



REGULAR COMMISSION MEETING
Tuesday, September 23, 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	Chris Hartman, Director of Engineering
Colleen McAleer, Commissioner	Jennifer Baker, Director of Finance & Admin
Connie Beauvais, Commissioner	Caleb McMahon, Director of Ec Dev
Paul Jarkiewicz, Executive Director	Katharine Frazier, Grants & Govt. Affairs Manager
Senator Mike Chapman	Jenna Riley, Clerk to the Board
Representative Steve Tharinger	James Alton, Airport Manager
Representative Adam Bernbaum	Wilson Easton, Facilities Maintenance Manager
Eric ffitich, Executive Director, WPPA	Marty Marchant, Marine Trades Manager
Eron Berg, Executive Director, Port of Port Townsend	Scott Hough, Marine Terminal Manager
Leonard Barnes, Executive Director, Port of Grays Harbor	Steve Rose, IT Manager
Molly Bold, GM of Westport Marina, Port of Grays Harbor	
Kayla Dunlap, Dir.of Govt. and Public Affairs, Port of Grays Harbor	

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE (0:00-0:51)

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

**II. EARLY PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES)
(1:53:30-1:53:45)**

None

III. APPROVAL OF AGENDA (1:53:46-1:53:56)

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

IV. WORK SESSION (TIMESTAMPS NEXT TO EACH AGENDA ITEM)

A. WPPA Compass Award Presentation to Senator Chapman (0:52-17:29)

- Presentation: Eric ffitich
- Discussion
- No Action

B. Interim Check-in with the 24th Legislative District Delegation (17:30-1:53:00)

- Presentation: Katharine Frazier
- Discussion – Roundtable with State Legislatures, Port of Port Angeles, Port of Port Townsend, Port of Grays Harbor, and the Washington Public Ports Association
- No Action

Recessed Regular Meeting: 10:53 am

Regular Meeting Resumed: 11:03 am

C. August Financial Report (1:53:57-2:04:56)

- Presentation: Jennifer Baker
- Discussion
- No Action

D. 2026 Operating Budget Projection Highlights (2:04:57-3:19:48)

- Presentation: Jennifer Baker / Scott Hough / Martin Marchant / Caleb McMahon / Wilson Easton / James Alton / Steve Rose
- Discussion
- No Action



V. APPROVAL OF CONSENT AGENDA (3:19:49-3:21:49)

- A. Regular Commission Meeting Minutes – September 9, 2025
- B. Vouchers in the amount of \$514,459.28
- Discussion
 - Motion to approve the consent agenda as presented: Comm. Beauvais
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)

VI. COMPLETION OF RECORDS

No items

VII. PLANNING AND CAPITAL PROJECTS (3:21:51-4:24:32)

- A. Item for Consideration – Terminal 1 and Terminal 3 Repairs Project – Contract Acceptance
- Presentation: Chris Hartman
 - Discussion
 - Motion to accept the project as complete with Legacy Contracting Inc in the final amount of Two Million Eight Hundred Forty-Nine Thousand Two Hundred Forty-Two Dollars and Two Cents (\$2,849,242.02), including Washington State Sales Tax and 5% retainage: Comm. Beauvais
 - 2nd: Comm. McAleer
 - Vote: 3-0 (Unanimous)
 - Comm. Burke noted this will start the 45-day waiting period before the Port can release Legacy's 5% retainage (\$130,819.19), along with their performance and payment bonds.
- B. 2025 Capital Projects Projected Year-End
- Presentation: Chris Hartman
 - Discussion
 - No Action
- C. Draft 2026 Capital Budget
- Presentation: Chris Hartman
 - Discussion
 - No Action
- D. Q3 Grant Update
- Presentation: Katharine Frazier
 - Discussion
 - No Action

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 (4:24:33-4:25:45)

Comm. Burke spoke on the NAFTAZ Conference he attended with Caleb McMahon and will provide a brief at the next meeting.

Comm. McAleer spoke on the City of Forks applying for a loan for electrical improvements for the Forks Industrial Park. The Opportunity Fund Board recommended approval for the Board of Commissioners to approve the loan, contingent on the City of Forks finalizing a lease.

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

None

XVII. FUTURE AGENDA

XVIII. NEXT MEETINGS (4:26:46-4:27:15)

- A. October 14, 2025 – Regular Commission Meeting
- B. October 28, 2025 - Regular Commission Meeting
- C. November 11, 2025 - Regular Commission Meeting
- D. November 12, 2025 – Special Commission Meeting
- E. November 18, 2025 – Special Commission Meeting

XIX. UPCOMING EVENTS

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

XX. EXECUTIVE SESSION (4:27:16-4:27:50)

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 45 minutes. Following the executive session, the Commission is not expected to 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)
- Recessed Regular Meeting at 1:38 pm for 2 minutes
- Start Time: 1:40 pm
- End Time: 2:12 pm

Public Session of Commission Meeting Reconvened: 2:12 pm

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

Regular Meeting Resumed: 2:12 pm

XXI. ADJOURN (4:27:51-4:28:04)

Comm. Burke adjourned the meeting at 2:12 pm.



PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

A handwritten signature in blue ink, which appears to read "Steve D. Burke", is written over a horizontal line.

Steven Burke, President

A handwritten signature in blue ink, which appears to read "Connie Beauvais", is written over a horizontal line.

Connie Beauvais, Secretary