

**PORT OF BREMERTON**  
**BOARD OF COMMISSIONERS**  
**REGULAR BUSINESS MEETING**  
***REVISED AGENDA***

April 8, 2025  
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

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**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 March 25, 2025.
- B. Payment of checks #902746 and #86699 through #86703 and #E02597 through #E02599 and #902747 through #902750 and #902751 through #902754 and #902755 through #902757 and #86704 through #86718 and #E02600 through #E02609 and #902758 through #902761 and #902762 from the General Fund for \$135,911.39. VOID Checks #86638 and 86685.
- C. Resolution No. 2025-03 declaring structures at 521 and 525 Bay Street and all its contents surplus and authorizing disposal in the Port's best interest.

**Information Items**

1. Fathoms O' Fun Royalty Court – Helene Jensen, Royalty Director

**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. Final Acceptance of Bay Street Properties Structure Removal Project with Skycorp, Ltd.
2. Bid Authorization for Fire Suppression System Project at 8390 Barney White Rd.
3. ~~Airport Master Plan Professional Services Agreement with Mead & Hunt.~~

### **Staff Reports**

### **Commission Reports / New Business**

### **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>
04/08	10:00 am	*Commission Regular Business Meeting – Hybrid
04/17	12:00 pm	Kitsap Regional Coordinating Council (KRCC) Executive Committee
04/19	10:00 am	Peninsula Regional Transportation Planning Organization (PRTPO) Executive Board
04/22	10:00 am	*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**

**M I N U T E S**

March 25, 2025  
10:00 AM

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	Cole Barnes
Arne Bakker	Ginger Waye
Aaron Schielke	Stephanie Frame
James Weaver	Anne Montgomery, Atty
James Goodman	

**Call to Order**

President Anderson called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance.

**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 March 11, 2025.
- B. Payment of checks #902722 and #902723 and #902724 through #902725 and #902726 through #902729 and #E02578 through #E02580 and #902730 through #902733 and #E02581 and #E02582 and #86673 through #86698 and #E02583 through #E02595 and #902734 through #902745 and #E02596 from the General Fund for \$362,073.50.

**It was moved by BOZEMAN, seconded by STRAKELJAHN to:**

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

## Information Items

### 1. Airport Eastside NEPA Environmental Review – Theresa Dutchuk, DOWL

Introduced by CEO Jim Rothlin and presented by Ms. Dutchuk, the following areas were discussed:

- Work completed which included survey and geotechnical analysis in support of the 30% design, stormwater analysis, wetlands delineation, and partial cultural resources review.
- Additional work to be undertaken which includes finishing cultural resources review, endangered species act review, public meeting or public review, and finalizing NEPA document.
- NEPA environmental assessment (EA) schedule
- Estimated delivery of a final EA or a finding of no significant impact in January 2026.

Ms. Dutchuk responded to questions and comments from the Board and CEO throughout the presentation.

### 2. 2024 Year-End Financial Review – Aaron Schielke, Chief Financial Officer

CFO Schielke presented the 2024 financial review providing detail on the following:

- Revenues and expenses for the Port's three core businesses: Airport, Industrial Park, and Marine Facilities
- General and Administration (G&A) expenses and non-operating revenues. Discussion arose regarding the process for overtime pay approval.
- Schedule of Reserves including cash and investments; restricted and/or reserved funds; capital expenses; 6-month operating reserves; and additional reserves for capital use. Discussion arose on Port Orchard Marina Breakwater funding due to current federal grant funding uncertainty.
- Statutory debt limitation.

CFO Schielke and CEO Rothlin responded to questions and comments throughout the presentation.

## Citizen Comments - None

## Action Items

1. Bay Street Properties Environmental Remediation Project Bid Award to Innovative Construction Solutions

*Presented by James Weaver, Director of Marine Facilities*

Following presentation and after questions were addressed:

**It was moved by STRAKELJAHN, seconded by ANDERSON to:**

Award the Bay Street Properties Environmental Remediation project to Innovative Construction Solutions in the amount of \$287,196.68 and authorize the Port CEO to execute the contract.

**MOTION CARRIES, 3-0**

2. Airport Way Phase 2.2 Final Civil Engineering Amendment 1 with Parametrix

*Presented by Arne Bakker, Chief Operations Officer*

Following presentation and after questions were addressed:

**It was moved by STRAKELJAHN, seconded by BOZEMAN to:**

Approve Airport Way Phase 2.2 Civil Engineering Amendment 1 with Parametrix in the amount of \$12,500 and authorize the Port CEO to execute the amendment.

**MOTION CARRIES, 3-0**

## Staff Reports

*Jim Rothlin, Chief Executive Officer*

- Employee Milestones:
  - After starting as a seasonal employee, Matt Sprague was recently hired as a regular Marina Port Attendant.
  - Cole Barnes, Airport Manager, recently completed his master's degree in aeronautics with a specialty in sustainability.
- The Port is beginning to see results from the boat show as the marinas are experiencing an early season increase in the number of boat club and rendezvous visits.
- American Cruise Lines begin their cruises into Bremerton Marina this month.
- Although it is early in the legislative budget process, our funding request for the airport feasibility study remains in the budget at this time.
- Provided a presentation on the Port to the Kitsap Building Association.

- There was discussion on current and upcoming City of Port Orchard (COPO) projects along the waterfront following Commissioner Bozeman's question related to COPO's pump station project near the Port Orchard Marina office. It was suggested to invite the Mayor to provide an update.

## **Commission Reports / New Business**

### *Commissioner Bozeman*

- Spoke to being pleased with where the Port is; how proud he is of the organization; and how it is moving forward in a responsible way.

### *Commissioner Anderson*

- Will be attending the upcoming Kitsap Economic Development Alliance (KEDA) board meeting and reported that KEDA is keeping the Navy's SIOP front and center which helps him stay on top of what the Navy is doing.
- Reported on the recently attended Port Orchard Economic Development and Tourism Committee.

## **Executive Session**

President Anderson recessed the meeting at 11:37 a.m. and reconvened into executive session at 11:45 a.m. for approximately 20 minutes for the purpose of considering the acquisition of real estate for which public discussion could disadvantage the Port's negotiations [RCW 42.30.110(1)(b)] and to discuss with legal counsel current or potential litigation [RCW 42.30.110(1)(i)].

At 12:05 a.m., executive session was extended approximately 10 minutes and at 12:12 p.m., the regular meeting was reconvened.

## **Adjournment**

There being no further business before the Board, the meeting was adjourned at 12:12 p.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
April 3, 2025

Axel Strakeljahn  
Commission Secretary  
April 8, 2025

**PORT OF BREMERTON**  
**BOARD OF COMMISSIONERS**  
**EXECUTIVE SESSION**

**M I N U T E S**

March 25, 2025  
11:45 AM

CEO Office  
Port Administration Offices  
Bremerton Nat'l Airport Terminal Bldg  
8850 SW State Hwy 3, Bremerton

**Call to Order**

President Anderson called the executive session to order at 11:45 a.m., March 25, 2025.

**Commissioners and Staff Present**

Commissioners

Gary Anderson  
Cary Bozeman  
Axel Strakeljahn

Staff Members

Jim Rothlin  
Arne Bakker  
James Goodman

Conner Sapp, Atty (Remote)  
Anne Montgomery, Atty

**Item #1:** Considered the acquisition of real estate for which public discussions could disadvantage the Port's negotiations [RCW 42.30.110(1)(b)].

**Item #2:** Discussed with legal counsel current or potential litigation [RCW 42.30.110(1)(i)].

With no further business to come before the Board, the meeting was adjourned into regular session at 12:12 p.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
April 3, 2025

Axel Strakeljahn  
Commission Secretary  
April 8, 2025

**PORT OF BREMERTON  
KITSAP COUNTY, WASHINGTON  
RESOLUTION NO. 2025-03  
DATED: April 8, 2025**

**A RESOLUTION** of the Board of Commissioners, Port of Bremerton, declaring the structures at 521 and 525 Bay Street in Port Orchard, Washington and all its contents surplus and authorizing disposal in the Port of Bremerton's best interest.

**WHEREAS**, RCW 53.08.090 provides that the Bremerton Port Commission may declare any of its real or personal property to be no longer needed for district purposes and may therefore find the property surplus to port needs; and

**WHEREAS**, the Bremerton Port Commission does hereby declare the following items surplus under RCW 53.08.090:

The buildings located at 521 & 525 Bay Street, including 6,000 square foot and 1,548 square foot wood structures built in the 1910s, and their contents, were determined to be structurally compromised, to contain hazardous materials, and included compromised underground storage tanks with contaminated soils, to be demolished/removed to accommodate removal of the hazardous materials and environmental remediation of the surrounding soils.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners, Port of Bremerton, that the above listed items are no longer needed for port district purposes and are declared surplus according to the criteria established in RCW 53.08.090, and hereby authorize Port staff to dispose of the items in the best interest of the Port

**ADOPTED** by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 8<sup>th</sup> day of April 2025 and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission.

\_\_\_\_\_  
Commission President

ATTEST:

\_\_\_\_\_  
Commission Vice President

\_\_\_\_\_  
Commission Secretary



## **PORT OF BREMERTON**

### **AGENDA SUMMARY**

Agenda Item No:     Action Item #1

Subject:             Final Acceptance - Bay St. Properties Structure Removal

Exhibits:            None

Prepared By:         James Weaver, Director of Marine Facilities

Meeting Date:        April 8, 2025

#### **Summary:**

On November 11, 2024, the Commission accepted a bid from Skycorp LTD for the demolition of buildings located at 521 & 525 Bay St. in Port Orchard.

In 2020, the Port of Bremerton purchased properties located at 521 and 525 Bay Street, Port Orchard, Washington, which contained former petroleum tanks and contaminated soils. Permits for the structure removal have been approved by the City of Port Orchard. The contract with Skycorp LTD was for hazardous construction material abatement and removal of two structures to allow for the tank removal, contaminated soils removal, and for the environmental cleanup work to proceed.

There were no change orders and Skycorp LTD completed work on March 27, 2025.

#### **Fiscal Impact:**

Total 2025 Capital Budget #03-22-30008 Bay St properties:	\$ 130,000.00
Previously spent:	\$ 20,468.74
Skycorp, LTD contract total:	\$ 58,312.80
Remaining 2025 Capital Budget #03-22-30008 Bay St properties:	\$ 51,218.46

#### **Strategic Purpose:**

This action conforms with the Port's strategic plan in Goal 7 - Continue to improve the Port's environmental performance and minimize its ecological footprint.

#### **Recommendation:**

Accept as final the contract with Skycorp LTD for the demolition of properties 521 and 525 Bay. St in Port Orchard.

#### **Motion for Consideration:**

**Move to accept as final the contract with Skycorp LTD for the demolition of properties 521 and 525 Bay Street in Port Orchard**

## **PORT OF BREMERTON** **AGENDA SUMMARY**

Agenda Item No:     Action Item #2

Subject:             Bid Authorization - Fire Suppression System Install - 8390 Barney White Rd (VRC building)

Exhibits:            None

Prepared By:        James Goodman, Director of Facilities and Property Development

Meeting Date:       April 8, 2025

### **Summary:**

The Port is in the process of a building purchase at 8390 SW Barney White Rd (VRC Building). The building was built in 1978 without a fire suppression system, as the building codes did not require them at the time. Today, many of the requirements have changed or expanded. The building exceeds the 10,000 sq ft threshold, which is the standard baseline for requiring an installed charged suppression system. The system must be designed, built, and installed by a specialized and licensed fire protection-certified contractor. The City of Bremerton Fire Inspector also verified this requirement.

This fire suppression project was not included in the 2025 Port Capital Budget, as the purchase of this building was not foreseen during the approval of the current fiscal year budget. Therefore, funding for this project will be provided through several approved budgeted sources.

### **Fiscal Impact:**

Fire suppression design and installation estimated total cost:	<b><u>\$ 100,000</u></b>
Funding source: Port unrestricted reserves fund	
Balance remaining in unrestricted reserves fund:	\$4,373,997

### **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.
- Goal #6** Develop and fund a 20-year asset replacement/major maintenance schedule.

### **Recommendation:**

Authorize staff to proceed with the bid call for the installation of a fire suppression system at 8390 SW Barney White Rd upon closing of the building purchase, in accordance with approved contracting guidelines.

### **Motion for Consideration:**

**Move to authorize Port staff to proceed with the bid call for the installation of a fire suppression system at 8390 SW Barney White Rd contingent on closing of the building purchase, in accordance with approved contracting guidelines.**

# PORT OF BREMERTON

## AGENDA SUMMARY

Agenda Item No: Action Item #3  
Subject: Airport Master Plan Agreement with Mead & Hunt  
Exhibits: None  
Prepared By: Cole Barnes, Airport Manager  
Meeting Date: April 8, 2025

### Summary:

The FAA Seattle Airport District Office has programmed the update of the Bremerton National Airport's Master Plan for FY2025. On November 6, 2024, the Port published a "Request for Qualification" (RFQ) for airport planning services. The Port received statements of qualifications from Mead & Hunt and C&S Companies. Both firms were interviewed by a selection committee that consisted of the Port COO, Airport Manager and Contracts Administrator. Based on the results of the interview, the committee recommends that Mead & Hunt be selected to complete the Airport Master Plan. The Airport Master Plan is a comprehensive examination of an airport facility, operation, infrastructure, forecast demands, and its current and future role within the aviation system. The plan ultimately provides a specific plan with detailed costs to move forward with future development that will take into consideration possible FAA requirements, industry demands and local, state, and public needs.

### Fiscal Impact:

FAA	Funding	\$1,035,545.30
State	Aeronautics Transportation Budget	271,622.73
WSDOT Aviation	Grant Request	57,530.29
Port Share	Capital Budget	57,530.30
Total Master Plan Contract		\$1,422,228.62

### Strategic Purpose:

This action conforms with the Port's strategic plan in Goal Strategy 3.b. Undertake a multi-year analysis to determine viability of operational self-sufficiency.

### Recommendation:

Staff recommends approval of the Professional Services Agreement with Mead and Hunt for the 2025 Airport Master Plan. Phase II of the Airport Feasibility Study will begin immediately, and the remainder of the Airport Master Plan Agreement will be contingent on FAA funding confirmation.

### Motion for Consideration:

**Move to approve the 2025 Airport Master Plan Agreement with Mead & Hunt and authorize the Port CEO to execute the Agreement initially encompassing the Airport Feasibility Study Phase II with a Notice to Proceed on the remaining portion of the Master Plan at the time of FAA funding confirmation.**