

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

**A G E N D A**

September 24, 2019  
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 and executive session of August 27, 2019.
- B. Payment of checks #901054 and #901055 through #901057 and #901058 and #901059 and #901060 through #901061 and #901062 and #79997 through #80039 and #80040 and #901063 through #901064 and #901065 from the General Fund for \$204,008.81; #79993 through #79996 from the Construction Fund for \$102,136.79. Void Check # 901044.

**Information Items**

1. Mid-Year Financial Status Review
2. Kitsap County Disaster Airlift Response Team (DART) Exercise Recap

**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.*

**Work Study Session**

1. 2020 Budget - Allocation of Port Resources to Community Agencies/Groups

**Action Items**

**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>09/24</i>	<i>12:00 pm</i>	<i>*Legislative Luncheon &amp; Tour</i>
<i>09/24</i>	<i>6:00 pm</i>	<i>*Commission Regular Meeting – Bill Mahan Conference Rm</i>
<i>09/26</i>	<i>10:00 am</i>	<i>Puget Sound Regional Council (PSRC) Executive Board</i>
<i>10/01</i>	<i>10:15 am</i>	<i>Kitsap Regional Coordinating Council (KRCC) Executive Board</i>
<i>10/02</i>	<i>1:00 pm</i>	<i>PSRC Economic Development Board</i>
<i>10/08</i>	<i>10:00 am</i>	<i>*Commission Regular Meeting – Bill Mahan Conference Room</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**

August 27, 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

Staff Members

Jim Rothlin  
Fred Salisbury  
Sherman Hu  
Arne Bakker  
James Weaver Warren  
Hendrickson 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 BOZEMAN, seconded by STOKES to:**

Approve the Agenda as presented.

**MOTION CARRIES, 2-0**

**Consent Items**

- A. Minutes of the regular business meeting and executive session of August 13, 2019.
- B. Payment of checks #901049 and #79931 through #79990 and #79991 through #79992 and #901050 through #901051 from the General Fund for \$147,002.98; #79929 through #79930 from the Construction Fund for \$35,817.95. Void Check # 79826.
- C. Resolution 2019-13 updating the Port's Travel Policy
- D. Excusing Commissioner Strakeljahn's absence due to travel

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

Approve the Consent Items as presented.

**MOTION CARRIES, 2-0**

**Citizen Comments** - None

**Action Items**

1. Bremerton National Airport Airfield Lighting, Signage, NAVAID, Electrical Improvements Project Grant Acceptance (Federal Aviation Administration AIP Project No. 3-53-0007-033-2019)

*Presented by Fred Salisbury, Chief Operations Officer*

Following presentation and discussion;

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

Accept the Federal Aviation Administration Grant offer for the Airfield Lighting, Signage, NAVAID, Electrical Improvements Project in the amount of \$2,246,728.00 and authorize the Commission President to execute the grant agreement, file the application, and authorize the official representative to act in connection with the application and to provide such additional information as may be required.

**MOTION CARRIES, 2-0**

**Commission New Business** - None

**Staff Reports**

*Warren Hendrickson, Airport Manager*

- Provided a schedule for the annual Fly-In and Car Show being held at the airport the Saturday of Labor Day weekend. He reported on details of the various events taking place noting that, with the help of Marketing Coordinator Spenser Czuleger, a new airport brochure was put together and will be handed out to all pilots. He thanked Avian for offering all participating volunteer pilots a fuel discount and for hosting a BBQ for all volunteers. Further detail was provided on the Young Eagles flights and the marketing/advertising for the event along with discussion on the car show.

*Jim Rothlin, Chief Executive Officer*

- Along with James Weaver, Director of Marine Facilities, met with Sound West Group on progress of their Marina Square development with discussion centered around how soon parking could be available for marina tenants. Mr. Weaver responded to questions from the Board.
- Reminder that on September 24 the Port is hosting a legislative luncheon with a presentation, tour, and discussion about upcoming capital projects. SAFE Boats will also be providing a tour of their facility.
- November 19 is the date for the community meeting during which the economic impact the Port provides to the community will be shared.

- Blackberry festival is this upcoming weekend which signifies the end of boating season at the marinas. It is also Labor Day weekend and all moorage is booked with waitlists at both marinas.
- American Cruise Lines will be visiting the Bremerton Marina again on Saturday, September 21, departing the next day; another visit is scheduled for October 9. Mr. Weaver responded to questions from the Board about what the Port can offer the cruise ship during their visits. Commissioner Stokes offered to lead a tour of the U.S. Naval Undersea Museum in Keyport. Mr. Rothlin commended marina staff for all their efforts during the cruise ship visits.

**Commission Reports - None**

**Executive Session**

President Stokes recessed the meeting at 6:30 p.m. and reconvened into executive session at 6:35 p.m. for approximately 15 minutes regarding: real estate [RCW 42.30.110(1)(c)]. At 6:50 p.m. executive session was extended five minutes.

At 6:55 p.m. the regular meeting was reconvened.

**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  
September 5, 2019

Axel Strakeljahn  
Commission Secretary  
September 10, 2019

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

**MINUTES**

August 27, 2019  
6:35 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 6:35 p.m., August 27, 2019.

**Commissioners and Staff Present**

Commissioners

Larry Stokes  
Cary Bozeman

Staff Members

Jim Rothlin      Arne Bakker  
Fred Salisbury      Anne Montgomery, Atty

**Item #1:** 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 6:55 p.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
September 5, 2019

Axel Strakeljahn  
Commission Secretary  
September 10, 2019



**Proposed 2020 Budget Draft - Community Activities**

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
	<b>Final Budget</b>	<b>Final Budget</b>	<b>Final Budget</b>	<b>Final Budget</b>	<b>Proposed Budget</b>
<b>Allocation of Port Resources to Community Agencies / Groups</b>					
Kitsap Regional Coordinating Council	8,800.00	9,199.00	9,658.95	9,336.10	9,336.00
Puget Sound Regional Council	4,766.00	4,957.00	5,155.28	5,361.49	5,155.00
Washington Public Ports Assn.	11,125.00	11,125.00	11,125.00	11,125.00	11,558.00
Kitsap Economic Development Alliance (KEDA)	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Kitsap Aerospace & Defense Alliance (KADA)	10,000.00	10,000.00	10,000.00	10,000.00	15,000.00
Leadership Kitsap		1,000.00	1,000.00	1,000.00	1,000.00
Visit Kitsap Peninsula	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
<b>Sub -Totals</b>	<b>51,716.00</b>	<b>53,306.00</b>	<b>53,964.23</b>	<b>53,822.59</b>	<b>59,049.00</b>
<b>Other Community Events</b>					
Blackberry Festival/Bremerton Rotary	1,000.00	1,000.00	1,000.00	2,500.00	2,500.00
Airport Fly-In & Car Show	1,000.00	1,000.00	5,000.00	2,500.00	7,500.00
Wing of Freedom					1,000.00
Bremerton Pilots Association	3,500.00	3,500.00	3,500.00	5,250.00	7,000.00
Bremerton Bridge Blaster					11,000.00
Explore Port Orchard	1,000.00	1,000.00	1,000.00	0.00	1,000.00
Fathoms of Fun (POM)	2,500.00	2,500.00	2,500.00	2,500.00	2,750.00
Fathoms of Fun (POM)			2,500.00	2,500.00	2,750.00
KEDA Decision Makers I & II	850.00	850.00	850.00	850.00	850.00
Kitsap Peninsula Water Trails			250.00	250.00	250.00
Kitsap Harbor Festival	5,000.00	4,000.00	3,000.00	2,500.00	2,500.00
Legislative Luncheon			2,000.00	2,000.00	2,000.00
Puget Sound Naval Association			15,000.00	0.00	
Future Economic Development Opportunities				10,000.00	
Rock the Dock (Bremerton Marina)	5,000.00	5,000.00	5,000.00	2,500.00	5,000.00
West Sound Expo	300.00	300.00	150.00	-	
Other	350.00	1,000.00	1,000.00	-	2,000.00
<b>Sub -Totals</b>	<b>23,500.00</b>	<b>20,150.00</b>	<b>42,750.00</b>	<b>33,350.00</b>	<b>48,100.00</b>
<b>TOTAL</b>	<b>75,216.00</b>	<b>73,456.00</b>	<b>96,714.23</b>	<b>87,172.59</b>	<b>107,149.00</b>