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**Port of Port Townsend  
2nd Monthly Meeting Agenda  
Wednesday, April 26, 2017, 5:30 p.m.  
Port Commission Building  
333 Benedict Street, Port Townsend, WA**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Consent Agenda
  - A. Approval of Public Workshop Minutes – April 12, 2017.....1-2
  - Approval of Regular Meeting Minutes – April 12, 2017.....3-5
  - B. Approval of Warrants
- IV. Public Comments (not related to Agenda)
- V. Second Reading
  - A. Yard Rates Updates & Proposal.....6
- VI. First Reading
- VII. Regular Business
  - A. BIG Authorizing Resolution No. 664-17.....7-9
  - B. WSDOT Airport Aid Grant Authorizing Resolution No. 665-17.....10-12
- VIII. Staff Comments
- IX. Public Comments
- X. Commissioner Comments
- XI. Next Public Workshop / Regular Meeting:  
Wednesday, May 10, 2017. Workshop at 9:30 a.m., meeting at 1:00 p.m. in the Port Commission Building, 333 Benedict Street, Port Townsend, WA
- XII. Executive Session:
- XIII. Adjournment

**PORT COMMISSION PUBLIC WORKSHOP – April 12, 2017**

The Port of Port Townsend Commission met for a Public Workshop session in the Port Commission Building, 333 Benedict Street, Port Townsend, WA.

**Present:** Commissioners Hanke, Clinefelter and Tucker  
Executive Director – Gibboney  
Director of Operations & Business Development – Englin  
Communications & Marketing Coordinator Matej  
Minutes – Nelson

**Presenter:** Brian Kuh, Executive Director EDC/Team Jefferson

**Round Table Attendees:**

- Bob Larsen, Composites Technology Recycling Center
- Jed Bothell, Atlas Technologies
- Ben Juran, Markitech
- Pete Langley, PT Foundry (Invited by Commissioner Clinefelter)
- Chris Jones, Coast Seafood
- David Neuenschwander, North Hood Canal Chamber of Commerce
- Wally Pederson, Quilcene Industrial Park Owner
- Tammi Rubert, Jefferson Transit

**Team Jefferson Board Members Present:**

- Erin Ashcraft, EDCTJ Business Services Coordinator
- Marty Gay, EDCTJ Board President
- Christina Pivarnik, EDCTJ Board Vice President
- Bill Lowry, EDCTJ Board Director

**I. CALL TO ORDER:**

Commissioner Hanke called the Workshop to order at 9:30 a.m.

**II. AGENDA:**

Refer to attached workshop agenda for items discussed and list of invited representatives.

**IV. ADJOURNMENT:**

The Workshop adjourned at 11:27 a.m.

**ATTEST:**

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Peter W. Hanke, President

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Stephen R. Tucker, Secretary

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Brad A. Clinefelter, Vice President

**Port of Port Townsend  
Public Workshop  
Wednesday, April 12, 2017, 9:30 a.m.  
Commission Building  
333 Benedict Street, Port Townsend, WA**

**AGENDA**

- **Industrial Development District (IDD)**

Ongoing discussions of the Industrial Development District.

EDC/Team Jefferson Director, Brian Kuh, has invited various business leaders and community members to discuss economic development in Jefferson County.

Note: This is a Public Port Commission Workshop. Workshops are for information sharing only and no decisions will be made during the session. Public input may be taken at the Commissions' discretion.

**PORT COMMISSION REGULAR MEETING– April 12, 2017**

The Port of Port Townsend Commission met in regular session at the Commission Building, 333 Benedict Street, Port Townsend, WA

Present: Commissioners – Hanke, Clinefelter and Tucker  
Executive Director Gibboney  
Auditor Berg  
Director of Operations & Business Development Englin  
Communications & Marketing Director Matej  
Attorney O’Malley  
Minutes – Nelson

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:**

Commissioner Hanke called the meeting to order at 1:00 p.m.

**II. APPROVAL OF AGENDA:**

**Commissioner Tucker moved to approve the Agenda as amended.  
Commissioner Clinefelter seconded the motion.  
Motion carried by unanimous vote.**

**III. CONSENT AGENDA (2:11):**

A. Approval of Meeting Minutes – March 22, 2017  
B. Approval of Warrants  
Warrant #057461 through #057476 in the amount of \$102,669.31 for Payroll & Benefits  
Electronic Payment in the amount of \$127,627.86 for Payroll & Benefits  
Warrant #057477 through #057533 in the amount of \$71,123.19 for Accounts Payable  
Warrant #057534 through #057536 in the amount of \$16,453.10 for Accounts Payable  
Electronic Debit in the amount of \$17,442.10 for WA State Dept. of Labor & Industries  
1<sup>st</sup> Quarter Tax Return for January – March 2017  
**Commissioner Clinefelter moved to approve the Consent Agenda as presented.  
Commissioner Hanke seconded the motion.  
Motion carried by unanimous vote.**

**IV. PUBLIC COMMENTS (Not related to agenda) (1:22):**

Bertram Levy commented on the IDD and the possibility of a countywide referendum for the Point Hudson Jetty.  
Anne Ricker commented on Jim Speer’s situation.  
Bob Frank asked the status of the 75-ton lift.  
Heather Burns introduced herself as a Linger Longer Committee member, and provided further information on the committee.  
Kit Kittredge commented on Quilcene issues.

**V. SECOND READING (Action Items):**

**VI. FIRST READING (Discussion Only):**

Mr. Englin presented the proposed yard rates in table format. He discussed the two alternatives for haulout rates – to include the washdown or to price it out separately; the sun setting of the 3% fee charged to marine trades; the rate changes to hoist and storage; and the addition of charges for commercial box trucks of \$200/day.  
The following audience members commented on the rate proposal:  
Bertram Levy, Kit Kittredge, Clayton White, David Griswold, Gus Sebastian, Bob Frank, David King, Joel Kawahara.  
Discussions included commercial usage in Quilcene, annual commercial user passes, storage rates, consideration of including one or two lay days in the haul out fee, the 20% discount and who qualifies, commercial box trucks arriving at night for nighttime fisheries.

**VII. REGULAR BUSINESS:**

**A. EDC/Team Jefferson Report (5:13):**

Team Jefferson Executive Director Brian Kuh briefed on the role of Team Jefferson (TJ) - the Economic Development Council (EDC) under the umbrella of the Associate Economic Development Organization (ADO). He informed he has been in discussions on their scope of work with Executive Director Gibboney. Mr. Kuh provided highlights of TJ’s work in the past year. He introduced his new assistant, Erin Ashcraft, and board members Marty Gay, Christina Pivarnik and Bill Lowrey. He explained the organization, their one-on-one work consulting with businesses, the LION program, classes and training sessions held, the “5 Things” workshops, CEO breakfast meetings, participation in the Port’s IDD workshops, and what’s next.

**B. Approval of Contract with Maul Foster Alongi (MFA) (1:06:31):**

Ms. Gibboney presented the draft contract for Point Hudson planning. Funding the consultants comes from a \$50K CERB grant awarded to the Port, with a \$20K match, total contract amount \$70K. She explained it would be four to six weeks until the CERB contract is formalized and once that is received, execution of the MFA contract would begin.

Ms. Gibboney recommends Commission approval of the Maul Foster contract.

Commissioner Clinefelter asked for a timetable on deliverables. Ms. Gibboney said she has received that and would include it with the contract.

Ms. Gibboney reminded that the Port and consultant would hold future planning meetings with participation from the community, tenants and stakeholders.

Audience member Gordon Neilson offered advice for working with Maul Foster, based on his past experience working with them through the tribes.

Audience member David King commended the Port for its efforts on long term planning of Point Hudson.

Commissioner Hanke stated he is hesitant to sign the contract at this time and would like it brought back to the next meeting.

Commissioner Clinefelter added that he thought Mr. Levy's suggestion (referendum) was an excellent one.

**C. Organizational Chart (1:20:47):**

Ms. Gibboney announced the proposed realignment of the organization. She noted the Communications Coordinator position had prior Commission approval, and is included in the budget. She explained staff reorganization would ease yard and moorage scheduling for the customer by calling only one number to schedule everything – "one stop shopping". Ms. Gibboney stated customer service is "first and foremost". She then discussed the roles of the newly created positions of business manager and customer service manager.

Ms. Gibboney stated she has discussed with Teamsters reps and they had no opposition. She added the Port is now hiring for seasonal moorage/customer service clerks.

**Commissioner Tucker moved to approve the Organization Chart.** (Commissioner Hanke delayed the vote to hear comments from the audience.)

Gordon Neilson commented.

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

**D. Resolution No. 663-17 – Appointing Agent to Receive Claims for Damages (1:30:30):**

Ms. Berg stated this is a housekeeping item. The resolution appoints her as the point person to receive claims for damages against the Port and to report and communicate any such claims to the Commission and Executive Director.

**Commissioner Tucker moved to adopt Resolution No. 663-17, appointing S. Abigail Berg as the Agent to Receive Claims for Damages.**

**Commissioner Clinefelter seconded the motion.**

**Motion carried by unanimous vote.**

**VIII. STAFF COMMENTS (1:32:17):**

**Ms. Gibboney** stated she sent out her direct (weekly) report to the Commission.

She announced the Port passed the threshold with CERB for the Quilcene planning grant application. Funding availability is the question.

Staff received word the Integrated Planning Grant (IPG) Proviso is included in the proposed House Capital Budget.

Ms. Gibboney stated Landau is under contract for the Level 3 revised stormwater plan. She will soon set a date for a brown bag lunch with the marine trades.

**Mr. Englin** discussed his work on the yard rates.

He reported on his involvement with the stormwater plan.

Mr. Englin provided an update on fiber and Wi-Fi.

**Commissioner Clinefelter** asked for a timeline for stormwater compliance to the Administrative Order. Ms. Gibboney answered the Level 3 Engineering Report is to be submitted to Ecology by May 30, 2017 with improvements completed by September 30, 2017.

**Mr. Englin** reported the new 75-ton Travellift should arrive in approximately 75-80 days.

**Bob Frank** asked if the Port is providing weekend hours to yard customers to catch up with haulouts. Commissioner Hanke answered the Port is committed to offering overtime hours.

**Mr. Englin** stated that work continues on the Facilities Maintenance Plan.

He reported a staffing plan for Quilcene is being completed, and there are no plans for 24/7 employees (as is the case for all Port-staffed facilities). He explained there would be a full-time

person in Quilcene with additional staff on-call, and hours of operation tentatively set from 10 am – 6 pm.

Mr. Englin discussed the lease audit.

Last, he introduced Kimberly Matej, the new Port Communications & Marketing Coordinator. Attorney O'Malley reminded of the Executive Session on Potential Litigation, thirty-minute duration, no action.

Ms. Berg informed she is waiting on the general liability insurance renewal for the Port. She expects to see a rate increase (some due to the Travelift accident), which prompted discussion on obtaining policy quotes from other insurance companies. (Commissioner Hanke and others stated they are not happy with the speed of action from the insurance company on response to the accident claim.)

Ms. Berg stated IT would receive the new server tomorrow and it will take a week or so to get it up to speed.

She has ordered two more laptops (for lease audit and Quilcene office).

Ms. Berg has been arranging technology set-up for Ms. Matej.

She has been working on TMP (marina software program) issues.

Next week she would be involved with a leasehold tax audit.

Ms. Nelson reported she is busy with interview scheduling, Public Records Requests, calendars, meetings, website, file cleanup and other tasks.

**IX. PUBLIC COMMENTS (1:52:31):**

Jim Maupin commented on the lack of speed from the insurance company for the Travelift damages claim.

Kit Kittredge discussed the Linger Longer Committee meetings held in Quilcene.

Bertram Levy stated he was disappointed that the Port was missing from an insert in a recent Leader edition.

Bob Frank commented on the Port's insurance increases and suggested soliciting bids.

Jim Maupin asked for an update on the John Cobb.

**X. COMMISSIONER COMMENTS (1:58:58):**

Commissioner Tucker commented on PUD and their work on Broadband expansion. He discussed Team Jefferson's recent "5 Things" workshop, where public restrooms were discussed. He attended a recent "Friends of the Port" meeting and relayed their desire to assist the Port with the Industrial Development District (IDD).

Commissioner Tucker informed about a group of divers who would like to preserve the Point Hudson habitat at the breakwater and have volunteered to obtain the permit, and do the work to relocate rocks and sea life.

He also briefed on a Sea Level Rise workshop he attended, and the recent MRC meeting.

Commissioner Clinefelter requested senior staff look back at the EDC/Team Jefferson (TJ) presentation and see how that aligns with Port expectations. Ms. Gibboney stated TJ is not yet under contract for 2017 and Mr. Kuh is in the process of revising the Scope of Work, which will be reported on in the near future.

**XI. NEXT MEETING:**

Next regular meeting will be held Wednesday, April 26, 2017 at 5:30 pm in the Port Commission Building, 333 Benedict St, Port Townsend.

**XII. EXECUTIVE SESSION:**

The regular session recessed into Executive Session at 3:06 pm to discuss potential litigation, pursuant to RCW 42.30.110 (i), no action and a change to the duration from thirty to twenty minutes. (Attorney O'Malley announced this outside with the start time of the session at 3:08pm.)

**XIII. ADJOURNMENT:**

The meeting reconvened and adjourned at 3:28 pm there being no further business to come before the Commission.

ATTEST:

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Brad A. Clinefelter, Secretary

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Peter W. Hanke, President

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Stephen R. Tucker, Vice President

**PORT OF PORT TOWNSEND**

**MEETING OF:** April 26, 2017

**AGENDA ITEM:** V. Regular Business  
A. Yard Rate Update & Proposal

**BACKGROUND:**

After the first reading the feedback from various stakeholders for proposed rate charges focused primarily on yard storage rates. In response, staff recommends creating a discounted rate that would extend to every customer that stays 30 days or longer. The discount would be set at 20% off the regular daily yard storage rate. This rate structure should incent every customer looking at lengthy repairs or longer term storage in the yard and should benefit every tenant, marine trade, and all vendors in the area. If market conditions change staff requests that the Commission approve future changes to the rate structure as needed.

Staff proposes daily yard storage rates are adjusted to \$0.75 per lineal foot per day as originally proposed.

All other rates are as proposed under Alternative B in the first reading.

	75T YARD STORAGE	LONG TERM MONTHLY 75T YARD STORAGE	LONG TERM MONTHLY 75T YARD STORAGE
	DAILY PLF	DAILY PLF	DAILY PLF w/LH Tax
<b>Port Townsend (Current)</b>	0.63	0.63	0.63
<b>Port Townsend (ALT B)</b>	0.75	0.60	0.68

An additional clarification concerns the metric used as a basis for determining the rate for haulout. The Port's historical practice is to use the length on deck (as opposed to length overall) for determining the length as it relates to the haulout or hoist rate. Staff recommends continuing that practice.

**Executive Director's Recommendation:**

Executive Director recommendation is to adopt proposed rate schedule B and adopt the 20% discounted rate structure for storage in the 75T yard for vessel stays 30 days or longer as well as continue the practice of using the length on deck as the basis for the hoist rate.

**Action Requested:** Request Commission authorization for the Executive Director to adopt the proposed rate schedule.

## PORT OF PORT TOWNSEND

**MEETING OF:** April 26, 2016

**AGENDA ITEM:** VII. Regular Business  
A. BIG Authorizing Resolution No. 664-17

### **BACKGROUND:**

In 2014, 2015, and 2016 the Commission formally authorized staff to prepare applications seeking funding assistance for the Point Hudson Jetty Replacement Project through the Boating Infrastructure Grant (BIG) program administered by the United States Fish and Wildlife Service (USFWS) and the Washington State Recreation and Conservation Office (RCO). The Port was notified in January of 2015 that \$1,102,811 of its 2014 requested \$1,455,000 in grant aid had been funded (i.e., approximately 22% of the estimated \$5,000,000 jetty replacement cost).

In September of 2015, the Port submitted a second application for BIG funding for the Point Hudson Jetty Replacement Project. In spring of 2016, RCO staff encouraged the Port to formally withdraw its 2015 application and resubmit a substantially revised 2016 or 2017 application, focused exclusively on the North Jetty Wall. Due to changes in the project schedule and anticipated project phasing,<sup>1</sup> the Port did not submit a BIG Tier II application in 2016, although authorized by the Commission to do so via Resolution No. 647-16.

Under 50 CFR Part 86, as amended, localities are permitted to submit BIG funding requests on an annual basis, which permits the Port to request up to \$1,455,000 in additional funding support in the 2016 grant cycle. BIG Tier II applications (i.e., those exceeding \$100,000) must be submitted by July 15, 2016. The RCO requires that a formal authorizing resolution be included as part of the application submittal.

Staff has prepared a draft of Port Commission Resolution No. 664-17, once again authorizing application to the State of Washington requesting BIG Tier II program funding for the Point Hudson North Jetty Replacement Project. Staff anticipates applying for up to an additional \$1,455,000, 32% of the estimated total project cost. The Port's source of matching funds is the Port of Port Townsend's Operating Reserves Fund.

Preliminary application materials must be submitted to RCO by May 2, 2017. Following formal/complete application submittal in July, RCO will conduct "technical review" in August and provide critical feedback to applicants. Final, revised applications will then be submitted by mid-August. Awards are announced in the spring of 2018.

### **Executive Director's Recommendation:**

Approve the attached Resolution authorizing staff to submit a grant application to the State of Washington Recreation & Conservation Office for BIG program funding support for the Point Hudson North Jetty Replacement project.

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<sup>1</sup> The current project schedule anticipates demolition and replacement of the South Jetty between July 15, 2018 and February 15, 2019, with North Jetty replacement occurring between July 15, 2020 and February 15, 2021.



RESOLUTION NO. 664-17

A Resolution of the Commission of the Port of Port Townsend

RECREATION & CONSERVATION OFFICE  
BOATING INFRASTRUCTURE GRANT (BIG)  
APPLICATION RESOLUTION/AUTHORIZATION FOR THE POINT HUDSON NORTH JETTY REPLACEMENT  
PROJECT

**PROJECT NAME & NUMBER(S):** 16-1815 D, Point Hudson North Jetty Replacement Project

This resolution authorizes submitting application(s) for grant funding assistance for Boating Infrastructure Grants (BIG) project(s) to the Recreation and Conservation Funding Board as provided in 50 Code of Federal Regulations Part 86, 79A.25 RCW, WAC 286, and other applicable authorities.

**WHEREAS**, under provisions of the BIG program, state grant assistance is requested to aid in financing the cost of facility development and education; and

**WHEREAS**, the Port of Port Townsend considers it in the best public interest to complete the project described in the application(s).

1. Sam Gibboney, Executive Director of the Port of Port Townsend, is authorized to make formal application to the Recreation and Conservation Funding Board for grant assistance.
2. Our organization has reviewed the sample project agreement on the Recreation and Conservation Office's web site at:

<http://www.rco.wa.gov/documents/manuals&forms/SampleProjAgreement.pdf>

and authorizes Sam Gibboney, Executive Director of the Port of Port Townsend to enter into such a project agreement, if funding is awarded. We understand and acknowledge that the project agreement will contain the indemnification (applicable to any sponsor) and waiver of sovereign immunity (applicable to Tribes) and other terms and conditions that are contained in the sample project agreement. The Recreation and Conservation Office may periodically revise the sample project agreement. The Port of Port Townsend recognizes that such changes might occur prior to our authorized representative signing the actual project agreement, and we accept the responsibility and the presumption that our authorized representative shall have conferred with us as to any such changes before he/she executes the project agreement on behalf of our organization and so executes with our authorization.

3. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
4. Our organization expects our matching share of project funding will be derived from the Port's Operating Reserves Fund and that pursuant to WAC 286-13-040 we must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash commitments to this project should they not materialize.
5. We acknowledge that if the Recreation and Conservation Funding Board approves grant assistance for the project(s), the Recreation and Conservation Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Recreation and Conservation Office after we incur eligible and allowable costs and pay them. The Recreation and Conservation Office may also determine an amount of retainage and hold that amount until the project is complete.
6. We acknowledge that any property developed or renovated with grant assistance must be dedicated for the purpose of the grant for the planned useful life period of the project after the project is complete unless otherwise provided and agreed to by our organization, the Recreation and Conservation Funding Board, and the United States Fish and Wildlife Service in the project agreement or an amendment thereto.
7. We have read both the federal guidelines and state policies for the BIG program and agree to abide by those guidelines and policies, and as BIG grants are federal funds, our organization must comply with all applicable federal laws.

8. This application authorization becomes part of a formal application to the Recreation and Conservation Funding Board for grant assistance.
9. We provided appropriate opportunity for public comment on this application.
10. We certify that this application authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that the person signing as authorized representative is duly authorized to do so.

**ADOPTED this 26<sup>th</sup> day of April 2017, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.**

**ATTEST:**

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Peter W. Hanke, President

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Brad A. Clinefelter, Vice President

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Stephen R. Tucker, Secretary

**WASHINGTON STATE ATTORNEY GENERAL'S OFFICE - APPROVED AS TO FORM:**

*Brian Staller*

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Assistant Attorney General

March 18, 2016

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Date

**PORT OF PORT TOWNSEND**

**MEETING OF:** April 26, 2016

**AGENDA ITEM:** VII. Regular Business  
B. WSDOT Airport Aid Grant Authorizing Resolution No. 665-17

**BACKGROUND:**

The Washington State Department of Transportation (WSDOT), Aviation Division, administers the State's Airport Aid Grant Program pursuant to RCW 47.68. The program provides important financial assistance to public-use airports in the preservation of Washington's system of airports. Under RCW 47.68.090, port districts that own and operate public-use airports that are included in the Washington Aviation System Plan (WASP) are "eligible airport sponsors" and may apply for WSDOT Airport Aid funds.

As indicated in the Port's approved capital budget, the Port is moving ahead with Phase I of the Runway Rehabilitation Project at the Jefferson County International Airport. The project is intended to redress runway condition issues identified in WSDOT Aviation's 2012 Pavement Condition Assessment. Phase I of the project (2017-2018) involves pre-design, environmental review, development of an obstacle action plan, and 60% engineering design. Phase II of the project will involve 100% design and construction.

The cost of Phase I of the rehabilitation project is anticipated to be \$248,321.00.<sup>1</sup> Of this total, the FAA will fund 90%, or \$223,489.00. The remaining 10%, or \$24,832.00, is to be provided through a combination of Port matching funds and WSDOT Airport Aid grant monies.

Staff has prepared a draft of Port Commission Resolution No. 665-17, authorizing application to WSDOT's Aviation Division for Airport Aid Grant funding for Phase I of the Runway Rehabilitation Project. Staff anticipates applying for at least \$12,416.00, or 5% of the estimated Phase I costs. The Port's source of matching funds is the Port of Port Townsend's Operating Reserves Fund. Application materials must be submitted to WSDOT by May 12, 2017. Grant awards are announced by July 15.

**Executive Director's Recommendation:** Approve the attached Resolution authorizing staff to submit a grant application to WSDOT Aviation for Airport Aid Grant funding support for Phase I of the Jefferson County International Airport Runway Rehabilitation Project.

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<sup>1</sup> The Port and Reid Middleton (the Port's On-Call Airport Engineer) are presently involved in negotiations regarding the level of effort required to complete the work outlined in the FAA approved scope of services. These negotiations may result in a modest increase in anticipated project costs.

**RESOLUTION NO. 665-17**

**A Resolution of the Commission of the Port of Port Townsend**

**RESOLUTION AUTHORIZING THE PORT OF PORT TOWNSEND TO FILE AN APPLICATION WITH THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION, AVIATION DIVISION, SEEKING AIRPORT AID GRANT FUNDS TO SUPPORT PHASE 1 OF THE RUNWAY REHABILITATION PROJECT AT THE JEFFERSON COUNTY INTERNATIONAL AIRPORT, AND ASSURING THAT LOCAL MATCHING FUNDS ARE AVAILABLE AND AUTHORIZED.**

**WHEREAS**, the Port of Port Townsend is a municipal corporation established in 1924 under Title 53 of the Revised Code of Washington; and

**WHEREAS**, under RCW 53, the Port of Port Townsend is responsible for developing and maintaining infrastructure that fosters economic development, providing transportation facilities that support commerce and communities within Jefferson County; and

**WHEREAS**, under RCW §53.08.020 the Port of Port Townsend is specifically authorized to construct, purchase, acquire, lease, maintain and operate air transfer and terminal facilities subject to all applicable state and federal laws; and

**WHEREAS**, the Port of Port Townsend is applying for financial assistance through the 2017 Washington State Department of Transportation (WSDOT) Airport Aid Grant Program to partially fund Phase 1 of the Runway Rehabilitation Project (pre-design, environmental review, obstacle action plan, and 60% design) to address runway condition issues identified in WSDOT Aviation's 2012 Pavement Condition Assessment;

**WHEREAS**, the grant agreement for WSDOT financial assistance imposes certain obligations upon the applicant Port, and requires the Port to provide a local share of the project cost; and

**WHEREAS**, the Port anticipates that the total project cost for Phase 1 of the Runway Rehabilitation Project will not exceed \$248,321.00, of which amount \$223,489.00 is anticipated from the Federal Aviation Administration (FAA), with the remaining 10%, or \$24,832.00 to be provided through a combination of WSDOT financial assistance and Port of Port Townsend matching funds; and

**WHEREAS**, the Port had cash reserves of \$997,850.00 on February 28, 2017, and therefore has the matching funds available to cover its share of project costs;

**NOW, THEREFORE, BE IT RESOLVED** by the Port Commission of the Port of Port Townsend, as follows:

1. Port Executive Director, Sam Gibboney, or her designee, is authorized to execute and file such documents as may be necessary for the application and award of Airport Aid grant assistance on behalf of the Port of Port Townsend with the WSDOT Aviation Division.
2. Upon consultation with the Port's Director of Finance and Administration, S. Abigail Berg, the Commission of the Port of Port Townsend has concluded, and hereby assures WSDOT Aviation Division, that local matching funds are available and have been authorized for the AWOS project.

**ADOPTED this 26<sup>th</sup> day of April 2017, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.**

**ATTEST:**

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Peter W. Hanke, President

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Brad A. Clinefelter, Vice President

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Steven R. Tucker, Secretary

**APPROVED AS TO FORM:**

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Port Attorney