

**MINUTES OF THE PORT OF BELLINGHAM  
COMMISSION MEETING  
HELD TUESDAY FEBRUARY 7, 2017  
HARBOR CENTER ROOM  
1801 ROEDER AVENUE, BELLINGHAM, WASHINGTON**

---

Present: Commissioners:  
President Dan Robbins  
Vice President Bobby Briscoe  
Secretary Michael McAuley

Staff:

Sunil Harman	Aviation Director
Brian Gouran	Environmental Programs Director
Tamara Sobjack	Finance Director
Adam Fulton	Facilities Director
Elizabeth Monahan	Human Resources Director
Sylvia Goodwin	Planning & Economic Development Director
Shirley McFearin	Real Estate Director
Frank Chmelik	Port Counsel
Diane McClain	Executive Secretary

---

**3:00 p.m. – OPEN PUBLIC MEETING AND IMMEDIATELY RECESS TO EXECUTIVE SESSION.** The purpose of the closed session was to discuss personnel pursuant to RCW 42.30.110 (g) and expected to last an hour with no formal action to taken by the Commission during the discussion.

**4:00 p.m. – OPEN PUBLIC MEETING, ROLL CALL** Commission President Robbins called the meeting in the Harbor Center room to order at approximately 4:00 PM., noting that all 3 Commissioners were present.

**PUBLIC COMMENT PERIOD** – The following persons voiced concern regarding the lease transaction approved in January with GrandCamp International, LLC for future storage, handling, debarking and loading of logs at the Port's Bellingham Shipping Terminal: Raena Anderson, Terri Wilde, Talli Johnson, Sarah Sasek, Mike Sennett, Richard Reese, Barbara Schumacker, Isaac Bartick, Amy Pashov, Shiloh Britt, Larry Williams, and Jasmine Bemke. Commissioner McAuley explained the shipping terminal facility is a limited/restricted access area due to specific security requirements and invited attendees to contact the Commission for further discussion and suggested reviewing the Waterfront Master Plan, available on the Port's website for more information on the future redevelopment of the Waterfront District.

**CONSENT AGENDA**

A. Approve the minutes of the January 24, 2017, Regular commission meeting.

- B. Authorize the Executive Director to execute Amendment No. 2 to the Professional Services Agreement with Ashton Engineering Inc. to provide the next phase of design and permitting assistance for the I & J Waterway Fit-up Pier and Float in the amount of \$108,750 plus a 10% contingency of \$10,875 for a revised total authorized amount of \$248,625.
- C. Approve lease documents for U.S. Customs & Border Protection located at the International Arrivals Building, Bellingham International Airport (BLI).
- D. Approve a Budget Reallocation moving \$62,000 from CIP 109-500 to CIP 228-706 for the renewed continuation of the Bellingham Shipping Terminal Rail Span Upgrades project.
- E. Authorize the Executive Director to execute an agreement with Bellingham Aviation Services (BAS) for the management of Aircraft Tie-downs, T-hangars, and General Aviation landing fees at Bellingham International Airport (BLI).
- F. Authorize the Executive Director to execute Amendment No. 4 to the Professional Services Agreement with Wilson Engineering, LLC for the Waterfront District General & Specific Binding Site Plans in the amount of \$24,080 for a total authorized amount of \$115,994.

Motion: Approve Consent Agenda items A through D plus item F. Consent Agenda item E was pulled for a separate discussion.

Discussion: Following a brief discussion of item E, management of services by BAS, all consent agenda items were approved as presented.

Motion approved with 3-0 vote.

## **PRESENTATIONS**

**1. Waterfront District Update-** Environmental Director Brian Gouran provided an overview of the completed Whatcom Waterway Phase 1 and Pulp Mill Cleanup activities, and a status report of the General Binding Site Plan, the design and construction of Granary and Laurel Streets, the Whatcom Waterway Park and Shoreline, potential Harcourt development projects on the Waterfront District site as well as the Granary Building, currently underway. Mr. Gouran discussed the Mutuss Studio proposal for the artistic embellishment and relocation of the Acid Ball structure funded through the City of Bellingham's 1% of the budget arts fund and plans for the City of Bellingham to receive ownership of the Acid Ball through a transfer agreement with the Port. Future decisions will address the adaptive reuse of the Boardmill and Alcohol Plant buildings, Western Crossing site location and boundary, and determine any Amendments or modifications to the Master Development Agreement, Interlocal Agreement and Sub-Area Plan documents.

**2. 4<sup>th</sup> Quarter 2016 Financial Report** Finance Director Tamara Sobjack reported the Stormwater program 4<sup>th</sup> Quarter 2016 remains consistent with 3<sup>rd</sup> Quarter 2016: samples have not been required; all training and record keeping are in compliance. As to Records Management, there were 77 requests in 2016 compared to 103 in 2015, staff hours estimated at 138. Safety report for 2016: 4 recordable injuries, recordable incident rate 4.13, lost work

day rate: 1.03. Risk Management 2016 activities: 1 major incident: the March 10, 2016 windstorm; only open claim for the Port. Open claim against the Port remains the November 2012 AMHS passenger ramp incident, currently under appeal.

The Port's Balance Sheet for 2016 shows assets \$394 million, liabilities \$162 million and net assets \$232 million compared to year 2015 assets \$400 million, liabilities \$173 million and net assets \$227 million; an increase of roughly 5 million. Current cash investments of \$15 million are in Federal loan and credit banks and US Treasury notes. The Local Government Investment Pool (LGIP) balance is \$30.3 million, yielding approximately .5% and these funds could be easily accessed if needed. Ms. Sobjack provided 2016 Actual vs. Budgeted revenues and expenses for the Port's, Real Estate, Aviation, Marinas, Marine Terminals, Overhead, and Public Priority, operating divisions. The 2016 - 2017 Capital projects include the 157 room Airport Hotel, the 56,000 square foot All American Marine Relocation facility, Squalicum Boat Launch, Squalicum Harbor, General Aviation, and Mitchell Way paving projects and the C Street Terminal crane and barge ramp projects.

**5:30 p.m.**

**PUBLIC COMMENT PERIOD** – No one signed up for the second public comment session.

### **ACTION ITEMS**

#### **1. EXECUTIVE DIRECTOR SALARY INCREASE**

Motion: Approve an increase in the base salary or the Executive Director wage by 2.5% over 2016, effective immediately.

Discussion: Commission President reported the Commission periodically reviews the salary of the Executive Director. The proposed 2017 adjustment is the same percentage being given to a majority of the non-represented Port employees.

Motion Approved with a 3-0 vote.

#### **2. PROPERTY USE AGREEMENT WITH WHATCOM TRANSPORTATION AUTHORITY**

Motion: Approve a motion authorizing the execution of a property use agreement with Whatcom Transportation Authority (WTA) for public bus service on Port property near the Bellingham International Airport (BLI), and for WTA to construct a bus shelter on W. Bakerview Road adjacent to the Economy B parking lot entrance.

Discussion: Aviation Director Sunil Harman introduced Airport Landside Operations Supervisor Marie Duckworth and WTA's Director of Service Development Rick Nicholson. Marie Duckworth presented an overview of the proposed property use agreement for new WTA bus and connecting shuttle service to and from the airport starting March 19, 2017. The new route will bring bus service to a new WTA shelter two times per hour, roughly 7 am to 7 pm weekdays and Saturdays; with no service on Sundays. WTA passengers arriving at the shelter will contact an airport shuttle dispatch for service to and from the BLI commercial

terminal. The Port currently provides shuttle service to and from the Economy A parking lot near the terminal. WTA Rick Nicholson noted that ridership will be assessed periodically by the WTA and Port to gauge the success and to determine continuation and/or any future changes to the new route and service.

Motion Approved with a 3-0 vote.

## **2. AFFIRMATION OF PORT COMMISSION DISTRICTS**

Motion: Approve Resolution No. 1359, superseding Resolutions 1003 and 1153, and affirming the three existing Port Commissioner Districts as depicted on Exhibit A.

Discussion: Port legal counsel Frank Chmelik explained until 2016, the Port of Bellingham, Whatcom County Council and the Whatcom County PUD all had three districts. The shared map (Exhibit A) showing the boundaries of the three districts was posted on the County auditor's website. With the County increasing its Legislative Districts from 3 to 5 last year, the Port Commission needs to formally establish its commission district boundaries. The proposed resolution will affirm that action. The Port advertised and held a public hearing to receive public comment on January 24, 2017.

Motion Approved with a 3-0 vote.

## **NEW BUSINESS**

The following items were discussed briefly under New Business: Tissue Warehouse- outside interest, Lignin Building repairs, Broadband access in the county, Roundabout at the airport, homeless shelter, recently attended WPPA Ports Day items discussed: MTCA money and the Real ID program.

## **ADJOURN**

With no further business, the meeting was adjourned at approximately 5:50 p.m.



Daniel M. Robbins, President



Michael McAuley, Secretary