

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

A G E N D A

June 14, 2022
10:00 AM

Remote Access Only
Zoom Meeting ID: 335 903 0010
Zoom Call-In: (253) 215-8782
BKAT Live Stream

Call to Order

Approval of Agenda

Consent Items

All matters listed under Consent Items have been distributed to each member of the Commission for reading and study, are considered to be routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Items and placed under Action Items by request.

- A. Minutes of the regular business meeting of May 24, 2022.
- B. Payment of checks #E01011 and #E01012 and #83698 and #83701 through #83730 and #E01014 through #E01020 from the General Fund for \$64,380.49; #E01013 and #83699 through #83700 from the Construction Fund for \$136,863.18.

Payment of checks #901547 through #901550 and #E01021 and #E01023 through #E01033 and #83731 through #83749 and #901551 through #901552 and #901554 through #901557 and #901558 and #901559 and #83753 and #83754 from the General Fund for \$177,390.90; #E01022 and #83750 from the Construction Fund for \$53,933.88. Void Checks #83613 and #83241.

Information Items

- 1. City of Port Orchard Projects Update – Mayor Rob Putaansuu

Citizen Comments: *Open to the public for comment. Speakers are asked to keep their comments to less than 3 minutes. Please feel free to submit further comments in writing to the Clerk of the Board.*

Action Items

- 1. Lease Agreement with Morris Restaurant Management, LLC
- 2. Bid Acceptance for Avian Hangar 8900 Window Replacement Project with K.E.D. Inc. dba Dahl Glass

Staff Reports

Commission Reports / New Business

Executive Session *(if necessary)*

Adjournment

Regular business and other meetings that may be attended by members of the Board

<u><i>Date</i></u>	<u><i>Time</i></u>	<u><i>Meeting</i></u>
06/14	10:00 am	*Commission Regular Meeting via ZOOM
06/17	10:00 am	Peninsula Regional Transportation Planning Organization (PRTPO) Executive Board
06/23	10:00 am	Puget Sound Regional Council Executive Board
06/28	11:00 am	Kitsap Regional Coordinating Council (KRCC) Executive Board
06/28	6:00 pm	*Commission Regular Meeting via ZOOM

Meetings are subject to change or cancellation

**Denotes events in which two (2) or more Commissioners may attend*

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

MINUTES

May 24, 2022
6:00 PM

Remote Access Only
Zoom Meeting ID: 335 903 0010
Zoom Call-In: (253) 215-8782
BKAT Live Stream

Commissioners and Staff Present

Commissioners
Axel Strakeljahn
Gary Anderson
Cary Bozeman

Staff Members
Jim Rothlin
Fred Salisbury
Arne Bakker
James Weaver
Warren Hendrickson
Ginger Waye
Taylor Korizon
Anne Montgomery, Atty

Call to Order

President Strakeljahn called the meeting to order at 6:00 p.m. and immediately asked for a moment of silence in recognition of the children and adults killed in the tragic elementary school shooting in Texas today.

Approval of Agenda

It was moved by BOZEMAN, seconded by ANDERSON to:

Approve the Agenda as presented.

MOTION CARRIES, 3-0

Consent Items

- A. Minutes of the regular business meeting of May 10, 2022.
- B. Payment of checks #901539 and #901540 and #E00998 and #E01000 through #E01002 and #83666 through #83680 from the General Fund for \$32,295.25; #E00999 and #83663 through #83665 from the Construction Fund for \$100,088.78.
Payment of checks #901541 through #901542 and #901543 through #901545 and #901546 and #E01004 and #E01005 through #E01010 and #83682 through #83697 from the General Fund for \$239,180.05; #E01003 and #83681 from the Construction Fund for \$288,752.45.

It was moved by ANDERSON, seconded by BOZEMAN to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Information Items

1. Primer on Federal Aviation Administration (FAA) Funding

Director of Airport & Industrial Facilities Warren Hendrickson's presentation addressed:

- FAA terminology
- Sources/types of funding
- Grant eligibility
- Eligible projects
- Cost sharing
- Grant assurances
- Bremerton National Airport (airport identifier PWT) 5-yr plan
- Additional federal funding provided to PWT

Questions and comments from Commissioners and staff were addressed throughout the presentation.

Work Study Session

1. Discussion on Future Port Commission Meetings

CEO Rothlin provided commission meeting options due to the Governor's rescinding of Proclamation 20-28's series effective June 1, 2022, which means public meetings will no longer be required to be held remotely. It was discussed that due to the recent uptick in coronavirus cases and deaths in Kitsap County it appears that in-person meetings cannot be held with reasonable safety and under ESHB 1329 could be postponed for now. Resolution 2022-02 was presented authorizing the continuation of remote meetings through July 29, 2022.

It was moved by BOZEMAN, seconded by ANDERSON to:

Approve Resolution 2022-02 authorizing remote commission meetings through July 29, 2022

MOTION CARRIES, 3-0

Attorney Montgomery noted that Resolution 2022-02 is in effect through July 29, 2022 unless the Governor revokes Emergency Proclamation 20-05 prior to such date.

Citizen Comments - None

Action Items - None

Staff Reports

Jim Rothlin, Chief Executive Officer

- Not much of a report due to recent bout with COVID. He noted the events he was unable to participate in and the essential cancellation of the Port's leadership retreat.
- Reported on earlier meeting with airport tenant Radian Aerospace.

Commission Reports / New Business

Commissioner Anderson

- At Commissioner Anderson's request, COO Fred Salisbury provided an update on the Multipurpose Facility construction.

Commissioner Bozeman

- Reported on timing for taking in-home COVID tests and recommended everyone have some on hand.

Commissioner Strakeljahn

- Gave an update on the scheduled July 17 Kitsap visit/tour for Puget Sound Regional Council (PSRC) and Central Puget Sound Economic Development District (CPSEDD) board members.

Executive Session - None

Adjournment

There being no further business before the Board, the meeting was adjourned at 6:50 p.m.

Submitted,

Approved,

Jim Rothlin
Chief Executive Officer
June 9, 2022

Cary Bozeman
Commission Secretary
June 14, 2022

PORT OF BREMERTON

AGENDA SUMMARY

Agenda Item No: Action Item #1
Subject: Lease Morris Restaurant Management, LLC DBA Amelia's Hangar
Exhibits: Lease Morris Restaurant Management, LLC DBA Amelia's Hangar
Prepared By: Arne Bakker, Director of Business Development
Meeting Date: June 14, 2022

Summary:

In 2021 the Port of Bremerton, assisted by Columbia Hospitality, commenced with a search for a tenant for the new restaurant at Bremerton National Airport. Morris Restaurant Management was chosen to be the new proprietor of the restaurant and they will be opening Amelia's Hangar this year. Morris Restaurant Management successfully operates three other facilities. Over the past few months, owners Don and Rena Morris have worked closely with Port Staff in finalizing the lease and working with Port staff to ensure that they are able to personalize the restaurant and ensure a smooth transition to their opening.

Lease Terms:

- Lease Commencement: 1st day of the month following Occupancy Permit received by City of Bremerton
- Seven (7) year lease
- Two (2) options of seven (7) years each
- Annual CPI Adjustments
- Base Rent is subject to periodic adjustments every seven (7) years
- Lease Rate:
 - Months 1 - 6 \$2,000.00* 2.5% of Gross Receipts Over \$150,000*
 - Months 7 - 8 \$2,000.00* 2.5% of Gross Receipts Over \$100,000*
 - Months 9 - Remaining Term \$2,000.00*
2.5% of all Gross Receipts up to \$200,000*
PLUS 1.5% of all Gross Receipts over \$200,000*

Port staff has done their due diligence and finds Morris Restaurant Management in good standings. The lease was written, reviewed, and approved by legal.

Fiscal Impact:

Increased annual revenue for Bremerton National Airport. Based on historical data for this location, average annual rent is estimated at \$51,500 and 16 new jobs are anticipated. The estimated rent is \$33,080 over the previous lease at this location and does not include the leases for the aviation business office and hangar.

Strategic Purpose:

This action conforms with the Port's strategic plan in Goal 4.a. to continually assess niche markets in the Port's Marina and Airfield lines of business for growth opportunities.

Recommendation:

Port staff recommends the approval of the restaurant lease between Morris Restaurant Management, LLC, and the Port of Bremerton as presented.

Motion for Consideration:

Move to approve the lease agreement with Morris Restaurant Management, LLC, as presented.

PORT OF BREMERTON
AGENDA SUMMARY

Agenda Item No: Action Item #2
Subject: Notice of Award: K.E.D. Inc. DBA Dahl Glass – Poulsbo, WA
Avian Hangar 8900 Window Replacement
Port Project #02-22-20002
Prepared By: Warren Hendrickson – Director, Airport & Industrial Facilities
Meeting Date: June 14, 2022

Summary:

The 20-year-old Avian Flight Center Hangar is located at 8900 SW State Hwy 3, adjacent to Port Headquarters. Constant water leaks from the second story row of windows on the south wall of the hangar have required repeated maintenance since initial construction. Multiple solutions have been attempted over the years. The continuing leaks and the age of the building now directly interfere with Avian maintenance activities (see Exhibit A photos), demanding that the windows be replaced. The Port established Public Works Project #02-22-20002 to replace these windows (see Exhibit B photo) and solicited electronic bids from 19 contractors identified in Municipal Research and Services Center (MSRC) rosters.

The closing date for submissions was May 26, 2022. Only one bid was received. K.E.D. Inc DBA Dahl Glass of Poulsbo, WA offered its bid, including sales tax, for \$63,578.42. Construction duration is 130 days.

Port staff has experience with Dahl Glass. This firm is in the process of replacing other windows in the Port office building and also serves as the primary window subcontractor on the new Multipurpose Facility. The company has a significant level of expertise in commercial window installations with favorable reviews on quality of work, schedule, and ability to remain within budget.

Fiscal Impact:

This is a 2022 Maintenance & Operations (M&O) budget project.

2022 Budget – Facility Replacement/Maintenance (Airport):	\$149,340.00
Funds Remaining:	129,223.00
Construction Contract:	63,578.42
Funds Remaining Post Project:	\$ 65,644.58

Strategic Purpose:

This action conforms with the Port's strategic plan in:

- Goal 6: Develop and fund a 20-year asset replacement/major maintenance schedule.

Recommendation:

Port staff recommends the bid award for the Avian Hangar 8900 Window Replacement construction contract to K.E.D. Inc. DBA Dahl Glass.

Motion for Consideration:

Move to approve the award of the Avian Hangar 8900 Window Replacement construction contract to K.E.D. Inc. DBA Dahl Glass and authorize the CEO to execute the contract.

Exhibit A



Exhibit B

