

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

A G E N D A

February 28, 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 and executive session of February 14, 2017.
- B. Payment of checks #102158 through #102187 and #75437 through #75442 and #75450 through #75517 from the General Fund for \$173,841.95; #75443 through #75449 from the Construction Fund for \$30,401.41 and the payment of payroll taxes for \$17,737.26.
- C. Fund Transfer Resolutions:
 - Resolution 2017-09 monthly transfer to the General Fund: \$92,274.63 from the Airport Fund; \$301,815.08 from the Harbor Fund; \$59,283.45 from the Airport-Industrial Development Fund.
 - Resolution 2017-10 transferring \$24,000.00 from the General Fund to the Airport Fund.
 - Resolution 2017-11 transferring \$100,000.00 from the General Fund to the Harbor Fund.

Information Items

1. Girl Scouts of Western Washington Discover Aviation Program – Dave Cisneros
2. Dark Fiber Optics Infrastructure – Nelson Holmberg, Port of Ridgefield

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

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>02/28/17</i>	<i>12:30 pm</i>	<i>Kitsap Aerospace & Defense Alliance (KADA) Steering Committee</i>
<i>02/28/17</i>	<i>6 pm</i>	<i>*Commission Regular Meeting – Bill Mahan Conference Room</i>
<i>03/07/17</i>	<i>10:15 am</i>	<i>Kitsap Regional Coordination Council (KRCC) Executive Board</i>
<i>03/08/17</i>	<i>1 pm</i>	<i>Puget Sound Regional Council (PSRC) Economic Development District</i>
<i>03/14/17</i>		<i>Legislative Luncheon in Olympia</i>
<i>03/14/17</i>	<i>6 pm</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

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

President Strakeljahn called the meeting to order at 6:00 p.m., February 14, 2017, 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
Kathy Garcia
Victoria Peters
Ginger Waye
Gordon Walgren, Atty
Jim Ryan, Atty

Approval of Agenda

It was moved by BOZEMAN, seconded by STOKES to:

Approve the Agenda as presented.

MOTION CARRIES, 3-0

Consent Items

- 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.

It was moved by STOKES, seconded by BOZEMAN to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Information Items

1. Sky Park Preliminary Site Plan – John Piccone, P.E., Sealaska Environmental Services
Steven Sparks, Director of Facilities & Planning, introduced John Piccone and provided background on Mr. Piccone, Sealaska, and the Sky Park development project consisting of 35 acres of property. He also reviewed the Sky Park planning process.

Using a PowerPoint presentation, Mr. Piccone showed a schematic layout of the Sky Park site development of 5 sites discussing detail on the access roads and rough grading; water main and sewer line extensions; and proposed stormwater plan including probable cost ranges for all facets. He provided key recommendations to move forward in this development process.

There was full discussion with the Board on the development process and funding options and how development could be phased.

2. 2017 Seattle Boat Show Report – Bob Wise, Marsh Andersen, LLC

Mr. Wise began with an update on the Bremerton Marina occupancy numbers which set a new record for January occupancy at 186 or 86%. He discussed the “stickiness” of the 2 for 1 promotion which has a high rate of retention and the survey methods for when boaters do leave the marina. There was discussion on providing lower rates for trailerable boats. Kathy Garcia, Marina Operations Manager, explained there is already a “small boat” rate available in Bremerton.

Using a PowerPoint presentation, Mr. Wise outlined 2017 boat show details and statistics highlighting the new display booth. He also provided boat show ROI (return on investment) numbers and responded to commissioner questions related to the ROI and booth space. Victoria Peters, Marketing & Communications Coordinator, discussed the feedback received on boat show advertising.

Mr. Wise listed other current marketing activities and discussed the upcoming Trawler Fest which will be at Bremerton Marina May 18-20 and will be a significant event for the Bremerton community. There was discussion with the Board on liveboard capacity within the marina.

3. Year-End Review and Looking Forward – Jim Rothlin, Port CEO

Mr. Rothlin delivered a detailed PowerPoint presentation providing a review of 2016 and plans for 2017. He highlighted the following for 2016:

- Projects completed at all facilities
- Business development activity including detail on marketing of the airport, industrial park, and marinas; business trip to Farnborough International Airshow; and several other notables
- General overview of the year including successes and areas for improvement

He continued with a look at the plans for 2017 including:

- Upcoming projects at all facilities
- Business development opportunities at marinas, airport, and industrial areas
- Operations system improvements
- Administrative staffing and communication channels
- Prioritization of resources
 - Where we are now
 - Vision
 - How can we get there

There was discussion with the Board on the Port being on the move and growing and leading the community but having a lot on its plate so there is a need for the Board and staff to work together on paring down the obligations and designing a plan in order to support its mission of creating jobs and economic development.

Work Study Session - None

Citizen Comments

John Hanson, President, Bremerton Historic Ships Association

- Provided an update on the USS Turner Joy renovation project and the process of moving the ship to dry-dock. Project is ahead of schedule and the ship may leave drydock on February 27.

Jim Posner, President, Bremerton Pilots Association (BPA) and Washington Pilots Association

- Reported that Fred Salisbury received a request from a cancer patient's wife to try to find a way to answer a lifelong dream of her husband's to fly. He put out a call to the BPA and member, Ryan LaPoint, stepped up and provided a flight to patient Kenny Jones.

Action Items

1. Resolution 2017-08 authorizing application for State of Washington Community Economic Revitalization Board (CERB) financial assistance for Port Orchard Marina Breakwater repair project.

Presented by Steven Sparks, Director of Facilities & Planning

It was moved by BOZEMAN, seconded by STOKES to:

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

Following discussion;

MOTION CARRIES, 3-0

New Business - None

Staff Reports

Steven Sparks, Director, Facilities & Planning

- Provided detail on getting the barge donated by Alaska Marine Lines in place to provide a temporary breakwater while the USS Turner Joy is in drydock.

Jim Rothlin, Chief Executive Officer

- Met with new Mason County Commissioner Kevin Shutty and discussed Port economic development and how it affects Mason County.

- Welcomed new employees Taylor Cottingham, Marina Office Assistant, and Jeremy Johnson, Port Attendant.

Commission Reports

Commissioner Strakeljahn

- Attended the Kitsap Regional Coordinating Council Executive Board meeting in which Countywide Planning Policies (CPP) were discussed.
- Reported on a meeting with Puget Sound Regional Council Executive Director Josh Brown and Kitsap Economic Development District board members related to Regional Economic Strategy. Regional Centers are also an ongoing topic.
- Chaired the recent West Sound Alliance meeting during which transportation initiative materials that will be provided to the legislature were discussed.

Executive Session

President Strakeljahn recessed the meeting at 8:20 p.m. and reconvened into executive session at 8:25 p.m. for approximately 30 minutes to review negotiations on the performance of a public contract [RCW 42.30.110(1)(d)]. At 8:55 p.m. executive session was extended for five minutes.

At 9:00 p.m. the regular meeting was reconvened.

Adjournment

There being no further business before the Board, the meeting was adjourned at 9:00 p.m.

Submitted,

Jim Rothlin
Chief Executive Officer
February 23, 2017

Approved,

Cary Bozeman
Commission Secretary
February 28, 2017

PORT OF BREMERTON
BOARD OF COMMISSIONERS
EXECUTIVE SESSION

MINUTES

February 14, 2017
8:25 PM

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

Call to Order

President Strakeljahn called the executive session to order at 8:25 p.m., February 14, 2017.

Commissioners and Staff Present

Commissioners

Axel Strakeljahn
Larry Stokes
Cary Bozeman

Staff Members

Jim Rothlin
Gordon Walgren, Atty
Jim Ryan, Atty

Item #1: Review of negotiations on the performance of a public contract were discussed [RCW 42.30.110(1)(d)].

With no further business to come before the Board, the meeting was adjourned into regular session at 9:00 p.m.

Submitted,

Approved,

Jim Rothlin
Chief Executive Officer
February 23, 2017

Cary Bozeman
Commission Secretary
February 28, 2017

PORT OF BREMERTON
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2017-09
DATED: February 28, 2017

A RESOLUTION of the Board of Commissioners, Port of Bremerton, providing for the transfer of monies to replenish the General Fund for warrants issued to cover expenses related to other funds during the month.

WHEREAS, all non-construction warrants were issued from the General Fund, and

WHEREAS, some of the expenses covered by the warrants related to other funds,
and

WHEREAS, the General Fund should be replenished for the monies related to other fund expenses.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners, Port of Bremerton that the Port Treasurer transfer monies between Port funds as follows:

1. Transfer \$92,274.63 from the Airport Fund to the General Fund.
2. Transfer \$301,815.08 from the Harbor Fund to the General Fund.
3. Transfer \$59,283.45 from the Airport-Industrial Development Fund to the General Fund.

ADOPTED by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 28th 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.

Commission President

Commission Vice-President

ATTEST:

Commission Secretary

PORT OF BREMERTON
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2017-10
DATED: February 28, 2017

A RESOLUTION of the Board of Commissioners, Port of Bremerton, providing for the transfer of monies from the General Fund to the Airport Fund.

WHEREAS, there exists additional monies in the General Fund, and

WHEREAS, there is a need for additional monies in the Airport Fund.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners, Port of Bremerton, that the Port Treasurer transfer monies between Port funds as follows:

1. Transfer \$24,000 from the General Fund to the Airport Fund.

ADOPTED by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 28th 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.

Commission President

Commission Vice-President

ATTEST:

Commission Secretary

PORT OF BREMERTON
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2017-11
DATED: February 28, 2017

A RESOLUTION of the Board of Commissioners, Port of Bremerton, providing for the transfer of monies from the General Fund to the Harbor Fund.

WHEREAS, there exists additional monies in the General Fund, and

WHEREAS, there is a need for additional monies in the Harbor Fund.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners, Port of Bremerton, that the Port Treasurer transfer monies between Port funds as follows:

1. Transfer \$100,000 from the General Fund to the Harbor Fund.

ADOPTED by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 28th 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.

Commission President

Commission Vice-President

ATTEST:

Commission Secretary