

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

**A G E N D A**

May 13, 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 a 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 April 22, 2025.
- B. Payment of checks #902773 through #902785 and #902786 and #E02626 and #902787 through #902791 and #86740 through #866775 and #E02627 through #E02646 and #E02647 and #902792 and #902793 through #902796 and #902797 and #E02648 and #902798 through #902800 and #902801 through #902803 and #86776 through #86789 and #E02649 through #E02661 and #86790 and #902804 through #902807 and #902808 from the General Fund for \$1,315,040.70. Void Checks #86697 and #86776.

**Information Items**

1. Quarterly Financial Review – Aaron Schielke, Chief Financial Officer

**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. Bay Street Properties Environmental Remediation Project 03-23-30018 Change Order No. 1 with Innovative Construction Solutions.
2. Airport Layout Plan 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>
<i>05/13</i>	<i>10:00 am</i>	<i>*Commission Regular Business Meeting – Hybrid</i>
<i>05/14-16</i>		<i>*Washington Public Ports Association (WPPA) Spring Conference</i>
<i>05/15</i>	<i>12:00 pm</i>	<i>Kitsap Regional Coordination Council (KRCC) Executive Committee</i>
<i>05/22</i>	<i>10:00 am</i>	<i>Puget Sound Regional Council (PSRC) General Assembly</i>
<i>05/27</i>	<i>10:00 am</i>	<i>*Commission Regular Business Meeting – Hybrid</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**  
**REGULAR BUSINESS MEETING**

**MINUTES**

April 22, 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  
Arne Bakker  
Aaron Schielke  
James Weaver  
James Goodman  
Cole Barnes  
Ginger Waye  
Stephanie Frame  
Anne Montgomery, Atty

**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 April 8, 2025.
- B. Payment of checks #902765 through #902766 and #902767 through #902768 and #86719 through #86731 and #E02610 through #E02619 and #902769 through #902772 and #E02620 and #86732 through #86739 and #E02621 through #E02625 from the General Fund for \$251,558.05.

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

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

## Information Items

1. NE Campus Site Concept Plan – Arne Bakker, Chief Operations Officer

Mr. Bakker provided an overview of the information included in the site concept plans for the NE Campus and explained that the contract for the plans was awarded to NL Olson & Associates in August 2024. He provided examples of what single and double-lot site plans will look like stating all lots are pad-ready. He responded to questions and comments from the Board throughout the presentation.

2. 8390 SW Barney White Rd Building Update – James Goodman, Director of Facilities & Property Development

Mr. Goodman provided a building overview including interior and exterior photos and gave a project summary of repairs and upgrades needed. He noted the Port has already received calls from prospective lessees. Mr. Goodman responded to questions and comments throughout the presentation.

## Citizen Comments – None

Commissioner Bozeman discussed the public comment period of a recent Bremerton School Board meeting stating that citizens had to wait over two hours before being allowed to comment. He likes that our comment period is early in the meeting and wants to make sure we continue to be considerate of the members of the public wishing to speak.

## Action Items

1. Port Orchard Marina Event Parking  
*Presented by James Weaver, Director of Marine Facilities*

Following the presentation and after questions/comments from the Board were addressed:

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

Revise the Port Orchard Marina tariff schedule to include an event parking rate at \$5-\$10 per hour, to be implemented June 1, 2025.

**MOTION CARRIES, 3-0**

## Staff Reports

*Jim Rothlin, Chief Executive Officer*

- Working with consultant Mead & Hunt and the Federal Aviation Administration (FAA) on developing the contract for the Airport Master Plan and Feasibility Study. Phase II of the Feasibility Study should begin next week.
- Presented to the Kitsap Commercial Investment Brokers (KCIB) association.

- In honor of Earth Day today, staff will head to the Port Orchard Marina Park this afternoon to assist with spreading bark and painting the grandstands.
- Airport Manager Cole Barnes provided an update on Bremerton Air Show planning.

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

#### *Commissioner Bozeman*

- Toured the new Seattle Waterfront Park discussing the history of how it came to be and its many amazing attributes.

#### *Commissioner Strakeljahn*

- Will be attending the Puget Sound Regional Council (PSRC) Executive Board meeting this week.

#### *Commissioner Anderson*

- Rang the bell to open the initial Port Orchard Farmers Market for the season and stated the second weekend was bustling.

### **Executive Session - None**

### **Adjournment**

There being no further business before the Board, the meeting was adjourned at 11:10 a.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
May 8, 2025

Axel Strakeljahn  
Commission Secretary  
May 13, 2025

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

Agenda Item No: Action Item 1  
Subject: Change Order No. 1 for the Contract with Innovative Construction Solutions for the Bay St. Properties Environmental Remediation.  
Exhibits: Change Order No. 1  
Prepared By: James Weaver, Director of Marine Facilities  
Meeting Date: May 13, 2025

**Summary:**

On March 25, 2025, the Commission authorized the award of a contract with Innovative Construction Solutions for the Bay St. Properties Environmental Remediation project. This project is for the environmental cleanup of the properties over a three-year period in compliance with the Washington State Department of Ecology and US Environmental Protection Agency regulations and requirements.

The Port had contracted with Skycorp Ltd. earlier this year to remove the structures at 521 and 525 Bay St. and perform asbestos abatement in preparation for the site's environmental remediation. The original demo contract only removed the structure down to the foundation which was intended to be left in place until redevelopment.

When additional testing came back later, it identified that those soils under the foundation had to be removed, and the original foundation and pilings would be required as well. The final removal of the wood foundations and floor can be funded by the EPA Grant #02J47401 and performed as part of the contract awarded to Innovative Construction Solutions which is funded by the grant.

Change Order No. 1 is for the contractor to demolish approximately 5,420 SF of wood flooring and estimated 1,800 LF of wood beam at 521 and 525 Bay Street. Process, load, and transport approximately 35 tons of construction debris to Olympic View Transfer Station.

**Fiscal Impact:**

Total EPA Grant for Bay Street Properties Remediation:	\$800,000.00
Current Spent/Obligated:	\$275,751.99
Original Contract Amount with Innovation Construction Solutions:	\$287,196.68
Change Order No. 1:	\$48,501.88
New Contract Amount:	\$335,698.56
Remaining EPA Grant for Bay Street Properties Remediation:	\$182,797.46

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:

Staff recommend approving Change Order No. 1 with Innovative Construction Solutions for project 03-23-30018 Bay Street Properties Environmental Remediation and authorizing the Chief Executive Officer to execute a change order in the amount of \$48,501.88, inclusive of tax.

Motion for Consideration:

Move to approve Change Order No. 1 with Innovative Construction Solutions for project 03-23-30018 Bay Street Properties Environmental Remediation and authorize the Chief Executive Officer to execute the change order in the amount of \$48,501.88, inclusive of tax.



## Change Order Request

DATE: 4/22/2025

CHANGER ORDER # <u>01</u> ICS PROJECT NO.: <u>WA-25-1027</u> PROJECT NAME: <u>Bay Street Properties</u> PROJECT LOCATION: <u>521-525 Bay Street</u> <u>Port Orchard, WA</u>	CLIENT NAME: <u>Port of Bremerton</u> CLIENT <u>8850 SW State Hwy 3</u> ADDRESS: <u>Bremerton, WA 98312</u> CLIENT <u>03-23-20018 Bay Street Properties</u> REFERENCE NO. <u>Environmental Remediation</u>
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**Pursuant to the Contract and Schedule of Values executed on 03/25/2025, this Change Order No. 01 is issued to incorporate the following changes into our above agreement:**

Section 1: Change in scope of work and reason: Demolish approximately 5,420 SF of wood flooring and estimated 1,800 LF of wood beam at 521 and 525 Bay Street. Process, load, and transport approximately 35 tons of construction debris to Olympic View Transfer Station. Port is to confirm and/or provide AHERA survey documenting remaining floor tile and mastic at 521 Bay St. do not contain asbestos. Documentation showing asbestos abatement has been performed including clearance letter may also be required. Price includes importing up to 120 tons of spalls to construct bench(es) at 521 Bay Street to facilitate access to all remaining flooring and beams.

Section 2: Change in contract price (if any) and basis: **\$44,375.00 (not including sales tax)**

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*\*The price includes all labor, materials, tools, and equipment in order to properly complete the specified scope of work. The work will be performed in accordance with industry standards and applicable regulatory requirements\*.*

Section 3. Time required to perform the change in scope of work: 5  
 Section 4. Change to contract schedule: 5  
 Section 5. Change Orders are incorporated as a formal contract change of the contract. ICS agrees to diligently perform the change in scope of work described in Section "1" above. All work will be performed in accordance with the conditions outlined in the Purchase Order, Contract, and accompanying contract documents.

Original Contract Amount.....	<b>\$262,760.00</b>
Total Previous Change Orders .....	<b>\$0.00</b>
<b>SUBTOTAL .....</b>	<b>\$262,760.00</b>
Amount of this Change Order .....	<b>\$44,375.00</b>
<b>CURRENT CONTRACT AMOUNT .....</b>	<b>\$307,135.00</b>

**Submitted By:** \_\_\_\_\_  
Project Manager Signature

Darren Ness \_\_\_\_\_  
Print Name

4/22/2025 \_\_\_\_\_  
Date

**UNDERSTOOD AND ACCEPTED:**

**Approved By:** \_\_\_\_\_  
Client Representative Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# **PORT OF BREMERTON**

## **AGENDA SUMMARY**

Agenda Item No: Action Item #2  
Subject: Airport Layout Plan Update  
Exhibits: None  
Prepared By: Cole Barnes, Airport Manager  
Meeting Date: May 13, 2025

### Summary:

The FAA Seattle Airport District Office had programmed the update of 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 board that consisted of the Port COO, Airport Manager and Contract Administrator. Based on the results of the interviews, the board recommended Mead & Hunt be selected to complete the Airport Master Plan.

After the consultant selection, the FAA Seattle Airport District Office decided to scope down the project to an Airport Layout plan (ALP) update with narrative. The ALP update works in conjunction with Phase 2 of the Airport Feasibility Study which ultimately provides a specific plan with detailed costs to move forward with future developments that will take into consideration possible FAA requirements, industry demands and local, state, and public needs.

### Fiscal Impact:

FAA	Funding	\$326,756.76
State	Aeronautics Transportation Budget	\$300,000.00
WSDOT Aviation	Grant Request	\$17,197.73
Total Master Plan Contract		\$643,954.49

### Strategic Purpose:

This action conforms with the Port’s strategic plan in Goal Strategy 4.a. Continually assess niche markets in the Port’s marinas and airfield lines of business for growth opportunities.

### Recommendation:

Staff recommends approval of the Professional Services Agreement with Mead and Hunt for the 2025 Airport Layout Plan Update.

### Motion for Consideration:

**Move to approve the Professional Services Agreement with Mead and Hunt for the Airport Layout Plan update and authorize the Port CEO to execute the agreement.**