

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

MINUTES

January 23, 2018
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 meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Commissioners and Staff Present

Commissioners

Larry Stokes
Cary Bozeman
Axel Strakeljahn

Staff Members

Jim Rothlin
Fred Salisbury
Sherman Hu
Arne Bakker

Tim Mensonides
Ginger Waye
Gordon Walgren, Atty
Jim Ryan, Atty

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 January 9, 2018.
- B. Payment of checks #102933 through #102965 and #77155 through #77159 and #77163 through #77225 from the General Fund for \$389,637.71; #77160 through #77162 from the Construction Fund for \$20,633.43 and the payment of payroll taxes for \$20,202.18.

It was moved by STRAKELJAHN, seconded by BOZEMAN to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Information Items

1. Port Report – Jim Rothlin, Chief Executive Officer

Mr. Rothlin delivered a detailed PowerPoint presentation providing a review of 2017 and plans for 2018.

He reviewed the following for 2017:

- Projects completed at all facilities
- Capital purchases
- Business development - included discussion on Paris and Farnborough Air Shows investment
- Airport/industrial park and marina marketing – included discussion on direct-hit marketing and the benefits of submitting the Amazon proposal
- Other notables that transpired and a look back at 2017

Plans for 2018:

- Upcoming airport/industrial projects – included discussion on previous energy efficiency assessments/upgrades and the continuation of such.
- Upcoming marina projects – discussion on sending a thank you letter to legislators who championed the Port's cause for the Port Orchard Marina breakwater funding included in this year's state capital budget.
- Projected capital purchases
- Business development opportunities at all facilities - revealed newly produced marketing videos for Bremerton and Port Orchard Marinas – discussion on using the videos during presentations to city councils and chambers
- Efficiencies
 - Operations – discussion on consideration of outside management of marinas. He reviewed the previous 2013 RFP process for that service and the evaluation of proposals which lead to the consultant being unable to make a recommendation. He presented current key objectives in considering outside management. Discussion ensued with the Board and it was determined to present this topic at the next two Port commission meetings, one day and one evening, to get public comment.
 - Administratively – discussed staffing, communication channels, and personal leadership goals
 - Prioritization of resources process in 2017 and what we need to do to reach our vision. Next in the process is to turn the corner from launch to soar. He noted that “eagles soar because they always focus on their goal.” The goal for this year is to put together a workshop to concentrate on a plan for what the Port is going to do in the next two to five years.

The Board thanked CEO Rothlin for his report and further discussed the need for the Port to focus on business development.

Work Study Session - none

Citizen Comments

Roger Gay, South Kitsap

- Spoke to still having reservations about whether the trip overseas for the Paris and Farnborough Air Shows are worthwhile, however, having previously assisted at the Seattle Boat Show, he feels that show is a good investment. He discussed his experiences while helping out at the show and stated he considers it a good use of taxpayers' funds to get the word out about the marinas. He also expressed he liked the marina marketing videos.

Action Items

1. Selection of Century West Engineering for Airport Consulting Services
Presented by Tim Mensonides, Airport Manager

It was moved by BOZEMAN, seconded by STRAKELJAHN to:

Approve the selection of Century West Engineering for Airport Consulting Services and authorize the CEO to execute the consultant agreement

Following discussion;

MOTION CARRIES, 3-0

2. Resolution 2018-02 revising the schedule to conduct public meetings.
Presented by Jim Rothlin, CEO

It was moved by BOZEMAN, seconded by STOKES to:

Approve Resolution 2018-02 revising the schedule to conduct regular public meetings each month to reflect a 10:00 a.m. start time on the second Tuesday and 6:00 p.m. start time on the fourth Tuesday.

MOTION CARRIES, 3-0

New Business - None

Staff Reports

Jim Rothlin, Chief Executive Officer

- He stated he recently waived the competitive bid requirements for an emergency airfield lighting project which was awarded on January 19, 2018. Tim Mensonides explained the necessity for the emergency project due to the failure of a critical portion of the electrical to the airfield lighting. He noted the Board was notified in writing of the emergency waiver through the bi-weekly report distributed on January 19.

Commission Reports

Commissioner Strakeljahn

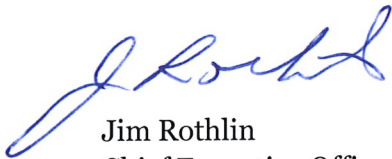
- Reported on subjects discussed at the recent Kitsap All-Ports meeting. He also noted that the Kitsap Water Trails Festival has been cancelled for 2018 due to lack of funding.

Executive Session - None

Adjournment

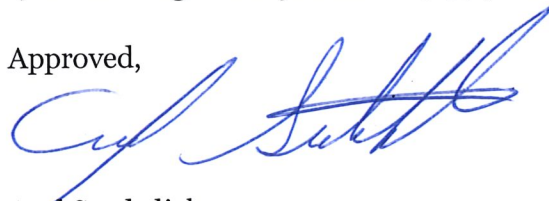
There being no further business before the Board, the meeting was adjourned at 7:55 p.m.

Submitted,



Jim Rothlin
Chief Executive Officer
February 8, 2018

Approved,



Axel Strakeljahn
Commission Secretary
February 13, 2018

