

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

A G E N D A

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

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 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.

Information Items

1. Bremerton Foodline – Morgan Huffman, Interim Executive Director

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. Selection of Engineering Firm for Airport Consulting Services
2. Bid Authorization for Wastewater Control Panel Replacement Project

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>
<i>04/11</i>	<i>10:00 am</i>	<i>*Commission Regular Business Meeting</i>
<i>04/20</i>	<i>10:00 am</i>	<i>Kitsap Regional Coordinating Council (KRCC) Executive Committee</i>
<i>04/21</i>	<i>10:00 am</i>	<i>Peninsula Regional Transportation Planning Organization (PRTPO) Executive Board</i>
<i>04/25</i>	<i>6:00 pm</i>	<i>*Commission Regular Business Meeting</i>

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

March 28, 2023
6:00 PM

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 (Remote)

Staff Members

Jim Rothlin
Arne Bakker
Jeremiah Wiley
James Weaver
James Goodman
Monroe Whitman IV
Ginger Waye
Stephanie Frame
Anne Montgomery, Atty

Call to Order

President Strakeljahn called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance. Following the Pledge, Commissioner Strakeljahn delivered a statement announcing his candidacy for re-election to the Port of Bremerton Board of Commissioners.

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 14, 2023.
- B. Payment of checks #901740 and #901742 through #901745 and #901746 and #84691 and #84692 through #84711 and #E01369 through #E01377 and #901747 through #901750 from the General Fund for \$734,459.89.
Payment of checks #901752 through #901753 and #901754 through #901755 and #84742 through #84760 and #E01392 through #E01403 and #901756 through #901759 from the General Fund for \$145,421.66.

Payment of checks #E01404 and #E01405 through #E01406 and #901760 and #84761 through #84783 and #E01407 through #E01412 from the General Fund for \$35,548.25.

It was moved by STRAKELJAHN, seconded by BOZEMAN to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Information Items

1. Fathoms O' Fun Royalty Court – Helene Jensen, Pageant Royalty Program Director

Ms. Jensen presented the newly crowned 2023 Fathoms Royalty Court that will be serving the community over the next year. She asked the young ladies to introduce themselves and provide their platform.

Duchess Miah Strombach – Inclusiveness in the System
Princess Savannah Horsely – Jeeping – Leave No Trace
Junior Princess Hope Halady – All God's Love

Sharron King, Fathoms O' Fun Chair, expressed appreciation for the Port's continued financial support of Fathoms activities and provided detail on the many 2023 Fathoms events. The calendar of events can be found at www.fathomsofun.org.

The Board expressed their appreciation for all that Ms. King and Ms. Jensen do for the community and that the Port is happy to support Fathoms.

Ms. King noted that Queen Veronica Mihai was unable to attend tonight as she is traveling with her family to Georgia to be contestants on the game show Family Feud.

Citizen Comments - None

Action Items

1. Office and Hangar Lease Agreements with Gold Cap, LLC dba Olde Thyme Aviation
Presented by Arne Bakker, Chief Operations Officer

Following presentation and discussion;

It was moved by ANDERSON, seconded by STRAKELJAHN to:

Approve the Multipurpose Facility Office Lease Agreement between Gold Cap, LLC and Port of Bremerton as presented

MOTION CARRIES, 3-0

It was moved by ANDERSON, seconded by BOZEMAN to:

Approve the Multipurpose Facility Hangar Lease Agreement between Gold Cap, LLC and Port of Bremerton as presented

MOTION CARRIES, 3-0

2. Amendment #1 to Lease Agreement with Morris Restaurant Management, LLC
Presented by Arne Bakker, Chief Operations Officer

Following presentation and discussion;

It was moved by STRAKELJAHN, seconded by ANDERSON to:

Approve Amendment #1 to the Lease Agreement between Morris Restaurant Management, LLC and the Port of Bremerton.

MOTION CARRIES, 3-0

3. Change Order #2 for Mount Jupiter Way Site Development Project
Presented by Arne Bakker, Chief Operations Officer

Following presentation and discussion;

It was moved by STRAKELJAHN, seconded by ANDERSON to:

Approve Mount Jupiter Way Site Development Project Change Order #2 for soil removal in Olympic View Industrial Park and authorize the CEO to execute the change order.

MOTION CARRIES, 3-0

Staff Reports

Jim Rothlin, Chief Executive Officer

- Reported on his trip with Pacific Northwest Waterways Association (PNWA) to Washington DC to advocate for several issues but primarily in support of achieving appropriations for the Port Orchard Marina breakwater replacement. He provided background on PNWA and detailed each day's activities. He also reported on one-on-one meetings set up by the Port's lobbyist, Desimone Consulting Group with our legislators and the Maritime Administration (MARAD), the administrators of the Port Infrastructure Development Program (PIDP) grant. Discussed the potential for a PIPD appropriations through Congressman Kilmer's office. While in DC, our lobbyist was also working the State side and reported on the securing of \$800K in the State Senate proposed budget and \$1M in the State House proposed budget and also, there is potential for grant funding through a shore power budget.
- Congratulated Kristina Hedrick, Accounts Payable Specialist, on reaching her 8th anniversary with the Port.

Commission Reports / New Business

Commissioner Anderson

- Commended Marketing & Communications Coordinator, Erica Filler, on her work with the Port's social media stating he is very impressed with her efforts.

Commissioner Strakeljahn

- Attended the Puget Sound Regional Council (PSRC) Executive Committee meeting during which the PSRC annual meeting in May was discussed.
- Testified in favor of the State transportation budget in support of the Gorst Coalition and Belfair bypass funding.
- Presented at Port Orchard Rotary with a new and improved PowerPoint.

Executive Session - None

Adjournment

There being no further business before the Board, the meeting was adjourned at 6:47 p.m.

Submitted,

Jim Rothlin
Chief Executive Officer
April 6, 2023

Approved,

Cary Bozeman
Commission Secretary
April 11, 2023

Draft

PORT OF BREMERTON

AGENDA SUMMARY

Agenda Item No: Action Item #1
Subject: Selection of Engineering Firm for Airport Consulting Services
Exhibits: None
Prepared By: Monroe Whitman, Airport Manager
Meeting Date: April 11, 2023

Summary:

In accordance with procedures set forth in FAA Advisory Circular 150/5100-14E, the Port of Bremerton published a Request for Statement of Interest and Qualifications (RFQ) for Airport Consulting Services to provide aviation related design and engineering services to Bremerton National Airport for a period not to exceed five (5) years as opposed to selecting an engineer for every project on the airfield.

Three companies submitted proposals: Century West Engineering, DOWL, and C&S Engineering. A selection board consisting of the COO, Airport Manager, Director of Marine Facilities, and Contract Administrator reviewed, graded, and ranked each proposal. Based on proposals submitted and the scores, Port staff are recommending the selection of Century West for Airport Consulting Services. Century West will be responsible for overseeing projects including south hangar development, runway and taxiway construction, and east side development.

Fiscal Impact:

None. The NEPA/EA for the eastside development is identified and funded in the 2023 Airport Capital budget.

Strategic Purpose:

This action conforms with the Port's strategic plan in Goal 2 - Operate all Port facilities efficiently and cost effectively with a high degree of customer service.

Recommendation:

Staff recommends the selection of Century West for Airport Consulting Services for a period not to exceed five (5) years.

Motion for Consideration:

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

PORT OF BREMERTON
AGENDA SUMMARY

Agenda Item No: Action Item #2
Subject: Bid Authorization for Small Wastewater Control Panel & Generator Automatic Transfer Switch
Exhibits: None
Prepared By: James Goodman, Director of Facilities & Property Development
Meeting Date: April 11, 2023

Summary:

In the 2023 Capital Budget, the Commission approved a budget for the replacement of the small wastewater pump electrical control panel. The panel controls a series of pumps that send sewer discharge to the large wastewater retention pond. This is a key process in the Port’s wastewater system. The control panel is no longer working efficiently and doesn’t allow the pump system to alternate correctly. Replacement parts are not available, as the unit is over 40 years old. A new control panel replacement will include a new weatherized box, up-to-date components, automatic alternating pump controls, monitoring systems, and audible and visual alarms.

Port staff has identified the need to install an automatic transfer switch (ATS) system to the wastewater generator. Our newly installed 35kW generator was installed without an ATS system. This feature allows the generator to start and run automatically whenever the power is disrupted. Currently, the generator must be started manually, requiring a port staff member to be onsite to initiate. This is not an effective means of operation, as there is no warning when power is disrupted, especially during evening hours, weekends, holidays, or inclement weather. If the wastewater system is not running for a prolonged period, system failure and sewer back-ups will occur.

Fiscal Impact:

Total Budget: 2023 Approved Capital Budget	\$ 110,000
Wastewater Control Panel Replacement with WSST (Estimate - Kitsap Industrial Group - John Poppe, Consultant)	\$ 75,000
Automatic Transfer Switch with WSST (Estimate – Ahearn Electric)	\$ 10,000
The amount remaining	<u>\$ 25,000</u>

Strategic Purpose:

This action conforms with the Port's strategic plan Goal #2. To operate all Port facilities efficiently and cost-effectively with a high degree of customer service.

Recommendation:

Authorize Port staff to proceed with a bid call for the small wastewater control panel and wastewater backup generator ATS projects in accordance with all approved contracting guidance and regulations.

Motion for Consideration:

Move 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.