## PORT OF BREMERTON

#### BOARD OF COMMISSIONERS REGULAR BUSINESS MEETING

#### AGENDA

September 24, 2024 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: <a href="https://uso2web.zoom.us/j/3359030010">https://uso2web.zoom.us/j/3359030010</a>
- 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 August 27, 2024.
- B. Payment of checks #902432 through #902433 and #902434 and #902435 and #902436 and #86113 through #86130 and #E02218 through #E02237 and #902437 through #902440 and #902441 through #902444 and #86131 through #86137 and #E02238 through #E02242 from the General Fund for \$267,461.70. VOID Check #E02215.

Payment of checks #902445 through #902447 and #902448 and #902449 through #902450 and #86138 through #86151 and #E02243 through #E02256 and #902451 through #902458 and #86152 through #86164 and #E02257 through #E02275 and #902460 through #902470 from the General Fund for \$392,432.23. VOIDED Checks #86106 and 86149

#### **Information Items**

1. Sunny Jack Events Update – Sunny Saunders

**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 for Airport Fire Station Building Roof & Exterior Remodel Project #02-23-20017-C with Ponce Excavation Construction & Consulting (PECC).
- 2. Washington State Recreation and Conservation Office (RCO) Grant Authorization for Evergreen Boat Ramp.
- 3. Lease Amendment #1 with Wallitner Aviation & Restoration, LLC

#### **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>Date</u>	<u>Time</u>	<u>Meeting</u>
09/24	6:00 pm	*Commission Regular Business Meeting – Hybrid
09/26	10:00 am	Puget Sound Regional Council (PSRC
10/1	1:45 pm	Kitsap Regional Coordinating Council (KRCC) Executive Board

Meetings are subject to change or cancellation \*Denotes events in which two (2) or more Commissioners may attend

<sup>\*\*</sup> The Commission may add and take action on other items not listed on the Agenda \*\*

## PORT OF BREMERTON

#### BOARD OF COMMISSIONERS REGULAR BUSINESS MEETING

#### MINUTES

August 27, 2024 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**

Cor	<u>mmissioners</u>	Staff Members	
~		11.	

Gary Anderson Jim Rothlin Cole Barnes Cary Bozeman Arne Bakker Ginger Waye Axel Strakeljahn Aaron Schielke Stephanie Frame

James Weaver Anne Montgomery, Atty

#### Call to Order

President Anderson called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

#### Approval of Agenda

#### It was moved by BOZEMAN, seconded by STRAKELJAHN to:

Approve the Agenda as presented.

#### **MOTION CARRIES, 3-0**

#### **Consent Items**

- A. Minutes of the regular business meeting and executive session of August 13, 2024.
- B. Payment of checks #86062 through #86074 and #E02183 through #E02196 and #902408 through #902409 and #E02197 and #902410 through #902413 and #902414 through #902424 and #86075 through #86084 and #E02198 through #E02210 and #902425 through #902428 and #902429 through #902430 and #902431 and #E02211 and #86085 through #86112 and #E02212 through #E02217 from the General Fund for \$269,932.93.

#### It was moved by BOZEMAN, seconded by STRAKELJAHN to:

Approve the Consent Items as presented.

#### **MOTION CARRIES, 3-0**

#### **Information Items**

1. Bremerton Airshow Report – Cole Barnes, Airport Manager

Mr. Barnes provided a presentation that detailed the successful airshow event including attendance numbers, vendors in attendance, volunteer efforts, participating aircraft (including Canadian CF-18s and US Navy F/A-18s); efforts of the Port maintenance crew especially with cleanup efforts due to the storm that came through Saturday night; and the car show. Being a military community, he stated how nice it was to showcase all the military aircraft including the Cascade Warbirds. The 2025 Airshow has been scheduled for July 12 and 13. Mr. Barnes responded to questions and comments from the Board throughout the presentation.

CEO Jim Rothlin thanked the Port team that was instrumental in the success of this year's show: Cole Barnes, Arne Bakker, James Goodman, Erica Filler, and the airport maintenance crew.

#### Citizen Comments - None

#### **Action Items**

1. Ratification of Agreement with Teamsters Local Union No. 589

Presented by Jim Rothlin, Chief Executive Officer

Following presentation and after questions were addressed;

#### It was moved by BOZEMAN, seconded by STRAKELJAHN to:

Ratify the 2024-2027 Agreement with Teamsters Local Union No. 589

#### **MOTION CARRIES, 3-0**

2. Option to Lease Land with Collins Investments, LLC Presented by Arne Bakker, Chief Operations Officer

Following presentation and after questions were addressed;

#### It was moved by BOZEMAN, seconded by STRAKELJAHN to:

Approve the Option to Lease Land with Collins Investments, LLC, and to authorize the CEO to execute the option.

#### **MOTION CARRIES, 3-0**

#### **Staff Reports**

*Jim Rothlin, Chief Executive Officer, reported on the following topics:* 

• Airport Fire Station roof and exterior renovation project.

- Meeting with Puget Sound Energy (PSE), staff, and lobbyist regarding energy conservation programs and related grant funding.
- Recent Kitsap Industrial Readiness Summit attended by Commissioners and staff.

#### **Commission New Business**

1. Port Recognition

Introduced by CEO Jim Rothlin in follow-up to the last meeting in which Commissioner Strakeljahn brought up the possibility of recognizing past Commissioner Larry Stokes. Following Board discussion, it was decided to have Port staff bring back to the Board ideas on recognizing Commissioner Stokes such as creation of resolution, type of monument and location, and what might be said on it. A potential policy on standards for recognizing individuals was also discussed.

#### **Commission Reports**

Commissioner Strakeljahn

- Announced upcoming Kitsap Regional Coordinating Council (KRCC) Legislative Reception and suggested the Port discuss our legislative agenda for the upcoming session.
- Presented request from Recreational Boating Association of Washington (RBAW) for a \$5,000 contribution out of next year's community budget.
- Seabeck Community Club will be providing an update on their projects at the November 26 meeting.

#### Commissioner Anderson

Suggested the Port consider providing funding assistance to Western Washington Center
for the Arts for their moving costs as they are being displaced due to the Port's required
environmental work at their current location. Decision to be made at the next meeting.

#### Executive Session - None

#### Adjournment

There being no further business before the Board, the meeting was adjourned at 7:13 p.m.

Submitted, Approved,

Jim Rothlin Chief Executive Officer September 5, 2024 Axel Strakeljahn Commission Secretary September 10, 2024

## PORT OF BREMERTON AGENDA SUMMARY

Agenda Item No: Action Item #1

Subject: Final Acceptance: PECC - Fire Station (BACE Building) Roof and

**Exterior Renovations** 

Exhibits: None

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

Meeting Date: September 24, 2024

#### **Summary:**

At the July 9, 2024, commission meeting, the bid for the Fire Station Roof and Exterior was awarded to PECC, and notice to proceed was issued.

PECC has since completed their contracted construction renovations and repairs to the Portowned fire station / "BACE" building. The approved original bid included new siding, fascia trim, and a new TPO roof that included mounts for future solar panel installation. An alternate bid was also included and awarded for the installation of new windows on the east wall.

Throughout construction, there was one change order. This change order was for PECC to paint the newly installed exterior panels and was in the amount of \$5,552.82. Painting was not requested under the original scope of work.

A donation of \$6,000 from Ed Hall as a tenant building improvement contribution was received by the Port. The donation was to help offset the cost of providing new exterior wall paneling and exterior painting.

Port staff has conducted a final walkthrough of the work completed and deems the work satisfactory and complete.

#### **Fiscal Impact:**

 Project Costs:
 \$69,862.88

 Change Order 1:
 5,552.82

 Total Project Costs:
 \$75,415.70

#### **Budget:**

2024 Capital Budget - Fire Station Roof & Exterior\$60,000.002024 Capital Budget - Site, Utilities, Building Improvements9,415.70Tenant Building Improvement Contribution6,000.00Total Project:\$75,415.70

#### **Remaining Budget Balances:**

2024 Capital Budget - Fire Station Roof & Exterior	\$ 0.00
2024 Capital Budget - Site, Utilities, Building Improvements	\$170,769.65
Tenant Building Improvement Contribution	\$ 0.00

#### **Strategic Purpose:**

This action conforms with the Port's strategic plan. Goal 6 - To develop and fund a 20-year asset replacement/major maintenance schedule.

#### **Recommendation:**

The port staff recommends accepting the \$6,000 donation from Ed Hall for the Port's use in the exterior renovation of the fire station/"BACE" building, as required by law and with the guidance of the Port's legal counsel.

Port staff recommends accepting as final the exterior renovations and roof replacement project with PECC in the amount of \$75,415.70. Port staff will release retainage once all applicable documentation is received.

#### **Motion for Consideration #1:**

Move to accept a \$6,000 donation from Ed Hall for the Port's use in the exterior renovation of the fire station/"BACE" building, as required by law and with the guidance of the Port's legal counsel.

#### **Motion for Consideration #2:**

Move to accept as final the exterior renovations and roof replacement project with PECC in the amount of \$75,415.70.

## PORT OF BREMERTON AGENDA SUMMARY

Agenda Item No: Action Item #2

Subject: Washington State RCO 2024 Grant Application

Exhibits: Resolution 2024-04

Prepared By: James Weaver, Director of Marine Facilities

Meeting Date: September 24, 2024

#### **Summary:**

Port staff is preparing a Boating Facilities Program Grant administered by the Washington State Recreation and Conservation Office (RCO). The grant request is in cooperation with the City of Bremerton for the needed repairs to the Evergreen Boat Ramp. The grant process requires that an agency's governing body formally authorize the application for the grant and indicate the authorized representative(s)/agent(s) for the grant.

The grant application is for the Boating Facilities Program. The City of Bremerton identified needed repairs to the Evergreen Boat Launch facility and requested that the Port of Bremerton pursue a competitive project application in cooperation with the City. The grant request is for approximately \$125,000.00 for Evergreen Boat Ramp repairs in 2024-2025.

#### Fiscal Impact:

No fiscal impact is anticipated for the Port of Bremerton. The project funds from the City of Bremerton will satisfy the required matching funds for the \$125,000 from the RCO Grant requirements. If successful, the grant funds will be administered to the City of Bremerton and will be matched by City capital expenditures.

#### 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, and Strategy 2.b. Pursue cost efficiencies throughout the Port.

#### Recommendation:

Approve the resolution authorizing the RCO Grant application and for Jim Rothlin, Chief Executive Officer, to act as the authorized representative/agent on behalf of our organization.

#### **Motion for Consideration:**

Move to approve Resolution 2024-04 authorizing the submittal of the grant application and for Jim Rothlin, Chief Executive Officer, to act as the authorized representative/agent on behalf of the Port and to legally bind our organization with respect to the above Project for which we seek grant funding assistance managed through the Recreation and Conservation Office.

# PORT OF BREMERTON KITSAP COUNTY, WASHINGTON RESOLUTION NO. 2024-04

DATED: September 24, 2024

<u>A RESOLUTION</u> of the Board of Commissioners, Port of Bremerton, authorizing the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the **Bremerton Evergreen Boat Launch Repairs Project 24-2355** for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

<u>WHEREAS</u>, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners, Port of Bremerton, that

- 1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project."
- 2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Jim Rothlin, Chief Executive Officer
Project contact (day-to-day administering of the grant and communicating with the RCO)	James Weaver, Marine Facilities Director
RCO Grant Agreement (Agreement)	Jim Rothlin, Chief Executive Officer
Agreement amendments	Jim Rothlin, Chief Executive Officer
Authorizing property and real estate documents (Notice of Grant, Deed of	Jim Rothlin, Chief Executive Officer
Right or Assignment of Rights if applicable). These are items that are	
typical recorded on the property with the county.	

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally

- binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
- 4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
- 5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
- 6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
- 7. Our organization further understands that prior to our authorized representative(s)/ agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
- 8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
- 9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
- 10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
- 11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.
- 12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise

- allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
- 13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
- 14. Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
- 15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
- 16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

<u>ADOPTED</u> by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 24<sup>th</sup> day of September 2024, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission.

	Commission President
ATTEST:	Commission Vice President
Commission Secretary	

On File at: Port of Bremerton (8850 SW State Hwy 3, Bremerton, WA 98312) Location: Bremerton National Airport Administration Office

# PORT OF BREMERTON AGENDA SUMMARY

Agenda Item No: Action Item #3

Subject: Lease Amendment #1 with Wallitner Aviation & Restoration LLC

Exhibits: Lease Amendment

Prepared By: Cole Barnes, Airport Manager

Meeting Date: September 24, 2024

#### **Summary**:

Wallitner Aviation & Restoration, LLC have been longstanding good tenants with the Port of Bremerton. Wallitner Aviation entered an initial land lease of 12,100 sq ft. to build a corporate hangar on the South end of the Airport. The initial lease is for fifty (50) years beginning August 1, 2021, through July 31, 2071. With the development and building of their hangar Wallitner Aviation is asking for an additional 572 sq ft. to accommodate a patio on the East end of the hangar.

Lease Amendment 1 includes the following:

- Commencement date: October 1, 2024
- Term: Unchanged
- Area: Increased from 12,100 sq ft. to 12,672 sq ft.
- New Lease Rate: \$721.73 per month excluding Leasehold Excise Tax. With approval of this lease amendment, Wallitner Aviation will commence with site development work for the patio.

#### **Fiscal Impact:**

Increased revenue for Bremerton National Airport of \$721.73 per month, a rate increase of \$61.62 per month.

#### **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:**

Staff recommends approval of Lease Amendment #1 with Wallitner Aviation & Restoration.

#### Motion for Consideration:

Move to approve Lease Amendment #1 with Wallitner Aviation & Restoration LLC as presented

#### AMENDED LEASE AGREEMENT Amendment 1

IT IS HEREBY AGREED by and between the PORT OF BREMERTON, a municipal corporation organized under the laws of the State of Washington, hereinafter referred to as "Port" and WALLITNER AVIATION AND RESTORATION, LLC, a Washington State Limited Liability company (hereinafter referred to as "Lessee") to amend that certain lease dated February 22, 2022, to read as follows (all other terms remain the same):

#### ARTICLE I **Summary of Lease Terms and Definitions**

Premises: SHP Area 3 Lease Site

Use of Premises: Airplane Hangar

Amendment

Commencement Date: October 1, 2024

Exhibits: Exhibit "A" - Legal Description of Premises

Exhibit "B" - Map of Premises
Exhibit "C" - Legal Description of Common Areas

Exhibit "D" - Map of Common Areas

Exhibit "E" - Map of Amended Areas 572 sq feet

\$8,660.76 Annually / \$721.73 Per month excluding Leasehold Base Rent:

Excise Tax (Currently set at 12.84%)

**2.1 PREMISES:** Lessor, in consideration of the rents hereinafter reserved and of the covenants and conditions herein set forth to be performed by Lessee, does hereby lease to Lessee the Premises to include 572 square feet on the east side as depicted in Exhibit "E".

IN WITNESS WHEREOF the parties hereto have caused this Amendment to Lease t day of, 2024.		
WALLITNER AVIATION AND RESTORATION. LLC	PORT OF BREMERTON	
Michael Wallitner Member/Manager	Gary Anderson President and Commissioner	
	Cary Bozeman Vice President and Commissioner	
	Axel Strakeljahn Secretary and Commissioner	

STATE OF	)	
County of	)ss )	
On this appeared	day of	before me personally
of the corporation/co	mpany that execute to be the free and v	ed the within and foregoing instrument, and acknowledged voluntary act and deed of said corporation/company, for ioned, and that they are authorized to execute said
IN WITNESS day and year first ab		e hereunto set my hand and affixed my Official Seal the
		Notary Public in and for the State of
		Name Printed residing at
		My commission expires:
STATE OF WASHIN	IGTON ) )ss	
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instrument, and ackr said municipal corpo authorized to execute	nerton, the municinowledged the said oration, for the use e said instrument.	pal corporation that executed the within and foregoing instrument to be the free and voluntary act and deed of es and purposes therein mentioned, and that they are e hereunto set my hand and affixed my Official Seal the
		Notary Public in and for the State of Washington
		Name Printed
		residing at My commission expires:
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#### Exhibit "E"

