MINUTES OF THE PORT OF BELLINGHAM
BOARD OF COMMISSIONERS MEETING
TUESDAY, SEPTEMBER 23, 2025
REGULAR IN-PERSON/HYBRID MEETING

Consent Agenda
Item # A

Commissioners:

	Bobby Briscoe	President
	Ken Bell	Vice President
	Michael Shepard	Secretary
Staff:	Tiffany DeSimone	Interim Executive Director
	Brian Gouran	Director of Environmental and Planning Svcs.
	Holly Stafford	Port Legal Counsel
	Kurt Baumgarten	Planning Supervisor
	Matt Rodriguez	Aviation Director
	Mike Hogan	Public Affairs Administrator
	Reilly Wynn	Human Resources Director
	Ryan Rockom	Security Manager
	Tamara Sobjack	Chief Financial Officer/Auditor
	Tracy Lewis	Executive Assistant

3:30 PM OPEN PUBLIC MEETING, IMMEDIATELY RECESS TO EXECUTIVE SESSION

At approximately 3:30 pm, Commissioner Briscoe opened the public meeting and announced the purpose of the executive session:

- RCW 42.30.110 (b) - To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

4:00 PM OPENED PUBLIC MEETING

At approximately 4:00 pm, Commissioner Briscoe opened the regular meeting, and announced all Commissioners were present.

READ ADVISORY COMMITTEE MEETING SCHEDULES

- Marina Advisory Committee (MAC), September 24th at 6 pm at the Port Admin Office in-person only
- Bellingham International Airport Advisory Committee (BIAAC), October 2nd @ 4 pm at the Airport Rescue Firefighting Station and on Zoom

4:00 PM PUBLIC COMMENT

Commissioner Briscoe 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.

There was no public comment.

NEW HIRE INTRODUCTION

Kurt Baumgarten introduced Tara Satushek as a new Planner for the Port of Bellingham.

CONSENT AGENDA

A. Motion to approve minutes from August 28, 2025 Special Meeting/Budget Retreat
B. Motion to approve minutes from September 9, 2025 Regular Meeting
C. Motion to authorize the Interim Executive Director to execute a Final Proof of Loss statement for costs incurred due to the January 11, 2024 Port-wide winter storm damage

Discussion: Tracy noted an error in the online version of the minutes, but the minutes being approved at the meeting were corrected.
Motion: Approve Consent Agenda Items A-C
Motion Approved 3-0 Vote

PRESENTATION

1. Brandon Watts gave a presentation on the NW Tune-Up and its evolution over the past 10 years. NW Tune-Up would like to have a 3–5-year agreement in place to provide more time for planning and preparation because they would like to see this continue to grow and get better. They would also like to look at options for fencing and shade. NW Tune-Up appreciates the partnership and the impact this event has on the community.

   Discussion: The property was originally designed for temporary use and the Commission has a meeting in January to review the entire waterfront site and come up with a comprehensive year-round vision and use. Thank you to NW Tune-Up for their vision and the Commission encourages continued communication and patience. Commission enjoys what this event brings to our community.

2. Ryan Rockom gave a presentation on Tsunami preparedness.

   Discussion: Explanation of the communication setup with the County, State and options for expanding communication to leadership and employees. Ryan was asked to look into the tsunami sirens that are tested once a month to see if there are options for some kind of notification inside the buildings on the waterfront.

COMMISSIONER BRISCOE ASKED FOR A BREAK AT 5:20. MEETING RECONVENED AT 5:25.

3. Reilly Wynn introduced Pamela Derby with CPS HR Consulting who gave a presentation on the upcoming Executive Director recruitment and next steps.

   Discussion: Pamela has already talked with Commissioner Shepard and needs to set up phone calls with Commissioner Briscoe and Bell to have conversations of what they are looking for in an Executive Director. Pamela would like the Commissioners to give some thought as to what stakeholders they would like CPS to reach out to. Reilly confirmed that the Director team has compiled a potential stakeholder list.

Commissioners emphasized that they do not want to rush this decision or timeline given that there are holidays in the mix and they want this process to be done right.

Commissioner Briscoe emphasized the importance of having Port-wide feedback with the leadership and staff to find out what type of leader they are looking for. CPS mentioned they could do an anonymous survey for Directors, staff and stakeholders.

Commissioners agreed Reilly should be the point of contact for CPS.

ACTION ITEMS

1. Motion to authorize the Interim Executive Director to execute the First Amended and Restated Option to Purchase Real Property, Restated BoardMill Group Performance Obligations Addendum, and Authorization to Proceed – Revised BoardMill Project Concept Design.

Discussion: Brian Gouran gave a presentation on the new phased options for the hotel and condominium project. Michael Watters joined the conversation via Zoom and Raymond Faber was present to answer questions. There was discussion on the feasibility of the project, Opportunity Zone funding, the scaled down version of design, City's permitting process, lease terms, and parking.
Motion Approved 3-0

PUBLIC COMMENTS

Commissioner Briscoe called for a final public comment period. Commissioners heard one comment.

OTHER BUSINESS

1. Reminder that Seafeast is this weekend, and the Port will have a booth open 10:00 am – 5:00 pm. Commissioner Briscoe will have his boat down at the end of the dock and all are welcome to come.
2. Big thanks to the Community Outreach Team as they have been recognized by other Ports and agencies and are doing a wonderful job.
3. Veritas (the company that has been working with the Port of Bellingham and supplying the upload to YouTube for the Commission meetings) will no longer be providing that service after October 7th and the Port thanks them for their service.
4. Matt Rodriguez gave a TSA Inspection update and special thanks to his entire BLI team.

COMMISSIONER BRISCOE ADJOURNED THE MEETING AT APPROXIMATELY 6:45 PM

Bobby Briscoe
President/Vice President

Secretary