

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

A G E N D A

April 25, 2023
6:00 PM

Bill Mahan Conference Room
Port Administration Offices
Bremerton Nat'l Airport Terminal Bldg
8850 SW State Hwy 3, Bremerton

The Port of Bremerton Board of Commissioners have resumed in-person meetings but are maintaining the option for the public to participate remotely as well. The public is invited to view and/or participate in the hybrid meeting by attending in person or through one of the following options:

- To stream online only (via BKAT feed, with no interaction possible):
<https://bremerton.vod.castus.tv/vod/?live=ch1&nav=live>
- To join the online Zoom meeting: <https://us02web.zoom.us/j/3359030010>
- For audio only; dial 1.253.215.8782; Meeting ID: 335 903 0010

Call to Order

Pledge of Allegiance

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 April 11, 2023.
- B. Payment of checks #901770 through #901771 and #84817 through #84828 and #E01430 through #E01440 from the General Fund for \$112,127.36.
Payment of checks #901772 and #901773 through #901774 and #901775 through #901778 and #E01441 and #84829 through #84856 and #E01442 through #E01452 from the General Fund for \$248,045.98. VOID #84692

Information Items

1. Annual Governance Check – Jeremiah Wiley, CFO

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 (gingerw@portofbremerton.org).*

Action Items

1. Final Acceptance of Security Gates #1 & #12 Upgrade Project with Robblee’s Total Security, Inc.

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>
04/25	6:00 pm	*Commission Regular Business Meeting
04/27	10:00 am	Puget Sound Regional Council (PSRC) Executive Board
04/27	11:45 am	PSRC Executive Committee
04/28	10:00 am	PSRC Joint Board Session on Racial Equity
05/02	12:30 pm	Kitsap Regional Coordinating Council (KRCC) Executive Board
05/03	1:00 pm	Central Puget Sound Economic Development District (CPSEDD) Executive Committee
05/09	10:00 am	*Commission Regular Business Meeting

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

April 11, 2023
10:00 AM

Bill Mahan Conference Room
Port Administration Offices
Bremerton Nat'l Airport Terminal Bldg
8850 SW State Hwy 3, Bremerton
Remote Option via Zoom

Commissioners and Staff Present

Commissioners

Axel Strakeljahn
Gary Anderson
Cary Bozeman

Staff Members

Jim Rothlin
Arne Bakker
Jeremiah Wiley
James Goodman
Monroe Whitman IV

Kathy Garcia
Ginger Waye
Stephanie Frame
Anne Montgomery, Atty (*Remote*)

Call to Order

President Strakeljahn called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance.

Approval of Agenda

It was moved by ANDERSON, seconded by BOZEMAN to:

Approve the Agenda as presented.

MOTION CARRIES, 3-0

Consent Items

- A. Minutes of the regular business meeting of March 28, 2023.
- B. Payment of checks #84784 and #84785 through #84801 and #E01413 through #E01420 and #901761 through #901763 and #901764 through #901767 from the General Fund for \$321,164.38.

Payment of checks #901768 and #901769 and #84802 through #84816 and #E01421 through #E01429 from the General Fund for \$77,917.30.

It was moved by STRAKELJAHN, seconded by BOZEMAN to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Information Items

1. Bremerton Foodline – Morgan Huffman, Interim Executive Director

CEO Rothlin provided an introduction noting that in November 2022, Marketing Coordinator Erica Frame organized a food drive competing with other regional airports. Bremerton National Airport won the contest with donations benefiting Bremerton Foodline.

Ms. Huffman recognized and thanked the Port for their support, noting that 3,591 pounds of food was collected and distributed to the Foodline. She provided background on Foodline describing their mission and client load noting their recent Easter servings. She described their diverse clientele and the increase in need. An invitation was extended to the Board and staff to attend the Bremerton Foodline Gala on May 13, 2023, at the Kitsap Conference Center. She responded to questions and comments from the Board throughout her presentation. The Board thanked Foodline for what they do for the community, especially in such tough times.

Citizen Comments - None

Action Items

1. Selection of Engineering Firm for Airport Consulting Services
Presented by Monroe Whitman IV, Airport Manager

Following presentation and discussion;

It was moved by BOZEMAN, seconded by ANDERSON to:

Approve the selection of Century West Engineering for Airport Consulting Services and authorize the CEO to execute the consultant agreement.

MOTION CARRIES, 3-0

2. Bid Authorization for Wastewater Control Panel Replacement Project
Presented by James Goodman, Director of Facilities & Property Development

Following presentation and discussion;

It was moved by BOZEMAN, seconded by ANDERSON to:

Authorize staff to proceed with the bid call to replace the small wastewater control panel and the installation of an automatic transfer switch for the wastewater backup generator.

MOTION CARRIES, 3-0

Staff Reports

Jim Rothlin, Chief Executive Officer

- Congratulated David Beckley, Port Maintenance I, on his 1st anniversary working for the Port.
- Olde Thyme Aviation is moving out of the terminal building and into their new space in the multipurpose facility. Once the move is complete, the terminal space will be renovated/updated for any potential new tenant.
- American Cruise Lines delayed their arrival by one week and will now arrive at Bremerton Marina on Friday, April 14 and will return on a nearly weekly basis throughout the season.
- Provided an update on the state capital budget request for the Port Orchard Marina breakwater replacement. The earliest the budgets will be seen is April 20 but it looks like the Senate currently has allocated \$800K and the House \$1M.
- Reported on Kitsap Economic Development Alliance's (KEDA) annual economic forecast meeting during which Richard Schwarz, SAFE Boats CEO and a guest at the Port table, announced that SAFE Boats has transitioned to a 100% employee-owned company.
- Announced Seattle Times published an article discussing the success of the Bellevue downtown park which was the brainchild of Commissioner Bozeman when he was Bellevue Mayor.

Commission Reports / New Business

In response to Board request, Marina Operations Manager Kathy Garcia addressed these recent situations:

- Sunken sailboat at Port Orchard Marina
- Boat fire in the water near Port Orchard Marina
- Well-received new tenant parking for Bremerton Marina

Executive Session - None

Adjournment

There being no further business before the Board, the meeting was adjourned at 10:42 a.m.

Submitted,

Approved,

Jim Rothlin
Chief Executive Officer
April 20, 2023

Cary Bozeman
Commission Secretary
April 25, 2023

PORT OF BREMERTON
AGENDA SUMMARY

Agenda Item No: Action Item #1

Subject: Final Acceptance: Robblee’s Total Security, Inc. – Tacoma, WA
Security Gates 1 & 12 Upgrade
Port Project # 02-22-20005

Exhibits: None

Prepared By: James Goodman, Director of Facilities & Property Development

Meeting Date: April 25, 2023

Summary:

In September 2022, the Commissioners approved Robblee’s Total Security to repair and upgrade Airport gates 1 & 12. Installation began in March of 2023 and both gates were completed in April. In addition to the upgraded gate hardware, a new gate software access system was also introduced allowing new access cards (fobs) to be issued to staff and tenants. This new system tracks access and records all entries, adding a new layer of security to the airport.

Fiscal Impact:

Total Budget:

2021 Security Gate 1&12 Upgrade Capital Budget	\$55,000.00
2022 Software Upgrade & System Expansion Capital Budget	\$31,852.22
 Project Cost (Incl. WSST):	 \$86,852.22
 Amount over (under) Budget:	 \$0.00

This project was funded fully from the 2021 Capital Budget for Security Gate 1&12 Upgrade and the 2022 Capital Budget for Software upgrades and System Expansion.

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 final acceptance of the construction contract for the replacement of Gates 1 & 12 with electrical upgrades to Robblee’s Total Security.

Motion for Consideration:

Move to accept as final the construction contract for Replacement of Gates 1 & 12 with Electrical Upgrades to Robblee’s Total Security, Inc., in the amount of \$86,852.22.