



**AGENDA
PORT OF BELLINGHAM
BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
TUESDAY, DECEMBER 17, 2024**

Port of Bellingham Mission Statement: To promote sustainable economic development, optimize transportation gateways, and manage publicly owned land and facilities to benefit Whatcom County.

There are three ways to participate, or you can watch it on YouTube:

- 1) Phone: (253) 215-8782, you will be prompted to enter a Webinar ID: 833 3980 1980
- 2) [Zoom](#)
- 3) In person: Port of Bellingham, Harbor Center, 1801 Roeder Ave., STE 146, Bellingham
- 4) [YouTube](#)

2:00 PM OPEN THE PUBLIC MEETING, IMMEDIATELY RECESS TO EXECUTIVE SESSION

The purpose of executive session is:

To discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency, per RCW 42.30.110(1)(i), and

To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public, per RCW 42.30.110(1)(c), and

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee, per RCW 42.30.110(1)(g).

4:00 PM OPEN THE PUBLIC MEETING, ROLL CALL

READ ADVISORY COMMITTEE MEETING SCHEDULES

There are no meetings scheduled for the Bellingham International Airport Advisory Committee (BIAAC) or Marina Advisory Committee (MAC) for the remainder of 2024.

4:00PM PUBLIC COMMENT

There are two Public Comment periods: One at 4:00 PM and another at the end of the meeting. Out of respect for everyone who attends the Commission meeting, each public comment period may be limited to 15 minutes total. Speakers are asked to keep their comments to less than 3 minutes. Please feel free to submit further comments in writing.

HEW HIRE INTRODUCTION

Paul Kintzele, Maintenance Technician

PRESENTATION

Granite Construction Introduction

CONSENT AGENDA

- A. Motion to approve [minutes](#) from the November 19, 2024 Regular Scheduled Commission Meeting.
- B. Motion to establish the dates, times and location of regular Port of Bellingham Board of Commissioner meetings for the 2025 calendar year, per the attached [schedule](#).
- C. Motion to approve the [appointment](#) of Ms. Tamara Sobjack, Chief Financial Officer, as Auditor and appoint Ms. Sarah Eastwood, Controller, as Deputy Auditor for fiscal year 2025.
- D. Approval of a motion to adopt [Res. No. 1183-U](#) designating the CFO as the responsible official for the purpose of issuing statements of official intent to seek reimbursement of capital project costs through the issuance of tax-exempt bonds.
- E. Motion to adopt the [Liability Insurance Standards](#) for Port of Bellingham Agreements for fiscal year 2025.
- F. Reaffirm the utilization of CSD Attorneys At Law, as the Port's general [legal counsel](#) effective January 1, 2025.
- G. Motion to authorize the Executive Director to accept and administer [grants](#) from the Washington State Department of Natural Resources (DNR).
- H. Motion authorizing the Port's legal counsel to enter into [contracts](#) with Anchor QEA, LLC and other consultants for environmental programs in 2025.
- I. Motion to amend the 2025 Annual Budget to provide \$150,000 additional funding to the [BCT Under Pier Fire Suppression](#) capital project.
- J. Motion authorizing the Executive Director to sign a Services Agreement between the Port and Western Washington University to fund the [Small Business Development Center](#).
- K. Motion to authorize the Executive Director to enter into a [personal services contract](#) with Jennifer Noveck.
- L. Motion to approve Lease Amendment #6 with the State of Alaska, [Alaska Marine Highway System](#) (AMHS).
- M. Motion to approve a Renewal and Modification of Lease with [Fenex Salon and Spas](#) LLC, dba Zazen Salon Spa & Fenex Coffee.
- N. Motion to approve Write-Offs for [Blaine Boathouses](#).

RECESS THE PUBLIC MEETING AND OPEN A PUBLIC HEARING ON INCREASING THE BOARD OF COMMISSIONERS FROM 3 TO 5.

CLOSE THE PUBLIC HEARING AND RECONVENE THE REGULAR COMMISSION MEETING

ACTION ITEMS

1. Motion to appoint Commission Officers to serve as [President, Vice President and Secretary](#) for the Port of Bellingham Board of Commissioners for the 2025 Calendar Year.
2. Motion to appoint the following Port of Bellingham Commissioners to serve as [trustee or board members](#) for the following organizations during 2025; Whatcom Council of Governments, Washington Public Ports Association and Whatcom County Economic Development Investments.
3. Motion to adopt the Port's [Air Service Incentive Program](#) and authorize the Executive Director to implement the program.
4. Authorize the Executive Director to execute the [Revocable Right of Entry](#) (ROE) Permit with the Federal Aviation Administration (FAA).
5. Authorize the Executive Director to sign an Interlocal Agreement with the City of Bellingham and Whatcom County regarding the [Regional Economic Partnership](#).

RECESS THE PUBLIC MEETING TO OPEN THE INDUSTRIAL DEVELOPMENT CORPORATION (IDC) BOARD MEETING

ACTION ITEMS

1. 2025 appointment of officers for the Port of Bellingham [IDC Board](#).
2. Establish the date/time, and location of the [IDC meetings](#) for the 2025 calendar year.
3. Adopt the [minutes](#) of the December 12, 2023 Industrial Development Corporation Meeting.
4. Authorize a [2025 budget](#) for the IDC as outlined in the attached budget, and authorize the IDC Treasurer to approve the distribution and payment of the IDC funds in conjunction with this budget.

CLOSE THE IDC MEETING AND RECONVENE THE PUBLIC MEETING

END OF MEETING PUBLIC COMMENT

OTHER BUSINESS

1. Authorize the Executive Director to execute an [Interlocal Agreement](#) with Whatcom County Fire Protection District No. 8 to provide Fire, Emergency Medical and Crash Fire Rescue Services at Bellingham International Airport.

ADJOURN

The Port encourages people with disabilities to participate in public meetings. For assistance with special needs, please call the Port at 360-676-2500 at least four days in advance.