

**MINUTES OF THE PORT OF BELLINGHAM COMMISSION MEETING
HELD TUESDAY, JANUARY 20, 2015
HARBOR CENTER BUILDING CONFERENCE ROOM
1801 ROEDER AVENUE, BELLINGHAM, WASHINGTON**

Present: Commissioners:
President Dan Robbins
Vice President Jim Jorgensen
Secretary Michael McAuley

Staff:

Rob Fix	Executive Director
Dan Zenk	Aviation Director
Mike Stoner	Environmental Programs Director
Tamara Sobjack	Finance Director
Fred Seeger	Facilities Director
Elizabeth Monahan	Human Resources Director
Dan Stahl	Maritime Director
Sylvia Goodwin	Planning and Development Director
Shirley McFearin	Real Estate Director
Carol Williams	Maintenance Manager
Norman Gilbert	Project Engineer
John Hergesheimer	Senior Project Engineer
Frank Chmelik	Port Counsel
Diane McClain	Executive Secretary

CALL PUBLIC MEETING TO ORDER AND RECESS TO CLOSED EXECUTIVE SESSION

Commissioner Robbins called the meeting to order at 1:00 p. m. to report that the purpose of the closed session would be to discuss personnel and real estate transactions pursuant to RCW 42.30.110(1) (g) (c).

RECONVENE PUBLIC MEETING AND ROLL CALL

Commissioner Robbins called the meeting to order at approximately 3:00 p. m.

PUBLIC COMMENT PERIOD

The following persons signed up for public comment:

1. Pamela Cady, 11 W. 55th Terrace, Bellingham—Ms. Cady spoke of airport noise and urged the Commission to work with Allegiant with regards to quieter operations at the Bellingham International Airport. Aviation Director Dan Zenk responded that Allegiant has begun the process to phase out the older MD80 aircraft and will continue in the next month to do so.

CONSENT AGENDA

Motion: To adopt Consent Agenda items A through G as follows:

- A. Approve the minutes of the December 16, 2014, and January 6, 2015, Commission meetings.
- B. Memorandum of Understanding (MOU) with the Washington State Military Department for the potential use of the Bellingham International Airport as a disaster staging area.
- C. Interlocal Agreement with Whatcom County Fire District No. 8 for fire protection, emergency medical services and crash fire rescue (CFR) support to the Bellingham International Airport.
- D. Appointment of two new members to the Port's Marina Advisory Committee (MAC).
- E. Limited Use Permit for the use of Puget Sound Energy's property located on the corner of F Street and Roeder Avenue.
- F. Month to month Commercial Lease between the Port of Bellingham and Bellingham Aviation Services LLC for a portion of the (formerly known ARFF) facility at the Bellingham International Airport.
- G. Renewal & Modification of an Airport Lease between the Port of Bellingham and Alpha Distributors, Inc. for #18A and #19A of the Airport General Binding Site Plan-Specific Binding Site Plan #1.

Discussion: None.

Motion approved with a 3-0 vote.

AGENDA REVISION: The Commission agreed to move Action Item No. 7 up in the order of the agenda to accommodate guests in the audience.

7. MODIFICATION OF LEASE- SEAVIEW BOATYARD NORTH, INC. SQUALICUM HARBOR.

Motion: Approve a Modification of Lease between the Port of Bellingham and Seaview Boatyard North, Inc. for premises located at Squalicum Harbor.

Discussion: Real Estate Director Shirley McFearin explained that Seaview Boatyard North, Inc. entered into a 10 year lease in 2002 with three 10 year renewal options for property located at Squalicum Harbor. Over the years, the lease has been modified multiple times to accommodate additional land, equipment, improvements to the premises, rental adjustments and renewal period changes. In 2014, Seaview requested a rental reduction to more fairly compete with other Port tenants' (BMI and The Landings at Colony Wharf) per square foot rental rates. Port staff arranged for an appraisal and the re-measuring of the leased premises resulting in the proposed modification of lease reducing Seaview's monthly rents. Ms.

McFearin then introduced Seaview owner, Mr. Phil Riise. Mr. Riise thanked the Port staff, Executive Director and Commission for their consideration in providing a more level playing field for marine tenants competing on the waterfront.

Motion approved with 3-0 vote.

PRESENTATIONS

1. Update – BIAAC Presentation and Recommendations:

Aviation Director Daniel Zenk introduced Bellingham Airport Advisory Committee (BIAAC) Chairperson April Barker. Ms. Barker presented the following 4 items as items for discussion as suggested by the BIAAC: 1. Develop a proactive approach to prevent future noise issues, 2. Participate fully in 2016 County and City Comprehensive Planning process, 3. Quality Public Involvement, and 4. Environmental and Social Impact Statement. Ms. Barker spoke of the BIAAC's suggestion for early action pertaining to agency coordination, parks, vegetation buffers, art installations and proposed trail corridors.

In response to the list of the BIAAC suggestions, Planning and Development Director Sylvia Goodwin spoke of early action items being addressed by the Port staff such as the Port's participation in City/County Comprehensive Planning and Urban Growth Areas, connectivity of the network of bicycle and pedestrian trails, and aviation art in the area. Aviation Director Daniel Zenk spoke of the ongoing staff efforts to address the 4 items suggested by the BIAAC. In response to BIAAC member Bert Webber's presentation on January 6th, Mr. Zenk and Ms. Goodwin provided an overview of the 65 DNL Contour- FAA line of determination for acceptable/significant noise levels, County Zoning, County Airport Land Use Compatibility Ordinance and urban growth areas.

2. Update – Water Resource Inventory Area (WRIA)

Planning and Development Director Sylvia Goodwin presented an overview of the Water Resource Inventory Area 1 (WRIA 1) program established in 1998. Ms. Goodwin spoke of the project history, purpose, organization, and objectives. The WRIA 1 project addresses water quality, water quantity, instream flow and fish habitat issues. The WRIA Initiating Governments include representatives from Whatcom County, City of Bellingham, PUD No. 1 and the Nooksack Tribe and Lummi Nation. The Port is represented on the WRIA 1 Planning Unit, along with other caucuses representing various stakeholder groups.

ACTION ITEMS:

1. SALARY INCREASE FOR THE EXECUTIVE DIRECTOR

Motion: Approve an increase in the base salary of the Executive Director over his 2014 base salary, effective immediately.

Discussion: Commissioner Robbins explained that the setting of the Port's Executive Director's salary is done in a public meeting. Commissioner McAuley added that upon reviewing the Executive Director salaries in the state and in comparison to the size and

operations of other ports, the Port of Bellingham Executive Director's salary has been too low. Commissioner McAuley suggested the salary be increased ten percent bringing the salary more in line with what other ports are paying for similar operations. Commissioner Jorgensen added the Port has two marinas, the Alaska ferry terminal, and a growing airport, differing from other smaller port districts currently paying their Executive Director at higher rates. Commissioner Robbins agreed that the salary has been too low compared to the other ports and considering the number of operations and employees, he would vote in favor of the suggested ten percent increase.

Motion approved with 3-0 vote.

2. PURCHASE ORDER FOR A REGENERATIVE VACUUM STREET SWEEPER

Motion: Authorize the Executive Director to execute a purchase order with Owen Equipment Company for a Crosswind J Street Sweeper for the purchase price of \$246,840 plus sales tax of \$24,190.32 for a total purchase order amount of \$271,030.32.

Discussion: Maintenance Manager Carol Williams reported the proposed purchase would replace the 25 year old Elgin Sweeper purchased in 1990 with one much more efficient. This equipment will be able to vacuum as well as pressure wash the 4.26 miles of Port roadways, 117 acres of parking lots and 94 acres of runways, taxiways and aprons. In addition, the Crosswind J Sweeper is equipped to vactor (clean) the Port's 1,338 catch basins and 34 storm water treatment vaults, enabling the Port to comply with the Port's Storm Water Management Program regulations as well as the Foreign Object Debris (FOD) plan at the Bellingham International Airport (BLI).

Motion approved with 3-0 vote.

3. PROFESSIONAL SERVICES AGREEMENT WITH WILSON ENGINEERING, LLC FOR ENGINEERING AND DESIGN FOR THE SQUALICUM WAY WHARF DEMOLITION AND BULKHEAD REPLACEMENT.

Motion: Authorize the Executive Director to execute a Professional Services Agreement with Wilson Engineering, LLC to perform design and professional engineering services on the Squalicum Way Wharf Demolition and Bulkhead replacement in the amount of \$30,929 plus a contingency of \$4,071 for a total authorized contract amount of \$35,000.

Discussion: Project Engineer Norman Gilbert reported Squalicum Way Wharf D has not been used for many years and much of the structure has deteriorated and fallen into the water. The current scope of engineering services being considered involves preparing 30% design documents which will include; geotechnical field investigation of the site conditions, selection of bulkhead wall and fender pile preliminary design, demolitions plans and specification and permit application assistance. Of the 5 responses to the Port advertised Request for Professional Services (RFPS), Wilson Engineering, LLC was selected as the most qualified. Future amendments to the RFPS to be brought for Commission approval will address the design, bid and construction support services.

Motion approved with 3-0 vote.

4. PROFESSIONAL SERVICES AGREEMENT WITH KPFF CONSULTING ENGINEERS FOR THE BELLINGHAM SHIPPING TERMINAL MOORING SYSTEM.

Motion: Authorize the Executive Director to execute a Professional Services Agreement (PSA) with KPFF Consulting Engineers to perform engineering and design to repair damage and return functionality to the mooring system at the Bellingham Shipping Terminal in the amount of \$34,000 plus a contingency of \$6,000 for a total authorized contract amount of \$40,000.

Discussion: Project Engineer Norm Gilbert reported the Port's Bellingham Shipping Terminal (BST) sustained damage along Berth No. 2 as a result of the Horizon Fairbanks vessel breaking free of her mooring during the December 9, 2014, windstorm. The damaged areas include but are not limited to the BST mooring system (cleats and bollards), fender system and pier structure. Mr. Gilbert further reported that under the Port's declaration of an emergency, KPFF Consulting Engineers, as most familiar with maintenance repairs to the facility over the years, was selected to assist the Port in assessing the damage and designing repairs to the mooring system and pier structure directly related to the mooring system. The scope of work is to provide a repair detail that the Port can use to obtain repair costs. A future amendment would be for construction support activities. This PSA will only cover the mooring system repairs. A separate effort linked to the Port's ongoing scheduled maintenance of the facility will assess the damage to the BST pier structure.

Motion approved with 3-0 vote.

Motion approved with 3-0 vote.

5. PROFESSIONAL SERVICES AGREEMENT WITH WILSON SURVEY AND ENGINEERING FOR THE C STREET TERMINAL UPLAND INFRASTRUCTURE REHABILITATION PROJECT.

Motion: Authorize the Executive Director to execute a Professional Services Agreement with Wilson Survey and Engineering for the engineering design and permitting services for the C Street Terminal Upland Infrastructure Rehabilitation Project in the amount of \$535,000 including a 10% contingency for a total authorized amount of \$588,500.

Discussion: Senior Project Engineer John Hergesheimer provided an overview of the area, and the project. Mr. Hergesheimer explained the proposed scope of services for the design and permitting as advertised by the Port in the Request For Professional Services (RFPS) in 2013. Of the several RFPS submittals, Wilson Survey and Engineering was selected as the most qualified to perform those services.

Motion approved with 3-0 vote.

6. PROFESSIONAL SERVICES AGREEMENT WITH BERGER/ABAM FOR THE FAIRHAVEN SHORELINE PROTECTION REHABILITATION PROJECT.

Motion: Authorize the Executive Director to execute Professional Services Agreement (PSA) No. 8 with Berger/ABAM for preliminary engineering, design and permitting services for the Fairhaven Shoreline Protection Rehabilitation Project in the amount of \$81,600 plus a 10%

contingency for a total of \$90,000, yielding a total authorized amount of \$1,180,400. Also, advance the year 2016 budgeted construction funds for this project to the 2015 budget in the amount of \$425,000.

Discussion: Senior Project Engineer John Hergesheimer reported that the shoreline area near the Fairhaven boat launch was damaged during a storm on November 30, 2014. Expedited permits were obtained and temporary repairs made in order to stabilize parts of the shoreline. The proposed scope of services will enable full rehabilitation of the area's bank. Mr. Hergesheimer added the proposed action will advance funding from the year to 2016 to year 2015, allowing the permanent work to be done as soon as possible, preventing potential further failures of the shoreline bank protection and additional damage to upland areas. Depending on the receipt of all permits, the work may be able to be completed before the end of the next in-water work window of February 14, 2016.

Motion approved with 3-0 vote.

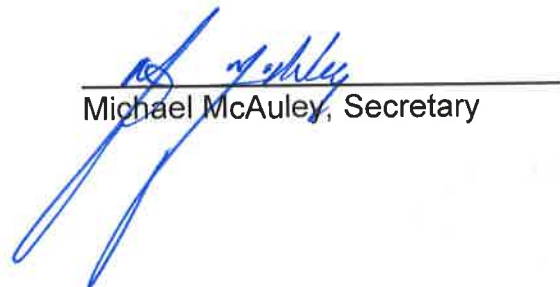
NEW BUSINESS

None.

ADJOURN

As there was no further business, the meeting was adjourned at 4:55 p.m.


Daniel M. Robbins, President


Michael McAuley, Secretary