

**MINUTES OF THE PORT OF BELLINGHAM
BOARD OF COMMISSIONERS MEETING
TUESDAY, FEBRUARY 18, 2025
REGULAR IN-PERSON/HYBRID MEETING**

Commissioners:

Bobby Briscoe
Ken Bell
Michael Shepard

President
Vice President
Secretary

**Consent Agenda
Item # A**

Staff:

Rob Fix
Holly Stafford
Tamara Sobjack
Brian Gouran
Sarah Eastwood
Annika Bjorkman
Tracy Lewis

Executive Director
Port Legal Counsel
Chief Financial Officer
Director of Environmental and Planning Services
Controller
Senior Property Manager
Executive Assistant

1:30 PM OPEN PUBLIC MEETING, IMMEDIATELY RECESS TO EXECUTIVE SESSION

At approximately 1:30 PM, Commissioner Shepard opened the public meeting and announced the purpose of the executive session is 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 on selling or leasing public property shall be taken in a meeting open to the public - RCW 42.30.110 (1)(c).

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

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 - RCW 42.30.110(1)(i).

4:00 PM CLOSED EXECUTIVE SESSION AND RECONVENED PUBLIC MEETING

At approximately 4:00 PM, Commissioner Shepard closed the Executive Session and reconvened the regular meeting, and announced Commissioner Briscoe was attending remotely and both Ken Bell and Michael Shepard were present.

READ ADVISORY COMMITTEE MEETING SCHEDULES

- Marina Advisory Committee (MAC), March 11 @ 6 PM at the Port Admin Office Harbor Center Room, IN-PERSON ONLY.
- Bellingham International Airport Advisory Committee (BIAAC), April 17 @ 4 PM at the Airport Rescue Firefighting Station and on Zoom.

4:00 PM PUBLIC COMMENT

Commissioner Shepard stated 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.

Commissioners heard public comments from 4 individuals. To access the recording visit, https://www.youtube.com/watch?v=ITgPOxC_b14.

CONSENT AGENDA

- A. Motion to approve minutes from February 4, 2025 Regular Scheduled Commission Meeting.
- B. Motion to authorize the Executive Director to execute a one-year extension per section 11.1 Janitorial of the Janitorial Maintenance Service Agreement with SP Plus Corporation (SP+) for janitorial services in the BLI commercial terminal and fund the contract through budget line item Janitorial 1-101-001-7211.
- C. Motion to authorize the Executive Director to reallocate Aviation's Capital Improvement Plan (CIP) 3928 Williamson Way Design project funds (101-527) to the ARFF Restroom and Interior Renovation construction project (101-452).

Discussion: None

Motion: Approve Consent Agenda Items A-C

Motion approved 3-0 Vote

ACTION ITEMS:

1. Motion to authorize the Executive Director to execute a Letter of Approval for Millworks proposed Phase 2 Project Development Document
 - a. Brian Gouran gave a presentation on the Millworks Phase 2 Project Development.

Discussion: Phase 1 turned out well and looking forward to Phase 2, discussions on affordable housing and Opportunity Zone.

Motion approved 3-0 Vote

2. Motion to approve the Modification of Lease between the Port of Bellingham and Halibut Henry's, LLC
 - a. Annika Bjorkman gave a presentation on Halibut Henry's Lease Modification.

Discussion: Proposed modification aligns the lease with the passenger counts at the airport.

Motion approved 3-0 Vote

PRESENTATIONS

1. Dawson Construction and Lance Calloway with Association of General Contractors gave a presentation on the proposed County Ordinance. Discussion included Dawson Construction, Association of General Contractors, Kaylee Galloway (Whatcom County Councilmember), and Zach McCown (Western States Carpenters).

PUBLIC COMMENTS

Commissioner Shepard called for a second public comment period. Commissioners heard public comments from 2 individuals.

OTHER BUSINESS

1. Sarah Eastwood, Controller, gave an update on the Harbor Center Building Safety Improvement Project.

SECRETARY MICHAEL SHEPARD ADJOURNED THE MEETING AT APPROXIMATELY 5:50 PM



President/Vice President



Secretary