

**MINUTES OF THE PORT OF BELLINGHAM
COMMISSION MEETING
HELD TUESDAY, JULY 13, 2021
REGULAR IN-PERSON/REMOTE MEETING**

Present:	Commissioners:	
	President	Ken Bell
	Vice President	Michael Shepard
	Secretary	Bobby Briscoe
Staff:	Rob Fix	Executive Director
	Jon Sitkin	Port Legal Counsel
	Sunil Harman	Director of Aviation
	Greg Nicoll	Senior Engineer
	Tamara Sobjack	Chief Financial Officer
	Gina Stark	Economic Development Project Manager
	Carey Jones	Executive Assistant

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

At approximately 2:00 PM, President Ken Bell opened the public meeting, and then immediately recessed to Executive Session. The purpose of the executive session will be to discuss potential real estate transaction(s) pursuant to RCW 42.30.110 (i) (c).

4:00 PM CLOSE EXECUTIVE SESSION; RECONVENE PUBLIC MEETING, ROLL CALL

At approximately 4:00 PM, President Ken Bell closed the executive session, opened the public meeting, and announced that all three Commissioners were present.

4:00 PM PUBLIC COMMENT PERIOD-

Eric Nathan representing Ziplly Fiber said he came to the Port Commission meeting today to share Ziplly's commitment to getting high-speed broadband out to all of Whatcom County.

Sunil Harman Port of Bellingham Director of Aviation introduced Emily Phillipe and Aaron Collins. They were just awarded the designation of American Airport Executive (A.A.E.) by the American Association of Airport Executives (AAAE) after completing a rigorous 5-year, three-phased process including passing the written Certified Member's Exam, completing the thesis requirement, and appearing before a tribunal of examiners for the final oral exam. The A.A.E. designation commands respect as the gold standard among airport executives with fewer than 600 fully accredited in the world. Since 1954, AAAE has been committed to the advancement of aviation professionals by granting the A.A.E. designation to those who have demonstrated their ability to handle the responsibilities of airport management. The A.A.E. is the most widely recognized mark of distinction in the airport industry. In closing, Sunil said he is very pleased with their accomplishments, epically at their young age.

CONSENT AGENDA-

A. Approve minutes from the June 3, 2021 regular scheduled commission meeting.

- B. A motion to authorize the Executive Director to send a letter of support to the Utilities and Transportation Commission for PSE's proposed Transportation Electrification Plan (TEP).
- C. A motion approving the 2022 budget schedule.
- D. Motion authorizing amendments to the Aviation Department's 2021 Operating Budget to include expenses for the start-up of the announced New Air-Service by Southwest Airlines as applicable under the approved Air-Service Development and Marking Contract and the Port's Air-Service Incentive Program.
- E. A motion to authorize the Executive Director to accept Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grant No. 3-53-0005-060-2021 for \$8,804,315, adjust the Capital Improvement Plan (CIP) to fully fund crucial airfield projects, and reallocate among the proposed projects including the federally funded contingency.
- F. Commission motion approving Small City Economic Development Funds for projects in the cities of Blaine, Nooksack, Ferndale and Lynden.
- G. Authorize the Executive Director to execute design and construction contracts for six FAA AIP- funded capital improvement projects at Bellingham International Airport.
- H. Motion authorizing the Executive Director to execute and administer a grant agreement with Washington State Parks & Recreation (Parks & Rec) for funding to reimburse 75% of the costs associated with the purchase and installation of pumpout equipment for the Gates 8 & 9 pumpout facility at Squalicum Harbor.
- I. Motion to approve Lease Amendment #4 with the State of Alaska, Alaska Marine Highway System ("AMHS") located at the Bellingham Cruise Terminal ("Cruise Terminal").
- J. Authorize the Executive Director to accept and administer grants, as funds become available, from the Washington State Department of Natural Resources (DNR) for reimbursement of up to 90% of the costs associated with the disposal of two abandoned vessels located on Port property.
- K. Motion by the Commission to approve a modification to the rental rate of two dedicated Food Truck pads at the Port's Waterfront District.
- L. Motion by the Commission approving the Modification of Lease between the Port of Bellingham and Wood Stone Corporation for premises located at 1801 W. Bakerview Road.
- M. Motion by the Port Commission to approve a Modification of Lease between the Port of Bellingham and Pacific Cruises Northwest, Inc., d/b/a Salish Trading Post to operate a gift shop at the Bellingham Cruise Terminal.
- N. Motion by the Port Commission to approve Renewal and Modification of Lease between the Port of Bellingham and Marine Spill Response Corporation for premises at Squalicum Harbor in Bellingham, Washington.
- O. Motion by the Commission to approve the Fifth Modification of Lease and Project Development Agreement between the Port of Bellingham and Bellwether Harbor Investments LLP for the Ballroom at Bayview Center Building, 12 Bellwether Way.
- P. Commission's authorization to sell vessels, pursuant to Resolution No.1349.
- Q. Motion by the Port Commission to approve a Renewal Modification of Lease between the Port of Bellingham and Seaview Yacht Services Fairhaven, Inc. for premises at Fairhaven Marine Industrial Park.
- R. Commission motion authorizing Port of Bellingham Executive Director to execute a contract between the Port of Bellingham and Zayo Fiber Network for engineering,

July 13, 2021

Page 3

designing, permitting, and bid documents for construction of segment one, from Deming to Glacier, of the Whatcom County Rural Broadband Fiber Network.

- S. Approve a motion authorizing the Executive Director to sign two grant contracts when finalized by the state: one between the Port of Bellingham and the Washington State Department of Commerce and one between the Port of Bellingham and grant recipient Point Robert's International Market Place.

Motion: Approve Consent Agenda items A - S

Discussion: Commissioner Shepard had a question on Item "K"; he requested an update on the Stage location and timeline. Executive Director Rob Fix said Kulshan purchased a small container stage that they are using inside their leasehold. Rob also spoke about the Peter Paulsen donated stage that is currently in the bidding process. Senior Engineer Greg Nicoll spoke about the design and construction of the stage.

Motion approved with a 3 - 0 Vote

PRESENTATION

1. Q2 Financials- Chief Financial Officer Tamara Sobjack gave an overview of second quarter to date numbers. Tamara covered Financial Highlights for Aviation, Marinas Financial Highlights, Shipping Terminal, Cruise Terminal, Real Estate, Public Priorities, Balance Sheet, Stormwater Program, Public Disclosure and the Safety Report.

Discussion: All three Commissioners said they are pleased to see the clean report from the auditors.

ACTION ITEMS

1. Renewal of Port Property, Cyber and Crime Insurance Programs for 2021-2022

Motion: A motion to authorize the Executive Director to enter into an insurance contract and authorize payment for the renewal of the Port's Property, Cyber and Crime Insurance coverage for the period from July 1, 2021 through July 1, 2022.

Discussion: Chief Financial Officer Tamara Sobjack gave a brief overview of the 2021- 2022 Property, Crime, and Cyber Renewal. She covered the market conditions, and annual premiums.

Commissioner Shepard asked for more information on the Cyber Insurance. Executive Director Rob Fix said WPPA is putting together a Committee to address cyber related issues the Ports' face on a daily basis. They will put together best practices, institute policies and procedures.

Commissioner Shepard asked if the Ports policy is sufficient to address a rebuild if necessary. Executive Director Rob Fix said the policy is sufficient to cover the Port financially.

Motion approved with a 3 - 0 Vote

July 13, 2021

Page 4

2. Interlocal Agreement between the Port of Bellingham and the Public Utility District (PUD) No.1 of Whatcom County

Motion: Commission motion authorizing Port of Bellingham Executive Director to execute a 2021- 2024 Interlocal Agreement between the Port of Bellingham and the Public Utility District of Whatcom County (PUD) for the purpose of joint collaboration in the continued development and implementation of the Whatcom County Rural Broadband Fiber Network.

Discussion: Economic Development Project Manager Gina Stark gave a brief overview of the Interlocal Agreement between the Port of Bellingham (POB) and the Public Utility District of Whatcom County (PUD), and stated that this Action Item formulates the Partnership between the POB and the PUD.

Commissioner Shepard said he has been to three meetings (Port and PUD Steering Committee), and he finds the joint collaboration very useful, and the community well served.

Commissioner Briscoe asked if the committee has a target date to get this project off the ground. Executive Director Rob Fix said the Steering Committee is working hard to move this project forward.

Commissioner Bell shared his desire to join the Steering Committee.

Motion approved with a 3 - 0 Vote

OTHER BUSINESS

Commissioner Shepard asked if the Port should consider hiring an outside consultant for enhanced Cyber Security. Executive Director Rob Fix said yes, the Port is currently working with the Port of Vancouver USA to put together an (RFP).

Commissioner Briscoe asked what kind of insurance the Port has for the GP Pier. Bobby said that at some point the Port needs to put some money into the Colony Wharf to prevent future damage. Executive Director Rob Fix said the Port would put this item on a future agenda.

END OF MEETING PUBLIC COMMENT PERIOD-

No public comment

With no other business, the meeting adjourned at approximately 5:02 PM.



President, Ken Bell



Vice President, Michael Shepard