

# PORT OF OLYMPIA COMMISSION MINUTES OF REGULAR MEETING

May 11, 1998

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## CALL TO ORDER

President Pottle called the meeting of May 11, 1998, to order at 6:30 PM in the Port of Olympia Conference Room. Commissioner Dickison and Commissioner Van Schoorl also attended.

Staff in attendance were: Executive Director Nick Handy, Director of Engineering and Planning Andrea Fontenot, Deputy Director Wendy Holden, Director of Finance and Administration George Fox, and Executive Assistant Jeri Sevier.

## EXECUTIVE SESSION

President Pottle reported the Commission had been in executive session discussing matters relating to personnel, property, and leases. No decisions were forthcoming.

## APPROVAL OF AGENDA

The agenda item Port Surety Requirements was removed from the agenda and will be moved to the May 26 meeting.

## PUBLIC COMMENT

No public comment was presented for items not on the agenda.

## COMMISSIONERS REPORTS

No commissioner reports were given.

## CONSENT CALENDAR

Minutes. The minutes of April 27, 1998 were unanimously approved as published. The minutes for the April 30, 1998 Special meeting were unanimously approved as published.

## ACTION CALENDAR

### **Comprehensive Plan Amendment to Include Capital Budget 1998-2003 – Resolution 98-09.**

Ms. Andrea Fontenot presented the Commission Resolution 98-09, which authorizes amendments to the comprehensive plan to include the capital budget 1998-2003. The capital budget was approved at a previous Commission meeting. The amendments will bring the plan up to date.

Counsel Sandy Mackie advised the Commission there is a requirement to amend the comprehensive plan for this purpose. The plan must reflect projects the Port intends to construct. Mr. Mackie also suggested there be an addendum to Resolution 98-09 that lists the project budgets. The Commission unanimously approved Resolution 98-09.

### **Mid-Sized Multi-Purpose Tractor Capital Expense Project Approval.**

Mr. Doug Sandau presented the Commission with bid proposals from various vendors that responded to the request for bids for the mid-sized multi-purpose tractor that will be used primarily at the airport. Mr. Sandau said the lowest bid was approximately \$2,000 higher than budgeted. Mr. Sandau also noted the bid was for the equipment needed and no other equipment had been added to the proposal. The Commission unanimously awarded the bid to Coastline Ford for \$42,994.

## ADVISORY

**Future Commission Meetings.**

Mr. Nick Handy noted to the Commission that the management team will be discussing future Commission meetings at the next management team meeting. The plan will then be forwarded to the Commission.

ADJOURNMENT

President Pottle adjourned the regular Commission meeting of May 11, 1998 at 7:00 p.m.

PORT OF OLYMPIA COMMISSION

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President

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Vice President

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Secretary-Treasurer