

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

**A G E N D A**

June 23, 2020  
6:00 PM

**Remote Access Only**  
**Zoom Meeting ID: 335 903 0010**  
**Zoom Call-In: (253) 215-8782**  
**BKAT Live Stream**

**Call to Order**

**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 June 9, 2020.
- B. Payment of checks #81262 and #901173 through #901175 and #81265 through #81275 and #E00109 through #E00116 and #81278 through #81300 and #E00117 through #E00128 from the General Fund for \$131,088.91; #81263 through #81264 and #81276 through #81277 and #E00129 from the Construction Fund for \$165,777.51.

**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.*

**Action Items**

- 1. Bid Award to Nordland Construction NW, Inc. for the South Hangar Project – Phase 1 Site Development.
- 2. Resolution 2020-05 authorizing submission of application for grant funding assistance to the Washington State Recreation and Conservation Office for the Port Orchard Marina Breakwater.

**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>06/23</i>	<i>1:00 pm</i>	<i>Kitsap Aerospace &amp; Defense Alliance (KADA) Steering Committee</i>
<i>06/23</i>	<i>6:00 pm</i>	<i>*Commission Regular Meeting</i>
<i>06/25</i>	<i>9:00 am</i>	<i>Puget Sound Regional Council (PSRC) Annual General Assembly</i>
<i>06/30</i>	<i>10:00 am</i>	<i>*Commission Special Work Study Session</i>
<i>07/01</i>	<i>1:00 pm</i>	<i>PSRC Economic Development District Board</i>
<i>07/14</i>	<i>10:00 am</i>	<i>*Commission Regular Meeting</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**

June 9, 2020  
10:00 AM

Remote Access Only  
Zoom Meeting ID: 335 903 0010  
Zoom Call-In: (253) 215-8782  
BKAT Live Stream

**Commissioners and Staff Present**

Commissioners

Cary Bozeman  
Axel Strakeljahn  
Gary Anderson

Staff Members

Jim Rothlin  
Fred Salisbury  
Sherman Hu  
Arne Bakker  
James Weaver

Warren Hendrickson  
Ginger Waye  
Taylor Korizon  
Anne Montgomery, Atty

**Call to Order**

President Bozeman called the meeting to order at 10:00 a.m.

**Approval of Agenda**

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

Approve the Agenda as presented.

**MOTION CARRIES, 3-0**

**Consent Items**

- A. Minutes of the special meeting of May 21, 2020 and regular business meeting of May 26, 2020.
- B. Payment of checks #901167 through #901168 and #901169 and #81235 through #81236 and #901170 and #81238 through #81253 and #E00095 through #E00101 and #901171 through #901172 and #81256 through #81261 and #E00103 through #E00107 and #E00108 from the General Fund for \$63,231.47; #81237 and #E00102 and #81254 through #81255 from the Construction Fund for \$147,694.36.

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

Approve the Consent Items as presented.

**MOTION CARRIES, 3-0**

## **Information Items**

1. **Advanced Air Mobility: Adding the Third Dimension to Urban and Regional Transportation – Yolanka Wulff, JD, Community Air Mobility Initiative (CAMI)**

Ms. Wulff, CAMI co-Executive Director, provided a detailed PowerPoint presentation on Advanced Air Mobility (AAM) also known as Urban Air Mobility (UAM) with information related to:

- Technology that is redefining flight
- Electric aircraft available today including eVTOL (electric vertical takeoff and landing” aircraft
- UAM statistics
- Detailed UAM definition which generally refers to urban transportation systems that move people by air
- UAM requirement of aviation integrating into existing urban transportation systems and the need for UAM industry to interact with new jurisdictions
- Infrastructure and operational challenges with the biggest being public acceptance requirements
- Integration needs which require a “crawl-walk-run” approach

Ms. Wulff introduced CAMI and provided background and a description of the initiative stating CAMI supports the responsible integration of the third dimension of urban transportation at the state and local level and their dedication to providing communities with information and tools that are vital to the successful integration of aviation into daily transportation options.

She led discussion related to questions and comments from the Board and CEO.

**Citizen Comments** - None

**Action Items** - None

## **Staff Reports**

*Jim Rothlin, Chief Executive Officer*

- Discussed the Port’s course of action as it relates to COVID-19 as Kitsap County entered Phase 2 of the Governor’s “Safe Start” plan on May 28 with eligibility for application for Phase 3 on/after June 18.
- Provided status updates on the following projects:
  - NE Campus Lot 2
  - SR3 Frontage Site Development
  - South Hangar Development
  - Airport Multi-Purpose Facility
  - OVIP Master Plan Development

## **Commission Reports / New Business**

### *Commissioner Strakeljahn*

- Reported on a transatlantic business relations webinar he attended with American and European Chambers that included discussion on how to stimulate and rebuild economies.

### *Commissioner Anderson*

- Reported that it looks like the Kitsap County Health District is preparing to move forward on a Safe Start Phase 3 application and commented that the Port should remain aware of tenant needs as we move through this process.

### *Commissioner Bozeman*

- Fortunate that COVID-19 numbers look better, but it is still with us and will continue to be a part of our lives so reminded everyone to stay safe and continue taking steps to protect our health.

## **Executive Session**

President Bozeman recessed the meeting at 11:00 a.m. and reconvened into executive session at 11:00 a.m. for approximately 30 minutes regarding: real estate issues [RCW 42.30.110(1)(c)]. Executive session was extended at 11:30 a.m. for 25 minutes and again at 11:55 a.m. for 15 minutes.

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  
June 18, 2020

Gary Anderson  
Commission Secretary  
June 23, 2020

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

**MINUTES**

June 9, 2020  
11:00 AM

Remote Access Only  
Zoom Meeting

**Call to Order**

President Bozeman called the executive session to order at 11:00 a.m., June 9, 2020.

**Commissioners and Staff Present**

Commissioners

Cary Bozeman  
Axel Strakeljahn  
Gary Anderson

Staff Members

Jim Rothlin  
Fred Salisbury  
James Weaver

Arne Bakker  
Anne Montgomery, Atty

**Item #1:** Real estate issues were discussed [RCW 42.30.110(1)(c)].

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

Submitted,

Jim Rothlin  
Chief Executive Officer  
June 18, 2020

Approved,

Gary Anderson  
Commission Secretary  
June 23, 2020

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

Agenda Item No:    Action Item #1  
Subject:            Notice of Award: Nordland Construction NW, Inc. – Nordland, WA  
                          South Hangar Project – Phase 1 Site Development  
Prepared By:        Warren Hendrickson, Airport Manager  
Meeting Date:       June 23, 2020

**Summary:**

On January 22, 2019 the Port Commission authorized the engineering of the South Hangar Site Development Project. This project addresses increasing demand for both corporate and general aviation hangars at Bremerton National Airport and is split into two phases. The Phase 1 bid award before the Commission today will ultimately provide three pad-ready sites for large corporate jet hangars (to be built by others). Plans for the future Phase 2 include approximately 27-35 box and t-hangars of various sizes for general aviation aircraft, with the final configuration to be determined by an in-depth demand analysis of specific tenant needs. The completion of Phase 1, less actual hangar construction, is a prerequisite to moving forward with Phase 2.

Phase 1 engineering, design, and environmental reviews were completed with the assistance of Century West Engineering. The FAA Categorical Exemption from further NEPA review was approved and received on January 16, 2020. The FAA Determination for Obstruction Evaluation was approved and received February 28, 2020. The City of Bremerton Site Development Permit is ready for issue.

Phase 1 project scope includes:

1. Site development grading.
2. Construction of a new taxiway and paved aircraft parking apron.
3. Construction of a new access road.
4. Construction of new utilities (water, gas, and electrical).
5. Construction of a new storm drain system and a storm water detention system.
6. Installation of a new septic system.

The road, utilities, and storm water improvements constructed in Phase 1 will also serve the future Phase 2.

On April 30, 2020, bids were received and opened for the South Hangar Project Phase 1 Development, Port Project Number 02-18-0280.

A total of nine bids were received. Two bids were deemed unresponsive for a failure to submit all required documentation. Nordland Construction NW, Inc. of Nordland, WA offered the

low bid of \$2,193,646.80. The high bid was \$3,375,443.33. The bid variance from low to high was \$1.18 million; the mean bid amount was \$2.71 million.

Port staff is familiar with Nordland Construction NW, Inc. The company has a significant level of expertise in site development with favorable reviews on quality of work, schedule, and ability to remain within budget.

The construction period is 90 days with project completion expected by October 31, 2020.

Fiscal Impact:

This project is not eligible for grant funding.

The 2020 Capital Budget Project Rollover amount for construction was \$2,067,526.00 (100% of this amount is a rollover from the 2018-2019 Capital Budgets; there was no additional contribution to the project from the 2020 Capital Budget). Cost escalation above the budgeted amount occurred subsequent to the approval of the 2020 Capital Budget for the following reasons:

1. Increased cost of construction due to changing market conditions.
2. Post-100% design changes mandated by the City of Bremerton permit application review process.
3. The addition of a contingency reserve.
4. The addition of an independent quality assurance evaluation to the Contract Management Fee to ensure site soil compaction standards are met.

The additional funding required to complete this project is available via the planned deferral of other funded 2020 Capital Budget Projects to future years.

Strategic Purposes:

Goal 1 - Be a significant leader in promoting the local economy and job growth both on and off Port Assets.

Goal 2. Operate all Port facilities efficiently and cost effectively with a high degree of customer service.

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

Recommendation:

Port staff recommends the bid award to Nordland Construction NW, Inc.

Motion for Consideration:

**Move to approve the bid award to Nordland Construction NW, Inc. and authorize the CEO to execute the contract and issue a Notice to Proceed.**



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

Agenda Item No:    Action Item #2  
Subject:            Washington State BIG Grant Application  
Exhibits:           Resolution 2020-05  
Prepared By:       James Weaver, Director of Marine Facilities  
Meeting Date:      June 23, 2020

**Summary:**

The Port Orchard Marina Breakwater project will replace 1,500 linear feet of public breakwater that is 46 years old and protects the Port Orchard marina including moorage for 341 permanent and 100 guest saltwater slips for recreational, first responder, commercial, and liveaboard boaters. On March 24, 2020, the Port of Bremerton Commissioners approved a preliminary preferred alternative for design and for applying for grants for the replacement of the North and East breakwaters for the Port Orchard Marina.

An application is being submitted for a Boating Infrastructure Grant (BIG), administered by the Washington State Recreation and Conservation Office (RCO) in support of the Port Orchard Marina Breakwater Replacement project. The grant process requires that the governing body of grant applicants formally authorize the application for the grant and indicate compliance with key grant requirements and restrictions. The language and content of the required authorization is prescribed by RCO and is included in Resolution 2020-05.

The timing of the availability of this grant will require application this year in order to receive funds for 2021-2022. Applications for this grant will not be available again until 2022 and would apply to a 2023-2024 funding window. Construction expenses for the project are not scheduled to begin until 2021 and are aligned to be consistent with the 2021-2022 grant funding timeline.

**Fiscal Impact:**

The current estimate of the breakwater replacement project is \$15,710,000. The grant request is for \$1,200,000 and requires a Port commitment to matching funds of 25% of project cost, or \$3,927,500. Matching fund commitments for RCO Grant applications may be comprised of other state or federal grants, issued bonds, letters of credit, binding loans, or local funds.

The 2020 Capital Budget includes an amount of \$808,430 of existing grant reimbursable funds for the Port Orchard Breakwater Replacement Project design and permitting expenses, however no construction funds have been allocated until the 2021 Port Budget process or future budgets. Although other grant funding applications have been submitted for this project, no other grant or successful funding approvals have been confirmed as of this date.

With the existing \$808,430 funding approved and confirmed for 2020, an additional commitment for \$3,119,070 would be required to apply for this BIG grant opportunity.

If the BIG grant application does not succeed, then the 25% funding commitment could be disregarded, or the grant funds not accepted. If the BIG grant application is successful, then to receive the grant funds in 2021 the Port would be required to confirm the 25% funding commitment.

Recommendation:

Approve Resolution 2020-05 authorizing application for a Boating Infrastructure Grant (BIG) grant in support of the Port Orchard Marina Breakwater Replacement Project.

Motion for Consideration:

**I move to approve Resolution 2020-05 authorizing application for a Boating Infrastructure Grant (BIG) in support of the Port Orchard Marina Breakwater Replacement project.**

**PORT OF BREMERTON  
KITSAP COUNTY, WASHINGTON  
RESOLUTION NO. 2020-05  
DATED: June 23, 2020**

**A RESOLUTION** of the Board of Commissioners, Port of Bremerton, that authorizes the person identified below (in section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

**WHEREAS**, the Port of Bremerton is proposing to develop and construct a replacement for the Port Orchard Marina Breakwater; and

**WHEREAS**, the Port Orchard Marina Breakwater Replacement Project has been designated Project #20-1855 by the Washington State Recreation and Conservation Office; and

**WHEREAS**, state grant assistance is requested by our organization to aid in financing the cost of the Project referenced above.

**NOW, THEREFORE BE IT RESOLVED** that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

<b>Grant Document</b>	<b>Name of Signatory or Title of Person Authorized to Sign</b>
Grant application (submission thereof)	Jim Rothlin, CEO
Project contact (day-to-day administering of the grant and communicating with the RCO)	James Weaver, Director Marine Facilities
RCO Grant Agreement (Agreement)	Jim Rothlin, CEO
Agreement amendments	Jim Rothlin, CEO
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	Jim Rothlin, CEO

The above persons are considered "authorized representatives/agents" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the

Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.

4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreements, confer with our authorized representatives/agents as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representatives/agents execute the Agreement with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project referenced above.
9. If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.

11. Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
12. This resolution/authorization is deemed to be part of the formal grant application to the Office.
13. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

**ADOPTED** by the Board of Commissioners of the Port of Bremerton at the regular public meeting thereof held this 23<sup>rd</sup> day of June, 2020, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission.

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

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

ATTEST:

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