



**REGULAR COMMISSION MEETING**  
**Tuesday, May 13, 2025, at 9:00 am**  
**338 W. First St, Port Angeles, WA 98362**  
**AGENDA**

The Regular Commission Meeting will be available to the public in person and remotely. For instructions on how to connect to the meeting remotely, please visit <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. MARAD (Maritime Administration) Visit

**V. APPROVAL OF CONSENT AGENDA**

- A. Regular Commission Meeting Minutes – April 22, 2025.....1-4
- B. Special Joint Commission Meeting Minutes – April 28, 2025.....5
- C. Vouchers in the amount of \$807,075.28.....6

**VI. COMPLETION OF RECORDS**

- A. Monthly Delegation of Authority Report.....7-9

**VII. PLANNING AND CAPITAL PROJECTS**

No items

**VIII. LOG YARD**

No items

**IX. MARINE TRADES AND MARINE TERMINALS**

No items

**X. PROPERTY**

No items

**XI. MARINAS**

No items



## **XII. AIRPORTS**

- A. Item for Consideration – Resolution 25-1321 WSDOT Grant Application Taxiway Rehab.....10-13

## **XIII. OTHER BUSINESS**

- A. Letter of Appreciation – Griffin Chamberlain.....14-15
- B. Item for Consideration – Timber Advisory Committee Appointment – Nicole Kimzey..16-19

## **XIV. ITEMS NOT ON THE AGENDA**

## **XV. COMMISSIONER REPORTS**

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

## **XVII. FUTURE AGENDA.....20**

## **XVIII. NEXT MEETINGS**

- A. May 27, 2025 – Regular Commission Meeting
- B. June 10, 2024 – Regular Commission Meeting
- C. June 24, 2025 – Regular Commission Meeting
- D. July 8, 2025 – Regular Commission Meeting
- E. July 22, 2025 – Regular Commission Meeting

## **XIX. UPCOMING EVENTS**

- A. May 14, 2025 – Sequim Bay Yacht Club Meeting, Sequim, WA
- B. May 14-16, 2025 – WPPA Spring Meeting, Spokane, WA
- C. May 19-21, 2025 – Washington Airport Managers Association Conference, Lake Chelan
- D. May 19-21, 2025 – AAPA Leadership Summit, Milwaukee, MN
- E. June 7-8, 2025 – Maritime Festival, Port Angeles, WA
- F. June 10-12, 2025 – PNWA Summer Conference, Bellingham, WA
- G. 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**



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.



**REGULAR COMMISSION MEETING**  
**Tuesday, April 22, 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 (0:00-0:38)**

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

**II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:39-1:01)**

**III. APPROVAL OF AGENDA (1:02-1:26)**

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

**IV. WORK SESSION (1:27-1:48:27)**

A. Bond Presentation

- Presentation: Cynthia Weed
- Discussion
- No Action

B. Cash & Investment Report

- Presentation: Jennifer Baker
- Discussion
- No Action

C. March Financial Report

- Presentation: Jennifer Baker
- Discussion
- No Action

**V. APPROVAL OF CONSENT AGENDA (1:48:28-1:50:22)**

A. Special Commission Meeting Minutes – April 8, 2025



- B. Vouchers in the amount of \$1,390,809.00
  - Discussion
  - Motion to approve the consent agenda: Comm. Beauvais
  - 2<sup>nd</sup>: Comm. McAleer
  - Vote: 3-0 (Unanimous)

## **VI. COMPLETION OF RECORDS (1:50:23-2:09:24)**

- A. Monthly Delegation of Authority Report
  - Presentation: Paul Jarkiewicz
  - Discussion
  - No Action
- B. 1<sup>st</sup> Quarter Operations Report
  - Presentation: Paul Jarkiewicz, Caleb McMahon
  - Discussion
  - No Action

## **VII. PLANNING AND CAPITAL PROJECTS (2:09:25-2:23:59)**

- A. Item for Consideration – 1050 Roof Rehabilitation
  - Presentation: Jenna Riley
  - Discussion
  - Motion to authorize the Executive Director to execute a public works contract with Cascade Industrial Services for the 1050 Roof Rehabilitation project for a total amount of Three Hundred Twenty-Eight Thousand One Hundred Ninety-Five Dollars and No Cents (\$328,195.00) plus applicable Washington State Sales Tax, and this includes a 20% contingency: Comm. Beauvais
  - 2<sup>nd</sup>: Comm. McAleer
  - Vote: 3-0 (Unanimous)

## **VIII. LOG YARD**

No items

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

No items

## **X. PROPERTY**

No items

## **XI. MARINAS**

No items



**XII. AIRPORTS**

No items

**XIII. OTHER BUSINESS**

No items

**XIV. ITEMS NOT ON THE AGENDA**

**XV. COMMISSIONER REPORTS**

**XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (2:24:00-2:27:40)**

James Taylor, Port Angeles, provided an update on the City of Port Angeles's comprehensive plan.

**XVII. FUTURE AGENDA**

**XVIII. NEXT MEETINGS (2:27:41-2:29:56)**

- A. April 28, 2025 – Special Joint Commission Meeting with County @ Port
- B. May 13, 2025 – Regular Commission Meeting
- C. May 27, 2025 – Regular Commission Meeting
- D. June 10, 2024 – Regular Commission Meeting
- E. June 24, 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 10-12, 2025 – PNWA Summer Conference, Bellingham, WA
- I. 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 (2:29:57-2:31:01)**

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: Five (5) items concerning legal or financial risk. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(i).
- Start Time: 11:30 am
- Extended: 60 minutes
- End Time: 1:30 pm

Public Session of Commission Meeting Reconvened: 1:30 pm

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

**XXI. ADJOURN (2:31:02-2:31:17)**

Comm. Burke adjourned the meeting at 1:30 pm.

PORT OF PORT ANGELES  
BOARD OF COMMISSIONERS

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Steven Burke, President

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Connie Beauvais, Secretary



**SPECIAL JOINT PORT COMMISSION WORK SESSION  
WITH CLALLAM COUNTY BOARD OF COMMISSIONERS**

**Monday, April 28, 2025 at 11:00 AM**

**338 West 1<sup>st</sup> Street**

**Via Zoom and In-Person**

The Special 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

Randy Johnson, Clallam County Commissioner  
Mark Ozias, Clallam County Commissioner  
Mike French, Clallam County Commissioner  
Todd Mielke, County Administrator

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE (0:00-1:47)**

Comm. Burke called the meeting to order at 11:00 am.

**II. EARLY PUBLIC COMMENT SESSION (total session up to 10 minutes) (1:47-6:29)**

John Worthington, Sequim, WA – spoke regarding treaty rights and sea level rise.

Ed Bowen, Port Angeles, WA – spoke regarding South Ozette trust land.

**III. WORK SESSION TOPICS (6:30-2:17:47)**

**A. Clallam County Comprehensive Plan**

- Department of Community Development Director Update – Bruce Emery
- Comprehensive Scheme of Harbor Improvement, addendum to the Comp Plan
- Industrial Development Corporation/Industrial Development District

**B. NODC Presentation and Annual Report – Karen Affeld**

**C. EDC Call to Action**

**IV. PUBLIC COMMENT SESSION (total session up to 20 minutes) (2:17:48-2:20:20)**

John Worthington, Sequim, WA – spoke regarding the shoreline master plan.

**V. ADJOURN (2:20:21-2:20:40)**

Comm. Burke adjourned the meeting at

PORT OF PORT ANGELES  
BOARD OF COMMISSIONERS

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Steven Burke, President

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Connie Beauvais, 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 April 16, 2025 – May 7, 2025**

CERTIFICATION

**Accounts Payable**

	<b>Begin Check #</b>	<b>End Check #</b>		
<b>For General Expenses and Construction</b>				
Accts Payable Checks (computer)	419227	419266	\$	101,895.32
Voided/Zero Payable			\$	-
Accts Payable ACH	004812	005000	\$	232,274.49
VOIDED/ZERO PAYABLE ACH			\$	-
Wire Transfer - Expenses			\$	9,845.24
Wire Transfer - Excise Tax			\$	4,458.53
Wire Transfer - Leasehold Tax			\$	189,425.34
<b>Total General Expenses and Construction</b>			<b>\$</b>	<b>537,898.92</b>

**Payroll**

Employee Payroll – Draws (Direct Deposit)			\$	-
Voided Payroll Check	004855, 004869, 004881		\$	-
Employee Payroll Checks PPD (Direct Dep)	004826	004881	\$	119,495.34
Wire Transfer – (Payroll Taxes, Retirement, Deferred Comp, L&I, PMFL)			\$	149,681.02
<b>Total Payroll</b>			<b>\$</b>	<b>269,176.36</b>
<b>Total General Exp &amp; Payroll</b>			<b>\$</b>	<b>807,075.28</b>

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

# MONTHLY REPORT TO THE BOARD OF PORT COMMISSIONERS

## April 2025

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

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

LEASES, RENEWALS, AMENDMENTS, MISC. AGREEMENTS AND OPTIONS EXECUTED  
OF ONE YEAR OR LESS APPROVED BY EXECUTIVE DIRECTOR  
(In Accordance with the Delegation of Authority, Resolution 24-1290 dated 1.09.2024)

**APRIL 2025**

TENANT NAME	DOCUMENT	LOCATION	FORM OF SURETY	SQ FEET	TERM	MONTHLY RENT
National Response Corp.	Berthage	Terminal 7	\$66,557.91 Bond on file	248 LF	4.16.2025 - 12.31.2025	\$4,915.36
Sequim Bay Yacht Club	Renewal	2577 W. Sequim Bay Rd	3 months rent \$3,825.78 Bond on file	951 SF Bldg; 1,740 SF Land	6.01.2025 - 5.31.2026	\$1,305.03 x 50% <b>\$652.52</b>
Atlas Tower 1 LLC	Temporary License	2600 18th St	\$500.00	2,500 SF Land	4.29.25 - 9.01.2025	Rent Waived (Due Diligence)

**PROFESSIONAL & PERSONAL SERVICES**  
**AWARDED BY THE EXECUTIVE DIRECTOR**  
(In Accordance with Delegation of Authority)  
April 2025

CONSULTANT	PROJECT	EST. COST	OTHER CONTRACT PROVISIONS
Accelerate Strategies (Jan)	Federal Legislative Assistance	\$49,980.00	NA
Clallam County EDC (Jan)	2025 PoPA / Clallam EDC Agreement	\$50,000.00	NA
Century West Engineering (March)	EOC Development Project at FIA	\$31,067.00	NA

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

**May 13, 2025**

**Subject: WSDOT Grant Application Approval – Taxiway  
Reconstruction/Rehabilitation and Hangar Development Phase 2  
Design**

**Presented by: James Alton, Airport Manager**

**RCW & POLICY REQUIREMENTS:**

Under RCW 47.68.090, any city, county, airport authority, political subdivision, federally recognized Indian tribe, public corporation, or person(s) that owns and operates, a public-use airport included in the Washington Aviation System Plan (WASP) is considered an eligible airport sponsor and may apply for WSDOT Airport Aid grant funds. Federal AIP grants for planning, development, or noise compatibility projects are associated with individual public-use airports (including heliports and seaplane bases). Further, to be eligible for a grant, an airport must be included in the National Plan of Integrated Airport Systems (NPIAS).

**BACKGROUND:**

Currently, the William R. Fairchild International Airport (CLM) has two primary capital projects: Taxiway A and Hangar Development. Both are included in the Port's 2025 Capital Budget. The Port has worked with Century West Engineering (CWE) to develop plans for both of these projects.

Since 2022, the Port has understood the need to reconstruct and rehabilitate Taxiway A at CLM. The taxiway is reaching the end of its useful life, and the western end requires complete reconstruction. The eastern portion requires crack and slurry sealing. Reconstruction of the west end is anticipated to extend the taxiway's useful life by 20 years, and rehabilitation of the east end will extend its life by 5 to 7 years.

The Federal Aviation Administration (FAA) offers funding for construction projects through its Airport Improvement Program (AIP). The project has been included in the FAA's AIP project list since 2022. However, since the FAA prioritizes runway-related projects over taxiway projects, the Taxiway A project has been deferred and remains unfunded. In FY2025, the Port is seeking and hopeful of receiving AIP funds to complete the project.

In addition to the above project, the Port has collaborated with CWE to plan for new hangar space at CLM. Initially, the hangars were envisioned as single-engine T-hangars, but over time, the plan was revised to a 70 x 250 ft building with four box hangars due to need. The size of each hangar measures 62.5 ft x 70 ft. Box hangars

will provide more space to house larger aircraft. The Phase 1 design of these new hangars is funded at 90% by the FAA through the Bipartisan Infrastructure Law (BIL). For FY2025, the FAA's share will increase from the 90% 2024 funding level to 95%.

In FY2025, the Port is seeking additional BIL funds to complete the Phase 2 design of this project. Since both projects anticipate 95% Federal funding, we received the announcement that the Washington State Department of Transportation (WSDOT) will open the application period for its Airport Aid Grant Program in April 2025. WSDOT's grant program allows applicants to seek state funds as a match to FAA funding.

Working with CWE, and with the Commission's approval, the Port Team plans to apply for state funds through WSDOT's Airport Aid program. Applications are due May 30, 2025.

### **ANALYSIS:**

Qualifying projects should be targeted for completion by June 30, 2026. Grant funds expire on June 30, 2027, at the end of the current biennium. To ensure funds "roll over" and are available in 2026-2027, WSDOT requires grantees to reapply for funding.

A completed application requires a Commission-adopted resolution that authorizes submittal of the grant application, states that matching funds are available, and indicates the support of elected officials.

### **ENVIRONMENTAL IMPACT:**

None.

### **FISCAL IMPACT:**

For FY 2025, the FAA will fund projects at 95%. If the projects are funded, WSDOT will provide 2.5%, and the Port will be responsible for the remaining 2.5% non-federal share.

The proposed budgets for these two projects is as follows:

	FAA (95%)	WSDOT (2.5%)	Port (2.5%)	Total (100%)
Hangar Development	\$276,961.21	\$7,288.45	\$7,288.46	\$291,538.12
Taxiway 'A' Reconstruction and Rehabilitation	\$5,540,258.79	\$145,796.29	\$145,796.28	\$5,831,851.36
	<b>\$5,817,220.00</b>	<b>\$153,084.74</b>	<b>\$153,084.74</b>	<b>\$6,123,389.48</b>

The Port's total share for both projects is \$153,084.74. The Port included \$350,000 total for these projects in its 2025 Capital Budget (\$80,000 for hangar development;

\$270,000 for Taxiway 'A' reconstruction and rehabilitation). The final total may change based on actual bids received for the Taxiway A project.

**RECOMMENDED ACTION:**

Introduce and adopt Resolution No. 25-1321 to complete the application for \$153,084.74 for WSDOT Airport Aid Grant Funding for the Taxiway 'A' Reconstruction/Rehabilitation project, and the Hangar Development – Phase 2 Design project.

A RESOLUTION OF THE PORT OF PORT ANGELES, WASHINGTON,  
TO THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION  
AVIATION GUARANTEEING GRANT MATCH FUNDS AVAILABILITY

WHEREAS, the Port of Port Angeles, as sponsor, on behalf of the William R. Fairchild International Airport (CLM) will submit an Airport Aid Application to the Washington State Department of Transportation (WSDOT) Aviation to provide for the completion of a Taxiway Reconstruction/Rehabilitation - Construction and a Hangar Development - Phase 2 Design (hereafter “Projects”); and

WHEREAS, the Port of Port Angeles is an eligible public agency sponsor; and

WHEREAS, the total funding for the Projects is to be comprised of FAA Airport Improvement Program (AIP) and Bipartisan Infrastructure Law (BIL) funding, WSDOT Aviation grant funding, and local match funding from the Port; and

WHEREAS, the Port has the required sponsor match for the Projects (2.5% or \$153,084.73) set aside in its 2025 Capital Budget, which was approved and adopted on November 19, 2024;

NOW, THEREFORE, BE IT RESOLVED that the Port Commission of the Port of Port Angeles, Washington, supports these projects, authorizes submittal of a grant application to WSDOT Aviation, and confirms that matching funds are available.

ADOPTED this 13<sup>th</sup> day of May, 2025.

PORT OF PORT ANGELES  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Steven D. Burke, President

\_\_\_\_\_  
Colleen M. McAleer, Vice President

\_\_\_\_\_  
Connie L. Beauvais, Secretary





Celebrating **100** years serving Clallam County

P.O. Box 1350  
338 West First Street  
Port Angeles, WA 98362  
360.457.8527

**Board of Commissioners**  
Steven Burke, President  
Colleen McAleer, Vice President  
Connie Beauvais, Secretary  
**Executive Director**  
Paul Jarkiewicz

May 6, 2025

Griffin Chamberlain  
202 N Cedar St, Suite 3  
Port Angeles, WA 98362  
Griffin.chamberlain@rayonier.com

Dear Griffin,

On behalf of the Port of Port Angeles, we would like to express our sincere appreciation for your valued involvement and time spent as a member of the Port's Timber Advisory Committee (TAC).

Your experience and innate knowledge of the forest industry have been instrumental to the committee's work. As an industry leader and a dedicated committee member, your insights have brought clarity and direction to our discussions, helping shape initiatives supporting the long-term success of our region's timber economy.

We are grateful for your time, experience, and thoughtful perspective. Your contributions have strengthened our understanding of industry needs and positioned us to support this vital sector better.

Thank you again, Griffin, for your dedication and service. We look forward to continuing collaboration and appreciate your important role in the TAC and the broader forest industry.

With sincere thanks,

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Steven Burke  
Commissioner  
Port of Port Angeles

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Colleen McAleer  
Commissioner  
Port of Port Angeles

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Connie Beauvais  
Commissioner  
Port of Port Angeles

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**From:** [Griffin Chamberlain](#)  
**To:** [Braedi Joutsen](#)  
**Cc:** [Andy Gasgow](#); [Bill Hermann](#); [Chris Humann](#); [Colleen McAleer EDC](#); [Connie Beauvais](#); [Grant Munro](#); [Joe Murray](#); [Paul Jarkiewicz](#); [Riley Fogarty](#); [Wes Romberg](#); [Ron Hurn](#)  
**Subject:** Re: Thursday, May 1st TAC Meeting  
**Date:** Thursday, May 1, 2025 4:28:33 PM

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All,

I would formally like to resign from my TAC position. Let me know if this email will suffice, or if there is another process.

Thanks,

Griffin Chamberlain  
Rayonier

On Fri, Apr 25, 2025 at 8:56 AM Braedi Joutsen <[braedij@portofpa.com](mailto:braedij@portofpa.com)> wrote:

Good Morning TAC,

Hope you all had a lovely time at the Olympic Logging Conference!

Our next TAC meeting is next Thursday, May 1<sup>st</sup>. I've attached the meeting's agenda, minutes, and Zoom instructions.

Miss Jenna Riley will run the zoom in my place as I will be out.

Hope you all have a great weekend!

**Braedi Joutsen**

Human Resource Administrator

Clerk to the Board

Direct: 360-417-3454

Cell: 360-461-9515

P.O. Box 1350

Port Angeles, WA 98362

[www.portofpa.com](http://www.portofpa.com)

# ITEM FOR CONSIDERATION BY THE BOARD OF COMMISSIONERS

May 6, 2025

**Subject: Timber Advisory Committee (TAC) Appointment**

**Presented by: Chris Hartman, Director of Engineering**

## **RCW & POLICY REQUIREMENTS:**

Under RCW 42.30.020, a public governing body is defined as “the multimember board, commission, committee, council, or other policy or rule-making body of a public agency, or any committee thereof when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or public comment.” Therefore, a Commission-formed committee that takes input from stakeholders who are not part of the committee would likely be subject to the Open Public Meeting Act (OPMA). The formation, use, and ending of any Commission-formed advisory committee is at the discretion of the Commission.

## **BACKGROUND:**

The purpose of the Timber Advisory Committee (TAC) is to advise the Port on timber-related issues, including rules and regulations affecting harvests and opportunities for advanced wood products supply and manufacturing, on environmental issues, and as the Commission directs. It will maintain awareness of the Port’s purpose, authorities, and restraints and apply such knowledge in reaching any recommendations to the Port. Specific areas of recommendation shall be limited to the following, except as may otherwise be directed by the Commission from time to time:

- Timber Issues
  - Port engagement with State and Federal Forest management agencies (regulations, forest plans, timber harvests, Department of Natural Resources arrearages, endangered species, etc.) and legislative activity
  - Port engagement with Timber and Forestry organizations
  - Budget for research, advocacy, and outreach
- Timber Products
  - Road map for supporting advanced wood products
  - Timber supply study
  - Budget for research and economic development initiative
  - Zoning and building permits

- Environmental
  - Timber practices and habitat conservation
  - Education
  - Carbon Sequestration

#### Committee Structure:

The committee shall consist of no more than nine (9) members. The Port Commission will appoint members for three (3) year terms. Replacements for unexpired terms will be selected by the Port Commission. Members of the committee shall serve without compensation.

#### Membership:

Membership will represent a diversity of perspectives in Clallam County, and representatives will be selected from the following stakeholder groups:

- Timber landowner
- Mill owner/operator
- Commercial logger
- Log buyer
- Log handling services/trucking
- Forest scientist (silviculture)
- Environmental
- Mass Timber
- Other interested party (architect, construction, or other timber user)
- Government agency/regulatory
- Citizen-at-large (unaffiliated with the timber industry)
- Retired from a Government agency
- Retired from the Timber Industry

The committee shall appoint its own Chair, Vice-Chair, and Secretary. It shall conduct regularly scheduled meetings not less than quarterly. The agenda will be developed and distributed at the direction of the Chair. The committee shall develop rules of order and basic procedures, which procedures shall be approved by the Port Commission.

#### **ANALYSIS:**

Currently, there is one vacancy on the Timber Advisory Committee. The Current members include:

- Joe Murray,                      Forest Scientist
- Andy Gasow,                    Timber Landowner/Mill Operator/Log Buyer
- Ron Hurn,                        Log buyer
- Riley Fogarty                  Timber Landowner / Export
- Grant Munro,                  Log buyer

- Bill Herman, Log Handling / Trucking
- Wes Romberg, Forester / Land Manager
- Chris Humann, Timber Landowner/Mill Operator/Log Buyer

Nicole Kimzey represents Merrill & Ring and will replace the recent vacancy created when Griffin Chamberlain resigned from his position on the committee last week. Nicole graduated from Oregon State University with a Bachelor's in Forest Operations Management. She has worked for the previous 14 years at Merrill & Ring, starting as a dirt forester and working her way up to a management role. She believes that the Port is a vital part of the forest industry and is excited to join the TAC.

**FISCAL IMPACT:**

None.

**ENVIRONMENTAL AND FISCAL IMPACT:**

None.

**RECOMMENDED ACTION:**

TAC recommends the Commission appoint Nicole Kimzey to the Timber Advisory Committee.



## TIMBER ADVISORY COMMITTEE APPLICATION

Please identify the stakeholder group(s) you represent (select all that apply):

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Timber landowner                              | <input type="checkbox"/> Mill owner/operator   |
| <input type="checkbox"/> Commercial logger  | <input type="checkbox"/> Log buyer   |
| <input type="checkbox"/> Log handling services/trucking                           | <input type="checkbox"/> Forest scientist (silva culture)                              |
| <input type="checkbox"/> Environmental  | <input type="checkbox"/> Mass Timber   |
| <input type="checkbox"/> Government agency/regulatory                             | <input type="checkbox"/> Other interested party (architect, construction, timber user) |
| <input type="checkbox"/> Retired from Government agency                           | <input type="checkbox"/> Retired from Timber Industry                                  |
| <input type="checkbox"/> Citizen at large (unaffiliated with the timber industry) |  |

Have you been associated with the Port's log handling business? ☐ No ☒ Yes

If yes, please describe: MTR has loads move through the yard at the Port.

Name Nicole Kimzey Phone (360) 477-2588  
Mailing Address 809 E 8<sup>th</sup> St, Port Angeles, WA 98362  
Email nkimzey@merrillring.com

### Personal Background/Experience:

Are you a Clallam County resident? ☒ Yes ☐ No

Are you aware of any conflict of interest which might arise by your service on this Committee?

Please explain. No

Why would you like to participate in this committee? The Port is a vital part of our industry in this area and I find that this committee plays a valuable role in the vitality of the local industry, by discussing and creatively finding ways to add more value and benefit via the Port.

What is your experience with the timber industry? Graduated with a B.S. in Forest Operations Mgmt from OSU and have worked locally in the industry for MTR for the past 14 years starting as a dirt logger and working my way up to a management role.

Please return the completed application to the Port of Port Angeles by mail (P.O. Box 1350, Port Angeles, WA 98362), by email ([braedib@portofpa.com](mailto:braedib@portofpa.com)) or in person (338 W 1<sup>st</sup> Street, Port Angeles, WA 98362).

Applicant Signature [Signature]

Date 4/28/25

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

5/13/2025

### **May 27, 2025 (Regular Commission Meeting)**

- April Financial Report
- Cash and Investment Report
- CPP Program Review/Revamp?
- WPAHG Consent Decree

### **June 10, 2025 (Regular Commission Meeting)**

- Monthly Delegation of Authority Report
- Annual Month to Month Lease Update

### **June 24, 2025 (Regular Commission Meeting)**

- May Financial Report
- Cash and Investment Report
- Maritime Festival Recap – Caleb

### **July 8, 2025 (Regular Commission Meeting)**

- Monthly Delegation of Authority Report

### **July 22, 2025 (Regular Commission Meeting)**

- June Financial Report
- Monthly Cash & Investment Report
- 2<sup>nd</sup> Quarter Operations Report
- 2026 Budget Calendar
- Strategic Plan Review

### **Upcoming Events**

May 14, 2025 – Sequim Bay Yacht Club Meeting, Sequim, WA

May 14-16, 2025 – WPPA Spring Meeting, Spokane, WA

May 19-21, 2025 – Washington Airport Managers Association Conference, Lake Chelan

May 19-21, 2025 – AAPA Leadership Summit, Milwaukee, MN

June 7-8, 2025 – Maritime Festival, Port Angeles, WA

June 10-12, 2025 – PNWA Summer Conference, Bellingham, WA

June 25-27, 2025 – WPPA Finance & Administration Seminar, Walla Walla, WA

### **Future**

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