

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, March 25, 2025**

**CALL TO ORDER**

Commission President Burkman called a regular meeting of the Port of Vancouver Board of Commissioners to order and open to the public at 9:30 a.m., Tuesday, March 25, 2025, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

**OPENING REMARKS**

Commissioner Burkman welcomed everyone to the commission meeting. He announced no executive session was held and that the meeting is being recorded. He stated that the meeting is being conducted in a hybrid format, allowing both in-person and virtual participation via Zoom for those wishing to provide oral comments. Commissioner Burkman then invited guests to participate in the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**Regular Meeting of March 11, 2025**

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approve the minutes of the March 11, 2025, regular meeting.

**OPEN FORUM**

Commissioner Burkman asked if anyone had signed up to speak during open forum. Executive Assistant Rogers stated no one signed up in advance to provide virtual oral comments and confirmed that there was no one present who signed up to provide comment.

**ACTION ITEMS**

**E-1 Approve Public Works Contract for Bid 24-58: Building 3300 Office Build**

John Castle, Project Manager presented the action item to the commission.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners authorize the CEO to execute a public works contract with Skyward Construction, the lowest responsive and responsible bidder, for Bid 24-58: Building 3300 Office Build, for \$1,027,000.00 plus applicable Washington State sales tax.

## **UNFINISHED BUSINESS**

No unfinished business was discussed.

## **NEW BUSINESS**

No new business was discussed.

## **CEO REPORT**

Executive Assistant Betsy Rogers stated that there was no CEO Report today.

## **COMMISSIONERS REPORTS**

Commissioner LaBrant stated he attended the following events and provided a brief summary:

- Labor Roundtable
- Port Lecture Series: "Discover Treasure in Astoria: the Columbia River Maritime Museum"
- Pacific Northwest Waterways Association: Mission to Washington
- Port Lecture Series: "Lightning Round: An Update on Port Projects and Activities"

Commissioner Orange stated he attended the following events and provided a brief summary:

- Port Lecture Series: "Lightning Round: An Update on Port Projects and Activities"
- Kiggins Conversation with Washington State Attorney General Nick Brown

Commissioner Burkman stated he attended the following events and provided a brief summary:

- Port Lecture Series: "Lightning Round: An Update on Port Projects and Activities"
- City of Vancouver: State of the City Address
- Pacific Northwest Waterways Association Monthly Meeting
- Washington State Auditor Annual Entrance Audit Interview

Commissioner Burkman gave a brief overview and update on RTC projects.

## **UPCOMING EVENTS**

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. Executive Assistant Rogers stated the next commission meeting would be held on Tuesday, April 8, 2025, at 9:30 a.m. She also highlighted several other upcoming community events.

In addition, she 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.

## **WORKSHOP**

No workshop was held during this meeting.

## **SIGN DOCUMENTS**

The Board signed documents at 9:43 a.m.

## **ADMINISTRATIVE UPDATE / WORK SESSION**

No administrative work session was held during this meeting.

## **ADJOURNMENT**

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, March 25, 2025, regular meeting was adjourned at 9:44 a.m. by Commissioner Burkman.

Karla Hiler, Administrative Supervisor,  
March 25, 2025, Regular Port of  
Vancouver USA Board of  
Commission Meeting

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS



Jack Burkman, President



Don Orange, Vice President



Eric LaBrant, Secretary