

**Commission Meeting
1st Monthly Meeting Agenda
Wednesday, September 13, 2023, 1:00 p.m.**

**Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend, & via Zoom
<https://zoom.us/> – or call (253) 215-8782 – and use Webinar ID: 862 6904 3651, Password:
911887**

- I. Call to Order / Pledge of Allegiance
- II. Approval of Agenda
- III. Public Comments
- IV. Consent Agenda
 - A. Approval of Minutes from August 9, 2023 Workshop & Regular Business Meeting.. 2-7
 - B. Approval & Ratification of Warrants
- V. Second Reading ~ none
- VI. First Reading ~ none
- VII. Regular Business
 - A. Timing of Second October Commission Meeting (October 25)
- VIII. Staff Comments
- IX. Commissioner Comments
- X. Next Meetings
 - Regular Business Meeting Wednesday, September 27, 2023 at 5:30 p.m.
 - Boatyard Barbeque Thursday, September 28 at 4pm.
- XI. Executive Session
- XII. Adjournment

Informational Items

- Contract Update/Lease Brief8-15
- Letter of Support City Shoreline Master Program Update 16
- 091323 Peninsula Trails Coalition Olympic Discovery Trail Open House and Meeting 17
- Port Commission Schedule..... 18-19

PORT COMMISSION WORKSHOP MEETING – Wednesday, August 9, 2023

The Port of Port Townsend Commission met in workshop session at the Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend, and also online via Zoom.

Present: Commissioners Petranek, Hanke and Hasse
 Executive Director Eron Berg
 Deputy Director Eric Toews
 Director of Finance and Administration Abigail Berg
 Director of Capital Projects and Port Engineer Matt Klontz
 Capital Projects Engineer Dave Nakagawara
 Operations Manager Chris Sparks
 Harbormaster Kristian Ferrero
 Port Recorder Joanna Sanders

I. CALL TO ORDER (Rec. 00:00:37)

Commissioner Petranek called the meeting to order at 9:35 a.m.

II. 2023 BUDGET – Discuss Potential and Known Issues. 5 Year CIP, Goals and Assumptions (Rec. 00:03:22)

Director of Finance and Administration Abigail Berg reviewed factors in the development of the 2024 budget (interest rates, job market challenges, revenues, equipment and software needs, operating expenditures, and generally inflated costs including an anticipated 4.6% cost of living increase). Actual year-to-date revenues are currently keeping pace with expenses. The first draft of the budget will come in late September.

Commissioners discussed creating a policy or an incentive for continuing to shift away from long-term storage to a working boatyard. Other suggestions were to increase Port capacity, pass on credit card fees to customers, look for opportunities to increase revenues, and implement a 5 or 10-year average rate increase for better predictability.

III. HERB BECK MARINA UPDATE (Rec. 01:00:00)

Director of Capital Projects and Port Engineer Matt Klontz presented the RCO project to improve accessibility and reviewed a conceptual layout for restoring an RV/camping facility. The proposal is to use PUD federal funding to assist the Port in installing the electrical, water, and septic infrastructure, while renting PUD RV space while they install fiber optics. With Commission support, a meeting would be scheduled in Quilcene to hear from the community.

IV. SHORT FAMILY FARM UPDATE (Rec. 01:22:05)

Deputy Director Eric Toews reported on the expected closing September 1. University of Washington staff are working with the Port to develop a scope of services and work plan to begin in 2024 with steering committee and community meetings. A formal recommendation is expected by June 2024 to be formalized July 10, 2024. In September, a draft resolution related to the steering committee and planning objectives will be presented for Commission consideration. Other partners would include Jefferson County, Conservation District, and North Olympic Salmon Coalition.

V. WPPA, GOVERNANCE AND MANAGEMENT GUIDE –CHAPTER 5 PORT OPERATIONS postponed.

VI. ADJOURNMENT (Rec. 01:30:50): The meeting adjourned at 11:06 a.m., there being no further business before the Commission.

ATTEST:

Peter W. Hanke, Secretary

Pamela A. Petranek, President

Carol L. Hasse, Vice President

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, August 9, 2023

The Port of Port Townsend Commission met for a regular business session at the Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend, and also online via Zoom.

Present: Commissioners Petranek and Hanke with Hasse excused
Executive Director Eron Berg
Deputy Director Eric Toews
Director of Finance and Administration Abigail Berg
Director of Capital Projects and Port Engineer Matt Klontz
Operations Manager Chris Sparks
Harbormaster Kristian Ferrero
Capital Projects Engineer David Nakagawara
Lease and Contracts Administrator Sue Nelson
Recorder Joanna Sanders
Via Zoom: Attorney Seth Woolsen

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:15)
Commissioner Petranek called the meeting to order at 1:02 p.m.

Unanimous approval to excuse Commissioner Hasse's absence.

- II. APPROVAL OF AGENDA (Rec. 00:01:10)
The agenda was approved by unanimous consent as written.

- III. PUBLIC COMMENTS – GENERAL (Rec. 00:01:25)
Jeff Kelety provided comments on 2024 moorage rates.
Bertram Levy provided comments on 2024 moorage rates.

- IV. Consent Agenda (Rec. 00:07:42)
A. Approval of Minutes from July 12, 2023 Workshop and Regular Business Meeting and June 14, 2023 Workshop
B. Approval & Ratification of Warrants
Warrant #063277 in the amount of \$79.57
Warrant #067039 in the amount of \$82,077.37
Warrant #067228 through #067233 and electronic payments in the total amount of \$238,995.55
Warrant #067235 through #067294 in the amount of \$498,928.57
Warrant #067159 through #067162 and electronic payments in the total amount of \$124,452.08
Warrant #067163 in the amount of \$36,181.09
Warrant #067164 through #067225 in the amount of \$308,173.68
Warrant #067226 in the amount of \$57,738.85
Warrant #067227 in the amount of \$105.75
Electronic Debit in the amount of \$18,324.77

- Electronic Debit in the amount of \$37,591.26
- Electronic Debit in the amount of \$4,518.98
- C. Resolution 796-23 Authorizing Warrant Cancellation
- D. Authorize Amendment No. 2 for Gardiner Boat Ramp Reid Middleton Contract
- E. Authorize Amendment No. 1 for Sims Way Gateway Implementation and Boat Yard Expansion SCJ Alliance
- F. Accounts Receivable Write-Off/Collection Register

The Consent Agenda was approved as written by unanimous consent.

V. SECOND READING - None

VI. FIRST READING- None

VII. REGULAR BUSINESS (Rec. 00:03:45)

A. JUNE 2023 YEAR-TO-DATE FINANCIALS

Director of Finance and Administration Abigail Berg reviewed slight modifications to the financial reporting and led a review of the comparative year-to-date report. Noted were debt obligations. The Port received the first EDA reimbursement in the amount of \$2.9 million for the jetty project to pay down the line of credit. On September 1, the capital reserve and operating reserve would be used to cover the Short Farm purchase initially. She reviewed the financial statement and notations.

Commissioner There were questions about setting the amount in the Port-wide capital reserve as well as about Point Hudson expenditures shown on the 5-year Capital Improvement Program.

B. QUARTER 2, 2023 IDD LEVY PROJECT FUNDING REPORT (Rec. 00:23:00)

Director of Finance and Administration Abigail Berg reviewed the notes of IDD activities of 2020, 2021, and 2022. The report now reflects individual locations and major expenses paid by the IDD for the jetty project.

Commissioner questions related to the 2023 annual budget accumulated balance. For future budget discussion of revenues and costs, a request was whether staff could report on the spending categories. There was also a desire to see how much of the budget represents a financial return on the investment.

C. POINT HUDSON JETTY UPDATE (Rec. 00:38:10)

Director of Capital Projects and Port Engineer Matt Klontz reported the contractor would move the barge to stage the south jetty project a week earlier than last year (Sept. 4 or 5). There is coordination with partners including the Northwest Maritime Center. Harbormaster Ferrero is reaching out to tenants on slip assignments. The marina should be vacated between August 13 and Wooden Boat Festival. The contractor is expecting to work Monday through Saturday. Marine animal relocation so far is about 1,400, including sunflower sea stars.

Eron Berg reported that a change order is anticipated for the removal of the submarine net and anchoring system to allow for additional habitat.

D. FOLLOW UP ON QUILCENE REPORT FROM MORNING WORKSHOP (Rec. 00:45:14)

Executive Director Eron Berg solicited Commission input on proceeding with the addition of eight (8) RV sites at Herb Beck Marina in partnership with the Jefferson County PUD with federal funding assistance. Staff noted that previously there was discussion with the Quilcene community on the idea. This project would generate additional revenue.

Commissioners were supportive of this project which was seen to have mutual community benefit and for beach access across from the Quilcene yacht club.

VIII. STAFF COMMENTS (Rec. 00:50:50)

Executive Director Eron Berg reported attending a RAISE Grant meeting in Port Angeles. On Friday, US Congressman Kilmer would visit. An art parklet is proposed next to Key City Public Theatre where garbage is currently located and he solicited Commission input on City/Port coordination. Commissioners requested no impediment to this access point into Point Hudson and consulting with Port tenants on the idea. *Gunther* is nearing completion on Union Wharf.

Deputy Director Toews reported that a contract is in process with RCO on the boating program and upland rehabilitation project. Picnic tables and other site improvements are within the scope of the project. Staff anticipates adding benches and signage in conjunction with the project.

Director of Finance and Administration Abigail Berg reported the audit is substantially done.

Operations Manager Chris Sparks reported the Moorage office should be moving in two weeks. It will take another month or two before it is fully completed.

Harbormaster Kristian Ferrero said he is currently working on Point Hudson to Boat Haven transitions. Salmon season went well with lots of traffic. There were many comments about parking.

Lease and Contracts Administrator Sue Nelson reported Haven Boatworks moved into the Johnson Fabrication site. Alan Katz is increasing his format slightly. An Art installation is going into the Boat Haven Launch Ramp area of a crab zoa. The Port is advertising the MRW space for rent by a marine trades business. Staff will attend a Port Townsend Marine Trades Association meeting August 15.

Dave Nakagawara reported meeting with City Historic Preservation Commission to get preapproval to cover all work anticipated at Point Hudson.

IX. COMMISSIONER COMMENTS (Rec. 01:11:04)

Commissioner Petranek reported Pete and Kathy Langley were selected as business leaders of the year. A monthly Economic Development Board meeting was held on projecting costing skills. She attended the WPPA Commissioners seminar and shared highlights. Regarding today's budget workshop, she will continue to advocate for affordable public access and moorage rate stability/predictability for moorage tenants. Pacific North Waterways Association received a Staff tour of the Port this week. She received a letter asking about mowing practices at the airport.

X. NEXT PUBLIC WORKSHOP & REGULAR BUSINESS MEETING (Rec. 01:22:04)

Next Meetings: Workshop Wednesday, September 13, 2023 at 9:30 a.m. and Regular Business Meeting at 1:00 p.m.

XI. EXECUTIVE SESSION - none

XII. ADJOURNMENT (Rec. 01:23:00)

The meeting adjourned at 2:25 p.m., there being no further business before the Commission.

ATTEST:

Peter W. Hanke, Secretary

Pamela A. Petranek, President

Carol L. Hasse, Vice President

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	September 13, 2023
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
AGENDA TITLE	Informational Items
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • Contract Update/Lease Brief • Letter of Support City Shoreline Master Program Update • 091323 Peninsula Trails Coalition Olympic Discovery Trail Open House and Meeting • Port Commission Schedule

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: September 7, 2023

TO: Commissioners

FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

SUBJECT: **September 13, 2023, Commission Meeting** – Commission Update: New/Amended Contracts of \$100,000 or less, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 786-23

Name	Dates	Description	Amount Not to Exceed:
NWFF Environmental	8/17/2023 until completed	Air quality sampling of 600 sf moorage office	\$2,750.00
SCJ Alliance	5/1/2022-12/31/2024	Amend 1-Increased contract by \$8,569	\$58,569.00
Reid Middleton	3/30/2022-12/31/2023	Amend #2-Increased contract by \$13,404.00	\$139,144.00
Mott MacDonald	6/14/2023-12/31/2026	BH Breakwater-conceptual engineering	\$68,900.00
Mott MacDonald	9/5/2023-12/31/2026	On-Call Coastal Engineering	\$100,000

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 9/7/2023
TO: Commission
FROM: Sue Nelson, Lease & Contracts Administrator
SUBJECT: September 13, 2023 Lease Update

ISSUE

The purpose of this memo is to keep the Commission informed about existing, planned, and potential leases.

BACKGROUND

As of the beginning of this month the Port has **40** land leases, **40** building leases, **40** rentals.

DISCUSSION

Leases expiring in 2023:

- Aurora Aircraft Fuel Concession Lease, exp 12/31/23, no options remain

New Agreements:

- The Commission-approved new lease agreement for Key City Fish's 10th Street location began Sept 1, 2023
- Impact Naval Architects, new month-to-month for Office 1, Main Building, Point Hudson. (Canceled the agreement for upstairs office in PH Duplex due to upcoming renovations of duplex.)
- Horus Horizon Marine, LLC, former MRW site. Temporary monthly agreement. (Finishing work/boat maintenance)

Lease/Rental Amendments:

Exercising Options:

- The Artful Sailor, exercised last option on original shop space lease, good through 11/30/24

Assignments/Assumptions:

Terminated/Expired Agreements:

- Station Prairie (Seton) terminated the rental agreement at JCIA for his pre-construction hangar staging area
- NW Maritime Center PH back 40, one-month rental agreement ends Sept 15, 2023
- Whittiker, LLC, small PH office.
- Impact Naval Architects (canceled agreement to move to Office #1, Main Building)

License & Use Agreements:

- Jumping Mouse, November 18 Turkey Trot, Larry Scott Trail event staging area
- Church of BuVu, September 24, 2023, Bless the Beasts & Children Fun Run through the streets in the Boatyard
- Facility License to NW Maritime Center for 2023 Wooden Boat Festival, use of Point Hudson properties

August Rent Increases:

- **CPI Increase (9%):** Brion Toss Yacht Rigging; Quilcene Village Store, Jeremy Johnson Photography; ACI, 10th Street building lease & land rental
- **Market Rate Increase:**
- **Step Increase:**
- **Recurring Annual License Fee:**

Miscellaneous:

- Staff met with the PT Marine Trades Assoc on Aug 15 to discuss leases and the Port Lease Policy.
- One last meeting is scheduled with SEA Marine to finalize the lease agreement for tentative placement on the September 27 commission meeting agenda
- Letters were recently sent to airport tenants regarding their next market rate increase (a few in 2023 and most in 2024). This will bring tenants to a fair and equal lease rate, all eventually paying the Port Commission adopted 8¢ per square foot.

ATTACHMENTS

1. 2023 Lease List

RECOMMENDATIONS

For information only.

Boat Haven - PROPERTY		SEPTEMBER 2023		
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/MR STEP Incr.	REMARKS
Admiral Ship Supply	2,027.54	1/31/2025*	2/1/2024	*One 5-yr option available.
Andersen Machine Shop	281.44	9/30/2027	10/1/2023	Land lease.
Andersen Machine Shop	64.99	Mo/Mo	6/1/2024	228 sf additional land for storage adjacent shop. 30 day notice for increases.
Armstrong Consolidated LLC (Washington)	10,079.68	Mo/Mo	1/1/2024	30-day notice for rate increases.
Armstrong Consolidated LLC (Washington)	495.39	Mo/Mo	1/1/2024	Additional space upstairs.
Armstrong Consolidated LLC (10th St)	3,422.92	8/31/2024*	N/A	Assignment. * Exercised last 1-yr option, exp 8/31/24. CPI applied
Armstrong Consolidated LLC (10th St land)	795.79	Mo/Mo	9/1/2024	Land rental-ground in front of building. CPI applied
Blue Moose Café	770.44	10/31/2026*	11/1/2023	*5-yr option available. 24-mo step to market.
Church of BuVu	105.00	9/24/2023	N/A	License for Bless the Beasts Fun Run through Boatyard streets.
Crown Castle (cell tower)	16,149.96/yr	6/30/2025*	6/1/2024	*One 5-yr option remains. Pay one mo in arrears..
Crown Castle - AT&T Sub-Lease	1,000.17		9/1/2023	Annual lease renewal. 6.5% annual increase 9/2019-9/2022. Pay one mo in arrears.
Eagle Harbor Marine	274.59	Mo/Mo	9/1/2023	Land rental. 30-day notice for rent increases.
EDC Team Jefferson	911.27	Mo/Mo	7/1/2024	2nd floor Nomura Bldg (767 sf). 30--day notice for rent increases.
Fine Yacht Interiors	1,423.59	5/31/2025*	6/1/2024	*One 3-yr option remains. Exercised 2nd option 6/1/22-5/31/25. 4% max CPI
Flye, Todd dba On The Flye	397.08	1/31/2025	2/1/2024	Land lease-temporary structure. No options remain.
Goolden, Leo (Sampson Boat Co)	1,132.90	Mo/Mo	5/1/2024	30-day notice for increases. (M/V Tally Ho project-up to 2 yrs.)
Haven Boatworks	1,421.81	Mo/Mo	1/1/2024	Former J&S Bldg., Haines St. 30-day notice for rent increases.
Haven Boatworks	1,701.29	Mo/Mo	8/1/2023	Back half J&S (former Johnson Fab). Rent-free access+ LET, 7/1-7/15/23 to clean bldg.
Horus Horizon Marine LLC	1,565.48	Mo/Mo	9/1/2024	Temporary agreement, until plans are firmed for BY expansion. Boat finisher/maint.
Jefferson County (Commission Bldg)	1,846.38	9/30/2026	10/1/2023	5-yr. 180 day termination notice-either party.
Jeremy Johnson Photography	186.53	Mo/Mo	9/1/2024	2nd floor office #2F, Nomura Building. CPI applied
Jochems Property Mgmt.	326.47	10/31/2026	1/1/2024	Land lease. CPI every two years, next 1/1/2024.
Jumping Mouse	105.00/1 x	11/18/2023	N/A	License for Turkey Trot. Use of land off of Larry Scott Trail for staging.
Katz, Alan	1,081.33	Mo/Mo	6/1/2024	Land lease, business w/temporary shelters. Amended agreement-incr land by 480 sf/
Key City Fish Co. (10th Street-seafood mrkt)	2,631.36	8/31/2028*	9/1/2024	Seafood market. One 5-yr option. Builndg & land lease. CPI-Yr2/MR-Yr 5
Key City Fish Co. (Haines PL-refrigeration)	852.58	11/30/2024*	12/1/2023	*Two 5-yr options available.
Kimmel's Crab Shack	2,472.02	4/30/2049	5/1/2024	Land lease.
Marine Surveys & Assessments Cooperative	1,601.70	1/31/2028*	2/1/2024	* One 5-yr option. Annual CPI/MR beg year 3 and every 3 years after.
NW Maritime Center (Marine Thrift)	665.31	1/31/2024*	2/1/2024	*One-1-yr option remains.
NW School of Wooden BoatBuilding	606.22	6/30/2026*	7/1/2024	*One 5-yr option available. 25% of prevailing rate. Amend 1 adds non-exclusive kitchen use.
Octopus Gardens Diving	1,232.00	6/30/2026	7/1/2024	24 mo. stepped rent to achieve market rate.
Olympic Boat Transport LLC	54.72	Mo/Mo	2/1/2024	Relocated crane next to Pete's Marine.
Pete Stein & Compass Woodwork	107.17	Mo/Mo	6/1/2024	40'x8' land & 7'x8' land for equipment.
Pete's Marine Metals	1,706.29	7/31/2024*	8/1/2024	*One 1-yr option remaining.
Port Townsend Fuel Dock LLC	915.65	6/30/2024*	N/A	*One 5-yr term remains. 2% flowage fee pays rent.
PT Furniture Clinic	668.19	1/31/2024*	2/1/2024	*One 1-yr option remains.
PT Sailing Association	642.39	11/30/2027*	12/1/2023	*5-year, 2 week +5-year option building lease, Annual CPI; MR beg. year 3 and every 3 years.
Port Townsend Shipwrights, Inc.	8,299.11	7/31/2050	8/1/2024	MR incr 8/1/30-every 10 yrs/ann CPI. Amend 2: Adds land from Baird bldgs purchase
PT Rigging (Kulin & Vizzini)	557.35	3/31/2030	4/1/2024	Land lease.
Pt Townsend Yacht Club	295.44	2/28/2026	3/1/2027	Land lease.
Revision Marine	2,238.81	12/31/2024	1/1/2024	Bldg/Land lease.
Sail Port Townsend	208.86	Mo/Mo	5/1/2024	Seasonal use-back in Nomura Office.
Sands, Guy & Kim (PT Brewing Co.)	3,746.09	5/31/2026*	6/1/2024	*Two 5-yr options remain. Bldg & Land.
Sands, Guy & Kim (PT Brewing Co)	162.00	Mo/Mo	10/1/2023	600 sf outdoor dining area.
Scow Bay Boats	521.34	9/30/2026	10/1/2023	Land lease-temporary structure. Exercised only 3-year option, 10/1/23-9/30-26
Sea J's Café (Estate of Florence Jevne)	1,220.74	Mo/Mo	6/1/2024	Mo/Mo Building & Land agreement.
Sitewise Design PLLC	174.65	Mo/Mo	6/1/2024	Mo/Mo building agreement for small office 2-H in Nomura Bldg..
Skookum Corporation	937.89	3/31/2026*	4/1/2024	Annual step increases/*one 5-yr option/renting 3,036 sf lower floor, Nomura Bldg.
Stephens Marine	56.16	Mo/Mo	2/1/2024	Temp storage of equipment. Will move to Jochems building soon.
Sunrise Coffee	1,905.19	9/30/2031*	10/1/2023	*Two 5-yr options available. Deposit balance-6 installments.
Takaki, Jennifer (Marina Café)	659.20	12/31/2026	7/1/2024	5-year lease, stepped rent to achieve MR in 18 mos. Deposit in full.
Takaki, Jennifer (Marina Café)	106.92	Mo/Mo	10/1/2023	396 sf outdoor dining ara. CPI applies.
The Shop Cooperative	5,979.83	5/31/2026*	6/1/2024	*One 5-yr option. Assigned from Pete Stein & Compass Woodwork.
Tree Ring, LLC	142.44	Mo/Mo	3/1/2024	New month/month agreement-small office (2-G) upstairs, Nomura Bldg.
University of WA - Sea Grant	363.44	Mo/Mo	4/1/2024	Office 2-E, Nomura Bldg. Added 100 sf storage space.
U. S. Coast Guard	5,570.38	7/30/2024	10/1/2023	Annual leaseA29:E56 renewal & step increases. SLA 003 extends lease 10 mos thru 7/30/24.
Welti, Rebecca	\$105.00/1xfee	7/31/24*		*auto-renews. Art installation, pocket park off of Benedict

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Point Hudson - PROPERTY	SEPTEMBER 2023			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/STEP Incr.	REMARKS
Best Coast Canvas	2,154.87	7/31/2024*	8/1/2024	Armory Bldg. *Exercised last 1-yr option thru 7/31/24.
Brion Toss Yacht Rigging	967.66	8/31/2024	9/1/2024	Armory Bldg. 5-yr lease, no options. CPI applied
Brooks, Cindy	41.20	Mo/Mo	7/1/2024	54 sf floor in Armory Bldg thru June to work on wherry for 70/48 race
Cashin, Andrew	195.30	Mo/Mo	5/1/2024	Renting portion of Archive Room in Main Bldg
Commanders Beach House	2,391.40	4/30/2025	5/1/2024	Assignment to D & N Dionne.
Doc's Marina Grill / TNT Restaurants LLC	3,351.24	4/30/2027	5/1/2024	Last 5-yr option 5/1/22-4/30-27. Wants new 10-yr lease.
Fortune Teller Art	385.50	Mo/Mo	8/1/2024	Office #2, Main Bldg., Point Hudson. 30 day notice increases.
GatheringPlace	N/A	7/31/2004	N/A	Southern half of duplex. Leasehold exempt - Non-profit
Hanson of Port Townsend Inc.	398.94	5/31/2024*	6/1/2024	Armory Bldg. *One 1-yr option remains: 6/22, 6/23, 6/24.
Hudson Point Café	1,727.14	6/30/2025*	7/1/2024	Main Bldg. *One 5-yr option available.
Hudson Point Café Office #10, Main Bldg.	283.80	Mo/Mo	7/1/2024	Main Bldg. Restaurant view office.
Hudson Point Café Office #8	270.60	Mo/Mo	7/1/2024	Main Bldg. Retaurant storage, non-view office.
Hudson Point Café	117.73			Main Bldg - common area fee-restroom cleaning/stocking
Impact Naval Architects, LLC	—279.50	Mo/Mo	12/1/2023	Upstairs office, N-half PH Duplex. Moving to Office #1, Main Building.
Impact Naval Architects, LLC	283.80	Mo/Mo	9/1/2024	Office #1, Main Bldg. Moved from Duplex, due to upcoming renovations
Marine Resources Consultants Inc.	514.44	9/30/2024*	10/1/2023	Armory Bldg. *Used last option.
Marine Science Center	105.00/1 x fee	auto-renew	N/A	Use of Union Wharf for "Guenther" whale display. One-time license fee.
Mark Kielty Design	283.80	Mo/Mo	8/1/2024	Main Bldg., small view office.
Mark Kielty Design	7.77			PH Main Bldg - common area fee-restroom cleaning/stocking
Northwest Maritime Center	1,444.50	6/30/2051	7/1/2024	Former Landfall site-plan to build 3000 sf classroom.
Northwest Maritime Center (Swan Hotel)	516.00/yr	auto renew	6/1/2024	License-encroachment. MR every 3-yrs. Port may term w/180-day notice
Northwest Maritime Center (back 40)	1,188.00	9/15/2023	N/A	One-month land agreement, PH back 40, for WBF storage and camping.
Northwest Maritime Center	26,000.00*	9/11/2023	N/A	*Total fee for 2023 WBF.
Puget Sound Express	1,157.40	12/31/2025	1/1/2024	No options remain.
Schooner Martha Foundation	838.11	12/31/2024*	1/1/2024	*One 5-yr option available.
SEA Green Partners d/b/a SEA Marine	2,508.25	4/30/2027*	5/1/2024	*One 5-yr option. Armory Bldg-Upstairs sail loft space.
Shanghai Restaurant	2,585.72	10/31/2026	11/1/2023	No options remain.
Shanghai Restaurant	174.90			PH Main Bldg - common area fee-restroom cleaning/stocking
Shannon Partners LLC (SEA Marine)	2,556.36	6/30/2027	7/1/2024	Ground lease for SEA Marine facility.
The Artful Sailor	554.40	11/30/2024*	12/1/2023	Armory Bldg. *Exercised last option.
The Artful Sailor	468.48	Mo/Mo	3/1/2024	Armory Bldg-NW end of bldg.
U.S. Customs	3,236.16	12/20/2027	12/20/2024	Hospital Bldg. Accepted 5-yr option 12/2022 - 12/2027.
Washington Dept. of Fish & Wildlife	8,430.97	3/21/2024*	N/A	Hospital Bldg. *One 5-yr option.
Washington Dept. of Fish & Wildlife	1,512.90	Mo/Mo	11/1/2023	Cupola Annex-storage.To be rolled in 3/31/24 with main lease at opt da
Washington Dept of Fish & Wildlife	15.32	Mo/Mo	6/1/2024	Small storage area in Sail Loft for spare boat motor.
Whittiker, LLC	\$ —283.80	Mo/Mo	8/1/2024	Office #1, Main Bldg., Point Hudson. No longer needs space. Terminated

JCIA - PROPERTY	SEPTEMBER 2023			
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
A Hangar Condo Association	1,159.05	11/20/2045	12/1/2023	Land lease. Hangars 'E' & 'F'.
Aurora Aircraft Maint & Restoration	547.57	10/31/2026*	11/1/2023	*One 5-yr option remains.
Aurora Aircraft Maint & Restoration		12/31/2023	N/A	Fuel Concession. If Erickson replaces tank, one more 5-yr option available. Port is paid 2%/fuel sales for lease.
Broderson, Dennis	63.53	2/28/2016	3/1/2024	T-hangar pad LEASE
Browning, Scott & Lori	100.00/yr	ann. auto renew	8/1/2024	Periodic tree & shrub removal.
Dow Jeffery & Jorja	394.76	12/31/2028	8/1/2024	Land lease. Hangar 'D'.
Eber, Lorenz	80.00	Mo/Mo	1/1/2024	T-hangar pad, #T-404(P)
Erickson, Warren & Karen	189.28	7/26/2057	3/1/2024	Land lease. Hangar '4-B'.
G Hangar Condo Assoc.	610.88	6/9/2047	7/1/2024	Land lease.
Grandy, Richard	189.84	7/26/2057	3/1/2024	Land lease. Hangar '4-A'.
H-Hangar Corp., Inc.	567.84	6/22/2049	7/1/2024	Land lease.
Hangar C Group LLC	542.64	4/30/2053	12/1/2023	Settled 2/25/21: Amend #6: Ext. term.
Hood Canal Aviation LLC/Jim Piper	189.28	7/26/2057	3/1/2024	Land lease. Hangar '4-C'.
JEFFCO Hangar Assoc., Inc.	713.52	11/30/2041	12/1/2023	11,369 sf, hangar site 'I'.
Jeff. Co. Airport Condo Owners Assoc.	1,939.10	7/26/2057	3/1/2024	Assignment of NW Hangar's Lease for sites #7 & 8.
K-Hangar Assoc. @ JCIA	578.34	4/25/2049	5/1/2024	Land lease.
L Hangar Condo Assoc @JCIA	612.27	10/31/2048	10/1/2023	Land lease.
LBG Development, LLC	500.00 fee	4/15/2024*	N/A	Site 1-Exer. option by 4/15/24-then rent begins/50-yr lease.
LBG Development, LLC	500.00 fee	4/15/2024*	N/A	Site 3-Exer. option by 4/15/24-then rent begins/50-yr lease.
Lemanski, Tom & Linda	80.00	Mo/Mo	3/1/2024	T-hangar pad, T-405. 2023 adopted rate applied (8c/sf)
Morrison, Neil/Lark Leasing	189.85	4/30/2053	5/1/2024	Land lease. Hangar 'N-North'.
Morrison, Neil	189.85	4/30/2053	5/1/2024	Land lease. Hangar 'N-South'.
Northwest Custom Hangars, LLC(Ward)	500.00 fee	4/15/2024*	N/A	Site 2-Exer option by 4/15/24-then rent begins/50-yr lease
Port Townsend Aero Museum	430.98	7/31/2052*	5/1/2024	*One 25-yr option. Museum bldg-land lease.
Port Townsend Aero Museum	369.40	7/31/2052*	5/1/2024	*One 25-yr opt. Museum bldg-land lease (expan.).
Port Townsend Aero Museum	635.38	7/31/2052*	5/1/2024	*One-25 yr option. Maintenance bldg-land lease.
Port Townsend Aero Museum	252.64	4/30/2053	5/1/2024	M' Hangar. Separate land lease.
Port Townsend Aero Museum	80.00	Mo/Mo	5/1/2024	T-hangar pad, T-400(S).
Port Townsend Aircraft Services	319.47	6/30/2035*	7/1/2023	*Two 10-yr options.
Pratt Sr., David	80.00	Mo/Mo	3/1/2024	T-hangar pad, T-401(N). 2023 adopted rate applied (8c/sf)
Puget Sound Express-J Hangar Lease	255.81	10/1/2050	10/1/2023	Assignment-Land lease to Puget Sound Express.
Roethle, Garth	80.00		4/1/2024	Purchased T-hangar from Northup Estate. #406-M
Spruce Goose	228.63	9/30/2029*	10/1/2023	*Two 5-yr options. CPI/MR apply.
Station Prairie	610.40	4/30/2072	5/1/2024	Hangar site pad #5. Amend #1 incrsd premises. CPI applied
Station Prairie	336.00	Mo/Mo	30-day	Terminated land agrmnt for hangar construction staging.
Townshend, Brendon	63.53	2/28/2026		Assigned T-hangar pad 402-O from Daniel Scheall
Wexman, Scott & Diana Levin	275.20	3/31/2053	4/1/2024	Land lease. Hangar 'O'.

QUILCENE - PROPERTY		SEPTEMBER 2023		
LEASE NAME	Lease Amount	Lease Expiration	NEXT CPI/ Step Incr.	REMARKS
Canterbury, Ray	<i>fluctuates</i>	N/A		<i>Water rights.</i>
Coast Seafoods	\$5,747.69	12/31/2039	1/1/2024	Land lease.
Coast Seafoods	<i>fluctuates</i>			<i>Water.</i>
Quilcene Harbor Yacht Club	\$ 515.00	10/31/2027*	11/1/2023	*One 5-yr option. Rent + 106/hrs in-kind labor. Non-exclusive use of deck.
Quilcene Harbor Yacht Club	<i>fluctuates</i>			<i>Water.</i>
Quilcene Village Store	\$ 130.88	Mo/Mo	9/1/2024	Rental of kayak rack & ground it sits on. Mo-to-mo. <i>CPI appld</i>

2701 Jefferson Street
P.O. Box 1180
Port Townsend, WA 98368



360-385-0656
fax:360-385-3988
info@portofpt.com

www.portofpt.com

August 17, 2023

John Mauro, City Manager
250 Madison Street
Port Townsend, WA 98368

RE: Letter of Support for City of Port Townsend Shoreline Master Program Update
23-25 Shoreline Planning Competitive Grant Application

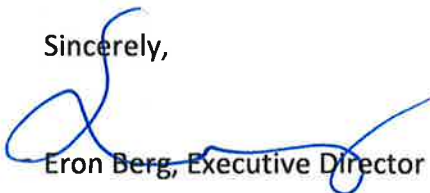
Dear Mr. Mauro:

Thank you for the opportunity to submit a letter of support for the above referenced project and grant application. An updated Shoreline Master Program (SMP) that addresses the imminent threat of sea level rise, while protecting and providing resilience to our built and natural environments, is key to the ongoing viability and vitality of the Port of Port Townsend.

The Port of Port Townsend is currently embarking upon a critical project to protect its Boat Haven facility from storms and king tide events of increasing frequency and intensity. Through the same project, the Port of Port Townsend, in partnership with the City and with funding from Jefferson County, is aiming to fulfill one of the key provisions of the existing SMP; to establish a connected Waterwalk between the west end of Boat Haven through downtown and ultimately to Point Hudson.

The integration of a sea-level rise component with the Waterwalk goal in an updated SMP will serve the local community, including the Port of Port Townsend, in the very best way possible. Please do not hesitate to contact me with any questions you may have.

Sincerely,



Eron Berg, Executive Director

c: Emma Bolin, Director of Planning and Community Development, City of Port Townsend



**PENINSULA
TRAILS
COALITION**

P.O. Box 1836, Port Angeles, WA 98362
info@olympicdiscoverytrail.org
OlympicDiscoveryTrail.org

Spearheading the Olympic Discovery Trail since 1988



Peninsula Trails Coalition

September Community Gathering and Board of Directors Meeting

Wednesday, September 13th, 2023

5:30 pm - Open House at the Cabin to meet and greet community members and members of the PTC Board of Directors to share our enthusiasm for the Larry Scott Trail / Olympic Discovery Trail.

- The success of the Puget Sound to Pacific Initiative and how it relates to Jefferson County
- Update on the current status of the Larry Scott Trail / Olympic Discovery Trail

6:30 pm to 8:30pm - Board of Directors Meeting - *Everyone welcome to attend!!*

Location:

- Fred Lewis Scout Cabin
3075 Discovery Road
Port Townsend, Washington 98365

Port of Port Townsend
Upcoming Commission Meetings Calendar (Tentative Agenda Items)

Date/Time		Item/Topic	Location	Absent
Fri., Aug 11		Meeting with U.S. Representative Derek Kilmer (potential quorum)	AdminBldg	
Wed., Aug 23	Meeting	CANCELLED		
Mon., Sept. 4		<i>Holiday – Port Offices Closed</i>		
Wed., Sept. 13 9:30 am	Workshop	2024 Budget - County Assessor presents recommendations for regular property tax levy and IDD tax levy San Juan and F Street Briefing, Next Steps/Options WPPA, Governance and Management Guide – Chapter 6 Economic Development	Pav	
Wed., Sept. 13 1 pm	Meeting	Timing of Second October Commission Meeting (Oct. 25) Contract Update/Lease Brief	Pav	
Thur., Sept. 21 5 pm	Meeting	Intergovernmental Collaborative Group	Pav	
Wed., Sept. 27 5:30 pm	Meeting	Year to Date Financial Report July 1 st Draft 2024 Budget with CIP and Proposed Rates Resolution Short Family Farm Stakeholders Amendment #1 Professional Services Agreement for Mott McDonald Point Hudson Jetty Project Update Contract Update	Pav	
Wed., Oct. 11 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 7 Property Restoration and Reuse	Pav	
Wed., Oct. 11 1 pm	Meeting	2 nd Draft of 2024 Budget with CIP and Proposed Rates Contract Update/Lease Brief	Pav	
Tue., Oct. 24	Spec.Mtg.	Public Hearing Draft 2024 Operating & Capital Budget, Property Tax Levy and IDD tax levy Draft 2024 Rates Point Hudson Jetty Project Update	Pav	
Wed., Oct. 25 5:30 pm	Meeting	Rescheduled to 10/24/23	Pav	
Oct. 26-27		WPPA Commissioners’ Seminar	Campbell’s	
Wed., Nov. 8 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 9 Port Purchasing and Contracting	Pav	
Wed., Nov. 8 1 pm	Meeting	2 nd Reading/Public Hearing Draft 2024 Operating and Capital Budget, rates, property tax levy and IDD tax levy (and associated resolutions)	Pav	

Port of Port Townsend
Upcoming Commission Meetings Calendar (Tentative Agenda Items)

		Contract Update/Lease Brief		
Fri., Nov. 10		<i>Holiday – Port Offices Closed</i>		
Wed., Nov. 16 5 pm	Meeting	Intergovernmental Collaborative Group	Pav	
Tues., Nov. 21 1 pm	Meeting	Adopt 2024 Budget (and rates, resolutions), if not adopted in previous meeting Qtr. 3 IDD Levy report Point Hudson Jetty Project Update Contract Update	Pav	
Thur-Fri. Nov. 23-24		<i>Holiday – Port Offices Closed</i>		
Dec. 6-8		WPPA Annual Meeting	Pav	
Dec. 13 9:30 am	Workshop	WPPA, Governance and Management Guide – Chapter 10 Transparency and Ethics	Pav	
Dec. 13 1 pm	Meeting	Point Hudson Jetty Project Update Contract Update/Lease Brief	Pav	
Mon-Tues, Dec. 25-26		<i>Holiday – Port Offices Closed</i>		
Mon., Jan. 1		<i>Holiday – Port Offices Closed</i>		
Wed., Jan. 10 9:30 am	Workshop		Pav	
Wed., Jan. 10 1 pm	Meeting		Pav	
Mon., Jan. 15		<i>Holiday – Port Offices Closed</i>		
Wed., Jan. 24 5:30 pm	Meeting		Pav	