

**MINUTES OF THE PORT OF BELLINGHAM  
COMMISSION MEETING  
HELD TUESDAY FEBRUARY 6, 2018  
HARBOR CENTER ROOM  
1801 ROEDER AVENUE, BELLINGHAM, WASHINGTON**

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Present:	Commissioners:	
	President	Ken Bell
	Vice President	Bobby Briscoe
	Secretary	Michael Shepard
Staff:	Rob Fix	Executive Director
	Sunil Harman	Aviation Director
	Don Goldberg	Economic Development Director
	Brian Gouran	Environmental Programs Director
	Adam Fulton	Facilities Director
	Tamara Sobjack	Finance Director, Auditor
	Elizabeth Monahan	Human Resources Director
	Sylvia Goodwin	Planning Director
	Shirley McFearin	Real Estate Director
	Terry Ilahi	Real Estate Analyst/ Representative
	Frank Chmelik	Port Counsel
	Diane McClain	Executive Secretary

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**2:30 OPEN PUBLIC MEETING, IMMEDIATELY RECESS TO EXECUTIVE SESSION**

The purpose of the executive session will be discuss pending litigation, real estate transactions, pursuant to RCW 42.30.110(i) (c).

**4:30 p.m. –RECONVENE EXECUTIVE SESSION, ROLL CALL**, Commission President Bell called the meeting to order at approximately 4:30 p.m. and noted for the record that all Commissioners were in attendance; Commissioners Bell and Shepard present; Commissioner Briscoe participated via teleconference.

**PUBLIC COMMENT PERIOD** - Out of respect for everyone who attends the Commission meeting, the 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.

Geoff Middaugh thanked the Port for its Harris Avenue railroad crossing improvement and safety zone efforts.

Harry Skinner urged the Port to consider all land use options for the development of the waterfront/ former Georgia Pacific (GP) site, asking for full public participation and offered to conduct a county wide public opinion survey.

**CONSENT AGENDA**

A. Approve the minutes of January 16, 2018, regular Commission meeting.

- B. Authorize the Executive Director to execute Amendment No. 3 to extend the Pacific Security contract for one year security services and provide a 4.4% increase for the period from June 1, 2018 to May 31, 2019.
- C. Approve the appointment of Robert Powell (Pilot Association) and Mary Anderson (Ground Transportation) to serve three (3) year terms on the Bellingham International Airport Technical Airport Advisory Committee (TAAC).
- D. Authorization a refund in the amount of \$34,665.78 to be issued to the State of Alaska for overpayment of the 2017 cost of repairs made to the Berth 1 Dolphin at the Bellingham Cruise Terminal.
- E. Approve 3<sup>rd</sup> Modification of Lease between the Port and GrandCamp International LLC for premises located at the Bellingham Shipping Terminal.
- F. Approve Modification of Lease between the Port and Alaska Airlines, Inc. for premises and operations at the Bellingham International (BLI) Airport Commercial Terminal Passenger Building, and Approve the Modification of Commercial Lease (maintenance office and HD-1 and HD-16) between the Port and Alaska Airlines, Inc. at BLI.
- G. Approve Modification of Lease between the Port and Horizon Air Industries, Inc. for operations at the Bellingham International Airport.
- H. Authorize the Executive Director to execute Amendment No. 2 to the Professional Services Agreement with Puttman Infrastructure Inc. to include design, submittals review, and other professional construction support services for the District Utilities ECO Project in the amount of \$15,125 for a total authorized PSA amount of \$33,528.
- I. Approve a Harbor Land Lease between the Port and Ginkgo Trading LLC for approximately 1.0 acre located within the "Log Pond" area adjacent to the Bellingham Shipping Terminal, and Authorize the Executive Director to enter into lease modifications with Ginkgo Trading to implement options to add to the lease area, as provided in the lease.

Motion: Approve Consent Agenda items A-E.

Discussion: Commissioner Briscoe asked that item B be pulled from the consent agenda for further review and discussion. The Commission agreed to vote on the remaining items and directed staff to take the contract for security services out to bid. As there have been multiple extensions with the current service provider, all three Commissioners agreed others should have a chance to bid on the work.

Motion approved with 3-0 vote.

## **ACTION ITEMS**

### **1. AMENDMENT TO OPTION AGREEMENT TO LEASE REAL PROPERTY – FAIRHAVEN WORK STUDIOS, LLC**

Motion: Approve an Amendment to Option to Lease Real Property between the Port and Fairhaven Work Studios, LLC, for property located north of the Fairhaven Marine Industrial Park.

Discussion: Real Estate Analyst/Representative Terry Ilahi explained the Port and Fairhaven Work Studios (FWS) entered into a one year option agreement in 2017 with a

one year extension (pending certain criteria) for 1.5 acres of undeveloped property north of the Port's Fairhaven Marine Industrial Park (FMIP). The agreement allowed FWS to perform its due diligence on the feasibility of developing work/live studios on the site. FWS is waiting for approval of the project from the City of Bellingham, prior to holding a required public hearing. The proposed amendment would extend the period of the agreement on a month to month basis through December 31, 2018.

Motion approved with 3-0 vote.

## **2. WSDOT GRANT FOR THE HARRIS AVENUE RAILROAD CROSSING**

Motion: Authorize the Executive Director to sign a \$350,000 Grant Agreement with the Washington State Department of Transportation (WSDOT) to design and construct safety improvements at the Harris Avenue Railroad Crossing.

Discussion: Planning Director Sylvia Goodwin reported WSDOT has awarded \$350,000 in federal funding to upgrade the Harris Avenue railway/highway crossing improving vehicle and pedestrian safety with the installation of median curbs, improved lighting, signs and a minor realignment to the entrance to Fairhaven Marine Park.

Motion approved with 3-0 vote.

## **PRESENTATIONS**

### **FINANCIAL RESULTS – 4<sup>TH</sup> QUARTER 2017 UPDATE**

Finance Director Tamara Sobjack provided an overview of the Port's 4<sup>th</sup> Quarter financial results Beginning with the stormwater program, all training and recordkeeping are in compliance and sampling at the Bellingham Shipping Terminal (BST) resulted in benchmark exceedance for copper; second one at this location. Permit required responses have been completed. Bellingham International Airport (BLI) stormwater samples were required in October and results were within permit limits.

Regarding 2017 year end Public Records Disclosure: 138 requests, Staff time: 209 hours, Fees collected: \$1.80. Regarding 4th quarter safety: Number of Recordable injuries: 2, Recordable incident rate: 2.05 and Lost work day rate: 2.05. Regarding Risk Management: No new claims against the Port in the 4<sup>th</sup> quarter. Claims for the Port in the 4<sup>th</sup> quarter include August 2017 damage to a mooring dolphin at the BST; responsible party working with the Port to restore property.

Ms. Sobjack discussed the Port's Operating Divisions 2017 year to date actual vs. 2017 budget figures, Balance Sheet year to date, Current Investments, and provided an overview of the Port's 2017 Capital Projects. The Commission requested future reports to include information specific to the Bellingham Shipping Terminal separate from the Marine Terminals Operating division totals.

## **BREAK**

**5:30 p.m. RECONVENE PUBLIC MEETING**

**PUBLIC COMMENT PERIOD -**

None.

**WATERFRONT DISTRICT UPDATE**

Environmental Director Brian Gouran presented an overview of the multiple community outreach efforts to date and shared feedback received on the two options (Option A- Waypoint Park Connection and Option B- Maple Street Connection) for the proposed downtown waterfront layouts. Current responses from the public via phone, e-mail, comment cards and Open House, etc. favor the Waypoint connection to the water and downtown and the overall distribution layout. Mr. Gouran further added input received from the public and the Commission will assist staff in developing a recommendation to be brought to the Commission next month for approval and in order to meet the April 1 due date for the completion of the Sub Area Plan application and Interlocal Agreement with the City of Bellingham.

**OTHER BUSINESS**

Commissioner Shepard requested an Update on the Firefighters job description language for the Law Enforcement Officer Fire Fighter (LEOFF) retirement system consideration- Executive Director Rob Fix will discuss with the union representatives and report back.

**ADJOURN**

With no further business, the meeting was adjourned at approximately 6:00 p.m.

  
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President

  
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Secretary