



REGULAR COMMISSION MEETING
Tuesday, August 26, 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. Cash & Investment Report.....1-2
 - B. July Financial Report.....3-4
 - C. Strategic Pillars.....5-8
- V. APPROVAL OF CONSENT AGENDA**
 - A. Regular Commission Meeting Minutes – August 12, 2025.....9-12
 - B. Vouchers in the amount of \$395,195.53.....13
- VI. COMPLETION OF RECORDS**

No items
- VII. PLANNING AND CAPITAL PROJECTS**

No items
- VIII. LOG YARD**

No items
- IX. MARINE TRADES AND MARINE TERMINALS**
 - A. Item for Consideration – Professional Service Agreement – Floyd|Snider K-Ply Cleanup Site – Work Order #7, Amendment #2.....14-15
- X. PROPERTY**

No items



XI. MARINAS

- A. Item for Consideration – EPS (Expanded Polystyrene) Flotation Policy and Marina Rules Update.....16-17

XII. AIRPORTS

- A. Item for Consideration – FAA Airport Improvement Program (AIP) (046) Grant Agreement Offer for Taxiway A Reconstruction/Rehabilitation (Construction), Resolution No. 25-1328.....18-20

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.....21

XVIII. NEXT MEETINGS

- A. September 9, 2025 – Regular Commission Meeting
- B. September 23, 2025 – Regular Commission Meeting
- C. October 14, 2025 – Regular Commission Meeting
- D. October 28, 2025 – Regular Commission Meeting

XIX. UPCOMING EVENTS

- A. September 14-17, 2025 – NAFTZ Conference, Kansas City, MO
- B. September 25-26, 2025 – WPPA Environmental Seminar, Union, WA
- C. October 6-8, 2025 – AAPA, Quebec City, Canada
- D. November 19-21, 2025 – WPPA Annual Meeting, Tacoma, WA
- E. November 20-22, 2025 – Pacific Marine Expo, Seattle, WA
- F. December 15-17, 2025 – International Workboat Show, New Orleans, LA



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.

Port of Port Angeles
Cash Flow Summary
Cash Flow Summary as of July 2025

	<u>YTD</u>
<u>Beginning Cash Balance</u>	20,301,565
Operating Revenues	7,097,125
Non-Operating Revenues	6,014,646
Total Revenues	13,111,771
Operating Expenses	8,561,021
Non-Operating Expenses	3,909,312
Total Expenses	12,470,333
<u>Ending Cash Balance</u>	20,943,003
<u>Change in Cash Balance</u>	641,438

Cash & Investments held as of 7/31/2025

			2/28/25	3/31/25	4/30/25	5/31/25	6/30/25	7/31/25			
		Interest	Face	Face	Face	Face	Face	Face	Annual	Maturity	Acquisition
Name	Type	Rate	Value	Value	Value	Value	Value	Value	Interest	Date	Date
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
FFCB 4-year (Piper Sandler)	Bond	4.80%	-	-	1,250,000	1,250,000	1,250,000	1,250,000	60,000	7/23/2029	4/23/2025
FHLB 5-year (Piper Sandler)	Bond	4.30%	-	-	-	-	-	5,000,000	215,000	7/15/2030	7/9/2025
First Federal Invst	Cash	4.53%	3,990,830	4,005,873	4,050,598	4,065,373	5,483,746	5,504,416	249,350		
LGIP Balance	Cash	4.40%	7,920,149	7,649,598	6,975,451	8,104,153	8,133,348	6,661,189	292,892		
Umpqua Bank Account	Cash	0.30%	637,579	572,139	933,533	402,921	477,873	527,397	1,582		

Investments Called or Matured

Name	Type	Interest Rate							Maturity Date	Redemption Date	Interest Received
FHLB 5-year (Piper Sandler)	Bond	5.00%	-	-	1,250,000	-	-	-	10/22/2029	4/16/2025	29,861
FHLB 5-year (Piper Sandler)	Bond	5.00%	5,000,000	5,000,000	3,750,000	3,750,000	3,750,000	-	10/22/2029	10/22/2024	

Ending Investment/Cash Balance

19,548,558	19,227,610	20,209,581	19,572,446	21,094,967	20,943,003	878,825
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Outstanding Debt

	Rate	2/28/25	3/31/25	4/30/25	5/31/25	6/30/25	7/31/25	
2015 PABH 2006 refi	2.29%	357,505	357,505	357,505	357,505	357,505	357,505	10 year note, final annual payment 12/01/2025
CERB Washdown	2.00%	605,359	605,359	605,359	605,359	605,359	605,359	20 year, 1st annual payment made Jan 2021
CARB Airport Utilities	2.00%	622,602	622,602	622,602	622,602	622,602	622,602	20 year, 1st annual payment made Jan 2022
Office of the State Treasurer	2.96%	467,181	467,181	467,181	467,181	520,302	520,302	7 year, 1st annual payment due Dec 2025
		2,052,647	2,052,647	2,052,647	2,052,647	2,105,768	2,105,768	

Ending Balance

17,495,912	17,174,963	18,156,935	17,519,800	18,989,199	18,837,235
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* 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%

Port of Port Angeles
P&L Summary by Department
July 31, 2025

	Monthly						
	July Actual	July Budget	Actual vs Budget		July RF	Actual vs RF	
			Variance	Variance %		Variance	Variance %
OPERATING REVENUES							
11 MARINE TERMINAL	176,185	208,464	(32,279)	▼15.48%	193,437	(17,252)	▼8.92%
15 MARINE TRADES AREA	61,549	68,601	(7,052)	▼10.28%	56,675	4,874	▲8.60%
21 LOG YARD	59,920	86,788	(26,868)	▼30.96%	56,036	3,884	▲6.93%
31 FAIRCHILD INTL AIRPORT	40,153	39,766	387	▲0.97%	39,536	617	▲1.56%
32 SEKIU	1,388	1,387	1	▲0.06%	1,490	(102)	▼6.86%
33 AIRPORT RENTAL PROPERTIES	138,751	161,049	(22,298)	▼13.85%	137,946	805	▲0.58%
41 PORT ANGELES BOAT HAVEN	196,434	196,063	371	▲0.19%	195,363	1,071	▲0.55%
43 JOHN WAYNE MARINA	217,428	208,933	8,495	▲4.07%	203,383	14,045	▲6.91%
61 RENTAL PROPERTIES	17,743	18,707	(964)	▼5.15%	15,914	1,829	▲11.49%
TOTAL OPERATING REVENUES	909,550	989,758	(80,208)	▼8.10%	899,780	9,770	▲1.09%
OPERATING EXPENSES							
11 MARINE TERMINAL	120,130	127,932	(7,802)	▼6.10%	118,842	1,288	▲1.08%
15 MARINE TRADES AREA	27,013	26,797	216	▲0.81%	25,910	1,103	▲4.26%
21 LOG YARD	97,891	96,162	1,730	▲1.80%	106,711	(8,820)	▼8.27%
31 FAIRCHILD INTL AIRPORT	47,346	51,130	(3,785)	▼7.40%	60,315	(12,969)	▼21.50%
32 SEKIU	2,343	2,994	(651)	▼21.76%	4,491	(2,148)	▼47.83%
33 AIRPORT RENTAL PROPERTIES	36,346	49,507	(13,161)	▼26.58%	40,681	(4,335)	▼10.66%
41 PORT ANGELES BOAT HAVEN	67,891	68,145	(254)	▼0.37%	68,145	(254)	▼0.37%
43 JOHN WAYNE MARINA	100,128	112,967	(12,838)	▼11.36%	104,407	(4,279)	▼4.10%
61 RENTAL PROPERTIES	11,535	10,201	1,335	▲13.09%	6,049	5,486	▲90.70%
80 ADMINSTRATIVE	215,988	187,705	28,283	▲15.07%	213,971	2,017	▲0.94%
81 ECONOMIC DEVELOPMENT	22,736	41,733	(18,997)	▼45.52%	36,975	(14,239)	▼38.51%
82 IT	8,206	-	8,206	-	2,125	6,081	▲286.18%
91 MECH SHOP	23,413	16,892	6,521	▲38.61%	16,457	6,956	▲42.27%
92 FACILITIES MAINTENANCE	26,396	31,079	(4,682)	▼15.07%	23,356	3,040	▲13.02%
TOTAL DIRECT EXPENSES	807,362	823,242	(15,880)	▼1.93%	828,435	(21,073)	▼2.54%
ALLOCATED EXPENSES - ADMIN & MAINT	-	-	-	-	-	-	-
NET SURPLUS (DEFICIT) - Before Depreciation	102,188	166,516	(64,328)	▼38.63%	71,345	30,843	▲43.23%
ALLOCATED DEPRECIATION	-	-	-	-	-	-	-
DEPRECIATION EXPENSE	268,812	306,279	(37,467)	▼12.23%	270,287	(1,475)	▼0.55%
NET SURPLUS (DEFICIT) - After Depreciation	(166,624)	(139,763)	(26,862)	▲19.22%	(198,942)	32,318	▼16.24%
NON-OP (GENERAL)							
NON-OP REV (General)	142,042	108,900	33,142	▲30.43%	86,000	56,042	▲65.16%
NON-OP EXP (General)	4,081	74,066	(69,985)	▼94.49%	10,040	(5,959)	▼59.35%
NON-OP (General) SURPLUS (DEFICIT)	137,961	34,834	103,127	▲296.05%	75,960	62,001	▲81.62%
NON-OP (CAPITAL)							
NON-OP REV (Capital)	157,090	3,165,308	(3,008,217)	▼95.04%	157,090	0	▲0.00%
NON-OP EXP (Capital)	4,354	936	3,418	▲365.22%	4,355	(0)	▼0.00%
NON-OP (Capital) SURPLUS (DEFICIT)	152,736	3,164,372	(3,011,636)	▼95.17%	152,736	0	▲0.00%
NET NON-OP SURPLUS (DEFICIT)	290,697	3,199,206	(2,908,509)	▼90.91%	228,696	62,001	▲27.11%
TOTAL NET SURPLUS (DEFICIT)	124,072	3,059,443	(2,935,371)	▼95.94%	29,753	94,319	▲317.00%

Port of Port Angeles
P&L Summary by Department
July 31, 2025

	Year to Date						
	YTD Actual	YTD Budget	Actual vs Budget		YTD RF	Actual vs RF	
			Variance	Variance %		Variance	Variance %
OPERATING REVENUES							
11 MARINE TERMINAL	1,315,610	1,625,558	(309,948)	▼19.07%	1,283,088	32,523	▲2.53%
15 MARINE TRADES AREA	451,313	506,074	(54,761)	▼10.82%	474,806	(23,493)	▼4.95%
21 LOG YARD	581,485	618,516	(37,031)	▼5.99%	502,689	78,796	▲15.67%
31 FAIRCHILD INTL AIRPORT	268,545	272,129	(3,584)	▼1.32%	266,566	1,979	▲0.74%
32 SEKIU	10,673	10,139	534	▲5.27%	10,716	(43)	▼0.40%
33 AIRPORT RENTAL PROPERTIES	1,000,947	1,127,343	(126,396)	▼11.21%	1,013,716	(12,769)	▼1.26%
41 PORT ANGELES BOAT HAVEN	1,213,625	1,212,984	641	▲0.05%	1,216,554	(2,930)	▼0.24%
43 JOHN WAYNE MARINA	1,211,148	1,238,735	(27,587)	▼2.23%	1,217,446	(6,297)	▼0.52%
61 RENTAL PROPERTIES	128,995	130,949	(1,954)	▼1.49%	129,827	(832)	▼0.64%
TOTAL OPERATING REVENUES	6,182,342	6,742,427	(560,085)	▼8.31%	6,115,408	66,933	▲1.09%
OPERATING EXPENSES							
11 MARINE TERMINAL	825,619	880,579	(54,960)	▼6.24%	822,778	2,841	▲0.35%
15 MARINE TRADES AREA	201,133	227,967	(26,835)	▼11.77%	200,022	1,111	▲0.56%
21 LOG YARD	781,817	714,101	67,717	▲9.48%	821,800	(39,983)	▼4.87%
31 FAIRCHILD INTL AIRPORT	383,449	305,436	78,013	▲25.54%	360,817	22,632	▲6.27%
32 SEKIU	15,428	13,741	1,687	▲12.28%	17,616	(2,187)	▼12.42%
33 AIRPORT RENTAL PROPERTIES	317,609	334,498	(16,889)	▼5.05%	333,029	(15,420)	▼4.63%
41 PORT ANGELES BOAT HAVEN	523,101	532,371	(9,269)	▼1.74%	519,240	3,861	▲0.74%
43 JOHN WAYNE MARINA	631,340	659,898	(28,558)	▼4.33%	649,306	(17,966)	▼2.77%
61 RENTAL PROPERTIES	83,145	77,997	5,148	▲6.60%	85,906	(2,761)	▼3.21%
80 ADMINSTRATIVE	1,539,730	1,388,975	150,755	▲10.85%	1,547,556	(7,826)	▼0.51%
81 ECONOMIC DEVELOPMENT	243,858	284,792	(40,934)	▼14.37%	267,165	(23,306)	▼8.72%
82 IT	36,372	-	36,372	-	19,430	16,942	▲87.20%
91 MECH SHOP	134,018	139,675	(5,657)	▼4.05%	136,178	(2,160)	▼1.59%
92 FACILITIES MAINTENANCE	222,310	213,177	9,134	▲4.28%	232,027	(9,717)	▼4.19%
TOTAL DIRECT EXPENSES	5,938,931	5,773,208	165,723	▲2.87%	6,012,869	(73,938)	▼1.23%
ALLOCATED EXPENSES - ADMIN & MAINT	-	-	-	-	-	-	-
NET SURPLUS (DEFICIT) - Before Depreciation	243,411	969,219	(725,808)	▼74.89%	102,539	140,872	▲137.38%
ALLOCATED DEPRECIATION	-	-	-	-	-	-	-
DEPRECIATION EXPENSE	1,870,546	2,092,720	(222,174)	▼10.62%	1,869,520	1,026	▲0.05%
NET SURPLUS (DEFICIT) - After Depreciation	(1,627,135)	(1,123,500)	(503,634)	▲44.83%	(1,766,981)	139,846	▼7.91%
NON-OP (GENERAL)							
NON-OP REV (General)	625,219	709,200	(83,981)	▼11.84%	568,414	56,805	▲9.99%
NON-OP EXP (General)	90,136	94,796	(4,660)	▼4.92%	85,208	4,928	▲5.78%
NON-OP (General) SURPLUS (DEFICIT)	535,083	614,404	(79,321)	▼12.91%	483,206	51,877	▲10.74%
NON-OP (CAPITAL)							
NON-OP REV (Capital)	3,986,790	5,456,591	(1,469,800)	▼26.94%	3,985,150	1,640	▲0.04%
NON-OP EXP (Capital)	25,891	6,552	19,339	▲295.15%	25,891	(0)	▼0.00%
NON-OP (Capital) SURPLUS (DEFICIT)	3,960,899	5,450,039	(1,489,139)	▼27.32%	3,959,259	1,640	▲0.04%
NET NON-OP SURPLUS (DEFICIT)	4,495,983	6,064,443	(1,568,460)	▼25.86%	4,442,465	53,517	▲1.20%
TOTAL NET SURPLUS (DEFICIT)	2,868,848	4,940,942	(2,072,094)	▼41.94%	2,675,485	193,363	▲7.23%



Mission, Vision, Values & Our *Proposed* Strategic Pillars





MISSION

We bring people, resources, and industry together to foster economic prosperity and living wage jobs.

VISION

A Prosperous Clallam County

The Port of Port Angeles is responsible for promoting and enhancing the economic vitality of Clallam County through business development and job creation, and serves the community as both a public steward and an economically self-sustaining enterprise.

The Port is a municipal corporation that operates, manages, and makes capital investments in four lines of business: marine facilities, marinas, airports, and industrial properties. These businesses include five viable marine terminals, two airports, two marinas, three industrial business parks, and several other industrial and commercial properties. The Port also plays an important role in the redevelopment of industrial properties county-wide.

VALUES

The Port of Port Angeles has an unwavering focus on its mandate to improve and grow the economic well-being of Clallam County. This is the basis for all policy decisions made by the Port Commission, guided by specific values as defined in our Strategic Plan:

LEADERSHIP

We bring together private and public entities in the community to lead economic development.

STEWARDSHIP

We responsibly manage resources for long-term sustainability and to quickly respond to new opportunities.

INTEGRITY

We do the right thing in a responsive manner.

EXCELLENCE

We strive for continuous improvement.

ACCOUNTABILITY

We accept responsibility and embrace professional and ethical standards.

TRANSPARENCY

We openly share information with the public by explaining actions, decisions, and resulting consequences.

Our **DRAFT** STRATEGIC PILLARS (5 Total)

The Port of Port Angeles outlines five strategic pillars that guide its mission and values:

- **Thriving Industry & Job Growth** focuses on economic prosperity through workforce and community partnerships
- **Modern Infrastructure for a Competitive Future** emphasizes investment in resilient, forward-looking infrastructure supporting various sectors
- **Stewardship of Public Resources** highlights integrity, transparency, and environmental responsibility
- **Operational Excellence & Service** commits to accountability, efficiency, and continuous improvement in internal operations
- **Community Leadership & Collaboration** promotes vision-driven partnerships and public engagement to foster prosperity in Clallam County

1. Thriving Industry & Job Growth

"We catalyze economic prosperity by developing people and strengthening our community partnerships."

How does this speak to our values and goals:

- Directly reflects our mission of living-wage jobs and economic prosperity
- Captures business recruitment, retention, workforce alignment, and strategic partnerships
- Supports strategies like innovation in wood products, aviation sector development, and barging/short-sea shipping service.

2. Modern Infrastructure for a Competitive Future

"We invest in resilient, future-ready infrastructure to support business and community needs."

How does this speak to our values and goals:

- Elevates infrastructure beyond 'resiliency' into forward-looking competitiveness
- Neatly encompasses our airport, terminal, marine trades, and broadband strategies
- It supports our CIP priorities and grant strategies (e.g., PIDP, FAA AIP)

3. Stewardship of Public Resources

"We manage our public resources with integrity, transparency, and long-term responsibility."

How does this speak to our values and goals:

- It speaks to environmental responsibility, asset management, and financial stewardship
- Speaks directly to our values of Stewardship, Integrity, Transparency
- Encompasses initiatives like resilience, brownfield redevelopment, and cleanups

4. Operational Excellence & Service

"We deliver high-quality service through accountability, efficiency, and continuous improvement."

How does this speak to our values and goals:

- Covers safety, maintenance, and systems/processes
- It reflects our internal operations, workforce development, and excellence in delivery
- It speaks to our values of Accountability and Excellence

5. Community Leadership & Collaboration

"We lead with vision and collaboration to build a prosperous Clallam County."

How does this speak to our values and goals:

- This offers space for intergovernmental, tribal, regional, and community partnerships
- It houses public engagement, tribal coordination, and local capacity building
- It reinforces our Leadership and public-facing role



REGULAR COMMISSION MEETING
Tuesday, August 12, 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 **via Zoom*
Connie Beauvais, Commissioner
Paul Jarkiewicz, Executive Director
Chris Hartman, Director of Engineering
Jennifer Baker, Director of Admin & Finance

Caleb McMahon, Dir. of Economic Development
Katharine Frazier, Grants & Govt. Affairs Manager
Martin Marchant, Marine Trades Manager
James Alton, Airport Manager
Jenna Riley, Clerk to the Board

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-1:26)

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

II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (1:27-1:43)

None

III. APPROVAL OF AGENDA (1:44-2:25)

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

IV. WORK SESSION (25:54-25:56)

No items

V. APPROVAL OF CONSENT AGENDA (25:57-28:34)

- A. Special Commission Meeting Minutes – July 31, 2025
- B. Vouchers in the amount of \$932,566.51
- Discussion
 - Motion to approve the consent agenda as presented: Comm. Beauvais
 - 2nd: Comm. Burke
 - Vote: 2-0 (Unanimous)

VI. COMPLETION OF RECORDS (28:35-30:05)

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

VII. PLANNING AND CAPITAL PROJECTS (30:06-33:15)

Chris Hartman provided an update on the Terminal 3 upgrade phases.

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 (2:26-25:53)

- A. Item for Consideration: Sale of Abandoned Vessels, Resolution 25-1326
- Presentation: Martin Marchant
 - Discussion
 - Motion to adopt Resolution No. 25-1326 directing the sale of abandoned vessels (SIKA II, CF 7348 AJ, WN 0890 JF, WN2607 GC, AK 9118 AM) as amended to include additional vessel (CF 1928 ZP): Comm. Beauvais
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)
- B. Item for Consideration: Port Infrastructure Development Program (PIDP) 2025, Resolution 25-1325
- Presentation: Katharine Frazier
 - Discussion
 - Motion to introduce Resolution No. 25-1325 committing matching funds and authorizing the Executive Director to apply for a Federal Maritime Administration Grant for Terminal 3 Cargo Efficiency Upgrades, as amended: Comm. Beauvais
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)
 - Motion to waive second consideration: Comm. Beauvais
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)
 - Motion to adopt Resolution No. 25-1325 to commit matching funds and authorize the Executive Director to apply for a Federal Maritime Administration Grant for Terminal 3 Cargo Efficiency Upgrades, as amended: Comm. Beauvais
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)
- C. Item for Consideration: Port Security Grant Program, Resolution 25-1322
- Presentation: Katharine Frazier
 - Discussion
 - Motion to introduce Resolution No. 25-1322 committing matching funds and authorizing the Executive Director to apply for a Federal Port Security Grant from the Department of Homeland Security: Comm. Beauvais
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)
 - Motion to waive second consideration: Comm. Burke
 - 2nd: Comm. Beauvais
 - 3rd: Comm. McAleer
 - Vote: 3-0 (Unanimous)
 - Motion to adopt Resolution No. 25-1322 to commit matching funds and authorize the Executive Director to apply for a Federal Port Security Grant from the Department of Homeland Security: Comm. Beauvais
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)

- D. Item for Consideration: FY 2025 FAA Airport Infrastructure Grant (AIG) Agreement Offer (Hangar Development Phase 2 Design), Resolution 25-1327
- Presentation: James Alton
 - Discussion
 - Motion to introduce Resolution No. 25-1327 accepting Airport Infrastructure Grant offer 3-53-0047-045-2025 from the Federal Aviation Administration for Hangar Design Phase 2 and to Execute the Contract for Design with Century West Engineering: Comm. McAleer
 - 2nd: Comm. Beauvais
 - Vote: 3-0 (Unanimous)
 - Motion to waive second consideration: Comm. Burke
 - 2nd: Comm. Beauvais
 - Vote: 3-0 (Unanimous)
 - Motion to adopt Resolution No. 25-1327 accepting Airport Infrastructure Grant offer 3-53-0047-045-2025 from the Federal Aviation Administration for Hangar Design Phase 2 and to Execute the Contract for Design with Century West Engineering: Comm. Beauvais
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)
- E. Item for Consideration: Renewing Memorandum of Understanding between the Washington State Office of Minority and Women's Business Enterprises and Port of Port Angeles for the State of Washington Unified Certification Program
- Presentation: James Alton
 - Discussion
 - Approval to update the MOU: 3-0 (Unanimous)
- F. Item for Consideration: Type N Buffer Rulemaking Letter
- Discussion
 - Motion to approve the letter for the Type N Buffer Rulemaking: Comm. Beauvais
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)

****Comm. McAleer excused herself from the meeting at 9:22 am.***

- G. Item for Consideration: Atlas Tower Lease Amendment
- Presentation: Caleb McMahon
 - Discussion
 - Motion to authorize the Executive Director to sign an updated lease between the Port of Port Angeles and Atlas Tower 1, LLC: Comm. Burke
 - 2nd: Comm. Beauvais
 - Vote: 2-0 (Unanimous)

XIV. ITEMS NOT ON THE AGENDA (33:25-37:09)

- A. Auction of Vessels – Starting Bid Price
- Presentation: Martin Marchant
 - Discussion
 - Approval of the Port team to determine starting bid price: 2-0 (Unanimous)

XV. COMMISSIONER REPORTS (37:10-40:05)

Comm. Beauvais shared about attending the public hearing for the Type N Rulemaking. Comm. Burke shared about attending the 42nd Annual Joyce Daze Festival.

XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (40:06-47:24)

James Taylor, of Port Angeles, WA, spoke about attending the riparian meeting and the need for a public discussion/roundtable on the timber industry.



XVII. FUTURE AGENDA

XVIII. NEXT MEETINGS (47:25-47:41)

- A. August 26, 2025 – Regular Commission Meeting
- B. September 9, 2025 – Regular Commission Meeting
- C. September 23, 2025 – Regular Commission Meeting
- D. October 14, 2025 – Regular Commission Meeting
- E. October 28, 2025 - Regular Commission Meeting

XIX. UPCOMING EVENTS

- A. September 14-17, 2025 – NAFTAZ Conference, Kansas City, MO
- B. September 25-26, 2025 – WPPA Environmental Seminar, Union, WA
- C. October 6-8, 2025 – AAPA, Quebec City, Canada
- D. November 19-21, 2025 – WPPA Annual Meeting, Tacoma, WA
- E. November 20-22, 2025 – Pacific Marine Expo, Seattle, WA
- F. December 15-17, 2025 – International Workboat Show, New Orleans, LA

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.

Not conducted.

XXI. ADJOURN (47:42-47:50)

Comm. Burke adjourned the meeting at 9:47 am.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Steven Burke, President

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 August 7, 2025 – August 20, 2025

CERTIFICATION

Accounts Payable

	Begin	End		
	Check #	Check #		
For General Expenses and Construction				
Accts Payable Checks (computer)	419596	419665	\$	83,661.41
Voided/Zero Payable	419622	419644	\$	-
Accts Payable ACH	005645	005751	\$	123,953.64
VOIDED/ZERO PAYABLE ACH				
Wire Transfer - Expenses			\$	3,384.17
Wire Transfer - Excise Tax				
Wire Transfer - Leasehold Tax			\$	152.07
Total General Expenses and Construction			\$	211,151.29

Payroll

Employee Payroll - Draws (Direct Deposit)				
Voided Payroll Check	005608, 005622, 005635		\$	-
Employee Payroll Checks PPD (Direct Deposit)	005579	005644	\$	124,969.15
Wire Transfer - (Payroll Taxes, Retirement, Deferred Comp, L&I, PFML)			\$	59,075.09
Total Payroll			\$	184,044.24
Total General Exp & Payroll			\$	395,195.53

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

* Detail is available upon request to Jennifer Baker, Director of Finance & Administration: jenniferb@portofpa.com

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

August 26, 2025

**Subject: PROFESSIONAL SERVICE AGREEMENT – FLOYD|SNIDER –
KPLY CLEANUP SITE – WORK ORDER #7, AMENDMENT #2**

Presented by: Jesse Waknitz, Environmental Manager

RCW & POLICY REQUIREMENTS:

In accordance with the Port's purchasing procedures, professional service agreements that exceed \$75,000 or increase the total authorized amount by more than 10% require approval by the Port Commissioners.

BACKGROUND:

The K-Ply mill ceased operations in December 2011, and the site was cleared of mill structures by 2013. In 2016, the Port completed a significant cleanup action by removing approximately 54,000 tons of petroleum-contaminated soil. Under the site's administrative order with the WA State Department of Ecology, semi-annual groundwater monitoring is required until cleanup levels are met at the designated shoreline compliance point.

As of the May 2025 sampling event, concentrations of gasoline, oil, and benzene have remained below cleanup levels at the shoreline monitoring wells, while diesel continues to exceed those levels by 1.1 to 3 times. However, results from the last four monitoring events using silica gel cleanup—a laboratory method that removes naturally occurring and breakdown organic compounds—show diesel concentrations near or below cleanup levels at compliance points and non-detect levels at nearby wells. This indicates that the remaining diesel-range organics are primarily weathered diesel and breakdown products, supporting evidence of natural attenuation and providing a more accurate basis for regulatory compliance.

To continue tracking this attenuation trend and meet the site's agreed-upon order requirements, additional groundwater monitoring is needed through 2026 to support the upcoming 10-year site review. The Port's current professional services agreement with Floyd Snider covers monitoring through December 2025. Extending this work through December 2026 will require a contract amendment to increase both the duration and the fee.

ANALYSIS:

Work Order #7 for groundwater monitoring and soil sampling at the K-Ply site was initially authorized by the Port Commissioners in January 2021 for a total of \$210,622. In April 2021, Amendment #1 was executed by the Port's Executive Director to include archaeological monitoring during soil sampling, increasing the agreement amount by \$16,830.63.

The proposed Amendment #2 would extend groundwater sampling through December 2026 and increase the agreement amount by \$62,540, with an extended contract date of April 30, 2027.

The scope of work proposed by Amendment #2 is broken down into the following tasks and associated budgets:

Task 1 – Project Management and Ecology Coordination	\$11,613
Task 2 – Semi-Annual Groundwater Monitoring & Reporting	<u>\$50,927</u>
TOTAL	\$62,540

ENVIRONMENTAL IMPACT:

This work activity is intended to fulfill our environmental obligation to mitigate environmental impacts from contaminants at the former K-Ply Mill site.

FISCAL IMPACT:

The complete fee for Work Order #07 Amendment #2 is \$62,540. The Port's insurance carriers will reimburse this cost, and they have been notified of this and other estimated future costs associated with this cleanup site.

RECOMMENDED ACTION:

The Port Team recommends that the Commission authorize the Executive Director to execute Amendment #2 for the Professional Services Agreement with Floyd|Snider for Work Order #7, in the amount of \$62,540, and the make minor amendments to the work order as may be needed.

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

August 26, 2025

**Subject: EPS (Expanded Polystyrene) FLOTATION POLICY AND
MARINA RULES UPDATE**

Presented by: Paul Jarkiewicz, Executive Director

RCW & POLICY REQUIREMENTS:

In accordance with RCW 90.48.080 (Washington Water Pollution Control Act), WAC 220-660-380(5)(h), and WSR 24-12-003, the Port is required to prevent the discharge of pollutants, including microplastics from degraded flotation materials, into state waters. To align with these requirements, the Port must update its Marina Rules and Regulations to prohibit the use of unencapsulated expanded polystyrene (EPS) flotation systems.

BACKGROUND:

The Port of Port Angeles has historically allowed the use of EPS flotation in marina structures. However, recent environmental guidance and regulatory updates have identified unencapsulated EPS as a significant source of microplastic pollution. EPS is prone to physical degradation, releasing foam particles into the marine environment, which poses risks to aquatic life and water quality.

The Washington Administrative Code (WAC 220-660-380(5)(h)) prohibits the use of exposed EPS in overwater structures. The Washington State Register (WSR 24-12-003) codifies flotation standards requiring encapsulation in durable, waterproof materials. RCW 90.48.080 prohibits the discharge of polluting matter into state waters, with violations subject to penalties up to \$10,000 per day.

To comply with these regulations and protect Port Angeles Harbor, the Port intends to issue a Notice of Policy Change on August 26, 2025, banning unencapsulated EPS flotation for new and replacement installations. Existing EPS systems must be removed within two years, and any EPS that is currently or begins shedding foam in the future must be repaired or replaced immediately.

ANALYSIS:

To make the EPS flotation ban enforceable, the Port must amend the Port of Port Angeles Marina Rules and Regulations. The proposed changes would include:

- Adding a new section (6.7) under Section 6: Boathouses, titled 'Flotation Material Standards and Environmental Compliance'.
- Clarifying enforcement authority in Section 1.8 to include environmental infractions.
- Adding compliance timelines to Section 6.5 Boathouse Policies.
- Referencing applicable state and federal laws in Appendix A.
- Updating Section 1.5 Definitions to include 'Unencapsulated EPS' and 'Environmentally Compliant Flotation'.

These changes will ensure consistency with state and federal law, provide clear guidance to tenants, and support the Port's environmental stewardship goals.

ENVIRONMENTAL IMPACT:

This policy and rule update will significantly reduce the release of microplastics into Port Angeles Harbor. By eliminating unencapsulated EPS flotation, the Port will align with best management practices and regulatory expectations, improving water quality and protecting marine life.

FISCAL IMPACT:

There is no direct fiscal impact to the Port associated with this policy change. However, tenants may incur costs to retrofit or replace non-compliant flotation systems. The Port will provide guidance and support to assist tenants in identifying acceptable materials.

RECOMMENDED ACTION:

The Port Team recommends that the Commission approve the proposed EPS flotation policy and authorize the Executive Director to amend the Port of Port Angeles Marina Rules and Regulations accordingly, effective August 26, 2025.

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

August 26, 2025

**Subject: FAA AIRPORT IMPROVEMENT PROGRAM (046) GRANT
 AGREEMENT OFFER FOR TAXIWAY A RECONSTRUCTION/REHAB
 (CONSTRUCTION) – PORT RESOLUTION NO. 25-1328**

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 at or 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:

The parallel Taxiway A system, including connector taxiways, is in need of rehabilitation and/or reconstruction. The Taxiway Reconstruction/Rehab project has been included in the FAA's AIP project list since 2022. However, the FAA prioritizes runway-related projects over taxiway projects, and Taxiway A has remained unfunded. In FY25, the Port is seeking AIP funds to complete the project.

The project will consist of a crack seal and slurry seal on the eastern portion of Taxiway A, which was last rehabilitated in 2009, and full reconstruction of the western portion of Taxiway A, which last received maintenance in 1998. The taxiway project will also include rehabilitation of connector Taxiways C, D, E, F, G, and H. Crack seal/slurry seal of Taxiway B is included as an ineligible bid schedule. 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.

This project is currently funded at 95% by FAA AIP funds and is included in the Port's 2025 Capital Budget.

ANALYSIS:

The Port seeks additional funding to keep the Taxiway A Reconstruction/Rehabilitation project moving forward.

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

ENVIRONMENTAL IMPACT:

None. Environmental assessments are complete.

FISCAL IMPACT:

Currently, the FAA funds projects at 95%. WSDOT will provide 2.5%, and the Port will be responsible for the remaining 2.5% non-federal share.

The proposed budget for this project is as follows:

	FAA	WSDOT	Port	Total
Taxiway Reconstruction/Rehab (Construction)	\$5,692,773.45	\$149,809.83	\$217,393.17	\$6,059,976.45

The Port's total share for this project is \$217,393.17. This includes \$67,583.34 for the rehabilitation of Taxiway B, which is not eligible for FAA funding. The Port has included \$270,000 for Taxiway 'A' reconstruction and rehabilitation for this project in its 2025 Capital Budget.

RECOMMENDED ACTION:

Introduce and adopt Resolution No. 25-1328 authorizing the Executive Director to sign and submit the corresponding FAA AIP grant application for \$5,692,773.45 for the Taxiway Reconstruction/Rehab (Construction) project, and to make any minor changes as may be needed.

**A RESOLUTION OF THE PORT OF PORT ANGELES, WASHINGTON,
ACCEPTING AIRPORT IMPROVEMENT PROGRAM (046) GRANT
FUNDING FROM THE FEDERAL AVIATION ADMINISTRATION FOR
TAXIWAY RECONSTRUCTION / REHABILITATION (CONSTRUCTION).**

WHEREAS, the Port of Port Angeles, as sponsor, on behalf of the William R. Fairchild International Airport (CLM) accepts the FAA Airport Improvement Program (046) Grant offer for Taxiway Reconstruction/Rehab (Construction) 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) funding under AIP 46, 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 \$217,393.17) set aside in its 2025 Capital Budget, which was approved and adopted on November 19, 2024; and

NOW, THEREFORE, BE IT RESOLVED, that the Port Commission of the Port of Port Angeles, Washington, supports these projects, authorizes signatures to accept the grant offer from the Federal Aviation Administration.

ADOPTED by the Board of Commissioners of the Port of Port Angeles at a regular meeting thereof held this 26th day of August 2025.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Steven D. Burke, President

Colleen M. McAleer, Vice President

Connie L. Beauvais, Secretary

Future Agenda Items –Commission Meeting

8/26/2025

September 9, 2025 (Regular Commission Meeting)

- Monthly Delegation of Authority Report
- Harbor Site Update
- 2025 Operating Budget Assumptions
- Review 5 & 20-Year CIP

September 23, 2025 (Regular Commission Meeting)

- August Financial Report
- Monthly Cash & Investment Report
- 2025 Capital Projects Projected Year End
- Draft 2026 Capital Budget
- Operating Budget Projection Highlights
- Finalize Operating Assumptions & Org Chart
- Q3 Grant Update

October 14, 2025 (Regular Commission Meeting)

- Monthly Delegation of Authority Report
- Capital Project Prioritization
- Introduce Operating Budget
- W. PABH Marina Master Plan Presentation by PND/BST/MAKERS

October 27, 2025 (Special Joint Meeting – BOCC)

October 28, 2025 (Regular Commission Meeting)

- Monthly Delegation of Authority Report
- Capital Project Prioritization
- Introduce Operating Budget

November 11, 2025 (Regular Commission Meeting)

- Monthly Delegation of Authority Report
- Harbor Site Update

Upcoming Events

September 14-17, 2025 – NAFTAZ Conference, Kansas City, MO

September 25-26, 2025 – WPPA Environmental Seminar, Alderbrook Lodge, Union

October 6-8, 2025 – AAPA, Quebec City, Canada

November 19-21 – WPPA Annual Meeting, Tacoma, WA

November 20-22 – Pacific Marine Expo, Seattle, WA

December 15-17 – International Workboat Show, New Orleans, LA

Future

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