

PORT COMMISSION MEETING – September 8, 2010

The Port of Port Townsend Commission met in regular session in the Commission Chambers, 375 Hudson St, Port Townsend, WA

Present: Commissioners –Collins, Thompson, Erickson
Executive Director – Crockett
Deputy Director – Pivarnik
Auditor - Taylor
Attorney Lake
Minutes - Nelson

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Commissioner Collins called the meeting to order at 3:30 PM.

II. APPROVAL OF AGENDA (0:24):

The agenda was amended to reflect the addition to New Business: Item D - Aero Museum Event; Item E – Travelift Wheel Problem; and Item F – Cell Tower at Boat Haven.

Executive Director Crockett added that an Executive Session would need to be held to discuss Real Estate matters, with a duration of approximately 15 minutes, with no decisions.

Commissioner Collins moved to approve the Agenda as amended.

Motion carried by unanimous vote.

III. CONSENT AGENDA (1:39):

A. Approval of Minutes – August 25, 2010

B. Operations Report – August 2010

Commissioner Collins moved to approve the Consent Agenda as presented.

Motion carried by unanimous vote.

IV. PUBLIC COMMENTS (Not related to agenda) (1:52):

None

V. OLD BUSINESS (2:00):

A. Nonprofit Draft Application (2:01):

Mr. Crockett passed out the Non Profit Funding Request Application draft, reflecting the changes requested previously by Commissioner Collins. This application would accompany the Non Profit Policy and would be available on the Port's website. Mr. Crockett's recommendation is for the policy to take effect January 1, 2011.

Commissioner Collins moved to approve the Non Profit Draft Application, which will take effect January 1, 2011.

Motion carried by unanimous vote.

B. Meeting Procedures (7:42):

Discussion and explanation on the Meeting Procedures draft handed out by Commissioner Collins. Mr. Crockett advised of the need for correction to Item 1-C; a written record is required of the Public Workshop.

Commissioner Collins moved to adopt the Meeting Procedures, with the change to Item 1-C, with re-adoption of these procedures at the beginning of each year.

Motion carried by unanimous vote.

C. Rates & Revenue (18:47):

Mr. Crockett reminded of the past discussions held on rates and revenue. Currently, Mr. Taylor is working on the budget, which will be on the agenda at the next Workshop. This will show where the Port stands and will give a good idea on which direction to move on rates. Mr. Pivarnik presented a number of ideas to increase revenues. This item will be carried over to the next Commission meeting, which follows the Workshop where the budget will be discussed.

VI. NEW BUSINESS:

A. US Army Corps Visit – Boat Haven Expansion (44:26):

Mr. Crockett explained a recent meeting he and Mr. Pivarnik attended at the Army Corps of Engineers office in Seattle in regards to the Boat Haven Expansion. The Corps remains interested in this project. He explained the long process. He also informed of a meeting he had with staff from the DC office of Homeland Security and Senator Murray's staff, discussing grant opportunities for security cameras and paving in the Yards.

Commissioner Collins moved to direct staff to work with the Army Corps on the Reconnaissance Study of the Boat Haven Expansion.

Motion carried by unanimous vote.

B. Grant Policy (56:11):
First reading on the Grant Policy draft.

C. Approval of Warrants (59:50):
Commissioner Thompson read the warrants, as presented:
Warrant #039944 and #041139 as VOIDS
Warrant #045046 through #045075 in the amount of \$43,006.68 for Payroll
Warrant #045076 through #045084 in the amount of \$54,743.69 for Payroll Benefits
Warrant #045085 through #045139 in the amount of \$164,082.72 for Accounts Payable
Commissioner Thompson moved to approve the warrants as presented.
Motion carried by unanimous vote.

VI. NEW BUSINESS (cont.):

D. Aero Museum Event (1:01:07):
Mr. Crockett explained that Jerry Thuotte would like to hold a National automobile auction at his museum in May and would like the permission of the Port. Details and discussions held. The Commission unanimously agreed to support this idea and requested staff to explore this further with the FAA.

E. Travelift Wheel Problem (1:06:59):
Mr. Crockett explained that we lost another wheel on the 75-ton Travelift. The Port hired Arxcis, Inc. of Kingston to inspect the wheel. Mr. Crockett has directed Yard staff to inspect the lift daily before operational use. Arxcis believes there is either a flaw in the wheel design or a defect in the manufacturing process. Attorney Lake was asked to draft a letter to Travelift regarding this problem.

F. Cell Tower at Boat Haven (1:11:53):
Mr. Pivarnik explained a company has made a formal offer to purchase the land lease on the cell tower owned by T-Mobile. After discussing details of the offer, the Commission agreed to pass on the offer as the Port would be ahead financially to continue the lease as is.

VII. STAFF COMMENTS (1:15:48):

Mr. Taylor advised that Jack Westerman would be attending the next Commission Workshop.

Mr. Crockett announced that he had attended the Jefferson Higher Ed Committee Meeting. Next meeting is in October. He also informed he'd be out tomorrow for the WPPA Executive Committee meeting held in Bellingham.

VIII. PUBLIC COMMENTS (1:18:25):

Phil Andrus commented on the Meeting Procedures policy.

Hudson Ramsay talked about possible lease increases and spoke of communication from the Port to tenants.

David Griswold prefers lease rate increases by CPI rates rather than by Market Rate.

IX. COMMISSIONER COMMENTS (1:23:29):

Commissioner Erickson offered his opinion that he would really like to see the extra effort put in to help the Aero Museum go forward with the Auto Auction.

Commissioner Thompson agreed with Commissioner Erickson's comment.

Commissioner Collins reaffirmed his support of the auction.

X. NEXT MEETING: Next regular meeting will be held Wednesday, September 22, 2010 at 6:30 PM, with the Public Workshop at 3:30 PM in the Port Commission Chambers, 375 Hudson St, Port Townsend.

XI EXECUTIVE SESSION:

Pursuant to RCW 42.30.110(c) the regular meeting recessed into Executive Session at 4:54 PM to discuss real estate matters, with an approximate duration of 15 minutes and no decision to be made.

XI: ADJOURNMENT: The regular meeting reconvened at 5:10 PM and adjourned at 5:11 PM, there being no further business to come before the Commission.

ATTEST:

John N. Collins, President

Leif W. Erickson, Secretary

David H. Thompson, Vice President