



Commission Meeting Minutes Monday, January 12, 2026

Call to Order

Commission President Jasmine Vasavada called a regular meeting of the Port of Olympia Board of Commissioners to order and open to the public at 5:30 p.m., Monday, January 12, 2026, at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, in Olympia, Washington 98501.

Present

Commissioners: Jasmine Vasavada – President, Commissioner Sarah Montano – Secretary, Joel Hansen, Jerry Toompas and Krag Unsoeld.

Staff: Alex Smith, Executive Director, Chris Pierce-Wright, General Counsel; Warren Hendrickson, Director of Operations; Mike Reid, Director of Community and Economic Development; Tina Champion, Executive Coordinator; and Missy Goodell, Commission Coordinator.

Approval of Agenda

Commissioner Vasavada moved to amend the agenda, inserting “Introductions” after approval of the agenda, for new Commissioners to introduce and say a few words about themselves. Commissioner Montano seconded the motion. moved to approve the agenda. Motion passed unanimously.

Introductions

Commissioners Unsoeld, Toompas and Hansen introduced themselves.

Executive Director Report

Alex Smith, Executive Director, reported on recent Port activities. She reported that two new employees were hired in the Finance Department, Meaghan Cagle and Keisha Ferguson. Last month Commissioner Vasavada and Commission Hansen along with POCAC member Quentin Philips joined port leadership in participating in a forestry field trip with local family-owned forestry organizations Green Diamond and Port Blakely. The Port’s monthly publication, the Port Pulse, our monthly publication designed to share Port updates in a clear and digestible format, including recent blogs, articles, and operational highlights has posted its January edition. We’re excited to share a five-year report on Vision 2050, the Port’s community-driven, long-term plan for the future, first launched in 2020. Last Friday, the Port partnered with the Thurston County Chamber of Commerce hosting a grand opening and ribbon cutting ceremony for the Ports newest partner tenant, Palisade Declivity Event Centre in Tumwater off Tumwater boulevard next to the airport. Port staff along with Commissioner Hansen who provided opening remarks on behalf of the Port, celebrated the partnership. The installation of the new runway LED lighting system and four new electronic regulators was completed on Friday. The runway has been reopened, and the new runway lighting will become fully operational once next week’s testing is complete.

In addition, Alex reminded everyone of the ways they can communicate with the Commission. She stated there is a great deal of information available on the Port's website and encouraged everyone to check it out.

Public Comment

Five individuals provided public comments regarding the budget, the airport master plan and commission meeting times.

Partner Spotlight

Lacey MakerSpace. Michelle Pope, Executive Director at Lacey MakerSpace, gave a presentation on their organization, the services they provide, members and volunteers they attract, upcoming events, tour information and how their organization connects education, industry and the community.

Consent Calendar

Commissioner Montano moved to approve the consent agenda as presented; Commissioner Hansen seconded the motion. Motion passed unanimously.

Pending Issues or Business

None.

Action Calendar

None.

Action/Other Calendar

Election of Officers. Alex Smith, Executive Director, reported that the Commission is to elect officers at the first meeting of each year for that calendar year. The appointments are effective immediately and continue until the first meeting of the following year. The appointments to be filled include Commission President, Commission Vice President, and Commission Secretary.

Motion: Commissioner Hansen moved to appoint the following Port of Olympia Commission officers to serve during the calendar year 2026: Commissioner Vasavada as Commission President, Commissioner Montano as Commission Vice President, and Commissioner Hansen as Commission Secretary. Commissioner Sanders seconded the motion. Discussion followed. Motion passed unanimously.

Surplus Resolution. Executive Director Alex Smith provided background information on the process to surplus property at the Port of Olympia.

Motion: Commissioner Unsoeld moved to adopt Resolution 2026-01, Surplus Property Disposal Dollar Limit" authorizing the Executive Director to, in calendar year 2026, dispose of individual items of surplus Port personal property valued less than \$23,340. Commissioner Toompas seconded the motion. Motion passed unanimously.'

Commission Rules Resolution and Calendar Schedule.

It was decided to postpone updating the Commission Rules Resolution after it was determined that several sections of the resolution are in need of review and revision. Commissioner Vasavada requested

a red-lined mark-up of proposed changes to the Rules Resolution be reviewed at the next Commission meeting.

Motion: Commissioner Hansen moved to adopt the 2026 regular meeting time as 4:00 p.m. on the second and fourth Monday of the month and that our regular Work Sessions be held at 4:00 p.m. on the third Monday of each month. Motion seconded by Commissioner Montano.

Board of Commissioners 2026 Commission Meeting Schedule

Regular Meetings are scheduled on the second and fourth Monday at 4:00 PM except as specifically identified below.
Work Sessions are scheduled on the third Monday at 4:00 PM except as specifically identified below.

January

Monday, January 12, Commission Meeting
Monday, January 19, **Port Office Closed (MLK Jr Day)**
Tuesday, January 20, Work Session
Monday, January 26, Commission Meeting

February

Monday, February 9, Commission Meeting
Monday, February 16, **Port Office Closed (Pres. Day)**
Tuesday, February 17, Work Session
Monday, February 23, Commission Meeting

March

Monday, March 9, Commission Meeting
Monday, March 16, Work Session
Monday, March 23, Commission Meeting

April

Monday, April 13, Commission Meeting
Monday, April 20, Work Session
Monday, April 27, Commission Meeting

May

Monday, May 11, Commission Meeting
Monday, May 18, Work Session
Monday, May 25, **Port Office Closed (Memorial Day)**
Tuesday, May 26, Commission Meeting

June

Monday, June 8, Commission Meeting
Monday, June 15, Work Session
Monday, June 22, Commission Meeting

July

Monday, July 13, Commission Meeting
Monday, July 20, Work Session
Monday, July 27, Commission Meeting

August

Monday, August 10, Commission Meeting

September

Monday, September 14, Commission Meeting
Monday, September 21, Work Session
Monday, September 28, Commission Meeting

October

Monday, October 12, **Indigenous People's Day**
Tuesday, October 13, Commission Meeting
Monday, October 19, Work Session
Monday, October 26, Commission Meeting

November

Monday, November 9, Commission Meeting
Monday, November 16, Work Session
Monday, November 23, Commission Meeting

December

December 14, Commission Meeting

Commission Committee Assignments. Alex Smith, Executive Director, presented the list of Commissioner Committees that are supported by Port of Olympia Commissioners. 2025 assignments were provided for reference.

After discussion, 2026 Commission Committee Assignments were agreed to:

2026 Commissioner Assignments

Entity/Group/Board	Scheduled Meeting	Commissioner
Visitors Convention Bureau (VCB)	Monthly 3 rd Tuesday 3:30 PM	Commissioner Montano
Thurston County Chamber	Monthly 2 nd Wednesday 11:30 AM	Commissioner Montano
Transportation Policy Board	Monthly 2 nd Wednesday 7:00 AM	Commissioner Unsoeld/ backup Commissioner Vasavada
Solid Waste Advisory Committee	Monthly 1 st Wednesday at 10:00 AM	Commissioner Unsoeld
Tenino Chamber	Monthly 3 rd Wednesday 11:30 AM	Commissioner Hansen
Economic Development Council	Monthly 4 th Wednesday 12:00 PM	Commissioner Hansen
Yelm Chamber	Monthly 2 nd Tuesday 11:30 AM	Commissioner Toompas
Lacey Chamber	Monthly 1 st Wednesday 11:30 AM	Commissioner Montano
Lacey MakerSpace	Scheduled as needed	Commissioner Montano
Thurston Regional Planning Council	Monthly 1 st Friday 8:30 AM	Commissioner Vasavada/ backup Commissioner Unsoeld
Capital Lake-Deschutes Estuary Executive Work Group	Scheduled Quarterly	Commissioner Vasavada Commissioner Unsoeld
Sea Level Rise Collaborative: Executive Committee	Scheduled Quarterly	Commissioner Toompas Commissioner Unsoeld
Tumwater Chamber	Monthly 3 rd Wednesday at 11:30 PM	Commissioner Unsoeld
Grand Mound Rochester Chamber	Monthly 1 st Wednesday at 12:00 PM	Commissioner Hansen
STEDI (South Thurston Economic Development Initiative)	Monthly 3 rd Friday 8 am	Commissioner Hansen
Washington Public Ports Association Trustee	Two Annual Meetings & As Needed	Commission President, Commissioner Vasavada
Joint Base Lewis McChord Community Connector Program Representative	Scheduled As Needed	Commissioner Toompas
POCAC Representative	3 rd Tuesday at 4:00 PM	TBD

Advisory Calendar

None.

Commissioner Reports/Discussion

Commissioner Montano attended the State Auditor report with an unmodified opinion being issued but an overall good finding.

Commissioner Hansen attended the Tumwater City Council meeting and the swearing in of the new mayor; the Rochester Grand Mound Chamber of Commerce meeting; the kickoff event for the Washington Sustainable Aviation Fuels Accelerator at Boeing's Future of Flight museum; and he attended the ribbon cutting and grand opening of the Palisades Declivity Event Center in Tumwater. He will be attending the State of the Community presentation at the Thurston County Chamber Forum.

Commissioner Vasavada shared that she also attended the Washington Sustainable Aviation Fuels Accelerator event and she attended the Thurston Regional Planning Council's meeting.

Commissioner Toompas attended the Washington Public Ports Association (WPPA) New Commissioner training and met many Port individuals at the WPPA Legislative Reception; he has attended multiple meetings with staff who are providing training and information to bring him up to speed.

Commissioner Unsoeld shared that he also attended the Washington Sustainable Aviation Fuels Accelerator event and the central labor council's meeting.

Other Business

It was requested that briefings be provided on 1) the recent Airport Master Plan SEPA appeal and the stipulation proposal; 2) the parcel that Tumwater purchased over the holidays; and 3) a projection of when the Marine Terminal warehouse would be paid off.

Meeting Announcements

A list of upcoming events was displayed on the screen for viewers to see upcoming Commission and POCAC meetings. Executive Director Smith stated the next Commission meeting, a Work Session, will be held on Tuesday, January 20, at 4:00 p.m.

Adjournment

There being no further business to come before the Port of Olympia Board of Commissioners, the Monday, January 12, 2026, regular meeting was adjourned at 7:10 p.m.

PORT OF OLYMPIA COMMISSION

Jasmine Vasavada, President

Joel Hansen, Secretary