



Commission Work Session
Monday, October 2, 2023
2:30 PM

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

The meeting agenda is available on the Port's website as of September 28, 2023.

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

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

<https://us02web.zoom.us/j/84852125684?pwd=emp1a1hMVnd6U2pCQjh6Z0taRUYxdz09>

or Telephone: 1 253 215 8782

Webinar ID: 848 5212 5684

Passcode: 506332

Please note that the Zoom link changes for each meeting.

NOTE: No public comment or commission action will be taken at this Work Session.

AGENDA

- A. Call to Order
- B. Approval of Agenda
- C. Capital Investment Program Budget Brief: James Sommer, Capital Assets Program Senior Manager
- D. Real Estate Operations Brief: Clarita Mattox, Real Estate Senior Manager
- E. Adjourn

Port of Olympia Mission

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

COVER MEMO

Briefing Date/Time: October 2, 2023

Staff Contact/Title: James Sommer, Capital Assets Program Manager,
360.528.8005, JamesS@portolympia.com

Subject: Budget Review – Capital Investment Program

Purpose: ☒ Information Only ☐ Decision Needed

Objective:

Discuss the proposed 2024 capital budget and the 5-year capital investment plan.

Background/Overview:

The draft 2024 capital budget includes a few carryover projects from 2023 along with new projects and equipment for 2024. There is a total of 24-line items in the draft 2024 capital budget and they are broken into the following business units as follows.

- Airport – 8 Items
- Marina and Boatworks – 5 items
- Marine Terminal projects – 4 items
- 9 Non-Ops / Admin projects – 9 items

A 5-year capital investment plan (CIP) has been developed to anticipate and plan for future port needs. The CIP was largely developed using the different port wide assessments that have been completed over the past few years along with input from the business unit senior managers. This document will be updated regularly as the needs of the port change.

Documents Attached:

- PowerPoint Presentation

Summary and Financial Impact:

\$5,512,000 in total project costs

- \$2,452,900 in Port funds
- \$3,059,100 in grants and appropriations

Next Steps/Timeframe:

The Port will propose the final 2024 capital budget for approval.




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2024 Draft Capital Investment Plan

James Sommer
Capital Assets Program Manager
Oct. 2, 2023


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Today's Presentation

Advisory only

- No action requested
- Information sharing



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Capital Investment Plan

Overview

- **Create Multi-Year CIP**
 - 2022 = Build the program
 - 2023 = Five-year projection
 - 2024 = Ten-year program outlook
- **Benefits**
 - Financial stewardship
 - Transparency
 - Balanced port-wide
 - Leverage external funding sources



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Capital Investment Plan

Process

- 1 **Identify** projects
≥ \$10,000
- 2 **Develop**
evaluation
criteria
- 3 **Identify**
funding/financing
options
- 4 **Rank** projects
using evaluation
criteria
- 5 **Schedule** projects
by year



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Capital Investment Plan

2024 Focus and Challenges

Focus

- Continue/complete existing projects
- Grant-funded projects
- Positioning projects for external funding

Challenges

- Supply chain delays
- Volume/timing of projects

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Capital Investment Plan

2024 Highlighted Projects

Airport

- Airfield pilot-controlled lighting system replacement
- Unleaded AvGas tank and truck installation
- Runway 17/35 rehab design

Non-Ops / Admin

- Marine Drive NE asphalt replacement
- Port cyber security infrastructure replacement

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Capital Investment Plan

2024 Highlighted Projects

Marina and Boatworks

- Waterfront Center Development

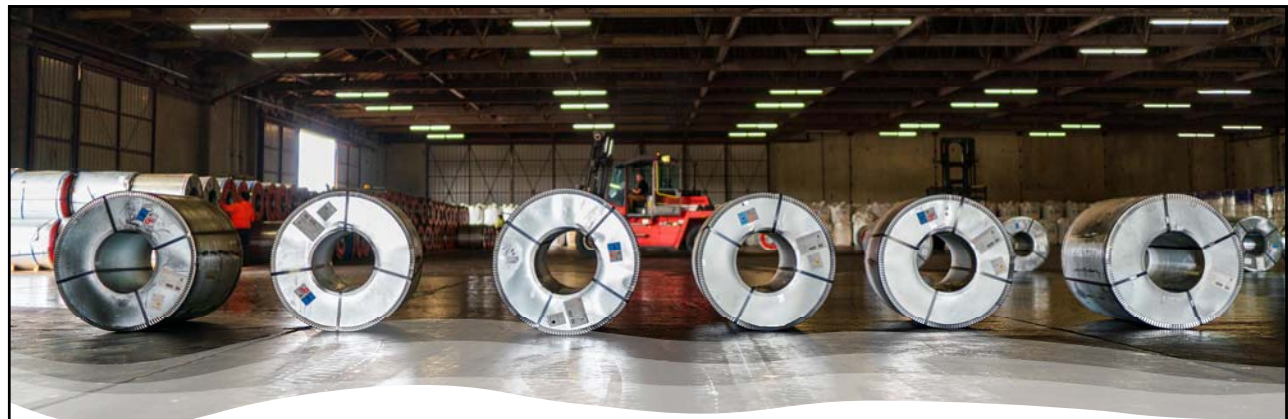
Marine Terminal

- Berth 1 repairs
- Asphalt paving replacement
- Maintenance facility replacement

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Capital Budget

2024 Proposed Capital Investments

Proposed capital investments:	\$ 5,512,000
Grant funds:	\$ 3,059,100
Port funds:	\$ 2,452,900

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Capital Investment Plan

External Funding

State Appropriations

- ~\$1.3M from Freight Mobility Strategic Investment Board

Grants

- ~\$1.3M from FAA
- ~\$365K from Port security grants
- ~\$80K from Clean Energy Fund Grant
- ~\$80K from Maritime Administration Port Infrastructure Development Program

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Questions and Comments

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2024 Proposed Capital Budget						
Business Unit	Page #	Project Name	Capital Budget	PORT Funds	Grant Funds	Notes, Comments, Assumptions
Airport	1	Airfield Pilot Controlled Lighting System	\$150,000	\$15,000	\$135,000	FAA NPE grant funds \$135,000.
	2	Airfield Lighting Regulators	\$500,000	\$50,000	\$450,000	FAA BIL/AIG grant funds \$450,000.
	3	Unleaded AvGas Tank & Fuel Truck	\$500,000	\$50,000	\$450,000	FAA NPE & BIL/AIG grant funds \$450,000.
	4	Runway 17/25 Rehab Design	\$250,000	\$25,000	\$225,000	2024: FAA NPE grant funds \$225,000.
	5	Airport/Operations Electric Vehicle	\$60,000	\$6,000	\$54,000	FAA Sustainability Grant Project \$54,000.
	6	Airport Runway 8/26 Reconstruction**	\$250,000	\$250,000	\$0	Carry over from 2023.
	7	Equipment: Airport Snow Plow	\$60,000	\$60,000	\$0	Suitable large snow plow vehicle for 2024-25 snow season.
	8	WSP Hangar Roof	\$400,000	\$400,000	\$0	Awaiting 2023 evaluation.
		Subtotal Airport	\$2,170,000	\$856,000	\$1,314,000	
Marina & Boatworks	9	Waterfront Center - Development**	\$175,000	\$175,000	\$0	Planning, design and permitting
	10	BW-Replace Media in Stormpond	\$60,000	\$60,000	\$0	Media in pond is over 20 yrs. old.
	11	BW-Stormwater unit/filtration**	\$150,000	\$150,000	\$0	Engineering complete in 2023. Construction may be 2024.
	12	Equipment: Tractor Attachment	\$18,000	\$18,000	\$0	
	13	Equipment: Asphalt Sealer	\$80,000	\$80,000	\$0	
		Subtotal Marina & Boatworks	\$483,000	\$483,000	\$0	
Marine Terminal	14	Asphalt/Repairs-Berth 1**	\$50,000	\$50,000	\$0	PIDP Grant Award - Design, engineering, permitting
	15	Maintenance Facility**	\$50,000	\$50,000	\$0	PIDP Grant Award - Design, engineering, permitting
	16	Marine Terminal Paving**	\$50,000	\$50,000	\$0	PIDP Grant Award - Design, engineering, permitting
	17	Port Security - Gate Replacement	\$400,000	\$100,000	\$300,000	Port Security Grant
	18	Fuel Containmentment Facility	\$40,000	\$40,000	\$0	
		Subtotal Marine Terminal	\$590,000	\$290,000	\$300,000	
Non-Ops Admin	19	Marine Drive Asphalt (Heavy to MT Gate)	\$1,500,000	\$200,000	\$1,300,000	State appropriations. Engineering & rebuild in 2024.
	20	Billy Frank Trail Signs**	\$50,000	\$50,000	\$0	
	21	Sustainability Infrastructure	\$89,000	\$8,900	\$80,100	Grant - Clean Energy 5 - Electrification of Transportation
	22	IT - Needs	\$75,000	\$75,000	\$0	
	23	IT-Phone Upgrades (VOIP)	\$20,000	\$20,000	\$0	
	24	IT-Fiber to Port Cyber Security Infrast.	\$75,000	\$10,000	\$65,000	Port security grant
	25	SL Rise: Install Backflow Prevention - A&J	\$25,000	\$25,000	\$0	
	26	Unanticipated Equipment & Vehicles	\$250,000	\$250,000	\$0	
	27	Contingency Capital Project *	\$185,000	\$185,000	\$0	* Additional Commission Approval Required
		Subtotal Non Ops & Admin	\$2,269,000	\$823,900	\$1,445,100	
		Capital Total		Port Total	Grants Total	
		Total	\$5,512,000	\$2,452,900	\$3,059,100	
		** indicate a Capital carryover from a previous year				V_9.18.23

COVER MEMO

Briefing Date/Time: October 2, 2023

Staff Contact/Title: Clarita Mattox, Real Estate Senior Manager,
claritam@portolympia.com; 360-528-8070

Subject: Real Estate Briefing

Purpose: ☒ Information Only ☐ Decision Needed

Background/Overview:

We are providing an overview of the Real Estate activities to keep the Port Commission informed. The presentation includes the number of leases and projected revenues for 2023.



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Port Real Estate Development

Clarita Mattox
Real Estate Senior Manager
Oct. 2, 2023

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Real Estate Review

The Team

Business and Property Development – 3 FTEs

Services Provided

- New and redevelopment land and space leases
- Property management
- Maintenance
- Lease administration, contract management and compliance
- Customer care and retention






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Real Estate Review

Land and space leasing – 115 leases

- Port Peninsula – 138 Acres
- Tumwater – 1,395 Acres
- Lacey – 5 Acres



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Port Plaza



- Manage property
- Coordinate events
- Approximately 6-10 public/private



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Port Peninsula – 28 Leases

138 Acres on 5 Districts

- Marine Terminal – 7
- Swantown Marina and Boatworks – 3
- East Bay – 4
- Market – 11
- NorthPoint – 3

\$1,728,349 annually



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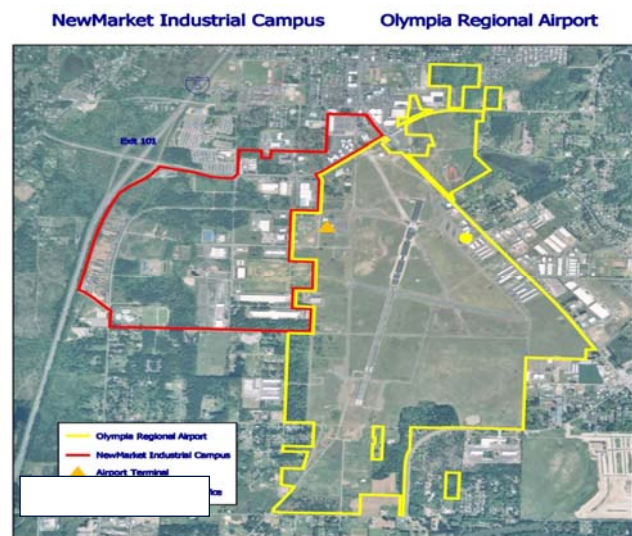
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Airport/NewMarket Industrial Campus – 65 Leases

1,395 Combined Acres

- Airport – 36
- NMIC – 29

\$2,602,496 annually



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Cleanwater Centre – 6 Leases

Approximately 10 Acres

- 6 of 9 Sites leased

\$229,322 annually



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Commerce Business Center – 16 Leases

Approximately 5 Acres

- 100% leased out!

\$604,342 annually



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Real Estate 2023 Projected Revenues

\$5,164,509 annually

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Economic Impact

Jobs

- Direct, induced and indirect: 5,030

Personal Income (Millions)

- Direct, re-spending/local consumption and indirect: \$308.3

Business Revenue (Millions) \$447.9

Local Purchases (Millions) \$124.4

State/Local Taxes (Millions) \$ 28.6

Federal Tax Revenue (Millions) \$ 47.7

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QUESTIONS

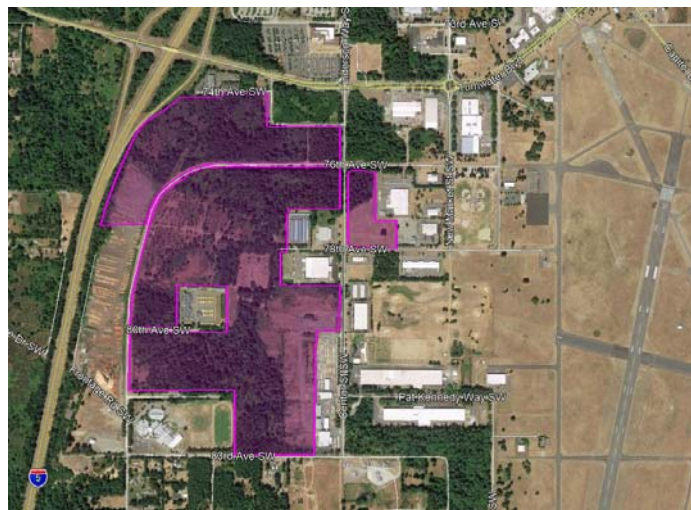
Clarita Mattox
Real Estate Senior Manager
claritam@portolympia.com

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NMIC Panattoni Option Site



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Swire Coca-Cola Site

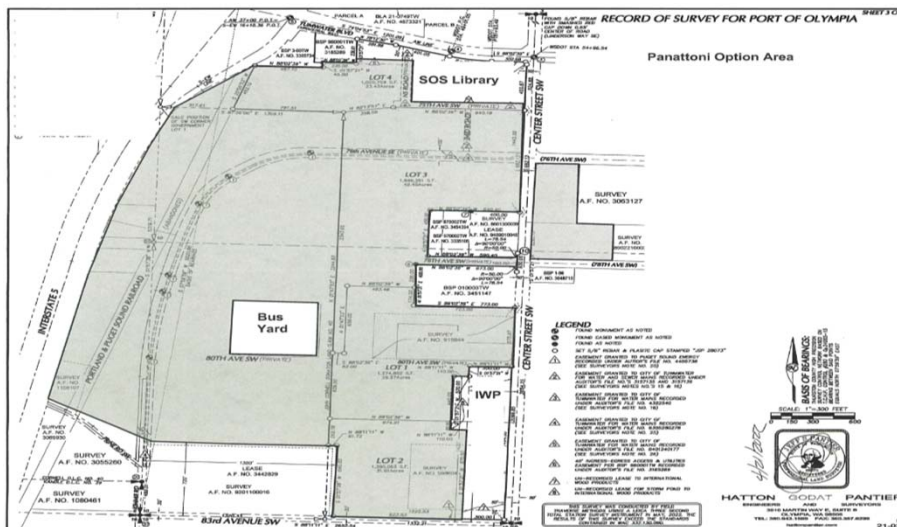


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Office of Secretary of State Proposed Site



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