



**REGULAR COMMISSION MEETING**  
**Tuesday, October 22, 2024, at 9:00 am**  
**338 W. First St, Port Angeles, WA 98363**  
**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 <https://portofpa.com/about-us/agenda-center/>

**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. September Financial Report.....1-4
- B. Monthly Cash & Investment Report.....5
- C. Introduce 2025 Operating Budget.....6-27
- D. 2025 Strategic Plan.....28-32
- E. Discussion on Consumer Price Index (CPI)

**V. APPROVAL OF CONSENT AGENDA**

- A. Regular Commission Meeting Minutes – October 8, 2024.....33-36
- B. Vouchers in the amount of \$530,127.22.....37

**VI. COMPLETION OF RECORDS**

- A. 3<sup>rd</sup> Quarter Operations Report.....38-56

**VII. PLANNING AND CAPITAL PROJECTS**

- A. Marine Trades Center Change Order 01.....57-58

**VIII. LOG YARD**

No items

**IX. MARINE TRADES AND MARINE TERMINALS**

No items



**X. PROPERTY**

- A. Item for Consideration - Quiet Title Action.....59-60
- B. Second Consideration – Renaissance Property Holding, LLC. Lease.....61-63
- C. Second Consideration – Amazon.com Services LLC. Lease.....64-66
- D. First Consideration - 30 Gold LLC. Lease.....67-68

**XI. MARINAS**

No items

**XII. AIRPORTS**

No items

**XIII. OTHER BUSINESS**

No items

**XIV. ITEMS NOT ON THE AGENDA**

**XV. COMMISSIONER REPORTS**

**XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES)**

**XVII. FUTURE AGENDA.....69**

**XVIII. NEXT MEETINGS**

- A. October 28, 2024 – Special Joint Commission Meeting @ County
- B. October 29, 2024 – Special Commission Meeting
- C. November 12, 2024 – Regular Commission Meeting
- D. November 19, 2024 – Special Commission Meeting – 8:00 am
- E. November 26, 2024 – Regular Commission Meeting - **CANCELLED**
- F. December 10, 2024 – Regular Commission Meeting - **CANCELLED**
- G. December 17, 2024 – Special Commission Meeting
- H. December 24, 2024 – Regular Commission Meeting - **CANCELLED**



## **XIX. UPCOMING EVENTS**

- A. International Workboat Show – November 12-14, 2024 – New Orleans, LA
- B. Pacific Marine Expo – November 20-22, 2024 – Seattle, WA
- C. WPPA/MARAD Marine Highway Roundtable – December 10, 2024 – Bellevue, WA
- D. WPPA Annual Meeting – December 11-13, 2024 – Bellevue, WA

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

## **XX. EXECUTIVE SESSION**

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

## **XXI. 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.

## P&L Variance Summary

Summary of Departments

September 30, 2024

Description	Actual	Budget	Act vs Budget	
			Variance	Variance %
REVENUE				
Dockage	197,968	73,333	124,635	▲ 169.96%
Wharfage	79,134	46,176	32,958	▲ 71.37%
Service & Facilities	48,189	27,500	20,689	▲ 75.23%
Loading & Unloading	-		-	-
MT Handling	-		-	-
Labor Services	36,400	18,333	18,067	▲ 98.55%
Log Yard Staging	1,631	3,833	(2,202)	▼ 57.46%
Log Yard Land Services	50,728	62,500	(11,772)	▼ 18.83%
Log Yard Water Services	5,912	7,917	(2,005)	▼ 25.32%
Moorage	283,077	264,397	18,680	▲ 7.07%
Marina & Yard Fees	45,604	40,194	5,410	▲ 13.46%
Landing/Parking Fees	4,011	1,092	2,919	▲ 267.28%
Hangar/Tie Down	13,960	14,133	(173)	▼ 1.22%
Storage	-		-	-
Other User Fees	14,495	30,103	(15,608)	▼ 51.85%
Equipment Rental	31,195	24,106	7,089	▲ 29.41%
Land Lease/Rent	49,722	63,114	(13,392)	▼ 21.22%
Structure Lease/Rent	187,640	169,246	18,394	▲ 10.87%
Use Agmt and Other Rent	11,171	10,199	972	▲ 9.53%
Utility Pass Thru & Product Sales	59,781	73,800	(14,019)	▼ 19.00%
Misc & Interdept Revenue	6,007	3,050	2,957	▲ 96.97%
TOTAL REVENUE	1,126,625	933,026	193,599	▲ 20.75%
-				
OPERATING EXPENSES				
Salaries & Wages	251,670	243,512	8,158	▲ 3.35%
Benefits	97,089	96,253	836	▲ 0.87%
Non-Maint EE Charge-Out & Reimb	(4,237)	(5,428)	1,191	▼ 21.94%
Supplies	31,689	37,248	(5,559)	▼ 14.92%
Outside Services	60,107	99,950	(39,843)	▼ 39.86%
Public Information	10,253	10,848	(596)	▼ 5.49%
Marketing	2,268	4,876	(2,608)	▼ 53.50%
Community Relations		733	(733)	▼ 100.00%
Ads, Dues & Publications	1,199	3,339	(2,140)	▼ 64.09%
Travel Meetings	577	3,099	(2,522)	▼ 81.37%
Travel/Training	7,696	2,616	5,080	▲ 194.21%
Promotional Hosting	353	852	(499)	▼ 58.51%
Rent, Utilites, Insurance & Taxes	96,884	109,630	(12,746)	▼ 11.63%
Utility (Pass Thru) & COGS	60,177	59,113	1,064	▲ 1.80%
Other Expenses (Misc & Interdept)	7,217	5,739	1,478	▲ 25.76%
Contingency			-	-
Maintenance Labor	29,009	14,998	14,011	▲ 93.42%
Maintenance Benefits	32,595	35,800	(3,205)	▼ 8.95%
Maintenance Charge-Out & Reimb	31,012	41,384	(10,373)	▼ 25.06%
Maintenance (Materials & Services)	27,083	33,548	(6,465)	▼ 19.27%
TOTAL OPERATING EXPENSES	742,642	798,110	(55,468)	▼ 6.95%
-				
Allocated Expenses		1	(1)	▼ 100.00%
OPERATING SURPLUS (DEFICIT) (before Dep)	383,984	134,915	249,069	▲ 184.61%
Allocated Depreciation			-	-
Depreciation (includes donated assets)	262,774	256,209	6,565	▲ 2.56%
OPERATING INCOME	121,210	(121,294)	242,504	▼ 199.93%

# NON-OPERATING INCOME AND EXPENSES

Interest Earnings	91,833	70,833	21,000	▲ 29.65%
Other Tax Receipts	16,476	11,667	4,809	▲ 41.22%
Misc Non-Op Revenues	-	792	(792)	▼ 100.00%
Grant-Operations	-	16,750	(16,750)	▼ 100.00%
Passenger Facility Charges	-	125	(125)	▼ 100.00%
Gain (Loss) & Special Items	-	-	-	-
<b>TOTAL NON-OPERATING GENERAL REVENUE</b>	<b>108,310</b>	<b>100,167</b>	<b>8,143</b>	<b>▲ 8.13%</b>
Environmental	4,300	16,666	(12,366)	▼ 74.20%
Misc Non-Op Expense	2,000	30,250	(28,250)	▼ 93.39%
<b>TOTAL NON-OPERATING GENERAL REVENUE</b>	<b>6,300</b>	<b>46,916</b>	<b>(40,616)</b>	<b>▼ 86.57%</b>
<b>TOTAL NON-OP GENERAL SURPLUS (DEFICIT)</b>	<b>102,010</b>	<b>53,251</b>	<b>48,759</b>	<b>▲ 91.56%</b>
Property Tax Receipts	147,853	147,866	(13)	▼ 0.01%
Grants-Capital	1,078,706	1,296,033	(217,327)	▼ 16.77%
<b>TOTAL NON-OPERATING CAPITAL REVENUE</b>	<b>1,226,560</b>	<b>1,443,899</b>	<b>(217,339)</b>	<b>▼ 15.05%</b>
Bond Costs & Interest Expense	3,204	3,619	(415)	▼ 11.46%
<b>TOTAL NON-OPERATING CAPITAL EXPENSE</b>	<b>3,204</b>	<b>3,619</b>	<b>(415)</b>	<b>▼ 11.46%</b>
<b>TOTAL NON-OP CAPITAL SURPLUS (DEFICIT)</b>	<b>1,223,356</b>	<b>1,440,280</b>	<b>(216,924)</b>	<b>▼ 15.06%</b>
<b>NET PROFIT (LOSS)</b>	<b>\$ 1,446,575</b>	<b>\$ 1,372,237</b>	<b>\$ 74,338</b>	<b>▲ 5.42%</b>

## P&L Variance

### Summary

September 30, 2024

		YTD Actual to YTD Budget			YTD Current Year to Previous Year		
Description	YTD Actual	YTD Budget	CY Act vs Budget		Previous YTD Actual	CY Act vs PY Act	
			Variance	Variance %		Variance	Variance %
REVENUE							
Dockage	790,997	659,997	131,000	▲19.85%	817,173	(26,176)	▼3.20%
Wharfage	247,748	415,584	(167,836)	▼40.39%	346,719	(98,971)	▼28.55%
Service & Facilities	155,298	247,500	(92,202)	▼37.25%	214,286	(58,989)	▼27.53%
Loading & Unloading	-	-	-	-	-	-	-
MT Handling	-	-	-	-	-	-	-
Labor Services	214,106	164,997	49,109	▲29.76%	170,959	43,147	▲25.24%
Log Yard Staging	44,462	34,497	9,965	▲28.89%	31,837	12,625	▲39.65%
Log Yard Land Services	605,200	562,500	42,700	▲7.59%	601,169	4,031	▲0.67%
Log Yard Water Services	112,998	71,253	41,745	▲58.59%	84,797	28,201	▲33.26%
Moorage	2,441,175	2,379,573	61,602	▲2.59%	2,287,803	153,372	▲6.70%
Marina & Yard Fees	349,581	361,746	(12,165)	▼3.36%	352,765	(3,184)	▼0.90%
Landing/Parking Fees	24,638	9,828	14,810	▲150.69%	16,474	8,164	▲49.56%
Hangar/Tie Down	125,301	127,197	(1,896)	▼1.49%	121,973	3,328	▲2.73%
Storage	-	-	-	-	-	-	-
Other User Fees	231,839	270,927	(39,088)	▼14.43%	275,054	(43,215)	▼15.71%
Equipment Rental	192,017	216,954	(24,937)	▼11.49%	226,983	(34,966)	▼15.40%
Land Lease/Rent	463,715	568,026	(104,311)	▼18.36%	541,655	(77,940)	▼14.39%
Structure Lease/Rent	1,634,143	1,523,214	110,929	▲7.28%	1,502,936	131,207	▲8.73%
Use Agmt and Other Rent	68,810	91,791	(22,981)	▼25.04%	96,861	(28,051)	▼28.96%
Utility Pass Thru & Product Sales	733,857	664,200	69,657	▲10.49%	611,787	122,070	▲19.95%
Misc & Interdept Revenue	38,501	27,450	11,051	▲40.26%	13,925	24,576	▲176.49%
TOTAL REVENUE	8,474,387	8,397,234	77,153	▲0.92%	8,315,157	159,230	▲1.91%
OPERATING EXPENSES							
Salaries & Wages	2,267,957	2,191,608	76,349	▲3.48%	1,912,081	355,876	▲18.61%
Benefits	857,662	866,277	(8,615)	▼0.99%	727,623	130,039	▲17.87%
Non-Maint Charge-Out & Supplies	(11,015)	(48,852)	37,837	▼77.45%	(25,272)	14,257	▼56.41%
Outside Services	299,413	335,232	(35,819)	▼10.68%	378,960	(79,548)	▼20.99%
Public Information	938,613	899,550	39,063	▲4.34%	776,299	162,314	▲20.91%
Marketing	102,428	97,632	4,796	▲4.91%	112,915	(10,487)	▼9.29%
Community Relations	27,429	43,884	(16,455)	▼37.50%	14,300	13,129	▲91.81%
Ads, Dues & Publications	5,370	6,597	(1,227)	▼18.60%	5,785	(415)	▼7.18%
Travel Meetings	38,968	30,051	8,917	▲29.67%	27,436	11,531	▲42.03%
Travel/Training	26,538	27,891	(1,353)	▼4.85%	13,133	13,406	▲102.08%
Promotional Hosting	59,135	23,544	35,591	▲151.17%	20,062	39,073	▲194.77%
Rent, Utilities, Insurance & Taxes	2,165	7,668	(5,503)	▼71.77%	3,197	(1,032)	▼32.28%
Utility (Pass Thru) & Cost of Goods	956,420	986,678	(30,258)	▼3.07%	919,558	36,862	▲4.01%
Other Expenses (Misc & Interdept)	523,954	532,017	(8,063)	▼1.52%	441,875	82,079	▲18.58%
Maintenance Labor	54,012	51,651	2,361	▲4.57%	63,391	(9,379)	▼14.80%
Maintenance Benefits	669,759	733,095	(63,336)	▼8.64%	607,308	62,450	▲10.28%
Maintenance Charge-Out & Maintenance (Materials & Services)	275,713	322,200	(46,487)	▼14.43%	262,069	13,644	▲5.21%
	(166,251)	(225,659)	59,408	▼26.33%	(129,249)	(37,002)	▲28.63%
	292,860	301,932	(9,072)	▼3.00%	339,703	(46,842)	▼13.79%
TOTAL OPERATING EXPENSES	7,221,129	7,182,996	38,133	▲0.53%	6,471,174	749,955	▲11.59%
Allocated Expenses	-	9	(9)	▼100.00%	-	-	-
OPERATING SURPLUS (DEFICIT) (before Depr)	1,253,258	1,214,229	39,029	▲3.21%	1,843,983	(590,725)	▼32.04%
Allocated Depreciation	-	-	-	-	-	-	-
Depreciation (includes donated)	2,342,815	2,305,883	36,932	▲1.60%	2,014,020	328,795	▲16.33%
OPERATING SURPLUS (DEFICIT) (after)	(1,089,557)	(1,091,654)	2,097	▼0.19%	(170,037)	(919,520)	▲540.78%

Description	YTD Actual	YTD Actual to YTD Budget			YTD Current Year to Previous Year		
		YTD Budget	CY Act vs Budget		Previous YTD Actual	CY Act vs PY Act	
			Variance	Variance %		Variance	Variance %
<b>NON-OPERATING INCOME AND EXPENSES</b>							
Interest Earnings	831,150	637,497	193,653	▲ 30.38%	655,508	175,641	▲ 26.79%
Other Tax Receipts	78,911	105,003	(26,092)	▼ 24.85%	127,638	(48,727)	▼ 38.18%
Misc Non-Op Revenues	19,263	7,128	12,135	▲ 170.25%	3,198	16,066	▲ 502.41%
Grant-Operations	21,148	150,750	(129,602)	▼ 85.97%	77,024	(55,876)	▼ 72.54%
Passenger Facility Charges	-	1,125	(1,125)	▼ 100.00%	-	-	-
Gain (Loss) & Special Items	15,585		15,585	-	4,893	10,692	▲ 218.51%
TOTAL NON-OPERATING GENERAL	966,057	901,503	64,554	▲ 7.16%	868,262	97,796	▲ 11.26%
Environmental	23,243	149,994	(126,751)	▼ 84.50%	32,345	(9,102)	▼ 28.14%
Misc Non-Op Expense	50,253	272,250	(221,997)	▼ 81.54%	6,962	43,291	▲ 621.80%
TOTAL NON-OPERATING GENERAL	73,496	422,244	(348,748)	▼ 82.59%	39,307	34,189	▲ 86.98%
NET NON-OP GENERAL SURPLUS	892,561	479,259	413,302	▲ 86.24%	828,955	63,607	▲ 7.67%
Property Tax Receipts	1,330,681	1,330,794	(113)	▼ 0.01%	1,266,272	64,409	▲ 5.09%
Grants - Capital	2,657,642	3,888,096	(1,230,454)	▼ 31.65%	5,130,461	(2,472,819)	▼ 48.20%
TOTAL NON-OPERATING CAPITAL	3,988,322	5,218,890	(1,230,568)	▼ 23.58%	6,396,733	(2,408,411)	▼ 37.65%
Bond Costs & Interest Expense	28,838	32,571	(3,733)	▼ 11.46%	35,687	(6,849)	▼ 19.19%
TOTAL NON-OPERATING CAPITAL	28,838	32,571	(3,733)	▼ 11.46%	35,687	(6,849)	▼ 19.19%
NET NON-OP CAPITAL SURPLUS	3,959,484	5,186,319	(1,226,835)	▼ 23.66%	6,361,046	(2,401,562)	▼ 37.75%
NET PROFIT (LOSS)	\$ 3,762,488	\$ 4,573,924	\$ (811,436)	▼ 17.74%	\$ 7,019,964	\$ (3,257,476)	▼ 46.40%

## Investments & Cash held as of 9/30/2024

			12/31/23	5/31/24	6/30/24	7/31/24	8/31/24	9/30/24			
<u>Name</u>	<u>Type</u>	<u>Interest Rate</u>	<u>Face Value</u>	<u>Face Value</u>	<u>Face Value</u>	<u>Face Value</u>	<u>Face Value</u>	<u>Face Value</u>	<u>Annual Interest</u>	<u>Maturity Date</u>	<u>Acquisition Date</u>
FHLB 5-year step up** (LPL)	Bond	3.00%	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	60,000	3/29/2027	3/29/2022
FHLB 5-year (Piper Sandler)	Bond	5.55%	-	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	111,000	4/18/2029	4/18/2024
First Federal Invst	Cash	5.46%	4,576,212	6,753,420	6,781,556	6,814,867	6,845,291	6,876,271	375,444		
LGIP Balance	Cash	5.24%	4,743,218	11,349,264	11,399,675	11,452,064	11,504,543	9,949,047	521,340		
Umpqua Bank Account	Cash	0.30%	163,081	470,841	676,194	563,056	928,227	432,637	1,298		

## Investments Called or Matured in 2024

<u>Name</u>	<u>Type</u>	<u>Interest Rate</u>							<u>Maturity Date</u>	<u>Redemption Date</u>	<u>Interest Received</u>
FNMA 1-year	Bond	5.40%	2,000,000	-	-	-	-	-	7/19/2024	1/19/2024	58,500
FHLMC 5-year	Bond	6.25%	2,000,000	-	-	-	-	-	10/26/2028	1/26/2024	31,250
FHLB 3-year doubler***	Bond	5.50%	2,000,000	-	-	-	-	-	3/28/2025	3/28/2024	82,500
FNMA 1-year	Bond	5.20%	2,000,000	-	-	-	-	-	3/30/2024	3/30/2024	134,672

## Ending Investment/Cash Balance

19,482,511	22,573,525	22,857,425	22,829,987	23,278,061	21,257,956	1,069,082
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## Outstanding Debt

		12/31/23	5/31/24	6/30/24	7/31/24	8/31/24	9/30/24				
	<u>Rate</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>				
2015 PABH 2006 refi	2.29%	707,714	707,714	707,714	707,714	707,714	707,714	10 year note, final annual payment 12/01/2025			
CERB Washdown	2.00%	673,324	639,678	639,678	639,678	639,678	639,678	20 year, 1st annual payment made Jan 2021			
CARB Airport Utilities	2.00%	687,480	655,362	655,362	655,362	655,362	655,362	20 year, 1st annual payment made Jan 2022			
		2,068,518	2,002,754	2,002,754	2,002,754	2,002,754	2,002,754				
<b>Ending Balance</b>		<b>17,413,993</b>	<b>20,570,771</b>	<b>20,854,671</b>	<b>20,827,233</b>	<b>21,275,307</b>	<b>19,255,202</b>				

\* Cash balances shown do not include funds held as the Harbor Group treasurer or funds reserved for K-Ply monitoring activities.

\* Cash and investments do include \$517,500 received from Shell for upcoming environmental cleanup at 220 Tumwater (former longshore parking lot)

\*\* 5-year step up rates by year are 2%, 2.5%, 3%, 4%, 5%





**2025 BUDGET**  
**Preliminary as of 10/16/24**



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### **COMMISSIONER COLLEEN M. MCALEER (District 1)**

Commissioner McAleer represents District 1 (east) and has served as a Port Commissioner since January 2014.

In Colleen's full-time capacity, she serves as the Executive Director of the Clallam County Economic Development Council. Prior to her current position, her full-time role was serving as the President of the Washington Business Alliance, a statewide business organization focused on advocating for more effective government using a business lens.

Prior to her position at the Business Alliance, Colleen served on the Port of Port Angeles staff where she served initially as the Port's Director of Business Development. During this time, she became deeply familiar with the operations of the Port and the business opportunities that exist for Clallam County. With state and community partners, Colleen spearheaded what became the Composites Recycling Technology Center.

Colleen and her family arrived in Sequim in 2002. For nine years she was a successful small business owner, offering business and commercial real estate brokerage services in Clallam County.

Community and State involvement: Colleen has served on multiple boards including Peninsula College Foundation and the Sequim Design Review Board, Washington State's US Global Leadership Coalition and the Seattle Sports Commission.

Education & Military Service: After graduating from Florida Institute of Technology on a full scholarship, Colleen served as an US Army Aviator and a Military Intelligence Officer for ten years. She flew both helicopters and fixed wing aircraft while stationed in Europe, Asia and North America. Colleen is a decorated combat veteran. She deployed to the Middle-East as a platoon leader during Desert Storm.

Colleen and her husband, David Gilles, live in Sequim and are very proud of their four adult sons.



### **COMMISSIONER STEVEN D. BURKE (District 2)**

Commissioner Burke represents District 2 (central) and has served as a Port Commissioner since March 2016. Commissioner Steve Burke is currently the Executive Director of the Shore Metro Park District. As an Executive Director of a junior taxing district, Steve has experience in the public sector and has received several awards for establishing new financial management practices as well as receiving several Distinguished Budget Awards. Steve has also been a private business owner and has had extensive knowledge in both marketing and manufacturing new product lines.

Commissioner Burke has also served in the public sector by being elected in 2014 to serve on the Clallam County Charter Commission for a one-year term in 2015. Steve is currently serving on the Port Angeles Regional Chamber of Commerce Board of Directors. He has also served as a Board member of the Clallam Economic Development Council.

Commissioner Burke grew up in San Diego and moved to Port Angeles to raise his family in 2001. He raises Galloway cattle. He went to college at the University of Northern Colorado and graduated with a BA in Political Science and Public Administration.



### **COMMISSIONER CONNIE L. BEAUVAIS (District 3)**

Commissioner Beauvais represents District 3 (west) and has served as a Port Commissioner since January 2016. Connie is currently the manager and state-certified operator at the Crescent Water Association where she oversees the business and operations of the water system. She has extensive professional experience in both the public and private sectors, having owned and operated three successful businesses and worked for four private businesses, three school districts, a university and the federal government.

Connie's community responsibilities have included eight years as a Clallam County Planning Commissioner and serving on the Clallam County Charter Review Commission, the Crescent Community Advisory Council, and the Government Affairs Committee of the Port Angeles Business Association.

She has also served on the Clallam Economic Development Council as an Agriculture Representative and on the Crescent Water Association Board of Trustees.

Originally from California, Connie spent 12 years on the Aleutian Island of Adak, Alaska and now lives in Joyce.



### **EXECUTIVE DIRECTOR PAUL JARKIEWICZ**

The Port of Port Angeles Commissioners selected Paul Jarkiewicz to lead the Port as its Executive Director in July of 2023. Paul previously served as Interim Executive Director and, prior to that, as the Ports Director of Operations.

Paul brings extensive maritime and port operations experience to the Port, is recognized as a positive influencer throughout his career, and brings a vast knowledge of personal development, industry processes, and strategic solutions to the role.

Paul holds a Master of Business Administration (MBA) degree in Shipping and Logistics from Middlesex University in London, England, several certifications from Harvard Business School, Boston, MA., and sailed as a Master Mariner early in his career. He is active in the community through various service organizations. He looks forward to leading the Port team in furthering the Port's mission of bringing people, resources, and industry together to foster economic prosperity and living wage jobs.

Originally from Maine, Paul has traveled extensively throughout his earlier career, living abroad for many years before relocating to Port Angeles, which he now calls home. He thoroughly enjoys all that life has to offer on the Olympic Peninsula.

## **BOARD OF PORT COMMISSIONERS**

**CONNIE L. BEAUVAIS, PRESIDENT**

*Term Expires 2027*

**COLLEEN M. MCALEER, VICE PRESIDENT**

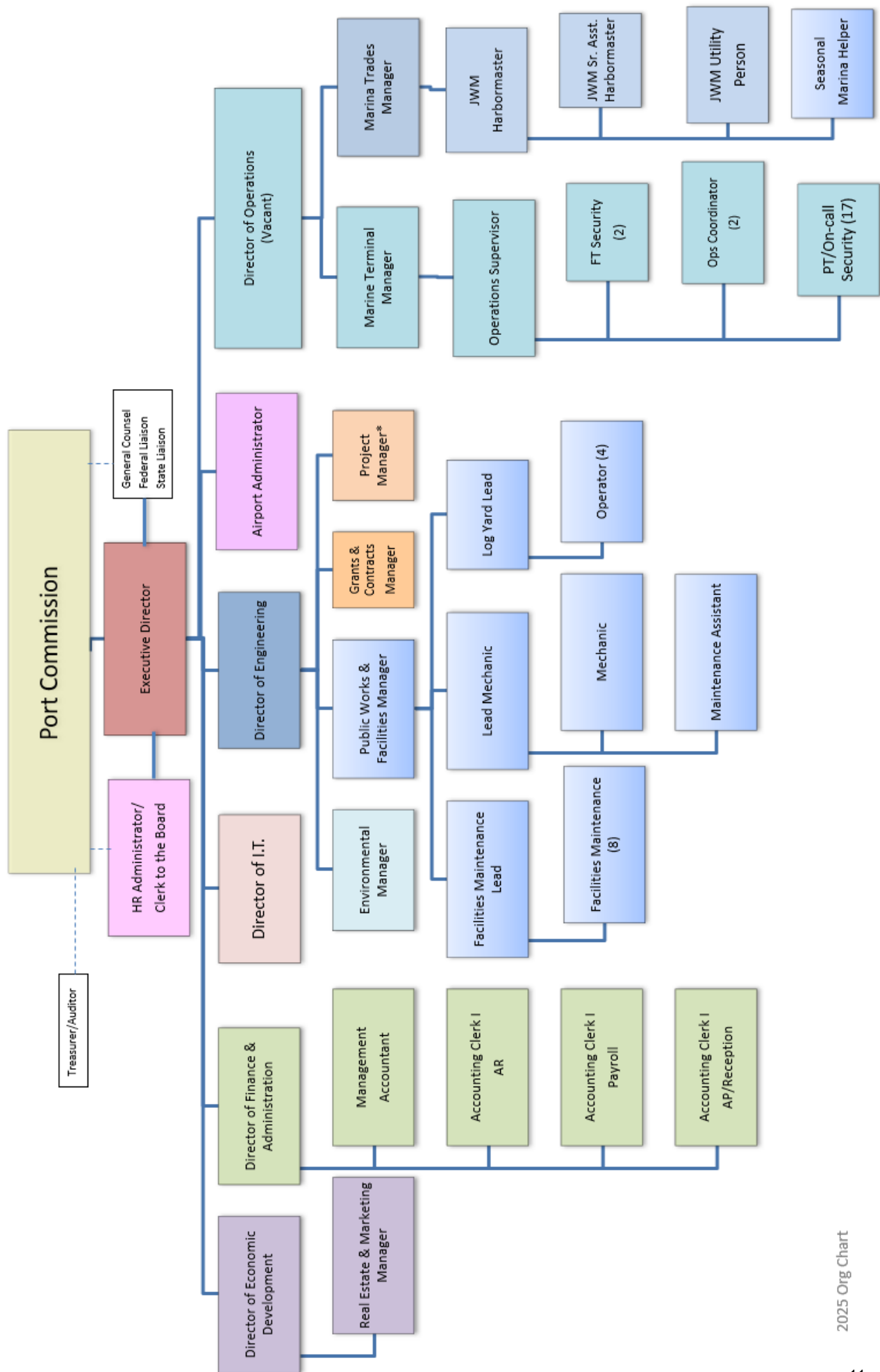
*Term Expires 2025*

**STEVEN D. BURKE, SECRETARY**

*Term Expires 2025*

## **PORT MANAGEMENT STAFF**

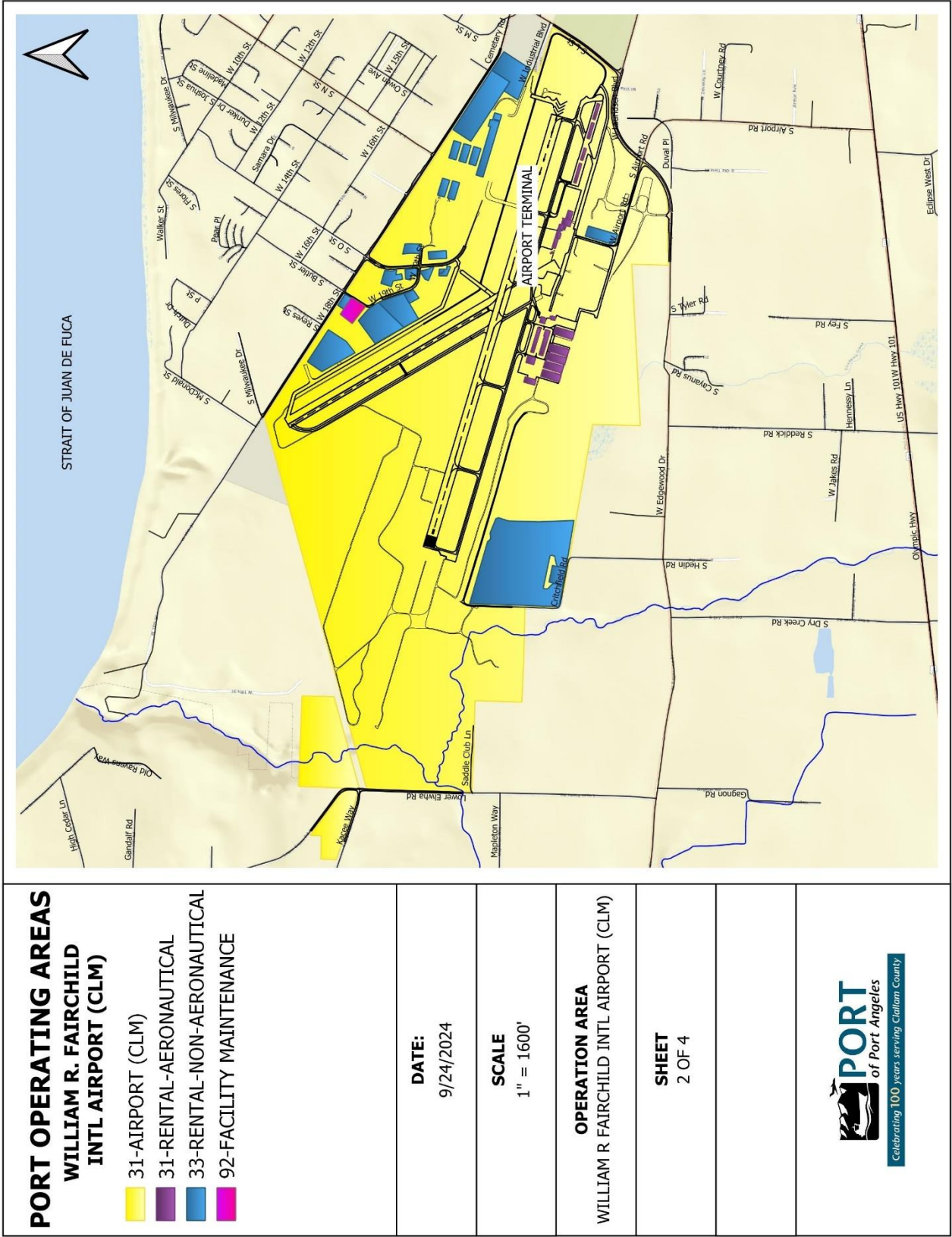
Executive Director .....	PAUL JARKIEWICZ
Interim Director of Finance & Administration.....	JENNIFER BAKER
Director of Engineering.....	CHRIS R. HARTMAN
Director of Economic Development .....	CALEB MCMAHON
Director of Operations .....	VACANT
IT Director .....	STEVEN ROSE
Environmental Manager .....	JESSE W. WAKNITZ
Marine Terminal Manager.....	SCOTT HOUGH
Airport Administrator.....	JAMES ALTON
Marine Trades Manager.....	MARTY MARCHANT
Management Accountant.....	SARAH KUH
Real Estate & Marketing Manager.....	CHERIE GOTTSCHALK
Human Resource Administrator/Clerk of the Board .....	BRAEDI JOUTSEN
Grants and Contracts Manager .....	KATHARINE FRAZIER







# PORT OPERATING AREAS – continued

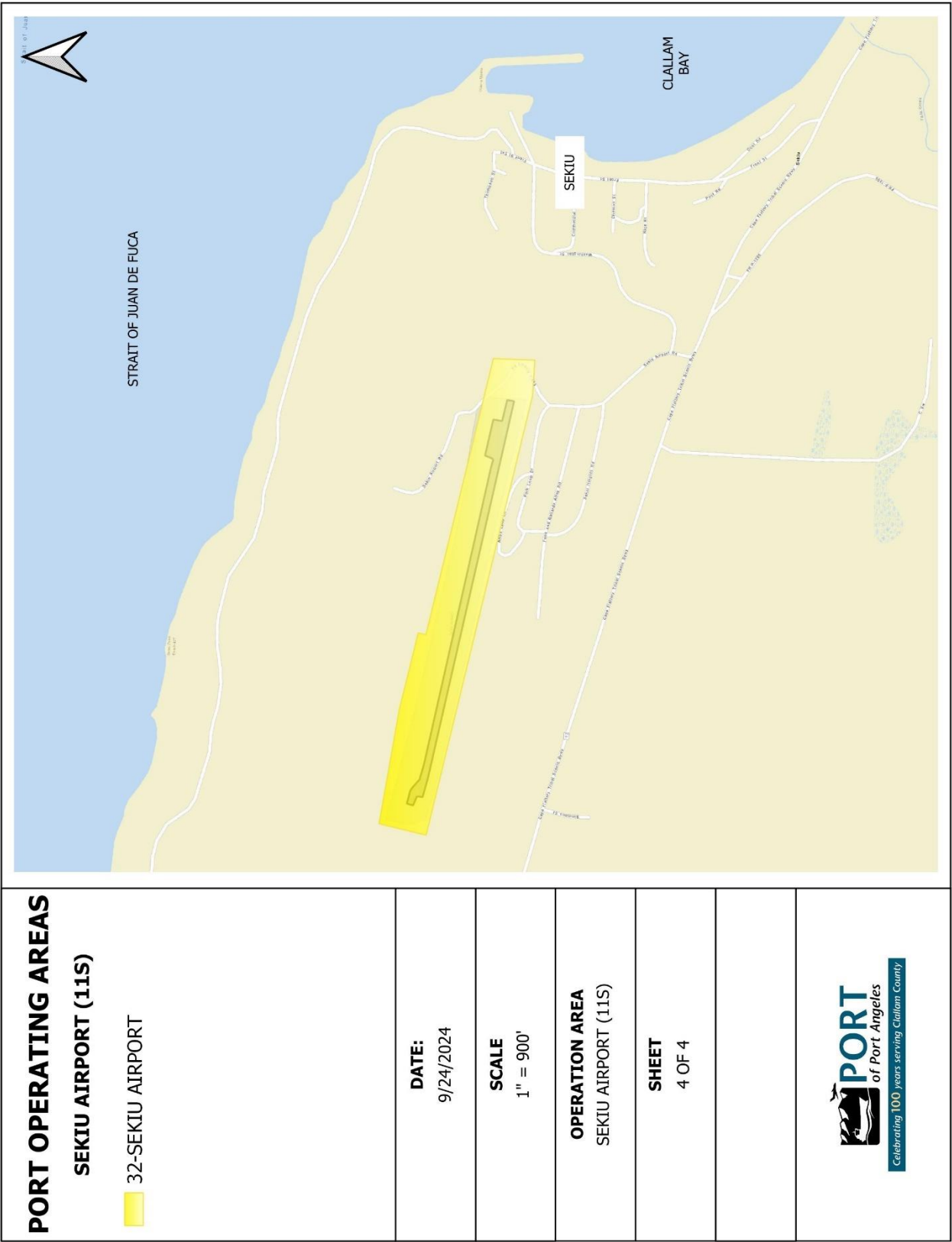




PORT OPERATING AREAS – continued



PORT OPERATING AREAS – continued



**Port of Port Angeles**  
**Summary by Type of Revenues & Expenses**  
**2025 Budget**

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	2024 Proj Over/(Under) 2024 Budget	2025 Budget Over/(Under) 2024 Proj
<b>OPERATING REVENUE</b>								
Dockage	1,193,422	1,170,426	1,106,532	880,000	1,014,030	1,086,600	134,030	72,570
Wharfage	631,514	519,802	443,231	554,120	428,614	412,000	(125,506)	(16,614)
Service & Facilities	391,479	322,670	274,492	330,000	198,108	239,000	(131,892)	40,892
Loading & Unloading	-	-	-	-	-	-	-	-
MT Handling	241,326	15,279	-	-	-	-	-	-
Labor Services	314,486	304,314	266,171	220,000	292,706	256,680	72,706	(36,026)
Log Yard Staging	46,501	45,969	40,066	46,000	50,691	39,996	4,691	(10,695)
Log Yard Land Services	440,602	690,190	755,463	750,000	753,472	731,996	3,472	(21,476)
Log Yard Water Services	23,539	69,299	106,877	95,000	117,086	99,996	22,086	(17,090)
Moorage	2,574,618	2,735,213	2,979,592	3,172,759	3,187,736	3,279,539	14,977	91,803
Marina & Yard Fees	350,869	398,629	442,135	482,322	477,540	529,458	(4,782)	51,918
Landing/Parking Fees	9,454	12,545	20,764	13,100	32,149	28,736	19,049	(3,413)
Hangar/Tie Down	139,967	151,816	161,401	169,600	166,649	172,434	(2,951)	5,785
Storage	-	-	-	-	-	-	-	-
Other User Fees	294,853	180,885	364,604	361,253	303,910	273,289	(57,343)	(30,621)
Equipment Rental	333,547	316,972	282,444	289,273	234,102	257,236	(55,171)	23,134
Land Lease/Rent	707,193	662,546	723,171	757,381	612,935	804,021	(144,446)	191,086
Structure Lease/Rent	1,637,093	1,758,918	2,014,986	2,030,947	2,213,917	2,344,658	182,970	130,741
Use Agmt and Other Rent	117,707	107,278	124,356	122,388	91,328	86,856	(31,060)	(4,472)
Utility Pass Thru & Product Sales	918,329	929,362	840,653	885,580	998,459	1,039,970	112,879	41,511
Misc & Interdept Revenue	11,353	13,200	18,412	36,600	58,477	29,101	21,877	(29,376)
<b>TOTAL OPERATING REVENUE</b>	<b>10,377,853</b>	<b>10,405,311</b>	<b>10,965,351</b>	<b>11,196,323</b>	<b>11,231,910</b>	<b>11,711,566</b>	<b>35,587</b>	<b>479,656</b>
<b>OPERATING EXPENSES</b>								
Salaries & Wages	2,444,518	2,300,791	2,611,477	2,922,113	3,004,768	3,081,213	82,655	76,445
Benefits	(136,911)	154,441	87,997	1,155,031	252,999	327,406	(902,032)	74,407
Non-Maint Charge-Out & Reimbursement	(93,176)	(53,956)	(31,532)	(65,152)	5,935	(12,581)	71,087	(18,516)
Supplies	305,826	380,122	483,683	446,999	375,300	377,658	(71,699)	2,358
Outside Services	2,011,425	1,060,855	1,059,893	1,199,400	1,278,941	1,179,070	79,541	(99,871)
Public Information	132,439	155,889	149,013	130,170	130,276	136,350	106	6,074
Marketing	6,820	13,219	28,539	58,505	44,072	56,750	(14,433)	12,678
Community Relations	332	-	5,785	8,800	7,870	37,500	(930)	29,630
Ads, Dues & Publications	42,792	32,421	29,161	40,051	38,569	45,166	(1,482)	6,597
Travel Meetings	14,701	15,258	26,889	37,210	41,690	42,001	4,480	311
Travel/Training	27,580	16,104	36,124	31,400	66,806	97,678	35,406	30,872
Promotional Hosting	2,068	1,127	3,775	10,235	5,165	7,996	(5,070)	2,831
Rent, Utilities, Insurance & Taxes	1,256,668	1,283,435	1,260,049	1,315,578	1,277,386	1,230,113	(38,192)	(47,273)
Utility (Pass Thru) & Cost of Goods Sold	699,123	672,182	605,678	709,341	703,207	757,427	(6,134)	54,220
Other Expenses (Misc & Interdept)	140,198	97,292	153,594	68,888	73,776	82,926	4,888	9,150
Contingency	-	-	-	-	-	-	-	-
Maintenance Labor	736,950	749,868	857,030	977,456	896,451	918,194	(81,005)	21,743
Maintenance Benefits	315,958	330,811	345,888	429,600	362,464	417,942	(67,136)	55,478
Maintenance Charge-Out & Reimbursemen	(135,682)	(127,879)	(140,614)	(300,891)	(266,583)	(163,973)	34,308	102,609
Maintenance (Materials & Services)	329,408	451,419	619,992	402,600	351,975	311,670	(50,625)	(40,305)
<b>TOTAL OPERATING EXPENSES</b>	<b>8,101,035</b>	<b>7,533,398</b>	<b>8,192,421</b>	<b>9,577,334</b>	<b>8,651,065</b>	<b>8,930,505</b>	<b>(926,269)</b>	<b>279,440</b>
Allocated Expenses	-	-	(0)	1	0	(0)	(1)	(0)
<b>OPERATING SURPLUS (DEFICIT) (before Dep</b>	<b>2,276,818</b>	<b>2,871,913</b>	<b>2,772,930</b>	<b>1,618,988</b>	<b>2,580,844</b>	<b>2,781,061</b>	<b>961,856</b>	<b>200,217</b>
Allocated Depreciation	-	-	0	-	(0)	1	(0)	1
Depreciation	2,729,045	2,735,993	2,692,500	3,074,501	3,119,990	3,624,113	45,489	504,122
<b>OPERATING SURPLUS (DEFICIT) (after Depr)</b>	<b>(452,227)</b>	<b>135,920</b>	<b>80,430</b>	<b>(1,455,513)</b>	<b>(539,146)</b>	<b>(843,052)</b>	<b>916,367</b>	<b>(303,906)</b>
<b>NON-OP (GENERAL)</b>								
NON-OP REV (General)	263,591	308,731	1,308,753	1,202,000	1,288,647	1,227,600	86,647	(61,047)
NON-OP EXP (General)	156,481	2,759,303	(529,498)	563,000	160,374	121,797	(402,626)	(38,577)
<b>NON-OP (General) SURPLUS (DEFICIT)</b>	<b>107,110</b>	<b>(2,450,573)</b>	<b>1,838,251</b>	<b>639,000</b>	<b>1,128,273</b>	<b>1,105,803</b>	<b>489,273</b>	<b>(22,470)</b>
<b>NON-OP (CAPITAL)</b>								
NON-OP REV (Capital)	2,271,529	2,583,163	8,822,521	9,550,584	9,351,768	9,159,000	(198,816)	(192,768)
NON-OP EXP (Capital)	57,773	55,329	45,228	43,426	38,451	11,232	(4,975)	(27,219)
<b>NON-OP (Capital) SURPLUS (DEFICIT)</b>	<b>2,213,756</b>	<b>2,527,834</b>	<b>8,777,293</b>	<b>9,507,158</b>	<b>9,313,318</b>	<b>9,147,768</b>	<b>(193,840)</b>	<b>(165,550)</b>
<b>NET NON-OP CAPITAL SURPLUS (DEFICIT)</b>	<b>2,320,866</b>	<b>77,261</b>	<b>10,615,544</b>	<b>10,146,158</b>	<b>10,441,590</b>	<b>10,253,571</b>	<b>295,432</b>	<b>(188,019)</b>
<b>NET PROFIT (LOSS)</b>	<b>\$ 1,868,638</b>	<b>\$ 213,181</b>	<b>\$ 10,695,974</b>	<b>\$ 8,690,645</b>	<b>\$ 9,902,444</b>	<b>\$ 9,410,519</b>	<b>\$ 1,211,799</b>	<b>\$ (491,925)</b>

## Revenue Type - Descriptions

- Dockage: Charges assessed against an ocean-going vessel for berthing at a wharf, piling structure, pier, bulkhead, etc., or for mooring to a vessel so berthed. (Marine Terminals)
- Equipment Rental: Fees received for equipment rental (with or without an operator) such as Log Yard and Marine Terminal loading equipment, Boat Yard travel lift and hydro wash, PABH hoist for loading/unloading items on/off boats.
- Hangar/Tie down: Rental of hangar space for inside aircraft storage or outside tie down space.
- Labor Services: For Marine Terminal, this is the security fee assessed against the vessel (or at the Port's discretion, against cargo), for providing security at the terminal working area as mandated by security regulations.
- Land Lease/Rent: Revenue from leasing land.
- Landing/Parking Fees: Fees charged for commercial aircraft to land and vehicle parking fees.
- Log Yard Land Services: Fees for sorting, grading, and decking logs.
- Log Yard Staging: Charges for temporary holding of logs (land or aquatic staging) prior to loading.
- Log Yard Water Services: Fees for dewatering logs (remove logs from the water), rafting (attach logs together in a raft for transport), round booming (create a floating structure to temporarily contain logs) and vessel tending (move log round booms to a ship for loading off water).
- Marina & Yard Fees: Marina fees include live-aboard fees, dock boxes, shower fees, boat ramp fees, commercial use fees, etc. Yard Fees are for use of working space and for boat storage.
- Misc & Inter-Dept Revenue: Miscellaneous includes late fees and non-typical fees. Inter-department is a transfer of revenue to the Airport from Rental Properties for the use of airport land.
- Moorage: Charges for use of a boat slip by either recreational boats or commercial vessels.
- MT Handling: Charges against the vessel for the use of longshore labor for physically moving cargo to/from ship's tackle to/from the first point of rest on the terminal facility. (Marine Terminals)
- Other User Fees: Fees for temporary use or access to Port facilities, such as access to provide fueling, and charges for the Port to provide minor services.
- Passenger Facility Charges: Per passenger fee charged to all departing commercial customers.
- Service & Facilities: Charges against a vessel for terminal working areas in the delivery or receipt of cargo (loading logs from the terminal or water) and for cargo documentation services.
- Storage: Fees for log storage over 60 days. Also, marine terminal warehouse storage.
- Structure Lease/Rent: Revenue from leasing buildings or other structures.
- Use Agmt and Other Rent: Revenue for the use of Port facilities over a period of time based on an agreement (use of travel lift pier, use of terminal for crane services, etc.).
- Utility Pass Thru & Product Sales: Revenue for re-billing the cost of providing utilities (electric, water, etc.) when separate meters for direct bill are not available. Product sales include: Marina fuel, access cards, and laundry supplies; Log Yard banding supplies.
- Wharf: A structure built so that cargo may be loaded on or unloaded from vessels
- Wharfage: Charges assessed against cargo for use of the wharf based on the weight and measure of the cargo (logs, fish, etc.) that is loaded or unloaded over, onto, or under wharves or between vessels when berthed. (Marine Terminals, Marinas and Boat Launch Ramps)

## Expense Type - Descriptions

- Ads, Dues & Publications: Costs for professional dues, publications, and newspaper ads for public notifications.
- Benefits: Related benefits associated with Port employees. Includes OPEB and Pension GASB liability requirements.
- Community Relations: Support to assist the college, schools, business associations, and other organizations in work force training and economic development. Includes ads, sponsorships, partnerships, materials, etc.
- Maintenance Charge-Out & Reimbursement: Includes charges to operating departments for labor performed by Facilities Maintenance and Mechanic Maintenance personnel. The charge-out amount was established to recover wages and benefits and accurately reflect departmental costs.
- Maintenance Labor & Benefits: Related to maintaining building, facilities, and equipment.
- Maintenance (Materials & Services): Materials purchased by the Facilities Maintenance and Mechanic Maintenance when performing work for operating departments and outside services for specific departments.
- Marketing: Market research, positioning, and other outreach efforts that are program specific. Includes design of materials, printing of brochures, banners, etc.
- Non-Maintenance Charge-Out & Reimbursement: Distributed Salaries & Benefits of Non-Maintenance staff based on the percentage of time worked in each department. The "home department" receives the reimbursement (offset) of the amount charged for services.
- Other Expenses (Misc & Inter-dept): Reflects interdepartmental transfers, such as a transfer from Rental Properties to Fairchild International Airport for use of airport land. It also includes the use of equipment owned by the airport and used by facilities maintenance.
- Outside Services: Payments made for personal services contracts, including legal services, consulting, auditing, marketing, and weather, etc.
- Promotional Hosting: Reflects expenditures made in developing Port business and retention of current customers in conformity with RCW, Chapter 53.36.130.
- Public Relations: General outreach efforts to the public and customers.
- Rent, Utilities, Insurance, Taxes: Rent is for harbor area leases, utilities for Port operations (not pass-thru utilities to customers, insurance covers liability and property, as well as specialty insurance specific to operations, and taxes include B&O excise taxes and leasehold taxes.
- Salaries & Wages: Wages & salaries associated with the operations of the departments, including administration and business development. Maintenance labor for maintaining infrastructure and equipment is identified separately.
- Supplies: Cost of office supplies, fuel, safety supplies and small tools.
- Training/Travel: Registration costs for training plus associated travel.
- Travel Meetings: Travel costs associated with professional meetings regarding Port business to include mileage, airfare expenditures, hotel and meal reimbursements.
- Utility (Pass-Thru) & Cost of Goods Sold: The metering of some facilities does not allow for utilities to be in the customer's name as well as other circumstances. The Port re-bills the customer for amounts the Port pays on behalf of the customer. Cost of Goods Sold includes fuel, banding material for log activity, and products sold at the marinas.

## **2024 PROJECTED YEAR-END - ASSUMPTIONS**

### **All Departments**

#### **Revenues - 2024 Projected**

11- Marine Terminal revenues are projected to be slightly higher than the budget for 2024. Cargo operations revenues are projected to be under budget with the decrease in log exports via ship. The schedule of two additional log ships for the remainder of 2024 (total of actual 3.5 log ships compared to budget of 5 ships). This will bring the 2024 actual volume to approx. 18 mbf (vs 27 mbf budget). Wood chip export volume has dropped significantly during the second half of 2024 but is over budget for 2024. Currently at 78,106 metric tons with 10,000 metric tons projected through year end puts us over budget revenues for 2024. Dockage is projected to be over budget due to three multi-month topside repairs and continued agreement with CABLE INNOVATOR.

15- Marine Trades Area revenues will be lower than the budget slightly in the equipment rental going into the winter season of 2024. A decrease in the use of the travel lift piers primarily of Westport looks to be causing a decrease in revenue on our use Agreement line item. However, there will be some increases in covered storage at the boat yard as there are a couple of larger projects that will extend through the end of the year. There are also some long-term outside storage projects that are creating revenue.

21- Log Yard equipment rental revenue is down due to a lack of projected log ship activity on T-3 and stacker rental. Banding revenue is also down due to business with staging logs being lower than expected.

31- Fairchild Intl Airport revenues have remained consistent in 2024 except for landing fees seeing a moderate increase in part due to efficient monitoring and billing by Vector Airport Systems/PlanePass for aircraft weighing more than 4,000 lbs. Hangar occupancy at FIA is just below budget due to 2 empty t-hangars and expecting to fill 1 of 2 hangars in mid-September. Land Lease/Rent is below budget but in line with the previous 3 years of revenue.

32- Sekiu Airport revenues will increase slightly in September due to 2 new boat storage tenants in Hangar B.

33- Airport Rental Properties revenue is projected to be over budget. This is due to rental rate increases and multiple new tenants in port structures. The lease rate for land is down due to the loss of the Airport log yard lease, but the overperformance of structures covered this deficit.

41- Port Angeles Boat Haven Marina moorage revenues at PABH have remained consistent due to higher summer occupancy. Also, we have cleared out some slip space that had been occupied by delinquent boats. This can now be leased out for increased revenue. Moorage revenue increases due to yearly rate increases.

43- John Wayne Marina moorage revenues at JWM have remained consistent due to higher summer occupancy. Moorage revenue increases are primarily due to normal rate increases. We end the year with a backlog of boaters on the waiting list for moorage. Through September, we have had an increase in fuel sales. However, in October, fuel sales will stop due to the installation of new pumps and the replacement of fuel lines leading from the tanks to the docks.

61- Rental Properties lease revenue across all departments is projected to be slightly higher than budgeted. This is due to increased rental rate and structures currently at 96% occupancy.

## 2024 PROJECTED YEAR-END - ASSUMPTIONS

### All Departments - continued

#### Expenses – 2024 Projected

11- Marine Terminal expenses across most categories are at or below budget. Notable exceptions would include Maintenance Charge-Out over due to catching up on deferred maintenance on T1 for the cruise ship visit, salaries and wages over due to the addition of a Marine Terminal Manager (100% allocation to MT), and Non-Maintenance Charge-Out allocation change between budget and actual allocation.

15—Marine Trades Area overall expenses have been kept lower than budgeted. Non-maintenance costs have been down. Maintenance charge-out (FM): We are not overextending their services. We will have some expenses finishing out the year with some labor on the Marine Travel lift.

21- Log Yard expenses are higher than projected due to hiring 1 full-time employee. Supplies are projected to be lower than budgeted due to a lack of staging logs that require the sale of banding.

31- Fairchild Intl Airport expenses are projected to be within budget. FIA mechanical maintenance is over budget due to equipment repairs and unexpected legal expenses.

32- Sekiu Airport expenses are expected to be on track with budget assumptions. No major maintenance is scheduled for the remainder of the year.

33- Airport Rental Property expenses are projected to be under budget due to reduced maintenance and allocated expenses. After significant infrastructure improvements in 2023, the required maintenance was far less than expected.

41- Port Angeles Boat Haven expenses are on track with budget projections.

43—John Wayne Marina: Hiring of a third full-time employee increased wages; however, some expenditures were saved in outside services, creating an offset. Most other categories are inline or somewhat lower. Again, some cost savings, such as in Maintenance charge-out, may have been due to having a third full-time person on staff for the year.

61- Rental Properties- Rental Properties are likely to be over budget due to extensive legal work that was required for the southside of Marine Drive.

80—Administrative expenses are projected to be slightly under budget. Outside services, salaries and wages, and benefits are also below budget.

81- Business Development expenses are projected to be right at budget. There was a small increase in funds spent on agency dues and training, but the overall budget is projected to be on budget.

90- Non-Operating is above budget due to higher interest earnings, limited environmental legal issues in the current year, and lower interest expense on outstanding debt.

91- Mechanical Maintenance (MM) expenses are projected to be slightly under budget, mostly due to some large mechanical projects that didn't move forward. Supplies for oil and lubricants are lower than budgeted.

92- Facilities Maintenance (FM) is under budget due to the construction crew of 2 positions that will not be filled. The electrician position was not filled until October. Projected to be under budget on Outside Services due to water truck and the self-performance of MM.

## 2025 BUDGET - ASSUMPTIONS All Departments

### General

1. CPI: August 2024
  - West-Size Class B/C-All Urban Consumer (CPI-U) was 1.7% with a 3.3% average over the first 6 months.
  - Seattle-Tacoma-Bellevue WA-All Urban Consumer (CPI-U) was 3.1% with a 4.2% average over the first 6 months.
2. Inflation:
  - Operating: General Inflation outlook for 2025 is 2.6% in Seattle per Washington State Economic and Revenue Forecast Council in the quarterly June 2024 publication.
  - Capital: Rate of 3.3% from Washington State Office of Financial Management using Cost estimating form C-100.
3. The Commission can adopt one of these or another as the benchmark rate for annual rate increases.

### Revenues – 2025 Budget

11- Marine Terminal Revenues steady to slightly lower due to reduced log ship activity. Log ships forecasted at 3 ships (15 mbf), down from 4 ships (17 mbf) for 2024. Chips barges remain steady, forecasted at 20 loads (100,000 gmt) for 2025. Dockage is forecasted to remain constant, with CABLE INNOVATOR, MSRC, Platypus, and Foss continuing or increasing their activity through 2025. One cruise vessel is scheduled for 2025.

15- Marine Trades Area is looking to increase revenues in 2025 with a review of the rate sheets and some increases in covered storage planned for the year. There will be some long-term outside storage projects that will create storage revenue. Higher than planned activity levels in the boatyard and haul-out facility. The haul-out pier and washdown pad rate sheets are also under review for increases.

21- Log Yard 2025 revenue is projected to be similar to 2024 and higher than 2023. Staging and Log Yard water services are projected to be down due to a low harvest rate of local timber eliminating the need for certain customers to use our yard. Revenues from product sales are estimated to be down due to this as well. Projections for revenue from equipment rental are lower due to a poor export market and, therefore, a lack of log ships.

31- Fairchild Intl Airport: Hangar, tie-down, and structure lease fees are expected to see an approximate 3% rate increase. FIA is at 100% full hangar occupancy, which is expected to resume throughout 2025. Landing fees are well over the 2024 budget but under the 2024 projected amount. Landing Fees are based on aircraft arrival and departure. They depend on passenger travel, weather, and other unforeseen factors associated with air travel.

32—Seki: 2025 Seki revenues will remain consistent with the 2024 budget assumptions. Hangar space lease fees will increase by 3%. However, the hangar space is not 100% occupied. We are expecting 2 of the tenants to vacate in the spring and possibly 1 in the fall of 2025.

33—Airport Rental Properties are expected to increase by approximately 18% due to new tenant developments. Additionally, rental income will be restricted to CPI growth due to the Port's nearly 100% occupancy rate.

41- Port Angeles Boat Haven Marina moorage revenues at PABH will remain consistent as there will be a CPI increase for 2025. Looking to fill more slips that had been occupied by delinquent vessels. There were many removed in 2024, which have been processed through the <https://www.dnr.wa.gov/derelict-vessels> program, where we have been reimbursed. Boat House revenue to remain up as we deal with



a couple of tenants that have been evicted, the houses have been re-sold, or the port has purchased and leased out.

43- John Wayne Marina moorage revenues at JWM Marina moorage revenues will remain consistent as there will be a CPI increase for 2025. At the end of 2024, we removed 3 delinquent vessels, and those slips were leased out as JWM continued to be a desired moorage, and the waitlist remains backlogged. With the installation of new fuel lines leading from the tanks to the new pumps, it is expected that in 2025, we will continue our increase in fuel sales. There will be some extra maintenance required in the early part of the year for landscaping, fence, and waste bin containment areas.

61- Rental Properties are expected to increase very little. Due to nearly 100% occupancy all additional income will be through CPI increases in this business line. This area is slated for future development.

## **Expenses – 2025 Budget**

11- Marine Terminal expenses forecast at slightly less due to non-maintenance charge out allocation changes and outside services forecasted need.

15- Marine Trades Area expenses will include a little extra time from FM to address some security items with gates and lighting. Overall, we anticipate routine maintenance without any major changes this coming year.

21- Log Yard operating expenses are expected to be down from 2024 and 2023. FM charge-outs will be lower because of the two positions that were filled in 2024, eliminating the need for borrowed labor. This will also lower the cost of non-maintenance charge-out and reimbursement compared to previous years. Cost of goods sold will be down because of a lack of a need to purchase banding. Outside services expenses are projected to be higher because of the relocation efforts of our office and scales.

31—Fairchild Intl Airport operating expenses are expected to be lower in 2025 due to lower legal fees and non-maintenance charge-out and reimbursement. In 2024, maintenance materials for critical operating equipment were a large expense.

32—Seki Airport: 2025 expenses are expected to be below the 2024 budget. Maintenance supplies were purchased in 2024 for small projects that will be completed in the spring of 2025. Due to inflation, we expect an approximate 3% increase in expenses.

33- Airport Rental Property expenses are scheduled to increase in 2025. Due to significant improvements in self-performance and overall maintenance, we saw a significant decrease in maintenance costs in 2024. The 2025 budget has been produced to cover the standard level of maintenance costs. Additionally, more fees were added to outside services for legal fees.

41—Port Angeles Boat Haven expenses are expected to remain the same as last year, and no immediate projects are planned for the Boat Harbor. The regular maintenance routine for the docks and working gates, along with securing the boat house, will all be within the budgeted numbers.

43—John Wayne Marina: The total operating expenses will be slightly elevated. FM will perform some needed maintenance work to build out the waste containment areas and some ongoing fence repair.

61- Rental Properties expenses for 2024 were higher than usual due to legal fees. RP expenses in 2025 will decrease due to the completion of said legal work.

80- Administrative expenses will slightly increase due to CPI increases. Legal is projected to decrease in 2025 due to unforeseen expenses in 2024.

81—Business Development expenses are expected to be significantly higher in 2025. This is due to several significant budget increases, such as professional services, the Maritime Festival, and Travel and Training. These three items account for over 80% of the 2025 budget increase.

91- Mechanical Maintenance (MM) Mechanics shop expenses are projected to be higher than 2024. In part because of the hiring of an additional full-time employee. Supplies are projected to increase from last year due to the higher amount of stored oil and lubricants.

92- Facilities Maintenance (FM) projected operating expenses are expected to be higher than 2024. One of the cost drivers is the hiring of one new full-time electrician. Also, a lower projected reimbursement for charge-out expenses.

**Port of Port Angeles**  
**Summary by Department**  
**2025 Budget**

	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 PROJECTED	2025 BUDGET	2024 Proj Over/(Under) 2024 Budget	2025 Budget Over/(Under) 2024 Proj
<b><u>OPERATING REVENUES</u></b>								
11 MARINE TERMINAL	3,572,883	2,989,919	2,846,433	2,815,750	2,814,435	2,897,638	(1,315)	83,203
15 MARINE TRADES AREA	769,838	778,212	821,015	879,830	822,312	874,210	(57,518)	51,898
21 LOG YARD	809,401	1,068,956	1,135,513	1,105,000	1,088,889	1,034,456	(16,111)	(54,433)
31 FAIRCHILD INTL AIRPORT	465,361	433,868	479,705	472,644	513,576	512,650	40,932	(926)
32 SEKIU	14,194	15,782	17,609	17,430	17,607	17,434	177	(173)
33 AIRPORT RENTAL PROPERTIES	1,389,530	1,397,664	1,606,642	1,635,000	1,641,645	1,932,588	6,645	290,943
41 PORT ANGELES BOAT HAVEN	1,656,064	1,747,878	1,899,803	2,014,754	1,999,180	2,055,299	(15,574)	56,119
43 JOHN WAYNE MARINA	1,622,428	1,827,097	1,958,326	2,051,065	2,113,253	2,162,807	62,188	49,554
61 RENTAL PROPERTIES	78,153	145,935	200,305	204,850	221,012	224,484	16,162	3,472
80 ADMINSTRATIVE	-	-	-	-	-	-	-	-
90 NON-OPERATING	-	-	-	-	-	-	-	-
92 FACILITIES MAINTENANCE	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>10,377,853</b>	<b>10,405,311</b>	<b>10,965,351</b>	<b>11,196,323</b>	<b>11,231,910</b>	<b>11,711,566</b>	<b>35,587</b>	<b>479,656</b>
<b><u>OPERATING EXPENSES</u></b>								
11 MARINE TERMINAL	2,128,202	960,049	1,083,930	1,270,846	1,574,644	1,488,411	303,798	(86,233)
15 MARINE TRADES AREA	362,344	366,465	406,469	420,438	337,874	392,030	(82,564)	54,156
21 LOG YARD	1,060,940	1,100,266	1,285,171	1,267,433	1,316,785	1,189,922	49,352	(126,863)
31 FAIRCHILD INTL AIRPORT	666,322	615,965	513,566	550,340	639,641	520,080	89,301	(119,561)
32 SEKIU	30,113	39,306	27,222	38,288	35,396	31,061	(2,892)	(4,335)
33 AIRPORT RENTAL PROPERTIES	508,928	417,499	641,728	564,807	421,291	581,554	(143,516)	160,263
41 PORT ANGELES BOAT HAVEN	762,445	929,786	999,922	917,045	841,545	899,606	(75,500)	58,061
43 JOHN WAYNE MARINA	972,365	1,007,213	971,564	1,170,258	1,068,544	1,161,038	(101,714)	92,495
61 RENTAL PROPERTIES	102,572	110,585	134,084	113,145	133,630	128,231	20,485	(5,399)
80 ADMINSTRATIVE	781,641	1,104,591	1,373,609	2,371,525	1,507,635	1,450,505	(863,890)	(57,130)
81 BUSINESS DEVELOPMENT	344,855	400,705	335,219	412,356	385,479	474,794	(26,877)	89,315
90 NON-OPERATING	-	-	-	-	-	-	-	-
91 MECH SHOP	132,945	164,703	173,928	168,353	144,986	229,152	(23,367)	84,167
92 FACILITIES MAINTENANCE	247,361	316,266	246,008	312,500	243,616	384,121	(68,884)	140,505
<b>TOTAL DIRECT EXPENSES</b>	<b>8,101,035</b>	<b>7,533,398</b>	<b>8,192,421</b>	<b>9,577,334</b>	<b>8,651,065</b>	<b>8,930,505</b>	<b>(926,269)</b>	<b>279,440</b>
<b>ALLOCATED EXPENSES</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>1</b>	<b>0</b>	<b>(0)</b>	<b>(1)</b>	<b>(0)</b>
<b>NET SURPLUS (DEFICIT) - Before Depreciation</b>	<b>2,276,818</b>	<b>2,871,913</b>	<b>2,772,930</b>	<b>1,618,988</b>	<b>2,580,844</b>	<b>2,781,061</b>	<b>961,856</b>	<b>200,217</b>
<b>ALLOCATED DEPRECIATION</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>(0)</b>	<b>1</b>	<b>(0)</b>	<b>1</b>
<b>DEPRECIATION</b>	<b>2,729,045</b>	<b>2,735,993</b>	<b>2,692,500</b>	<b>3,074,501</b>	<b>3,119,990</b>	<b>3,624,113</b>	<b>45,489</b>	<b>504,122</b>
<b>NET SURPLUS (DEFICIT) - After Depreciation</b>	<b>(452,227)</b>	<b>135,920</b>	<b>80,430</b>	<b>(1,455,513)</b>	<b>(539,146)</b>	<b>(843,052)</b>	<b>916,367</b>	<b>(303,906)</b>
<b><u>NON-OP (GENERAL)</u></b>								
NON-OP REV (General)	263,591	308,731	1,308,753	1,202,000	1,288,647	1,227,600	86,647	(61,047)
NON-OP EXP (General)	156,481	2,759,303	(529,498)	563,000	160,374	121,797	(402,626)	(38,577)
<b>NON-OP (General) SURPLUS (DEFICIT)</b>	<b>107,110</b>	<b>(2,450,573)</b>	<b>1,838,251</b>	<b>639,000</b>	<b>1,128,273</b>	<b>1,105,803</b>	<b>489,273</b>	<b>(22,470)</b>
<b><u>NON-OP (CAPITAL)</u></b>								
NON-OP REV (Capital)	2,271,529	2,583,163	8,822,521	9,550,584	9,351,768	9,159,000	(198,816)	(192,768)
NON-OP EXP (Capital)	57,773	55,329	45,228	43,426	38,451	11,232	(4,975)	(27,219)
<b>NON-OP (Capital) SURPLUS (DEFICIT)</b>	<b>2,213,756</b>	<b>2,527,834</b>	<b>8,777,293</b>	<b>9,507,158</b>	<b>9,313,318</b>	<b>9,147,768</b>	<b>(193,840)</b>	<b>(165,550)</b>
<b>NET NON-OP SURPLUS (DEFICIT)</b>	<b>2,320,866</b>	<b>77,261</b>	<b>10,615,544</b>	<b>10,146,158</b>	<b>10,441,590</b>	<b>10,253,571</b>	<b>295,432</b>	<b>(188,019)</b>
<b>TOTAL NET SURPLUS (DEFICIT)</b>	<b>1,868,638</b>	<b>213,181</b>	<b>10,695,974</b>	<b>8,690,645</b>	<b>9,902,444</b>	<b>9,410,519</b>	<b>1,211,799</b>	<b>(491,925)</b>

## Employee Wage Scale - Represented

IT IS HEREBY AGREED between the PORT OF PORT ANGELES, and the ILWU Local 27, PORT EMPLOYEES UNITS, that the following rate of pay matrix shall be effective January 1, 2025 (2.5%)

		Step Number									
Job Title	Range Number	1	2	3	4	5	6	7	8	9	10
	10	20.46	20.97	21.48	22.02	22.56	23.12	23.69	24.28	24.87	25.49
Facilities Maintenance Janitorial (PT)	11	21.48	22.02	22.56	23.12	23.69	24.28	24.87	25.49	26.12	26.77
	12	22.56	23.12	23.69	24.28	24.87	25.49	26.12	26.77	27.42	28.11
Utility Person	13	23.69	24.28	24.87	25.49	26.12	26.77	27.42	28.11	28.79	29.51
	14	24.87	25.49	26.12	26.77	27.42	28.11	28.79	29.51	30.23	30.99
	15	26.12	26.77	27.42	28.11	28.79	29.51	30.23	30.99	31.74	32.54
	16	27.42	28.11	28.79	29.51	30.23	30.99	31.74	32.54	33.33	34.16
	17	28.79	29.51	30.23	30.99	31.74	32.54	33.33	34.16	35.00	35.87
Machine Operator	18	30.23	30.99	31.74	32.54	33.33	34.16	35.00	35.87	36.75	37.67
	19	31.74	32.54	33.33	34.16	35.00	35.87	36.75	37.67	38.58	39.55
	20	33.33	34.16	35.00	35.87	36.75	37.67	38.58	39.55	40.51	41.53
Facilities Maintenance, Mechanic	21	35.00	35.87	36.75	37.67	38.58	39.55	40.51	41.53	42.54	43.60
Facilities Maintenance Lead, Mechanic Lead, Log Yard Lead, Harbormaster	22	36.75	37.67	38.58	39.55	40.51	41.53	42.54	43.60	44.67	45.78
	23	38.58	39.55	40.51	41.53	42.54	43.60	44.67	45.78	46.90	48.07
	24	40.51	41.53	42.54	43.60	44.67	45.78	46.90	48.07	49.24	50.47
	25	42.54	43.60	44.67	45.78	46.90	48.07	49.24	50.47	51.71	53.00
	26	44.67	45.78	46.90	48.07	49.24	50.47	51.71	53.00	54.29	55.65

IT IS HEREBY AGREED between the PORT OF PORT ANGELES, and Teamsters Local 589, PORT EMPLOYEES UNITS, that the following rate of pay matrix shall be effective January 1, 2025 (3.1%)

		Step Number									
Job Title	Range Number	1	2	3	4	5	6	7	8	9	10
	10	20.58	21.10	21.61	22.15	22.69	23.26	23.82	24.42	25.02	25.64
	11	21.61	22.15	22.69	23.26	23.82	24.42	25.02	25.64	26.27	26.92
	12	22.69	23.26	23.82	24.42	25.02	25.64	26.27	26.92	27.58	28.27
	13	23.82	24.42	25.02	25.64	26.27	26.92	27.58	28.27	28.96	29.68
	14	25.02	25.64	26.27	26.92	27.58	28.27	28.96	29.68	30.41	31.17
Accounting Clerk I	15	26.27	26.92	27.58	28.27	28.96	29.68	30.41	31.17	31.93	32.73
Accounting Clerk II	16	27.58	28.27	28.96	29.68	30.41	31.17	31.93	32.73	33.52	34.36
Accounting Lead	17	28.96	29.68	30.41	31.17	31.93	32.73	33.52	34.36	35.20	36.08
	18	30.41	31.17	31.93	32.73	33.52	34.36	35.20	36.08	36.96	37.88
	19	31.93	32.73	33.52	34.36	35.20	36.08	36.96	37.88	38.81	39.78
	20	33.52	34.36	35.20	36.08	36.96	37.88	38.81	39.78	40.75	41.77
	21	35.20	36.08	36.96	37.88	38.81	39.78	40.75	41.77	42.79	43.86
	22	36.96	37.88	38.81	39.78	40.75	41.77	42.79	43.86	44.93	46.05
	23	38.81	39.78	40.75	41.77	42.79	43.86	44.93	46.05	47.17	48.35
	24	40.75	41.77	42.79	43.86	44.93	46.05	47.17	48.35	49.53	50.77
	25	42.79	43.86	44.93	46.05	47.17	48.35	49.53	50.77	52.01	53.31
	26	44.93	46.05	47.17	48.35	49.53	50.77	52.01	53.31	54.61	55.97

# Employee Wage Scale – Non-Represented

Port of Port Angeles  
2025 Budget  
Non-Represented Salary Scale

		85%	100%	115%
Job Title	Grade	2025 Range Minimum	2025 Range Midpoint	2025 Range Maximum
Executive Director	19	\$166,815	\$196,252	\$225,690
Port Counsel	18	\$148,942	\$175,225	\$201,509
Deputy Executive Director	17	\$132,944	\$156,405	\$179,864
Director II*	16	\$118,748	\$139,703	\$160,659
Director I*	15	\$106,017	\$124,726	\$143,435
Manager III*	14	\$98,106	\$111,338	\$128,039
Manager II*	13	\$84,498	\$99,409	\$114,320
Manager I*	12	\$76,837	\$90,397	\$103,956
Admin/Supervisor II*	11	\$69,852	\$82,178	\$94,505
Admin/Supervisor I*	10	\$63,486	\$74,690	\$85,893
	9	\$57,740	\$67,929	\$78,120
	8	\$52,501	\$61,766	\$71,032
	7	\$47,713	\$56,133	\$64,553
Security Full Time	6	\$43,376	\$51,030	\$58,685
	5	\$39,433	\$46,391	\$53,350
Security Part Time	4	\$35,883	\$42,216	\$48,548
JWM Summer Help	3	\$33,862	\$38,372	\$44,128
N/A due to minimum wage	2			
N/A due to minimum wage	1			

\* Level position depends on breadth & depth of knowledge, decision complexity, impact, and interpersonal skills.

## Managers & Professional Staff:

Public Works & Facilities Manager  
Environmental Manager  
Airport Manager  
Marina Manager  
Management Accountant  
Operations Supervisor  
Real Estate & Marketing Manager  
Human Resources/Clerk of the Board  
Grants & Contracts Manager

## Senior Management:

Executive Director  
Director of Finance and Administration  
Director of Engineering  
Director of Economic Development  
Director of Operations  
IT Director

## List of Abbreviations

A&G	Administration & General Management	NWF FEMA	National Wildlife Federation - Federal
ADMIN	Administration		Emergency Management Agency
AIP	Airport Improvement Program	OBS	Obstruction
AIP	Airport Industrial Park	OPVB	Olympic Peninsula Visitor Bureau
ACC	Advanced Composite Center	PABH	Port Angeles Boat Haven
ACTI	Angeles Composite Technology, Inc.	PABY	Port Angeles Boat Yard
ALP	Airport Layout Plan	PERS	Public Employee Retirement System
ARP	Airport Rental Properties	PFC	Passenger Facility Charges
AV	Audio / Visual	PFD	Port Filled Dump
BD	Business (Economic) Development	PTO	Paid Time Off
BL	Boat Launch	PUD	Public Utility District
BY	Boat Yard	RP	Rental Property
CMC	Composite Manufacturing Campus	SEK	Sekiu Airport
COGS	Cost of Goods Sold	SP	Strategic Plan
CPI	Consumer Price Index	T1	Terminal #1 Main Terminal
CRTC	Composite Recycling Technology Center	T2	Terminal #2 Black Ball Ferry
CSO	Combined Sewer Overflow	T3	Terminal #3 Concrete Cargo Pier
DOT	Department of Transportation	T4	Terminal #4 Timber Dock Oak Street
DNR	Department of Natural Resources	T5	Terminal #5 Old M&R Pier
EA	Environmental Assessment	T6	Terminal #6 Barge Berth Pier
EDC	Economic Development Council	T7	Terminal #7 Nippon/Daishowa Pier
EOY	End of Year	TBD	To Be Determined
FBO	Fixed Based Operator		
FIA	Fairchild International Airport		
FM	Facilities Maintenance		
GASB	Government Accounting Standards Board		
HVAC	Heating Ventilation Air Conditioning		
JWM	John Wayne Marina		
KPly	Site of PenPly location		
LOB	Line of Business		
LY	Log Yard		
MBF	Thousand Board Feet		
MM	Mechanical Maintenance		
MMBF	Million Board Feet		
MT	Marine Terminal		
MTA	Marine Trades Area		
MTIB	Multi-Tenant Industrial Building		
MTIP	Marine Trades Industrial Park		
NONOP	Non-Operations (Department)		
NOTAC	North Olympic Timber Action Committee		





## Strategic Plan 2025



## GOAL AREA



## Organization and Culture



## GOALS

Increase the Port's organizational capacity and capabilities.

Promote a work environment and reputation that retains and attracts talent.

Diversity, Equity, and Inclusion.

Operate all Port facilities safely, efficiently, cost-effectively, and in a sustainable and inclusive manner.

## STRATEGIES

Maintain the Port's Team Retention Rate (TRR) at 90% or better.

Enhance Team development, capabilities, and growth to meet current and future strategic goals.

Offer professional development opportunities that support the career advancement of the Port Team.

Foster a diverse, equitable, and inclusive mindset in the Port's daily operations that is an example for others.



Promote fairness and equity in all employment practices



Develop a workplace environment where all team members are empowered to contribute their thoughts and ideas

Actively engage with Ecology and local stakeholders to promote the cleanup of contaminated properties within the Port district to create space for safe and productive future uses.



GOAL AREA	GOALS	STRATEGIES
<div data-bbox="336 420 501 585"> </div> <div data-bbox="268 606 564 711"> <p><b>Economic Development</b></p> </div> <div data-bbox="189 900 590 1218"> </div>	<p>Develop and Lead Economic Development throughout Clallam County.</p>	<p>Proactively lead and support regional economic development initiatives to expand the local employment base.</p>
	<p>Promote innovative, value-added, wood product manufacturing while working to achieve a reliable and sustainable timber harvest.</p>	<p>Continue ongoing communication with legislators.</p>
	<p>Coordinate efforts with key legislators to improve local economic opportunities by supporting the retention, expansion, and recruitment of preferred employers.</p>	<p>Focus business recruitment efforts on Port-owned properties, while keeping in mind potential opportunities for referrals to regional partners.</p> <p>Understand and strengthen the Port's impact on the district.</p>

GOAL AREA	GOALS	STRATEGIES
<div></div> <div><b>Financial</b></div> <div></div>	<p>Ensure that Port projects, operations, and assets receive sufficient funding, are well-planned, and are properly maintained.</p>	<p>Develop and identify funding for a 10-year Capital Improvement Plan.</p> <p>Provide appropriate support to accommodate and achieve multi-year Capital Improvement Projects.</p> <p>Develop and maintain a diversified revenue stream through operating revenues, property taxes, grants, and debt financing tools.</p> <p>Prioritize new investments for inclusion in the Capital Improvement Plan.</p> <p>Continue development of the Port's Self-Performance capabilities.</p>

GOAL AREA	GOALS	STRATEGIES
<div data-bbox="336 420 501 585">  </div> <div data-bbox="266 638 571 795"> <p>Community Outreach and Partnerships</p> </div> <div data-bbox="184 865 655 1220">  </div>	<p>Increase community understanding, sense of ownership, and support for the Port of Port Angeles, its Facilities, and its initiatives.</p>	<p>Provide ongoing communication and engagement with our constituents through diverse media and platforms.</p>
		<p>Increase community awareness, provide education, and opportunities for collaboration on Port projects.</p>
		<p>Educate our constituents and stakeholders on Port business, economic development, environmental stewardship, and initiatives.</p>
		<p>Foster partnerships with other municipalities, Tribes, community organizations, and State/Federal agencies to pursue Port initiatives with regional impact.</p> <p>Engage with customers and constituents regarding specific business lines through the development and promotion of advisory committees.</p>



**REGULAR COMMISSION MEETING**  
**Tuesday, October 8, 2024, at 9:00 am**  
**338 W. First St, Port Angeles, WA 98363**  
**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  
Colleen McAleer, Commissioner  
Steve Burke, Commissioner  
Paul Jarkiewicz, Executive Director  
Scott Hough, Marine Terminal Manager

Jennifer Baker, Interim Dir. of Finance & Admin.  
Braedi Joutsen, Clerk to the Board  
Caleb McMahon, Director of Economic Development  
Katharine Fraizer, Grants & Contracts Manager  
Wilson Easton, Facilities Maintenance Supervisor

**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) (0:36-3:40)**

James Taylor, Port Angeles, WA – wanted to compliment the Port on their recent achievements and believes we are positively impacting the community regarding economic development. He would like the Port to continue to stress the importance of the William R. Fairchild International Airport in our community.

**III. APPROVAL OF AGENDA (3:41-3:58)**

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

**IV. WORK SESSION (3:59-2:03:26)**

- A. Draft Final Capital Budget
  - Presentation: Chris Hartman
  - Discussion
  - No Action
- B. Finalize Operating Budget Assumptions
  - Presentation: Port Department Leads
  - Discussion
  - No Action
- C. Draft 2025 Organizational Chart
  - Presentation: Paul Jarkiewicz
  - Discussion
  - No Action



D. 2025 Strategic Plan

- Presentation: Paul Jarkiewicz
- Discussion
- No Action

**V. APPROVAL OF CONSENT AGENDA (2:03:27-2:05:52)**

A. Regular Commission Meeting Minutes – September 24, 2024

B. Vouchers in the amount of \$2,034,789.81

- Discussion
- Motion to approve consent agenda as presented: Comm. Beauvais
- 2<sup>nd</sup>: Comm. McAleer
- Vote: 3-0 (Unanimous)

**VI. COMPLETION OF RECORDS (2:05:53-2:07:03)**

A. Monthly Delegation of Authority Report

- Presentation: Paul Jarkiewicz
- Discussion
- No Action

**VII. PLANNING AND CAPITAL PROJECTS**

No items

**VIII. LOG YARD**

No items

**IX. MARINE TRADES AND MARINE TERMINALS**

No items

**X. PROPERTY (2:07:04-2:16:39)**

A. First Consideration – Amazon.com Services LLC. Lease

- Presentation: Caleb McMahon
- Discussion
- Motion to move forward the GROUND LEASE AGREEMENT BETWEEN the PORT OF PORT ANGELES and AMAZON.COM SERVICES LLC, with a term of fifteen years with ten (10) five-year extensions, together with Right of First Refusal and Right of First Offer Rights for consideration of approval at the Commission's October 22, 2024, meeting: Comm. Burke
- 2<sup>nd</sup>: Comm. McAleer
- Vote: 3-0 (Unanimous)



**XI. MARINAS**

No items

**XII. AIRPORTS**

No items

**XIII. OTHER BUSINESS**

No items

**XIV. ITEMS NOT ON THE AGENDA**

**XV. COMMISSIONER REPORTS (2:16:40-2:16:54)**

**XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (2:16:55-2:17:11)**

**XVII. FUTURE AGENDA**

**XVIII. NEXT MEETINGS (2:17:12-2:19:03)**

- A. October 22, 2024 - Regular Commission Meeting
- B. October 28, 2024 – Special Joint Commission Meeting @ County
- C. October 29, 2024 – Special Commission Meeting
- D. November 12, 2024 – Regular Commission Meeting
- E. November 26, 2024 – Regular Commission Meeting

**XIX. UPCOMING EVENTS (2:19:04-2:20:15)**

- A. International Workboat Show – November 12-14, 2024 – New Orleans, LA
- B. Pacific Marine Expo – November 20-22, 2024 – Seattle, WA
- C. M5 Marine Highway Roundtable – December 10, 2024 – Bellevue, WA
- D. WPPA Annual Meeting – December 11-13, 2024 – Bellevue, WA

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

**XX. EXECUTIVE SESSION (2:20:16-2:22:24)**

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



- Comm. Beauvais recessed the meeting to convene an executive session. The anticipated length of the executive session is 60 minutes. Following the executive session, the Commission may take action in public session.
- Discussion:
  - Three (3) items concerning the real estate sale, purchase, or lease. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(b).
  - One (1) item concerning legal or financial risk. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(i).
- Recess: 8 minutes
- Start Time: 11:30 am
- Extended: 25 minutes
- End Time: 12:55 pm

Public Session of Commission Meeting Reconvened: 12:55 pm

Commissioner Beauvais noted that as a result of the executive session no action will be taken.

**XXI. ADJOURN (2:22:25-2:22:27)**

Comm. Beauvais adjourned the meeting at 12:55 pm.

PORT OF PORT ANGELES  
BOARD OF COMMISSIONERS

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Connie Beauvais, President

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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.

This process is in compliance with the applicable RCWs and the State Auditor's Budget Accounting and Reporting System (BARS) requirements. Further, the Port maintains effective internal controls to ensure that all disbursements are valid obligations authorized in accordance with the Delegation of Authority Policy.

**SUMMARY TRANSMITTAL October 3, 2024 – October 16, 2024**

**Accounts Payable**

	<b>Begin Check #</b>	<b>End Check #</b>		
<b>For General Expenses and Construction</b>				
Accts Payable Checks (computer)	418634	418675	\$	148,570.04
Voided/Zero Payable			\$	-
Accts Payable ACH	003631	003671	\$	288,787.53
Accts Payable ACH			\$	-
VOIDED/ZERO PAYABLE ACH			\$	-
Wire Transfer - Excise Tax			\$	-
Wire Transfer - Leasehold Tax			\$	-
<b>Total General Expenses and Construction</b>			<b>\$</b>	<b>437,357.57</b>
<b>Payroll</b>				
Employee Payroll – Draws (Direct Deposit)			\$	42,975.00
Voided Payroll Check			\$	-
Employee Payroll Checks PPD (Direct Dep)			\$	-
Wire Transfer – (Payroll Taxes, Retirement, Deferred Comp, L&I, PMFL)			\$	49,794.65
<b>Total Payroll</b>			<b>\$</b>	<b>92,769.65</b>
<b>Total General Exp &amp; Payroll</b>			<b>\$</b>	<b>530,127.22</b>

Date: October 22, 2024

**CERTIFICATION**

I, the Port Auditor or Deputy Auditor, do hereby clarify that the claims listed above are true and valid obligations and that appropriate and effective internal controls are in place to ensure that the outstanding obligations have been processed in accordance with the Port of Port Angeles procurement/payment policies and delegation of authority.

\_\_\_\_\_  
Auditor / Deputy Auditor

\_\_\_\_\_  
Commissioner, Connie Beauvais

\_\_\_\_\_  
Commissioner, Steven D. Burke

\_\_\_\_\_  
Commissioner, Colleen McAleer

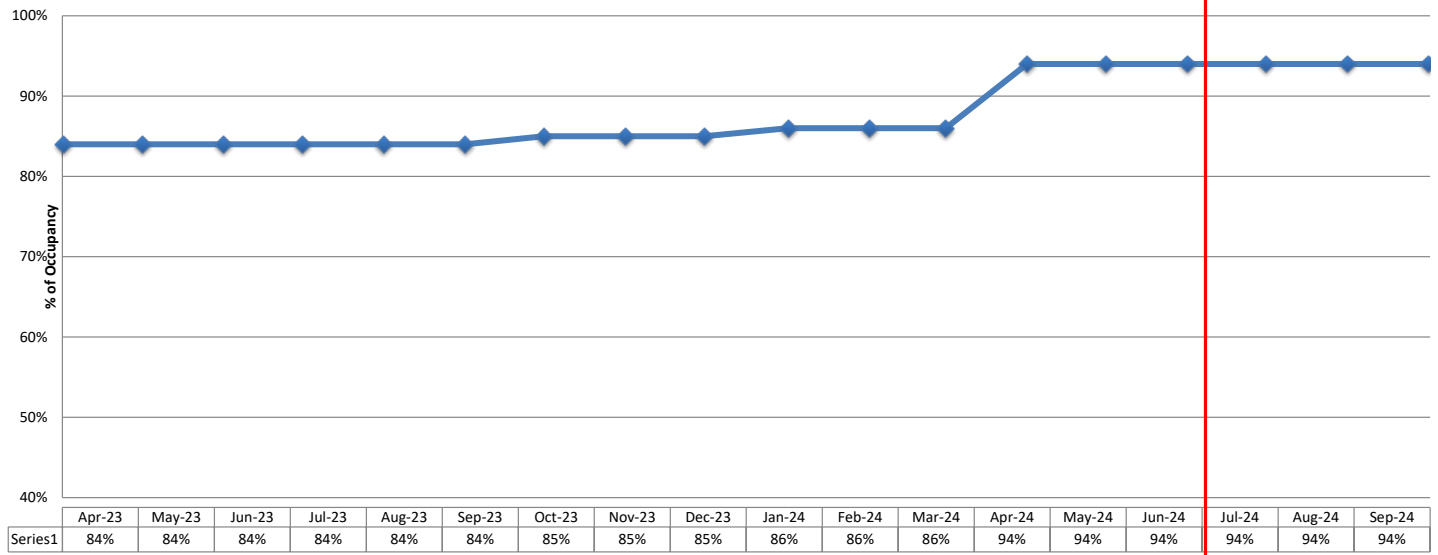


**REPORT TO THE BOARD OF PORT COMMISSIONERS**  
**3<sup>rd</sup> QUARTER 2024**

**QUARTERLY OPERATIONS REPORT**

<b>REPORT</b>	<b>NO ACTION</b>	<b>ATTACHED</b>
Rental Property Occupancy		X
Travel Approved Within WA, OR, ID, and BC, Canada		X
Marina and Boat Yard Operations		X
Port Angeles Boat Haven Occupancy		X
John Wayne Marina Occupancy		X
Log Yard and Marine Terminal Operations		X
Log Yard Loads		X
Marine Terminal Tanker Days		X

**Port of Port Angeles - Rental Property Occupancy based on Square Feet - 3rd Quarter 2024**



Port Property Inventory / Status - Third Quarter 2024			Improved Properties Rented	Improved Properties Rent Ready	Not Rent Ready	Total Rented Acres
Property	Location	SF				
<b>Port Operations Facilities</b>						
Port Administration Building	338 W. First Street	11,608				
Facilities Maintenance	112 S. Valley Street	9,375				
Facilities Maintenance	2604 W 18th Street (small red bldg)	420				
Log Scale Building	1500 Blk Marine Drive	2,600				
Operations for Terminals and Security Office	Marine Terminal, 202 N. Cedar St., Suite 6 upstairs	1,322				
Mechanic Shop	1301 Marine Drive (portion)	8,400				
John Wayne Marina, Harbormaster Office	2577 W. Sequim Bay Road	3,001				
FIA Airport Manager's Office	Fairchild International Airport	900				
FIA Airport Terminal Space - Conference Room	Fairchild International Airport	672				
Garage	Critchfield Rd @ Saddle Club	780				
430 Marine Drive (garage and fenced paved lot)	New Asset on 11.09.2023: 430 Marine Drive (0.49 AC)	1,150				
	<b>TOTAL PORT OPS BUILDINGS SF</b>	<b>40,900</b>				
<b>Port Rental Properties</b>						
<b>For Rent</b>						
Airport Coffee Shop	1402 William R Fairchild Airport Rd			840		0.00
CRTC Bldg front offices	2220 W 18th Street - CRTC Building Offices			3,600		0.08
1010 Building	2140 W 18th Street (15,000 office, 10,000 warehouse)	25,000	6,835	10,000	8,165	0.16
1010 Phase II Transition (access to OH doors unrented)	2140 W 18th Street (16,600 warehouse)	16,600	12,690			0.29
1050 Building	2140 W 18th Street (40,000 SF)	40,000	32,250		7,750	0.74
1050 Building Paint Booths	2140 W 18th Street (2,924 SF paintbooths)				2,924	
1050 Phase I Addition	2140 W 18th Street (2 tenants in this Phase)	8400	3,926	2,000	2,474	0.09
MTIB Suites A, B	2007 S O Street - Offices and Warehouse		10000			0.00
937 Boathaven - Office	937 Boathaven on the Jetty		624			
720 Marine Drive - Office	720 Marine Drive			1,300		
	<b>AVAILABLE PROPERTIES TOTAL SF</b>			<b>17,740</b>	0	0.00
<b>Rented Properties</b>						
<b>North Airport Industrial Park (NAIP)</b>						
2 Grade, LLC	Land E of 2417 W 19th					0.55
2 Grade	2032 S. O Street (garage)		3,000			0.07
Natural Systems Design	2032 S. O Street (Office and fenced land)		861			0.11
ACTI 10.20	2138 W 18th St		25,000			0.57
ACTI 10.30	2138 W 18th St		25,000			0.57
ACTI 10.40	2138 W 18th St		25,000			0.57
ACTI 2230	2230 W 18th St		25,000			0.57
Arrow Marine Services, Inc.	2140 W 18th Street - storage within 1050 Building		6,250			0.14

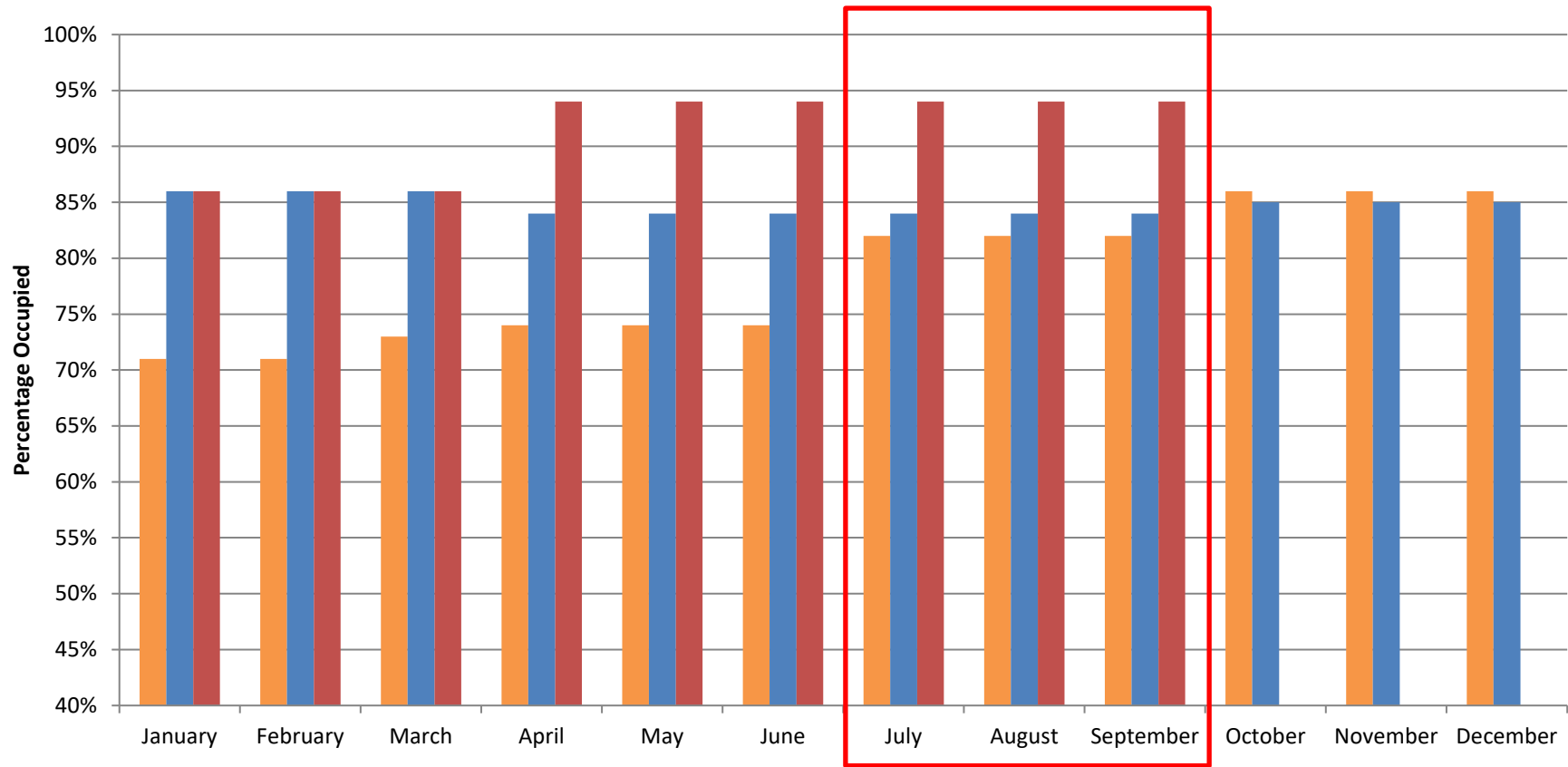
Port Property Inventory / Status - Third Quarter 2024			Improved Properties Rented	Improved Properties Rent Ready	Not Rent Ready	Total Rented Acres
Property	Location	SF				
<b>Rented Properties</b>						
Barhop Brewing LLC	2506 W. 19th Street		2,952			0.07
City Parks & Recreation	2602 W 18th St; Buildings 6,407 SF; Land 167,871 SF		6,407			3.85
Clallam County Youth Services	1912 West 18th Street (T.I.)					3.84
CRTC	2220 W 18th Street - Main Bldg and Lab Space		21,374			0.49
CRTC	2140 W 18th Street (1050)		26,000			0.00
First Step Family Support Center	2140 W 18th Street (1050)		1,125			0.03
Port Angeles Hardwood, LLC	2140 W 18th Street (1010)		23,625			0.54
Insitu Ecosystems LLC	2140 W 18th Street (Phase 1 Addition)		2,801			0.06
FKC Co., Ltd	2708 W 18th St (T.I.)					4.94
Knight Fire Protection	2509 W 19th St Land (T.I.)					0.51
Lifeflight Network LLC	2530 W 19th Street- Office		2,500			0.06
Lifeflight Network LLC	2530 W 19th Street- Land					0.44
Murrey's Disposal Inc.	2548 19th Street (land and bldg)	115,671	19,800			0.45
Peninsula Rifle & Pistol Club	2600 W 18th St (T.I.)					0.41
Public Utility District #1	1936 W 18th Street (T.I.)					6.89
GSA - USDHS	1908 South O Street		6,028			0.14
Stabi	MTIB - Suites C, D, E		16,800			0.00
<b>Waterfront Rental Properties</b>						
A.M. Holdings, Inc. (Platypus) Area C	102 N. Cedar (Area C Bldg and Land)		900			0.31
A.M. Holdings, Inc. (Platypus) Area A & B	102 N. Cedar (T.I.) Area A&B Land					3.95
A.M. Holdings, Inc. (Platypus)	Terminal 1 dock		11,000			0.25
Accurate Angle Crane	Boat Yard Dry Storage					0.01
Arrow Marine	914 Marine Drive		3200			0.07
Arrow Marine	916 Marine Drive		5000			0.11
Arrow Marine	435 Marine Drive		6,549			0.15
MRSC (outside storage)	220 Tumwater Truck Rte - Parking Lot	21,080				0.48
ConocoPhillips (outside storage)	220 Tumwater Truck Rte - Parking Lot	2,000				0.05
Fenced (outside storage) available	220 Tumwater Truck Rte - Parking Lot	10,500				0.00
Black Ball Transport, Inc.	101 East Railroad Ave - Terminal 2					3.85
Bluewater Boatworks, LLC	830 W Boat Haven Drive		1,500			0.03
Rayonier TRS Forest Operations, LLC	202 N Cedar, Suite 3 Office		380			0.01

Port Property Inventory / Status - Third Quarter 2024			Improved Properties Rented	Improved Properties Rent Ready	Not Rent Ready	Total Rented Acres
Property	Location	SF				
Biobased Trading LLC	202 N Cedar Suite 1 (office)		399			0.01
Biobased Trading LLC	Terminal 1 conveyor storage		2400			0.06
Global Diving & Salvage, Inc.	202 N Cedar, Suite 2 and 300 SF Warehouse		635			0.01
High Tide Seafoods	3rd Ave Lot Storage					0.07
High Tide Seafoods	820 Marine Drive		6,000			0.14
Hull Scrubber Corp	MT 202 N Cedar, Suite 4		270			0.01
Motive Power Marine, LLC	731 Marine Drive		10,000			0.23
MSRC - Storage on T1	On T1 Dock - Storage					0.03
MSRC - Parking on T1	On T1 Dock - Parking					0.04
MSRC - Parking near T3	Parking near T3					0.02
McKinley Paper	1301 Marine Drive (portion)		12,146			0.28
National Response Corporation	Terminal 7 Berthage	248 LF	248			0.01
John Eric Bert	812 Boat Haven Drive		945			0.02
Andy Choi	801 Marine Drive		10,322			0.24
PetroCard, Inc.	801 Marine Drive (NW portion)		1,683			0.00
PA Yacht Club	1305 Marine Drive (T.I.)					0.20
Petrocard, Inc.	832 Boat Haven		165			0.00
Petrocard, Inc.	Retail Lease in the Boatyard Bldg		125			0.00
Petrocard, Inc.	A-4 Storage		420			0.01
Petrocard, Inc.	Fuel Tank Land					0.03
Petrocard, Inc.	Fuel Float					0.05
Vacant	930 Marine Drive, Suite A			2,400		0.06
Peninsula Bottling Company	930 Marine Drive, Suite B		2,400			0.06
Waterfront Automotive	930 Marine Drive, Suite C		2,400			0.06
Fire Chief Equipment	930 Marine Drive, Suite D		600			0.01
WA Dept Fish & Wildlife	930 Marine Drive, Suite E		600			0.01
Shipwrecked Port Angeles LLC	720 Marine Dr (Office)		1,300			0.03
Westport LLC. 720 Marine Dr	720 Marine Dr Parking (land only)	60,000				1.38
Westport LLC, Boatyard Dry Storage	Ground lease @ BY dry storage					0.32
Westport LLC.	Sign lease - Marine Dr / Tumwater	570				0.01
John Wayne Marina						
Sequim Bay Yacht Club - Room Space	2577 West Sequim Bay Rd		951			0.02
Sequim Bay Yacht Club - Outside Storage	2577 West Sequim Bay Rd					0.04
Crow's Nest Office	2577 West Sequim Bay Rd (Upper Floor)		220			
Steve W. Little, Inc. (Dockside Grill)	2577 West Sequim Bay Rd		2,154			0.05

Port Property Inventory / Status - Third Quarter 2024			Improved Properties Rented	Improved Properties Rent Ready	Not Rent Ready	Total Rented Acres
Property	Location	SF				
<b>Downtown/Sekiu</b>						
North Olympic Healthcare Network	20 spaces-North First St Parking Lot (land)	7,400				0.17
WA Small Business Development Ctr	338 W First St, Admin Office Suite 202		177			0.00
Center for Inclusive Entrepreneurship	338 W First St, Admin Office Suite 201		220			0.01
Lambert Consulting, LLC	338 W First St, Admin Office, Suite 101		230			0.01
Clallam County Fire District #5	Sekiu Airport Hangar		3,200			0.07
<b>South Airport Rental Properties</b>						
Angeles Communications, Inc.	1402 William R. Fairchild Airport		750			0.02
Fedex - 1 tie down	1402 William R. Fairchild Airport					0.11
Fedex - hangar	1402 William R. Fairchild Airport		9,600			0.22
Fedex - office	1402 William R. Fairchild Airport		1,432			0.03
FAA Antenna & Rack Space	1402 William R. Fairchild Airport		360			0.01
High Flyer Owners Assn Condo A	Hangar Pad A (T.I.)					0.29
High Flyer Owners Assn Condo C	Hangar Pad C (T.I.)					0.29
Lifeflight Network LLC	1405 Airport Road - Hangar		2,750			0.06
Lifeflight Network LLC	1405 Airport Road - Office		792			0.02
Lifeflight Network LLC	1406 Airport Road - Hangar		2,160			0.05
Lifeflight Network LLC	1406 Airport Road - Office		1,256			0.03
Lifeflight Network LLC	1407 Airport Road - Hangar		2,160			0.05
Lifeflight Network LLC	1407 Airport Road - Office		280			0.01
Merrill & Ring	Airport Log Yard					1.00
Olympic R/C Modelers	Critchfield Road (T.I.)					1.30
Josh Borte	Critchfield Road (30 acres) in-kind services					30.00
PA Nieuport Group	Hangar Pad D (T.I.)					0.29
R&B Properties and Investments	Hangar Pad B (T.I.)					0.29
Rite Bros. Aviation	FIA Terminal		1,000			0.02
Rite Bros. Aviation	FIA East Block Hangar		2,300			0.05
Rite Bros. Aviation	FIA West Block Hangar		2,560			0.05
Rite Bros. Aviation	FIA East Corporate Hangar		3,844			0.09
Rite Bros. Aviation	FIA Fuel Farm; 11,700 SF land					0.27
Welldone Aviation, LLC	1402 Airport Road, Hangar Pad F Building 900 (T.I.)	17,500				0.40
DART (Clallam Co. Emergency Mgmt)	FIA terminal		970			0.02
US Coast Guard	Taxiway	5,000				0.11
Peninsula Trails Coalition	Conex box at long term parking					0.004

Port Property Inventory / Status - Third Quarter 2024		SF	Improved Properties Rented	Improved Properties Rent Ready	Not Rent Ready	Total Rented Acres
Property	Location					
	TOTAL RENTED SQUARE FOOTAGE		426,801			
	VACANT - NOT RENT READY		21,313			
	TOTAL VACANT & RENT READY SF		17,740			
IMPROVED PROPERTY	OVERALL OCCUPANCY FACTOR		96%			
IMPROVED PROPERTY	RENT READY OCCUPANCY FACTOR		4%			
DEVELOPED ACREAGE (shovel ready)						
South Airport						
South Airport	Hangar Pad E (Land)	17,500				
Business Park Acreage						
35.5 Acres	(Zoned Light Industrial)			35.50		
Waterfront						
18 Acres	Marine Trade Center			18.00		
Vacant lot near Chevron (was Armstrong)	413 W 2nd Street			0.33		
	TOTAL DEVELOPED ACREAGE			53.83		
UNDEVELOPED ACREAGE (awaiting capital improvement)						
FIA						
72 Acres Land SE Airport Terminal	(Zoned IL Industrial Light)				72.00	
126 Acres Land SW Airport Terminal	(Aviation Related)				126.00	
	TOTAL UNDEVELOPED ACREAGE				198.00	

## 2022-2024 Overall Lease Inventory Occupancy Ratios 3rd Quarter 2024



	2022
	2023
	2024



**TRAVEL APPROVED BY THE EXECUTIVE DIRECTOR**  
**(Within WA, OR, ID, and British Columbia, Canada)**  
**3<sup>rd</sup> Quarter 2024**

<b>STAFF</b>	<b>LOCATION OF MTG.</b>	<b>DATE(S)</b>	<b>PURPOSE</b>
Scott Hough	Bellingham, WA	7/17-19	NWMTA Meeting
Scott Hough	Seattle, WA	7/8-11	PSGP Review Committee
James Alton	Bremerton, WA	8/27	Meeting with Bremerton Airport Manager
Chris Hartman Jesse Waknitz Connie Beauvais	Walla Walla, WA	9/19-9/20	WPPA Environmental Seminar

**Report to the Board of Port Commissioners  
Operations Report for  
July 2024**

**Port Angeles Boat Haven**

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2023 Occupied Monthly
20'	57	57	0	100%	0	47
25'	24	24	0	100%	0	22
30'	80	80	0	100%	0	73
36'	29	29	0	100%	10	29
40'	32	32	0	100%	8	32
46'	17	17	0	100%	0	17
50'	90	89	1	99%	3	85
Side/End Tie	54	50	4	93%	4	51
Boathouses	44	44	0	100%	0	44
<b>Sub-Total</b>	<b>427</b>	<b>422</b>	<b>5</b>	<b>99%</b>	<b>25</b>	<b>400</b>
Limited 20'	13	10	3	77%	0	10
<b>TOTAL</b>	<b>440</b>	<b>432</b>	<b>8</b>	<b>98%</b>	<b>25</b>	<b>410</b>

**Boat Yard Report**

	Jul-24	Jul-23	YTD 2024	YTD 2023
Boats into the yard this month	25	28	157	181
Boats into the water this month	27	30	151	179
<b>Total Travel Lift Operations This Month</b>	<b>52</b>	<b>58</b>	<b>308</b>	<b>360</b>
<b>Year-To-Date Launch Ramp Permit Sales</b>			<b>491</b>	<b>574</b>

**John Wayne Marina**

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2023 Occupied Monthly
28'	72	72	0	100%	7	72
30'	46	45	1	98%	0	46
32'	28	28	0	100%	6	28
36'	22	22	0	100%	16	22
40'	19	19	0	100%	10	19
42'	21	21	0	100%	3	21
45'	10	10	0	100%	1	10
50'	27	26	1	96%	5	27
End Tie 49'	25	25	0	100%	9	25
<b>Sub-Total</b>	<b>270</b>	<b>268</b>	<b>2</b>	<b>99%</b>	<b>57</b>	<b>270</b>
Limited 20'	30	10	20	33%	0	72
<b>TOTAL</b>	<b>300</b>	<b>278</b>	<b>22</b>	<b>93%</b>	<b>57</b>	<b>342</b>

**Report to the Board of Port Commissioners  
Operations Report for  
August 2024**

**Port Angeles Boat Haven**

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2023 Occupied Monthly
20'	57	33	24	58%	0	43
25'	24	20	4	83%	0	22
30'	80	67	13	84%	0	69
36'	29	29	0	100%	10	29
40'	32	32	0	100%	8	32
46'	17	17	0	100%	0	16
50'	90	87	3	97%	3	87
Side/End Tie	54	47	7	87%	4	42
Boathouses	44	44	0	100%	0	44
<b>Sub-Total</b>	<b>427</b>	<b>376</b>	<b>51</b>	<b>88%</b>	<b>25</b>	<b>384</b>
Limited 20'	13	5	8	38%	0	7
<b>TOTAL</b>	<b>440</b>	<b>381</b>	<b>59</b>	<b>87%</b>	<b>25</b>	<b>391</b>

**Boat Yard Report**

	Aug-24	Aug-23	YTD 2024	YTD 2023
Boats into the yard this month	26	25	183	203
Boats into the water this month	19	22	173	193
<b>Total Travel Lift Operations This Month</b>	<b>45</b>	<b>47</b>	<b>356</b>	<b>396</b>
<b>Year-To-Date Launch Ramp Permit Sales</b>			<b>503</b>	<b>585</b>

**John Wayne Marina**

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2023 Occupied Monthly
28'	72	66	6	92%	22	72
30'	46	37	9	80%	1	46
32'	28	27	1	96%	4	28
36'	22	22	0	100%	3	22
40'	19	19	0	100%	5	19
42'	21	20	1	95%	3	21
45'	10	10	0	100%	4	10
50'	27	26	1	96%	4	27
End Tie 49'	25	25	0	100%	9	25
<b>Sub-Total</b>	<b>270</b>	<b>252</b>	<b>18</b>	<b>93%</b>	<b>55</b>	<b>270</b>
Limited 20'	30	23	7	77%	0	28
<b>TOTAL</b>	<b>300</b>	<b>275</b>	<b>25</b>	<b>92%</b>	<b>55</b>	<b>298</b>

**Report to the Board of Port Commissioners  
Operations Report for  
September 2024**

**Port Angeles Boat Haven**

Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2023 Occupied Monthly
20'	57	30	27	53%	0	31
25'	24	19	5	79%	0	20
30'	80	60	20	75%	0	60
36'	29	29	0	100%	10	29
40'	32	32	0	100%	8	32
46'	17	17	0	100%	0	17
50'	90	87	3	97%	3	84
Side/End Tie	54	47	7	87%	4	44
Boathouses	44	44	0	100%	0	44
<b>Sub-Total</b>	<b>427</b>	<b>365</b>	<b>62</b>	<b>85%</b>	<b>25</b>	<b>361</b>
Limited 20'	13	5	8	38%	0	4
<b>TOTAL</b>	<b>440</b>	<b>370</b>	<b>70</b>	<b>84%</b>	<b>25</b>	<b>365</b>

**Boat Yard Report**

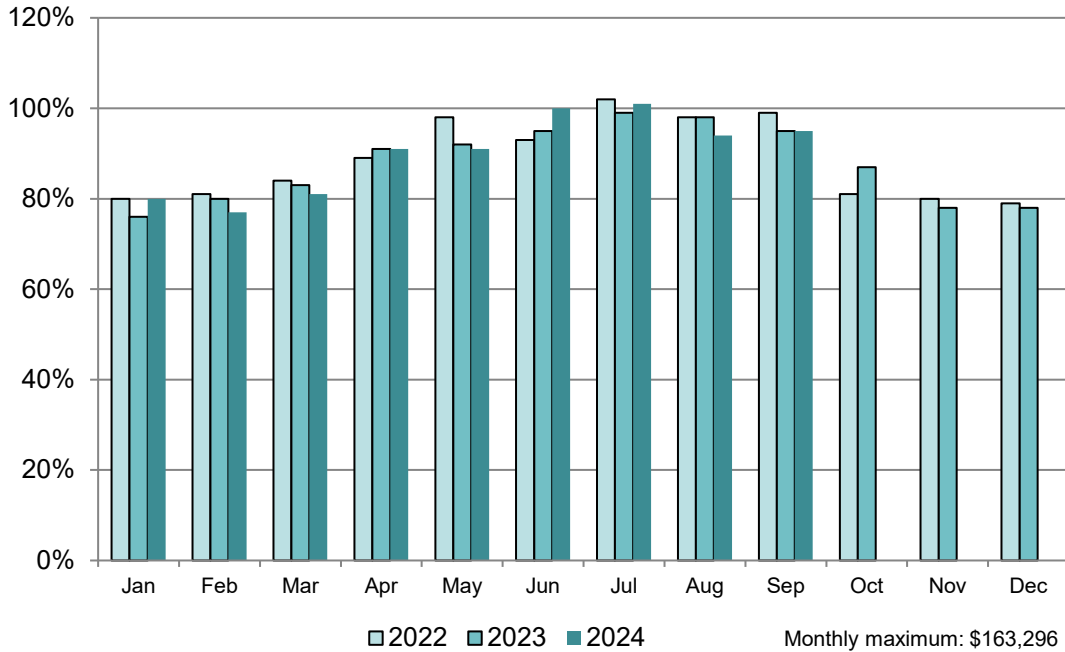
	Sep-24	Sep-23	YTD 2024	YTD 2023
Boats into the yard this month	16	15	199	193
Boats into the water this month	20	12	209	183
<b>Total Travel Lift Operations This Month</b>	<b>36</b>	<b>27</b>	<b>408</b>	<b>376</b>
<b>Year-To-Date Launch Ramp Permit Sales</b>			<b>512</b>	<b>588</b>

**John Wayne Marina**

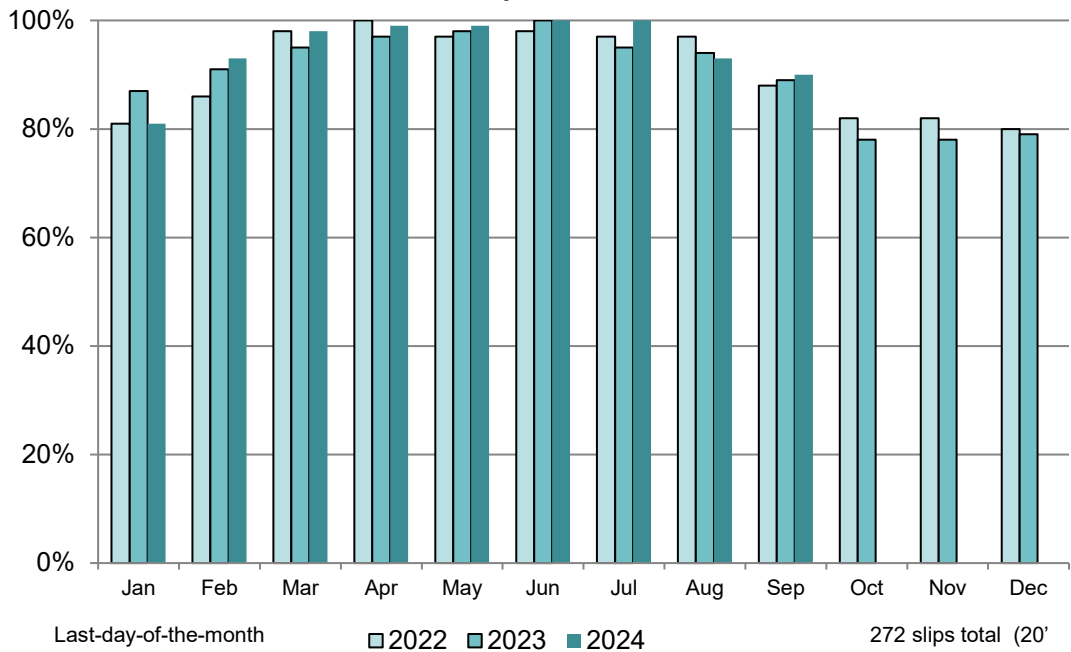
Slip Length	No. of Slips	Occupied	Vacant	Occupancy Rate	Wait List	2023 Occupied Monthly
28'	72	51	21	71%	0	66
30'	46	36	10	78%	0	44
32'	28	27	1	96%	4	28
36'	22	22	0	100%	14	22
40'	19	19	0	100%	8	19
42'	21	20	1	95%	1	21
45'	10	10	0	100%	0	10
50'	27	26	1	96%	6	27
End Tie 49'	25	25	0	100%	11	25
<b>Sub-Total</b>	<b>270</b>	<b>236</b>	<b>34</b>	<b>87%</b>	<b>44</b>	<b>262</b>
Limited 20'	30	16	14	53%	0	8
<b>TOTAL</b>	<b>300</b>	<b>252</b>	<b>48</b>	<b>84%</b>	<b>44</b>	<b>270</b>

# PABH Occupancy

## Revenue Based

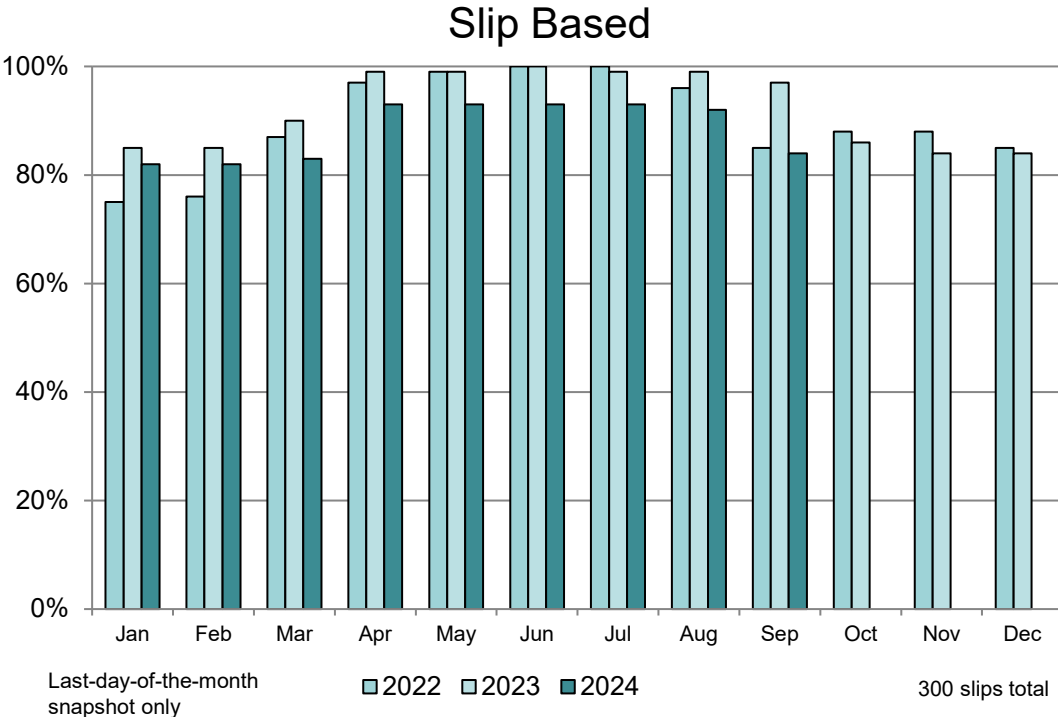
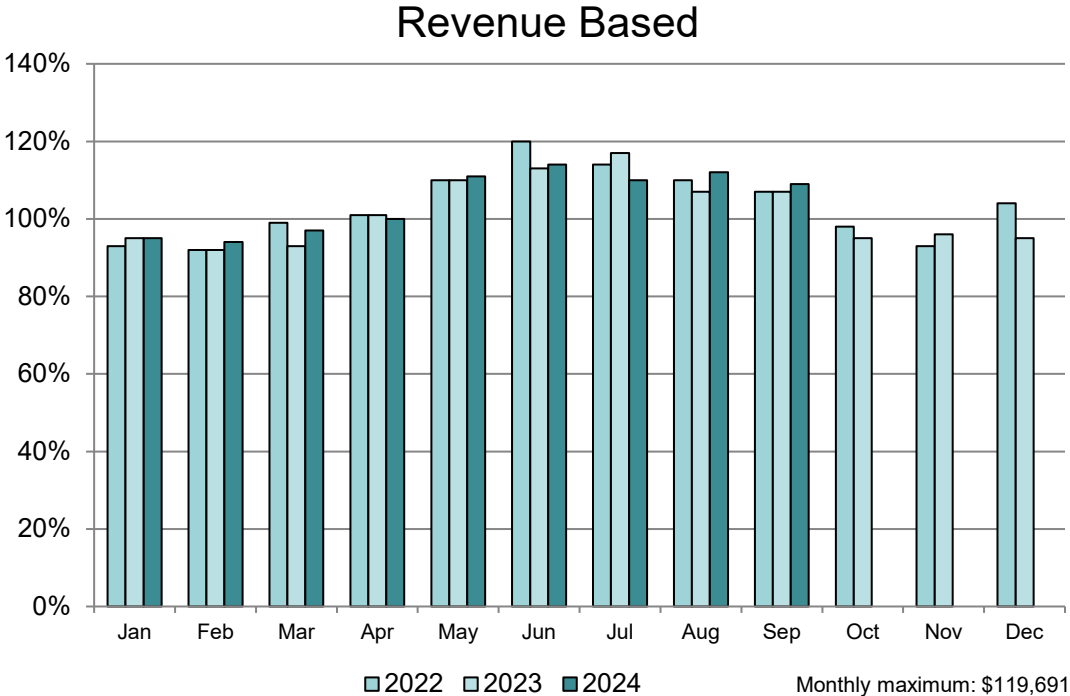


## Slip Based



272 slips total (20'  
slips, boat houses &  
side tie not included)

# JWM Occupancy





**REPORT TO THE BOARD OF PORT COMMISSIONERS**  
**LOG HANDLING AND MARINE TERMINAL OPERATIONS**  
**July 2024**

Log Handling	Jul-24	7 Month 2024	7 Month 2023
<b>Log Operation:</b>			
Dumped Loads**	0	0	851
Decked Loads	292	1,710	2,053
Green Crow Roll Out - Camp Run	29	152	276
<b>T-7 Container Operations</b>			
# Containers Loaded	47	418	246
<b>T-7/T-5 Log Operations-Discharge (Inbound/DeWater)</b>			
# of Barges	9	60	58
# Barge Loads	791	2,977	2,574
# DeWater Loads	431	1,473	1,144
<b>TOTAL LOADS</b>	<b>1,590</b>	<b>6,730</b>	<b>7,144</b>

\*\*LOADS DOWN AS ROUNDBOOM (DUMPED LOADS)

Inbound - Barge	Inbound - Barge	Inbound - Barge
4 - PA Hardwood	29 - PA Hardwood	20 - PA Hardwood
0 - Interfor	0 - Interfor	1 - Interfor
0 - Hermann	0 - Herman	1 - Herman
1 - Alta	5 - Alta	1 - Alta
0 - Zoeffel	1 - Zoeffel	1 - Zoeffel
0 - Alcan	0 - Alcan	
Outbound - Barge	Outbound - Barge	Outbound - Barge
0 - Georgia Pacific	0 - Georgia Pacific	1 - Georgia Pacific
4 - Sierra Pacific	17 - Sierra Pacific	22 - Sierra Pacific
1 - Southport	1 - Southport	1 - Southport
0 - Hampton	0 - Hampton	3 - Hampton
1 - Roseburg	1 - Roseburg	2 - Roseburg
1 - Buse	4 - Buse	3 - Buse
0 - Canyon	2 - Canyon	3 - Canyon

Terminals #1 & #3	Jul-24	7 Month 2024	7 Month 2023
<b>Terminal Activity</b>			
Repair Vessels - Tanker	0	2	5
Repair Vessels - Other+	1	4	9
Cargo Vessels * Log Ship	0	2	2
Cargo Vessels - Chips	2	30	18
Other (lay berth)	9	57	73
<b>TOTAL # VESSELS</b>	<b>12</b>	<b>95</b>	<b>107</b>
<b>TOTAL # DOCK DAYS</b>	<b>25.0</b>	<b>161.5</b>	<b>271</b>

\*Includes Passenger vessels

0 - CFPC	0 - CFPC	0 - CFPC
0 - M & R	2 - M & R	1 - M & R
2 - Chips/Biobased	30 - Chips/Biobased	16 - Chips/Biobased
0 - Cruise	1 - Cruise	0 - Cruise
0 - Rayonier	0 - Rayonier	3 - Rayonier

NOTE: Unaudited Information

**REPORT TO THE BOARD OF PORT COMMISSIONERS**  
**LOG HANDLING AND MARINE TERMINAL OPERATIONS**  
**August 2024**

Log Handling	Aug-24	8 Month 2024	8 Month 2023
<b>Log Operation:</b>			
Dumped Loads**	0	0	851
Decked Loads	335	2,045	2,371
Green Crow Roll Out - Camp Run	35	187	319
<b>T-7 Container Operations</b>			
# Containers Loaded	33	451	269
<b>T-7/T-5 Log Operations-Discharge (Inbound/DeWater)</b>			
# of Barges	10	70	69
# Barge Loads	819	3,796	3,102
# DeWater Loads	290	1,763	1,373
<b>TOTAL LOADS</b>	<b>1,512</b>	<b>8,242</b>	<b>8,285</b>

\*\*LOADS DOWN AS ROUNDBOOM (DUMPED LOADS)

Inbound - Barge	Inbound - Barge	Inbound - Barge
4 - PA Hardwood	33 - PA Hardwood	24 - PA Hardwood
0 - Interfor	0 - Interfor	1 - Interfor
0 - Hermann	0 - Herman	1 - Herman
1 - Alta	5 - Alta	1 - Alta
0 - Zoeffel	1 - Zoeffel	1 - Zoeffel
0 - Alcan	0 - Alcan	
Outbound - Barge	Outbound - Barge	Outbound - Barge
0 - Georgia Pacific	0 - Georgia Pacific	1 - Georgia Pacific
5 - Sierra Pacific	22 - Sierra Pacific	27 - Sierra Pacific
1 - Southport	1 - Southport	1 - Southport
0 - Hampton	0 - Hampton	4 - Hampton
1 - Roseburg	1 - Roseburg	2 - Roseburg
1 - Buse	4 - Buse	3 - Buse
1 - Canyon	3 - Canyon	4 - Canyon

Terminals #1 & #3	Aug-24	8 Month 2024	8 Month 2023
<b>Terminal Activity</b>			
Repair Vessels - Tanker	0	2	7
Repair Vessels - Other+	2	6	10
Cargo Vessels * Log Ship	0	2	2
Cargo Vessels - Chips	2	32	20
Other (lay berth)	9	66	81
<b>TOTAL # VESSELS</b>	<b>13</b>	<b>108</b>	<b>120</b>
<b>TOTAL # DOCK DAYS</b>	<b>28.0</b>	<b>189.5</b>	<b>311</b>

\*Includes Passenger vessels

0 - CFPC	0 - CFPC	0 - CFPC
0 - M & R	2 - M & R	1 - M & R
2 - Chips/Biobased	32 - Chips/Biobased	18 - Chips/Biobased
0 - Cruise	1 - Cruise	0 - Cruise
0 - Rayonier	0 - Rayonier	3 - Rayonier

NOTE: Unaudited Information

**REPORT TO THE BOARD OF PORT COMMISSIONERS**  
**LOG HANDLING AND MARINE TERMINAL OPERATIONS**  
**September 2024**

Log Handling	Sep-24	9 Month 2024	9 Month 2023
<b>Log Operation:</b>			
Dumped Loads**	0	0	851
Decked Loads	165	2,210	2,694
Green Crow Roll Out - Camp Run	27	214	350
<b>T-7 Container Operations</b>			
# Containers Loaded	71	522	358
<b>T-7/T-5 Log Operations-Discharge (Inbound/DeWater)</b>			
# of Barges	9	79	80
# Barge Loads	379	4,175	3,638
# DeWater Loads	98	1,861	1,373
<b>TOTAL LOADS</b>	<b>740</b>	<b>8,982</b>	<b>9,264</b>

\*\*LOADS DOWN AS ROUNDBOOM (DUMPED LOADS)

Inbound - Barge	Inbound - Barge	Inbound - Barge
4 - PA Hardwood	37 - PA Hardwood	25 - PA Hardwood
0 - Interfor	0 - Interfor	1 - Interfor
0 - Hermann	0 - Herman	1 - Herman
0 - Alta	5 - Alta	1 - Alta
0 - Zoeffel	1 - Zoeffel	1 - Zoeffel
0 - Alcan	0 - Alcan	
Outbound - Barge	Outbound - Barge	Outbound - Barge
0 - Georgia Pacific	0 - Georgia Pacific	1 - Georgia Pacific
4 - Sierra Pacific	26 - Sierra Pacific	34 - Sierra Pacific
0 - Southport	1 - Southport	1 - Southport
0 - Hampton	0 - Hampton	6 - Hampton
0 - Roseburg	1 - Roseburg	2 - Roseburg
0 - Buse	4 - Buse	4 - Buse
1 - Canyon	4 - Canyon	4 - Canyon

Terminals #1 & #3	Sep-24	9 Month 2024	9 Month 2023
<b>Terminal Activity</b>			
Repair Vessels - Tanker	0	2	7
Repair Vessels - Other+	0	6	11
Cargo Vessels * Log Ship	0	2	2
Cargo Vessels - Chips	0	32	24
Other (lay berth)	11	77	86
<b>TOTAL # VESSELS</b>	<b>11</b>	<b>119</b>	<b>130</b>
<b>TOTAL # DOCK DAYS</b>	<b>42.0</b>	<b>231.5</b>	<b>355</b>

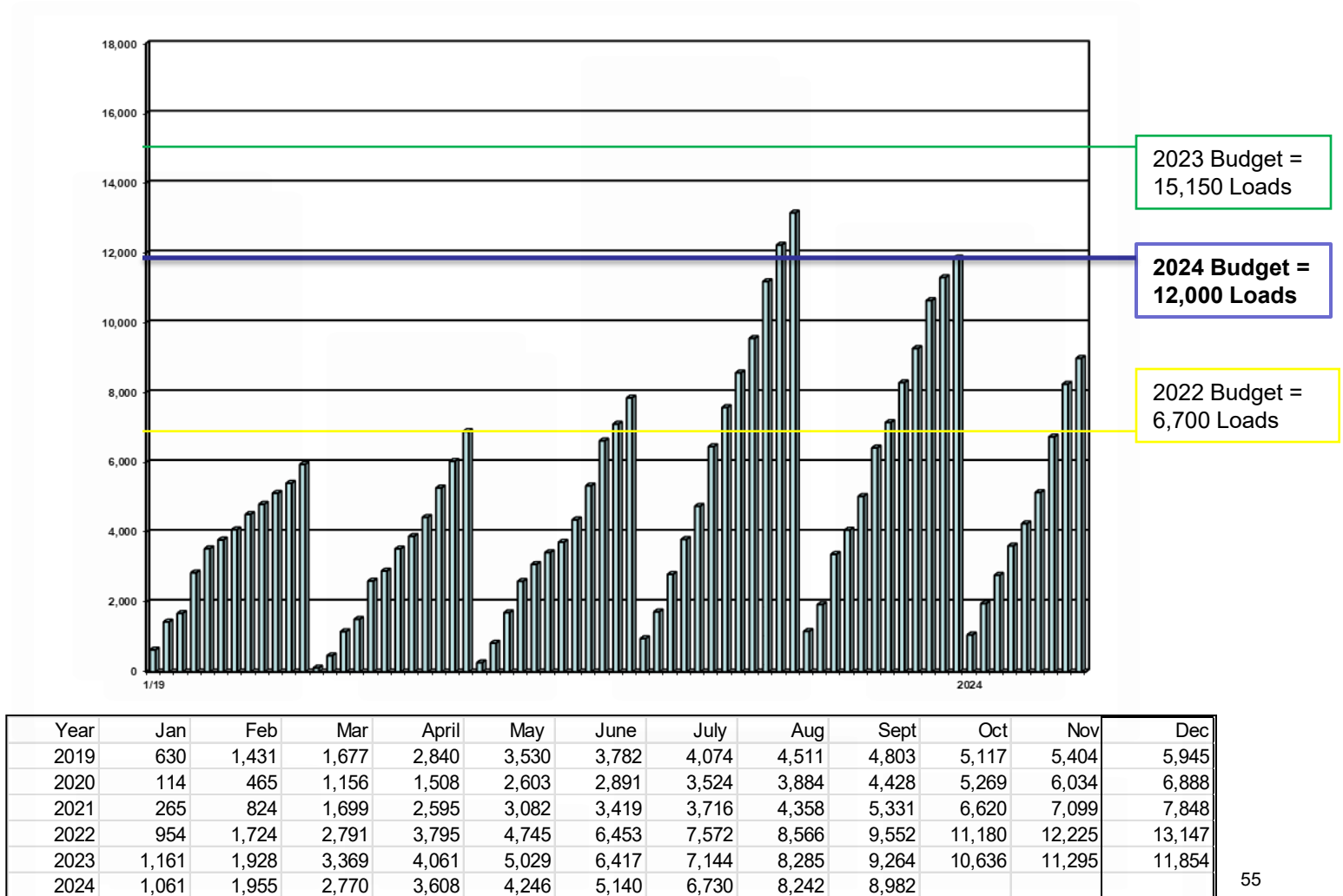
\*Includes Passenger vessels

0 - CFPC	0 - CFPC	0 - CFPC
0 - M & R	2 - M & R	1 - M & R
0 - Chips/Biobased	32 - Chips/Biobased	22 - Chips/Biobased
0 - Cruise	1 - Cruise	0 - Cruise
0 - Rayonier	0 - Rayonier	3 - Rayonier

NOTE: Unaudited Information

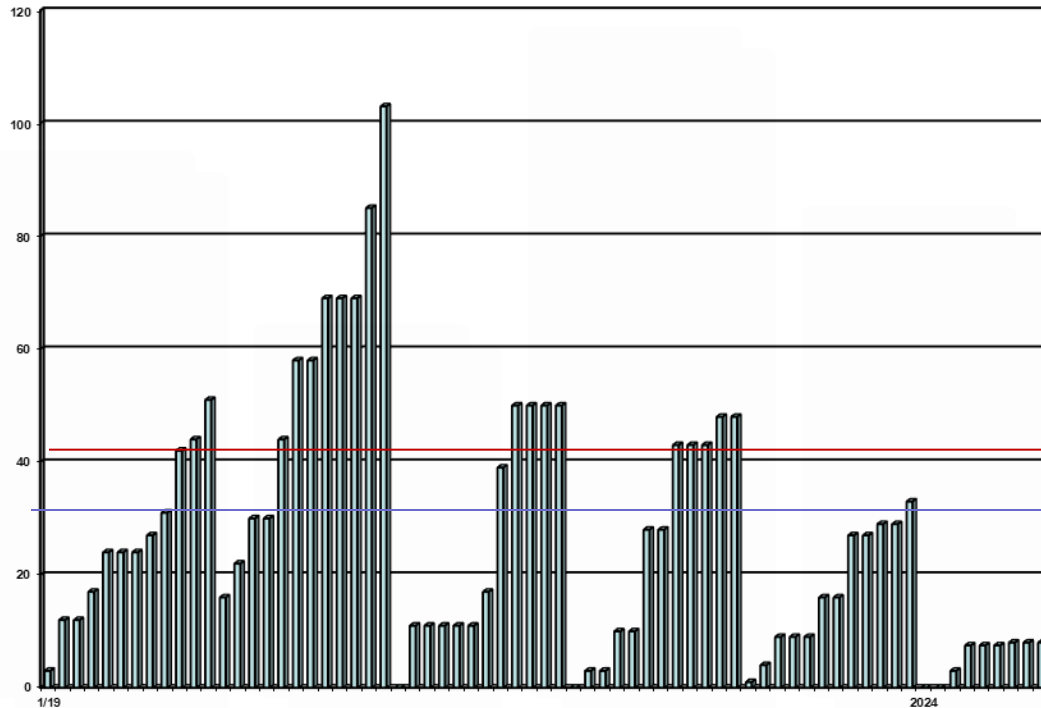
# Port of Port Angeles LY Loads - Cumulative

January 2019 – September 2024



# Port of Port Angeles MT Tanker Days - Cumulative

January 2019 – September 2024



2023 Budget = 40  
Tanker Days

2022 Budget = 40  
Tanker Days

**2024 Budget =  
30 Tanker Days**

Year	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2019	3	12	12	17	24	24	24	27	31	42	44	51
2020	16	22	30	30	44	58	58	69	69	69	85	103
2021	0	11	11	11	11	11	17	39	50	50	50	50
2022	0	3	3	10	10	28	28	43	43	43	48	48
2023	1	4	9	9	9	16	16	27	27	29	29	33
2024	0	0	3	7.5	7.5	8.0	8	8	8			

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

**October 22, 2024**

**SUBJECT: MARINE TRADE CENTER PHASE 2 DEVELOPMENT -  
CHANGE ORDER 01**

**STAFF LEAD: Chris Hartman, Director of Engineering**

## **RCW & POLICY REQUIREMENTS**

RCW 53.12.270 - Delegation of powers to managing official of port district.

- Delegation of Administrative Authority, Resolution 24-1290, Section III.C:  
The aggregate changes in plans and/or specifications exceed \$50,000 and, therefore, require authorization by the Commission.

## **BACKGROUND:**

The Marine Trade Center Phase 2 Development Project includes installing utilities (Water, sewer, power, stormwater, communication), asphalt and concrete paving, and site grading throughout the 18-acre site.

The project was designed throughout 2023, with the bid opening on April 2, 2024. The Commission awarded the project to Interwest Construction, Inc. on April 9<sup>th</sup> for a total amount of \$8,182,000 + Washington State Sales Tax (8.9%). The final Clearing and Grading permit was provided by the City of Port Angeles on May 13, and construction commenced on June 3<sup>rd</sup>.

## **ANALYSIS:**

The clearing and grading permit came with two conditions regarding the water system design, which are:

- “Isolation of the Port of Port Angeles water system from the City’s water system shall be provided as required by the Director of Public Works and Utilities, Municipal Code, and Department of Ecology requirements.”
- “Connection of the Port of Port Angeles water system to the City’s water system shall be at a location approved by the Director of Public Works and Utilities.”

While coordinating the above two items, the City of Port Angeles required a different connection point to the City’s water system than what was initially detailed in the permit drawings and bid documents. Additionally, the City has required the Port’s entire water system to be isolated and metered at a single location by an 8” meter with a double-check valve assembly to ensure that there is no backflow of water into the City’s water main within the Marine Drive Right of Way.

**ENVIRONMENTAL IMPACT:**

N/A

**FISCAL IMPACT:**

Change Order 01 will increase the contract total amount by \$287,917.38 + 8.9% WSST, for a total of \$313,542.03. This equates to approximately 3.52% of the original contract amount.

Adding change order 01 is within the scope and overall budget of the Port's grant award by the Economic Development Administration. The Port will be reimbursed for 66% of the cost for Change Order 01.

The resulting fiscal impact of Change Order 01 to the Port is  $\$313,542.03 * (0.34) =$   
**\$106,604.29.**

**RECOMMENDED ACTION:**

Staff recommends the Commission authorize the Executive Director to execute Change Order #01 to the Marine Trade Center Phase 2 Site Development contract with Interwest Construction Inc. for an amount not to exceed Two Hundred Eighty-Seven Thousand Nine Hundred Seventeen Dollars and Thirty-Eight Cents (\$287,917.38) plus applicable Washington State Sales Tax.



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

**October 22, 2024**

**Subject:                   Authorize Executive Director to Acquire Ownership of Land Pursuant to Quiet Title Action.**

**Presented by:       Paul Jarkiewicz, Executive Director**

**RCW & POLICY REQUIREMENTS:**

The Port seeks to acquire and perfect ownership of a parcel of land pursuant to a Quiet Title action.

Per RCW 7.28.010, the Port may quiet title to establish ownership of land if it can show that the use of the Property has been open, notorious, continuous, uninterrupted, and adverse to the (prior) property owner for a prescriptive period of 10 years.

The Port's Delegation of Authority Resolution 22-162 at Article XIV, *Litigation*, delegates authority to the Port's Executive Director and Legal Counsel for management and supervision of all litigation in which the Port has an interest, direct or indirect. "Litigation" means the assertion or potential assertion of any position, right, or responsibility by or against the Port, including actions that have been filed in any court or any quasi-judicial or administrative forum.

The Port's Delegation of Authority Resolution 22-162 at Article IX, *Policy Governing Executive Director's Authority for Property Acquisitions and Sales*, authorizes the Port's Executive Director to secure title of real property for the Port after the Commission authorizes the real property's acquisition.

**BACKGROUND:**

The Port seeks to quiet title of its ownership in property on Marine Drive in Port Angeles, Washington, (Clallam County Parcel #063000010310) ("Property"). The title has been uncertain, with the County records reflecting Port ownership for a time, but more recently, Railroad Properties LLC appears as the title holder of record.

The Port has exercised use and possession of the Property for over several decades, since at least 2003, which satisfies quiet title requirements. The Port has made numerous attempts to contact the principal of Railroad Properties LLC to achieve transfer of the Property to the Port by Quit Claim deed but has had no response.

**DISCUSSION:**

The Executive Director seeks to move forward in collaboration with Legal Counsel to perfect the Port's ownership of the Property through quiet title action. Finalizing ownership will allow the Port to put the Property to productive use in support of commercial, industrial, and/or maritime activity.

The Executive and Port Legal Counsel have conferred and believe the Port has satisfied the criteria for perfecting ownership. The action would be filed in Clallam County Superior Court.

**RECOMMENDED ACTION:**

That the Commission authorizes the Executive Director to work with Port Legal Counsel to take steps necessary, including quiet title action, to acquire perfect the Port's ownership of the Property.

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

Date: October 22<sup>nd</sup>, 2024

Subject: New Term Lease – Renaissance Property Holding, LLC.

Presented by: Caleb McMahon, Director of Economic Development

**RCW & POLICY REQUIREMENTS**

Per RCW 53.08.080 Lease of Property, a Port district may lease all lands, wharves, docks and real and personal property upon such terms as the Port Commission deems proper. No lease shall be for a period longer than fifty years, with options up to an additional thirty years.

Per RCW 53.08.085, rent security is required for every lease of more than one year. Rent may be secured by rental insurance, bond, or other security satisfactory to the Port Commission in an amount equal to one-sixth the total rent, but in no case shall such security be less than one year's rent or more than three years' rent. The lease shall be considered in default if the security is not maintained. The Port Commission may, at its discretion, waive the rent security requirement or lower the amount of such requirement on the lease of real and/or personal port property.

Per Section I of the Port's Delegation of Administrative Authority to the Executive Director, all term lease agreements or use agreements of real or personal property shall be leased only under an appropriate written lease instrument executed by the Commission. Per Section 1.B.1, Commission Approval is required for any lease with a term in excess of one year, and per Section 1.B.4, Commission approval is required for any lease that contains any material non-standard terms or conditions.

**BACKGROUND:**

This potential tenant desires to lease approximately 2.26 acres on the South side of Marine Drive.

**LEASE DETAILS:**

**Leased Space:** 2.26 Acres of Usable land.

**Address:** Southside of Marine Drive as depicted in Exhibit A

**Port Area:** Marine Drive-Rental Properties

**Current Use:** Currently used as leased space for multiple buildings reaching their end of life, slated for demolition in 2026.

**Proposed Use:** Boat Manufacturing.

**Lease Term:** 50-year initial term.

**Options to Renew:** Three (3), ten-year options to renew.

**Commencement Date:** November 1, 2024

**Escalation:** By annual CPI

**Common Area Maintenance (CAM):** N/A

**Utilities:** Tenant's responsibility.

**Financial Security:** Previously waived.

**ENVIRONMENTAL IMPACT:** None

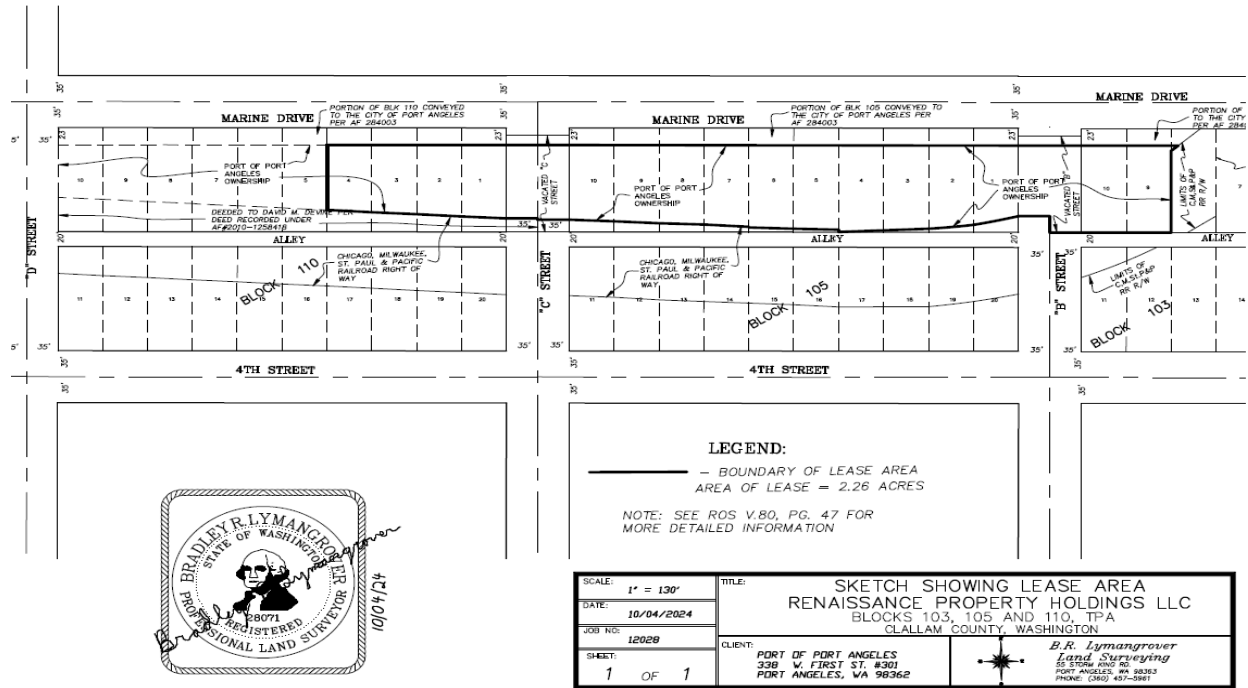
**FISCAL IMPACT OF THE LEASE:**

2.26 Acres @ \$.0475 per month= \$56,114.22 Per year Plus LET

**RECOMMENDED ACTION:**

Staff requests that the Commission consider the lease and, if it meets approval after final consideration, authorize the Executive Director to execute it.

# Exhibit A:



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

Date: October 8<sup>th</sup>, 2024

Subject: New Term Lease – AMAZON.COM

Presented by: Caleb McMahon, Director of Economic Development

**RCW & POLICY REQUIREMENTS**

Per RCW 53.08.080 Lease of Property, a district may lease all lands, wharves, docks and real and personal property upon such terms as the port commission deems proper. No lease shall be for a period longer than fifty years with option up to an additional thirty years.

Per RCW 53.08.085, rent security is required for every lease of more than one year. Rent may be secured by rental insurance, bond, or other security satisfactory to the Port Commission in an amount equal to one-sixth the total rent, but in no case shall such security be less than one year's rent or more than three years' rent. The lease shall be considered in default if the security is not maintained. The Port Commission may, in its discretion, waive the rent security requirement or lower the amount of such requirement on the lease of real and/or personal port property.

Per Section I of the Port's Delegation of Administrative Authority to the Executive Director, all term lease agreements or use agreements of real or personal property shall be leased only under an appropriate written lease instrument executed by the Commission. Per Section 1.B.1, Commission Approval is required for any lease with a term in excess of one year, and per Section 1.B.4, Commission approval is required for any lease that contains any material non-standard terms or conditions.

**BACKGROUND:**

This potential tenant desires to lease approximately nine acres of land between Airport Road and West Edgewood Drive, West of the intersection with Lauridsen Blvd.

**LEASE DETAILS:**

**Leased Space:** 8.18 acres of usable land, with approximately 1 +/- Acres of mitigation and buffer area.

**Address:** 2100 S. Airport Road, Port Angeles, WA 98363

**Port Area:** North Airport Industrial Park.

**Current Use:** No current use. The proposed lease area is within the Port's Airport Layout Plan (ALP) and is designated for light industrial/commercial use.

**Proposed Use:** Logistics.

**Lease Term:** 15-year initial term.

**Options to Renew:** Ten (10), five-year options to renew.

**Commencement Date:** October 23, 2024

**Escalation:** By annual 1.5%

**Common Area Maintenance (CAM):** N/A

**Utilities:** Tenant's responsibility.

**Financial Security:** Corporate Guarantee commencing in an amount equal to 100% of Gross Rent owing under Lease and at no time less than the Gross Rent for the final twelve (12) months of the Lease term.

**ENVIRONMENTAL IMPACT:** On August 20, 2024, the City of Port Angeles Manager of Community and Economic Development APPROVED, with conditions Wetland Permit Application (WET) 24-27, for the construction of a 34,740 sq ft Warehouse/Distribution Facility at 2100 S Airport Rd. The City also issued a determination of mitigated non-significance (No. 1474) for this use on August 20, 2024, SEPA File Number: 1474 and Project Number: SEPA 24-31. No appeals of those decisions were filed, and the timeline has closed.

**FISCAL IMPACT OF THE LEASE:**

8.18 Acres @ \$.044 per month= \$188,850.13 Per year Plus LET  
Minus \$15,000 per year infrastructure credit during a period of the initial term only =  
\$173,850.13

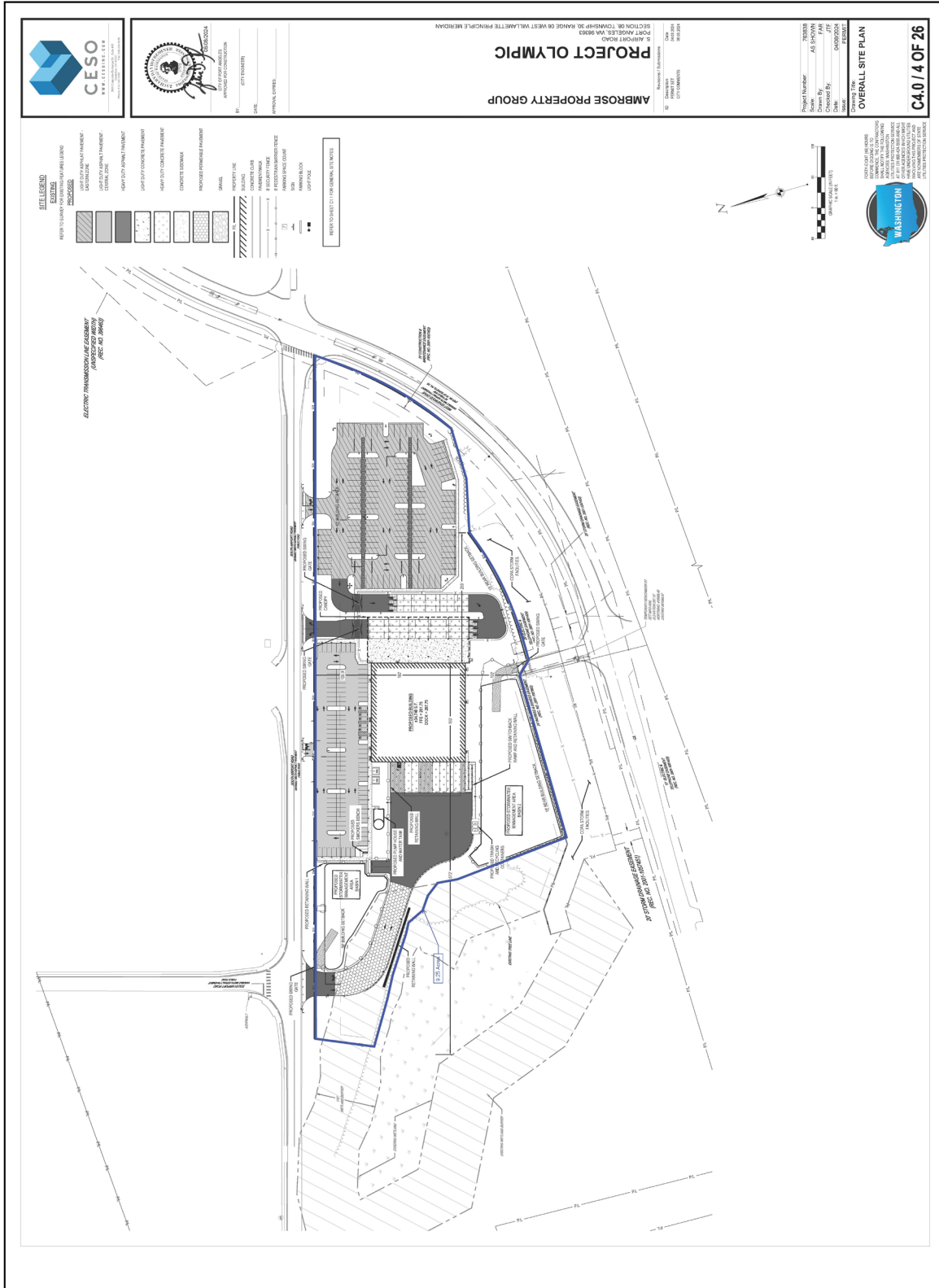
**RECOMMENDED ACTION:**

Staff requests Commission action as follows:

“Motion to move forward the GROUND LEASE AGREEMENT BETWEEN the PORT OF PORT ANGELES and AMAZON.COM SERVICES LLC, with a term of fifteen years with ten (10) five-year extensions, together with Right of First Refusal and Right of First Offer Rights for consideration of approval at the Commission's October 22, 2024, meeting.”



Exhibit A:



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

Date: October 22<sup>nd</sup>, 2024

Subject: New Term Lease – 30 Gold LLC

Presented by: Caleb McMahon, Director of Economic Development

**RCW & POLICY REQUIREMENTS**

Per RCW 53.08.080 Lease of Property, a district may lease all lands, wharves, docks and real and personal property upon such terms as the port commission deems proper. No lease shall be for a period longer than fifty years, with an option up to an additional thirty years.

Per RCW 53.08.085, rent security is required for every lease of more than one year. Rent may be secured by rental insurance, bond, or other security satisfactory to the Port Commission in an amount equal to one-sixth the total rent, but in no case shall such security be less than one year's rent or more than three years' rent. The lease shall be considered in default if the security is not maintained. The Port Commission may, at its discretion, waive the rent security requirement or lower the amount of such requirement on the lease of real and/or personal port property.

Per Section I of the Port's Delegation of Administrative Authority to the Executive Director, all term lease agreements or use agreements of real or personal property shall be leased only under an appropriate written lease instrument executed by the Commission. Per Section 1.B.1, Commission Approval is required for any lease with a term in excess of one year, and per Section 1.B.4, Commission approval is required for any lease that contains any material non-standard terms or conditions.

**BACKGROUND:**

This potential tenant desires to lease approximately 8,300 square feet of land at 436 Marine Drive to operate a coffee stand.

**LEASE DETAILS:**

**Leased Space:** 8,300

**Address:** 436 Marine Drive

**Port Area:** Marine Drive-Rental Properties

**Current Use:** Port-owned, vacant

**Proposed Use:** Retail/Commercial

**Lease Term:** 5-year initial term.

**Options to Renew:** Two (2), one-year options to renew.

**Commencement Date:** November 1, 2024

**Escalation:** By annual CPI

**Common Area Maintenance (CAM):** N/A

**Utilities:** Tenant's responsibility.

**Financial Security:** Standard three months.

**ENVIRONMENTAL IMPACT:** None

**FISCAL IMPACT OF THE LEASE:**

8,300 square feet @ \$.105 per month= \$10,458 Per year Plus LET

**RECOMMENDED ACTION:**

Staff requests the Commission for review for first consideration.

Exhibit A:



## **Future Agenda Items –Commission Meeting**

*10/22/2024*

### **October 28, 2024 (Special Joint Commission Meeting @ BOCC)**

### **October 29, 2024 (Special Commission Meeting) – 9:00 am**

- 2025 Budget & Tax Levy

### **November 12, 2024 (Regular Commission Meeting)**

- Monthly DofA Report
- October Financial Report
- Monthly Cash & Investment Report
- Strategic Plan Review
- Treasurer Resolution Update

### **November 19, 2024 (Special Commission Meeting) – 8:00 am**

- Adopt 2025 Budget/Tax Levy

### **December 17, 2024 (Special Commission Meeting) – 9:00 am**

- Monthly DofA Report
- October Financial Report
- Monthly Cash & Investment Report
- Strategic Plan Review
- Treasurer Resolution Update
- November Financial Report
- Monthly Cash & Investment Report

### **Upcoming Events/Announcements**

- Nov. 12-14 – International Workboat Show (New Orleans, LA)
- Nov. 20-22 - Pacific Marine Expo (Seattle, WA)
- Dec. 10 – WPPA/MARAD Roundtable (Bellevue, WA)
- Dec. 11-13 – WPPA Annual Meeting (Bellevue, WA)

### **Future**

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