PORT of Port Angeles
Serving Clallam County Since 1923

REGULAR COMMISSION MEETING
Tuesday, October 14, 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
Jennifer Baker, Director of Finance & Admin
Caleb McMahon, Director of Econ. Dev

James Alton, Airport Manager
Jesse Waknitz, Sr., Environmental Manager
Jenna Riley, Clerk to the Board
Brian Porter, PND Engineers
Brian Porter, PND Engineers *via Zoom
Beth Batchelder, MAKERS *via Zoom
Brian Winningham, BST Associates *via Zoom
Paul Sorensen, BST Associates *via Zoom

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) (0:36-05:52)

Lisa Cornelson of Port Angeles, WA, spoke about shipwrights and how the Port can support them in the future, both for new and existing structures.

James Taylor of Port Angeles, WA, spoke on the effort the Port continues to put forth.

III. APPROVAL OF AGENDA (05:53-06:40)

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

IV. WORK SESSION (1:31:41-1:49:32)

A. Monthly Cash & Investment Report
- Presentation: Jennifer Baker
- Discussion
- No Action

B. Finalize 2026 Operating Assumptions and Introduce 2026 Operating Budget
- Presentation: Jennifer Baker
- Discussion
- No Action

V. APPROVAL OF CONSENT AGENDA (1:49:33-1:53:34)

A. Regular Commission Meeting Minutes – September 23, 2025

B. Vouchers in the amount of $1,053,660.27
- Discussion
- Motion to approve the consent agenda as presented: Comm. Beauvais
- 2nd: Comm. McAleer
- Vote: 3-0 (Unanimous)

VI. COMPLETION OF RECORDS (1:53:35-1:55:49)

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

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VII. PLANNING AND CAPITAL PROJECTS (1:55:50-2:09:19)

A. 2026 Capital Project Prioritization Review & Discussion
- Presentation: Chris Hartman
- Discussion
- No Action

VIII. LOG YARD

No items

IX. MARINE TRADES AND MARINE TERMINALS (2:09:20-2:21:59)

A. Item for Consideration – Port Angeles Harbor – Tetra Tech Agreement
- Presentation: Jesse Waknitz
- Discussion
- Motion to authorize the Executive Director to execute Task Order #1 under the Professional Services Agreement with Tetra Tech, Inc., in the amount of $489,757, for preparation of the Remedial Design Work Plan for the Western Port Angeles Harbor Sediment Cleanup, and to make minor amendments to the work order as may be needed, as presented: Comm. McAleer
- 2nd: Comm. Beauvais
- Vote: 3-0 (Unanimous)

B. Item for Consideration – Port Angeles Harbor – Floyd | Snider Agreement
- Presentation: Jesse Waknitz
- Discussion
- Motion to authorize the Executive Director to execute a Professional Services Agreement with Floyd | Snider in the amount of $204,445 for strategic and technical support to the Port during the Western Port Angeles Harbor Remedial Design phase, contingent upon acknowledgment by the Port's insurance carriers that the agreement is necessary to assist in defending the Port against all costs arising out of the subject environmental liabilities at the site, as presented: Comm. McAleer
- 2nd: Comm. Beauvais
- Vote: 3-0 (Unanimous)

X. PROPERTY (2:21:60-2:29:16)

A. Item for Consideration – CRTC 2220 Lease Additional Space
- Presentation: Caleb McMahon
- Discussion
- Motion to approve the Temporary Access License and Term Lease as presented: Comm. Beauvais
- 2nd: Comm. McAleer
- Vote: 3-0 (Unanimous)

XI. MARINAS (06:41-1:31:40)

A. West PA Boat Haven Master Plan Update – Virtual Presentation by PND Engineers, BST Associates, and MAKERS
- Presentation: Jenna Riley, PND Engineers, BST Associates, MAKERS
- Discussion
- No Action

XII. AIRPORTS (2:29-17-2:37:44)

A. Item for Consideration – Taxiway Reconstruction/Rehabilitation Bid Award
- Presentation: James Alton
- Discussion
- Motion to authorize the Executive Director to execute a public works contract with Seton Construction, Inc. for the William R. Fairchild International Airport – Taxiway

Reconstruction/Rehabilitation project for a total amount of Five Million Forty-Four Thousand One Hundred Ninety-Two Dollars and No Cents ($5,044,192.00) plus applicable Washington State Sales Tax, and to make minor modifications as may be necessary, as presented: Comm. Beauvais

- 2nd: Comm. McAleer
- Vote: 3-0 (Unanimous)

XIII. OTHER BUSINESS (2:37:45-3:18:16)

A. Item for Consideration – Recompete Memorandum of Understanding

- Presentation: Caleb McMahon
- Discussion
- No Action – Comm. Burke and Comm. Beauvais requested the Executive Director clarify the Port's roles and responsibilities in an amendment to the MOU. Pending changes, the updated MOU will be presented at a later date to the Commissioners. Comm. McAleer will abstain from voting on this MOU.

B. Item for Consideration – Interlocal Agreement between Port of Port Angeles and Port of Friday Harbor for Professional Grant Writing & Technical Services

- Presentation: Jenna Riley
- Discussion
- Motion to authorize the Executive Director to execute the Interlocal Agreement for professional grant writing and technical services with the Port of Friday Harbor, as provided by Katharine Frazier, and to make any necessary minor amendments to the agreement, as presented: Comm. McAleer
- 2nd: Comm. Beauvais
- Vote: 3-0 (Unanimous)

XIV. ITEMS NOT ON THE AGENDA (3:18:17-3:18:29)

None

XV. COMMISSIONER REPORTS (3:18-30-3:18:58)

A. NAFTZ Conference Brief – Comm. Burke announced this would be postponed until next meeting.

XVI. PUBLIC COMMENT SESSION (TOTAL SESSION UP TO 20 MINUTES) (3:18:59-3:19:09)

None

XVII. FUTURE AGENDA (3:19:10-3:22:40)

XVIII. NEXT MEETINGS

A. October 27, 2025 – Special Joint Meeting BOCC

B. October 28, 2025 - Regular Commission Meeting

C. November 11, 2025 - Regular Commission Meeting – **CANCELLED**

D. November 12, 2025 – Special Commission Meeting

E. November 17, 2025 – Special Commission Meeting

F. November 25, 2025 – Regular Commission Meeting – **CANCELLED**

G. December 9, 2025 - Regular Commission Meeting

H. December 23, 2025 - Regular Commission Meeting – **CANCELLED**

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XIX. UPCOMING EVENTS

A. November 18, 2025 – Marine Hwy 5 Roundtable, Tacoma, WA

B. November 19-21, 2025 – WPPA Annual Meeting, Tacoma, WA

C. November 20-22, 2025 – Pacific Marine Expo, Seattle, WA

D. December 3-5 – International Workboat Show, New Orleans, LA

XX. EXECUTIVE SESSION (3:22:41-3:24:46)

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:
  - One (1) item concerning the performance of a public employee. Discussing such matters in executive session is appropriate pursuant to RCW 42.30.110(1)(g)
  - 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 12:23 pm for 2 minutes
- Start Time: 12:25 pm
- Extended: 70 minutes
- End Time: 2:34 pm

Public Session of Commission Meeting Reconvened: 2:34 pm
Commissioner Burke noted that no action will be taken as a result of the executive session.

Regular Meeting Resumed: 2:34 pm

XXI. ADJOURN (3:24:47-3:24:53)

Comm. Burke adjourned the meeting at 2:34 pm.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS

Steven D Burke

Steven Burke, President

Connie Beauvais

Connie Beauvais, Secretary