



REGULAR COMMISSION MEETING
Tuesday, April 8, 2025, at 9:00 am
338 W. First St, Port Angeles, WA 98362
MINUTES

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

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

Chris Hartman, Director of Engineering
Caleb McMahon, Dir. of Economic Development
Braedi Joutsen, Clerk to the Board
Jennifer Baker, Director of Admin & Finance

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:45)

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

II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:46-4:04)

James Taylor, Port Angeles, provided comment related to public messaging.

Paul Jarkiewicz, Port Angeles, wanted to thank the Port Team for updating the Commission Meeting Room.

III. APPROVAL OF AGENDA (4:05-4:36)

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

IV. WORK SESSION (4:37-23:38)

A. 2024 Year-End Financials – Unaudited

- Presentation: Jennifer Baker
- Discussion
- No Action

V. APPROVAL OF CONSENT AGENDA (23:39-30:59)

A. Special Commission Meeting Minutes – March 25, 2025

B. Vouchers in the amount of \$493,684.29

- Discussion
- Motion to approve the consent agenda with the changes as noted: Comm. Beauvais
- 2nd: Comm. McAleer
- Vote: 3-0 (Unanimous)

VI. COMPLETION OF RECORDS

No items

VII. PLANNING AND CAPITAL PROJECTS (31:00-1:02:52)

A. Item for Consideration – Request for Qualifications T1/T3 Planning

- Presentation: Katharine Frazier
- Discussion
- Motion to authorize the Executive Director to execute a professional services agreement with Moffatt & Nichols and Clallam EDC for a total project cost not



to exceed \$299,271, and to make any necessary minor amendments to the agreement: Comm. Beauvais

- 2nd: Comm. Burke
- Vote: 2-0 (Passed; with Comm. McAleer abstaining)

B. Item for Consideration – Washington State Department of Ecology Grant Agreement

- Presentation: Katharine Frazier
- Discussion
- Motion to authorize the Executive Director to execute the Water Quality Combined Financial Assistance Program agreement with the Department of Ecology for a total project cost of \$1,107,000 (\$63,000 Port, \$1,044,000 State), and to make any needed minor amendments to that agreement: Comm. McAleer
- 2nd: Comm. Beauvais
- Vote: 3-0 (Unanimous)

C. Item for Consideration – EPA Clean Ports Grant Equipment Purchase

- Presentation: Katharine Frazier, Scott Hough
- Discussion
- Motion to authorize the Executive Director to execute a purchase agreement for a Taylor ZRS-9972 Reachstacker with Washington Liftruck, Inc., WA, for an amount not to exceed \$2,327,570.44, and to make any necessary minor adjustments to the agreement: Comm. Beauvais
- 2nd: Comm. McAleer
- Vote: 3-0 (Unanimous)

VIII. LOG YARD

No items

IX. MARINE TRADES AND MARINE TERMINALS

No items

X. PROPERTY (1:02:53-1:23:34)

A. Item for Consideration – Citizen Air Leases

- Presentation: Caleb McMahon
- Discussion
- Motion to authorize the Executive Director to sign the Lease Amendment and Lease Agreement on behalf of the Port for the Citizen Air organization as Fixed Base Operator: Comm. McAleer
- 2nd: Comm. Beauvais
- 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 (1:23:35-2:07:30)

Comm. Beauvais shared that she and County Commissioner Randy Johnson met with Dave Upthegrove, the new Commissioner of Public Lands, last week.

Comm. McAleer commented on the City of Port Angeles's comprehensive plan update.

Comm. Burke asked for agenda items for the upcoming Special Joint Commission meeting with Clallam County and mentioned he would like the Port to set up Town hall-style meetings this year in each district.

Paul Jarkiewicz, Executive Director, shared comments about the marinas, specifically boathouses, and legislative funding updates.

XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (2:07:31-2:08:21)

James Taylor, Port Angeles, WA shared that Kelly Kidwell will be the guest speaker at PABA next week.

XVII. FUTURE AGENDA

XVIII. NEXT MEETINGS

- A. April 22, 2025 – Regular Commission Meeting
- B. April 28, 2025 – Special Joint Commission Meeting with County @ Port
- C. May 13, 2025 – Regular Commission Meeting
- D. May 27, 2025 – Regular Commission Meeting

XIX. UPCOMING EVENTS

- A. April 22-24, 2025 – AFRC Annual Meeting, Stevenson, WA
- B. April 23-25, 2025 – Olympic Logging Conference, Victoria, B.C.
- C. May 14, 2025 – Sequim Bay Yacht Club Meeting, Sequim, WA
- D. May 14-16, 2025 – WPPA Spring Meeting, Spokane, WA
- E. May 19-21, 2025 – Washington Airport Managers Association Conference, Lake Chelan
- F. May 19-21, 2025 – AAPA Leadership Summit, Milwaukee, MN
- G. June 7-8, 2025 – Maritime Festival, Port Angeles, WA
- H. June 25-27, 2025 – WPPA Finance & Administration Seminar, Walla Walla, WA

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

XX. EXECUTIVE SESSION (2:08:22-2:09:47)

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

- Comm. Burke recessed the meeting to convene an executive session with an anticipated length of 1 hour. Following the executive session, the Commission is not expected to take action.



- Discussion: Four (4) items concerning legal or financial risk. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(i).
- Start Time: 11:10 am
- Extended: 15 minutes
- End Time: 12:25 pm

Public Session of Commission Meeting Reconvened: 12:25 pm

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

XXI. ADJOURN (2:09:48-2:09:54)

Comm. Burke adjourned the meeting at 12:25 pm.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS


Steven Burke, President


Connie Beauvais, Secretary