

PORT OF BREMERTON
BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING

A G E N D A

July 9, 2024
10:00 AM

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

The Port of Bremerton Board of Commissioners have resumed in-person meetings but are maintaining the option for the public to participate remotely as well. The public is invited to view and/or participate in the hybrid meeting by attending in person or through one of the following options:

- To stream online only (via BKAT feed, with no interaction possible):
<https://bremerton.vod.castus.tv/vod/?live=ch1&nav=live>
- To join the online Zoom meeting: <https://us02web.zoom.us/j/3359030010>
- For audio only; dial 1.253.215.8782; Meeting ID: 335 903 0010

Call to Order

Pledge of Allegiance

Approval of Agenda

Executive Session

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 of June 25, 2024.
- B. Payment of checks #902343 through #902346 and #E02108 and #902347 and #902348 and #902349 through #902352 and #85945 through #85968 and #E02109 through #E02115 and #902353 through #902355 and #902356 through #902359 and #85969 through #85988 and #E02116 through #E02130 and #902360 through #902363 from the General Fund for \$180,465.46.

Information Items

1. Central Puget Sound Economic Development District Update – Jason Thibedeau, Program Manager
2. Greater Seattle Partners Update – Brian Surratt, CEO

Citizen Comments: *Open to the public for comment. Speakers are asked to keep their comments to less than 3 minutes. Please feel free to submit further comments in writing to the Clerk of the Board (gingerw@portofbremerton.org).*

Action Items

1. Circuit of the Northwest (CNW) Lease Amendment #4 – Lease Option Renewal
2. Bid Award for Airport Fire Station Building Roof & Exterior Remodel Project #02-23-20017-C
3. Professional Services Agreement with Mead & Hunt, Inc., for Bremerton National Airport Feasibility Study Phase I

Staff Reports

Commission Reports / New Business

Adjournment

Regular business and other meetings that may be attended by members of the Board

| <u>Date</u> | <u>Time</u> | <u>Meeting</u> |
|-------------|-------------|--|
| 07/09 | 10:00 am | *Commission Regular Business Meeting – Hybrid |
| 07/11 | 2:30 pm | Kitsap Economic Development Alliance Board Meeting |
| 07/18 | 11:00 am | Kitsap Regional Coordinating Council Executive Committee |
| 07/22-24 | | Washington Public Ports Association Commissioner Seminar |
| 07/23 | 6:00 pm | *Commission Regular Business Meeting – Hybrid |

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

June 25, 2024
6:00 PM

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 Ginger Waye
James Weaver Stephanie Frame
James Goodman Anne Montgomery, Atty
Cole Barnes

Call to Order

President Anderson 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 May 28, 2024, and special meeting minutes of June 10 & 11, 2024.

B. Payment of checks #902303 through #902306 and #902307 through #902309 and #902310 and #902311 and #85915 through #85923 and #E02069 through #E02085 and #902312 through #902315 and #902316 and #902317 and #902318 and #902319 through #902322 and #902323 and #902324 through #902327 and #E02086 and #85924 through #85930 and #E02087 through #E02095 from the General Fund for \$162,758.78.

Payment of checks #902328 through #902329 and #902330 through #902335 and #902336 through #902342 and #85931 through #85944 and #E02096 through #E02107 from the General Fund for \$130,205.67. VOID #85778.

It was moved by BOZEMAN, seconded by STRAKELJAHN to:

Approve the Consent Items as presented.

MOTION CARRIES, 3-0

Information Items

1. Circuit of the Northwest (CNW) Financial Update – James Towne, Managing Director, Hilltop Securities

CEO Jim Rothlin reviewed CNW's lease conditions that need to be met by July 31, 2024, in order for the Port to approve the option for the final 40+ years on the lease; otherwise, the lease terminates at the end of January 2025. The primary condition is that financing be in place by the end of July.

James Towne explained the role of Hilltop Securities is one of bond underwriter or bond placement agent for senior debt for the project; they are helping CNW put together the financing package for the multi-use motorsports, music, and entertainment facility.

Mr. Towne provided a comprehensive presentation on the CNW project especially as it relates to the financing package and the challenges in raising capital over the past year with the higher interest rates; although there is now a light at the end of the tunnel. He responded to questions and comments from the Board and explained how the ownership of CNW will change to a board structure upon close of the funding/bonding transaction. October 2024 is the goal timeline for finalizing the bond offering in order to be ready to hit the market at the right time.

CNW is asking for a one-year extension on the July 31, 2024 deadline to July 31, 2025. This matter will be addressed by the Board prior to the end of July.

Citizen Comments - None

Action Items - None

Staff Reports

Jim Rothlin, Chief Executive Officer

- Recognized the following employees on their work milestones providing a brief background on everyone:
 - Chris Johnson, Marina Port Maintenance II, 35 years
 - Mick Shultz, Marina Port Attendant, 2 years
 - Erica Filler, Marketing & Communications Coordinator, 2 years
 - Welcomed the newest member of the Airport/Industrial Maintenance Facilities team, Troy Blackwell, Port Maintenance I

- Reported on Port-sponsored summer events such as the Bremerton Night Market; Port Orchard Farmers Market; Bremerton Bridge Blast; Fathoms O' Fun Fireworks; Mosquito Fleet Festival; Concerts by the Bay, and the Bremerton Air Show.
- Summarized the recent Leadership Retreat that was led by the Commissioners and highlighted some of the top priority projects the Port will be considering over the next year.

Commission Reports / New Business

Commissioner Bozeman

- Commented that his top priority for the Port remains the Port Orchard Marina breakwater replacement project. Marine Facilities Director, James Weaver, gave a brief update on the project timeline.

Commissioner Strakeljahn

- Will be attending upcoming Puget Sound Regional Council (PSRC) and Kitsap Regional Coordinating Council (KRCC) meetings.

Commissioner Anderson

- Praised former CFO Jeremiah Wiley and his team following a very successful State Audit exit report. The auditor couldn't have been more complimentary to CFO Wiley and Senior Accountant Kristie Miller.
- Expressed concern regarding struggling marina and industrial park security due to the cities not having enough staff. Would like to talk more about it in the future. Mr. Weaver discussed current overnight Port security at the marinas stating incidents have definitely gone down during that time frame.

Executive Session - None

Adjournment

There being no further business before the Board, the meeting was adjourned at 7:31 p.m.

Submitted,

Approved,

Jim Rothlin
Chief Executive Officer
July 5, 2024

Axel Strakeljahn
Commission Secretary
July 9, 2024

PORT OF BREMERTON
AGENDA SUMMARY

Agenda Item No: Action Item #1
Subject: Circuit of the Northwest, LLC Lease Review
Exhibits: None
Prepared By: Jim Rothlin, Chief Executive Officer
Meeting Date: July 9, 2024

Summary:

The Port has been working with the Circuits of the Northwest (CNW) to move the current events occurring on the Port's inactive runway to a more suitable location as the Port prepares for future development along Airport Industrial Way. These events include vehicle training for the public service such as Police, Fire, Ambulance, Public Transportation vehicles, etc. Additionally anticipated at the new location is a road course, STEM training facility and outdoor music venue. CNW has developed a plan that will incorporate public and private use, which is projected to have significant economic and employment impact. The current agreement between the Port and CNW requires specific milestones to have occurred by July 31, 2024, allowing CNW to move forward on a long-term lease option. In order to secure the final investment to best meet these required milestones which would include both the public and private amenities, the lessee has asked to extend the option date for one year before the final decision can be made to agree on the extended option.

Strategic Purpose:

This action item supports the Port's Goals and Strategies #1 – Be a significant leader in promoting the local economy and job growth, #4a. – to continually assess niche markets for growth opportunities and #5b – to develop and maintain public access opportunities.

Motion for Consideration:

Moved to approve the Fourth Lease Amendment with Circuit of the Northwest, LLC

PORT OF BREMERTON
AGENDA SUMMARY

Agenda Item No: Action Item #2
Subject: Bid Award to PECC - Fire Station Roof and Exterior (BACE Building)
Exhibits: None
Prepared By: James Goodman, Director of Facilities & Property Development
Meeting Date: July 9, 2024

Summary:

The exterior and roof of the Fire Station Building have exceeded their expected lifespan and need replacement. On May 14, 2024, the Port Commission authorized the bid solicitation for new siding, fascia trim, and a new TPO roof or TPO roof overlay that includes mounts for solar panels.

On June 24, 2024, a total of nine responsive bids and one non-responsive bid were received. Ponce Excavation Construction & Consulting (PECC) of Kingston, WA offered the lowest-priced responsive bid, including sales tax at \$67,132.88. The highest bid received was \$343,938. All bids included the alternate bid for the replacement of exterior windows.

Port staff has completed their due diligence on PECC and finds the company in good standing. The company has shown a significant level of expertise in commercial construction with favorable reviews on the quality of work, schedule, and ability to remain within budget.

Cost:

| | |
|---|--------------------|
| Base Bid – (roof, siding, trim, solar mounts) | \$ 62,568.32 |
| Alternate #1 – (west side windows) | <u>\$ 4,564.56</u> |
| Bid Total Cost and WSST) | \$ 67,132.88 |

Fiscal Impact:

| | |
|--|---------------------|
| 2024 Capital Budget - Fire Station Roof & Exterior | \$ 60,000.00 |
| 2024 Capital Budget - Site, Utilities, Building Improvements | <u>\$ 7,132.88</u> |
| Total Fiscal Impact - PECC | \$ 67,132.88 |

Strategic Purpose:

This action conforms with the Port's strategic goal #6, which is to develop and fund a 20-year asset replacement/major maintenance schedule.

Recommendation:

Port staff recommends the construction contract bid award for the Fire Station Roof and Exterior replacements to PECC in the amount of \$ 67,132.88 and authorize the CEO to execute the contract in accordance with approved contracting guidelines.

Motion for Consideration:

Move to approve the construction contract for the Fire Station Roof and Exterior replacements to PECC in the amount of \$ 67,132.88 and authorize the CEO to execute the contract in accordance with approved contracting guidelines.

PORT OF BREMERTON
AGENDA SUMMARY

Agenda Item No: Action Item #3
Subject: Bremerton National Airport Feasibility Study Phase 1
Exhibits: Agreement for Professional Services (*to be provided once finalized*)
Prepared By: Cole Barnes, Airport Manager
Meeting Date: July 9, 2024

Summary:

The Port of Bremerton is looking to select a consulting firm that will assess the feasibility of adding commercial passenger and/or cargo services and its possible benefits and concerns of its effects to the community. The tasks of the study will include an Air Service Assessment, Air Cargo Assessment, as well as Community Engagement to understand the viability and community impacts of commercial air services. A committee including members of the community and Port employees interviewed three firms and came to a unanimous decision to continue forward with Mead and Hunt for Phase 1 of the Feasibility Study.

Fiscal Impact:

| | |
|---|-----------------|
| Grant Assurance: | \$300,000 |
| Capital Budget – Business Development Opportunities | <u>\$ 6,345</u> |
| Total Fee Proposal: | \$306,345 |

Strategic Purpose:

This action conforms with the Port’s strategic plan in Goal 4 - Expand the Port’s lines of business through routine assessment of new and expanded business opportunities.

Recommendation:

Staff recommends approval of the Agreement with Mead and Hunt to begin Phase 1 of the Feasibility Study to assess the viability of commercial air services and outreach to the community on its affects to the overall quality of life.

Motion for Consideration:

Move to approve the Agreement with Mead and Hunt for Phase 1 of the Feasibility Study and authorize CEO to execute the agreement.