

PRELIMINARY AGENDA FOR SPECIAL MEETING

June 6, 2023

I. SPECIAL MEETING WORKSHOP

11:00 AM

- A. Margaret Rice from Washougal School District Presentation about the CTE Program
- B. Attorney Carolyn Lake’s presentation on the Electrician Apprenticeship Program

II. OPEN SESSION

12:00 PM

Pledge of Allegiance

PUBLIC COMMENT

Speakers are asked to keep their comments to less than 3 minutes. Please feel free to submit comments in writing to the Chief Executive Officer.

CONSENT ITEMS

All matters listed under Consent Items have been distributed to each member of the Commission for review, are considered routine, and will be enacted by the motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Items and placed under Action Items by request.

- C. Approval of Minutes of the Regular Meeting on May 16, 2023.
- D. Approval of Checks

NEW BUSINESS/DISCUSSION ITEMS

- E. 2024 Rates & Fees-Director of Finance Krista Cagle

PUBLIC COMMENT

Speakers are asked to keep their comments to less than 3 minutes. Please feel free to submit comments in writing to the Chief Executive Officer.

STAFF REPORTS & COMMENTS

- F. Chief Executive Officer & Directors

COMMISSIONER REPORTS & DISCUSSION

ADJOURN

Regular business and meetings that may be attended by members of the Commission:

Date

June 15, 2023

July 4, 2023

July 24-25th, 2023

Meeting

Chamber Luncheon

Fourth of July Celebration at the Port

WPPA Commissioner Seminar

(*Denotes events that in which two (2) or more Commissioners may attend)

Join the meeting on the Conference Call Line: (253) 215-8782

Meeting ID: 829 0393 6339, Password: 154722 or via this video link:

<https://us06web.zoom.us/j/82903936339?pwd=U01pdWY1V0tES3dMZWFkNjJNbUNVZz09>

**MINUTES OF THE SPECIAL COMMISSION MEETING
PORT OF CAMAS-WASHOUGAL
May 16, 2023**

By: Mackenzey Johnson, Administrative Assistant

A Special Meeting of the Commissioners of the Port of Camas-Washougal was held in person and virtually at the Port Office at 24 South 'A' Street, Washougal, Washington on Tuesday, May 16, 2023, at 12:00 pm.

PRESENT: Commissioner Cassi Marshall, Commissioner Larry Keister, Commissioner John Spencer, Chief Executive Officer David Ripp, Director of Finance Krista Cagle, Director of Business Development & Real Estate Derek Jaeger, Contract Manager Debra Itzen, Project Manager Jennifer Taylor, Administrative Assistant Mackenzey Johnson, Director of Facilities Eric Plantenberg, and members of the press and public. The public has access in person and through a designated Zoom conference call line or video link.

At 12:00 pm, following the Pledge of Allegiance, Commissioner John Spencer called to open the Special Meeting Session public meeting to order. This meeting is being video recorded, and the chat function has been disabled.

CONSENT ITEMS

Minutes & Checks

Minutes from the Regular Meeting on May 3, 2023, and electronic payments and the issuance of general fund checks 8768-8794 in the total amount of \$271,866.34 were presented for approval. After a brief discussion, a motion was made by Commissioner Keister and seconded by Commissioner Marshall, the minutes and electronic payments and checks were carried unanimously.

PUBLIC COMMENT #1

No comment.

NEW BUSINESS / DISCUSSION ITEMS

2023 1st Quarter Report-

Director of Finance Krista Cagle, Project Manager Jennifer Taylor & Director of Business Development and Real Estate Derek Jaeger presented the 2023 1st Quarter report.

Director of Finance-

Director of Finance Krista Cagle shared that the Industrial Park took in the most revenue in the 1st quarter, alongside the Marina, Grove Field Airport & lastly the Parks & Trails. Cagle stated that finalizing Building 20 made cash funds decline this quarter but that was to be expected. She states that it should go up from this point. She stated that the airport at Grove Field had a profit of \$43,000. The occupancy for hangars and tie downs was consistently at 100%. The hangar & tie down revenue at the airport is up due to a pricing increase from this past January 2023. Cagle also stated that fuel sales at the airport have declined this year. Cagle shared that the Parkers Landing Marina had a net income of \$57,000 in the 1st quarter. Expenditures were 22%. The marina was also consistently 100% occupied. Cagle shared that the launch ramp sales were down this quarter.

She expected that to be due to the weather and the price of fuel. She stated that the Industrial park's revenue came in at \$785,000. Most of that revenue is from the building and land leases. Cagle touched on the parks as well. All revenue from the Parks & Trails is due to park reservations. The Port's parks make up for 35 acres, 5 individual parks and 5 miles of trails.

Director of Business Development & Real Estate-

Director of Business Development & Real Estate Derek Jaeger shared that the Industrial Park has shown a 52% slow down from 2022. He shared that vacancy rates are 10% lower than the prior year. Jaeger stated that the forecast for industrial parks is due to limited supply holding vacancies and asking rates. Despite the slowdown, there were 13 parties interested in the Port's industrial area wishing to lease and or purchase. Jaeger shared that the primary interest of these parties was 6,000-10,000 square feet spaces. He also touched on the Port's new building 20. He stated that it is currently 80% leased and due to that, he estimates 55-62 jobs that will be created. The remaining vacancy of building 20 is a bay of 9,900 square feet.

Project Manager-

Project Manager Jennifer Taylor shared some projects the Port was working on in the 1st quarter of 2023. Taylor stated that building 20 was worked on primarily to prepare for tenants. Bathrooms were made, electric vehicle charging stations were put into the parking lot, the parking lot was painted and so forth. Taylor also talked about other building projects in the industrial area. Building 19 had the roof repaired and the insulation was done at building 10. Taylor also talked about the 41st street project. Through the company Mackay Sposito, the projects team is in the beginning stages of planning environmentally and thinking of ways to minimize impacts due to the wetland areas. The last thing Taylor shared were the projects that took place in the marina. The East Dock was completely replaced, and she touched on the Breakwater access project.

Breakwater Utilities Rate-

Director of Finance Krista Cagle presented the Breakwater Utilities Rates. Cagle stated that the Port is currently in the process of providing electricity & water to tenants as well as guests on the Breakwater dock & the East dock. The going rate for electricity is currently \$6.00 a night while marina tenants pay \$22.00 a month. Cagle is wanting the rate of \$6.00 per night to stay the same but she is wanting to rename it so it would be a "utilities rate" instead. The utilities rate would include electricity as well as water usage. Cagle shared that Administrative Assistant Mackenzey Johnson will conduct a survey in which she will ask other marinas in the area what their rates and features look like for their guest dock and overnight moorage if applicable.

Freedom Boats Lease-

Director of Business Development & Real Estate Derek Jaeger presented the Freedom Boats Lease. Freedom Boat Club offers a membership type service for boaters to reserve boats for recreational purposes at any one of their 370 club locations. They currently offer fishing, pontoon & ski boats. Jaeger stated that this new lease will diversify the marina and break down the barrier to enter. He also stated that the boats will provide an affordable boating experience for people that do not wish to own a boat themselves. Freedom boats also offer a great training program for safety purposes. Jaeger stated that the Port should see an increase in fuel sales due to this new agreement due to the higher traffic in the marina. The boats will be located on the Port's Breakwater and East Summer dock and will take up 6 slips. The term of the Freedom boats lease will be 2 years with 2 one-year

options starting on May 22, 2023, and ending for the season on October 31, 2023, and so forth. Jaeger stated that the rates of these slips being leased to Freedom Boats will be higher than a normal tenant's due to the lease being for commercial purposes.

Corrosion Co. Lease Assignment

Director of Business Development & Real Estate Derek Jaeger presented the Corrosion Co. Lease Assignment. The lease assignment would be changing Corrosion Shield into Corrosion Co. The owner of Corrosion Shield purchased Corrosion Co. and wishes to consolidate operations into one entity. Both businesses will operate at Building 8 in the Industrial area of Washougal. They will be the sole tenant for the building. The original lease terms will not change.

Purchasing Card Policy Revision-

Director of Finance Krista Cagle presented the Purchasing Card Policy Revision. Cagle stated that this policy revision will allow a supervisor to sign off in the event of a lost receipt for Port expenditures.

PUBLIC COMMENT #2

City of Washougal Mayor Stuebe commented that he is always impressed with Port activities. Stuebe stated that he was out at the marina the other night and said it was beautiful & he hoped everyone was enjoying the nice weather. He also wanted to give his thanks to the Port staff for supporting the Chamber's golf tournament at Orchard Hills Golf Club. He also spoke on an event in Washington DC where he met with fellow politicians and congress people. He said if he could sum up the event in one word, it would be epic.

ACTION ITEMS

Freedom Boats Lease-

Commissioner Keister requested formal approval of the Freedom Boats Lease as presented during discussion items. Upon motion by Commissioner Keister seconded by Commissioner Marshall and carried unanimously, the approval of the Breakwater Utilities Rate effective May 16, 2023.

Corrosion Co. Lease Assignment-

Commissioner Marshall requested formal approval of the Corrosion Co. Lease Assignment as presented during discussion items. Upon motion by Commissioner Marshall seconded by Commissioner Spencer and carried unanimously, the approval of the Breakwater Utilities Rate effective May 16, 2023.

Purchasing Card Policy Revision-

Commissioner Keister requested formal approval of the Purchasing Card Policy Revision as presented during discussion items. Upon motion by Commissioner Keister seconded by Commissioner Marshall and carried unanimously, the approval of the Breakwater Utilities Rate effective May 16, 2023.

STAFF REPORTS & COMMENTS

Chief Executive Officer-

Chief Executive Officer David Ripp stated that he wanted to remind everyone that the Community Solar Project is out to bid, and the opening will be on May 18th. He also stated that there are two upcoming events. First Friday is June 2nd in Downtown Camas from 5pm-8pm and the WPPA Spring Conference in Spokane starts tomorrow, May 17 and ends on May 19. He also touched on the next Port workshop which will be on June 6th at 11:00am. The workshop will include a presentation on the CTE program at the Washougal School District. Ripp also wanted to congratulate Office Assistant Amie Bittle and Director of Finance Krista Cagle for their work on the annual report.

Director of Finance-

Director of Finance Krista Cagle mentioned that June 3rd is National Trails & Parkersville day. Cagle also stated that the Port’s Annual Report should be coming in the mail next week to Washougal & Camas residents.

Director of Facilities-

Director of Facilities Eric Plantenberg stated that the pad for the new fuel truck is now done at Grove Field. The first opportunity to use the new fuel truck will be pushed out due to testing from its original date of June 1st. Plantenberg also stated that there will be 2 new concrete tie down spots at Grove which he thought was a great way to bring more people into the airport.

COMMISSIONER REPORTS & DISCUSSION

Commissioner Marshall

Commissioner Marshall stated that the UPC Ribbon Cutting will be on June 2nd at 4pm. She also mentioned Parkersville day on June 3rd.

Commissioner Keister

No comment.

Commissioner Spencer

No comment.

The regular meeting Adjourned at 12:46 pm.

PORT OF CAMAS-WASHOUGAL COMMISSION

Commissioners

Determination Process for Marina and Airport Lease Rates & Schedule of Rates and Fees

Rates & Fee Determination Factors

1. Abide by Washington State Constitution, Article VIII, Section 7: *No Gifting of public funds*
2. Follow Strategic Plan
3. Follow Port's Operating Rates & Operating Budget Policies
4. Market value
5. Demand

Strategic Plan

Airport and Marina Strategy

To operate and develop Grove Field and Parker's Landing Marina in a safe and economically sustainable manner.

Operating Budget Policy

The Commission will set a budget on an annual basis. The Port budget shall balance operating and non-operating revenues with operating and non-operating expenditures with general fund tax levy revenue being used for capital improvement projects or for port reserve fund.

Operating Rates Policy

Port user fees and charges shall cover the cost of that service except to the extent that the Commission has determined that the service in question provides a general public benefit.

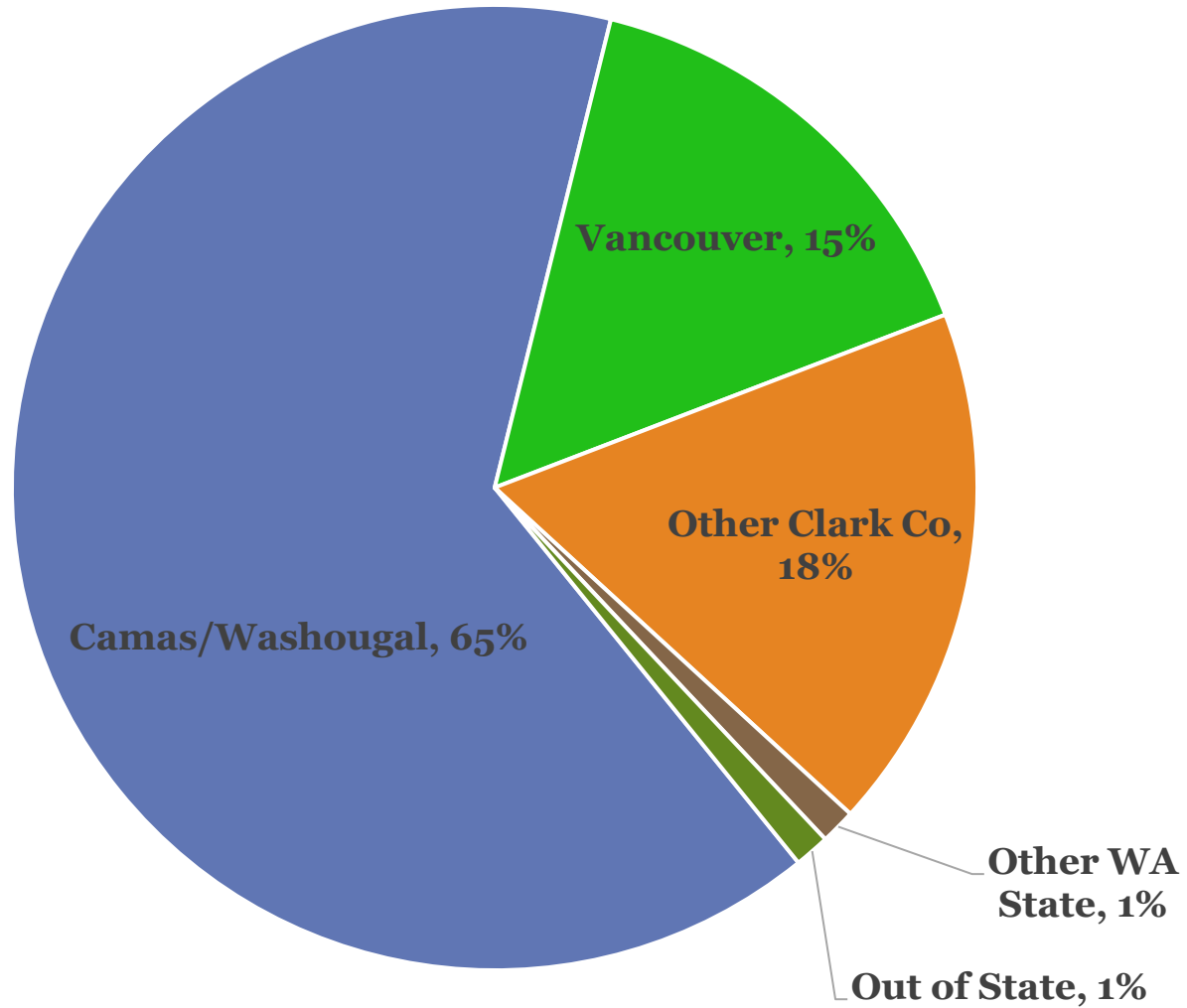
To establish appropriate pricing of leases, the Port will use the current market value of the leasable assets (land, buildings, and/or related infrastructure) as the basis for rent calculation. The asset will be revalued as appropriate and the pricing will be adjusted as warranted.

Market Value – Airport's

Survey local airports – 2023 monthly rates

Grove Field	\$248.25-\$454.75
Pearson Airfield	\$330.00-\$497.00
Port of Olympia	\$329.38-\$817.32
Troutdale Airport	\$256.42 - \$415.00
Port of Hood River	\$367.00 - \$410.00

Where do Grove Field Tenants Live?



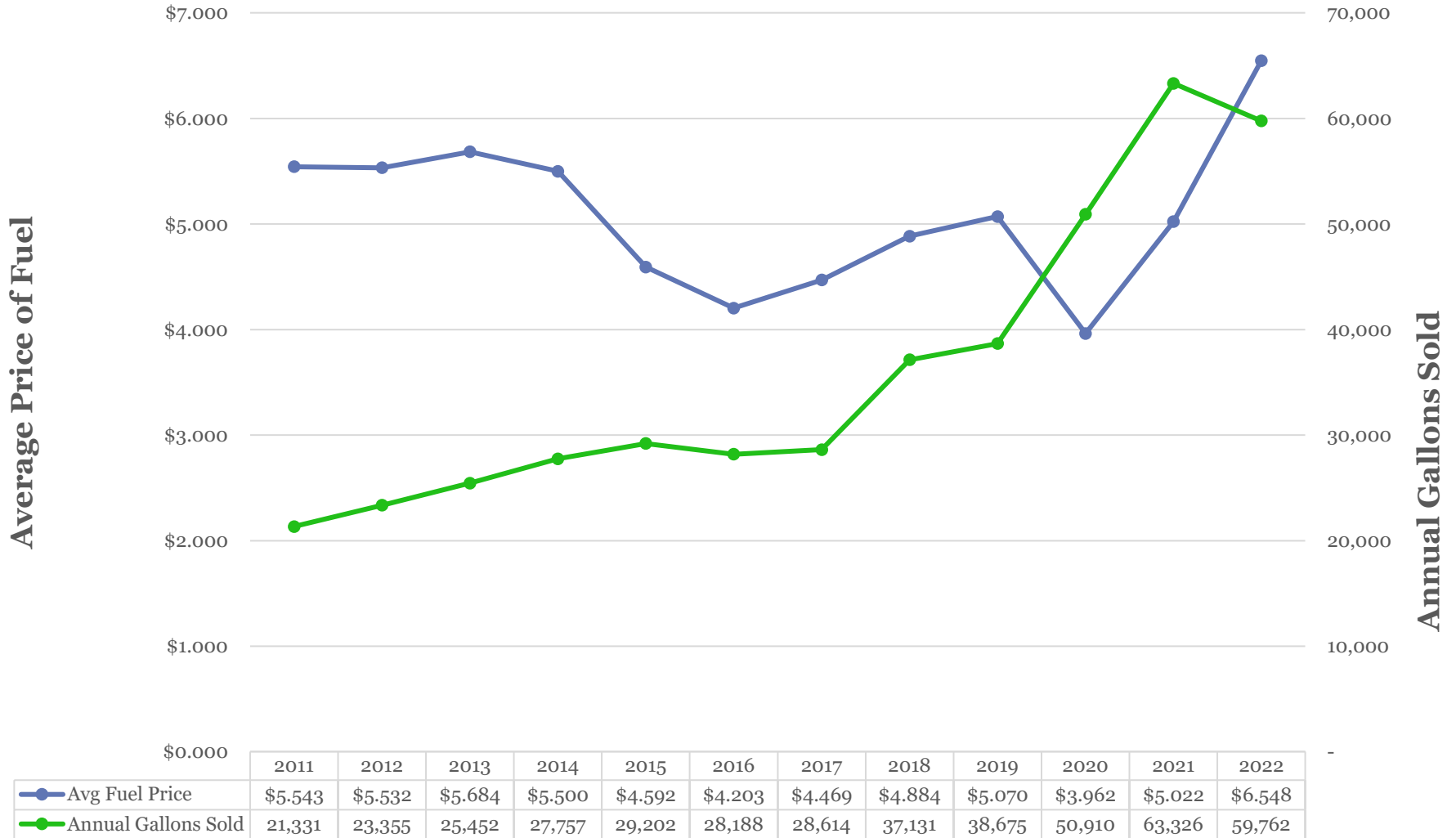
Demand

Grove Field Airport

Hangars

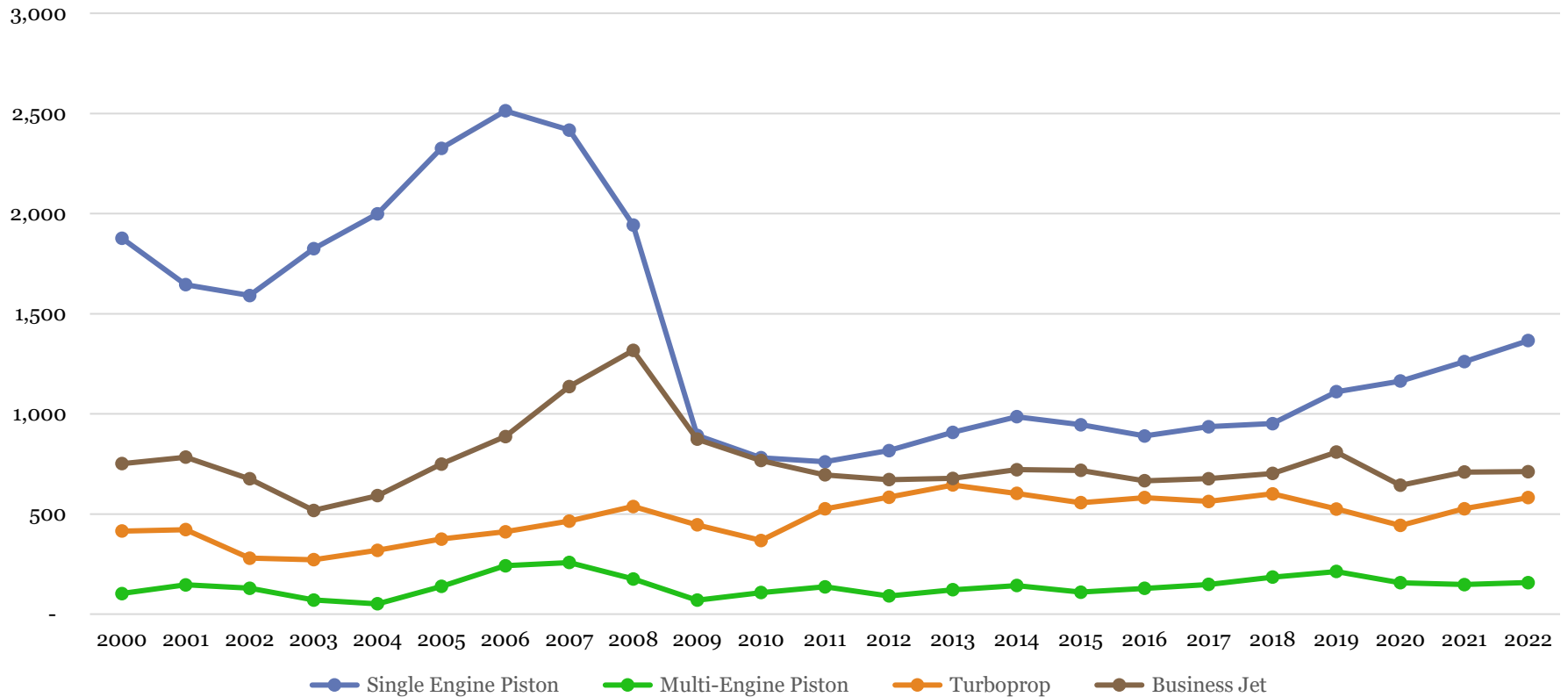
- Consistently 98-100% full for the last 13 years. Immelman Hangars caused a temporary drop in occupancy in 2017, with 7 tenants moving there. Re-opening of C Row hangars caused a occupancy drop in early 2018, but was filled within a couple months.
- Currently **40** on waitlist. 38 will take first available hangar and 2 want specific hangars.
- Tie downs **100%** occupied.
- All other airports surveyed were also **100%** occupied.

Fuel Pricing and Annual Gallons of Fuel Sold Trend



Aircraft Manufactured Trend

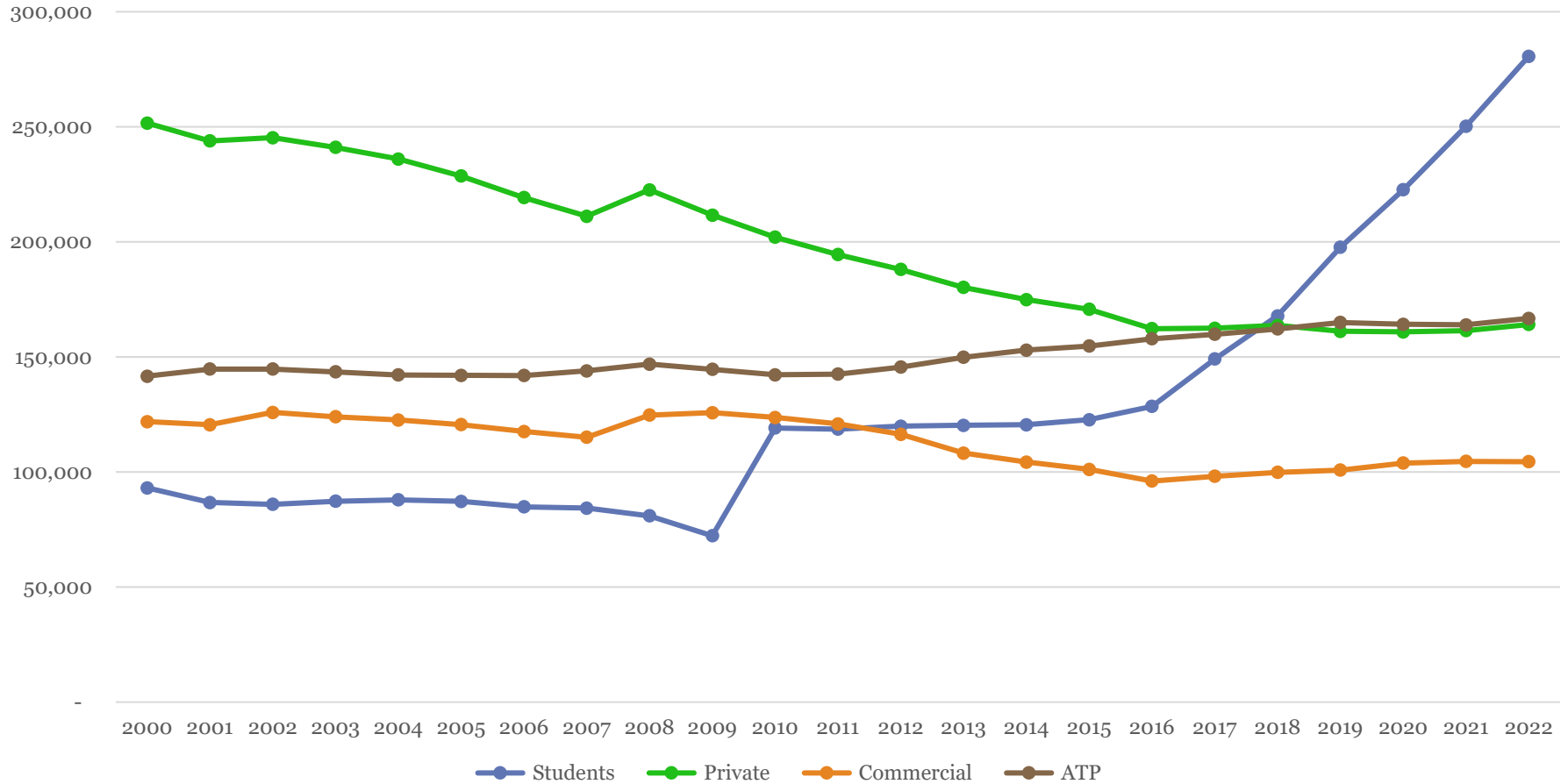
Source: GAMA 2022 Annual Report



- Piston airplane deliveries increased 15.1% with 1524 units in 2022, of those 1366 were single engine piston airplanes.
- Turboprop airplane deliveries saw a 10.4% increase in shipments.
- Business Jet deliveries saw an increase of 0.3% with 712 units in 2022.

Active FAA Pilot Trend

Source: FAA Aeronautical Center - 2022 Active Airmen Statistics



- Washington State houses 3.6% of the total pilots in the United States, with a total of 25,484 pilots.
- Overall active pilots grew by 4.9%, and student pilots grew by 12.1% over 2021.
- Women comprise 10.1% of all pilots, up from 9.5% last year.

Market Value – Marina's

2023 Survey local marinas

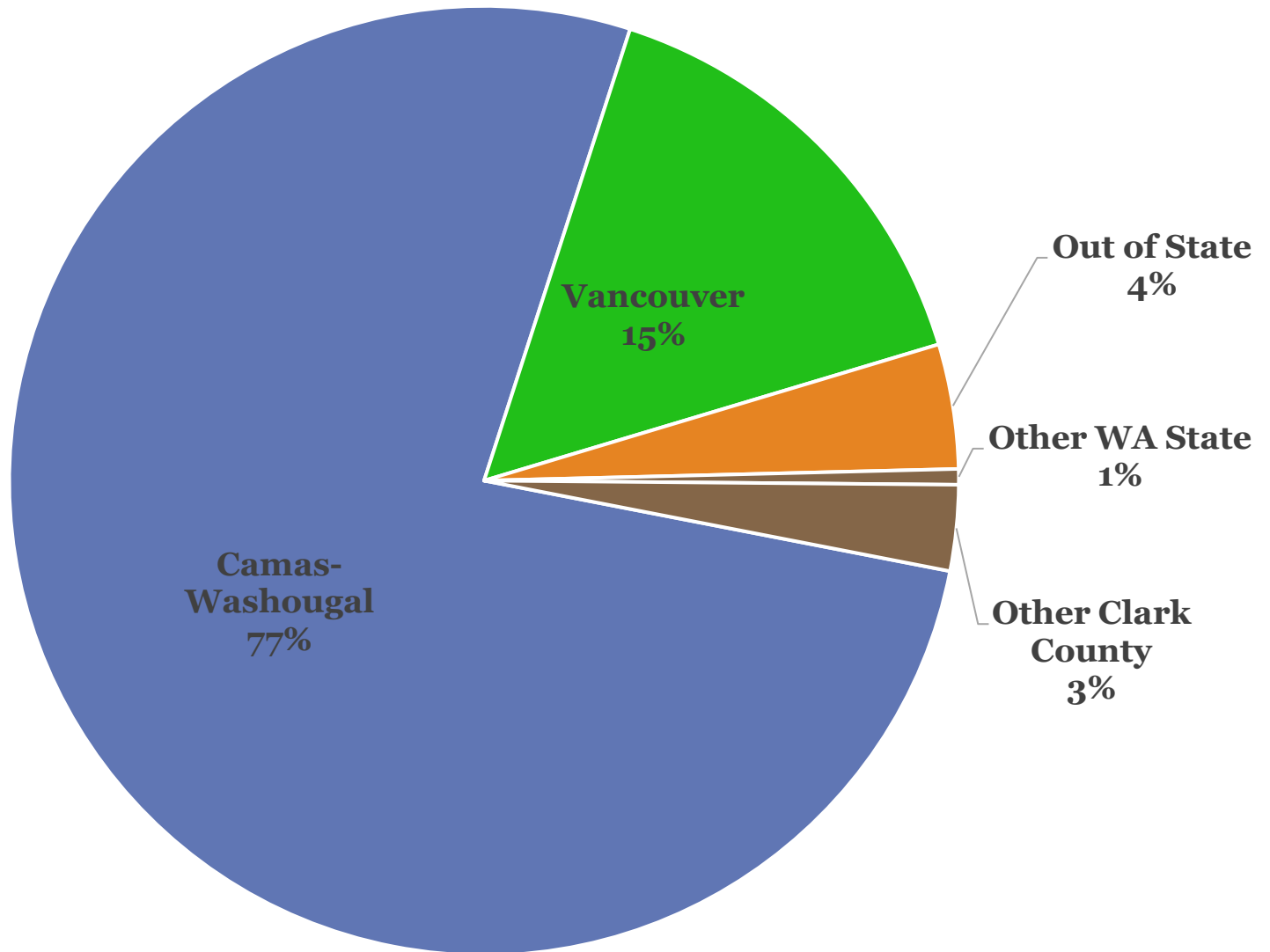
Uncovered Slips

Port of Camas-Washougal	\$112.75-\$231.50
Steamboat Landing	\$180.00-\$320.00
Columbia Crossings	\$231.00-\$392.00
Tidewater Cove 30'-40'	\$300.00-\$320.00

Covered Slips

Port of Camas-Washougal	\$165.75-\$337.50
Steamboat Landing	No Covered Slips
Columbia Crossings 25'-40'	\$226.35-\$436.00
Port of Hood River	No Covered Slips

Where do POCW Marina Tenants Live?





- Runabout motorboats account for about 73% of total motor boating hours in the state.
- Clark County offers 13,400 moorage slips total, approximately 5.7% of all Washington state moorage slips.
- 237,493 vessels were registered in 2022 compared to 245,367 in 2021.

PROPOSED MODIFICATIONS TO RATES & FEES
January 1, 2024

RATES	Proposed Rate Adjustment
Airport Lease Rate Adjustment	5% Increase
Marina Lease Rate Adjustment	5% Increase

FEES	Current Fee	Proposed Fee
Marina – Dockbox monthly	\$20 per month including LHT*	\$23 per month including LHT
Marina – Quarterly Electric	\$25 per quarter plus usage	\$30 per quarter plus usage
Airport – Replacement lock & key	\$50	\$85
Fine for non-EV parked in EV charging station spots	N/A	\$25
Certified mailing fee	\$10	\$20

OTHER	Current	Proposed
Airport Waitlist	Tenant priority	No tenant priority – date based

*DOR audit determined LHT required on dockbox rentals in 2022, adjusted monthly base rate to include LHT in the \$20 fee rather than increasing the fee at the time of audit.