="list-style-type: none"> • Federal Enviro & Historic Review • Electrical Permit • Shoreline Exemption
Cost Year ...	NA	Permit timeline:	Complete 1 st QTR 2023
Capital Improvement Policy “Triple Bottom Line”			
Jobs:	Low – Existing security cameras were installed in 2013 and 2016 and are recommended for replacement. New cameras would meet federal requirements and would not be manufactured in China. These security improvements are not required by Maritime Transportation Security Act, but do assist in the operation of this public marina and support regional maritime security. This facility will continue to operate without this maintenance replacement project.		
Environment:	Low – The existing security cameras and the proposed replacement cameras could assist in the documentation of spills or other incidents at the marina.		
ROI:	Low – Revenue at the marina is not directly related to the maintenance of the security cameras, but most marina users do expect security cameras at a marina.		
Other Criteria			
Safety:	Security cameras do deter crime at the facility and are used to document incidents after the fact.		
Preservation:	Security cameras at the facility are between 6 and 9 years old and should be replaced to maintain this surveillance system.		
Mandatory:	The maintenance replacement is not mandatory		
Strategic Planning Goal / Initiative	In-line with <i>Goal 2: Assures sound financial and economic return on port assets / Strategy 3: Preserve and create assets through strategic investments</i> , this proposed project utilizes federal grant funding to maintain security improvements at John Wayne Marina.		

Project Long Description

Replace eight (8) security cameras at John Wayne Marina. The existing cameras were installed in 2013 and 2016 and per industry standards need to be replaced. The cameras are located on the gates to the moorage floats, fuel float and breakwater float.

How does the project support the Strategic Plan? (Note the section)

Goal #2: Assures sound financial and economic return on port assets

Strategy #3: Preserve and create assets through strategic investments

What is the impact if this project is **not** funded in this budget cycle?

The Port could maintain the existing security cameras at the facility and replace each camera separately after camera failure or revisit this project in 2025 because grant funding does not expire until August 2025.

CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PROJECTS

Date:	9/12/23	Project Lead:	Wilson Easton
Project Short Description:	Pole Building (3,200 s.f.)	Capital, Major Maintenance, Other:	Capital
Estimated Cost:	\$100,000	Source of the project estimate:	Staff estimate
Contingency \$ / %	\$10,000	Source of Funds:	Port capital
Cost Year 1:	\$100,000	Design/Engineering completed:	Hansen pole buildings or equivalent
Cost Year 2:		Design/Engineering timeline:	N/A
Cost Year 3:		Permits required:	City of P.A. building
Cost Year ...		Permit timeline:	45 days
Capital Improvement Policy “Triple Bottom Line”			
Jobs:	low		
Environment:	low		
ROI:	Low to medium. Extends life of expensive mobile equipment by keeping them under cover.		
Other Criteria			
Safety:	No		
Preservation:	Preserve the integrity of equipment that is currently exposed to sun/rain year round.		
Mandatory:	No		
Strategic Planning Goal / Initiative	Goal 2 /initiative 3		

Project Long Description

Build a 3,200 sq. foot pole building at 2604 Butler street. (old Cooke aquaculture site). This pole building would be used almost exclusively as dry storage for our weather sensitive equipment. (ie. Tymco sweeper, new holland tractor/mower.) The building itself will come in a kit, and F.M. staff will perform the construction of the building. The building kit is approximately \$35,000. Other expenses are labor, concrete and stormwater retention.

How does the project support the Strategic Plan? (Note the section)

Goal# 2: Assure sound return on port assets, in the form of mechanical dependability lowering repair costs, and extending the working life of our assets.

What is the impact if this project is **not** funded in this budget cycle?

Further deterioration of our equipment that is exposed to the elements in the pacific northwest damp climate.



CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PROJECTS

Date:	9/19/23	Project Lead:	W. Easton/M. Simonson
Project Short Description:	Re-install a separate electrical service to Terminal 1 south.	Capital, Major Maintenance, Other:	Capital
Estimated Cost:	\$40,000	Source of the project estimate:	Staff/previous vendor
Contingency \$ / %	N/A	Source of Funds:	Port
Cost Year 1:	\$40,000	Design/Engineering completed:	Initial consultation completed/ In process
Cost Year 2:	N/A	Design/Engineering timeline:	< 3 months
Cost Year 3:	N/A	Permits required:	PA City Utilities
Cost Year ...	N/A	Permit timeline:	TBA
Capital Improvement Policy “Triple Bottom Line”			
Jobs:	Medium – Will allow additional expansion of larger topside repair projects on Terminal 1 south-side.		
Environment:	Low/Med – reduces emissions for repair projects on terminal 1.		
ROI:	Medium – It would be a capital improvement to expand capacity/delivery of electrical services to outside vendors that utilize Terminal 1 for topside repair and could be an initial phase of future improved electrical infrastructure.		
Other Criteria			
Safety:	Having well-maintained shore power infrastructure with high-load electrical capacity is a safety consideration.		
Preservation:	Installation would be new, up to current code, and utilize modern materials.		
Mandatory:	Shore power requirements to reduce in-port emissions are a current concern and appear to be trending towards increased implementation.		
Strategic Planning Goal / Initiative	This would provide an attractive option and competitive advantage to vendors or vessels seeking top-side repair berthage at the Port of Port Angeles.		

Project Long Description

Re-installation of the meter near center-dock would expand the Port’s electrical capabilities in alignment with shoreside local repair facility projects and could be an initial phase of improved electrical service capabilities on Terminal 1. The installation would increase the power supply to the south side of the Terminal from 100 amps to 400 amps and eliminate the need for shore power cables being strung across the dock from the north to the south side.

How does the project support the Strategic Plan? (Note the section)

Goals 2: Assure Sound Financial & Economic Return of Port Assets

Goal 3: Improve environmental performance by reducing in-port emission of vessels at the Marine Terminals.

What is the impact if this project is **not** funded in this budget cycle?

Potential loss of topside repair opportunities in need of shore power at the Marine Terminals as well as increased emissions.

CAPITAL IMPROVEMENT & MAJOR MAINTENANCE PROJECTS

Date:	9/19/23	Project Lead:	Mike Simonson
Project Short Description:	T1 Shore Power Cable	Capital, Major Maintenance, Other:	Capital
Estimated Cost:	\$20,000	Source of the project estimate:	Staff/previous vendor
Contingency \$ / %	N/A	Source of Funds:	Port
Cost Year 1:	\$20,000	Design/Engineering completed:	Per previous four (4) cables.
Cost Year 2:	N/A	Design/Engineering timeline:	N/A
Cost Year 3:	N/A	Permits required:	N/A
Cost Year ...	N/A	Permit timeline:	N/A
Capital Improvement Policy “Triple Bottom Line”			
Jobs:	Medium – Continues to attract vessels needing 4 cables to connect to shore power should one of the other cables be in use or damaged.		
Environment:	High – reduces emissions for vessels being able to connect to shore power rather than run generators when in port.		
ROI:	Low/Med - At current tariff rate, ROI would be approximately 50 days of use.		
Other Criteria			
Safety:	Having well maintained shore power cables with high-load electrical capacity is safety concern.		
Preservation:	Part of the acquisition will include a tote w/ lid for transport/storage in the warehouse.		
Mandatory:	Shore power requirements to reduce in-port emissions are a current concern and appear to be trending towards increased implementation.		
Strategic Planning Goal / Initiative	This will continue to provide an attractive option and competitive advantage to vessels seeking berthage at the Port of Port Angeles.		

Project Long Description

The large tankers (Polar in particularly) need four (4) shore power cables to get full service at our Marine Terminals. An additional cable provides redundancy should one be damaged or is needed by other vessels/vendors on Terminal 1 (as has been the case for the past several months).

How does the project support the Strategic Plan? (Note the section)

Acquisition supports Goals 2 (Leverage Port resources to attract public/private capital) as well as improve environmental performance by reducing in-port emission of vessels at the Marine Terminals.

What is the impact if this project is **not** funded in this budget cycle?

Potential loss of vessel traffic in need of shore power at the Marine Terminals as well as increased emissions.



REGULAR COMMISSION MEETING
Tuesday, August 22, 2023, at 9:00 am
338 West First Street, Port Angeles, WA 98362
MINUTES

The Regular Commission Meeting will be available to the public in person and remotely. For instructions on how to connect to the meeting remotely, please visit www.portofpa.com/agendacenter

Connie Beauvais Commissioner
Steve Burke, Commissioner
Colleen McAleer, Commissioner
Paul Jarkiewicz, Executive Director

Chris Hartman, Dir. of Engineering
Caleb McMahon, Dir. of Econ. Development
Braedi Joutsen, Clerk to the Board
John Nutter, Dir. of Finance & Admin

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:37)

Comm. Beauvais called the meeting to order at 9:00 am.

II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:38-8:57)

James Taylor, Port Angeles, WA- he is on the Planning Commission of Port Angeles and shared with the Port Commission that he felt two items were left off of the last meeting's strategic goals discussion. He believes that environmental needs more focus if the Port wants to stay proactive and not leave it to the Department of Ecology. He believed that we need to be more active in the remedial investigation. He also felt that if the Port is going to take an active role in the workforce, we need to address specifically the remote workforce. This group of workers is difficult to understand, so it gets left out. He said there needs to be energy and focus put into remote workers. He also stated that the 10-year comprehensive plan needs to have a development voice if we are going to be successful in growing our community.

Lee Whetham, Port Angeles, WA – wanted to talk to the Commission about further discussion on Dash Air. He made clear that he is in 100% support of Dash but needs further explanation of the anticipated services that will be offered to the public. He questioned the availability of services in case of fog or limited visibility.

III. APPROVAL OF AGENDA (8:58-9:08)

- Motion to approve the agenda as presented: Comm. McAleer
- 2nd: Comm. Burke
- Vote: 3-0 (Unanimous)

IV. WORK SESSION (9:09-1:01:51)

A. Airport Update

- Presentation: Jon Picker
- Discussion
- No Action

B. Dash Update

- Presentation: Caleb McMahon
- Discussion



- No Action

C. Community Partner Program Discussion

- Presentation: Braedi Joutsen
- Discussion
- No Action

D. Introduce Capital Budget Process

- Presentation: Chris Hartman
- Discussion
- No Action

V. APPROVAL OF CONSENT AGENDA (1:01:52-1:02:53)

A. Regular Commission Meeting Minutes, August 8, 2023

B. Vouchers in the amount of \$2,274,507.66

VI. COMPLETION OF RECORDS

No items

VII. PLANNING AND CAPITAL PROJECTS

No items

VIII. LOG YARD

No items

IX. MARINE TRADES AND MARINE TERMINALS

No items

X. PROPERTY

No items

XI. MARINAS

No items

XII. AIRPORTS

No items

XIII. OTHER BUSINESS

No items

XIV. ITEMS NOT ON THE AGENDA



XV. COMMISSIONER REPORTS (1:02:54-1:05:04)

Comm. Beauvais shared that she recently submitted an application to sit on a state board that was established during the last legislative session which is the Carbon and Forestry Management Advisory Council. At this time, she is not sure how many other applications there were and if she will get a seat on the board or not, but she did apply.

XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (1:05:05-1:08:10)

Lee Whetham, Port Angeles, WA – following up on his earlier comment he’s looking to hear from the Commission regarding the work session item Dash Air update. Again, he’s looking for an answer pertaining to his question regarding Dash services offered during limited visibility. He would like to hear from the Commission and not staff. He also commended the Commission on their support of staff doing more self-performing Port projects. He also inquired about restoration of the second boat launch that the Port owns and would like to see budget money set aside for it specifically.

XVII. FUTURE AGENDA

XVIII. NEXT MEETINGS (1:10:33-1:11:20)

- A. September 19, 2023 – Special Commission Meeting
- B. September 26, 2023 – Regular Commission Meeting
- C. October 10, 2023 – Regular Commission Meeting
- D. October 17, 2023 – Special Commission Meeting
- E. October 24, 2023 – Special Commission Meeting – *will be held at the FIA meeting room*

XIX. UPCOMING EVENTS (1:08:11-1:10:32)

- A. WPPA Environmental Seminar – September 21-22, 2023 – Tacoma, WA
- B. Forever Twilight Festival – September 14-17, 2023 – Forks, WA
- C. Big Hurt – September 23, 2023 – Port Angeles, WA
- D. Carbon Friendly Forestry Conference – November 1/8/15, 2023 – Virtual
- E. Pacific Marine Expo – November 8-10, 2023 – Seattle, WA
- F. METS Trade Show – November 15-17, 2023 – Amsterdam, Netherlands
- G. WPPA Annual Meeting – December 6-8, 2023 – Vancouver, WA

BROWN BAG LUNCH AND OPEN DISCUSSION WITH THE COMMISSION (TIME PERMITTING)

XX. EXECUTIVE SESSION (1:11:21-1:13:45)



The Board may recess into Executive Session for those purposes authorized under Chapter 42.30 RCW, The Open Public Meetings Act.

- Comm. Beauvais advised that the Commission would convene an executive session; the anticipated length of the executive session is 60 minutes. The Commission may take action in public sessions following the executive session.
- Discussion: Two (2) items concerning real estate sale, purchase, or lease if a likelihood that disclosure would increase the price. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(b). Four (4) items concerning the legal risk of a proposed action that the agency has identified when public discussion of the legal risks is likely to result in an adverse legal or financial consequence to the Port. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(i).
- Recess: 3 minutes
- Start Time: 10:15 am
- Extended: 1 hour 55 minutes
- End Time: 1:10 pm

Public Session of Commission Meeting Reconvened: 1:10 pm

- No Action

XXI. ADJOURN (1:13:46-1:13:49)

Comm. Beauvais adjourned the meeting at 1:10 pm.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Connie Beauvais, President

Steven Burke, Secretary



SPECIAL COMMISSION MEETING
Wednesday, August 30, 2023, at 4:00 pm
338 West First Street, Port Angeles, WA 98362
MINUTES

The Regular Commission Meeting will be available to the public in person and remotely. For instructions on how to connect to the meeting remotely please visit <https://portofpa.com/about-us/agenda-center/>

Connie Beauvais, Commissioner	Chris Hartman, Dir. of Engineering
Steve Burke, Commissioner	Caleb McMahan, Dir. of Econ. Development
Colleen McAleer, Commissioner	Braedi Joutsen, Clerk to the Board
Paul Jarkiewicz, Executive Director	John Nutter, Dir. of Finance & Admin

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:31)

Comm. Beauvais called the meeting to order at 4:00 pm.

II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:32-0:45)

None.

III. EXECUTIVE SESSION (0:46-2:10)

The Board may recess into Executive Session for those purposes authorized under Chapter 42.30 RCW, The Open Public Meetings Act.

- Comm. Beauvais advised that the Commission would convene an executive session; the anticipated length of the executive session is 60 minutes. The Commission may take action in public sessions following the executive session.
- Discussion: One (1) item concerning the legal risk of a proposed action that the agency has identified when public discussion of the legal risks is likely to result in an adverse legal or financial consequence to the Port. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(i).
- Recess: 4 minutes
- Start Time: 4:05 pm
- Extended: 17 mins
- End Time: 5:22 pm

Public Session of Commission Meeting Reconvened: 5:22 pm

- No Action

IV. ADJOURN (2:11-2:14)

Comm. Beauvais adjourned the meeting at 5:22 pm.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Connie Beauvais, President

Steven Burke, Secretary

**PORT OF PORT ANGELES
GENERAL FUND – LETTER OF TRANSMITTAL
VOUCHER APPROVAL**

We, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due, and unpaid obligation against the Port of Port Angeles, and that we are authorized to authenticate and certify to said claim.

SUMMARY TRANSMITTAL August 18, 2023 – September 14, 2023

Accounts Payable

	Begin Check #	End Check #		
For General Expenses and Construction				
Accts Payable Checks (computer)	417477	417557	\$	239,478.82
VOIDED/ZERO PAYABLE CHECKS				
Accts Payable ACH	001819	001890	\$	488,247.88
Wire Transfer – Excise Tax			\$	12,412.11
Wire Transfer - Leasehold Tax			\$	-
Total General Expenses and Construction			\$	740,138.81
Payroll				
Employee Payroll – Draws Checks	807289	807309	\$	31,750.00
Voided Payroll Check			\$	-
Voided Checks ==Stub Overrun==				
Employee Payroll Checks PPD (Direct Dep)	807225	807288	\$	166,680.19
Voided direct deposit chks			\$	-
Wire Transfer – (Payroll Taxes, Retirement, Deferred Comp, L&I, OASI, PMFL)			\$	119,515.39
Total Payroll			\$	317,945.58
Total General Exp & Payroll			\$	1,058,084.39

Date: September 19, 2023

Port Representative

Port Representative

Commissioner, Steven D. Burke

Commissioner, Connie Beauvais

Commissioner, Colleen McAleer

MONTHLY REPORT TO THE BOARD OF PORT COMMISSIONERS
August 2023

SUBJECT: REPORTS REQUIRED UNDER THE PROVISIONS OF THE DELEGATION OF AUTHORITY

REPORT	NO ACTION	ATTACHED
Lease Renewals/Options and 1 Year or Less Agreements at Market Rates; Leases, Assignments, Subleases, Berthage/Dockage, & Miscellaneous (Use, Equipment, Hangar, Marina Slips)	X	
Lease Bond, Rental Insurance Deviations	X	
Work Contracts (\$50,000 or less) Executed	X	
Work Contracts Completed	X	
Change Orders Authorized		X
Work by Port Crews or Day Labor (\$50,000 or less)	X	
Claims Settled	X	
Professional & Consulting Services Awarded and Architectural, Engineering & Technical Services Awarded		X
Fees Waived	X	
Uncollectible Accounts Written Off	X	
Experts Engaged for Litigation	X	
Grant Applications/Award		X
Travel Outside WA, OR, ID and BC, Canada	X	
Surplus Personal Property (under \$10,000)	X	

CHANGE ORDERS AUTHORIZED BY THE EXECUTIVE DIRECTOR
(In Accordance with Delegation of Authority)
August 2023

PROJECT	VENDOR	REASON FOR CHANGE	LAST COMMISSION APPROVED PROJECT TOTAL	COST OF CHANGE ORDER	TOTAL OF ALL CHANGE ORDERS	REVISED TOTAL PROJECT COST	% OF TOTAL PROJECT COST*
CLM Runway 8/26 Rehab	Lakeside Industries	C0 3 – New riser for handhole. Existing timber riser was rotted.	\$7,121,702.45	\$1,524.18	\$14,141.62	\$7,135,844.07	0.20

* *Percent only applies to contracts totaling more than \$50,000. Per Delegation of Authority:
 “For a contract awarded by the Executive Director, the aggregate cost of the original contract and all changes will not exceed \$50,000.”
 “For a contract awarded by the Commission, the total cost of all contract changes will not exceed the lesser of \$50,000 or 10% of the last Commission-approved total.”*

CONTRACT CHANGE ORDER NO. 3
or
SUPPLEMENTAL AGREEMENT NO. N/A

AIRPORT William R. Fairchild International Airport (CLM) **DATE** 8/7/2023



LOCATION Port Angeles, WA **AIP PROJECT NO.** 3-53-0047-042-2022

CONTRACTOR Lakeside Industries

The Contractor is requested to perform the following described work upon receipt of an approved copy of this document or as directed by the engineer:

Item No.	Description	Unit	Unit Price	Quantity	Amount
1	Adjust Existing Handhole to Grade	EA	\$1,400.90	1	\$1,400.90
Washington State Sales Tax (8.8%)					\$123.28
This Change Order Total			\$1,524.18		
Previous Change Order(s) Total			\$12,617.44		
Revised Contract Total			\$7,135,844.07		

The time provided for substantial completion in the contract is unchanged. This document shall become an amendment to the contract and all provisions of the contract will apply. Changes are shown on Drawing(s) No. E1.04 dated February 22, 2023, attached.

Recommended by:	 Melanie Johansen 2023.08.08 10:39:07-07'00'	<u>8/8/23</u> Date
Approved by:	 Engineer	<u>08/08/2023</u> Date
Accepted by:	 Owner	<u>8.9.23</u> Date
Contractor		Date
Concurred by:		Date
State Aeronautics (if applicable)		Date
Approved by:		Date
Federal Aviation Administration		Date

FAA Approval is subject to the availability of federal funds.

NOTE: Change Orders and Supplemental Agreements require FAA approval prior to construction, otherwise no Federal participation can be granted. State Aeronautics concurrence is required when state participation is anticipated.

AIP PROJECT NO. 3-53-0047-042-2022 **CHANGE ORDER NO.** 3
 (Supplemental Agreement)
AIRPORT William R. Fairchild International Airport (CLM) **LOCATION** Port Angeles, WA

JUSTIFICATION FOR CHANGE

1. Brief description of the proposed contract change(s) and location(s).

The lid on the existing electrical handhole located on the north side of Runway 8-26 just east of the intersection with Runway 13-31 has been brought up to grade using 2x4's, which are now rotting. A new riser is needed to replace the rotting wood and keep the vault lid flush with the surrounding grades. (See Attachment 1.)

2. Reason(s) for the change(s) *(Continue on reverse if necessary)*

The handhole is located in the Runway 8-26 RSA, so it is necessary for the lid to remain flush with surrounding grades. A new riser is required to bring the lid of the existing handhole up to match the existing grade.

3. Justifications for unit prices or total cost.

The contractor's proposal for this work is consistent with bids for other similar items. The Engineer reviewed bid tabs for similar work as well as WSDOT's unit bid history for similar items and found an average unit price for similar work of \$1,288, which is within 10% of the contractor's proposal and is therefore considered reasonable. (See Attachment 2 for Contractor's Proposal.)

With signature of this change order, the Sponsor recommends that the FAA accepts the cost analysis as evidence of cost reasonableness.

4. The sponsor's share of this cost is available from:

Port funds which were allocated for the purpose of the runway rehabilitation project.

5. If this is a change order involving more than \$2,000, is the cost estimate based on the latest wage rate decision? Yes No Not Applicable .

6. Has consent of surety been obtained? Yes Not Necessary .

7. Will this change affect the insurance coverage? Yes No .

8. If yes, will the policies be extended? Yes No . N/A

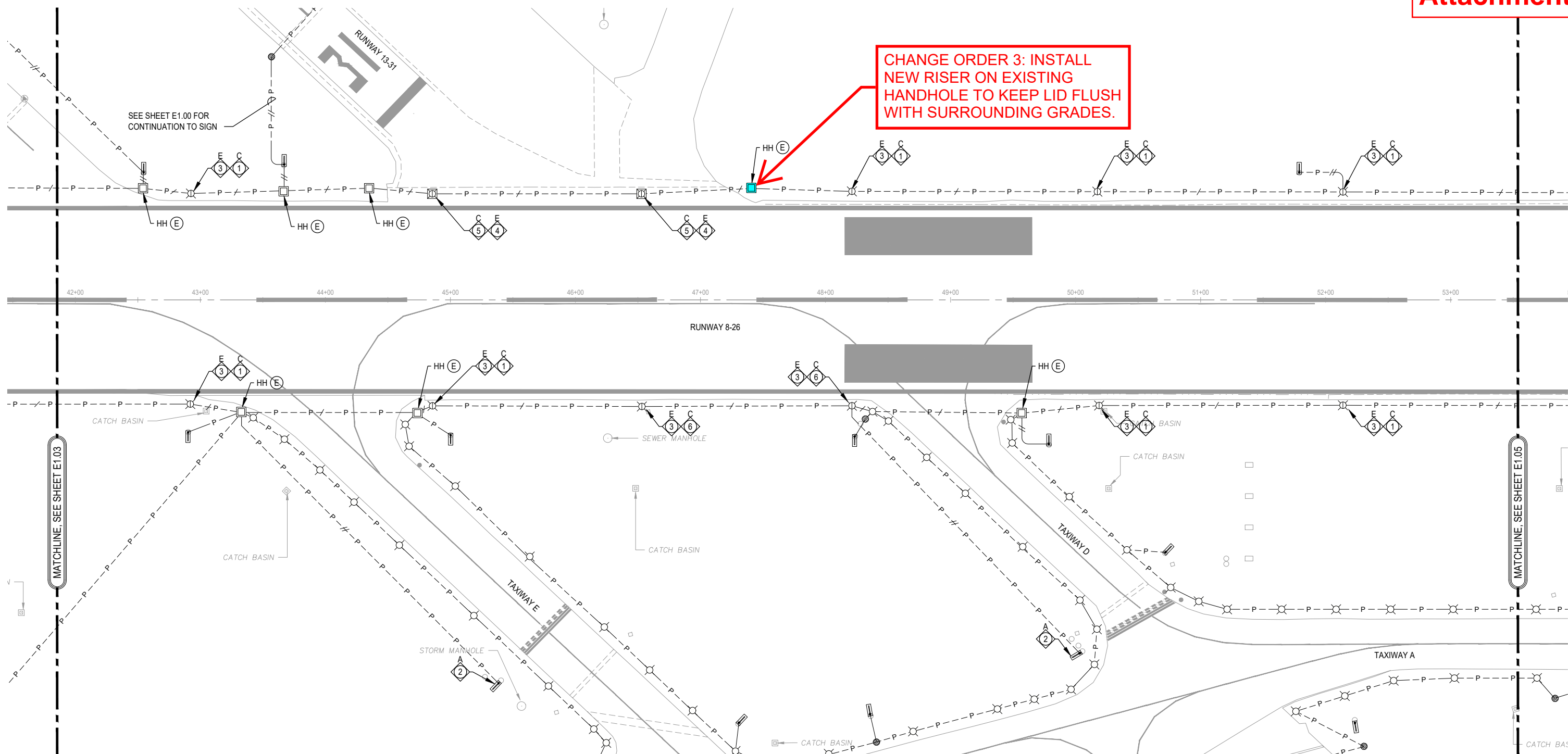
9. Has this Change Order been discussed with FAA officials?
 Yes No When August 3, 2023 With Whom Mary Vargas

Comment _____

10. Does this Change Order adversely affect compliance with applicable AIP procurement requirements such as Buy American Preferences, Disadvantaged Business Enterprise participation, or Davis Bacon?

Yes No

Submit 4 copies to the FAA

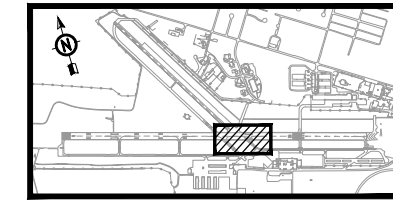
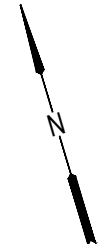


GENERAL NOTES

- 1. ALL EQUIPMENT SHOWN IS EXISTING, TO REMAIN AS-IS UNLESS NOTED OTHERWISE.
- C 2. DEMOLISH RUNWAY CIRCUIT CABLE, COMPLETE. DEMOLITION ALONG RUNWAY 8 THRESHOLD INCLUDED IN SCHEDULE E. TAXIWAY CABLE NOT INDICATED FOR CLARITY.
- C 3. EXISTING RUNWAY CIRCUIT SIGNS AND LIGHTS ARE MOSTLY CONNECTED USING 1-1/4" CONDUIT THAT WILL NOT BE REUSED, UNLESS NOTED OTHERWISE. PRESERVE 2" CONDUIT FOR REUSE.

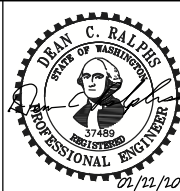
KEYED NOTES

- ① DEMOLISH RUNWAY EDGE/END LIGHT, BASECAN WITH CONCRETE SURROUND, ISOLATION TRANSFORMER AND CABLE TO ADJACENT BASECAN/HANDHOLE. PRESERVE UNDERGROUND CONDUIT FOR REUSE OR ABANDON IN PLACE.
- ② REPLACE SIGN PANELS PER C4.# SHEET.
- ③ MAINTAIN AND PROTECT EXISTING STRUCTURE OR EDGE LIGHT, REFER TO PHASING PLANS FOR TEMPORARY DISPOSITION.
- ④ REMOVE FLUSH RUNWAY LIGHT AND EXTENSIONS/SPACERS AND PROVIDE BLANK PLYWOOD COVER FOR PAVING WORK. SEE DRAWING E4.01 DETAIL 4.
- ⑤ DEMOLISH FLUSH RUNWAY EDGE LIGHT, ISOLATION TRANSFORMER, BASECAN AND CABLE TO ADJACENT BASECAN/HANDHOLE. PRESERVE UNDERGROUND CONDUIT FOR REUSE.
- ⑥ DEMOLISH RUNWAY EDGE/END LIGHT. PRESERVE BASECAN FOR USE AS HANDHOLE.



KEYPLAN

\\192.168.2.2\Sec-Projects\5615-004\Drawings\w8_re104 2-22-23 12:53pm jdfurio



VERIFY SCALES
BAR IS ONE INCH ON ORIGINAL DRAWING.
0" = 1"
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

NO.	DATE	BY	APPR	REVISIONS

ELCON ASSOCIATES, INC.
ENGINEERS - CONSULTANTS
16300 CHRISTENSEN ROAD, SUITE 330
SEATTLE, WASHINGTON 98188
TEL (206) 243-5022
www.elcon.com

DATE: FEBRUARY 22, 2023 PROJECT NO: --

DESIGNED BY: DCR
DRAWN BY: CMS
CHECKED BY: SAB
SCALE: 1" = 40'

WILLIAM R. FAIRCHILD INTERNATIONAL AIRPORT
PORT OF PORT ANGELES
RUNWAY 8-26 REHABILITATION (AIP# 3-53-0047-039-2021)

ELECTRICAL DEMOLITION PLAN (4 OF 6)

DRAWING NO. E1.04
SHEET NO. 83 OF 99



CHANGE ORDER #005

Description	VAULT LID EXTENSION
Status	SUBMITTED
Date	8/1/2023
Issued to	LAKESIDE INDUSTRIES - ATTN. MIKE THOMAS

GENERAL INFORMATION

Issued by	KENNY FREDRICKSON
Position	PRESIDENT
Description of Work	ADD VAULT LID RRISER TO VAULT (NE) OF RUNWAY 13/31

LABOR

Classification	Labor Cost	Regular Time	Overtime 1.5X	Double Time 2.0X	Amount
JOURNEYMEN WIREMAN	\$110.16	4			\$440.64
EQUIPMENT OPERATOR	\$81.57	2			\$163.14
				Labor Total	\$603.78

EQUIPMENT

Description	Hours	Cost	Amount
80G ESCAVATOR	2	\$32.15	\$64.30
			Equipment Total
			\$64.30

MATERIAL

Description	Quantity	Cost	Amount
VAULT LID RISER 6" #44R-6	1	\$420.00	\$420.00
			Material Total
			\$420.00
			Subtotal
			\$1,088.08

EXPENSES

Description	Quantity	Amount
SUPERVISION	1%	\$10.88
SMALL TOOLS	1%	\$10.88
SAFETY	1%	\$10.88
		Expenses Total
		\$32.64
		Subtotal
		\$1,120.72

OVERHEAD	10%	\$112.07
-----------------	------------	-----------------

PROFITS	15%	\$168.11
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GRAND TOTAL

\$1,400.90

Name

Signature

Date

**PROFESSIONAL & PERSONAL SERVICES
AWARDED BY THE EXECUTIVE DIRECTOR
(In Accordance with Delegation of Authority)
August 2023**

CONSULTANT	PROJECT	EST. COST	OTHER CONTRACT PROVISIONS
Deer Park Appraisal, LLC	Appraisal Services of 430 Marine Drive for proposed purchase	\$3,500	7.12.2023
Squeaky Clean Services	Janitorial Services	\$125/week x 2 locations	Begins 9.01.2023 MTM

DEER PARK APPRAISAL, LLC

AGREEMENT FOR PROFESSIONAL VALUATION SERVICES

Appraisal Assignment

DATE OF AGREEMENT: July 12, 2023

PARTIES TO AGREEMENT:

Client:

**Port of Port Angeles
Caleb McMahon, Director of Economic Development
338 W First Street
Port Angeles, WA 98362
Office 360-457-8527**

Appraiser:

**Jonquille de Chantal, MAI, SRA
Deer Park Appraisal, LLC
292 Easy Street
Port Angeles, WA 98362
Phone: 360-775-0995
E-mail: deerparkappraisal@yahoo.com**

Client hereby engages Appraiser to complete appraisal assignments of the following properties:

**430 Marine Drive
Port Angeles, WA 98362
Property ID: 55992 and 55993
Parcel Number: 063000003554 and 063000003560**

INTEREST VALUED

Fee Simple

INTENDED USERS

Client

Note: No other users are intended by Appraiser. Appraiser shall consider the intended users when determining the level of detail to be provided in the Appraisal Report.

INTENDED USE

To assist Client and intended users in determining market value of the subject property for a possible acquisition.

TYPE OF VALUE

Market Value as defined by the Appraisal Institute.

DATE OF VALUE

Current

HYPOTHETICAL CONDITIONS, EXTRAORDINARY ASSUMPTIONS

None anticipated

APPLICABLE REQUIREMENTS OTHER THAN THE UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE (USPAP)

The Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute

ANTICIPATED SCOPE OF WORK

Site visit

Onsite observation

Valuation approaches

Sales comparison approach, income approach and cost approach

Note: Appraiser shall use all approaches necessary to develop a credible opinion of value.

APPRAISAL REPORT

Report option

Appraisal Report

Form or format:

Commercial Summary Narrative

CONTACT FOR PROPERTY ACCESS, IF APPLICABLE:

The Client

DELIVERY DATE

On or before July 31, 2023

DELIVERY METHOD

E-mail

NUMBER OF HARD COPIES

If requested

PAYMENT TO APPRAISER

\$3,500

Due within 30 days of delivery of report.

PROPOSED IMPROVEMENTS

If the property appraised consists of proposed improvements, Client shall provide to Appraiser plans, specifications, or other documentation sufficient to identify the extent and character of the proposed improvements.

PROPERTIES UNDER CONTRACT FOR SALE

If the property appraised is currently under contract for sale, Client shall provide to Appraiser a copy of said contract including all addenda.

CONFIDENTIALITY

Appraiser shall not provide a copy of the written Appraisal Report to, or disclose the results of the appraisal prepared in accordance with this Agreement with, any party other than Client, unless Client authorizes, except as stipulated in the Confidentiality Section of the ETHICS RULE of the Uniform Standards of Professional Appraisal Practice (USPAP).

CHANGES TO AGREEMENT

Any changes to the assignment as outlined in this Agreement shall necessitate a new Agreement. The identity of the client, intended users, or intended use; the date of value; type of value; or property appraised cannot be changed without a new Agreement.

CANCELLATION

Client may cancel this Agreement at any time prior to the Appraiser's delivery of the Appraisal Report upon written notification to the Appraiser. Client shall pay Appraiser for work completed on assignment prior to Appraiser's receipt of written cancellation notice, unless otherwise agreed upon by Appraiser and Client in writing.

NO THIRD PARTY BENEFICIARIES

Nothing in this Agreement shall create a contractual relationship between the Appraiser or the Client and any third party, or any cause of action in favor of any third party. This Agreement shall not be construed to render any person or entity a third party beneficiary of this Agreement, including, but not limited to, any third parties identified herein.

USE OF EMPLOYEES OR INDEPENDENT CONTRACTORS

Appraiser may use employees or independent contractors at Appraiser's discretion to complete the assignment, unless otherwise agreed by the parties. Notwithstanding, Appraiser shall sign the written Appraisal Report and take full responsibility for the services provided as a result of this Agreement.

TESTIMONY AT COURT OR OTHER PROCEEDINGS

Unless otherwise stated in this Agreement, Client agrees that Appraiser's assignment pursuant to this Agreement shall not include the Appraiser's participation in or preparation for, whether voluntarily or pursuant to subpoena, any oral or written discovery, sworn testimony in a judicial, arbitration or administrative proceeding, or attendance at any judicial, arbitration, or administrative proceeding relating to this assignment.

APPRAISER INDEPENDENCE

Appraiser cannot agree to provide a value opinion that is contingent on a predetermined amount. Appraiser cannot guarantee the outcome of the assignment in advance. Appraiser cannot ensure that the opinion of value developed as a result of this Assignment will serve to facilitate any specific objective by Client or others or advance any particular cause. Appraiser's

opinion of value will be developed competently and with independence, impartiality and objectivity.

EXPIRATION OF AGREEMENT

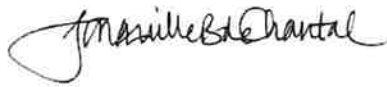
This Agreement is valid only if signed by both Appraiser and Client within 14 days of the Date of Agreement specified.

GOVERNING LAW & JURISDICTION

The interpretation and enforcement of this Agreement shall be governed by the laws of the state in which the Appraiser's principal place of business is located, exclusive of any choice of law rules.

By Appraiser:

By Client:



(Signature)

(Signature)

Jonquille de Chantal, MAI, SRA
(Printed name)

Caleb McMahon
(Printed name)

July 12, 2023
(date)

7-12-23
(date)

SERVICE CONTRACT

The Parties. This Service Contract ("Agreement") made the last date signed below ("Effective Date"), is by and between:

Service Provider: Squeaky Clean Services

And

Client: Port of Port Angeles

Service Provider and Client are each referred to herein as a Party and collectively as the Parties.

Now therefore, for and in consideration of the mutual promises and agreements contained herein, the Client hires the Service Provider to work under the terms and conditions hereby agreed upon by the Parties:

Term. The term of this contract shall commence on September 1, 2023, on a continual month-to-month basis.

Termination. This Agreement will continue until terminated by either party with a 30-day written notice to the other party.

Services. The Service Provider agrees to provide the following services:

Janitorial Services

Location 1: 2140 W 18th Street Warehouse - Restroom in 1050 Section (Warehouse)

Frequency = 1 day per week on the same recurring day

Clean men's restroom (contains multiple toilets and urinals) including floors

Clean women's restroom (contains multiple toilets) including floors

Restock restroom supplies (soap, paper towels, TP, seat liners) as required

Remove garbage. No nearby dumpster – use the garbage cans back at 338 W 1st Street.

The Port will provide consumables such as hand soap, Toilet Paper, Toilet Liners, Paper Towels,

Urinal screens, and garbage bags

Location 2: 2140 W 18th Street Warehouse - Restroom in 1010 Section (Offices)

Frequency = 1 day per week on the same recurring day

Clean men's restroom (contains multiple toilets and urinals) including floors

Clean women's restroom (contains multiple toilets) including floors

Restock restroom supplies (soap, paper towels, TP, seat liners) as required

Remove garbage. No nearby dumpster – use the garbage cans back at 338 W 1st Street.

The Port will provide consumables such as hand soap, Toilet Paper, Toilet Liners, Paper Towels,

Urinal screens, and garbage bags

Locations – Other. Additional locations may be added as an Amendment, outlining specific services and rate per cleaning.

Payment Amount. The Client agrees to pay the Service Provider \$125.00 per cleaning for Location 1 and \$125.00 per cleaning for Location 2. Initially, the frequency of cleaning shall be once per week, but may be increased as necessary for the Client. Additional cleanings above once/week will be invoiced at \$125.00 each cleaning.

Payment Method. The Client shall pay the invoiced amount upon receipt. Payment will be made to Squeaky Clean Services.

Contacts.

Service Provider

Squeaky Clean Services

Attn: Christina Wigner

~~412 N. Carne Street, Port Angeles, WA 98362~~ 53 Gilbertson Lane Sequim, WA 98382

Phone: (360) 670-7158

Email: squeakycleanserv@outlook.com

Client

Port of Port Angeles

Attn: Cherie Gottschalk

338 W 1st Street

P.O. Box 1350, Port Angeles, WA 98362

Phone: (360) 417-3435

Email: leaseadministrator@portofpa.com

Inspection of Services. If any of the services performed by the Service Provider pursuant to this Agreement are defective or incomplete, the Client shall have the right to notify the Service Provider, at which time the Service Provider shall promptly correct such work within a reasonable time.

Return of Property. Upon the termination of this Agreement, all property provided by the Client including, but not limited to cleaning supplies, equipment, and door keys must be returned to the Client. Failure to do so may result in a delay in the final payment made by the Client.

Confidentiality. Service Provider acknowledges and agrees that all financial and accounting records, lists of property owned by Client, including amounts paid, client and customer lists, and other data and information related to the Client's business is confidential. Therefore, except for disclosures required to be made to advance the business of the Client and information which is a matter of public record, Service Provider shall not, during the term of this Agreement, or after its termination, disclose any confidential information for the benefit of the Service Provider or any other person, except with the prior written consent of the Client.

Injunction. The Client agrees that it would be difficult to measure damage to the Client's business from any breach by the Service Provider under the Confidentiality section; therefore, any monetary damages would be inadequate remedy for such breach. Accordingly, the Service Provider agrees that if she should breach this section, the Client shall be entitled to, in addition to all other remedies it may have at law or equity, to an injunction or other appropriate orders to restrain such breach, without showing or proving actual damages sustained by the Client. The Service Provider agrees that termination of this Agreement shall not release her from the obligations in this section.

Taxes. Service Provider shall pay and be solely responsible for all withholdings, including, but not limited to Social Security, State Unemployment, State and Federal income taxes, and any other obligations. In addition, the Service Provider shall pay all applicable sale or use taxes on the labor provided and materials furnished or otherwise required by law in connection with the services performed.

Independent Contractor Status. Service Provider acknowledges that she is an independent contractor and not an agent, partner, joint venture, nor an employee of the Client. The Service Provider shall have no authority to bind or otherwise obligate the Client in any manner, nor shall the Service Provider show to anyone that she has a right to do so. The Service Provider further agrees that in the event the Client suffers any loss or damage as a result of a violation of this provision, the Service Provider shall indemnify and hold harmless the Client from any such loss or damage.

Safety. Service Provider shall, at his/her/their own expense, be solely responsible for protecting its employees, sub-Service Providers, material suppliers, and all other persons from risk of death, injury or bodily harm arising from or in any way related to the Services or the site where it is being performed ("Work Site"). In addition, Service Provider agrees to act in accordance with the rules and regulations administered by federal law and OSHA. Service Provider shall be solely responsible and liable for any penalties, fines, or fees incurred.

Alcohol and Drugs. Service Provider agrees that the presence of alcohol and drugs are prohibited on the Work Site and while performing their Services. If the Service Provider or any of their agents, employees, or subcontractors are determined to be present or with alcohol or drugs in their possession, this Agreement shall terminate immediately.

Successors and Assigns. The provisions of this Agreement shall be binding upon and inured to the benefit of heirs, personal representatives, successors, and assigns of the Parties. Any provision hereof which imposes upon the Service Provider or Client an obligation after termination or expiration of this Agreement shall survive termination or expiration hereof and be binding upon the Service Provider or Client.

Default. In the event of default under this Agreement, the defaulted Party shall reimburse the non-defaulting Party or Parties for all costs and expenses reasonably incurred by the non-defaulting Party or Parties in connection with the default, including, without limitation, attorney's fees. Additionally, in the event a suit or action is filed to enforce this Agreement or with respect to this Agreement, the prevailing Party or Parties shall be reimbursed by the other Party for all costs and expenses incurred in connection with the suit or action, including, without limitation, reasonable attorney's fees at the trial level and on appeal.

No Waiver. No waiver of any provision of this Agreement shall be deemed or shall constitute a continuing waiver, and no waiver shall be binding unless executed in writing by the Party making the waiver.

Governing Law. This Agreement shall be governed by and shall be construed in accordance with the laws in the State of Washington.

Severability. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

Entire Agreement. This Agreement constitutes the entire agreement between the Parties to its subject matter and supersedes all prior contemporaneous agreements, representations, and understandings of the Parties. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by all Parties.

In Witness Whereof, the Parties hereto agree to the above terms and have caused this Agreement to be executed by their duly authorized representatives.

CLIENT:

PORT OF PORT ANGELES



Paul S. Jarkiewicz
Its: Executive Director

Date: 8-31-2023

SERVICE PROVIDER:

SQUEAKY CLEAN SERVICES



Christina Wigner
Its: Owner

Date: 8-31-23

GRANT APPLICATIONS OR AWARDS EXECUTED
August 2023

GRANTOR	PURPOSE	AMOUNT	AWARDED	MATCH REQUIREMENT ?	OTHER GRANT TERMS
WA State Recreation Conservation Office	Replace John Wayne Marina Boat Launch Boarding Float	\$343,000	\$257,250 (75%)	\$85,750 (25%)	Install Required in 2024

Grant Agreement Summary



Funding Source: Federal State/Local Combination of Both

1. Grant Program/Agency	WA State Recreation and Conservation Office (RCO)		
2. Port Project	John Wayne Marina Boat Launch Float Replacement	Sub-Account	43-3-01-GE
3. Agreement No.	22-1823D		
4. Total Grant Amount	\$343,000		
5. Grantor Share Amount	\$257,250	% of Total	75%
6. Port Share Amount	\$85,750	% of Total	25%
7. Grantor Project Manager	Andrea Hood / 360.472.5545 / andrea.hood@rco.wa.gov		
8. Port Project Manager	Jesse Waknitz / 360.460.1364 / jessew@portofpa.com		
9. Grant Effective Date	8/8/2023		
10. Grant Expiration Date	4/30/2025		

11. (Federal) Certification Regarding Suspension, Debarment, Ineligibility or Voluntary Exclusion

Keep proof in the grant agreement file, that the Port and all lower tier recipients or contractors, are not suspended or debarred. Has the Port run a search in <http://sam.gov> and printed a copy of the completed searches to document proof of compliance Yes No Not Applicable

12. Scope of Work

The project's scope of work is comprised of the following activities:
Replacement of 174' x 8' boat launch boarding float at John Wayne Marina in 2024.

13. Equipment to be Purchased or Installed

Replacement boarding float at boat launch.

14. Summary of Progress Reporting Schedule

Progress Reports to RCO Due: 11/30/2023, 05/31/2024, 11/30/2024.

Final Report Due: 2/28/2025

15. Other Pertinent Grant Agreement Terms and Conditions

None of significance

I certify that information detailed above is provided as a summary only. In the event of inconsistency in this summary, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; and (b) The Grant Agreement.

SIGNATURES

Jesse Waknitz
Port Grant Manager

8/14/2023
date

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

September 19, 2023

SUBJECT: Professional Services Agreement – Century West Engineering Hangar Development Site Preparation Design

STAFF LEAD: Chris Hartman, Director of Engineering

RCW & POLICY REQUIREMENTS:

The Port was awarded federal funds for this project so it must comply with the Brooks Architect-Engineers Act, which requires that all Architect-Engineer services be publicly announced and be negotiated based on demonstrated competence and qualifications for the type of professional services required, at fair and reasonable prices. The Brooks Act and RCW 39.80 are nearly identical so there were no additional requirements for procuring professional services compared to a non-federal funded project.

Additionally, the Port's Delegation of Administrative Authority, Resolution 22-1262, Section VI.A requires the Commission to authorize execution of Professional Service Agreements in excess of \$50,000.

BACKGROUND:

In 2019 the Port staff conducted an RFQ process to select an aviation engineering firm to lead the design and engineering phase of the runway and taxiway rehabilitation process. Century West Engineering was the unanimous choice by staff due to their expertise and experience with similar projects.

This scope of work will include preliminary and final design services and bidding service for the proposed hangar site preparation. Hangar structure design will be covered under a future phase of the project.

ANALYSIS:

This project includes site preparation for future hangar developments at sites E, G, H1, and H2. Site preparation design will consist of taxilane expansion (including taxilane sitework, grading, paving, pavement markings, subdrains, and surface drainage improvements) as well as site grading for the hangar building pads. The figure below depicts the proposed hangar site locations.

Preparation of 50%, 90% and final design documents for review by the Port.

- | | |
|---|--------------|
| 6. Bidding | \$ 12,425.55 |
| Assist the Port in advertising for bids, answering bidder's questions, organizing pre-bid meeting, prepare addenda, analyze bids, recommend award, and prepare AIP Construction Grant Application based on bid numbers. | |
| 7. Reimbursable Expenses | \$ 1,770.80 |
| Travel, per diem and consumables. | |

ENVIRONMENTAL IMPACT:

The project received a NEPA categorical exclusion. Future permits include SEPA Determination with the Port acting as the lead agency, Clearing and Grading Permit from the City of Port Angeles and a Construction Stormwater General Permit from the Washington State Department of Ecology.

FISCAL IMPACT:

Design and construction of the hangar site preparation will be 90% funded by the Bipartisan Infrastructure Law (BIL) funds through the FAA's AIP grant program. All elements of the design will be AIP-eligible. There will be further review during design to determine eligible vs. ineligible items for the construction phase of the hangar site preparation.

The total fee of the Century West proposal is \$245,514.77. The FAA has reviewed the scope of work, fee proposal, and record of negotiations and determined the fees are fair, reasonable, and the result of good faith negotiations. The Port is responsible for 10% of the contract amount, or \$24,551.48.

This project is not included in the 2023 Capital Budget. There is \$20,000 per year included in the 5-Year Capital Improvement Plan from 2024 to 2027. Given the timing of receiving the AIP grant, Staff is proposing to move up the start of design to 2023.

RECOMMENDED ACTION:

Staff recommends the Commission authorize the Executive Director to sign a contract with Century West Engineering for Hangar Pad Site Preparation Design for an amount not to exceed Two Hundred Forty-Five Thousand Five Hundred Fourteen Dollars and Seventy-Seven Cents (\$245,514.77).

Future Agenda Items –Commission Meeting

9/19/23 Special Commission Meeting

October 3, 2023 (Special Commission Meeting)

- Capital Budget Work Session
- 2024 Operating Budget Assumptions
- Review Strategic Priorities
- Op Budget EOY Projections

October 10, 2023 (Regular Commission Meeting)

- Monthly DofA
- 3rd Quarter Cash & Investment Report
- 3rd Quarter Operations Report
- Draft Capital Budget Final
- Finalize Operating Assumptions
- Org Chart

October 17, 2023 (Special Commission Meeting)

- Introduce Operating Budget

October 24, 2023 (Special Commission Meeting) - @ Airport Meeting Room

- 3rd Quarter Financial Report
- Public Hearing on Budget, Levy, & Comp Scheme
- Community Programs Brief
- Community Partner Program Applications for 2024

November 7, 2023 (Special Commission Meeting)

- Public Hearing on Budget and Levy

November 14, 2023 (Regular Commission Meeting)

- Monthly DofA Report

Upcoming Events/Announcements

- WPPA environmental Seminar – September 21-22, 2023 – Tacoma, WA
- Big Hurt – September 23, 2023 – Port Angeles, WA
- Carbon Friendly Forestry Conference – November 1/8/15 – Virtual
- Pacific Marine Expo – November 8-10, 2023 – Seattle, WA
- METS Trade Show – November 15-17, 2023 – Amsterdam, Netherlands
- WPPA Annual Meeting – December 6-8, 2023 – Vancouver, WA

Future

- Boatyard Rules & Regulations
- Port Emergency Response Plans and Activities
- Employee Handbook Update and Resolutions

Future Joint Meetings

- 2023 Joint Meeting with Clallam County – October 23, 2023 (at County) 11:00 to 2:00