

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

A G E N D A

January 23, 2018
6:00 PM

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

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 January 9, 2018.
- B. Payment of checks #102933 through #102965 and #77155 through #77159 and #77163 through #77225 from the General Fund for \$389,637.71; #77160 through #77162 from the Construction Fund for \$20,633.43 and the payment of payroll taxes for \$20,202.18.

Information Items

1. Port Report – Jim Rothlin, Chief Executive Officer

Citizen Comments: *Open to the public for comment. Speakers are asked to keep their comments to less than 3 minutes. A Commissioner may request to waive the 3 minute time limit. Please feel free to submit further comments in writing to the Clerk of the Board.*

Action Items

1. Airport Consulting Services Selection
2. Resolution 2018-02 revising the schedule to conduct public meetings.

New Business

Staff Reports

Commission Reports

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>01/23/18</i>	<i>12:30 pm</i>	<i>Kitsap Aerospace & Defense Alliance Steering Committee</i>
<i>01/23/18</i>	<i>6 pm</i>	<i>*Commission Regular Meeting – Bill Mahan Conference Rm</i>
<i>01/25/18</i>	<i>9 am</i>	<i>Puget Sound Regional Council (PSRC) Operations Committee</i>
<i>01/25/18</i>	<i>10 am</i>	<i>PSRC Executive Board</i>
<i>01/30/18</i>	<i>7:30 am</i>	<i>Kitsap Economic Development Alliance (KEDA) Decision Makers</i>
<i>01/06/18</i>	<i>10:15 am</i>	<i>Kitsap Regional Coordinating Council (KRCC) Executive Board</i>
<i>02/07/18</i>	<i>1 pm</i>	<i>PSRC Economic Development Board</i>
<i>02/13/18</i>	<i>10 am</i>	<i>*Commission Regular Meeting – Bill Mahan Conference Rm</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

January 9, 2018
6:00 PM

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

Call to Order

President Strakeljahn called the meeting to order at 6:00 p.m., January 9, 2018 and led the Pledge of Allegiance.

Commissioners and Staff Present

Commissioners

Larry Stokes
Cary Bozeman
Axel Strakeljahn

Staff Members

Jim Rothlin
Fred Salisbury
Sherman Hu
Arne Bakker
Tim Mensonides
Ginger Waye
Gordon Walgren, Atty
Jim Ryan, Atty

Oath of Office

Commissioner Stokes introduced Commissioner Strakeljahn's parents, Heinz and Christa Strakeljahn, and invited them up to the front to join Commissioner Strakeljahn for his Oath of Office.

After explaining the significance of a 6-year oath, Gordon Walgren, Port Attorney, administered the Oath of Office for Port of Bremerton Commissioner District 3 to Axel Strakeljahn. Commissioner Strakeljahn thanked everyone for their support and stated he was honored to have Mr. Walgren administer the oath.

Commissioner Stokes congratulated Commissioner Strakeljahn and presented flowers to Mrs. Strakeljahn. At 6:05 p.m., the meeting was recessed for a brief reception to honor Commissioner Strakeljahn; the meeting was reconvened at 6:15 p.m.

Election of Board Officers

It was moved by BOZEMAN, seconded by STRAKELJAHN to:

Elect Larry Stokes, President; Cary Bozeman, Vice-President; and Axel Strakeljahn, Secretary of the Port of Bremerton Board of Commissioners for two-year terms.

MOTION CARRIES, 3-0

Approval of Agenda

It was moved by STRAKELJAHN, seconded by BOZEMAN to:

Approve the Agenda as presented.

MOTION CARRIES, 3-0

Consent Items

- A. Minutes of the regular business meeting of December 12, 2017.
- B. Payment of checks #102875 through #102904 and #76996 through #77000 and #77001 and #77007 through #77103 from the General Fund for \$214,510.35; #77002 through #77006 from the Construction Fund for \$96,772.54 and the payment of payroll taxes for \$17,438.82

Payment of checks #102905 through #102932 and #77104 through #77107 and #77108 through #77151 from the General Fund for \$190,822.29; and the payment of payroll taxes for \$17,107.88.
- C. Resolution 2018-01 authorizing the CEO to sell and convey Port property
- D. Chief Executive Officer Two-Year Contract Extension

It was moved by STRAKELJAHN, seconded by BOZEMAN to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Citizen Comments

Patty Lent, former Bremerton Mayor

- Congratulated Commissioner Strakeljahn on another term. She will be staying on as a citizen with Kitsap Aerospace & Defense Alliance (KADA) and looks forward to continuing to work with the Port. Commissioner Stokes thanked her for all she has done and stated he was glad she was staying on the KADA steering committee.

Action Items

1. Contract Change Order No. 1 with Global Diving & Salvage, Inc. for the Underwater Inspection, Assessment & Repair of Marine Facilities Project
Presented by Fred Salisbury, Chief Operating Officer

It was moved by STRAKELJAHN, seconded by BOZEMAN to:

Approve change Order No. 1 to the Global Diving & Salvage, Inc. contract for the Underwater Inspection, Assessment & Repair of Marine Facilities Project

Following discussion;

MOTION CARRIES, 3-0

Bremerton Economic Development Corporation Meeting

CEO Jim Rothlin provided background on the Economic Development Corporation (BEDC), a separate public corporation, which was created to facilitate the issuance of non-recourse industrial revenue bonds to private companies for acquisition of land, facilities, and/or equipment, promoting economic development.

President Stokes recessed the Public Meeting and called to order the Bremerton Economic Development Corporation Meeting at 6:28 p.m.

1. **Approval of Minutes**

It was moved by BOZEMAN, seconded by STRAKELJAHN to:

Approve the Minutes of the January 10, 2017, Bremerton Economic Development Corporation meeting.

MOTION CARRIES, 3-0

2. **Election of Officers**

It was moved by STRAKELJAHN, seconded by STOKES to:

Elect Larry Stokes as Chairman, Cary Bozeman as Vice Chairman, and Axel Strakeljahn as Secretary/Treasurer of the Bremerton Economic Development Corporation.

MOTION CARRIES, 3-0

3. **New Business** - None

With no further business to come before the Corporation, the BEDC meeting was adjourned and the Public Meeting reconvened at 6:33 p.m.

New Business

1. Commissioner appointments/representation for 2018

CEO Jim Rothlin highlighted the revisions from the 2017 list. Following discussion, it was determined that the list would remain the same except for the following: Commissioner Strakeljahn will serve as representative and Commissioner Bozeman as alternate on the new Kitsap Regional Coordinating Council (KRCC) Land Use Planning Policy Committee and the Puget Sound Regional Council Economic Development Board.

2. Confirmation of the regular business meeting schedule for 2018

CEO Rothlin discussed revising the regular business meeting schedule to hold one day and one evening meeting explaining some of the benefits of the alternate schedule. Following discussion and public comment it was determined to move the first meeting of the month to 10:00 AM and reevaluate after three months. The meetings will continue to be held on the 2nd and 4th Tuesdays of every month with the 2nd Tuesday meeting at 10:00 a.m. and the 4th Tuesday meeting remaining at 6:00 p.m.

Staff Reports

Jim Rothlin, Chief Executive Officer

- Staff met with Congressman Derek Kilmer to reintroduce him to Port projects and other activities the Port is involved with.
- Along with Commissioner Strakeljahn, met with Department of Fish & Wildlife Regional Director Larry Phillips to introduce him to the Port and discuss potential Misery Point boat launch improvements. Will meet again in February.
- Gave a presentation at a Kitsap Commercial Investment Brokers (KCIB) meeting and introduced Director of Business Development Arne Bakker who will attend those meetings in the future.
- Contract has been signed for site development for new corporate hangars.
- On January 2, over 225 moorage reservations were made for the 2018 holiday weekends. That was the first day holiday reservations are accepted for the current year.
- Seattle Boat Show will be held January 26 thru February 3 and the Port will again showcase Bremerton and Port Orchard Marinas at the show. He discussed the value of participating in the show.
- Recently signed leases with tenants in the industrial park; International Marine and Industrial Applicators are a new tenant and International Flooring extended their current lease. Also in discussions with three other potential tenants.

Commissioner Bozeman suggested presentations such as the one given to KCIB also be given to the Bremerton and Port Orchard city councils.

Commission Reports

Commissioner Strakeljahn

- Legislature is back in session and it could prove to be exciting. The Port still has items such as the Port Orchard Marina breakwater in the capital budget.

Commissioner Bozeman

- Would like staff to continue working with Bremerton on the extension of Airport – Industrial Way. Even though legislators tell you there is no money, the right project just needs to be put in front of them and lobby it hard. It is important to keep them informed on what we need funding for and keep pushing.

Commissioner Stokes

- Stated A&W in Port Orchard hosted antique cars on Wednesday nights but with A&W closing, they are looking for a new location. He asked Roger Jensen of Saints Car Club to speak to that. Mr. Jensen provided some background on the club and their community support. He reiterated that they are looking for a new location for the spring/summer Wednesday gatherings of the antique cars and explained the potential benefits for locating at the airport. The Commissioners expressed support for being the host location and requested staff examine the potential and come back with recommendations.

Executive Session - None

Adjournment

There being no further business before the Board, the meeting was adjourned at 6:55 p.m.

Submitted,

Approved,

Jim Rothlin
Chief Executive Officer
January 18, 2018

Cary Bozeman
Commission Secretary
January 23, 2018

PORT OF BREMERTON
AGENDA SUMMARY

Agenda Item No: Action Item #1
Subject: Selection of Engineering Firm for Airport Consulting Services
Exhibits: None
Prepared By: Tim Mensonides, Airport Manager
Meeting Date: January 23, 2018

Summary:

On December 11, 2017 the Port published a Request for Statement of Interest and Qualifications for Airport Consulting Services to provide aviation related design and engineering services to the Bremerton National Airport for a period not to exceed five (5) years in accordance with procedures set forth in FAA Advisory Circular 150/5100-14 Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. The Airport has one programmed FAA project in 2018: the preliminary engineering and design of the airfield lighting project.

Six companies submitted SOI/Qs: Precision Approach, DOWL, Reid Middleton, PND, Century West, and Berger ABAM. A selection board consisting of the COO, Airport Manager, Airport Maintenance Lead, Yakima Airport Director and Arlington Airport Operations Coordinator reviewed, graded and ranked each proposal. The top three firms: Century West, DOWL and Precision Approach were invited to interview. An interview board consisting of the COO, Airport Manager, Airport Maintenance Lead and Director of Business Development completed the interviews on January 19. Based upon the SOI/Q submitted, the interview, and due diligence completed, Port staff will be deciding on the recommended engineering firm on Monday, January 22 and will present the recommendation at the commission meeting on January 23.

Fiscal Impact:

None. The airfield lighting preliminary engineering and design project is identified and funded in the 2018 Airport Capital budget.

Recommendation:

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

Motion for Consideration:

Move to approve the selection of the firm to be determined 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: Resolution 2018-02 revising the schedule to conduct public meetings
Exhibits: Resolution 2018-02
Prepared By: Jim Rothlin, Chief Executive Officer
Meeting Date: January 23, 2018

Summary:

Per Resolution 2013-36, Commission regular public meetings are held the second and fourth Tuesday of every month at 6:00 p.m. In order to accommodate the citizens of the Port district and other interested parties that are unable to attend evening meetings, the Port desires to change the time of the second Tuesday meeting to 10:00 a.m. which does not hold any current conflicts with other meetings that Port Commissioners or staff attends. Resolution 2018-02 has been prepared to reflect that change.

Fiscal Impact:

None

Recommendation:

Staff recommends approval of Resolution 2018-02

Motion for Consideration:

Move to approve Resolution 2018-02 revising the schedule to conduct regular public meetings each month to reflect 10:00 a.m. as the start time on the second Tuesday and 6:00 p.m. as the start time on the fourth Tuesday.

PORT OF BREMERTON
KITSAP COUNTY, WASHINGTON
RESOLUTION 2018-02
DATED: January 23, 2018

A RESOLUTION of the Board of Commissioners, Port of Bremerton, rescinding Resolution 2013-36 and revising the schedule to conduct regular public meetings each month.

WHEREAS, in accordance with RCW 42.30.070, a schedule for dates and times of regular Port of Bremerton Commission meetings shall be adopted, and

WHEREAS, it is the desire of the Port Commission to establish the time and place of their regular scheduled meetings so as to provide the best possible service to the residents of the Port District.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners, Port of Bremerton that Resolution 2013-36 and all other resolutions dealing with this matter be rescinded and the Port Commission regular meetings be held at the Port Administrative office at Bremerton National Airport, 8850 SW State Highway 3, Bremerton, Washington in accordance with the following schedule:

<u>Day</u>	<u>Time</u>	<u>Meeting</u>
Second Tuesday	10:00 a.m.	Regular Business Meeting
Fourth Tuesday	6:00 p.m.	Regular Business Meeting

ADOPTED by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 23rd day of January, 2018, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission.

Commission President

Commission Vice President

ATTEST:

Commission Secretary