

ACTION ITEM MEMO

Port of Tacoma Commission



Item No: 6D
Meeting Date: 7/16/26

DATE: July 2, 2026
TO: Port of Tacoma Commission
FROM: Eric Johnson, Executive Director
Sponsor: Debbie Shepack, Sr. Director, Real Estate
Project Manager: Einar Roden, Sr. Manager, Real Estate and Business Development
SUBJECT: Puget Sound Clean Air Agency ILA (1st Reading)

A. ACTION REQUESTED

No action is requested at this first reading. At the second reading, the following action will be requested:

Authorization for the Executive Director, or his designee, to enter into an ILA with Puget Sound Clean Air Agency (PSCAA) for a five-year ground lease at 1502 Port of Tacoma Road, Tacoma WA.

Strategic Plan Initiative: EL-2

B. BACKGROUND

Puget Sound Clean Air Agency is a government agency, chartered by State Law in 1967 under Washington Clean Air Act with jurisdiction over King, Kitsap, Pierce, and Snohomish Counties. These four counties contain 4.1 million people, over 50% of the state's population. Every day the Agency works to protect public health and to improve neighborhood air quality. PSCAA's lease for their current location (not on Port property) has expired, and they are now requesting to install their air monitoring station on Port owned property.

C. SCOPE OF WORK

The scope of work includes the following:

- PSCAA will install gravel to level the site for the Air Monitoring Station
- PSCAA will modify the Port's existing fence to provide access to the premises
- PSCAA will install a fence around the Air Monitoring Station
- PSCAA will connect electricity to the site and obtain all needed permits

D. TIMEFRAME/PROJECT SCHEDULE

2nd Reading of ILA	August 18, 2026
Lease Signing (Effective Date)	August 18, 2026 (estimated)
Annual Rent Payments Due	August 1 (each year of term)

E. FINANCIAL SUMMARY

Primary Terms

- Premises: 3,000 square feet of land and an access corridor approximately 8' x 75'
- Use: Air Monitoring Station, sampling PM2.5 particles that impact heart and lung health
- Commencement Date: Upon signing of the ILA
- Rent: \$500/month payable annually by August 1 of each year (LET Exempt)
- Late Payment Penalty: 1.5% per month
- Annual Rent Increases: N/A
- Lease Term: 5 years
- Early Termination: Either party may terminate upon 30-days written notice without cause
- Assignment: No rights of assignment
- Insurance Requirements:
 - PSCAA indemnification of Port
 - Port indemnification of PSCAA
 - Each party specifically assumes liability for actions brought by its own employees against the other party
- Port Maintenance/Repair Responsibility:
 - N/A – All improvements are the responsibility of PSCAA

F. ENVIRONMENTAL IMPACTS / REVIEW

- PSCAA monitors air quality for public health safety
- Air sampling and data collection are critical to their mission
- The agency analyzes disparities in air quality between communities

G. NEXT STEPS

Second reading to occur on August 18, 2026. Upon Commission approval of the requested action, the Port Executive Director, or his Designee, will enter into the ILA with Puget Sound Clean Air Agency.