



REGULAR COMMISSION MEETING
Tuesday, June 10, 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, Director of Economic Development
Braedi Joutsen, Clerk to the Board
Jennifer Baker, Director of Admin & Finance

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

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

II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (0:36-3:03)

John Houk, Port Angeles, WA, a live-aboard at Port Angeles Boathaven, provided comment regarding parking issues during the Maritime Festival.

III. APPROVAL OF AGENDA (3:04-3:19)

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

IV. WORK SESSION (3:20-22:19)

A. Community Partner Program Review

- Presentation: Braedi Joutsen
- Discussion
- No Action

V. APPROVAL OF CONSENT AGENDA (22:20-23:52)

A. Regular Commission Meeting Minutes – May 27, 2025

B. Vouchers in the amount of \$479,560.41

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

VI. COMPLETION OF RECORDS (23:53-27:19)

A. Monthly Delegation of Authority Report

- Presentation: Paul Jarkiewicz
- Discussion
- No Action

VII. PLANNING AND CAPITAL PROJECTS (27:20-46:45)

A. Budget Calendar

- Presentation: Chris Hartman
- Discussion
- No Action

VIII. LOG YARD

No items



IX. MARINE TRADES AND MARINE TERMINALS

No items

X. PROPERTY (46:46-1:02:01)

- A. Item for Consideration – Professional Service Agreement - Miller & Company
- Presentation: Caleb McMahon
 - Discussion
 - Motion to authorize the Executive Director to execute a Professional Service Agreement with Miller & Company for legal services pertaining to the Foreign Trade Zone, and to make minor modifications that might be needed, for an amount not to exceed \$10,000.00 for this year: Comm. McAleer
 - 2nd: Comm. Beauvais
 - Vote: 3-0 (Unanimous)
- B. Annual Month-to-Month Lease Update
- Presentation: Caleb McMahon
 - Discussion
 - No Action

XI. MARINAS

No items

XII. AIRPORTS (1:02:02-1:10:11)

- A. Item for Consideration – Century West Engineering Taxiway Rehab Phase 4
- Presentation: James Alton
 - Discussion
 - Motion to authorize the Executive Director to execute a contract with Century West Engineering for the Phase 4 TW Construction Administration at a total cost not to exceed \$423,454.12, not including applicable Washington State sales tax, and to make minor modifications to the contract as might be needed: Comm. McAleer
 - 2nd: Comm. Beauvais
 - Vote: 3-0 (Unanimous)

XIII. EXECUTIVE SESSION (1:10:12-1:11:05)

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 60 minutes. Following the executive session, the Commission may take action.
- Discussion: Two (2) items concerning legal or financial risk. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(i).
- Recess: 4 minutes
- Start Time: 10:15 am
- Extended: 30 minutes
- End Time: 11:15 am

Public Session of Commission Meeting Reconvened: 11:15 am

XIV. OTHER BUSINESS (1:11:06-1:24:57)

- A. Item for Consideration - Western Port Angeles Harbor Site – Provisional Cost Sharing and Cooperation Agreement
- Presentation: Jesse Waknitz
 - Discussion
 - Motion to Authorize the Executive Director to execute the Provisional Cost Sharing and Cooperation Agreement and to make minor modifications or amendments as needed: Comm. McAleer
 - 2nd: Comm. Beauvais



- Vote: 3-0 (Unanimous)

XV. ITEMS NOT ON THE AGENDA

XVI. COMMISSIONER REPORTS (1:24:58-1:26:44)

Comm. Burke shared about the Maritime Festival.

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

None.

XVIII. FUTURE AGENDA

XIX. NEXT MEETINGS (1:26:45-1:27:15)

- A. June 24, 2025 – Regular Commission Meeting **Comm. Burke excused absence*
- B. July 8, 2025 – Regular Commission Meeting
- C. July 22, 2025 – Regular Commission Meeting
- D. August 12, 2025 – Regular Commission Meeting **Comm. McAleer excused absence*
- E. August 26, 2025 – Regular Commission Meeting

XX. UPCOMING EVENTS (1:27:16-1:27:22)

- A. June 10-12, 2025 – PNWA Summer Conference, Bellingham, WA
- B. June 25-27, 2025 – WPPA Finance & Administration Seminar, Walla Walla, WA
- C. July 9-11, 2025 – WPPA Directors Seminar, Leavenworth, WA
- D. July 24-25, 2025 – NWMTA Summer Meeting, Port of Kalama, OR

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

XXI. EXECUTIVE SESSION

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

Not conducted.

XXII. ADJOURN (1:27:23-1:27:25)

Comm. Burke adjourned the meeting at 11:40 am.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Steven Burke, President

Connie Beauvais, Secretary