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**Port of Port Townsend  
2<sup>nd</sup> Monthly Meeting Agenda -*Special Meeting*  
Thursday, July 25, 2019, 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. Public Comments
- IV. Consent Agenda
  - A. Approval of Public Workshop Minutes - July 10, 2019.....1
  - B. Approval of Regular Business Meeting Minutes – July 10, 2019.....2-5
  - C. Approval of Warrants
- V. Second Reading
  - A. 2020 Operating & Capital Budget Development Schedule.....6-7
- VI. First Reading
  - A. Seasonal Yard Rates.....8-11
- VII. Regular Business
  - A. Resolution No. 704-19 – Rescinding Resolution No. 698-19, Multi-year Levy....12-16
  - B. Quarter 2 Financials, 2019.....17- 23
  - C. AIP Authorizing Resolution No. 705-19, Taxiway connector for JCIA Runway....24-29
  - D. Project Updates.....30
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Public Workshop / Regular Business Meeting:  
Wednesday, August 14, 2019. Workshop at 9:30 am, Meeting at 1:00 pm  
Port Commission Building, 333 Benedict Street, Port Townsend, WA
- XI. Executive Session
- XII. Adjournment

**PORT COMMISSION PUBLIC WORKSHOP – July 10, 2019**

The Port of Port Townsend Commission met for a Public Workshop in the Port Commission Building: 333 Benedict Street, Port Townsend, WA 98368

Present: Commissioners Putney & Tucker; Commissioner Hanke via phone  
Executive Director Pivarnik  
Finance Director & Port Auditor Berg  
Deputy Director Toews  
Recorder Erickson

I. CALL TO ORDER:

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

II. AGENDA:

- Yard Seasonal Discount Rates
- Advisory Committees

III. ADJOURNMENT:

The Workshop adjourned at 10:47 a.m.

ATTEST:

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Stephen R. Tucker, Secretary

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William W. Putney III, President

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Peter W. Hanke, Vice President

## PORT COMMISSION REGULAR BUSINESS MEETING – July 10, 2019

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

Present: Commissioners – Putney, Hanke (via phone) & Tucker  
Executive Director Pivarnik  
Finance Director & Port Auditor Berg  
Deputy Director Toews  
Minutes – Exec. Asst. Erickson  
Attorney Chmelik (via Skype [audio/visual])

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

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

### II. APPROVAL OF AGENDA (00:00:52):

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

### III. PUBLIC COMMENTS (00:01:04):

Bertram Levy commented on the IDD and made a suggestion that the Commission consider.  
George Yount commented on IDD process.

### IV. CONSENT AGENDA (00:08:00):

- A. Approval of Regular Meeting Minutes – June 26, 2019
  - a. Commissioner Putney had a correction to section XII: “extend the Executive Director’s contract through June 30, 2019” should be “...June 30, 2020”.
  - b. Commissioner Tucker had a correction to page 4, second paragraph. He would like the words “fire district or” removed. The sentence should read, “He would like to see it run like a school bond.”
- B. Approval of Warrants  
Warrant #060735 through #060750 in the amount of \$68,445.93 for Payroll & Benefits  
Electronic Payment in the amount of \$99,011.38 for Payroll & Benefits  
Warrant #060751 through #060795 in the amount of \$166,076.95 for Accounts Payable

**Commissioner Tucker moved to approve the Consent Agenda with corrections to the minutes.  
Commissioner Hanke seconded the motion.  
Motion carried by unanimous vote.**

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

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

#### A. 2020 Operating & Capital Budget Development Schedule (Draft) (00:09:29)

Executive Director Pivarnik introduced this item as the Port’s annual draft schedule and asked the commissioners if the schedule looked viable to them.

Commissioner Tucker asked if it was the same timing as in the past, and stated that he thought it worked well then. Commissioners Putney and Hanke stated they had no problem with it.

VII. REGULAR BUSINESS:

A. 2020 Seattle Boat Show Participation (00:10:49):

Executive Director Pivarnik stated that the Port's participation in the Seattle Boat Show has been discussed for many years, and the Port would like to ask the commissioners about 2020 participation. The question is, is it worth \$14,000 for the Port to participate in the Seattle Recreational Boat Show? He shared a spreadsheet with all the costs listed, and stated that he couldn't show \$14,000 worth of benefit from our participation, but it does put us on the map.

Commissioner Tucker felt that it may not show on the balance sheet, but by not participating we're not known as a place to go by boaters in the area. However, he feels that there are ways to trim costs; for instance, the drawing for a free 300-ton haul out is something we could cut, because it doesn't appeal to pleasure boaters.

Commissioner Putney discussed the idea of using volunteers from constituent groups to staff the booth.

Executive Director Pivarnik stated that we'd used folks from the marine trades in the past and we could investigate this.

**Commissioner Putney made a motion to vote for approval of the Port to participate in the Seattle Boat Show, asking that the Port look into costs of using volunteers.**

**Commissioner Tucker seconded the motion, and the motion passed, 2 to 1.**

B. Resolution 704-19, Rescinding Resolution No. 698-19, Multi-year Levy (00:31:35):

Commissioner Putney gave a brief history of the petition drive mounted, consistent with the RCW that allows the Port to do a levy for industrial development. There are differing opinions on whether or not we need to have a vote on this.

Attorney Chmelik explained the RCW 53.36.100 on taxing limits. If intentions change, the vote could be an advisory vote.

Mr. Toews clarified that the resolution that the commission adopted and the authority that they were proceeding under was RCW 53.36.160, subsection 2.

Attorney Chmelik agreed, and the Port selected a multi-year program, they moved forward with the process under that statute, now there is a petition. The question is whether the Port intends to move forward.

Commissioner Hanke gave a summary of the history behind this topic, and stated that we're in a crisis mode in terms of the state of our infrastructure and finances. If we withdraw now and come back next year with a levy lid lift, we're telling our constituents that if you vote no this year, we'll just ask again next year.

Commissioner Tucker stated that a levy lid lift would be permanent and therefore a longer-term investment in the Port. Either way, for this to pass, we'll need a groundswell of public support.

Executive Director Pivarnik reminded the commission that August 6<sup>th</sup> is our deadline, and we have another meeting between now and then, so it is possible to defer and have the attorneys talk to the county civil deputy to get more clarity on this issue.

Commissioner Putney asked the commission to postpone this decision until the meeting on July 25, 2019.

C. Quarter 2 Project Status (00:57:35):

Executive Director Pivarnik provided the commission with the 5 projects the Port is working on for informational purposes, and asked if there were any questions.

Commissioner Putney thought that substantially these projects are fine, just wanted to make sure we had a closed loop on projects where the commission has oversight.

Executive Director Pivarnik stated that the Port would continue to do these updates quarterly, and if there are any questions you may ask Ms. Berg any financial questions and Mr. Toews for updates on progress.

Mr. Toews made a comment that these were intended to be big snapshots on where we are with the projects, with expenses to date.

D. Mott MacDonald Contract Amendment #1 (01:02:09):

Mr. Toews reminded the commission of the history on the situation at Point Hudson Jetty project. Mott MacDonald was selected to do some permit-level drawings. For final design and to be bid ready, we now have a budget and scope amendment from Mott MacDonald for approximately \$154,000, which is largely covered by a public infrastructure grant awarded to us by Jefferson County. He then described the design that is being proposed for the south jetty.

Commissioner Hanke asked if there would be a presentation on this to approve.

Executive Director Pivarnik said the commission would be sent the conceptual drawings so they could look at what is proposed, but until we hear from Fish and Wildlife on what their mitigation is going to be, we won't have a final design.

**Commissioner Tucker moved to approve this Amendment. Commissioner Hanke seconded. Motion passed unanimously.**

E. Parametrix Contract Amendment (01:09:06):

Mr. Toews informed the commission about the stormwater issues at Boat Haven, and the current status. Parametrix did an excellent job testing our system and went slightly over (approx. \$600) the \$25,000 limit of the Executive Director's spending authority. This is asking permission from the commission to spend the money needed to pay this bill.

**Commissioner Tucker moved to approve. Commissioner Hanke seconded, and this was approved unanimously.**

F. Work yard Resurfacing Contract Award (01:11:33):

Mr. Toews informed the commission about the ongoing work for re-graveling in 2019. This went to bid last month for unit-priced, multi-year contract. Seton Construction was the apparent low bidder and due diligence is now complete. The Port is requesting permission to award the contract for this boatyard work in the summer of 2019.

**Commissioner Tucker moved to approve the awarding of this contract, Commissioner Hanke seconded. Motion passed unanimously.**

VIII. STAFF COMMENTS (01:14:14):

Mr. Pivarnik introduced Karen Erickson, the new Executive Assistant. He announced that he's going to a Port Directors' conference, and will be out the rest of the week.

IX. COMMISSIONER COMMENTS (00:58:05):

Commissioner Tucker attended a S'Klallam Tribe Totem Pole installation, and stated that he is pleased that we're working together with local tribes.

Commissioner Putney also attended the Totem Pole raising and said it was a nice ceremony. He thought that the City rescinding Ordinance 3 was a great new step forward, giving the local Tribes more privilege in town.

X. NEXT PUBLIC WORKSHOP/SPECIAL BUSINESS MEETING:

Thursday, July 25, 2019 meeting at 5:30 p.m. in the Port Commission Building, 333 Benedict St, Port Townsend.

XI. Meeting Adjourned (01:17:01)

ATTEST:

Steven R. Tucker, Secretary

William W. Putney III, President

Peter W. Hanke, Vice President

# PORT OF PORT TOWNSEND AGENDA COVER SHEET

<b>MEETING DATE</b>	July 25, 2019
<b>AGENDA ITEM</b>	<input type="checkbox"/> First Reading <input checked="" type="checkbox"/> Second Reading <input type="checkbox"/> Regular Business
<b>AGENDA TITLE</b>	V. A) 2020 Operating & Capital Budget Development Schedule
<b>STAFF LEAD</b>	Abigail Berg, Director of Finance
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	A. Draft 2020 Operating & Capital Budget Development Schedule

**Port of Port Townsend  
2020 Operating & Capital Budget Development Schedule**

**DRAFT**

*	July 10, 2019	1:00	<b>Draft 2020 Budget Schedule and process discussed at Commission meeting.</b>
*	July 15-19, 2019	TBD	<i>Group work sessions with Department Managers and Port Directors to discuss budget.</i>
*	July 25, 2019	5:30	<b>Revised Budget Schedule reviewed &amp; final approved by Commission.</b>
*	August 14, 2019	9:30	<b>Workshop session - discuss issues, goals &amp; assumptions, with review of preliminary 2019 mid-year budget results. Include Business, Yard &amp; Maintenance Managers.</b>
*	August 19-23, 2019	TBD	<i>Individual budget work sessions with Department Managers and Port Directors.</i>
*	August 28, 2019	9:00	<i>Group work session with Department Managers and Port Directors to discuss budget, as needed.</i>
*	August 28, 2019	5:30	<b>2020 Budget status and potential issues discussed at Commission meeting, as needed.</b>
*	September 11, 2019	9:30	<b>Workshop session - continue discussion of 2020 Budget issues, and review revenue projections. County Assessor will be in attendance to provide presentation of recommended budgeted tax levy for 2020.</b>
*	September 25, 2019	5:30	<b>1st draft of budget and cash flow presented to Commissioners and public.</b>
*	September 25, 2019		<i>1st draft of budget posted on Port website, for public comment.</i>
*	October 9, 2019	1:00	<b>2nd review of draft 2020 Budget and Cash Flow projection.</b>
*	October 9-20, 2019		<i>Advertise budget hearings in Leader &amp; PDN, once per week for two (2) consecutive weeks, per RCW 53.35.020</i>
*	October 23, 2019	5:30	<b>1st public hearing and public comment period on 2020 Budget.</b>
*	November 13, 2019	1:00	<b>2nd public hearing and public comment period on 2020 Budget, as necessary, or adopt final 2020 Budget and requisite resolutions.</b>
*	November 26, 2019	1:00	<b>If 2020 Budget not adopted previously, adopt final 2020 Budget, including requisite resolutions.</b>
*	November 29, 2019		<i>Tax levy resolutions and adopted budget due to Jefferson County, per RCW.</i>

\* Commission Meetings



# PORT OF PORT TOWNSEND AGENDA COVER SHEET

<b>MEETING DATE</b>	July 25, 2019
<b>AGENDA ITEM</b>	<input checked="" type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
<b>AGENDA TITLE</b>	VI. A) Seasonal Yard Rates
<b>STAFF LEAD</b>	Jim Pivarnik, Executive Director
<b>REQUESTED</b>	<input type="checkbox"/> Motion <input type="checkbox"/> Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	A. Staff Memo re Seasonal Yard Rates B. 2018 vs. 2019 income / expense spreadsheet C. Yard comparable worksheet

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** 7/25/2019  
**TO:** Commission  
**FROM:** Jim Pivarnik, Executive Director  
**SUBJECT:** Seasonal Yard Rates

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### **BACKGROUND**

At the last workshop, Port staff presented a comparison of 2018 yard revenues to 2019 yard revenues to illustrate that although the Port had more boats in the yard during the promotional period, our actual revenues declined, if you include the extra utility cost.

### **DISCUSSION**

Port staff agrees that a promotional rate during the off season is very important to generate additional income for both the Port and the marine trades. In the attached numbers, the two areas that we need to look at are (1) how low the rate should be and (2) should there be a utility surcharge. Most of the Port's competition is charging for utilities; some as high as \$5 per day and some \$15 per month. These charges will help offset any additional costs to the Port.

### **RECOMMENDATION**

Although this is a first reading, several marine trades representatives have spoken to staff about setting the new rates so that they will be able to market these promotional rates to their customers.

What staff would like to recommend is to offer a 25% discount to monthly yard tenants during the promotional period. That would equate to a \$.45 per foot per day rate instead of the normal monthly rate of \$.60 per foot per day. In order to address the utility issue, if the customer wanted to have electricity, staff propose to charge \$15 per month, which would be simple to administer. This would be an optional cost for the boat owner. Also, staff believes that that the promotion should run from October 2019 through March 2020. These are our slowest months and will align both the shipyard and boatyard discounts on the same schedule.

### **ATTACHMENTS**

2018 vs 2019 income / expense spreadsheet.  
Yard comparable worksheet

**For Discussion and Direction**

Work Yard Promotional Revenue/Expenses Breakdown 17/18 -18/19

	Storage	Hoist	Electric	Garbage	Total	Occ. Average	Occ. %	Haul outs
Sept. 17	\$ 45,620.00	\$ 26,941.00	\$ (943.84)	\$ (1,328.15)	\$ 70,289.01	56.00	47%	62.00
Sept. 18	\$ 26,831.00	\$ 24,410.00	\$ (1,102.38)	\$ (721.98)	\$ 49,416.64	55.00	46%	60.00
Oct. 17	\$ 45,284.00	\$ 35,556.00	\$ (1,689.27)	\$ (694.09)	\$ 78,456.64	40.00	34%	57.00
Oct. 18	\$ 32,962.00	\$ 24,307.00	\$ (2,827.67)	\$ (1,625.69)	\$ 52,815.64	66.00	55%	57.00
Nov. 17	\$ 38,306.00	\$ 14,310.00	\$ (2,330.22)	\$ (729.82)	\$ 49,555.96	50.00	41%	24.00
Nov. 18	\$ 37,556.00	\$ 19,718.00	\$ (4,310.11)	\$ (791.35)	\$ 52,172.54	77.00	64%	44.00
Dec. 17	\$ 36,043.00	\$ 11,231.00	\$ (3,170.24)	\$ (778.70)	\$ 43,325.06	42.00	35%	16.00
Dec. 18	\$ 33,413.00	\$ 11,473.00	\$ (4,404.43)	\$ (789.43)	\$ 39,692.14	76.00	63%	23.00
Jan. 18	\$ 27,461.00	\$ 10,665.00	\$ (3,048.55)	\$ (779.80)	\$ 34,297.65	44.00	37%	25.00
Jan. 19	\$ 34,833.00	\$ 21,065.00	\$ (4,870.48)	\$ (845.39)	\$ 50,182.13	82.00	68%	42.00
Feb. 18	\$ 27,839.00	\$ 14,875.00	\$ (3,584.98)	\$ (905.06)	\$ 38,223.96	36.00	30%	29.00
Feb. 19	\$ 37,741.00	\$ 12,900.00	\$ (7,038.83)	\$ (896.75)	\$ 42,705.42	86.00	72%	29.00
Mar. 18	\$ 35,488.00	\$ 31,565.00	\$ (4,378.28)	\$ (926.25)	\$ 61,748.47	61.00	51%	81.00
Mar. 19	\$ 45,300.00	\$ 34,014.00	\$ (4,800.24)	\$ (939.30)	\$ 73,574.46	104.00	87%	73.00
Apr. 18	\$ 61,808.00	\$ 37,902.00	\$ (3,479.62)	\$ (1,465.73)	\$ 94,764.65	74.00	62%	91.00
Apr. 19	\$ 55,586.00	\$ 31,666.00	\$ (3,304.14)	\$ (803.32)	\$ 83,144.54	112.00	93%	73.00
<b>Season Totals 17-18</b>	<b>\$ 317,849.00</b>	<b>\$ 183,045.00</b>	<b>\$ (22,625.00)</b>	<b>\$ (7,607.60)</b>	<b>\$ 470,661.40</b>	<b>50.37</b>	<b>42%</b>	<b>385.00</b>
<b>Season Totals 18-19</b>	<b>\$ 304,222.00</b>	<b>\$ 179,553.00</b>	<b>\$ (32,658.28)</b>	<b>\$ (7,413.21)</b>	<b>\$ 443,703.51</b>	<b>82.25</b>	<b>61%</b>	<b>401.00</b>
<b>Variance</b>	<b>\$ (13,627.00)</b>	<b>\$ (3,492.00)</b>	<b>\$ (10,033.28)</b>	<b>\$ 194.39</b>	<b>\$ (26,957.89)</b>			

	DAILY RATE		MONTHLY			ELECTRICAL	
	Spaces	OFF SEASON	PEAK	OFF SEASON	PEAK		LONG TERM
Port of Port Townsend	200+	\$ 0.75	\$ 0.75	\$ 0.35	\$ 0.60	\$ 0.21	no charge
Sea Marine	80	\$ 0.50	\$ 0.50	N/A	N/A	\$ 0.21	\$15 + KWH (MONTHLY)
Port of Port Angeles	45	\$ 0.95	\$ 0.95	N/A	N/A	\$ .21, \$.29 - \$.34	no charge
Port of Everett	200+	\$ 1.00	\$ 1.50	\$ 0.50	N/A	\$ 0.21	Flat \$20/per m (Nov-Mar)
Port of Edmonds	30	\$ 1.20	\$ 1.35	N/A	N/A	N/A	no charge
Laconner Maritime Center	200	\$ 0.75	\$ 1.00	N/A	N/A	\$ .18 - \$.26	\$5 per day
Skyline Service Center	50	\$ 1.80	\$ 1.80	N/A	N/A	N/A	\$20 per month
Pacific Marine Center	200+	\$ 1.00	\$ 1.00	\$ 0.43	\$ 0.43	\$ 0.43	no charge
Pacific Marine Center - SL	200+	\$ 1.00	\$ 1.00	\$ 0.21	\$ 0.21	\$ 0.21	no charge
Seaview North Bellingham	30	\$ 1.50	\$ 1.50	N/A	N/A	N/A	\$6 per day
Seaview Fairhaven	30	\$ 1.50	\$ 1.50	N/A	N/A	\$ 0.20	\$6 per day
Seaview West	40	\$ 2.00	\$ 2.00	N/A	N/A	N/A	\$6 per day
CSR Marine	30	\$ 2.00	\$ 2.00	N/A	N/A	N/A	no charge
Port of Olympia - Swantown	30	\$ 0.75	\$ 1.00	\$ 0.26	N/A	N/A	no charge
Port of Ilwaco	25	\$ 0.60	\$ 0.60	N/A	\$ 0.28	N/A	\$5.15 per day

# PORT OF PORT TOWNSEND AGENDA COVER SHEET

<b>MEETING DATE</b>	July 25, 2019
<b>AGENDA ITEM</b>	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
<b>AGENDA TITLE</b>	VII. A) Resolution No. 704-19 – Rescinding Resolution No. 698-19, Multi-year Levy
<b>STAFF LEAD</b>	Eric Toews, Deputy Director
<b>REQUESTED</b>	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Action <input type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	A. Resolution No. 704-19

**RESOLUTION NO. 704-19**

**A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF  
PORT TOWNSEND RESCINDING RESOLUTION 698-19 WHICH  
AUTHORIZED A MULTIYEAR LEVY PERIOD**

**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**, the Commission of the Port of Port Townsend established an industrial development district ("IDD") in 1966 and levied taxes between 1967 and 1972 to assist in funding the improvement of harbor facilities within the district consistent with RCW 53.36.100;

**WHEREAS**, on March 27, 2019, and following publication of the required notice, the Commission of the Port of Port Townsend adopted Resolution No. 698-19 setting forth its intent to impose levies over a second multi-year period pursuant to the provisions of RCW 53.36.160; and

**WHEREAS**, RCW 53.36.160(2) specifies a process by which the signatures of a requisite number of registered voters may be gathered, and a petition filed with the county auditor, in order that the proposition to impose levies over a second multi-year levy period may be submitted to the voters of the port district at a special election, and that no levy may be made unless approved by a majority of the voters at said special election; and

**WHEREAS**, a petition was duly filed with the Jefferson County Auditor on June 19, 2019, containing more than 2,150 signatures, which, if certified as sufficient, would meet the requisite number of signatures specified under RCW 53.36.160(2) thereby necessitating a special election to put the proposition of whether or not the Port should carry out a second multi-year levy period before the voters of Jefferson County; and

**WHEREAS**, it is unlikely that the voters of Jefferson County will choose to approve a second multi-year levy period to fund improvements to core Port infrastructure within the IDD absent substantial additional information, analysis, outreach and public discussion of the proposition; and

**WHEREAS**, the Commission of the Port of Port Townsend does not wish to incur the expense of, or proceed with, a special election on a proposed second multi-year levy period without presenting substantial additional information and analysis, and conducting public outreach, education and permitting further public discussion of the proposal; and

**WHEREAS**, there is insufficient time to organize and implement such an effort prior to an anticipated special election to be conducted in November of 2019; and

**WHEREAS**, the Commission believes it may be in the Port's and community's long-term interest to ask the voters of Jefferson County to approve a permanent (single-year) levy lid lift under RCW 84.55.050 as an enduring and stable source of revenue to fund the renewal of Port infrastructure into the future, in lieu of the narrow special taxing authority under RCW 53.36.160;

**NOW, THEREFORE, BE IT RESOLVED BY THE PORT COMMISSION OF THE PORT OF PORT TOWNSEND, WASHINGTON**, as follows:

**Section 1.** Resolution No. 698-19 expressing the Commission's intent to impose levies over a second multi-year period pursuant to the provisions of RCW 53.36.160 is hereby rescinded and said Resolution is no longer of any validity or effect whatsoever.

**Section 2.** Staff is hereby directed to conduct further research, gather relevant information, and report back to the Commission within three (3) months of the passage of this Resolution No. 704-19 on the process and timeline(s) governing the placement of a permanent levy lid lift proposition before the voters of Jefferson County pursuant to RCW 84.55.050.

**Section 3.** This resolution shall take effect immediately upon its adoption.

**ADOPTED AND APPROVED** at a regular meeting of the Commission of the Port of Port Townsend, Washington held this 25<sup>th</sup> day of July 2019.

**ATTEST:**

\_\_\_\_\_  
Stephen R. Tucker, Secretary

\_\_\_\_\_  
William W. Putney III, President

\_\_\_\_\_  
Peter W. Hanke, Vice President

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Port Attorney



**CERTIFICATE**

I, the undersigned, Secretary of the Port Commission of the Port of Port Townsend, Washington (the "Port") and keeper of the records of the Port Commission (the "Commission"), DO HEREBY CERTIFY:

1. That the attached resolution is a true and correct copy of Resolution No. 704-19 of the Port Commission (the "Resolution"), duly adopted at a regular meeting thereof held on the 25<sup>th</sup> day of July 2019.

2. That said meeting was duly convened and held in all respects in accordance with law, due and proper notice of such meeting was given, that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Commission voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 25<sup>th</sup> day of July 2019.

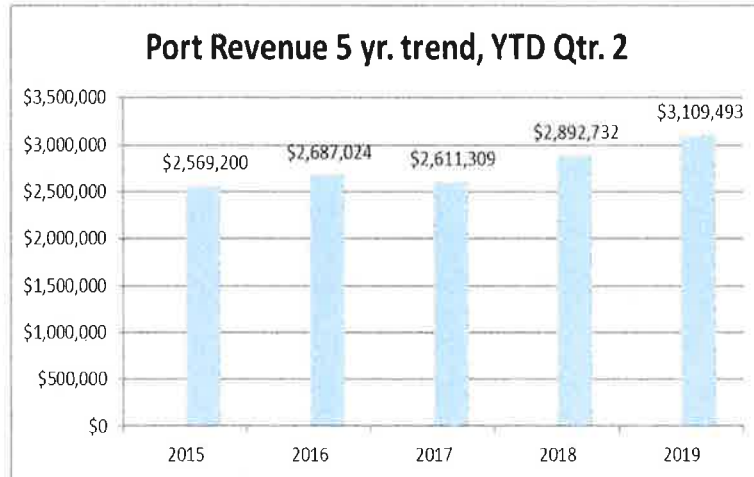
\_\_\_\_\_  
Stephen R. Tucker, Secretary  
Port Commission

# PORT OF PORT TOWNSEND AGENDA COVER SHEET

<b>MEETING DATE</b>	July 25, 2019
<b>AGENDA ITEM</b>	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
<b>AGENDA TITLE</b>	VII. B) Quarter 2 Financials, 2019
<b>STAFF LEAD</b>	Abigail Berg, Director of Finance and Administration
<b>REQUESTED</b>	<input type="checkbox"/> Motion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	A. Port Financial Results as of Quarter 2, 2019

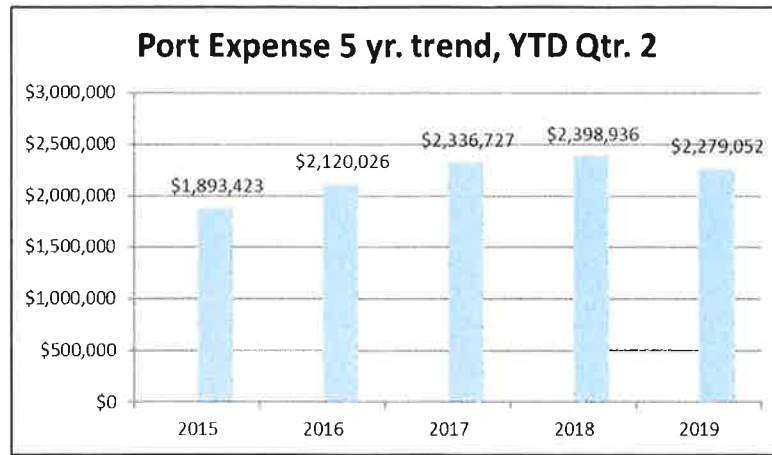
**DATE:** July 18, 2019  
**TO:** Commissioners and Directors  
**FROM:** Abigail Berg, Director of Finance & Administration  
**SUBJECT:** Port Financial Results as of Quarter 2, 2019

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**Revenue Highlights:**

- ✓ The Port continues to surpass 2018 Operating Revenues, as of quarter 2, by \$216,760.
- ✓ Total Operating Revenues are ahead of the 2019 YTD Budget by \$108,726.
- ✓ Yard revenue is the sector lead in total YTD revenues at \$963,342, with the Boat Haven Moorage right behind at \$927,755. Compared to 2018, Yard revenue is ahead by \$82,805 and more than budget by \$32,749.
- ✓ Both Ship Yard Hoist and Work Yard Hoist revenues are down YTD as compared to 2018 and the budget. With fewer hoists performed, Washdown revenue has also taken a hit, with a 2018 comparative decrease of 6,304 and a more nominal decrease to budget (\$1,129).
- ✓ While hoist revenues are down, Ship Yard revenue and Work Yard revenue (both lay-day revenue) are more than 2018 (\$23,524 and \$46,743, respectively) as well as budget (\$8,627 and \$33,929, respectively). This is likely due to the deep discount of lay-day rates for vessels in the yard for more than one month which lead to higher occupancy.
- ✓ Boat Haven Property revenues are ahead of the prior year by \$47,079, and ahead of budget by \$51,829.
- ✓ Point Hudson (marina, rv & property) is just ahead of 2018 by \$21,754 and below budget by \$7,101.
- ✓ Quilcene revenues are ahead of 2018 by \$12,135 and ahead of budget by \$10,672. This is likely due to having regular full-time staff during season and part-time off season.
- ✓ Ramp revenues ahead of 2018 and budget by \$6,836 and \$4,780, respectively. These increases are a reflection of increased Commercial Use Fees (\$3,700), Dinghy Float revenue (\$1,596) and a small increase in Ramp Fee sales (\$1,300).
- ✓ JCIA revenues are well ahead of 2018 and budget by \$8,363 and \$5,677, respectively.



**Expense Highlights:**

- ✓ Total YTD 2019 Operating Expenses are less than 2018 by \$119,214, and below budget by \$8,934. The year to year comparisons can be mis-leading since the Port is now reporting on a Cash Basis and reported on an accrual basis in years prior. The budget comparison is more accurate with the largest savings in Salaries/Wages and Consulting Services. Since 2019 is the first year of Cash Basis reporting, comparisons to the prior year may continue to be mis-leading in some areas due to accrual vs cash reporting.
- ✓ Salaries & Wages are \$20,964 less than 2018, and less than budget by \$65,069. With regard to the prior bullet, these costs are not mis-leading in comparison; the Port has simply reduced Personnel costs by staffing in Administration.
- ✓ Payroll Taxes reflect a \$3,048 increase over 2018 and \$6,881 below budget.
- ✓ Employee Benefits reflect a \$55,999 decrease over 2018, yet almost exactly on target for budget. The year to year variance is a timing variance due to Cash Basis reporting vs. accrual.
- ✓ Many of the budget variances in Operating Expenses are largely related to timing, which aren't always predictable (such as Contract Services, Consulting Services, and Facility & Operations), while other variance may be directly related to this being the transitional year of changes in financial reporting.
- ✓ The year to year variance in Facilities & Operations expenses is primarily as the result of changes in financial reporting because insurance is now recognized when paid, not evenly allocated monthly throughout the year. The budget reflects this, so the variance is not as high as the year to year.
- ✓ YTD utilities are significantly more in 2019 than 2018 (\$39,705), yet the budget is on target. The year to year variance is directly related to the change in financial reporting and should true up by year end.
- ✓ Marketing costs are significantly higher in 2019 than 2018 (increase of \$9,807). Most of this is related to increased marketing the Marine Trades.
- ✓ YTD Travel & Training is higher when comparing year to year (\$4,641). Most of this variance is due to Hazwoper training (Hazardous Waste Operations & Emergency Response) of staff (\$4,181).

YTD Net Operating Income is \$830,441 and when including Non-Operating Revenues and Expenses, there is a Net Profit of \$1,718,224. The increase related to the Net Non-Operating is mitigated by Capital Expenses which are listed in the Cash Flow report.

**Non-Operating Revenues:**

- ✓ Capital Contributions / Grants revenue started the year more than 2018 due to the JCIA Runway Rehab Phase II Engineering and the Organize the File Room projects.
- ✓ Interest income is higher in 2019 than 2018 by \$5,496 and ahead of budget by \$9,300.
- ✓ Property and other taxes are more in 2019 than 2018, which is attributable to Cash Basis reporting for Property Tax. With the GAAP method, Property Tax revenues are based on the budget and allocated evenly throughout the year. With the Cash Basis method, Property Tax revenues are reported when received; April and October being the highest receipt months. Other taxes (State Forest, Timber Excise, etc.) are reported when received with both accounting methods since they are variable and not easily predictable.

**Non-Operating Expenses:**

- ✓ In accordance with the amortization of current debt, the Port's bond interest is less in 2019 when compared to 2018. In addition, with the Cash Basis reporting, the timing and recognition of debt interest will be when debt is paid, not evenly recognized monthly throughout the year.

**Capital Projects:**

During quarter 2, 2019, the Port expended \$83,731 in WIP (capital project "Work in Progress"), bringing the YTD total to \$229,848. Quarter 2 WIP expenses were for the JCIA Runway Rehabilitation (77%), PH 375 Hudson St. Air Quality Improvements (11%), PTBH Water Meters / BFP (10%), and BH Breakwater Repair 2019 (2%) projects.

**Capital Purchases:**

During quarter 2, 2019, there was \$36,113 spent for Equipment/Vehicles assets, which includes \$23,762 for two (2) new tires for the 300-ton Travelift, and the final payment of the Boat Haven Restroom fob locking system (\$12,351). This brings the YTD total for capital purchases to \$74,546.

**Debt Service Obligations:**

During quarter 2, there was one (1) debt service payment made. This included the following:

- ✓ June - \$98,919 for interest on the 2010 LTGO Bond

Remaining debt service for 2019 includes the following:

- ✓ July - \$501,375 for principal and interest on the 2015 LTGO Bond
- ✓ December - \$363,919 for principal and interest on the 2010 LTGO Bond

These remaining payments total \$865,294 (\$715,000 of this amount is principal).

**Cash & Investment balances:**

At the end of the 2<sup>nd</sup> quarter, the cash and investment balances totaled \$3,220,258. The end of quarter 2 reserve balances totaled \$1,142,234 and Unreserved Cash & Investments totaled \$2,078,024.

**Port of Port Townsend**  
**Summary of Operating & Non-Operating Revenues & Expenses**  
**2019 Activity with Comparison to Prior Year and Budget**

	YTD June 2018	YTD June 2019	Variance to prior year - 2018 v 2019	notes	YTD Budget 2019	Variance to Budget YTD
<b>REVENUES</b>						
Boat Haven Moorage	889,967	927,755	37,789		917,635	10,120
Yard Operations	880,536	963,342	82,805		930,593	32,749
Boat Haven Properties	314,605	361,684	47,079		309,855	51,829
Pt. Hudson Marina, RV & Prop	643,092	664,846	21,754	a	671,947	(7,101)
Quilcene	72,236	84,371	12,135		73,699	10,672
Ramps	25,224	32,060	6,836		27,280	4,780
JCIA	67,073	75,435	8,363		69,758	5,677
<b>Total Operating Revenues</b>	<b>2,892,732</b>	<b>3,109,493</b>	<b>216,760</b>		<b>3,000,767</b>	<b>108,726</b>
<b>OPERATING EXPENSES</b>						
Salaries & Wages	1,012,886	991,922	(20,964)		1,056,991	(65,069)
Payroll Taxes	105,724	108,773	3,048		115,654	(6,881)
Employee Benefits	373,855	317,856	(55,999)	b	317,815	41
Uniform Expense	904	4,068	3,164		4,261	(193)
Contract Services	118,952	133,028	14,076	c	139,932	(6,904)
Consulting Services	33,455	47,251	13,796	d	61,000	(13,749)
Legal & Auditing	100,677	84,275	(16,402)	e	49,998	34,277
Facilities & Operations	345,041	225,827	(119,214)	f	216,893	8,934
Utilities	269,368	309,073	39,705	g	307,236	1,837
Marketing	19,193	28,999	9,807	h	21,604	7,395
Economic Development	-	-	-		15,000	(15,000)
Travel & Training	15,236	19,877	4,641	i	16,113	3,764
Cost of Goods - Fuel	3,645	8,067	4,422	j	3,645	4,422
Community Relations	-	35	35		-	35
<b>Total Operating Expenses</b>	<b>2,398,936</b>	<b>2,279,052</b>	<b>(119,884)</b>		<b>2,326,142</b>	<b>(47,090)</b>
<b>Income from Operations w/o Depr</b>	<b>493,796</b>	<b>830,441</b>	<b>336,645</b>		<b>674,625</b>	<b>155,816</b>
<b>Non-Operating Revenue</b>						
Capital Contributions/Grants	76,119	197,894	121,774		153,028	44,866
Interest	26,403	31,900	5,496		22,600	9,300
Property & other taxes	530,897	643,153	112,257	j	600,717	42,436
Misc Non-Operating Revenue	37,202	114,056	76,854	k	13,620	100,436
<b>Total Non-Operating Revenues</b>	<b>670,621</b>	<b>987,002</b>	<b>316,381</b>		<b>789,965</b>	<b>197,037</b>
<b>Non-Operating Expenses</b>						
Bond Interest	157,421	98,919	(58,502)	l	98,919	(0)
Bond Mgmt, Issuance & Misc Exp	300	300	-		755	(455)
Election Expense	-	-	-		-	-
<b>Total Non-Operating Expenses</b>	<b>157,721</b>	<b>99,219</b>	<b>(58,502)</b>		<b>99,674</b>	<b>(455)</b>
<b>Net Non-Operating Income (Expense)</b>	<b>512,901</b>	<b>887,784</b>	<b>374,883</b>		<b>690,291</b>	<b>197,493</b>
<b>Net Income (Loss)</b>	<b>1,006,697</b>	<b>1,718,224</b>	<b>711,528</b>		<b>1,364,916</b>	<b>353,309</b>

**Notes:**

- (a) YTD Point Hudson revenues are more than the prior year by \$21,754, but below budget by \$7,101. The RV Park was significantly below budget due to the February cold weather (~8,000) which continues to effect the YTD budget results.
- (b) Part of moving to Cash Basis reporting, this amount was corrected from Qtr. 1, where Qtr. 4 LNI pmt had been included prior to declaring the use of an open period. Budget is on target.
- (c) Part of year to year variance is timing related to Cash Basis reporting, while part of the variance is Engineer Rpt on Linear Dock (\$4,382), Stormwater Sampling (\$2,750), Vault Cleaning (\$2,449) and Kidder Matthews appraisal for New Day bldg. (\$2,500). However, this line item is below budget YTD.
- (d) Consulting Services are more than the prior year, though below budget. YTD the most significant cost is for Parametrix who is tasked with the Port's continued efforts to achieve and maintain compliance under the Boatyard General Permit.
- (e) Substantial invoice for legal services related to Seattle Maritime Academy litigation regarding the John Cobb derelict vessel. Settlement was received in July to offset the \$46,458 in YTD legal fees. Factoring that unbudgeted litigation cost, shows a YTD cost comparison to 2018 as less by \$62,860, and YTD budget is less by \$12,181.
- (f) The primary reason for the variance to prior year is due to the Cash Basis reporting of payment for the Port's General Liability and Property insurance as it is no longer allocated monthly, but recognized when paid (~September annually).
- (g) The primary reason for the year to year comparative increase is due to invoice payment timing using Cash Basis reporting rather than accrual. However, this line item is closely aligned to budget YTD.
- (h) Significant increase in Marketing costs, specifically marketing port facilities and services, with emphasis on the Marine Trades (increase of \$6,181). Other costs are related to Promotional efforts, such as \$2,900 newspaper contribution to the Working Waterfront section of the Leader last winter.
- (i) Variance to prior year, 2019 is higher due to Hazwoper training for staff (\$4,181).
- (j) Variance to prior year due to Cash Basis change, Prop. Tax not allocated monthly by budget, but recorded as received so the year to year comparison is large. 2019 YTD actual is slightly ahead of budget.
- (k) \$100,000 recognized as a Gain on Sale for the purchase of a surplus building by New Day Fisheries. These monies will be directed to the Port Wide Capital Reserve in July.
- (l) When comparing to prior year, the Bond Int. exp. not allocated monthly, but recognized when paid. Budget on target.

**Port of Port Townsend  
YTD Cashflow report**

	notes	<u>YTD June 2019</u>
<b>Net Income w/out Depreciation</b>		<b>1,718,224</b>
<b>Net Change in Accruals from Balance Sheet*</b>		<b><u>174,116</u></b>
<b>Less: Capital Expenses:</b>		
Point Hudson South Jetty project		-
WorkYard Resurfacing 2018		-
JCIA Runway Replacement project		(170,068)
PTBH Water Meters project		(13,024)
PTBH Restroom Remodel 2019		-
BH Breakwater Repair 2019		(1,778)
PH 375 Hudson St. - Air Quality Imprvmts 2019		(8,920)
Land		-
Buildings		-
Improvements		(36,057)
Equipment replacement	a	(74,546)
<b>Total Capital Expenses</b>		<b><u>(304,393)</u></b>
<b>Less: Principal Payments on Debt:</b>		
Point Hudson - 2015 LTGO Refunding Bond		-
PTBH Marina - 2010 LTGO Bond		-
<b>Total Principal Payments</b>		<b><u>-</u></b>
<b>Increase (Decrease) in Cash Y-T-D</b>		<b>1,587,947</b>
<b>Beginning Cash at 1/1/2019</b>		<b>1,632,311</b>
<b>Ending Cash at 6/30/2019</b>		<b><u><u>3,220,258</u></u></b>

\*These are current assets and current liabilities.

**Notes:**

- (a) Purchase of the following equipment & vehicles:  
    Vactor truck from City of Port Townsend (\$10,432)  
    Maintenance pick-up truck (\$24,161)  
    full payment of BH Restroom Fob Locking system (\$16,192)  
    (2) replacement tires for 300 ton Travelift (\$23,762)



# PORT OF PORT TOWNSEND AGENDA COVER SHEET

<b>MEETING DATE</b>	July 25, 2019
<b>AGENDA ITEM</b>	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
<b>AGENDA TITLE</b>	VII. C) AIP Authorizing Resolution No. 705-19, Taxiway connector for JCIA Runway
<b>STAFF LEAD</b>	Eric Toews, Deputy Director
<b>REQUESTED</b>	<input type="checkbox"/> Motion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	A. Memo – Staff Report re Resolution No. 705-19 B. AIP Authorizing Resolution No. 705-19

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** 7/19/2019  
**TO:** Port Townsend Port Commission  
**FROM:** Port Executive Staff  
**SUBJECT:** FAA Airport Improvement Program (AIP) Grant Authorizing Resolution No. 705-19

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**ISSUE:** Should the Executive Director be authorized to execute and file such agreements as may be needed with the FAA to secure up to \$247,500 in federal funding for the taxiway connector element of Phase 3 of the JCIA Runway Reconstruction Project?

**BACKGROUND:** In October of 2018 the Port submitted an application for supplemental funding (i.e., "100% monies") for the JCIA Runway 9/27 Reconstruction Project. The Port's application (which requested \$4,800,000 in discretionary funding) indicated that the project was for the construction phase ("Phase 3") of the Runway 9/27 project and – in addition to reconstructing the runway itself – included: safety area grading; relocation of the center taxiway; installation of signs; reconstruction and reinstallation of runway lighting; and associated storm drainage improvements.

On May 15, 2019, the Port received word (via email) of DoT's "Notice of Intent to Award" the requested supplemental funding of \$4,800,000. The Notice of Intent to Award, which listed an anticipated grant amount of \$4,800,000, led Port staff to conclude that its whole project had been fully funded, including relocation of the center taxiway. On Tuesday, July 9, Port staff were notified verbally in a phone conference involving Seattle ADO staff and Reid Middleton that the taxiway connector element of Phase 3 was not to be funded through the supplemental appropriation, but rather, through a standard Airport Improvement Program (AIP) grant. AIP grants typically fund 90% of eligible project costs.

Concurrent with the discussions with the FAA described above, concerns were brought to staff's attention regarding the width of the redesigned taxiway connector. Based on these concerns, publication of the invitation to bid was delayed, and the design of the connector was modified from the narrower B-1 taxiway design group originally proposed to a wider B-2 design standard. While this wider taxiway connector addresses pilot concerns, it is likely to increase the anticipated cost of the taxiway connector by approximately \$115,000 (i.e., from \$160,000 to \$275,000 (est.)).

**DISCUSSION:** It is unclear at the time of this writing whether the FAA will determine that the increased cost of constructing a B-2 taxiway design group will be eligible for 90% funding, or a lesser amount commensurate with a B-1 taxiway design group. Thus, the Port/WSDOT match share for the taxiway connector element of the project is not known with certainty and could range from \$27,500 (best case) to \$131,000 (worst).

Staff has prepared a draft of Port Commission Resolution No. 705-19, authorizing the Executive Director to execute and file all documents necessary to secure Airport Improvement Program (AIP) funding assistance for the taxiway connector element of Phase 3 of the Runway Rehabilitation Project. It is anticipated that application materials to secure this funding will be submitted to the FAA in July of 2019. An invitation to bid on the project was first published on Friday, July 19, 2019, with a bid opening scheduled for August 23, 2019. Although the contract for the construction work will be awarded in 2019, no active field work will occur at the JCIA until the spring of 2020.

**FISCAL IMPACT:** From \$27,500 up to \$131,000. AIP funding is limited to 90% of eligible project costs. The FAA has yet to determine whether the increased costs associated with moving to a B-2 design group for the taxiway connector represents an eligible cost. Moreover, the level of WSDOT Aviation Division support is not yet known. Typically, it would be limited to 5% of eligible project costs.

**RECOMMENDATION:** Approve the attached Resolution 705-19 authorizing the Executive Director to execute and file such documents as may be necessary to secure Airport Improvement Program (AIP) funding assistance to support the taxiway connector element of Phase 3 of the JCIA Runway Reconstruction Project.

**ATTACHMENTS:** One (1) attachment is included: draft Port Commission Resolution No. 705-19.

**RESOLUTION NO. 705-19**

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

**AUTHORIZING THE EXECUTIVE DIRECTOR OF THE PORT OF PORT TOWNSEND TO EXECUTE A GRANT AGREEMENT WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FEDERAL AVIATION ADMINISTRATION, SEEKING AIRPORT IMPROVEMENT PROGRAM (AIP) GRANT FUNDS TO SUPPORT THE TAXIWAY CONNECTOR ELEMENT OF PHASE 3 OF THE RUNWAY REHABILITATION PROJECT AT THE JEFFERSON COUNTY INTERNATIONAL AIRPORT, ASSURING THAT IT WILL COMPLY WITH ALL UNDERSTANDINGS AND ASSURANCES OF SUCH GRANT AGREEMENT AND ASSURING FURTHER 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 considers it to be in the best interests of the public to apply for financial assistance through the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) to substantially fund the taxiway connector component of Phase 3 of the Runway Reconstruction Project (i.e., construction and construction administration) at the Jefferson County International Airport (JCIA);

**WHEREAS**, the grant agreement for FAA/AIP financial assistance imposes certain obligations and conditions upon the applicant Port, and requires the Port to provide certain specific assurances, among them the availability of sufficient funds for its portion of the project costs; and

**WHEREAS**, the Port anticipates that the total project cost for the relocated taxiway connector element of Phase 3 of the JCIA Runway Reconstruction Project will not exceed \$275,000, of which amount between \$144,000 and \$247,500 (52% - 90%) would be provided through FAA AIP grant monies, with the remaining amount to be provided through a combination of Port of Port Townsend matching funds and WSDOT Aviation Division Airport Aid grant monies (i.e., between \$27,500 and \$131,000); and

**WHEREAS**, the Port had cash reserves of \$1,142,234 on June 30, 2019, 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, Jim Pivarnik, or his designee, is authorized to execute and file such documents as may be necessary for the application and award of Airport Improvement Program (AIP) grant assistance for the relocated taxiway connector element of Phase 3 of the JCIA Runway Reconstruction Project on behalf of the Port of Port Townsend with the Federal Aviation Administration (FAA). This authorization expressly includes the AIP Certifications and Assurances for Airport Sponsors.
2. Port Executive Director, Jim Pivarnik, or his designee, is further authorized to administer the Port's previously promulgated Disadvantaged Business Enterprise (DBE) program for the Port of Port Townsend, a DOT/FAA requirement for all AIP supported projects exceeding \$250,000, which will ensure that small businesses owned and controlled by socially and economically disadvantaged individuals are provided a fair opportunity to compete for federally funded contracts involving the JCIA.
3. Any AIP grant assistance received will be used for direct costs associated with implementation of the project referenced above.
4. 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 the FAA, that local matching funds are available and have been authorized for the above-referenced element of Phase 3 of the JCIA Runway Reconstruction Project.
5. This Resolution becomes part of a formal application to the FAA for AIP grant assistance.
6. The Commission provided an opportunity for public comments on this grant application during its July 25, 2019, special meeting, has given fair consideration to the interest of residents in proximity to the project area, has ensured that affected parties that use the JCIA have been informed and consulted during the development of the Runway Reconstruction project, and will continue to inform and consult with affected parties during the work conducted under this AIP grant (i.e., Phase 3).

**ADOPTED this 25<sup>th</sup> day of July 2019, 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:**

\_\_\_\_\_  
William W. Putney III, President

\_\_\_\_\_  
Peter W. Hanke, Vice President

\_\_\_\_\_  
Stephen R. Tucker, Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Port Attorney

# PORT OF PORT TOWNSEND AGENDA COVER SHEET

<b>MEETING DATE</b>	July 25, 2019
<b>AGENDA ITEM</b>	<input type="checkbox"/> First Reading <input type="checkbox"/> Second Reading <input checked="" type="checkbox"/> Regular Business
<b>AGENDA TITLE</b>	VII. D) Project Updates
<b>STAFF LEAD</b>	Jim Pivarnik, Executive Director
<b>REQUESTED</b>	<input type="checkbox"/> Motion <input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion
<b>ATTACHMENTS</b>	

To be presented