

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

A G E N D A

February 26, 2013
6:30 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 special work study session of February 5, 2013; and work study session, regular business meeting, and executive session of February 12, 2013.
- B. Payment of checks #100471 through #100507 and #67047 through #67055 and #67066 through #67106 from the General Fund for \$175,788.69; #67056 through #67065 from the Construction Fund for \$38,678.25 and the payment of payroll taxes for \$20,701.27.
- C. Fund Transfer Resolutions:
 - Resolution 2013-09 transferring \$288,205.02 from the GO Bond 2009 Fund to the General Fund for the Water Street Boat Ramp Project.
 - Resolution 2013-10 transferring \$163,163.30 from the GO Bond 2009 Fund to the General Fund for the Port Orchard Marina Park Extension Project.
 - Resolution 2013-11 monthly transfer to the General Fund: \$91,089.97 from the Airport Fund; \$239,868.52 from the Harbor Fund; \$46,378.06 from the Airport-Industrial Development Fund.
 - Resolution 2013-12 transferring \$43,753.00 from the General Fund to the Airport Fund.
 - Resolution 2013-13 transferring \$95,793.34 from the General Fund to the Harbor Fund.

- Resolution 2013-14 transferring \$253,855.74 from the General Fund to the Construction Fund.

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.*

Information Item

1. Kitsap Economic Development Alliance Quarterly Update by John Powers, Executive Director

Action Items

No 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>2/25/13</i>	<i>8 am</i>	<i>City of Port Orchard Waterfront Plan Vision Subcommittee</i>
<i>2/26/13</i>	<i>9 am</i>	<i>KRCC Executive Board</i>
<i>2/26/13</i>	<i>6 pm</i>	<i>*Commission Work Study Session – Bill Mahan Conference Room</i>
<i>2/26/13</i>	<i>6:30 pm</i>	<i>*Commission Business Meeting – Bill Mahan Conference Room</i>
<i>2/28/13</i>	<i>10 am</i>	<i>Puget Sound Regional Council (PSRC) Executive Board</i>
<i>3/6/13</i>	<i>1 pm</i>	<i>PSRC Economic Development District</i>
<i>3/7/13</i>		<i>*Washington Public Ports Assn (WPPA) Legislative Port Day - Olympia</i>
<i>3/12/13</i>	<i>6 pm</i>	<i>*Commission Work Study Session – Bill Mahan Conference Room</i>
<i>3/12/13</i>	<i>6:30 pm</i>	<i>*Commission Business 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
SPECIAL WORK STUDY SESSION

MINUTES

February 5, 2013
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 Stokes called the work study session to order at 6:00 p.m. and led the Pledge of Allegiance.

Commissioners and Staff Present

Commissioners

Larry Stokes
Roger Zabinski
Axel Strakeljahn

Staff Members

Tim Thomson
Fred Salisbury
Steve Slaton
Becky Swanson
Rich Peterson
Ginger Waye
Gordon Walgren, Atty

Discussion Items

1. Proposed Port-Wide Restructuring Plan

Commissioner Stokes read an opening statement providing background on the process leading to the proposed plan and outlined the structure for the meeting stating no decision will be made tonight; written comments will continue to be accepted until February 8, 2013, and the final decision is under the Chief Executive Officer's Delegation of Authority and will be presented as an Information Item at the February 12 meeting. Commissioners Zabinski and Strakeljahn also provided opening comments.

CEO Tim Thomson outlined the proposed plan providing detail on organizational restructuring that will allow for more efficiency within the organization. He also highlighted revenue suggestions provided by Port employees and the community that will be considered as staff continues to move forward to research ways to increase revenues. He reiterated that written public comment would be received until no later than 2:00 p.m., Friday, February 8, 2013.

Citizen Comments

Chris Tibbs, citizen of community

- Spoke to his concern about the possible elimination of a marketing position. Spoke about previous 10 years of the Port and referred to “stealth” tax placed on community. Also felt that other than restructuring should look at new leadership in the CEO position.

Clarke Coulter, pilot with airplane based at Bremerton National

- Spoke to comment about “stealth” tax stating he attended most commission meetings while that tax was being discussed and was the only one present; it was done in open meetings and he hates for it to be called a stealth tax.

Kathy Seamans, citizen of Port district

- Feels primary concern should be getting more boats into marina and questioned whether consideration had been given to lowering rates. Short discussion w/ Board followed.

Written comments were received by the following individuals subsequent to the meeting and prior to the deadline of 2:00 p.m., February 8, and were distributed to the Board of Commissioners and Chief Executive Officer:

- *Roger Gay, South Kitsap taxpayer*
- *Jim Heytvelt, Harper area resident*
- *John Sturrock, Port Orchard Marina tenant and taxpayer*
- *Chad Stockton, Port employee*
- *Bill Mark, Bremerton Marina tenant*
- *Aaron Lambert, Bremerton resident*

Commissioner Stokes thanked everyone for attending and invited them to come to any and all future meetings or to watch on BKAT.

Adjournment

President Stokes adjourned the work study session at 6:40 p.m.

Submitted,

Approved,

Tim Thomson
Chief Executive Officer
February 22, 2013

Axel Strakeljahn
Commission Secretary
February 26, 2013

PORT OF BREMERTON
BOARD OF COMMISSIONERS
WORK STUDY SESSION

MINUTES

February 12, 2013
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 Stokes called the work study session to order at 6:00 p.m.

Commissioners and Staff Present

Commissioners

Larry Stokes
Roger Zabinski
Axel Strakeljahn

Staff Members

Tim Thomson
Fred Salisbury
Becky Swanson
Rich Peterson
Ginger Wayne
Gordon Walgren, Atty

Discussion Items

1. Airport Master Plan Update – Fred Salisbury, Director of Airport/Industrial Operations.
Mr. Salisbury specified that Century West Engineering was the consultant selected to update the Port's 2004 Airport Master Plan and reported on the two Planning Advisory Committee meetings that have been held. He introduced Century West representatives Matt Rogers and David Miller.
Mr. Rogers provided an overview of the project team and outlined the purpose and elements of Federal Aviation Administration (FAA) airport master planning.
Mr. Miller continued with the presentation providing detail on the planning process highlighting the following:
 - FAA Design Standards
 - Master Plan Key work Elements
 - Financial Planning
 - Existing Conditions
 - Aviation Activity Forecasts
 - Next Steps – Facility Requirements

Mr. Miller addressed questions from the Board throughout and following the presentation.

Adjournment

President Stokes adjourned the work study session at 6:40 p.m.

Submitted,

Approved,

Tim Thomson
Chief Executive Officer
February 22, 2013

Axel Strakeljahn
Commission Secretary
February 26, 2013

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

MINUTES

February 12, 2013
6:30 PM

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

Call to Order

President Stokes called the meeting to order at 6:45 p.m. and led the Pledge of Allegiance.

Commissioners and Staff Present

Commissioners

Larry Stokes
Roger Zabinski
Axel Strakeljahn

Staff Members

Tim Thomson
Fred Salisbury
Becky Swanson
Rich Peterson
Ginger Waye
Gordon Walgren, Atty

Approval of Agenda

It was moved by STRAKELJAHN, seconded by ZABINSKI to:

Approve the Agenda as presented.

MOTION CARRIES, 3-0

Consent Items

- A. Minutes of the regular business meeting of January 22, 2013.
- B. Payment of checks #100391 through #100470 and #66940 through #66956 and #66966 through #67046 from the General Fund for \$247,472.56; #66957 through #66965 from the Construction Fund for \$449,025.43 and the payment of payroll taxes for \$41,330.57.

It was moved by ZABINSKI, seconded by STRAKELJAHN to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Citizen Comments

John Holmberg, Kitsap resident and member of Civil Air Patrol (CAP)

- Spoke to his concern that the Navy will not be renewing their lease for the Airport CAP building in 2014 and that CAP is looking forward to the Port Commission helping the squadron find a new facility when the lease expires. Per Commissioner Zabinski's request, Mr. Holmberg will request that the squadron commander submit a written list of requirements needed.

Gary Williams, Kitsap resident

- Spoke about the Port taking a beating recently in the press and discussed opinion pieces that ran down the Port because of a conservative fiscal method of operation. He pointed out that a story by the writer gives an opinion that may not hold true. He agrees with the Port's approach to try and run the organization like a business and make good use of taxpayers' money.

Information Item

1. CEO's Port-Wide Restructuring Plan.

CEO Tim Thomson remarked that following the special meeting held on February 5 in which a proposed restructuring plan was presented, further public comments were received. He stated he is moving forward with the plan with additions. He outlined the additions that had been incorporated to finalize the plan. He thanked the public and employees for their comments and assured everyone that all comments were considered. Each Commissioner then provided a statement in support of the restructuring plan and moving forward in pursuing the mission of the Port.

Action Items

1. Selection of W&H Pacific, Inc. for Airport Consulting Services.
Presented by Fred Salisbury, Director of Airport/Industrial Operations

It was moved by STRAKELJAHN, seconded by ZABINSKI to:

Approve the selection of W&H Pacific for Airport Consulting Services and authorize the CEO to execute the consultant agreement.

Following discussion;

MOTION CARRIES, 3-0

2. Substantial Completion of the Water Street Boat Launch Reconstruction Project.
Presented by Tim Thomson, Chief Executive Officer

It was moved by ZABINSKI, seconded by STRAKELJAHN to:

Accept substantial completion of the Water Street Boat Launch Reconstruction Project following final installation of the floats.

MOTION CARRIES, 3-0

New Business - none

Staff Reports

Rich Peterson, Director of Business Development

- Provided the second in the series of historical factoids related to the Port's centennial celebration.
- Announced the Port will be participating in the upcoming West Sound Business Expo on Thursday, February 21 at the Kitsap Fairgrounds Pavilion 2:00PM–7:00PM. It is free to the public and he invited all to attend. Commissioner Stokes stated he would be participating and invited the other Commissioners join in.

Tim Thomson, Chief Executive Officer

- Discussed a recent Kitsap Sun article that contained inaccurate information and stated he has a meeting scheduled with the editor of the paper.

Commission Reports

Commissioner Zabinski

- Thanked the CEO for addressing the media concern stating he shared the same feeling. He discussed the need to convey and communicate a positive message.

Commissioner Strakeljahn

- Also thanked Mr. Thomson stating that in the meeting with the editor, he was sure the Port would be presented in the most positive fashion possible getting the message across professionally.

Commissioner Stokes

- Discussed beginning a "Did You Know" column referring readers to the rest of the story on the Port's website.
- Attended the Kitsap Aerospace and Defense Alliance (KADA) Steering Committee meeting. There is tremendous public interest and participation in KADA from other agencies and volunteers. He invited everyone to visit KADA's website www.kitsapaerospace.com.

Executive Session

At 7:15 p.m., the Board recessed to Executive Session for approximately 30 minutes (following a 5 minute break) regarding: real estate [RCW 42.30.110(1)(c)] and personnel [RCW 42.30.110(1)(g)]. At 7:50 p.m. executive session was extended another 20 minutes.

At 8:10 p.m. President Stokes reconvened the regular meeting.

Adjournment

There being no further business before the Board, the meeting was adjourned at 8:10 p.m.

Submitted,

Approved,

Tim Thomson
Chief Executive Officer
February 22, 2013

Axel Strakeljahn
Commission Secretary
February 26, 2013

PORT OF BREMERTON
BOARD OF COMMISSIONERS
EXECUTIVE SESSION

MINUTES

February 12, 2013
7:20 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 7:20 p.m., February 12, 2013.

Commissioners and Staff Present

Commissioners

Larry Stokes
Roger Zabinski
Axel Strakeljahn

Staff Members

Tim Thomson
Fred Salisbury
Becky Swanson
Rich Peterson
Gordon Walgren, Atty

Item #1: Real estate issues were discussed [RCW 42.30.110(1)(c)].

Item #2: Personnel issues were discussed [RCW 42.30.110(1)(g)]. Present during the personnel discussion were Commissioners and Port Attorney.

With no further business to come before the Board, the meeting was adjourned into regular session at 8:10 p.m.

Submitted,

Approved,

Tim Thomson
Chief Executive Officer
February 22, 2013

Axel Strakeljahn
Commission Secretary
February 26, 2013

PORT OF BREMERTON
KITSAP COUNTY, WASHINGTON
RESOLUTION NO. 2013-09
DATED: February 26, 2013

A RESOLUTION of the Board of Commissioners, Port of Bremerton, providing for the transfer of monies from the GO Bond 2009 Fund to the General Fund.

WHEREAS, there exists additional monies in the GO Bond 2009 Fund, and

WHEREAS, there is a need for additional monies in the General Fund for cost of the Water Street Boat Ramp Project.

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 \$288,205.02 from the GO Bond 2009 Fund to the General Fund.

ADOPTED by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 26th day of February, 2013, 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. 2013-10
DATED: February 26, 2013

A RESOLUTION of the Board of Commissioners, Port of Bremerton, providing for the transfer of monies from the GO Bond 2009 Fund to the General Fund.

WHEREAS, there exists additional monies in the GO Bond 2009 Fund, and

WHEREAS, there is a need for additional monies in the General Fund for cost of the Port Orchard Marina Park Extension Project.

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 \$163,163.30 from the GO Bond 2009 Fund to the General Fund.

ADOPTED by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 26th day of February, 2013, 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. 2013-11
DATED: February 26, 2013

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 \$91,089.97 from the Airport Fund to the General Fund.
2. Transfer \$239,868.52 from the Harbor Fund to the General Fund.
3. Transfer \$46,378.06 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 26th day of February, 2013, 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. 2013-12
DATED: February 26, 2013

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 \$43,753.00 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 26th day of February, 2013, 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. 2013-13
DATED: February 26, 2013

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 \$95,793.34 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 26th day of February, 2013, 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. 2013-14
DATED: February 26, 2013

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

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

WHEREAS, there is a need for additional monies in the Construction 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 \$253,855.74 from the General Fund to the Construction Fund.

ADOPTED by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 26th day of February, 2013, 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