

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



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

www.portofpt.com

**Commission Meeting  
1<sup>st</sup> Monthly Meeting Agenda  
Wednesday, September 10, 2025, 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 Commission Workshop and Business Meeting Minutes from July 9, 2025
  - B. Approval & Ratification of Warrants
  - C. Write Off Register
  - D. Resolution 850-25 Establishing an Electronic Funds Transfer Policy
  - E. Resolution 851-25 Authorizing Sale of Vessel (Nancy Sue - Lopez)
  - F. Authorization for United States Coast Guard Standstill Agreement, in accordance with Lease No. HSCG89-16-1-0107
  - G. Authorization for Key City Fish Company Building Lease – 315 10<sup>th</sup> Street (Boat Haven)
  - H. Authorization to Execute Memorandum of Understanding (MoU) with the North Olympic Recompete Coalition (NOPRC) Concerning EDA Recompete Pilot Program Management
  - I. Authorization to Enter into an Agreement with CERB to Partially Fund Acquisition of an All-Electric 75-Ton Marine Travelift; and Authorization to Proceed with Ordering the Travelift from Kendrick Equipment
  - J. Resolution 852-25 Repealing Resolution No. 848-25 and Authorizing the Executive Director to Apply for Federal Economic Development Administration Disaster Supplemental Grant Funding to Support the Boat Haven Western Boat Yard Expansion Project.
  - K. Resolution 853-25 Authorizing the Executive Director to File an Application with the U.S. Department of Transportation, Federal Aviation Administration, Seeking Airport Improvement Program Grant Funds to Support the Pavement Preservation 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

**The Port of Port Townsend does not discriminate on the basis of disability in its meetings. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures should contact the ADA Coordinator at 360-385-0656 or [civilrights@portofpt.com](mailto:civilrights@portofpt.com)**

- L. Resolution 854-25 Authorizing the Executive Director to File an Application with the United States Department of Transportation, Federal Aviation Administration, Seeking Airport Improvement Program Grant Funds to Support the AVGAS Aircraft Fueling System 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
- M. Authorization for Executive Director to Award the Construction Contract to Vet Industrial, Inc for their Bid in the Amount of \$848,407.79.
- N. Resolution 855-25 Authorizing the Executive Director or Designee of the Port of Port Townsend to File an Application with the United States Department of Transportation, Federal Aviation Administration, Seeking Airport Improvement Program Grant Funds to Support the Airport Master Plan Update Phase 2– Environmental Review 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.
  
- V. Second Reading – None
- VI. First Reading – None
  
- VII. Regular Business
  - A. Harbormaster Report
  - B. July 2025 Year to Date Financials
  
- VIII. Staff Comments
- IX. Commissioner Comments
  
- X. Next Meetings are:
  - A. Regular Business Meeting on Wednesday, September 24, 2025 at 5:30 p.m.
  - B. Special Business Meeting on Thursday, September 25, 2025 from 4-9 p.m. at Port Boat Yard BBQ (potential quorum) 8th Street near Larry Scott Trail entry
  
- XI. Executive Session – None
- XII. Adjournment

Informational Items

- Contract Update
- Port Lease Brief
- EDC Public Sector Cabinet PIF Report July 2025
- PIF Letter Port City PUD Update on Joint Sims Gateway & Boatyard Expansion Project
- Commission Meeting Schedule