

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

A G E N D A

September 11, 2018
10:00 AM

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 28, 2018.
- B. Payment of checks #103447 through #103477 and #78242 and #78243 through #78245 and #78253 through #78300 from the General Fund for \$162,863.00; #78246 through #78252 from the Construction Fund for \$199,919.67 and the payment of payroll taxes for \$18,543.19.

Information Items

1. Port Orchard Development Update – Steve Segó, Waterman Investment Partners

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.*

Action Items

1. Final Acceptance for the Olympic View Industrial Park Building #4 Roof Project with Humphrey Construction, Inc.

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>09/11</i>	<i>10:00 am</i>	<i>*Commission Regular Meeting – Bill Mahan Conference Rm</i>
<i>09/13</i>	<i>12 pm</i>	<i>Puget Sound Regional Council (PSRC) Economic Development Board Executive Committee</i>
<i>09/18</i>	<i>1 pm</i>	<i>Kitsap Regional Coordinating Council (KRCC) Executive Committee</i>
<i>09/20</i>	<i>1:30 pm</i>	<i>KRCC TransPOL</i>
<i>09/21</i>	<i>10 am</i>	<i>Peninsula Regional Transportation Planning Organization (RTPO)</i>
<i>09/25</i>	<i>12:30 pm</i>	<i>CANCELLED Kitsap Aerospace & Defense Alliance (KADA) Steering Committee</i>
<i>09/25</i>	<i>6 pm</i>	<i>*Commission Regular Meeting – Bill Mahan Conference Rm</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 28, 2018
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
Axel Strakeljahn

Staff Members

Jim Rothlin
Fred Salisbury
Sherman Hu
Arne Bakker
Tim Mensonides
Victoria Peters
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 STRAKELJAHN, 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 August 14, 2018.
- B. Payment of checks #103418 through #103446 and #78166 through #78170 and #78171 through #78241 from the General Fund for \$242,989.64; and the payment of payroll taxes for \$16,777.41.

It was moved by BOZEMAN, seconded by STRAKELJAHN to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Information Items

1. Update on signage for airport and industrial properties – Fred Salisbury, COO, and Victoria Peters, Marketing & Communications Coordinator

Mr. Salisbury and Ms. Peters provided the progress to date on:

- Proposed improvements to entry monuments: presented two versions of the airport/industrial entrance “sub-district” signs; one with a logo and one without. Following discussion, another version will be designed enlarging the text for the facility and decreasing the size of the current logo; once designed, it will be presented to the Board for their review.
- Improvements to directory signs in the industrial park: two versions of the directory signage was presented with discussion on the size of text being larger so easier to read, lighting, addition of tenant “specializing in” text, and other detail.
- Signage proposed along the roadway for each of the Port’s businesses: four versions of individual business signs were presented. Ms. Peters noted these signs might hold the opportunity to include the “specializing in” text. Following discussion, alternative 4 was the choice with emphasis on making sure the text is readable from the road.
- Proposed gateway monument at the north end of the property: a drawing was provided showing the project location of the site development improvements at the north end of the airport. The “district” sign which would let people know they were entering Port of Bremerton properties. There was discussion on the signage concepts with Board consensus that they were comfortable with the design ideas. There was further discussion on the potential for an electronic reader board. Staff will come back with options and costs.

Mr. Salisbury closed stating staff will provide the Board’s feedback to the design team and will come back with further concepts for review and then can move forward with pricing.

2. *Delayed until after Citizen Comments.*

Citizen Comments

Roger Gay, South Kitsap

- Interesting discussion on signage; would like the Port to consider including the marinas with the branding and suggested making mock-ups of signs to confirm readability prior to final production.

Brian Nilsen, Circuit of the Northwest

- Announced Circuit of the Northwest will be hosting Drafts and Drums on the Drag on September 22, 1:00PM – 9:00PM at Bremerton Motorsports Park. The event is a fundraiser for the Permission to Start Dreaming Foundation that supports military members who deal with post-traumatic stress and combat trauma.

Mike Walton, Kitsap Public Facilities District (PFD)

- Provided background on Kitsap PFD and their change in status which allows new projects to be funded and built in Kitsap County. He described the project proposal funding process and explained that funding can only be given to a public partner who has to match PFD funding at 30%. There was discussion on it not being in the Port's plan to have a financial interest in a tenant's project but there is a possibility for the match to include improvements made to Port land such as infrastructure. Kitsap PFD is currently waiting on the completion of a market study for the Circuit of the Northwest racetrack being considered for funding.

Jim Posner, Bremerton Pilots Association President

- Reported on the successful August 25 Bremerton Fly-In and Car Show at the airport.

Information Items – cont'd

2. Kitsap Resiliency Project – Resilient Ecosystems – Mark Boatwright-Frost, Director of Program Development and Patty Lent, Board Member

Mr. Boatwright-Frost conveyed that Board Member Patty Lent had been detained and would not be able to attend. He provided information on what is being done to address Cascadia Rising through the Kitsap Resiliency Project which has a goal of advancing the power of community resilience and self-reliance. It is a ten-year project which has been at play for about a year. He discussed their workshop series and film screenings; detailed current projects; funding mechanisms; and responded to questions from the Board.

Mr. Boatwright-Frost introduced Diane Arnold from the Kitsap County Disaster Airlift Response Team (DART) who provided background on the pilot volunteer program and the training exercise being held at the airport on September 8. Mr. George Steed, Washington Pilots Association President, provided more detail on the program stating the concept is to have mission ready planes throughout the state. The program is in its early stages, the exercise on the 8th is the first step.

Action Items

1. Bid Award to CHG Building Systems, Inc., for the 2018 Hangar Roofing Project.
Presented by Tim Mensonides, Airport Manager

It was moved by BOZEMAN, seconded by STRAKELJAHN to:

Approve the bid award to CHG Building Systems Inc. for \$73,012.56 and authorize the CEO to execute the contract and issue a Notice to Proceed.

Following discussion;

MOTION CARRIES, 3-0

2. Bremerton National Airport 2018 Runway and Taxiway Lighting Rehabilitation Engineering Services Grant Acceptance (Federal Aviation Administration AIP Project No. 3-53-0007-032)

Presented by Tim Mensonides, Airport Manager

It was moved by STOKES, seconded by BOZEMAN to:

Accept the Federal Aviation Administration Grant Offer for the 2018 Airport Lighting Design Project and authorize the Commission President to execute the grant.

Following discussion;

MOTION CARRIES, 3-0

Commission New Business - None

Staff Reports

Jim Rothlin, Chief Executive Officer

- Stated appreciation to all three commissioners for attending the Bremerton Fly-In and the Bremerton Aviation Center for Education (BACE) ribbon-cutting and to Tim Mensonides and Victoria Peters for all their hard work toward making the event successful.
- Reported on the Choose Washington NMA (new mid-market airplane) Council meeting held in the Port's conference room. Council members were provided transportation from the ferry terminal to the airport and provided a tour of the industrial park and airport. The goal was to familiarize the Council with the Port and Kitsap County.
- Reported on the Foreign Trade Zone (FTZ) 216 partnership of which the Port is a member. The partnership shares in the administrative and marketing costs involved in operating the FTZ. Because of revenues collected from companies using the zone, 98% of the expenses were covered and the remaining 2% was pulled from reserves so there will be no charges to the partners for 2019.

Commission Reports

Commissioner Strakeljahn

- Discussed the Choose Washington NMA Council meeting and the partnership with Kitsap Economic Development Alliance (KEDA) and Kitsap Aerospace & Defense Alliance (KADA) in bringing the meeting to Kitsap.
- Reported on the recent KADA meeting during which a recap of the Farnborough Air Show was presented.

Commissioner Stokes

- Also attended the NMA Council meeting. He encouraged the Port to remember that we are open for business to all; do not want pipeline vision where we only go after

aerospace. CEO Rothlin reported that there are six companies currently in the pipeline that are not aerospace.

Executive Session

President Stokes recessed the meeting at 7:40 p.m. and reconvened into executive session at 7:45 p.m. for approximately 30 minutes regarding: real estate issues [RCW 42.30.110(1)(c)].

At 8:15 p.m. the regular meeting was reconvened.

Adjournment

There being no further business before the Board, the meeting was adjourned at 8:15 p.m.

Submitted,

Jim Rothlin
Chief Executive Officer
September 10, 2018

Approved,

Axel Strakeljahn
Commission Secretary
September 11, 2018

Draft

PORT OF BREMERTON
BOARD OF COMMISSIONERS
EXECUTIVE SESSION

MINUTES

August 28, 2018
7:45 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 7:45 p.m., August 28, 2018.

Commissioners and Staff Present

Commissioners

Larry Stokes
Cary Bozeman
Axel Strakeljahn

Staff Members

Jim Rothlin
Fred Salisbury
Arne Bakker
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 8:15 p.m.

Submitted,

Approved,

Jim Rothlin
Chief Executive Officer
September 10, 2018

Axel Strakeljahn
Commission Secretary
September 11, 2018

PORT OF BREMERTON **AGENDA SUMMARY**

Agenda Item No: Action Item #1
Subject: OVIP 4 Roof Project – Final Acceptance
Exhibits: None
Prepared By: Tim Mensonides
Meeting Date: September 11, 2018

Summary:

On June 12, 2018 the Commission awarded the OVIP 4 (Triton Marine) Roof project to Humphrey Construction Inc., in the amount of \$86,110.00 (incl. WSST). The project involved the replacement of roof siding and the current roofing system with a TPO (thermoplastic polyolefin membrane system – similar to what was installed on the Airport Terminal roof in 2017). A 15 year warranty was included as part of the installation. On August 22, 2018 a final acceptance inspection was conducted by the Port. There were no change orders for the project.

Fiscal Impact:

The project was completed within the budgeted amount.

Recommendation:

Accept as final the construction contract with Humphrey Construction Inc., in the amount of \$86,110.00. The Port will release retainage once all applicable documentation is received.

Motion for Consideration:

Move to accept as final the OVIP 4 Roof Project construction contract with Humphrey Construction Inc., in the amount of \$86,110.00.