



Serving All of Thurston County

Commission Meeting
Monday, January 23, 2023
5:30 PM

Percival Plaza - Olympics Room
626 Columbia Street NW
Olympia, WA 98501

The meeting agenda is available on the Port's website as of January 19, 2023.

<https://www.portolympia.com/commission>

The public may join the meeting from their computer, tablet or smartphone at:

<https://us02web.zoom.us/j/84857929412?pwd=WEVoOUgrWXdUTnBURk9sSTE1SzJIUT09>

or Telephone: 1 253 215 8782

Webinar ID: 848 5792 9412

Passcode: 093701

Please note that the Zoom link changes for each meeting.

Written public comments 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.

Verbal public comment is accepted in person at the meeting.

If you are attending the meeting via Zoom, you may raise your hand during the meeting to give public comment.
For those listening by phone, press *9 if you wish to raise your hand and provide comment.

Individual public comments are limited to 3 minutes per person.

Executive Session: *The Commission will hold an executive session on Monday, January 23, 2023 at 4:00 p.m. to review the performance of a public employee (RCW 42.30.110(1)(g)). The executive session is expected to last approximately 60 minutes.*

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- 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 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.

Port of Olympia Mission

Create economic opportunities by connecting Thurston County to the world by air, land & sea.

- 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. Consent Calendar

1. None

G. Pending Issues or Business

1. FAA Land Release

H. Action Calendar

1. Crossroads Strategies Agreement Amendment No. 1 – Lisa Parks, Executive Services Director

I. Action/Other Calendar

1. CACC Letter – Rudy Rudolph, Operations Director
2. Ratification of POCAC Terms – Dan Penrose, SCJ Alliance
3. Public Comment

J. Advisory Calendar

1. None
2. Public Comment on Advisory Items

K. Commissioner Reports/Discussion

L. Other Business

M. Meeting Announcements

N. Adjourn

COVER MEMO

Briefing Date/Time: January 23, 2023

Staff Contact/Title: Lisa Parks, Executive Services Director, 360.528.8020,
Lisap@portolympia.com

Subject: Crossroads Strategies Agreement Amendment No. 1

Purpose: ☒ Information Only ☐ Decision Needed

Background/Overview:

In late December of 2021, the Port Government Affairs team conducted an informal competitive process to identify both a State and Federal lobbying firm, as anticipated in the 2022 Budget adoption process. The process included requesting statements of interest from a list of firms, evaluation of the responses by the Port team, and interviews with a short list of finalists for both specialties. The evaluation of firms to provide Federal lobbying services was conducted during March of 2022, and Crossroads Strategies, LLC was the firm selected.

The original Personal Services Agreement with Crossroads Strategies, LLC was executed in August, 2022 under the Executive Director's delegated authority, consistent with both RCWs and Port Policy. The initial term of the Agreement was from September 1, 2022 through January 31, 2023, and the initial not-to-exceed amount was \$50,000, which has been billed out at a rate of \$7,500/month. Staff is requesting the Commission consider an amendment to this Personal Services Agreement to provide for on-going government affairs support, as well as advisory and lobbying services related to Federal legislative processes (please see attached Scope of Work). The proposed amendment would extend the term of the Agreement to December 31, 2023 and would add an additional \$85,000, creating a new, not-to-exceed amount of \$135,000.

Documents Attached:

Crossroads Strategies, LLC Scope of Work

PowerPoint Presentation

Summary & Financial Impact:

Amendment No. 1 to Agreement No. 2022-1050 Federal Lobbying Assistance will add 11 months to the term of the contract, allowing for continued service through December 31, 2023. The amendment authorizes up to \$85,000 during that timeframe, the majority of which will be paid out over 11 months at a rate of \$7,500/month (\$82,500). The remaining \$2,500 is a contingency to cover potential travel expenses for the consultant, as may be requested and authorized by the Executive Director.

Next Steps/Timeframe:

Staff anticipates bringing the proposed amendment to the Commission for final review and potential action at the regularly scheduled meeting on Monday, January 23, 2023. If the Commission decides to move forward with this amendment, the action will be to authorize the Executive Director to sign the contract amendment as outlined above.



CROSSROADS STRATEGIES CONTRACT AMENDMENT

JANUARY 23, 2023

LISA PARKS
EXECUTIVE SERVICES DIRECTOR

1

Commission Request

Extend Term and Value of Existing Agreement for Services

- Personal Services Agreement No. 2022-1050 Amendment No. 1
- Current Agreement for Federal Lobbying Services
 - September 1, 2022 through January 31, 2023
 - Not-To-Exceed = \$50,000
- Proposed Changes:
 - Extend term through December 31, 2023
 - Not-To-Exceed = Add \$85,000, Total = \$135,000
- Continuation of Scope of Work/Tasks
 - 2023 Federal policy priorities and advocacy strategies
 - Facilitate connections with Congressional members and staff
 - Initial 2023 priority issues: Budd Inlet funding and HCP completion



<https://crs19.com/>



2

2

Suggested Motion

"...move to authorize the Executive Director to sign a contract amendment with Crossroads Strategies, LLC to continue providing Federal lobbying services, extending the term of the agreement through December 31, 2023 and adding \$85,000, for a new total NTE amount of \$135,000."

3

COVER MEMO

Briefing Date/Time: January 23, 2023

Staff Contact/Title: Rudy Rudolph, AAE, rudyr@portolympia.com

Subject: Port Letter to Commercial Aviation Coordinating Commission (CACC)

Purpose: ☐ Information Only ☒ Decision Needed

Background/Overview:

On July 14, 2020, the Port of Olympia responded to the initial CACC letter of interest inquiry, declining to be considered as a sponsor of a future Thurston County greenfield airport.

In October 2022, the Commercial Aviation Coordinating Commission (CACC) forwarded a report to the state legislature recommending a location in central Thurston County, east of Olympia, as one of three potential greenfield (undeveloped) sites for further analysis for future development of a Commercial Service Airport.

On October 24, 2022, the Port became a signatory to a joint letter from the city and county governments of Thurston County to state elected officials, opposing this selection.

On October 24, 2022, the Port Commission directed staff to draft a follow-on letter to the CACC clarifying the Port Commission position on the Olympia Airport role in meeting the future aviation capacity needs of the state of Washington.

Documents Attached:

DRAFT Letter to Commercial Aviation Coordinating Commission (CACC)

Affected Parties:

Federal Aviation Administration
WSDOT Aviation Division
International, National, Local Airport Users
Thurston County Citizens

Options with Pros & Cons:

Commission Deliberation



Port Letter to Commercial Aviation Coordinating Commission (CACC)

January 23, 2023
Rudy Rudolph, AAE
Operations Director

1

Background

July 14, 2020

- Port Responded to CACC Letter of Inquiry Regarding New "Greenfield" Commercial Airport Sponsorship
- Port Declined Consideration for New "Greenfield" Commercial Airport Sponsorship

2



2

Background

October 2022

- CACC Report to State Legislature
- Recommended Central Thurston County "Greenfield" Site For Further Analysis For Future Commercial Service Airport

3



3

Background

October 24, 2022

- Port Became Signatory to Joint Letter From City and County Governments of Thurston County Opposing the Selection
- Port Commission Directed Staff to Draft a Letter to CACC Clarifying the Port's Position

4



4

Commission Deliberation

- Port Staff Created a Draft Letter and Solicited Commissioner Feedback
- Draft Letter Attached For Commission Deliberation

5



5

Sample Motion

".....authorize the Commission President to sign and send the attached letter as amended to the Commercial Aviation Coordinating Commission"

6



6

January 23, 2023

Mr. Warren Hendrickson
Acting Chair, Commercial Aviation Coordinating Commission (CACC)
C/O Aviation Division
Washington State Department of Transportation
7702 Terminal Street
Tumwater, WA 98501

Dear Mr. Hendrickson:

On July 14, 2020, the Port of Olympia responded to the June 24, 2020 CACC letter of interest request, declining to be considered as a sponsor of a future Thurston County “greenfield airport.”

On October 24, 2022, following the CACC’s recent selection of a potential “greenfield airport” site in Thurston County for further evaluation, the Port became a signatory to a joint letter from the city and county governments of Thurston County to state elected officials, opposing this selection.

This correspondence affirms the Port’s July 24, 2020 position declining sponsorship interest in a “greenfield airport” as well as any consideration for expansion of the Olympia Regional Airport as part of the CACC deliberation process.

Port of Olympia is currently engaged in a federally funded Airport Master Plan (AMP) update. The AMP update considers the Federal Aviation Administration (FAA) projected aviation forecasts. The Port will review the Airport’s future role(s) as outlined in the Airport Master Plan Update.

Respectfully,

Amy Evans Harding
Commission President

C: File, Port Commissioners, W. Hendrickson, R. Rudolph

COVER MEMO

Briefing Date/Time: January 23, 2023

Staff Contact/Title: Dan Penrose, Contract Planner 360.352.1465,
dan.penrose@scjalliance.com

Subject: Ratification of POCAC Terms

Purpose: ☐ Information Only ☒ Decision Needed

Background/Overview:

The Commission approved amendments to Resolution 2021-06 on December 12, 2022 increasing the maximum number of Citizen Advisory Committee members to 17 and appointing 10 candidates to serve with the existing 4 members. Additionally, the Commission delegated the task of assigning terms for the 10 new members to the POCAC Interview Team (by Resolution, to include the Commission Vice President, POCAC Chair, and the Executive Director), to ensure turnover of POCAC members was staggered.

On January 4, 2023, the Interview Team, comprised of Commissioner Amy Evans Harding, POCAC Chair Debby Pattin, and Executive Director Sam Gibboney met to set staggered terms for each of the positions on the POCAC. POCAC member terms are three full years, which are staggered to prevent widespread turnover. The Interview Team took the current total number of POCAC positions (14) and divided them into roughly equal terms of one, two, and three years. Then, using a Random Picker application, the existing members were placed into Positions 1 through 4 and the ten newly appointed members were assigned to Positions 5 through 14.

The Interview Team also clarified how the various staggered terms would be eligible to apply for re-appointment to future, consecutive terms. New members with a one-year initial term or a two-year initial (Positions 9 through 14) will be eligible to apply for up to two, additional three-year (“full”) terms. Those with a three-year initial term (Positions 5 through 8) will be eligible for one additional three-year term. The Interview Team also determined that existing POCAC members will be offered an automatic one-year extension to their term to address a nearly one-year meeting break taken during COVID.

The assigned Positions and the associated terms are as follows:

Current POCAC Members

Position 1	Joel Hansen	Jan 2020 thru Dec 2023
Position 2	Deborah Pattin, Chair	Jan 2018 thru Dec 2023
Position 3	Tom Szymoniak	Jan 2019 thru Dec 2024
Position 4	Cameron Wilson	Jan 2018 thru Dec 2023

New POCAC Members

Position 5	Bob Butts	3-year term	Jan 2023 thru Dec 2025
Position 6	Don Krug	3-year term	Jan 2023 thru Dec 2025
Position 7	Anthony Hemstad	3-year term	Jan 2023 thru Dec 2025
Position 8	Darlene Kemery	3-year term	Jan 2023 thru Dec 2025
Position 9	James Thornton	2-year term	Jan 2023 thru Dec 2024
Position 10	Shannon Glenn	2-year term	Jan 2023 thru Dec 2024
Position 11	Bob Wubbena	2-year term	Jan 2023 thru Dec 2024
Position 12	Quentin Phillips	1-year term	Jan 2023 thru Dec 2023
Position 13	Harry Branch	1-year term	Jan 2023 thru Dec 2023
Position 14	Sue Patnude	1-year term	Jan 2023 thru Dec 2023
Positions 15, 16, 17	OPEN		

The requested action before the Commission is to ratify the positions and terms as has been determined by the Interview Team, pursuant to the Commission's delegation at the December 12, 2022 regular meeting.

Documents Attached:

PowerPoint presentation.

Ratification of POCAC Member Terms

January 23, 2023
 Dan Penrose, AICP
 Contract Planner

1

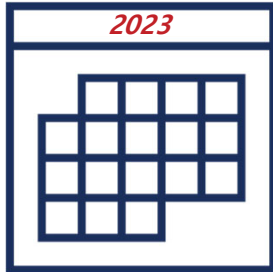
Citizen Advisory Committee Terms

- Commission Action December 12, 2022
 - Expand to 17 maximum
 - Appoint 10 new members, total of 14
 - Delegate term assignment to Interview Team
- Interview Team
 - Identify "positions"
 - Randomly assign people to positions
 - Existing > Positions 1 thru 4
 - New > Positions 5 through 14
 - Clarify eligible re-appointment
 - Existing = 1-year extension (COVID break)
 - New initial 1- and 2-year termed positions = two, 3-year terms



2

Positions and Terms



Current POCAC Members

Position 1	Joel Hansen	Jan 2020 thru Dec 2023
Position 2	Deborah Pattin, Chair	Jan 2018 thru Dec 2023
Position 3	Tom Szymoniak	Jan 2019 thru Dec 2024
Position 4	Cameron Wilson	Jan 2018 thru Dec 2023

New POCAC Members

Position 5	Bob Butts	Jan 2023 thru Dec 2025
Position 6	Don Krug	Jan 2023 thru Dec 2025
Position 7	Anthony Hemstad	Jan 2023 thru Dec 2025
Position 8	Darlene Kemery	Jan 2023 thru Dec 2025
Position 9	James Thornton	Jan 2023 thru Dec 2024
Position 10	Shannon Glenn	Jan 2023 thru Dec 2024
Position 11	Bob Wubbena	Jan 2023 thru Dec 2024
Position 12	Quentin Phillips	Jan 2023 thru Dec 2023
Position 13	Harry Branch	Jan 2023 thru Dec 2023
Position 14	Sue Patnude	Jan 2023 thru Dec 2023
Positions 15, 16, 17		OPEN



3

Suggested Motion...

"...move to ratify the roster of POCAC positions and their assigned terms, as presented."



4