

**PORT OF BREMERTON**  
**BOARD OF COMMISSIONERS**  
**REGULAR BUSINESS MEETING**

**A G E N D A**

May 14, 2019  
10:00 AM

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 and executive session of April 23, 2019.
- B. Payment of checks #79327 through 79330 and #79343 through #79410 and #901005 and #79411 through #79413 and #901006 through #901008 and #79417 through #79489 from the General Fund for \$444,715.66; #79337 through #79342 and #79414 through #79416 from the Construction Fund for \$200,800.07.

**Information Items**

1. Legislative Update – Dylan Doty, Doty & Associates
2. Peninsula Regional Transportation Planning Organization (PRTPO) Briefing – Port Orchard Council Member Bek Ashby, PRTPO Executive Board Vice-Chair

**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. Resolution 2019-11 supporting a revised WSDOT Airport Aid Application for the 2019 Airfield Lighting, Signage, NAVAIDS, Electrical Improvements Project

**Commission 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>05/14</i>	<i>10:00 am</i>	<i>*Commission Regular Meeting – Bill Mahan Conference Rm</i>
<i>05/15-17</i>		<i>Washington Public Ports Association (WPPA) Spring Meeting</i>
<i>05/16</i>	<i>3:00 pm</i>	<i>Kitsap Economic Development Alliance Board Meeting</i>
<i>05/21</i>	<i>12:30 pm</i>	<i>Kitsap Regional Coordinating Council (KRCC) Executive Committee</i>
<i>05/21</i>	<i>1:30 pm</i>	<i>KRCC PlanPOL</i>
<i>05/23</i>	<i>10:00 am</i>	<i>Puget Sound Regional Council (PSRC) Executive Board</i>
<i>05/28</i>	<i>12:30 pm</i>	<i>*Kitsap Economic Development Alliance (KEDA) Steering Committee</i>
<i>05/28</i>	<i>6:00 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**

April 23, 2019  
6:00 PM

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

**Commissioners and Staff Present**

Commissioners  
Larry Stokes  
Cary Bozeman  
Axel Strakeljahn

Staff Members  
Jim Rothlin  
Fred Salisbury  
Sherman Hu  
Arne Bakker  
James Weaver  
Ginger Waye  
Anne Montgomery, Atty

**Call to Order**

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

**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 April 9, 2019.
- B. Payment of checks #103982 through #104017 and #901003 through #901004 and #79334 through #79336 from the General Fund for \$83,835.81; #79331 through #79333 from the Construction Fund for \$84,518.65 and the payment of payroll taxes for \$23,778.70. Void Checks #900997, 900998.

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

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

**Citizen Comments - None**

**Action Items**

1. Resolution 2019-07 supporting the proposed South Kitsap Community Events Center (SKCEC)

*Presented by Jim Rothlin, Chief Executive Officer*

Following presentation and discussion including the Board stating their understanding that the City of Port Orchard would be owner of the SKCEC;

**It was moved by STOKES, seconded by BOZEMAN to:**

Approve Resolution 2019-07 to confirm the Port's participation as a public partner with the City of Port Orchard and Kitsap County to support the proposed South Kitsap Community Events Center.

**MOTION CARRIES, 3-0**

2. Resolution 2019-08 supporting a Washington State Department of Transportation (WSDOT) grant application

*Presented by Fred Salisbury, Chief Operations Officer*

Following presentation and discussion;

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

Approve Resolution 2019-08 supporting a WSDOT Airport Aid Application for the 2019 Airfield Lighting, Signage, NAVAIDS, Electrical Improvements Project

**MOTION CARRIES, 3-0**

3. Resolutions 2019-09 and 2019-10 updating Employee Handbook and Travel Policy

*Presented by Sherman Hu, Chief Financial Officer*

Following presentation and discussion;

**It was moved by STOKES, seconded by STRAKELJAHN to:**

Approve Resolution 2019-09 updating the Employee Handbook

**MOTION CARRIES, 3-0**

**It was moved by STOKES, seconded by BOZEMAN to:**

Approve Resolution 2019-10 updating the Travel Policy

**MOTION CARRIES, 3-0**

4. Short-Term Moorage Agreement with Kitsap Transit  
*Presented by James Weaver, Director of Marine Facilities*

Following presentation and discussion;

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

Support the short-term moorage agreement with Kitsap Transit for the Port Orchard Marina outside breakwater for a period of six months

**MOTION CARRIES, 3-0**

**Commission New Business** - None

### **Staff Reports**

*Jim Rothlin, Chief Executive Officer*

- Marina Square Project: Described project and announced the ground break celebration will be held April 26, 12:00 – 1:00 p.m.
- Fred Allen Retirement: Fred Allen, Port maintenance employee with 21+ years of service, will be retiring at the end of May. Provided Mr. Allen's background and congratulated him on his retirement.
- New Airport Manager: Warren Hendrickson will join the Port team on May 7 as the new Airport Manager. Provided Mr. Hendrickson's background and stated the Port is looking forward to his leadership and innovation.
- Employee Meeting: Will be holding a Port-wide employee meeting this week to provide a similar presentation to the Port Report "Looking Back/Moving Forward" given at the last Commission meeting.
- Olympic High School STEM Facility: Described his and Commissioner Strakeljahn's recent tour of the STEM facility located at the newly remodeled Olympic High School.

### **Commission Reports**

*Commissioner Bozeman*

- Requested updates on:
  - Bremerton Marina Parking: Mr. Weaver provided an update on the Bremerton Marina parking situation due to the temporary loss of dedicated tenant parking during Marina Square construction.
  - Industrial Park Building Project: Arne Bakker, Director of Business Development, provided an update on the NE Campus and "Wedge" development projects.

*Commissioner Strakeljahn*

- Kitsap Public Facilities District (Kitsap PFD) Meeting: Reported on the April 22 presentation of the Circuit of the Northwest project for possible funding by Kitsap PFD.

*Commissioner Stokes*

- Kitsap PFD Meeting: Also attended the Circuit of the Northwest presentation along with all Commissioners and CEO. The presentation was well-done and put together right.

**Executive Session**

President Stokes recessed the meeting at 6:40 p.m. and reconvened into executive session at 6:45 p.m. for approximately 20 minutes regarding: potential litigation [RCW 42.30.110(1)(i)] and real estate issues [RCW 42.30.110(1)(c)]. At 7:05 p.m. executive session was extended 5 minutes.

At 7:10 p.m. the regular meeting was reconvened.

**Adjournment**

There being no further business before the Board, the meeting was adjourned at 7:10 p.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
May 9, 2019

Axel Strakeljahn  
Commission Secretary  
May 14, 2019

**PORT OF BREMERTON**  
**BOARD OF COMMISSIONERS**  
**EXECUTIVE SESSION**

**MINUTES**

April 23, 2019  
6:45 PM

CEO Office  
Port Administration Offices  
Bremerton Nat'l Airport Terminal Bldg  
8850 SW State Hwy 3, Bremerton

**Call to Order**

President Stokes called the executive session to order at 6:45 p.m., April 23, 2019.

**Commissioners and Staff Present**

Commissioners

Larry Stokes  
Cary Bozeman  
Axel Strakeljahn

Staff Members

Jim Rothlin  
Fred Salisbury  
Arne Bakker  
Anne Montgomery, Atty

**Item #1:** Legal issues related to potential litigation were discussed [RCW 42.30.110(1)(i)].

**Item #2:** Real estate issues were discussed [RCW 42.30.110(1)(c)].

With no further business to come before the Board, the meeting was adjourned into regular session at 7:10 p.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
May 9, 2019

Axel Strakeljahn  
Commission Secretary  
May 14, 2019

**PORT OF BREMERTON**  
**AGENDA SUMMARY**

Agenda Item No: Action Item #1  
Subject: Revised WSDOT Grant Resolution  
Exhibits: Resolution 2019-11  
Prepared By: Fred Salisbury, Chief Operations Officer  
Meeting Date: May 14, 2019

**Summary:**

On April 25, 2019 sealed bids were open for the FAA funded 2019 Airfield Lighting, signage, NAVAIDS, Electrical Improvement project. Two bids were received- one from Colvico, Inc. and the other from Titan Earthwork, LLC. Both bids were significantly higher than the engineer's estimate for FAA AIP eligible items:

Port of Bremerton - Bremerton National Airport  
Federal AIP Grant #3-53-007-033-2019

	Base Bid A	Additive C	Cn/Admin	Port Admin	Total
Colvico, Inc.	\$ 2,161,484.06	\$ 65,999.50	\$ 235,920.00	\$ 13,524.00	\$ 2,476,927.56
Titan Earthwork, LLC	\$ 2,466,664.55	\$ 46,325.00	\$ 235,920.00	\$ 13,524.00	\$ 2,762,433.55
Engineers Estimate	\$ 1,481,150.75	\$ 48,000.00	\$ 235,920.00	\$ 13,524.00	\$ 1,778,594.75

The FAA is assessing the availability of additional federal funds to cover the eligible items.

As discussed previously, to apply for a WSDOT grant, the Airport must submit a signed assurance in the form of a resolution that local matching funds are available and authorized for the proposed project. Due to the increased costs of the project and required match, the Port is revising its original request. In the current budget, \$2,000,000 is budgeted for the project. Ninety percent of the project will be funded by the FAA. The remaining ten percent or \$247,692.80 is the required sponsor's match. This WSDOT grant would represent 5% of the project which equals \$123,847. The project involves replacing the existing High Intensity Runway Lighting system, the Medium Intensity Taxiway Lighting system, electrical transformers, emergency generator, PAPI, REILS, and airport beacon.

**Fiscal Impact:**

A savings of \$123,847

**Recommendation:**

Support the revised application for a WSDOT grant for the 2019 Airfield Lighting, Signage, NAVAIDS, Electrical Improvements Project.

**Motion for Consideration:**

**Move to approve Resolution 2019-09 supporting a WSDOT Airport Aid Application for the 2019 Airfield Lighting, Signage, NAVAIDS, Electrical Improvements Project.**

**PORT OF BREMERTON**  
**KITSAP COUNTY, WASHINGTON**  
**RESOLUTION NO. 2019-11**  
**DATED: May 14, 2019**

**A RESOLUTION** of the Board of Commissioners, Port of Bremerton, replacing Resolution 2019-08 and updating the request for support of a Washington State Department of Transportation (WSDOT) Airport Aid Application for a runway pavement maintenance project at Bremerton National Airport and providing assurance of available local match funds.

**WHEREAS**, WSDOT has established a competitive Airport Aid Program for pavement, safety, maintenance, security, and planning projects; and

**WHEREAS**, the Port of Bremerton has submitted an airfield lighting, signage, NAVAIDS, and electrical improvements project at Bremerton National Airport.

**WHEREAS**, the total cost of the project is estimated at \$2,476,928 for engineering, construction, and construction management of which the Port share is \$247,692.80, of which, \$123,847 will be requested for funding through WSDOT's Airport Aid Grant Application.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners, Port of Bremerton, that Resolution 2019-08 be replaced by Resolution 2019-11 in support of the Airport Aid application for completion of the 2019 Airfield Lighting, Signage, NAVAIDS, Electrical Improvements Project and assure the availability of the Port's matching funds.

**ADOPTED** by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 14<sup>th</sup> day of May, 2019, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission.

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Commission President

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Commission Vice-President

ATTEST:

\_\_\_\_\_  
Commission Secretary