



**PORT OF BELLINGHAM**  
*Washington State*

**AGENDA**  
**PORT OF BELLINGHAM**  
**BOARD OF COMMISSIONERS MEETING**  
**TUESDAY, DECEMBER 6, 2022**

---

***Port of Bellingham Mission Statement: To promote sustainable economic development, optimize transportation gateways, and manage publicly owned land and facilities to benefit Whatcom County.***

---

**There are three ways to participate, or you can watch it on YouTube:**

- 1) Conference Dial in (253) 215-8782, you will be prompted to enter a Meeting ID: 816 1666 5079 Passcode: 120622 (please mute your phone, unmute if called on for public comment)
- 2) [Zoom](#) Meeting ID: 816 1666 5079 Passcode: 120622 (please mute your mic)
- 3) In person 1801 Roeder Avenue, Bellingham (Harbor Center Building Conference Room)
- 4) <https://www.youtube.com/user/PortBellingham>

**PUBLIC COMMENT PERIODS**– During the meeting, there will be 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.

**ADVISORY COMMITTEE MEETING SCHEDULES**

Marina Advisory Committee (MAC)  
December 13 @ 6 PM  
Harbor Center Building Conference Room (1801 Roeder Ave., Bellingham)  
IN-PERSON ONLY

Bellingham International Airport Advisory Committee (BIAAC)  
January 12 @ 4PM  
Join Zoom Meeting:  
<https://portofbellingham.zoom.us/j/86362422537?pwd=YUcvaTFsT3NvSVIUNXRQbDg2UWwvUT09>  
Meeting ID: 863 6242 2537  
Passcode: 248585  
Phone: (253) 215-8782  
ZOOM ONLY

## **4:00PM PUBLIC COMMENT**

### **CONSENT AGENDA**

- A. Motion to approve [minutes](#) from the November 15, 2022 regular scheduled commission meeting.
- B. 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 100% of the costs associated with the disposal of recently abandoned vessels located in Whatcom County.
- C. Motion to reaffirm the utilization of Chmelik, Sitkin, & Davis, P.S., Attorneys at Law, as the Port's general legal counsel with an increased [rate](#) effective January 1, 2023.
- D. Establish the Dates, Times, and Location of Regular Port Commission [Meetings](#) for calendar year 2023.
- E. Motion to approve the [appointment](#) of Ms. Tamara Sobjack, Chief Financial Officer, as Auditor and appoint Ms. Sarah Eastwood, Controller, as Deputy Auditor for fiscal year 2023.
- F. A motion authorizing the Executive Director to execute [Amendment No. 5](#) to the Professional Services Agreement with Bennett Engineering, L.L.C. to perform landfill monitoring and permitting support services at the Airport Woodwaste Landfill.
- G. A motion authorizing the Executive Director to approve payment to the Department of Natural Resources for Aquatic Lands Harbor [Lease](#) Nos. C2200002469 and C2200002470 for the period December 1, 2022 through November 30, 2023.
- H. A motion to approve a [reallocation](#) of funds from CIP 107-493 to CIP 107-966 in order to prevent project delays resulting from bond issuance timeline. Allocate funds of bond funding from CIP 107-966 to CIP 107-493 following bond issuance.
- I. A motion authorizing the Port to enter into a non-binding [Memorandum of Understanding](#) for a Public Private Partnership to revitalize the Squalicum Way Corridor.
- J. Commission motion approving [transfer of funds](#) in Small City Grant funds for the 2022 Grant Cycle from the City of Sumas to the City of Lynden.
- K. Motion to approve setting the Executive Director's annual base [salary](#) effective January 1, 2023. Motion to approve an adjustment to the severance agreement from six (6) months to twelve (12) months' salary.
- L. Motion to approve Resolution No. 1406, appointing the Public Records Officer as the agent to receive [tort claims](#).
- M. Approval of a motion [adopting](#) the proposed Liability Insurance Standards for Port of Bellingham agreements for fiscal year 2023.
- N. Approval of a motion to adopt Resolution No. 1183-S, designating the Chief Financial Officer as the responsible official for the purpose of [issuing statements](#) of official intent to seek reimbursement of capital project costs through the issuance of tax exempt bonds.
- O. Approval of a motion adopting the Port of Bellingham's [Rental Revenue](#) Standards for 2023.

## **RECESS THE PUBLIC MEETING AND OPEN A PUBLIC HEARING ON THE 2023 BELLINGHAM INTERNATIONAL AIRPORT TARIFF & FEE SCHEDULE**

## **CLOSE THE PUBLIC HEARING ON THE HE 2023 BELLINGHAM INTERNATIONAL AIRPORT TARIFF & FEE SCHEDULE AND RECONVENE THE REGULAR PUBLIC MEETING**

**RECESS THE PUBLIC MEETING TO OPEN THE INDUSTRIAL DEVELOPMENT CORPORATION (IDC) BOARD MEETING**

1. Select officers for the Industrial Development Corporation's ([IDC](#)) Board of Directors for the 2023 calendar year.
2. Establish the date, time, and location of the IDC meetings for the 2023 calendar year.
3. Adopt the minutes of the IDC's meeting held on December 7, 2021.
4. Authorize a 2023 [budget](#) for the IDC totaling revenues and expenditures as outlined in the budget, authorize the IDC Treasure to approve the distribution and payment of the IDC funds in conjunction with this budget.

**CLOSE THE IDC MEETING AND RECONVENE THE PUBLIC MEETING**

**ACTION ITEM**

1. Approval of a motion for approval of modification to the [Airport's Tariff and Fee Schedule](#) which includes increases in Ground Service Fees, License to Operate Fees, and Aviation fees for the calendar year 2023.
2. [Establish](#) the Port Commission Officers and Board Representatives for calendar year 2023.
3. Appoint Commissioners to serve as reps on [boards](#) for calendar year 2023.

**END OF MEETING PUBLIC COMMENT**

**OTHER BUSINESS**

**ADJOURN**

---

*For citizens with special needs, the Port of Bellingham Harbor Center Conference Room is fully accessible. For additional accommodations, please call the Port of Bellingham at (360) 676-2500 at least four (4) business days in advance of the meeting.*