

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

A G E N D A

February 13, 2018
****10:00 AM (New Time)**

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 23, 2018.
- B. Payment of checks #102998 through #103025 and #77227 through #77230 and #77233 through #77313 from the General Fund for \$197,290.97; #77231 through #77232 from the Construction Fund for \$19,905.99 and the payment of payroll taxes for \$16,213.21.

Information Items

- 1. Circuit of the Northwest LLC Annual Report – Brian Nilsen, Partner
- 2. Dominion Historical Workboat Association – Dave Clark, Captain

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.*

- 1. Consideration of Port marina options
- 2. Other comments

Action Items

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>02/13/18</i>	<i>10 am</i>	<i>*Commission Regular Meeting – Bill Mahan Conference Rm</i>
<i>02/15/18</i>	<i>1:00 pm</i>	<i>Kitsap Regional Coordinating Council (KRCC) TransPOL</i>
<i>02/15/18</i>	<i>2:45 pm</i>	<i>KRCC PlanPOL</i>
<i>02/15/18</i>	<i>3 pm</i>	<i>Kitsap Regional Coordinating Council Board</i>
<i>02/19/18</i>		<i>Presidents' Day Holiday – Port Offices Closed</i>
<i>02/20/18</i>	<i>11:45 am</i>	<i>Legislative Luncheon - Olympia</i>
<i>02/20/18</i>	<i>1 pm</i>	<i>KRCC Executive Committee</i>
<i>02/22/18</i>	<i>9 am</i>	<i>Puget Sound Regional Council (PSRC) Operations Committee</i>
<i>02/22/18</i>	<i>10 am</i>	<i>PSRC Executive Board</i>
<i>02/27/18</i>	<i>12:30 pm</i>	<i>Kitsap Aerospace & Defense Alliance Steering Committee</i>
<i>02/27/18</i>	<i>3 pm</i>	<i>PSRC VISION 2050 Listening Session – Gov't Center</i>
<i>02/27/18</i>	<i>6 pm</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 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

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

Commissioners and Staff Present

Commissioners

Larry Stokes
Cary Bozeman
Axel Strakeljahn

Staff Members

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

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 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.

It was moved by STRAKELJAHN, seconded by BOZEMAN to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Information Items

1. Port Report – Jim Rothlin, Chief Executive Officer

Mr. Rothlin delivered a detailed PowerPoint presentation providing a review of 2017 and plans for 2018.

He reviewed the following for 2017:

- Projects completed at all facilities
- Capital purchases
- Business development - included discussion on Paris and Farnborough Air Shows investment
- Airport/industrial park and marina marketing – included discussion on direct-hit marketing and the benefits of submitting the Amazon proposal
- Other notables that transpired and a look back at 2017

Plans for 2018:

- Upcoming airport/industrial projects – included discussion on previous energy efficiency assessments/upgrades and the continuation of such.
- Upcoming marina projects – discussion on sending a thank you letter to legislators who championed the Port's cause for the Port Orchard Marina breakwater funding included in this year's state capital budget.
- Projected capital purchases
- Business development opportunities at all facilities - revealed newly produced marketing videos for Bremerton and Port Orchard Marinas – discussion on using the videos during presentations to city councils and chambers
- Efficiencies
 - Operations – discussion on consideration of outside management of marinas. He reviewed the previous 2013 RFP process for that service and the evaluation of proposals which lead to the consultant being unable to make a recommendation. He presented current key objectives in considering outside management. Discussion ensued with the Board and it was determined to present this topic at the next two Port commission meetings, one day and one evening, to get public comment.
 - Administratively – discussed staffing, communication channels, and personal leadership goals
 - Prioritization of resources process in 2017 and what we need to do to reach our vision. Next in the process is to turn the corner from launch to soar. He noted that “eagles soar because they always focus on their goal.” The goal for this year is to put together a workshop to concentrate on a plan for what the Port is going to do in the next two to five years.

The Board thanked CEO Rothlin for his report and further discussed the need for the Port to focus on business development.

Work Study Session - none

Citizen Comments

Roger Gay, South Kitsap

- Spoke to still having reservations about whether the trip overseas for the Paris and Farnborough Air Shows are worthwhile, however, having previously assisted at the Seattle Boat Show, he feels that show is a good investment. He discussed his experiences while helping out at the show and stated he considers it a good use of taxpayers' funds to get the word out about the marinas. He also expressed he liked the marina marketing videos.

Action Items

1. Selection of Century West Engineering for Airport Consulting Services
Presented by Tim Mensonides, Airport Manager

It was moved by BOZEMAN, seconded by STRAKELJAHN to:

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

Following discussion;

MOTION CARRIES, 3-0

2. Resolution 2018-02 revising the schedule to conduct public meetings.
Presented by Jim Rothlin, CEO

It was moved by BOZEMAN, seconded by STOKES to:

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

MOTION CARRIES, 3-0

New Business - None

Staff Reports

Jim Rothlin, Chief Executive Officer

- He stated he recently waived the competitive bid requirements for an emergency airfield lighting project which was awarded on January 19, 2018. Tim Mensonides explained the necessity for the emergency project due to the failure of a critical portion of the electrical to the airfield lighting. He noted the Board was notified in writing of the emergency waiver through the bi-weekly report distributed on January 19.

Commission Reports

Commissioner Strakeljahn

- Reported on subjects discussed at the recent Kitsap All-Ports meeting. He also noted that the Kitsap Water Trails Festival has been cancelled for 2018 due to lack of funding.

Executive Session - None

Adjournment

There being no further business before the Board, the meeting was adjourned at 7:55 p.m.

Submitted,

Approved,

Jim Rothlin
Chief Executive Officer
February 8, 2018

Axel Strakeljahn
Commission Secretary
February 13, 2018

Key Objectives

- Marinas continue as an asset that provides a public service –
Community responsibility
- Stay true to mission to run Port operations in efficient manner –
Taxpayer responsibility
- Financial Savings to the Port
- Jobs objective – Zero job reduction
- Mandatory high level of customer service
- Maintain Port identity
- Port Control of moorage rates
- Continued support of events and agencies that support community activities on the waterfront