

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

M I N U T E S

March 25, 2025
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	Cole Barnes
Arne Bakker	Ginger Waye
Aaron Schielke	Stephanie Frame
James Weaver	Anne Montgomery, Atty
James Goodman	

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 BOZEMAN, seconded by STRAKELJAHN to:

Approve the Agenda as presented.

MOTION CARRIES, 3-0

Consent Items

- A. Minutes of the regular business meeting of March 11, 2025.
- B. Payment of checks #902722 and #902723 and #902724 through #902725 and #902726 through #902729 and #E02578 through #E02580 and #902730 through #902733 and #E02581 and #E02582 and #86673 through #86698 and #E02583 through #E02595 and #902734 through #902745 and #E02596 from the General Fund for \$362,073.50.

It was moved by BOZEMAN, seconded by STRAKELJAHN to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Information Items

1. Airport Eastside NEPA Environmental Review – Theresa Dutchuk, DOWL

Introduced by CEO Jim Rothlin and presented by Ms. Dutchuk, the following areas were discussed:

- Work completed which included survey and geotechnical analysis in support of the 30% design, stormwater analysis, wetlands delineation, and partial cultural resources review.
- Additional work to be undertaken which includes finishing cultural resources review, endangered species act review, public meeting or public review, and finalizing NEPA document.
- NEPA environmental assessment (EA) schedule
- Estimated delivery of a final EA or a finding of no significant impact in January 2026.

Ms. Dutchuk responded to questions and comments from the Board and CEO throughout the presentation.

2. 2024 Year-End Financial Review – Aaron Schielke, Chief Financial Officer

CFO Schielke presented the 2024 financial review providing detail on the following:

- Revenues and expenses for the Port's three core businesses: Airport, Industrial Park, and Marine Facilities
- General and Administration (G&A) expenses and non-operating revenues. Discussion arose regarding the process for overtime pay approval.
- Schedule of Reserves including cash and investments; restricted and/or reserved funds; capital expenses; 6-month operating reserves; and additional reserves for capital use. Discussion arose on Port Orchard Marina Breakwater funding due to current federal grant funding uncertainty.
- Statutory debt limitation.

CFO Schielke and CEO Rothlin responded to questions and comments throughout the presentation.

Citizen Comments - None

Action Items

1. Bay Street Properties Environmental Remediation Project Bid Award to Innovative Construction Solutions
Presented by James Weaver, Director of Marine Facilities

Following presentation and after questions were addressed:

It was moved by STRAKELJAHN, seconded by ANDERSON to:

Award the Bay Street Properties Environmental Remediation project to Innovative Construction Solutions in the amount of \$287,196.68 and authorize the Port CEO to execute the contract.

MOTION CARRIES, 3-0

2. Airport Way Phase 2.2 Final Civil Engineering Amendment 1 with Parametrix
Presented by Arne Bakker, Chief Operations Officer

Following presentation and after questions were addressed:

It was moved by STRAKELJAHN, seconded by BOZEMAN to:

Approve Airport Way Phase 2.2 Civil Engineering Amendment 1 with Parametrix in the amount of \$12,500 and authorize the Port CEO to execute the amendment.

MOTION CARRIES, 3-0

Staff Reports

Jim Rothlin, Chief Executive Officer

- Employee Milestones:
 - After starting as a seasonal employee, Matt Sprague was recently hired as a regular Marina Port Attendant.
 - Cole Barnes, Airport Manager, recently completed his master's degree in aeronautics with a specialty in sustainability.
- The Port is beginning to see results from the boat show as the marinas are experiencing an early season increase in the number of boat club and rendezvous visits.
- American Cruise Lines begin their cruises into Bremerton Marina this month.
- Although it is early in the legislative budget process, our funding request for the airport feasibility study remains in the budget at this time.
- Provided a presentation on the Port to the Kitsap Building Association.

- There was discussion on current and upcoming City of Port Orchard (COPO) projects along the waterfront following Commissioner Bozeman's question related to COPO's pump station project near the Port Orchard Marina office. It was suggested to invite the Mayor to provide an update.

Commission Reports / New Business

Commissioner Bozeman

- Spoke to being pleased with where the Port is; how proud he is of the organization; and how it is moving forward in a responsible way.

Commissioner Anderson

- Will be attending the upcoming Kitsap Economic Development Alliance (KEDA) board meeting and reported that KEDA is keeping the Navy's SIOP front and center which helps him stay on top of what the Navy is doing.
- Reported on the recently attended Port Orchard Economic Development and Tourism Committee.

Executive Session

President Anderson recessed the meeting at 11:37 a.m. and reconvened into executive session at 11:45 a.m. for approximately 20 minutes for the purpose of considering the acquisition of real estate for which public discussion could disadvantage the Port's negotiations [RCW 42.30.110(1)(b)] and to discuss with legal counsel current or potential litigation [RCW 42.30.110(1)(i)].

At 12:05 a.m., executive session was extended approximately 10 minutes and at 12:12 p.m., the regular meeting was reconvened.

Adjournment

There being no further business before the Board, the meeting was adjourned at 12:12 p.m.

Submitted,



Jim Rothlin
Chief Executive Officer
April 3, 2025

Approved,



Axel Strakeljahn
Commission Secretary
April 8, 2025