

PORT OF OLYMPIA COMMISSION
MINUTES OF REGULAR MEETING

June 26, 2000

CALL TO ORDER

President Dickison called the meeting of June 26, 2000, to order at 5:31 p.m. at the Port of Olympia large conference room. Commissioners Pottle and Van Schoorl were in attendance.

Staff in attendance were: Deputy Director Wendy Holden, Administrative Manager Jeri Sevier, Engineering and Planning Director Andrea Fontenot, Marketing and Property Development Director Kari Qvigstad, and Finance and Information Services Director George Fox.

Members of the public in attendance included Shelley Calkins representing Harbor Days; Sandy Mackie, the Port's legal counsel; and the following members of the Planning and Advisory Council: Russell Carstensen, Stephen Daniels-Brown, Deborah Johnson, Chris Lane, and George Darkenwald.

APPROVAL OF AGENDA

The agenda was approved as submitted.

PUBLIC COMMENT

No public comment was given.

COMMISSIONERS REPORTS

Commissioner Pottle reported that he attended the Economic Development Council Board Meeting earlier in the day and presented an update on Port activities and projects.

President Dickison attended a planning meeting for the Tribal Conference that will be held in Bellingham on October 4-6, 2000. He hopes the other Commissioners could attend the conference and asked them to mark their calendars.

CONSENT CALENDAR

Minutes. The minutes from June 12, 2000 and June 20, 2000 were approved as submitted by Commissioners Van Schoorl and Pottle. President Dickison was not in attendance at either meeting.

Bills and Vouchers. The bills and vouchers for the period ending June 26, 2000 were approved in the amount of \$248,232.74. General Fund Warrants Issued: 018443-018507, 018517-018565, 018567-018626, 018634-018676. Capital Fund Warrants Issued: 018508-018509, 018627-018629, 018677. Airport Fund Warrants Issued: 018510, 018630-018631, 018678. GO 1998-A Fund Warrants Issued: n/a. LTGO 1998-B Fund Warrants Issued: 018511, 018632. Environmental Fund Warrants Issued: 018513-018516, 018633, 018679-018680. Voided Warrants: 018377, 018443, 018512, 018566.

ACTION CALENDAR

Lease Assignment – Glacier Jet Center

Ms. Wendy Holden presented the Commission with a lease assignment between Northwest Helicopters and Glacier Jet Center. Ms. Holden indicated this lease assignment essentially changes the name from Northwest Helicopters to Glacier Jet Center, hereby assigning all of its rights, title, and interest. The Commission unanimously ratified the lease assignment between Northwest Helicopters and Glacier Jet Center.

CEA for Office Improvements

Ms. Wendy Holden introduced the request for funding the office improvement project that would include repairs and a light face-lift at the Port buildings on the Peninsula and at the Airport. Ms. Holden indicated we did put some funding in the 2000 budget for some office repairs, however, after assessing each building's needs, we have prepared a cost estimate for necessary repairs and maintenance that exceeds the current budget amount. Ms. Holden indicated that Jeri Sevier would be the project manager and Mike Crawford will be supervising the temporary employee that will be performing most of the repairs and maintenance.

Ms. Jeri Sevier reviewed with the Commission the listing of improvements grouped by building. While some of the repairs and maintenance items are cosmetic (like paint) in most cases they will address health and safety problems Ms. Sevier indicated the suggested improvements will bring our work and public space up to a minimum standard and are not luxurious by any stretch.

The Commission was interested in a further discussion about moving staff into another building. They asked what it would cost to lease space in a building downtown Olympia. Mr. George Fox responded that the current office space rate downtown is \$22 a square foot. The Port would need approximately 10,000 square feet.

Commissioner Van Schoorl indicated that the Port has not put any funding into repairs and maintenance in the buildings for at least the six years he has been Commissioner, but he felt that there was a need for a longer term discussion for new facilities and he would like to see a recommendation brought forward at budget time this fall. He also indicated that bringing a temporary worker to perform some of the carpentry work was a good first step.

Commissioner Pottle was concerned about throwing good money after bad when the intention was to tear down these buildings at a later date. Commissioner Van Schoorl responded we might not want to tear down the buildings, there may be an opportunity to lease the building to a tenant, but in either case, it would be approximately another 2 to 3 years before a move could ever take place.

President Dickison was also concerned that we keep going along year by year, keeping the buildings in marginal condition when the staff, the public, and the community deserve better. He indicated that our goal should not be just to keep our heads above water.

The Commission unanimously approved the requested CEA in the amount of \$50,160 for office improvements. In addition, the Commission requested the staff prepare a transition plan for the next 2-3 years for discussion at the budget meeting.

ADVISORY CALENDAR

Harbor Days Advisory

Ms. Kari Qvigstad presented the Commission with the sponsorship information the Port of Olympia will be providing to the Olympia Harbor Days Festival 2000. The sponsorship includes at total of \$4,000 that will fund 50 percent of insurance fees, marketing of the event, a sponsor of transportation to provide a shuttle from Swantown Marina to the Farmer's Market, and additional activities and entertainment that are maritime/family focused. In addition, the Port will provide the event with some in-kind sponsorship including tent usage, plaza usage, and other equipment.

Ms. Qvigstad also indicated the Port will sponsor the music/entertainment at the Port Plaza Stage as special event to celebrate the Millennium. The entertainment will be interactive with children and families. The coordinator for Harbor Days will be facilitating this event.

Ms. Shelley Calkins, Harbor Days Coordinator, gave the Commission an overview of other activities being planned for the Harbor Days event and thanked the Commission for the sponsorship. Ms. Calkins indicated with the Port's sponsorship, Harbor Days will be able to provide free fun on the Port Plaza.

Commissioner VanSchoorl and Port Counsel Mackie noted that this event showcases and markets Port businesses, especially Swantown and the Marine Terminal.

West Bay Tour

Following the adjournment of the meeting, the Commission and members of the Planning and Advisory Committee went on a tour of west bay properties. The tour started north of the property at Dunlap Towing. They met with Sarah Smyth McIntosh at Delson offices and toured Delson and Hardel properties. They then toured Solid Wood and ended the tour at the Port lagoon site.

ADJOURNMENT

President Dickison adjourned the meeting of June 26, 2000 at 6:15 p.m. to attend the tour of the West Bay properties with the Planning and Advisory Committee. On the tour no action will be taken. The tour ended at 8:10 p.m.

PORT OF OLYMPIA COMMISSION

President

Vice President

Secretary-Treasurer