

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

**REVISED AGENDA**

January 14, 2025  
10:00 AM

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

The Port of Bremerton Board of Commissioners have resumed in-person meetings but are maintaining the option for the public to participate remotely as well. The public is invited to view and/or participate in the hybrid meeting by attending in person or through one of the following options:

- To stream online only (via BKAT feed, with no interaction possible):  
<https://bremerton.vod.castus.tv/vod/?live=ch1&nav=live>
- To join the online Zoom meeting: <https://us02web.zoom.us/j/3359030010>
- For audio only; dial 1.253.215.8782; Meeting ID: 335 903 0010

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**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 December 10, 2024.
- B. Payment of checks #902588 through #902589 and #902590 and #902591 and #902592 through #902601 and #86483 through #86491 and #E02425 through #E02431 and #86492 and #E02432 and #86493 through #86513 and #E02433 through #E02447 and #902602 through #902607 and #902608 through #902611 and #902612 and #902613 through #902616 and #902617 and #86514 through #86551 and #E02448 through #E02469 and #902618 through #902621 and #902622 and #902623 through #902626 from the General Fund for \$393,969.52. VOID CK #86476.
- C. Resolution 2025-01 authorizing the CEO to sell and convey Port property of \$10,000 or less during calendar year 2025.

**Citizen Comments:** *Open to the public for comment. Speakers are asked to keep their comments to less than 3 minutes. Please feel free to submit further comments in writing to the Clerk of the Board (gingerw@portofbremerton.org).*

### **Action Items**

1. Acceptance of Donated Bench from Rotary Club of South Kitsap

### **Recess the Public Meeting to open Bremerton Economic Development Corporation (BEDC) Meeting**

1. Approval of Minutes of the January 9, 2024 meeting.
2. Election of Officers for 2025

### **Adjourn the BEDC Meeting and Reconvene Regular Meeting**

### **Staff Reports**

### **Commission Reports / New Business**

### **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>01/14/2025</i>	<i>10:00 am</i>	<i>*Commission Regular Business Meeting – Hybrid</i>
<i>01/16</i>	<i>12:00 pm</i>	<i>Kitsap Regional Coordinating Council (KRCC) Executive Committee</i>
<i>01/23</i>	<i>10:00 am</i>	<i>Puget Sound Regional Council (PSRC) Executive Board</i>
<i>01/28</i>	<i>10:00 am</i>	<i>*Commission Regular Business Meeting – Hybrid</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**

December 10, 2024  
10:00 AM

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

**Commissioners and Staff Present**

Commissioners

Gary Anderson  
Cary Bozeman  
Axel Strakeljahn

Staff Members

Jim Rothlin  
Arne Bakker  
Aaron Schielke  
James Weaver  
James Goodman

Cole Barnes  
Ginger Waye  
Stephanie Frame  
Erica Filler  
Anne Montgomery, Atty

**Call to Order**

President Anderson called the meeting to order at 10:00 a.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**

**Executive Session**

President Anderson recessed the meeting at 10:03 a.m. and reconvened into executive session at 10:05 a.m. for approximately 15 minutes for the purpose of considering the price and terms at which real estate may be leased or sold when public discussions could disadvantage the Port's negotiations [RCW 42.30.110(1)(c)]; evaluate the performance of a public employee [RCW 42.30.110(1)(g)]; and discuss with legal counsel current or potential litigation [RCW 42.30.110(1)(i)].

At 10:20 a.m., the executive session was extended to 15 minutes and at 10:35 a.m., an additional 15 minutes.

At 10:50 a.m. the regular meeting was reconvened.

## Consent Items

- A. Minutes of the regular business meeting of November 26, 2024.
- B. Payment of checks #902569 and #86425 through #86468 and #E02397 through #E02410 and #902570 through #902573 and #902574 and #902575 through #902578 and #86469 through #86482 and #E02411 through #E02424 and #902580 through #902583 and #902584 through #902587 from the General Fund for \$219,041.76. VOID #86347.
- C. Seventh Amendment to Chief Executive Officer Employment Agreement.

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

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

## Information Items

1. Airport Feasibility Survey Analysis – Kevin Mulcaster, Mead & Hunt and Nicholas Mirra, Maul Foster & Alongi (MFA)

Mr. Mulcaster provided background on himself and his company. He began the presentation with an overview of the Feasibility Study which is currently in Phase I with Task 1, the community outreach and survey being completed. He provided detail on upcoming Task 2, Air Service Assessment; and Task 3, Air Cargo Assessment explaining the meanings of commercial passenger service and cargo service. He described the study's focus and what is and is not being evaluated in Phase I.

Mr. Mirra provided background on himself and MFA explaining their main focus is on the community engagement/communication portion of the study. He stated the Port is aware that there is not enough information available now to make an informed decision so reaching out to the community and receiving their input is vital so it can be included in the decision-making process. He provided detail on the online open house and survey that was completed on November 18, 2024 and included 2,733 responses. He described the survey questions and results stating there was not one definitive community answer except that there is interest in this study and people want to know more. In closing his portion of the presentation, Mr. Mirra provided the overall takeaways from the survey:

- Strong feelings both for and against new service.
- High level of community interest in learning more.
- Quality of life is the biggest area of both interest and concern.
- Economic benefits are secondary to quality-of-life issues.

Mr. Mulcaster and Mr. Mirra responded to questions and comments from the Board throughout the presentation along with input from CEO Rothlin.

Next steps were discussed with a second report to the Board scheduled for February 2025.

2. Recognition for former Port Commissioner Larry Stokes – Erica Filler, Marketing & Communications Coordinator

CEO Rothlin introduced the subject as an idea brought forth by Commissioner Strakeljahn. Ms. Filler provided three options for sites within Port Orchard Marina Park along with three sign and wording options. Following discussion, it was determined that the appropriate location would be at the entrance to the Park, the plaque will not contain a photo, and further work is needed on the text. It was also determined that before moving forward, Commissioner Strakeljahn will discuss with the Stokes family so their thoughts can be considered.

**Citizen Comments** - None

### **Action Items**

1. Resolution 2024-09 Revising the Schedule to Conduct Regular Public Meetings  
*Presented by Jim Rothlin, Chief Executive Officer*

Following presentation and discussion:

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

Approve Resolution 2024-09 revising the schedule to conduct regular public meetings each month to reflect 10:00 a.m. as the start time for both second and fourth Tuesdays.

**MOTION CARRIES, 3-0**

### **Staff Reports**

*Jim Rothlin, Chief Executive Officer*

- Employee Milestones:
  - Kristie Miller, Senior Accountant, celebrates 5 years with the Port.
  - Jim Rothlin, CEO, reflected on his past 11 years with the Port.
  - James Goodman, Director of Facilities & Property Development, received his Master of Science Degree in Management and Leadership.
- Reported on a Bremerton Marina tenant's fuel tank failure over Thanksgiving resulting in a significant diesel spill in the marina. James Weaver, Director of Marina Facilities, detailed the spill response and clean-up efforts by State and Federal agencies with assistance from Port staff.
- Reported on Port Orchard's Holiday on the Bay Festival held last weekend. After last year's Christmas tree lighting fiasco, this year went well with great teamwork from the marina, local businesses, and the city.
- Stated the next regular business meeting is scheduled for December 24 so the Board agreed to cancel that Christmas Eve meeting.

- Will be attending the Washington Public Ports Association (WPPA) annual meeting in Bellevue this week noting that he has been elected to serve a two-year term as treasurer on the WPPA executive committee.

### **Commission Reports / New Business**

#### *Commissioner Bozeman*

- Announced his upcoming 84<sup>th</sup> birthday and 60<sup>th</sup> anniversary in public service reflecting on previous awards and commendations and some of his most proud moments such as beginning the process of changing Boys Club to Boys and Girls Club and being CEO and Commissioner for the Port of Bremerton. He stated that life is never about your circumstances; it is about your choices.

#### *Commissioner Strakeljahn*

- Reported on the recent Central Puget Sound Economic Development District (CPSEDD) Board meeting.

#### *Commissioner Anderson*

- Attended Holiday on the Bay stating it was great to see Port Orchard responding in the way it did under new management.

### **Adjournment**

There being no further business before the Board, the meeting was adjourned at 11:57 a.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
January 9, 2025

Axel Strakeljahn  
Commission Secretary  
January 14, 2025

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

**MINUTES**

December 10, 2024  
10:05 AM

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

**Call to Order**

President Anderson called the executive session to order at 10:05 a.m., December 10, 2024.

**Commissioners and Staff Present**

Commissioners

Gary Anderson  
Cary Bozeman  
Axel Strakeljahn

Staff Members

Jim Rothlin  
Arne Bakker  
Anne Montgomery, Atty

**Item #1:** Considered the price and terms at which real estate may be leased or sold when public discussions could disadvantage the Port's negotiations [RCW 42.30.110(1)(c)].

**Item #2:** Discussed with legal counsel current or potential litigation [RCW 42.30.110(1)(i)].

**Item #3:** Evaluated qualifications or performance of a public employee [RCW 42.30.110(1)(g)].

With no further business to come before the Board, the meeting was adjourned into regular session at 10:50 a.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
January 9, 2025

Axel Strakeljahn  
Commission Secretary  
January 14, 2025

**PORT OF BREMERTON  
KITSAP COUNTY, WASHINGTON  
RESOLUTION NO. 2025-01  
DATED: January 14, 2025**

**A RESOLUTION** of the Board of Commissioners, Port of Bremerton, authorizing the Port's Chief Executive Officer to sell and convey port district property of Ten Thousand Dollars (\$10,000) or less in value according to the criteria outlined in RCW 53.08.090. This authority shall be in force for the calendar year 2025.

**WHEREAS**, RCW 53.08.090 provides that the Bremerton Port Commission may authorize the Chief Executive Officer to sell and convey port district property of \$10,000 or less in value, and

**WHEREAS**, prior to any such sale or conveyance, the Chief Executive Officer shall itemize and list the property to be sold and make written certification to the Port Commission that the listed property is no longer needed for port district purposes, and

**WHEREAS**, any large block of the property having a value in excess of \$10,000 shall not be broken down into components of \$10,000 or less value and sold in the smaller components unless the small components be sold by public competitive bid, and

**WHEREAS**, no property which is a part of the comprehensive plan of improvement or modification thereof shall be disposed of until the comprehensive plan has been modified to find the property surplus to port needs. The comprehensive plan shall be modified only after public notice and hearing provided by RCW 53.20.010, and

**WHEREAS**, this resolution shall not repeal or modify procedures for property sales within industrial development districts as set forth in chapter RCW 53.25, and

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners, Port of Bremerton, that the Chief Executive Officer is authorized to sell and convey port district property of Ten Thousand Dollars (\$10,000) or less in value according to the terms of this resolution and according to the criteria established in RCW 53.08.090, and

**BE IT FURTHER RESOLVED**, that this authority shall be in force for the calendar year 2025.

**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 January 2025 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission.

\_\_\_\_\_  
Commission President

ATTEST:

\_\_\_\_\_  
Commission Vice President

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



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

Agenda Item No:    Action Item #1  
Subject:            Port Orchard Marina – Acceptance of Donated Bench  
Exhibits:           Donation Agreement Form  
Prepared By:       James Weaver, Director of Marine Facilities  
Meeting Date:      January 14, 2025

**Summary:**

Port Orchard City Councilman Mark Trenary and the South Kitsap Rotary approached the Port of Bremerton regarding a desire to donate to the public and to the Port of Bremerton, a metal bench for placement near the Port Orchard Marina Park Gazebo.

The donated bench is proposed to match similar Port Orchard City benches that have been donated throughout the waterfront. The bench is to have a dedication plaque. Attached is a donation agreement form with the location and type of bench that is proposed to be donated.

**Recommendation:**

The proposal and recommendation would be for the Port of Bremerton Commissioners to accept the proposed donation of the metal bench, as described in the attached document.

**Motion for Consideration:**

**Move to approve the acceptance of the proposed South Kitsap Rotary donation of a six-foot metal bench for installation at the Port Orchard Marina Park and authorize the Port CEO to execute the donation agreement.**



8850 SW STATE HWY 3  
 BREMERTON WA 98312  
 portofbremerton.org  
 Tel (360) 674-2381  
 Fax (360) 674-2807

**Commissioners**  
 Cary Bozeman  
 Axel Strakeljahn  
 Gary Anderson

**Chief Executive Officer**  
 Jim Rothlin

**Bremerton National Airport**  
 (360) 674-2381

**Olympic View Business & Industrial Park**  
 (360-) 674-2381

**Port Orchard Marina**  
 (360) 876-5535

**Bremerton Mariana**  
 (360) 373-1035

**DONATION TO PORT OF BREMERTON**

**South Kitsap Rotary** (“Donors”) donates to the **Port of Bremerton** (“Port”) the furniture, fixtures, and equipment listed on Exhibit A (the “Donated Property”).

The Donors and the Port have reviewed the proposed donation. The Donors irrevocably transfers all rights, title, and interest in the Donated Property from the Donors to the Port. The Donors also assigns to the Port any rights it may have in warranties associated with the Donated Property. The donation is without any future obligation on the part of the Donors or the Port.

As evidenced by the signature of the Port representative below, the Port accepts the donation.

**The Donors of the Donated Property**

By: Mark J. [Signature]  
 Title: Project Manager  
 Date: 1/6, 2025

**Port of Bremerton**

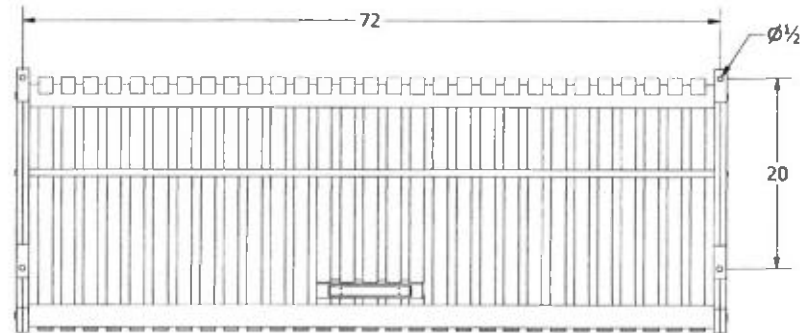
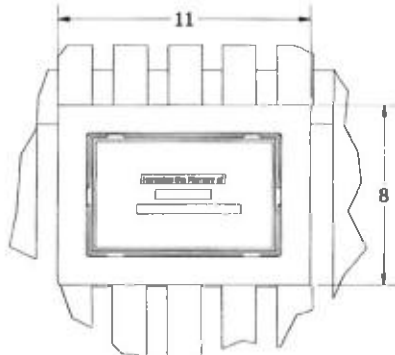
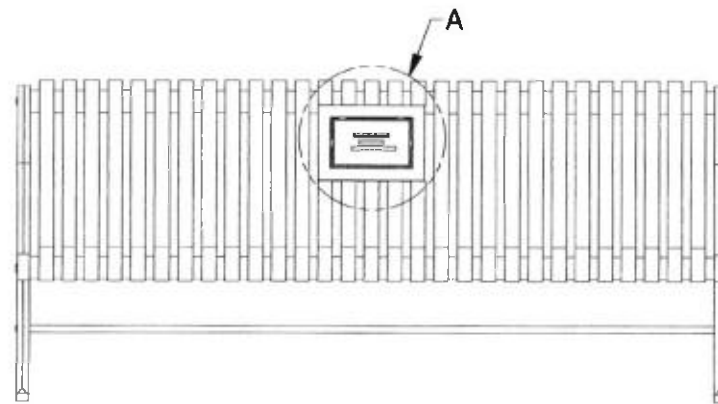
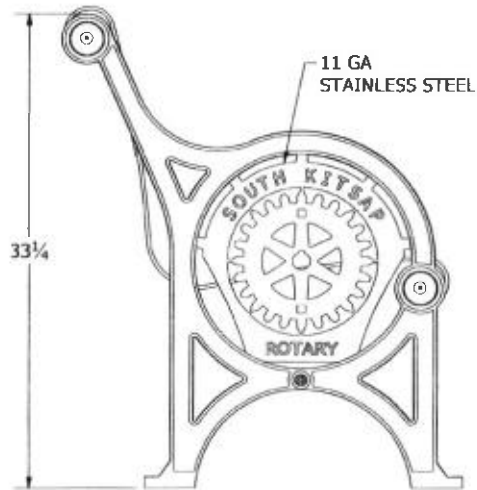
\_\_\_\_\_  
**Jim Rothlin, Port CEO**  
 Date: \_\_\_\_\_, 2025

EXHIBIT A

APPROVAL:


Signature authorizes Tourneault Steelworks to manufacture the product as shown

*TS* 7/17/2020



NOTES: UNLESS OTHERWISE SPECIFIED

- 1) COLOR/TEXTURES OF ALL COMPONENTS AS FOLLOWS:  
 - ALL METAL COMPONENTS TO BE POWDERCOATED  
 COLOR: SEE ORDER FOR DETAILS
- 2) NON-CORROSIVE ANCHOR HARDWARE PROVIDED BY OTHERS
- 3) ALL DIMENSIONS ARE NOMINAL, ACTUAL SIZE MAY VARY.

 TOURNEAULT STEELWORKS TITLE 2930 Faber Street Ukiah City, CA 95587		CUSTOM, <del>XXXXXXXXXX</del> BPT BENCH PZ-01C00-72	
SIZE DWG NO B TSC 190923215-001	ALL DIMENSIONS IN INCHES (SCALE: 1/12)	DRAWN DM	7/23/2020 SHEET 1 OF 1