

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

**MINUTES**

September 24, 2019  
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  
Ginger Waye  
Anne Montgomery, 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 and executive session of August 27, 2019.
- B. Payment of checks #901054 and #901055 through #901057 and #901058 and #901059 and #901060 through #901061 and #901062 and #79997 through #80039 and #80040 and #901063 through #901064 and #901065 from the General Fund for \$204,008.81; #79993 through #79996 from the Construction Fund for \$102,136.79. Void Check # 901044.

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

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

## Information Items

1. Mid-Year Financial Status Review – Sherman Hu, Chief Financial Officer

CFO Hu presented the six-month year-to-date (YTD) actual-to-budget revenues which are at 49% and highlighted the differences for the individual facilities: airport; industrial park; and marinas (Port Orchard and Bremerton). He also provided the six-month YTD actual-to-budget operating expenses at 40% highlighting the differences for all facilities. The six-month YTD actual-to-budget for capital projects was provided with department heads providing status updates on the projects and responding to Board questions. CFO Hu closed by stating it is anticipated that the budget will be on target at the end of the year.

2. Kitsap County Disaster Airlift Response Team (DART) Exercise Recap – Warren Hendrickson, Airport Manager

Mr. Hendrickson explained what the Disaster Airlift Response Team (DART) and Disaster Airlift Response Plan (DARP) are all about along with the purpose of the DART exercise which took place at Bremerton Airport on September 22, 2019. He introduced the co-chairs of DART, George Steed and Diane Arnold, stating the exercise could not have happened without them. He displayed photos providing highlights of the exercise and responding to questions from the Board. He discussed exercise results by the numbers and next steps in the process. He responded to further questions and comments from the Board agreeing that this is a great way to connect the airport with the community and closed by thanking both the airport and marina crews for their assistance.

## Citizen Comments

The following individuals spoke to 2020 funding requests for their organizations:

- Matt Murphy, Port Orchard Chamber of Commerce CEO
  - Kitsap Harbor Festival - \$2,500
- Sharron King – Fathoms O’ Fun Chair
  - Concerts by the Bay - \$3,000
  - Fathoms Fireworks Show - \$2,500
- John Stockwell, Bremerton Rotary
  - Blackberry Festival - \$2,500
- Kevin Hurley and Doug Haughton, Bremerton Pilots Association
  - Youth Aviation Scholarship Program - \$7,000
- Sunny Saunders
  - Reported she will be organizing the 2020 Blackberry Festival and Kitsap Harbor Festival and reiterated those requests.
- John Miller
  - Bremerton Bridge Blast - \$11,000 for waterfall and airshow sponsorship

## **Work Study Session**

### **1. 2020 Budget – Allocation of Port Resources to Community Agencies/Groups**

CFO Sherman Hu presented the proposed 2020 allocation schedule which following review by the Board will be incorporated into the overall budget that will be presented at an upcoming meeting.

There was discussion on individual line items with the following Board revisions to the schedule:

- Increase Kitsap Aerospace & Defense Alliance (KADA) to \$15,000
- Increase Airport Fly-In & Car Show to \$7,500
- Moved Wings of Freedom to operating budget
- Increase Bremerton Pilots Association Youth Aviation Scholarship to \$7,000
- Add Bremerton Bridge Blast at \$6,000 for airshow sponsorship
- Return Explore Port Orchard to \$1,000
- Increase Fathoms O'Fun Fireworks to \$6,000
- Move Kitsap Economic Development Alliance (KEDA) Decision Makers to operating budget
- Remove Kitsap Peninsula Water Trails - \$250
- Move Legislative Luncheon to operating budget

**Action Items** - None

**Commission New Business** - None

## **Staff Reports**

*Jim Rothlin, Chief Executive Officer*

- American Constellation cruise ship was at Bremerton Marina over the past weekend and will visit again on October 9. They have already asked for dates in 2020.
- Kitsap Mustang Club sent a thank you for their Port Orchard event this year – the hard work of staff is being noticed.
- Reported on the legislative luncheon held earlier in the day for the 23<sup>rd</sup>, 26<sup>th</sup>, and 35<sup>th</sup> district legislators.
- This coming Wednesday marks the last day of the season for the cruise-in car show held in the airport parking lot.
- Notified the Board that he approved a sole source contract with Hanson Sign Company for fabrication of approved signage improvements. After completing a search for an additional sign company capable of designing and fabricating the type of monuments/signage that

match the existing signage, there was only one vendor with the capability and they did not provide a responsive bid.

### **Commission Reports**

#### *Commissioner Strakeljahn*

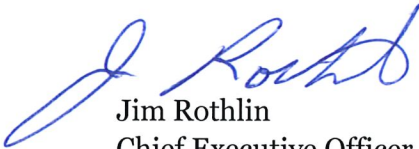
- Port of Kingston has applied to become members of Kitsap Regional Coordinating Council (KRCC) – detail was provided on their request.
- Attended the Washington Public Ports Association (WPPA) Commissioners Seminar; he highlighted the discussion on Port campaign contribution limits.

### **Executive Session - None**

### **Adjournment**

There being no further business before the Board, the meeting was adjourned at 8:13 p.m.

Submitted,



Jim Rothlin  
Chief Executive Officer  
October 9, 2019

Approved,



Axel Strakeljahn  
Commission Secretary  
October 15, 2019

