



Commission Meeting
Monday, June 22, 2026
4:00 PM

Percival Plaza – Olympics Room
626 Columbia Street NW, Suite 1-B
Olympia, WA 98501

The meeting agenda is available on the Port's website as of June 17, 2026.
<https://www.portolympia.com/commission>

AGENDA

- A. Call to Order
- B. Pledge
- C. Approval of Agenda
- D. Executive Director Report
- E. Public Comment

NOTE: Guidelines for public comment can be found in the Commission Rules in Resolution 2026-02 Article VI.

- Comments should be directed to Commission: Comments should be directed to the Commission as a whole and should not include comments about individual Port staff or members of the public.
- Courtesy: All speakers (members of the public, Port staff, and Commissioners) shall be courteous in language and demeanor and shall confine remarks to those facts that are germane and relevant to the question or issue under discussion.

- F. Commission Response to Public Comment / Follow-Up to Public Comment
- G. Partner Spotlight: New Market Vocational Skills Center: Matt Ishler, Executive Director
- H. Consent Calendar
 - 1. Olympia Hangar Project #2 Amendment No. 6
 - 2. RHA Liberty Group Amendment No. 6
- I. Action Calendar
 - 1. None
- J. Action/Other Calendar
 - 1. None

Port of Olympia Mission

Creating economic opportunities and building community for all of Thurston County through responsible resource use.

K. Advisory Calendar

1. Contract Award: Building Tenant Improvements (Port HQ): James Sommer, Public Works Program Manager
2. Electric Aircraft Charging Station Grant Application: Chris Paolini, Airport Senior Manager
3. New Market Vocational Skills Center Aviation Program Lease: Chris Paolini, Airport Senior Manager

L. Commissioner Reports

M. Additional Public Comment

This time is devoted to individuals who could not arrive at or register for the meeting earlier. Public comment at this time is for those members of the public who did not submit public comment previously during the current meeting.

N. Other Business

1. None

O. Meeting Announcements

P. Adjourn

***Attendance and Public Comment Hybrid Meeting Information**

Attend Remote or In-Person

The public are welcome to attend the meeting in person, or may view or listen to the meeting using one of the following platforms:

In-Person: 626 Columbia Street NW, Olympia
Olympics Room, Suite 1-B

Zoom: Go to <http://www.zoom.us/join> and enter Webinar ID 835 8833 7030 and Passcode 715381.
Instructions and access details (a link to the meeting) will be emailed to you once a short registration form is complete. (Check Spam or Junk folder and move Zoom link email to your Inbox to view/access link.)

YouTube: www.youtube.com/@portofolympia1922

Phone: Call (253) 215-8782, listen for the prompts and enter Webinar ID 835 8833 7030 and Passcode 715381.

Verbal Public Comment

Those wishing to provide verbal public comment may do so in-person or by Zoom:

In-Person: Use the sign-up sheet located at the meeting location.

Virtual / via Zoom: **Must pre-register** using the following Zoom link no later than five (5) minutes after the meeting has commenced:
https://us06web.zoom.us/join/register/WN_AQW_a9HTNRaKMBn8x4iQwA
Instructions and access details (a link to the meeting) will be emailed to you once registration is complete. (Check Spam or Junk folder and move Zoom link email to your Inbox to view/access link.) Registration for remote/virtual verbal public comment closes six (6) minutes after the meeting has commenced.

Written Public Comment

Written public comment may be submitted to commissioncoordinator@portolympia.com by 12:00 p.m. on the date of the meeting. All written comments will be compiled and sent to the Commissioners prior to the meeting.

Port of Olympia Mission

Creating economic opportunities and building community for all of Thurston County through responsible resource use.

COVER MEMO

Briefing Date/Time: June 22, 2026
Staff Contact/Title: Chris Paolini, Airport Senior Manager, 360.528.8074,
chrisp@portolympia.com
Subject: Olympia Hangar Project #2 - Lease Amendment #6
Purpose: Information Only Decision Needed

Type of Agenda Item:

- Consent Calendar

Background:

Lease Name: Olympia Hangar Project #2

Leased Address: 7849 Old Highway 99 SE, Olympia, WA 98501

Lease Type: Land

Lease Effective Date: 4/25/2005

Term: 5/1/05-4/30/48 + 10-year option

Use: Aircraft storage and airplane repair

Employees: The hangar is currently sub-leased by the Department of Natural Resources and the parking lot associated with this lease is leased to A & R Aviation which has 50 employees.

Summary and Financial Impact:

This leased facility is commonly referred to as the "O" (or Oscar) hangar. It is one of several developments on the airfield managed by Prime Development. This structure is an aircraft storage hangar currently leased by the Department of Natural Resource's aviation division. The parking lot portion of the leased premises is used by A & R Aviation. A&R is a certified 141 maintenance facility for the fabrication and repair of aircraft parts. They service the Boeing fleet, McDonnell Douglas, Airbus and Lockheed aircraft.

In 2023 the lease premises was reduced by 2,800 square feet and the rent rate was adjusted accordingly as both parties agreed the land was not available for development by the tenant, due to the presence of endangered species. Lease Amendment #6 memorializes this 2023 change to the lease premises.

Lease Amendment #6 also memorializes the mutual agreement by both parties to amend the term limit of 4,300 square feet of parking improvements, as allowable under lease amendment #4, to coincide with the end date of the lease, including available options. Tenant will continue to be responsible for all costs associated with the maintenance and repair of the parking improvements for the duration of the lease term.

Lastly, this lease amendment includes a CPI adjustment to the rent rate as described in the original lease agreement and as revised in lease amendment #5. The new monthly rent rate effective July 1, 2026 will be \$1,415.31 plus LET. The annual revenue, at the new rent rate, for this land lease will be \$16,983.72 plus LET. This is a 6% increase over the current rent rate.

Environmental Considerations and Review:

This land lease is fully developed, no new environmental reviews are necessary. The Lessee is in good standing with the Port and remains in compliance with all local laws and regulations.

Alternatives Considered:

1. Approve Olympia Hangar Project #2 Lease Amendment #6.

Result: The Port and Lessee, an existing service provider in our community, maintain compliance with the lease terms, the leased premises adjustment is memorialized, and the Port receives an increase in rent revenue as defined in the lease.

2. Do not approve Olympia Hangar Project #2 Lease Amendment #6.

Result: The Port rejects the desire of the Lessee to memorialize the adjustment to the leased premises boundary and the revised rent resulting in lost revenue.

Staff Recommendation:

Approve Olympia Hangar Project #2 Lease Amendment #6 as presented.

Document(s) Attached:

Lease Amendment #6

Revised Exhibit D:

The lease premises is located in the Airport district, 7849 Old Highway 99 SE, Olympia, WA 98501. The revised lease area is 46,392 square feet.



LEASE AMENDMENT NO. 6

**PORT OF OLYMPIA GROUND LEASE
OLYMPIA REGIONAL AIRPORT**

THIS LEASE AMENDMENT NO. 6 (“Amendment”) is made this _____ of _____, 2026, by and between the **PORT OF OLYMPIA**, a Washington municipal corporation (hereinafter referred to as the “Port”), as Lessor, and **OLYMPIA HANGAR PROJECT #2 LLC**, a Washington limited liability company (hereinafter referred to as “Tenant”), as Lessee.

WITNESSETH:

WHEREAS, the Port and Tenant entered into a Ground Lease dated April 25, 2005 (“Lease”), covering certain premises owned by the Port and leased to EARL PEARSON d/b/a, PEARSON AIR, INC. (hereinafter referred to as “Pearson Air”) for the storage, minor repair, and preventive maintenance of aircraft; and

WHEREAS, the Port and Pearson Air amended the Lease by Lease Amendment No. 1 dated August 18, 2008, for the purpose of adjusting the rent and subsequently adjusting the surety requirement accordingly; and

WHEREAS, Pearson Air assigned all of its right, title and interest in and to the Lease and the premises to PEARSON & PEARSON, dba PEARSON LEASING (hereinafter referred to as “P&P”) by Assignment of Lease dated November 23, 2009; and

WHEREAS, the Port and P&P agreed to amend the Lease by Lease Amendment No. 2 dated July 19, 2012, for the purpose of amending the Lease Exhibit “D” to reflect a boundary adjustment abutting Prime Development Binding Site Plan 3489470 and adjusting the rent and the surety requirement to accurately reflect the leased premises, which encompass a total of approximately 44,892 square feet; and

WHEREAS, the Port and P&P amended the Lease by Lease Amendment No. 3 dated March 13, 2013, for the purpose of extending the lease term and providing for an option to extend the term; and

WHEREAS, P&P assigned all of its right, title and interest in and to the Lease and the premises to DAN PEARSON by Assignment dated March 20, 2013; and

WHEREAS, Dan Pearson assigned all of its right, title and interest in and to the Lease and the premises to OLYMPIA HANGAR PROJECT #2 LLC (hereinafter referred to as “Tenant”) by Assignment dated March 20, 2013; and

WHEREAS, the Port and Tenant amended the Lease by Lease Amendment No. 4 dated August 14, 2014, for the purpose of revising the leased premises with a new Exhibit “D,” subsequently adjusting the rent and surety requirement accordingly; and

WHEREAS, the Port and Tenant amended the Lease by Lease Amendment No. 5 dated April 3, 2017, for the purpose of revising the manner in which the rent is calculated and adjusted for the remainder of the Lease term, adjusting the surety requirement accordingly and memorializing Tenant's satisfaction of payment obligations for certain Port performed improvements; and

WHEREAS, the Port and Tenant now desire to amend the Lease for the purpose of revising the lease exhibit, revising the term of the parking lot improvements, revising the rental rate, adjusting the surety amount and updating the notice address.

NOW THEREFORE, IT IS HEREBY MUTUALLY AGREED that the Lease between the parties shall be amended as follows:

1. Paragraph 1, **LEASE SUMMARY, LEASED PREMISES**, shall be amended as follows:

The total size of the lease premises was reduced by 2,800 sq ft in the agreement between the Port and Tenant memorialized in an email dated August 2, 2023. The reduced area was not available for redevelopment by the Tenant. Exhibit "D" will be deleted in its entirety and replaced with Exhibit "D" Revised Leased Premises dated to correspond to the date of Amendment No 6. The Revised Leased Premises is 46,392 sq ft.

Tenant agrees to complete a formal boundary line survey with legal description and provide to the Port within 60 days of full execution of this lease amendment and no later than September 30, 2026.

2. Paragraph 1, **LEASE SUMMARY, TERM**, the Port and Tenant both agree to amend the term limits as described in paragraph 1 of Amendment No. 4 relating to the 4,300 sq ft of parking improvements to coincide with the end date of the lease, including any available options.
3. Paragraph 1, **LEASE SUMMARY, RENT** shall be amended as follows:

Effective July 1, 2026, rent shall be adjusted to One Thousand Four Hundred and Fifteen Dollars and Thirty-One Cents (\$1,415.31) plus LET which takes into consideration the agreement memorialized in the email dated August 2, 2023, and the termination of the sublease described therein. Rent will continue with the current escalation manner addressed in Amendment No. 5.

Both parties agree there is no outstanding rent due as of the date of this amendment as it relates to the change in leased premises description and the sublease described above.

4. Paragraph 1, **LEASE SUMMARY**, **SURETY** shall be amended as follows:

Effective July 1, 2026, the Surety Amount shall be Nineteen Thousand one hundred and sixty four dollars and forty-eight cents (\$19,164.48), consisting of one year of rent and LET.

5. Paragraph 40, **NOTICES**, shall be amended as follows:

To the Port:
Port of Olympia
606 Columbia St NW Ste 200
Olympia, WA 98501
Email: realestate@portolympia.com

THE REST AND REMAINDER OF THE LEASE shall remain in full force and effect, and is affirmed and ratified by the signatures of the parties.

SIGNATURES ON NEXT PAGE

STATE OF WASHINGTON)
) ss
COUNTY OF THURSTON)

I certify that I know or have satisfactory evidence that JEFFRY J. POWELL is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Managing Member of Olympia Hangar Project #2, LLC, a Washington limited liability company, to be the free and voluntary act of such party for the uses and purposes mentioned in this instrument.

DATED this _____ day of _____, 2026.

Print Name: _____
NOTARY PUBLIC in and for the State of
Washington, residing at _____
My appointment expires: _____

EXHIBIT D
REVISED LEASED PREMISES



COVER MEMO

Briefing Date/Time:	June 22, 2026
Staff Contact/Title:	Mike Reid, Community and Economic Development Director, 360.764.5395, MikeR@portolympia.com
Subject:	RHA Liberty Group LLC Lease Amendment No. 6
Purpose:	<input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Decision Needed

CONSENT ITEM

Background and Tenant Snapshot:

In 2018 RHA Liberty Group (RHA) was assigned this lease from the Harbor Wholesale. Harbor Wholesale Grocery Inc. was assigned the lease from ASKA Company in 2007. The land lease is located in the New Market Industrial Campus at 819 78th Ave SW, Tumwater WA. The current lease term is February 1, 1996 through January 31, 2026 with one 20-year option. RHA has and remains in good standing throughout the term of their lease.

RHA Liberty Group, LLC has been a proud Port of Olympia tenant since 2018. They were delighted to find a location and building that far exceeded their expectations. RHA is commencing a sublease of the building to TerraFirma, a company that specializes in home ownership services to include, crawl space moisture control, foundation repair and concrete leveling repair, to name just a few. This business current employees 170 people between Washington and Oregon and is moving their Lakewood office to our location in Olympia. RHA and TerraFirma are committed to maintaining a strong presence at the Port and continuing to support economic development in the region.

RHA now desires to amend the terms and conditions of the lease and requested an additional 20 years to their existing lease. The extended terms would begin on February 1, 2046 and end on January 31, 2066. The rent rate and surety requirement is also being adjusted to reflect the then current Commission rate.

In addition, the requirement that the tenant at their expense provide improvements consistent with the City of Tumwater requirements along 78th Street shall be added to the lease. If the Premises does not have the standard frontage improvements such as curbs, sidewalks, and street trees then the Tenant will need to provide how and when they will be developed over the course of the additional term. They shall be completed within the first five years of the first term extension and no later than January 31, 2051.

The rest and remainder of the original lease shall remain in full force and effect.

Summary and Annual Financial Impact:

- Current monthly lease payment: \$2,320.76
 - Annual: \$27,849.12
- Anticipated 2031 monthly payment: \$2,572.51
 - Annual: \$30,870.12
- Anticipated 2036 monthly payment: \$2,862.60
 - Annual: \$34,351.20
- Anticipated 2041 monthly payment: \$3191.05
 - Annual: \$38,292.60
- 2046-2066: Adjusted to then Commission approved rate

Alignment with Vision 2050:

This lease amendment supports multiple Vision 2050 goals by advancing long-term economic development within the Port’s New Market Industrial Campus. Extending the lease term enables the Port to retain and expand a stable business presence, consistent with Vision 2050 goals to grow manufacturing, logistics, and service-sector employment, support small and emerging businesses, and catalyze economic opportunities in partnership with local jurisdictions. The sublease to TerraFirma strengthens regional job creation and aligns with Vision 2050’s emphasis on leveraging Port properties for family-wage employment and sustainable business growth.

The required frontage improvements on 78th Avenue reinforce Vision 2050’s goals around incorporating sustainability and community-benefit considerations in development and ensuring Port properties meet long-term infrastructure expectations.

Environmental Considerations:

The lease premises are located within the Port’s New Market District. Our tenant actively works with the Department of Ecology and the City of Tumwater to follow environmental regulations.

Alternatives Considered

1. Approve RHA Liberty Group, LLC Lease Amendment #6.

Result: The Port retains an existing service provider in our community while generating revenue for the Port’s property that falls under the New Market budget.

2. Do not approve RHA Liberty Group, LLC Lease Amendment #6.

Result: The Port rejects the desire of the Tenant to extend the term they will forfeit additional income and will affect the sublease of the building. This will result in a lost revenue to the Port, the Tenant would need to explore other options to move their operations which would also impact their Tenant's operations.

Staff Recommendation:

Approve lease amendment No. 6 as presented.

Documents Attached:

Copy of Lease Amendment #6

LEASE AMENDMENT NO. 6

PORT OF OLYMPIA GROUND LEASE

THIS LEASE AMENDMENT NO. 6 (this "Amendment") is made this ___ day of _____, 2026 by and between the **PORT OF OLYMPIA**, a Washington municipal corporation (the "Port" or "Lessor") and **RHA LIBERTY GROUP LLC**, a Washington company (the "Tenant" or "RHA Liberty").

WITNESSETH:

WHEREAS, the Port and Aska Company ("ASKA") entered into a Lease Agreement dated January 24, 1996 (the "Lease") with respect to that certain property owned by Port consisting of approximately 2.50 acres, having a street address of 819 78th Ave SW, Tumwater WA, having a Thurston County Tax ID number of 32250000100 and as legally described in Exhibit D to the Lease (the "Premises"); and

WHEREAS the Port and ASKA amended the Lease by Lease Amendment No. 1 dated July 23, 2001 for the purpose of adjusting the rent and surety requirement, as well as extending the term of the option for additional land; and

WHEREAS the Port and ASKA amended the Lease by Lease Amendment No. 2 dated March 23, 2006 for the purpose of adjusting the rent and surety requirement; and

WHEREAS the Lease was assigned to Harbor Wholesale Grocery, Inc. ("Harbor Wholesale") pursuant to that certain Assignment of Lease and Consent dated July 19, 2007; and

WHEREAS the Port and Harbor Wholesale amended the Lease by Lease Amendment No. 3 dated September 6, 2007 for the purposes of adjusting the rent and surety requirement; and

WHEREAS the Port and Harbor Wholesale amended the Lease by Lease Amendment No. 4 dated February 14, 2011 for the purposes of adjusting the rent and surety requirement; and

WHEREAS the Lease was further assigned to RHA Liberty pursuant to that certain Assignment of Lease and Consent dated March 23, 2018; and

WHEREAS the Port and RHA Liberty amended the Lease by Lease Amendment 5 dated September 22, 2025 for the purposes of adjusting the lease area, property description, extending the term, adjusting the rent and surety, amending the maintenance and repair obligations, adding Paragraph 44 Center Street Improvements and Paragraph 45 Use Agreement; and

WHEREAS Port and RHA Liberty now desire to amend the terms and conditions of the Lease.

NOW THEREFORE, IT IS HEREBY MUTUALLY AGREED that the Lease between the parties is hereby amended as follows:

1. Paragraph 1, **LEASE SUMMARY, TERM** shall be amended to extend the Term for a period of two (2) additional terms of ten (10) years each. The first term beginning on February 1, 2046 and ending on January 31, 2056, and the second term beginning February 1, 2056 and ending January 31, 2066.

2. Paragraph 1, **LEASE SUMMARY, RENT** shall be amended as follows:

At the beginning of each of five (5) year period, the rent shall be increased to the then current commission rate but at no time shall the rent decrease.

3. Paragraph 1, **LEASE SUMMARY, SURETY** shall be amended as follows:

The annual surety amount shall increase in the same manner as the rent amount mentioned above in this amendment.

4. Paragraph 36, **APPRAISAL PROCEDURE**, shall be removed in its entirety.

5. Paragraph 40, **NOTICES** shall be amended as follows:

To the Port:
Port of Olympia
606 Columbia St NW Ste 200
Olympia, WA 98501
Email: realestate@portolympia.com

6. Paragraph 46, **78TH STREET IMPROVEMENTS** shall be added to the Lease as follows:

If the Premises does not have standard frontage improvements such as curbs and sidewalks, the Tenant will need to provide for when and how they will develop them over the course of the additional added extended Term. The frontage improvements will be consistent with the City of Tumwater's engineering and design standards. The frontage improvements will need to be installed within the first five (5) years of the first Term extension and no later than January 31, 2051.

THE REST AND REMAINDER of the Lease shall remain in full force and effect and is affirmed by the parties.

[signature page follows]

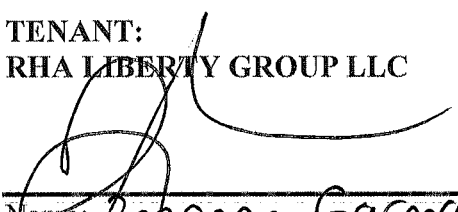
WITNESS WHEREOF, each of the undersigned has caused this Agreement to be duly executed by an authorized representative on the date set forth below.

Dated this ___ day of _____, 2026.

LESSOR:
PORT OF OLYMPIA

TENANT:
RHA LIBERTY GROUP LLC

Name: Alexandra K. Smith
Title: Executive Director



Name: Rozanne Garman
Title: Member

[acknowledgements page follows]

STATE OF WASHINGTON)
) ss
COUNTY OF THURSTON)

On this _____ day of _____, _____ personally appeared before me Alexandra K. Smith, to me known to be the Executive Director at the Port of Olympia, the municipal corporation named in the within and foregoing instrument and acknowledged to me that he/she signed the same on its behalf, as he/she is so authorized to do, as his/her free and voluntary act and deed for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

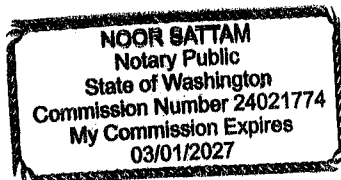
NOTARY PUBLIC in and for the State of Washington

My commission expires: _____, 20____

STATE OF WASHINGTON)
) ss
COUNTY OF THURSTON)

On this 8 day of 06, 2026, personally appeared before me Noor Sattam, to me known to be the member - RHA Liberty Group of the entity named in the within and foregoing instrument, and acknowledged to me that he/she signed the same on its behalf, as he/she is so authorized to do, as his/her free and voluntary act and deed for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.



NOTARY PUBLIC in and for the State of Washington, residing at OLYMPIA
My commission expires: 03/01, 2027

COVER MEMO

Briefing Date/Time:	June 22, 2026
Staff Contact/Title:	James Sommer, Public Works Program Manager, 360.528.8005, JamesS@PortOlympia.com
Subject:	Contract Award: Building Tenant Improvements (Port HQ)
Purpose:	<input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Decision Needed

Type of Agenda Item:

- Advisory – No decision required.
- This item will be brought back before the commission on July 13, 2026 as an Action agenda item.

Background:

In October 2024, the Port was approached by Port lessee Challain Inc., owners of the 200 Market Street, Olympia, WA building, regarding a potential sale of the Dancing Goats coffee roaster and tasting room facility. After an initial walk-through and assessing its potential, Port leadership agreed to begin due diligence for purchase of the building.

In November 2024, the Port’s 2025 operating and capital budget was approved. Since the opportunity to purchase the building arose so late in the annual budget process, the Port included a capital budget placeholder line item of 1.75 million dollars for future potential tenant improvements.

In January 2025, the Port and Challain Inc. commissioned a building valuation and began negotiating a purchase and sale agreement. The Port Commission was briefed on the intent to purchase the building and convert it into the new Port headquarters, replacing leased administration offices.

In February 2025, the Port completed a full building inspection as part of the due diligence process. Staff also requested and received final Commission approval to move forward with the purchase.

In April 2025, Port staff began working with Thomas Architecture Studios to complete space programming and develop conceptual designs. During this process, staff identified an opportunity to consolidate maintenance staff into the new building, further reducing the Port’s long-term lease and rental expenses. Consultation with the City of Olympia Community Planning & Economic Development Department during this same

timeframe revealed the upgrades and improvements required to meet current building codes so they could be incorporated into the design.

In September 2025, Port staff and Thomas Architecture Studios provided a project update to the Port Commission. With future commissioners in attendance, the briefing covered the rationale behind the purchase of the building, staff input on the design, and a walkthrough of the conceptual layout.

From September 2025 through June 2026, Port staff worked with Thomas Architecture Studios to complete final tenant improvement designs. The resulting plan consolidates multiple Port operations into a single facility and eliminates the Port's significant annual lease expenses.

Tenant Improvements Contract Overview:

Timeline:

- 6/1/2026 – Bids solicited
- 6/11/2026 – Pre-bid site visit
- 6/30/2026 @ 3pm – Submission deadline
- 6/30/2026 – Public bid opening
- 7/13/2026 – Commission approval via Action agenda item

Total cost of the contract award – based on the lowest responsive, responsible bidder – will be provided to the Commission on July 13 subsequent to completion of bid evaluation. As of Monday June 15, there were 144 “unique document takers” with 8 bid submissions in progress.

This project expense is included in the approved 2026 capital budget, with the expectation that a portion of construction expenses will be incurred in 2027.

Alignment with Vision 2050:

Focus Area #3:

- Sustainability, Administration, Communications, and Engagement

Goal #8 – Administration:

- Improve the Port’s ability to make decisions, resolve issues, achieve its objectives and mission, and implement Vision 2050 recommendations to become an innovative economic development leader.

Action Item #44:

- Be transparent in budget planning and align actions with Vision 2050 goals.

Alternatives Considered:

The Port has considered other alternatives, ultimately deciding to move forward with a tenant improvement of the 200 Market Street building to turn it into the new Port HQ.

1. Continue renting or leasing space for Port staff and Commission meetings.
 - At the time, the Port was paying approximately 450,000 dollars per year in rent for staff offices, Commission meeting room, and a maintenance shop.
 - If the Port chose *not* to use the Dancing Goats building as its headquarters, leasing it to a tenant was estimated to generate roughly 55,000 dollars per year in revenue. While beneficial, this revenue did not offset the long-term savings achieved by consolidating Port operations into a single Port-owned facility.
2. Construct a new building for Port staff and Commission meeting spaces.
 - The Port previously explored a “Waterfront Center” concept to meet similar needs.
 - A preliminary feasibility study estimated costs at more than 20 million dollars, with limited tenant interest to help offset construction and operating expenses.

Staff Recommendation:

At the July 13 Commission meeting, Port staff will recommend the Commission award the Building Tenant Improvements (Port HQ) contract to the lowest, responsive, responsible bidder.

Document(s) Attached:

None

COVER MEMO

Briefing Date/Time: June 22, 2026
Staff Contact/Title: Chris Paolini, Airport Senior Manager, 360.528.8074,
chrisp@portolympia.com
Subject: Resolution 2026-XX: Port commitment to provide WSDOT grant matching funds for a WSDOT grant funded Electric Aircraft Charging Station project grant application
Purpose: Information Only Decision Needed

Type of Agenda Item:

- Advisory

Background:

At the request of the Port commission, airport staff have prioritized exploring infrastructure projects that would support the aviation industry's transition to electric aircraft as a renewable energy alternative. Key questions included identifying the type of Advanced Air Mobility (AAM) aircraft would most likely operate at the Olympia Regional Airport and determining the ground support services required, and selecting the optimal on-airfield location while complying with FAA regulations. To this end, in 2026 staff have identified the most feasible location on the airfield to install electric aircraft charging equipment and partnered with one of our aviation tenants to provide a full-service solution to support electric aircraft at the Olympia Regional Airport.

On May 15, 2026, WSDOT announced a Notice of Funding Opportunity under the Sustainable Aviation Grant program to fund projects during the 2027-2029 biennium. The application deadline under this grant is July 17, 2026. In preparation for this grant application, airport staff, consultants, and the Director of WSDOT Aviation met with Beta Technologies, a charging station and electric aircraft manufacturer, on May 21, 2025 for an on-airport site visit to discuss the feasibility of an electric aircraft charging station project. The site visit was very encouraging with all parties being in full support of the proposed project.

In 2025 there were insufficient details available to include this project in our 2026 Capital Investment Plan for the 2026 budget year. As a result, per policy 1008, commission approval is required to apply for a WSDOT grant to fund this project. Additionally, as part of the grant application, WSDOT requires a resolution from the sponsor entity affirming funds availability and commitment to providing grant match funds for the capital project. The proposed resolution will be submitted as part of the WSDOT grant application, which is due by July 17, 2026.

Summary and Financial Impact:

This project would consist of increasing PSE electrical power at the edge of airport property from 208-volt 3-phase power to 480-volt 3-phase power, installation of approximately 750 feet of underground electrical conduit from the PSE equipment to the new electric aircraft charging station site, and installation of a fully operational electric aircraft charging station.

This project would place the Port of Olympia at the forefront of the electric aircraft transition by being one of the first airports in the Pacific Northwest, and West Coast, to install electric aircraft charging infrastructure adding to the national electric aircraft charging network.

This project would provide opportunities to support quieter zero emission electric aircraft to Thurston County in support of flight training programs, business and personal transportation, and support local tourism. It also offers a zero-emission alternative for transporting residents to the region’s major commercial airports. Additionally, this infrastructure may support tourism by offering environmentally friendly transportation options that reduce vehicle congestion in surrounding areas.

The WSDOT Sustainable Aviation Grant can fund up to 100% of total eligible project costs. However, WSDOT has informed applicants that a voluntary grant match for a percentage of the project cost will make the application package more competitive. Based on this information, we are suggesting a ten-percent sponsor match to make our application more competitive. The ten-percent match will be funded by airport capital project funds. Estimated Project cost and funding are as follows:

Estimated Project Cost:

Planning/Engineering:	\$150,000
Charging Station:	\$350,000
Infrastructure and Installation:	\$700,000
TOTAL PROJECT COST:	\$1,200,000

Funding Sources:

WSDOT Grant:	\$1,080,000
Airport Capital Project Funds:	\$ 120,000

This item will be brought before the commission as an action item during the July 13, 2026, commission meeting.

Alignment with Vision 2050:

This project aligns with the following Vision 2050 focus areas, goals, and action items:

Countywide Economic Development and Real Estate Framework

Goal: Leverage the Port's unique statutory authority to catalyze economic opportunities in partnership with local jurisdictions and economic development organizations.

- Action Item #20: Evaluate and pursue green-energy production alternatives

Airport Functions

Goal: Maximize the economic and community value of the Olympia Regional Airport in accordance with FAA Master Plan regulations.

- Action Item #30: Research strategies used by other airports of similar size to determine best practices and opportunities.
- Action Item #32: Evaluate options for private charter, tourist and freight transportation.

Environmental Sustainability

Goal: Emphasize sustainability in all planning and actions and provide regular updates to the community.

- Action Item #37: Study and implement priority climate adaptation and mitigation strategies in concert with local partners.

Environmental Considerations and Review:

This project provides critical infrastructure to enable the aviation industry's transition from jet fuel and leaded aviation gasoline (AvGas) powered aircraft to zero-emission electric powered aircraft. Also aligned with the 2022 WSDOT Electric Airport Feasibility Study, which identifies Olympia (OLM) as a priority site for early adoption, this infrastructure will serve to reduce local carbon and lead emissions. By supporting electric aircraft that also generally operate quieter than traditional combustion engine aircraft, OLM advances its environmental stewardship goals and directly improves air quality for the surrounding Tumwater community.

NEPA and SEPA are currently underway for this project and would be completed before any construction activity occurs. Based on the scope of this project, we anticipate NEPA and SEPA exemptions may be granted under the following:

NEPA

FAA Order 1050-1G; B-2.4. *"Categorical Exclusions for Facility Siting, Construction, and Maintenance. This category includes the list of CATEXs for FAA actions involving acquisition, repair, replacement, maintenance, or upgrading of grounds, infrastructure, buildings, structures, or facilities that generally are minor in nature.*

(f) Federal financial assistance, licensing, Airport Layout Plan (ALP) approval, or FAA construction or limited expansion of accessory on-site structures, including storage buildings, garages, hangars, t-hangars, small parking areas, signs, fences, and other essentially similar minor development items. (ATO, ARP, AST)

(n) Minor expansion of facilities, including the addition of equipment such as telecommunications equipment, on an existing facility where no additional land is required, or when expansion is due to remodeling of space in current quarters or existing buildings. Additions may include antennas, concrete pad, and minor trenching for cable. (ATO, AST)

(o) Minor trenching and backfilling where the surface are restored and the excavated material is protected against erosion and run-off during the construction period. (ATO, ARP, AST)"

SEPA

Per the following Washington State Administrative Code (WAC), the entirety of this project may be SEPA exempt:

WAC 197-11-800 (23) exempts: *"Utilities. The utility-related actions listed below shall be exempt... The exemption includes installation and construction, relocation when required by other governmental bodies, repair, replacement, maintenance, operation or alteration that does not change the action from an exempt class.*

(c) All electric facilities, lines, equipment or appurtenances, not including substations, with an associated voltage of 55,000 volts or less; the overbuilding of existing distribution lines (55,000 volts or less) with transmission lines (up to and including 115,000 volts); within existing rights of way or developed utility corridors, all electric facilities, lines, equipment or appurtenances, not including substations, with an associated voltage of 115,000 volts or less; and the undergrounding of all electric facilities, lines, equipment or appurtenances.

(e) All developments within the confines of any existing electric substation, reservoir, pump station vault, pipe, or well: Additional appropriations of water are not exempted by this subsection."

Staff Recommendation:

None at this time, tonight's agenda item is advisory only. However, the recommended motion below will be brought before the commission during the July 13, 2026 commission meeting for consideration.

"Adopt resolution 2026-XX affirming the Port's commitment to provide grant matching funds for the Olympia Regional Airport's Electric Aircraft Charging Station project and authorize the Executive Director to submit an application for a WSDOT grant for the Airport's Electric Aircraft Charging Station project."

Document(s) Attached:

Resolution 2026-XX: Port commitment to provide WSDOT grant matching funds for a WSDOT grant funded Electric Aircraft Charging Station project

PORT OF OLYMPIA COMMISSION
Resolution 2026-XX

A resolution of the Port of Olympia Commission confirming the commitment of the Port to provide matching funds for the Olympia Regional Airport's Electric Aircraft Charging Station Project for the Port's 2026 grant application to the Washington State Department of Transportation Airport Aid Grant program.

WHEREAS, the Port of Olympia Commission has authorized staff to pursue grant opportunities to assist in the funding of its capital projects; and

WHEREAS, the Port is applying to the 2026 Washington State Department of Transportation's (WSDOT) Airport Aid Grant program to assist in the funding of the design and construction of an Electric Aircraft Charging Station project at the Olympia Regional Airport; and

WHEREAS, the application for WSDOT Airport Aid Grant funding includes a local match from the Port of Olympia,

NOW THEREFORE be it resolved by the Commission of the Port of Olympia that the Commission authorizes and supports the Port's submittal of a grant application to WSDOT Aviation for the design and construction of its Electric Aircraft Charging Station project, and matching funds are available for the project, as submitted in its 2026 WSDOT Airport Aid Grant application.

ADOPTED by the Commission of the Port of Olympia this 13th day of July 2026.

PORT OF OLYMPIA COMMISSION

Jasmine Vasavada, President

Sarah Montano, Vice President

Joel Hansen, Secretary

COVER MEMO

Briefing Date/Time: June 22, 2026
Staff Contact/Title: Chris Paolini, Airport Senior Manager, 360.528.8074,
chrisp@portolympia.com
Subject: New Market Skills Center Lease
Purpose: Information Only Decision Needed

Type of Agenda Item:

- Advisory

Background:

In June 2025, Port staff connected with the Executive Director of the New Market Skills Center (NMSC) to explore the feasibility of a partnership with the Port to create a new high school aviation program. The initial response was extremely positive leading to further discussions on what that program would look like and how the Port might support such a program and partner with the NMSC to provide new opportunities for our local high school students.

Currently, the New Market Skills Center is seeking to provide an aviation class for Thurston County high school students. This program will be offered between the hours of 7:30am and 2:00pm, Monday through Friday. The intention of this class is to introduce high school students to aviation career opportunities within the Science, Technology, Engineering, and Mathematics (STEM) fields. The class will include hands-on experiences within the aviation ecosystem to include introductions to aircraft airframe and powerplant mechanics, interactions with aviation professionals including helicopter and airplane pilots, airport design and planning, airport management and operations, and more. The hands-on component will also include use of flight simulators, one or more of which will meet the technical requirements for Federal Aviation Administration (FAA) approval.

One of the hurdles the NMSC is facing to start new programs is the lack of available classroom space on their campus. For an aviation related program, the airport's 4,570-square-foot terminal building can support office and classroom needs while providing high school students access to the surrounding aviation environment. The terminal building is located at 7702 Terminal St, a short commute from the NMSC campus, and is available since the previous tenant, WSDOT Aviation, moved out in 2025 as part of the State's office space consolidation efforts. While the facility is larger than NMSC needs for an aviation program, we were simultaneously exploring the relocation of the airport administration office to the terminal building due to existing customer interest in leasing, or buying, the existing airport office building on Old Hwy 99. Co-locating with NMSC in the terminal building would provide NMSC with sufficient space to offer an exciting new

high school aviation program while also providing the Port with two new revenue opportunities, increased meeting space to hold conferences, seminars, and provide faster response times, via direct airfield access, in case of airfield emergencies.

Summary and Financial Impact:

A lease with NMSC would create new airport revenue by occupying a portion of the airport's vacant terminal building. The proposed lease to NMSC would include exclusive use of approximately 1,610 square feet of office and classroom space and access to, and shared use of, approximately 1,396 square feet of common area. The airport administration office would occupy the remaining 1,564 square feet of office space on the north side of the building. As mentioned, this arrangement would also allow the airport to vacate its current office building, making it available for lease.

In addition to direct revenue benefits, this lease provides an important partnership opportunity for the Port to support NMSC, and the community, in offering a new high school aviation program that introduces students to various career paths available within the aviation industry.

The NMSC has requested an initial lease term of two years with three one-year renewal options. Initial monthly rent for 1,610sqft of office space will be \$2,334.50 plus fifty percent of utilities and maintenance services. Annual rent revenue will be \$28,014.00 and anticipated total annual revenue, including utility and maintenance fees, will be \$39,404.76.

After tonight's presentation, Port and NMSC staff will continue finalizing the draft lease agreement and bring the lease before the Commission as an action item at the July 13th Commission meeting. This timeline aligns with the desired lease commencement date of August 1, 2026.

Alignment with Vision 2050:

This project aligns with the following Vision 2050 focus areas, goals, and action items:

Countywide Economic Development and Real Estate Framework

Goal: Leverage the Port's unique statutory authority to catalyze economic opportunities in partnership with local jurisdictions and economic development organizations.

- Action Item #25: Participate in workforce training partnerships with K-12 and higher education institutions, Pac Mtn Workforce Development Council, local chambers and the Thurston Economic Development Council.

Airport Functions

Goal: Maximize the economic and community value of the Olympia Regional Airport in accordance with FAA Master Plan regulations.

- Action item #30: Research strategies used by other airports of similar size to determine best practices and opportunities.

Environmental Considerations and Review:

There will be no environmental impacts due to this lease.

Staff Recommendation:

No action requested, as tonight's presentation is informational only.

Document(s) Attached:

None