

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

MINUTES

November 27, 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
James Weaver
Victoria Peters
Ginger Waye
Jim Ryan, 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 of November 13, 2018.
- B. Payment of checks #103602 through #103632 and #78614 through #78617 and #78625 through #78679 from the General Fund for \$178,120.15; #78618 through #78624 from the Construction Fund for \$148,074.58 and the payment of payroll taxes for \$18,445.95.

It was moved by STRAKELJAHN, seconded by BOZEMAN to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Information Items

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

Mr. Salisbury reported that in follow-up to the airport and industrial park signage design concepts presented at the August 28, 2018, board meeting, Commission input has been incorporated into the design and the update is now being presented.

Ms. Peters presented the following:

- Four versions of Airport and industrial park entrance signs. Version #3 was preferred with discussion on the Port logo and lighting.
- Industrial park directory sign versions and business address sign options. Version 2 of the directory sign was recommended and Commissioners suggested increasing the size of the individual street/business signs. There was discussion on sizing requirements.
- Airport directory sign – discussion on potential for expansion if additional businesses need to be added.
- “District” sign – description of sign and sketch of location was provided. Ability to see sign from both directions was discussed.
- Diagram of aerial view was displayed showing overall sign locations.

Mr. Salisbury closed by stating staff will again meet with the consultant taking the Commission comments into consideration and come back with preferred alternatives after the first of the year.

Citizen Comments

Roger Gay, South Kitsap

- Related to the Port banking their excess levy capacity, he spoke to taxpayers wanting to see a Port plan on what is intended for the banked capacity.
- He also spoke to taxpayers wanting to see a plan for the potential interlocal agreement with the Kitsap Public Facilities District related to the Circuit of the Northwest track project.

Action Items

1. Final Budget for Calendar Year 2019
Presented by Sherman Hu, Chief Financial Officer
 - 1.1 Budget Presentation

CFO Hu provided the budget presentation highlighting the 2019 Port Directives and the revisions from the preliminary budget.

forward; if they do, the public will be given an opportunity to comment, and the following meeting a potential agreement would be brought before the Board.

- Request an update be provided before the end of the year on the building of a new Port building. There was discussion on square footage and cost. Staff should have solid numbers by the next meeting and will provide an update.

Staff Reports

Jim Rothlin, Chief Executive Officer

- Along with Commissioner Strakeljahn, attended the audit exit conference with the Washington State auditor's office. It was a financial and management audit without any findings.
- Suggested canceling the 2nd meeting in December which falls on Christmas Day; the Board concurred.
- Highlighted the agenda of the upcoming Washington Public Ports Association annual meeting being held next week in Bellevue.

Commission Reports

Commissioner Strakeljahn

- Commended CFO Hu and team for no findings during the audit. He commented that funds are included in the 2019 budget to increase financial software which will help make the auditing process more efficient – there was discussion on audit cost.
- Reported on the Kitsap Aerospace & Defense Alliance steering committee meeting he attended earlier in the day.
- Stated Federal Aviation Administration (FAA) is doing an assessment of all airports in the state of Washington and, so far, Bremerton National Airport has been identified as one of only two airports in the state that has room to grow with service work on some of the larger aircraft.
- Reminded everyone of the Kitsap Regional Coordinating Council (KRCC) legislative reception being held on Thursday, November 29.

Executive Session

President Stokes recessed the meeting at 7:20 p.m. and reconvened into executive session at 7:25 p.m. for approximately 10 minutes regarding: real estate issues [RCW 42.30.110(1)(c)]. At 7:35 p.m. executive session was extended by 5 minutes.

At 7:40 p.m. the regular meeting was reconvened.

Adjournment

There being no further business before the Board, the meeting was adjourned at 7:40 p.m.

Submitted,

Approved,



Jim Rothlin
Chief Executive Officer
December 6, 2018



Axel Strakeljahn
Commission Secretary
December 11, 2018

