



**SPECIAL COMMISSION MEETING**  
**Tuesday, December 12, 2023, at 9:00 am**  
**1402 Fairchild Airport Rd, Port Angeles, WA 98363**  
**MINUTES**

***Time Specific Item – 10:00 am – Auditor Exit Conference***

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  
Steve Burke, Commissioner  
Colleen McAleer, Commissioner  
Paul Jarkiewicz, Executive Director  
John Nutter, Dir. of Finance & Admin  
Steven Rose, Director of IT

Chris Hartman, Dir. of Engineering  
Caleb McMahon, Dir. of Econ. Development  
Jennifer Baker, Finance & Accounting Mgr.  
Braedi Joutsen, Clerk to the Board  
Jon Picker, Airport Manager  
Jesse Waknitz, Environmental Manager

**I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:35)**

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

**II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (1:48-2:17)**

None.

**III. APPROVAL OF AGENDA (2:18-2:28)**

- Motion to approve the consent agenda as modified: Comm. Burke
- 2<sup>nd</sup>: Comm. McAleer
- Vote: 3-0

**IV. WORK SESSION (0:36-1:47), (2:29-48:05), (1:00:02-1:24:16)**

**A. Oath of Office – Commissioner Beauvais**

- Administered by Honorable Simon Barnhart, Judge, Clallam County Superior Court

**B. Runway Dedication**

- Presentations from Jon Picker, Melanie Johansen-Century West, Comm. Beauvais, Port Angeles Mayor Kate Dexter, Clallam County Comm. Mike French, Ryan Zulauf-Deputy Director FAA, and Ann Richart-Aviation Director WSDOT
- Discussion
- No Action
- The meeting temporarily moved outside to the terminal apron for the ribbon cutting ceremony.

**C. Auditor Exit Conference – *Time Specific 10:00 am***

- Presentation: Amy Strzalka, Kelsey Kulbeth, Annalisa Lawrence
- Discussion
- No Action

**D. Community Partner Program Holdover Request – Habitat for Humanity**

- Presentation: Braedi Joutsen
- Discussion
- Motion to approve the holdover request for Habitat for Humanity: Comm. McAleer
- 2<sup>nd</sup>: Comm. Burke
- Vote: 3-0 (Unanimous)

**V. APPROVAL OF CONSENT AGENDA (48:06-48:27)**

**A. Regular Commission Meeting Minutes, November 14, 2023**

**B. Vouchers in the amount of \$1,583,554.08**

- Discussion
- Motion to approve the consent agenda as presented: Comm. Beauvais



- 2<sup>nd</sup>: Comm. McAleer
- Vote: 3-0 (Unanimous)

#### **VI. COMPLETION OF RECORDS (48:28-50:03)**

- A. Monthly Delegation of Authority Report
- Presentation: Paul Jarkiewicz
  - Discussion
  - No Action

#### **VII. PLANNING AND CAPITAL PROJECTS (50:04-54:39)**

- A. IFC – Floyd | Snider Contract Amendment – Marine Trades Area
- Presentation: Jesse Waknitz
  - Discussion
  - Motion to authorize the Executive Director to execute an amendment to existing Professional Service Agreement Task 13 with Floyd Snider for the MTA site in the amount of Thirty Thousand Dollars and no Cents (\$30,000): Comm. McAleer
  - 2<sup>nd</sup>: Comm. Burke
  - Vote: 3-0 (Unanimous)

#### **VIII. LOG YARD**

No items

#### **IX. MARINE TRADES AND MARINE TERMINALS**

No items

#### **X. PROPERTY (1:24:17-1:30:39)**

- A. IFC – Cushman & Wakefield
- Presentation: Caleb McMahon
  - Discussion
  - Motion to approve the proposed contract and authorize the Executive Director to execute all documents necessary for this contract and to make minor modifications as necessary in collaboration with Port's Legal Counsel: Comm. McAleer
  - 2<sup>nd</sup>: Comm. Burke
  - Vote: 3-0 (Unanimous)

#### **XI. MARINAS**

No items

#### **XII. AIRPORTS**

No items

#### **XIII. OTHER BUSINESS (54:40-1:00:01)**

- A. IFC - Legal Services Contract
- Presentation: Paul Jarkiewicz
  - Discussion
  - Motion to approve the personal services contract with Goodstein Law Group PLLC for General Legal Services as provided in the attached agreement: Comm. Burke
  - 2<sup>nd</sup>: Comm. Comm. McAleer
  - Vote: 3-0 (Unanimous)

#### **XIV. COMMISSIONER REPORTS (1:30:40-1:39:36)**

Commissioner Beauvais shared information about the Christmas light competition at both marinas.



Commissioner Burke shared that the Commission attended the WPPA Annual Meeting along with Executive Director Jarkiewicz. Comm. Burke shared information he learned from the marina portion of the annual meeting, and Comm. Beauvais shared information from both the environmental and legal seminars that she attended during the meeting.

**XV. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (1:39:37-1:42:35)**

Colleen McAleer, Clallam County EDC, Sequim, WA – shared an update with the Commission regarding the progress of the Recompete Grant Application.

**XVI. FUTURE AGENDA**

**XVII. NEXT MEETINGS (1:42:36-1:42:43)**

- A. January 9, 2024 – Regular Commission Meeting
- B. January 23, 2024 – Regular Commission Meeting
- C. February 13, 2024 – Regular Commission Meeting
- D. February 27, 2024 – Regular Commission Meeting

**XVIII. UPCOMING EVENTS (1:42:44-1:43:12)**

- A. December 13, 2023 – Legislative Meeting – Port Angeles, WA

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

**XIX. EXECUTIVE SESSION (1:43:13-1:44:10), (**

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 and move the meeting back to the Port Commission Meeting Room located at 338 W. 1<sup>st</sup> Street, Port Angeles, WA 98362. 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 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).
- Start Time: 11:00 am
- Recess: 15 minutes
- Extended: 45 minutes
- End Time: 12:45 pm


Public Session of Commission Meeting Reconvened: 12:45 pm

Commissioner Beauvais noted no action as a result of the executive session.

**XX. ADJOURN**

Comm. Beauvais adjourned the meeting at 12:45 pm

PORT OF PORT ANGELES  
BOARD OF COMMISSIONERS

  
Connie Beauvais, President

  
Steven Burke, Secretary