

PORT COMMISSION MEETING – August 25, 2004

The Port of Port Townsend Commission met in regular session at the Tri-Area Community Center, Chimacum, WA.

Present: Commissioners – Beck, Pirner and Sokol
Executive Director – Crockett
Operations Manager – Radon
Auditor – Taylor
Facilities Manager – Pivarnik

Absent: Attorney – Harris

I. CALL TO ORDER: The meeting was called to order at 7:00 PM.

II. APPROVAL OF AGENDA:

Upon motion of Commissioner Beck, the Agenda was unanimously approved as amended with the reordering of the agenda to address Aero Museum first under Old Business.

III. CONSENT AGENDA:

- A. Approval of Minutes – August 11, 2004
- B. Approval of Warrants:
 - #30738 through #30761 in the amount of \$26,580.35
 - #30762 through #30766 in the amount of \$35,796.67
 - #30767 through #30808 in the amount of \$100,514.58
 - #26338, #26805, #28664 as VOIDS
- C. Resolution No. 425-04 – Surplus of Port Property

Upon motion of Commissioner Sokol, the Consent Agenda was unanimously approved as amended.

IV. PUBLIC COMMENTS (not related to Agenda): None

V. OLD BUSINESS:

A. Aero Museum

Michael Biggs and George Whittler of Washington Engineers were present to review site plans and building design for the 14,400 sq. foot Aero Museum. Within a week, they expect to be able to submit their building permit application. The pre-engineered metal building would be a cooperative effort between the Aero Museum, Washington Engineers, and Grant Steel Building. They spoke about site plan and funding issues resulting from the need to pave the common area access road and parking areas that were originally intended to be gravel. The estimated cost increase is \$80K. Because these would be common use facilities serving aviation-related activities on the north side of the airport, they asked for Port financial support for their development, reimbursement for which might come from future tenants building in the area, taxiway, and/or hangar development. Utility extension and access roads might also utilize this road or it could be reworked to give access to those projects. Assuming the building permit is in by September 1, a permit should be obtained in December. With a 180–200 day construction period, the project should be complete in July of 2005.

Mr. Crockett suggested a joint meeting with the Aero Museum and County to discuss a phased approach to the paving project and to review the site plan and design details. He noted that the Port is going to hire an engineering firm to lay out a runway extension and new taxiways for other hangars. More time might be needed to prepare a broader infrastructure plan.

When asked by Commissioner Sokol if the existing wetlands at the airport accept storm water and function as an aquifer recharge area, Mike Biggs explained their stormwater management plan and treatment system.

Don Cooper asked if there are plans for another restaurant or other support structures (T hangars) in the area. Mr. Crockett noted that the Aero Museum is on the Port's formal Airport Layout Plan (ALP), which also shows box hangars and

mentions the desire to attract a fixed-base operator. Existing hangars in the area would relocate to new hangar pads or another suitable location. The Port has agreed to work with the proprietors of the Spruce Goose if they desire to expand their restaurant. Mr. Cooper spoke in favor of the cost of common areas being shared by all users of the airport. He asked about plans for other airport administrative buildings and custom services. Mr. Crockett said there is currently not a large need for such operations.

In reviewing plans for ADA access, Mr. Biggs indicated that ADA requirements were not driving the paving. Gloria Bram mentioned there are ADA accessible alternatives between gravel and asphalt. Dennis Broderson asked about public restrooms. Mr. Biggs and Jerry Thuotte explained that while there would be restrooms in the building for occupants and guests of the facility, public restroom facilities would need to be addressed by the Port. Mr. Biggs then described plans for signage, but noted they have not yet considered a comprehensive sign plan. Department of Transportation signage is also a possibility.

Another gentleman said he believes the museum will be one of the finest assets in the community and has donated funds to help support it, which he would like to see go primarily to the museum. As a taxpayer, he would like to see tax monies go toward general airport facilities.

In response to questions about museum admission fees, Jerry Thuotte thought it would be about \$7 dollars. He thanked the Commissioners and the public in attendance for supporting the Aero Museum. Commissioners thanked Mr. Thuotte and Mr. Biggs for the informative presentation and spoke favorably of the building design. Mr. Crockett agreed to provide a status report to the Commission at a future date.

B. Airport Engineering and Planning Services RFQ

Mr. Crockett reported that last Friday was the closing date for the request for qualifications for FAA-funded projects (taxiway complex with new hangar area and 200-foot runway extension plus associated infrastructure upgrades). He noted that one firm just applied for engineering services whereas the others presented qualifications for planning services as well. Of the four companies submitting proposals, Reid Middleton was rated highest and WH Pacific Engineering was rated second, followed by Washington Engineering, and Bucher Willis and Ratliff. Staff recommended the Commission select Reid Middleton, but pointed out that pursuant to State law, the Port reserves the right to select another consultant on this list should a detailed scope of work and cost figures not be able to be negotiated.

Commissioners spoke highly of the qualifications of the firms responding. Because of economies of scale, Commissioner Sokol spoke in favor of working with one firm. **Commissioner Sokol moved to authorize Port Staff to contact Reid Middleton to negotiate a scope of work and associated costs. The motion carried by a unanimous vote.**

C. Point Hudson Marina Redevelopment Update

Mr. Pivarnik reported that the surveying has begun and should be complete by September 4, to be followed in mid-to-late September by the presentation of design options. Mr. Crockett noted a visual timeline of project phases should be forthcoming.

VI. NEW BUSINESS:

A. Intergovernmental Meeting

Mr. Crockett reported that the Port would host the next Intergovernmental Meeting of the Port, County, City and PUD to be held sometime over the next month, likely on September 16 in the Point Hudson Marina Room from 9-11:45. Port Staff will again solicit from the City, PUD and County topics for discussion, but would also remind these entities of the original intent of the forum and the ground rules. Following a brief discussion, suggestions of topics from Staff and the Commission were: water, Tri-Area UGA, Port redevelopment projects, and

Aero Museum parking. Staff would continue to consider topics for additional discussion next month.

B. Resolution No. 426-04

Mr. Radon reviewed the resolution adopting the Jefferson County-City of Port Townsend Natural Hazards Mitigation Plan as the official natural hazards mitigation plan for Port of Port Townsend. This plan is a multi-jurisdictional effort and is a living document that would continue to grow and improve. Having the plan would also make the Port eligible for future grant funding.

Commissioner Beck moved to approve Resolution #426-04 adopting the Jefferson County-City of Port Townsend Natural Hazards Mitigation Plan as the official natural hazards mitigation plan for Port of Port Townsend. The motion carried by a unanimous vote.

VII. STAFF COMMENTS:

Mr. Taylor:

Two weeks from today is the next budget workshop where Staff would be presenting to the Commission its response on ideas from the last workshop.

Tomorrow, the State auditor will begin the yearly audit. One elected official is needed to attend the Entrance Conference, as yet to be scheduled.

Mr. Radon:

Staff has received interest in the capital improvements plan for the Mats Mats ramp. He would attend a community meeting on September 2 at 3:30 PM to hear some of the issues and ideas at this facility. He would be explaining Port plans for improvements.

He circulated the staffing schedule for the Wooden Boat Festival. The booth location is the same as last year.

Mr. Pivarnik:

This week, the contract began with Skookum for janitorial services. Staff is happy with the quality of work.

VIII. PUBLIC COMMENT:

Clair Candler:

He spoke about other museums and believes a \$5 would be reasonable admission for the Aero Museum

Mike Mingy:

As the new Port Townsend Fire Chief, he recognized the Port and Fire Department relationship and he looks forward to working with the Port.

Linda Swisher:

The CAP (Civil Air Patrol) was thrilled to be able to use the airport lounge recently and she believes it was a good use of the facility.

IX. COMMISSIONER COMMENTS:

Commissioner Sokol:

He counted 51 people in the room when Washington Engineering was making their presentation.

On PTTV, he listened to City Planner Judy Surber giving an update on their Shoreline Master Planning update. She spoke about ALEA grants for public access and reminded that the Shoreline Master Program is about public access. He has heard one City council member comment that we should not have ADA access to shorelines. Mr. Crockett noted there was also a suggestion that beach trails should remain unimproved. It might be that ADA representation is needed on the Shorelines Master Plan committee.

Senator Murray would be coming to the Point Hudson Marina Room tomorrow and he would like Mr. Crockett to mention during his brief presentation that even

though Point Hudson is a transient marina, receipt of a boating infrastructure grant would not allow vital Point Hudson businesses like Puget Sound Express.

Commissioner Beck:

The Silver salmon run has brought many boat trailers to the Quilcene marina and needed help to the economy of the community.

Commissioner Pirner:

Former Point Hudson manager, Forest Rambo, is now the marina manager at Point Roberts.

X. NEXT MEETING:

Wednesday, September 8, 2004 at 1:00 PM at the Point Hudson Marina Room, Port Townsend, WA. A workshop would begin at 9:30 AM.

XI. EXECUTIVE SESSION:

At 8:12 PM, the Commission recessed into an Executive Session with Commissioners and Executive Director only for 15 minutes to discuss personnel issues, with a possible decision.

XII. MEETING RECONVENED:

The regular meeting was reconvened at 8:28 PM.

Commissioner Sokol moved for approval of the new Commission positions to: Herb Beck as President, Bob Sokol as Vice President and Conrad Pirner as Secretary. The motion carried by a unanimous vote.

Commissioner Beck moved for approval of a staff reorganization, creating the position of Deputy Director, thereby abolishing the position of Property and Facilities Manager. Furthermore, Jim Pivarnik was recommended to fill the position of Deputy Director. Motion carried by a unanimous vote.

XIII. ADJOURNMENT:

The meeting was adjourned at 8:33 PM, there being no further business to come before the Commission.

ATTEST:

President

Secretary

Vice President