

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

**A G E N D A**

February 14, 2017  
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 24, 2017.
- B. Payment of checks #102132 through #102157 and #75347 through #75356 and #75364 through #75436 from the General Fund for \$404,213.11; #75357 through #75363 from the Construction Fund for \$23,061.27 and the payment of payroll taxes for \$15,731.70.

**Information Items**

1. Skypark Preliminary Site Plan – John Piccone, P.E., Sealaska Environmental Services
2. 2017 Seattle Boat Show Report – Bob Wise, Marsh Andersen, LLC
3. Year-End Review and Looking Forward, Jim Rothlin, Port CEO

**Work Study Session**

**Citizen Comments:** *Open to the public for comment on subjects not listed on the agenda. 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 2017-08 authorizing application for State of Washington Community Economic Revitalization Board (CERB) financial assistance for preliminary engineering, planning and permitting for the Port Orchard Marina Breakwater repair project.

**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>Date</u>	<u>Time</u>	<u>Meeting</u>
02/14/17	6 pm	*Commission Regular Meeting – Bill Mahan Conference Room
02/16/17	3 pm	Kitsap Economic Development Alliance (KEDA) Board Meeting
02/21/17	1 pm	Kitsap Regional Coordinating Council (KRCC) Executive Committee
02/23/17	9 am	Puget Sound Regional Council (PSRC) Operations Committee
02/23/17	10 am	PSRC Executive Board
02/28/17	12:30 pm	Kitsap Aerospace & Defense Alliance (KADA) Steering Committee
02/28/17	6 pm	*Commission Regular Meeting – Bill Mahan Conference Room

*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 24, 2017  
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. and led the Pledge of Allegiance.

**Commissioners and Staff Present**

Commissioners

Axel Strakeljahn  
Larry Stokes  
Cary Bozeman

Staff Members

Jim Rothlin  
Fred Salisbury  
Sherman Hu  
Steven Sparks  
Ginger Waye  
Anne Montgomery, Atty

**Approval of Agenda**

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

Approve the Agenda as presented.

**MOTION CARRIES, 3-0**

**Consent Items**

- A. Minutes of the regular business meeting and executive session of January 10, 2017.
- B. Payment of checks #102102 through #102131 and #75279 through #75284 and #75297 through #75346 from the General Fund for \$216,189.19; #75285 through #75296 from the Construction Fund for \$202,002.78 and the payment of payroll taxes for \$17,477.99.
- C. Fund Transfer Resolutions:
  - Resolution 2017-05 monthly transfer to the General Fund: \$72,427.76 from the Airport Fund; \$20,976.15 from the Harbor Fund; \$17,705.97 from the Airport-Industrial Development Fund.
  - Resolution 2017-06 transferring \$32,000 from the General Fund to the Airport Fund.

- Resolution 2017-07 transferring \$217,388.77 from the General Fund to the Construction Fund.

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

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

### **Information Items**

1. 2017 Boat Show Marketing Update – Bob Wise, Marsh Andersen LLC

CEO Rothlin introduced this item providing background on the Seattle Boat Show and how the Port participates including staff representation.

Mr. Wise conveyed the benefits to boat show marketing noting that in collaboration with the 2 for 1 promotion, it has been a key contributing factor to increasing the Bremerton Marina occupancy rate to 83% with 35 new contracts signed at last year's Seattle Boat Show and 17 new customers from the Port Townsend Wooden Boat Festival. He discussed the schedule for the boat show with expected attendance between 35,000-38,000 and they are absolutely the target audience.

He reviewed other marketing strategies that are currently in use including a marketing packet that was sent to every yacht club commodore throughout the state. There was discussion with the Board on the cost for participating in the boat show including labor cost. Mr. Wise will provide a follow-up report with accurate numbers after the show and will include return on investment (ROI).

2. Bremerton National Airport (BNA) Projects Update – Fred Salisbury, Director, Airport & Real Estate

Mr. Salisbury provided an update on the following Federal Aviation Administration (FAA) airport projects:

- Automated Weather Observing System (AWOS) / AWOS-C Upgrade
  - FAA will begin the estimated three-week project to upgrade the AWOS system in February.
  - Once complete and certified, will begin discussions with National Weather Service (NWS) and National Oceanic and Atmospheric Administration (NOAA) to begin providing Terminal Aerodrome Forecast (TAF) weather reporting giving pilots a better ability to transit BNA.
  - FAA fully-funded project. Port will provide upgraded computer system.
- Runway Sealcoat and Restriping Project.
  - FAA has approved engineering and construction management scope of work and fee with WH Pacific. Contract has been executed.
  - Discussed engineering fees, construction estimates and construction schedule.
  - FAA pays 90% of project costs.

- In response to Commission questions, Mr. Salisbury discussed the process and FAA requirements for extending the runway.
3. Bremerton Aviation Education Center (BAEC) – Mike Friend, Experimental Aircraft Association (EAA) President

Mr. Friend provided background on himself, EAA Chapter 406, and their Young Eagles program. He discussed addressing the needs of the future for supplying personnel for the aviation industry.

He provided a summary of the two options for a building on the airport to be used by pilot organizations and to provide a service to the community as an educational facility for the aviation industry.

- Option 1 – construct a new building
- Option 2 – re-purpose existing building (fire station)

Discussed proposed funding model and provided estimated capital costs of both options. Before proceeding further, EAA wants to make sure there is Port Commission support for the BAEC. Mr. Friend responded to Commission questions and suggestions and received positive endorsement for the BAEC from the Board.

#### **Work Study Session - None**

#### **Citizen Comments**

John Hanson, Bremerton Historic Ships Association President

- Thanked the Board for the funding the Port provided for the USS Turner Joy Preservation project. He noted that due to scheduling issues with the drydock company, removal of the Turner Joy from its current location has been moved up by over a month to early February. He expressed appreciation to Port staff for working diligently to produce an option for a temporary breakwater for Bremerton Marina protection and noted the efforts of Steven Sparks, Director of Facilities & Planning, for working within such a tight time-frame.
- Provided an update on events, education and training taking place on and for the USS Turner Joy.

Jerry McDonald, City of Bremerton Council Member

- Commended Mr. Salisbury for working with EAA on the aviation program. He discussed what is happening in the local schools and thinks the program is a great idea and there is great potential for BAEC.

**Action Items** - None

## **New Business**

*Commissioner Stokes*

- Would like to consider being more informed, possibly having additional presentations by staff; ideally at Port meetings.

## **Staff Reports**

*Jim Rothlin, Chief Executive Officer*

- Mr. Sparks is working diligently to try and find the quickest and most efficient way to provide a temporary breakwater for the marina while the Turner Joy is in drydock. He discussed options and potential cost stating it seems the best option is to bring in a barge. Mr. Sparks discussed details on engineering needs and anchoring.
- Washington Public Ports Association (WPPA) is active during this 2<sup>nd</sup> week of the legislative session. He discussed some of the legislation WPPA is working on.
- There was discussion with commissioners and attorney regarding Mason County's plans to request legislative capital funding to extend sewer to Port properties.

## **Commission Reports**

*Commissioner Stokes*

- Reported on the Kitsap Aerospace & Defense Alliance (KADA) meeting he attended earlier in the day. KADA has selected John Powers, Tim Thomson, and Kitsap County Commissioner Charlotte Garrido to represent KADA at the 2017 Paris Air Show. If the Port chooses to send a representative, KADA has agreed to pay half the cost.

**Executive Session** - None

## **Adjournment**

There being no further business before the Board, the meeting was adjourned at 7:18 p.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
February 9, 2017

Cary Bozeman  
Commission Secretary  
February 14, 2017

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

Agenda Item No: Action Item #1

Subject: Authorization for application for CERB Planning Grant for engineering & permitting for the Port Orchard Marina breakwater repair/upgrade project

Exhibits: Resolution 2017-08

Prepared By: Steven Sparks, Director of Facilities & Planning

Meeting Date: February 14, 2017

Summary:

The Port is in the process of applying for a grant with Port cost-sharing to help fund engineering and permitting effort for the POM breakwater repair/upgrade project. As a threshold requirement, the Port is to pass a resolution as the local government authorizing a CERB (Community Economic Revitalization Board) application. The Resolution simply states the Port's position as to why this effort is required. The goal of the grant will be to allow the Port to help assess best means for repairs and upgrades to the Breakwater and utility upgrades and the costs associated. The engineering evaluation will address options for repairs, means of upgrades to existing systems or replacement and best direction for long term benefits. The permitting effort will provide necessary JARPA / Corps of Engineer permits for the breakwater and also a more efficient means for other major repairs with the Capital Planning process for the Marinas. The effort is anticipated to cost approximately \$68,000 with the CERB portion to supplement at \$48,000. The engineering, planning and permitting effort will be undertaken by one or more engineering and environmental planning firms with the following deliverables: Engineering Report, Schematic Drawings, cost estimates and a 5 to 10 year Maintenance Permit.

Fiscal Impact:

The engineering & planning effort is included in the 2017 budget under POM breakwater project.

Recommendation:

Move for approval of Resolution 2017-08 authorizing an application to CERB for planning grant funding leading to engineering, planning and permitting for \$48,000 with a total project cost of approximately \$68,000.

Motion for Consideration:

**Move to approve Resolution 2017-08 authorizing application to CERB for planning grant funding leading to engineering, planning, and permitting for the Port Orchard Marina breakwater repair project.**

**PORT OF BREMERTON  
KITSAP COUNTY, WASHINGTON  
RESOLUTION NO. 2017-08  
DATED: February 14, 2017**

**A RESOLUTION** of the Board of Commissioners, Port of Bremerton, authorizing an application to the State of Washington Community Economic Revitalization Board for financial assistance for engineering, planning and permitting for the Port Orchard Marina Breakwater repair project.

**WHEREAS**, this effort is to serve the Port to help develop its long term mission goals, Port Orchard Marina assets, support the 6 to 10 year capital planning program and maintenance program; and

**WHEREAS**, this study will engage qualified engineering and environmental firms who will work with Port staff to begin the studies and documentation phases/tasks by as early as April 2017; and

**WHEREAS**, the short term benefits will be to allow the Port to help assess best means for repairs and upgrades to the Breakwater and utility upgrades and the costs associated. The engineering evaluation will address options for repairs, means of upgrades to existing systems or replacement and best direction for long term benefits. The permitting effort will provide necessary JARPA / Corps of Engineer permits for the breakwater and also a more efficient means for other major repairs with the Capital Planning process for the Marinas; and

**WHEREAS**, the engineering, planning and permitting effort will provide the following deliverables: report; drawings in 11 x 17 format; cost estimates; and a 5 to 10 year maintenance permit; and

**WHEREAS**, the Port of Bremerton has limited funds for this engineering effort and study.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners, Port of Bremerton, that the Port apply for a grant of \$48,000 from the State of Washington Community Economic Revitalization Board to assist in the engineering & planning studies & permitting for the Port Orchard Marina Breakwater repair project and that the Port of Bremerton portion of the contract would be \$20,000.

**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 February, 2017 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission.

ATTEST:

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Commission President

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Commission Vice President

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