

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

**MINUTES**

October 9, 2018  
10:00 AM

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  
Tim Mensonides  
Victoria Peters  
Ginger Waye  
Anne Montgomery, Atty

**Call to Order**

President Stokes called the meeting to order at 10:00 a.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 September 25, 2018.
- B. Payment of checks #103506 through #103537 and #78354 and #78355 through #78359 and #78360 through #78422 from the General Fund for \$182,548.28; and the payment of payroll taxes for \$18,999.00.

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

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

## Information Items

### 1. Public Outreach Update – Victoria Peters, Marketing & Communications Coordinator

Ms. Peters provided background on previous e-blasts that have been beneficial in getting the word out and described current efforts to be more consistent with quarterly newsletters. She outlined the process for producing online newsletters describing the benefits of being able to track the open rate; click rate, and audience (mobile-friendly or desktop). She responded to questions from the Board and discussed how the Port will be reaching out to increase participation. She discussed positive outcomes of the recent newsletter which included the Bremerton Pilots Association scholarship article being picked up by Kitsap Sun and being the foundation for a full-blown article in that newspaper.

There was discussion related to each Commissioner contributing a Port Commission message for upcoming newsletters and, as President Stokes will be out of town, Vice-President Bozeman will write the message for the upcoming newsletter. There was conversation on direct mail vs. using Kitsap Sun for any print media and the current use of social media. Ms. Peters closed by providing the steps to be used moving forward in providing relevant content, building the distribution list, and engaging more community members.

## Work Study Session

### 1. 2019 Legislative Strategy – J. Dylan Doty, Doty & Associates, Inc.

Mr. Doty provided an overview of the legislative cycle and where it is headed in 2019. Highlights included:

- Elections this fall – democrats are likely to be in control of both houses in 2019.
- Biennial budget scheduled to take effect July 1 – discussion on operational, transportation, and capital budgets.
- Received 2018 capital budget funds of just over \$1M for Port Orchard Marina breakwater refurbishment. Discussion on following a project through and being able to show what has been done with funding already provided.
- A capital project listing as ranked by staff was presented with discussion on the need for identifying an outline of upcoming capital projects that the Port needs help on and then prioritizing so we can be ready with a budget ask when applicable funding becomes available.
- Full discussion on projects and potential asks – Mr. Doty will work with CEO Rothlin on refining the list and will return for Board approval on a more concise legislative agenda with a goal of having it in place by the end of the year.

## Citizen Comments

Doug Haughton, President, Bremerton Pilots Association

- Thanked Port staff and Commissioners for support of BPA's scholarship efforts and reported that as a result of having the scholarship article in the Kitsap Sun, BPA will be receiving funds from the estate of an individual whose intention was to give money back to general aviation. There was discussion with the Board on the scholarship program and its administration with Commissioner Bozeman suggesting BPA contact Kitsap Foundation for assistance in administering the scholarships.

Roger Gay – South Kitsap

- Recommended changing language from “join” our newsletter to “quarterly” newsletter so individuals realize they do not have to join anything.
- Urged the Port to have a work study to look at every piece of Port-owned property to confirm zoning, etc.

Scott Shoemaker – Attorney with Ryan Montgomery & Armstrong, Inc., P.S.

- After an introduction by Port Attorney Anne Montgomery, Mr. Shoemaker provided his background stating he has been with RMA for a year. He thanked the Board and Ms. Montgomery for the opportunity to observe the meeting.

## Action Items

1. Right of First Refusal Agreement with Waterman Investment Partners LLC  
*Presented by Jim Rothlin, Chief Executive Officer*

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

Approve the right of first refusal agreement between the Port of Bremerton and Waterman Investment Partners, LLC for parcels as stated in the agreement (tax parcel number 4055-010-005-0000)

Following discussion;

**MOTION CARRIES, 3-0**

**Commission New Business - None**

## Staff Reports

*Jim Rothlin, Chief Executive Officer*

- Announced that Port of Grays Harbor Commissioner Jack Thompson passed away suddenly while on a Port business trip in Chile. He was a very welcoming man and great commissioner - he will be missed.
- The Port has applied for additional FAA funding through the 2018 Consolidated Appropriates Act for the Airfield Lighting project design which FAA is already funding at 90% - the additional funding would cover the remaining 10% of the project cost.

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- Described the work being done on the demo of the civil air patrol building at the north end of the airport.
- The marinas passed their annual Department of Ecology inspection.
- Provided background on Martin Muhoro who was recently hired as a regular full-time Port Attendant at the airport after being a valued seasonal employee throughout the summer.
- Provided a reminder that the American Constellation cruise ship returns for a second visit to Bremerton Marina on Wednesday, October 10 for an overnight stay.

**Commission Reports**

*Commissioner Strakeljahn*

- Commended staff on the recent award of a Washington State Archives digital imaging grant.
- Reported on the recent Puget Sound Regional Council (PSRC) Economic Development District Board meeting.
- Provided background on a memorandum of understanding created during the Farnborough 2016 visit with a United Kingdom economic development company, Dorset Local Enterprise Partnership (LEP). He reported on a recent facility, tenant, and aerial tour provided to an individual visiting from Dorset LEP.

*Commissioner Bozeman*

- Discussed his frustration with trying to locate businesses in the industrial park due to poor, inconsistent signage and reiterated his top priority is the upgrade of the park. He also relayed a tenant’s concern regarding internet service so would like to look at improving that if it is an issue.

*Commissioner Stokes*

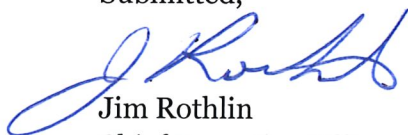
- Aired his frustration that, after attending the Kitsap Aerospace & Defense Alliance (KADA) annual meeting, he feels KADA only talks about creating relationships and has not brought any business to the Port in the six years he has been supporting them. Unless that changes, he does not intend to support KADA next year.

**Executive Session - None**

**Adjournment**

There being no further business before the Board, the meeting was adjourned at 11:40 a.m.

Submitted,



Jim Rothlin  
Chief Executive Officer  
October 25, 2018

Approved,



Axel Strakeljahn  
Commission Secretary  
October 30, 2018

