

**PORT OF OLYMPIA COMMISSION  
MINUTES OF REGULAR MEETING**

**June 28, 2004**

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**CALL TO ORDER**

President Telford called the meeting of June 28, 2004, to order at 5:30 p.m. at the LOTT Board Room in Olympia. Commissioners Pottle and Van Schoorl were also in attendance.

Staff in attendance were: Executive Director John Wolfe, Marine Terminal Director Jim Amador, Marketing Director Kari Qvigstad, Communications Manager Patti Grant, Marketing Program Assistant Maureen Malahovsky, Property Director Heber Kennedy, Public Works Director Andrea Fontenot, Project Manager Ted Tolle, Cascade Pole Site Manager Don Bache, Swantown Harbormaster Bruce Marshall, and Public Works Project Manager Rod Hudson.

Public in attendance were as follows. Representing *The Olympian* was Jim Szymanski. Representing Goodstien Law Group was Bob Goodstein. Others in attendance included Jim Smego and Michael Mucha.

President Telford wasn't feeling well and asked Vice President Van Schoorl to Chair the meeting.

**APPROVAL OF AGENDA**

The agenda was approved as submitted.

**PUBLIC COMMENT**

**Harold Chambers, resident of Yelm**, expressed concern about the amount of money already spent on the Port Plaza and suggested that any extra money the Port has for that project be used for maintenance only, and the remainder returned to the taxpayers, and not spent on additional art work. Mr. Chambers also suggested that the Commissioners provide some form of acknowledgment that Mr. Nick Handy misled the Port through his contract negotiations.

**COMMISSIONERS' REPORTS**

Commissioner Pottle reported his attendance at the EDC recognition awards at Indian Summer where three local businesses were honored for good business activities, successes, and contributions to the community. Commissioner Pottle also attended the EDC Board of Director's meeting where they discussed the International Speedway Corporation (ISC) and their activities.

He indicated that he also met with the WA State Auditors and George Fox and reviewed their report. He noted that Mr. Fox would present the report at the next Port Commission meeting.

Commissioner Van Schoorl reported his attendance at the WPPA Finance and Administration Conference noting the exceptional administrative information he received. He said he would pass the information on to Executive Director John Wolfe and Finance Director George Fox.

**EXECUTIVE DIRECTOR REPORT**

Mr. Wolfe reported that the Olympic Flight Museum held their 6th Annual Airshow and Gathering of Warbirds June 18 - 20th at the Olympia Airport. The Museum estimated between 10,000 and 11,000

people attended. The Port had a booth at the event and Big Sky Airlines staff also participated and one of their airplanes was brought over for public touring at the show.

He also congratulated Ellen Williams of Olympia, who won two round trip tickets to Spokane on Big Sky Airlines. Ellen's name was drawn from a box of surveys taken about air service at the Port of Olympia booth at the airshow.

Mr. Wolfe stated that Marina occupancy is currently at 87 percent. The Marina is expecting a busy 4th of July weekend and they have a yacht club coming to Swantown to celebrate the holiday. The Boatworks continues to be busy and June will be the busiest month on record. Twice this month both the yard and work dock have been maximized and haulout activities had to be turned down or postponed.

Mr. Wolfe reported that Big Sky held an open house to celebrate their 25th anniversary on June 16 at the airport. A good crowd showed up, and Big Sky was pleased by the turnout.

At the Marine Terminal, Mr. Wolfe reported a log vessel call at the Marine Terminal last week. The vessel took approximately 2.8mmbf. Suppliers were PLS, M&R and Formark. He also noted the aluminum vessel "Kapitan Man" would be arriving this evening (June 28) to begin discharge tomorrow. It will be discharging 11,000 MT.

## **COMMISSION CONSIDERATION**

**The Consent Calendar** was approved as follows:

**Minutes.** The Commission unanimously approved the minutes from the June 14, 2004 meeting.

**Bills and Vouchers.** The bills and vouchers for the period ending June 28, 2004 in the amount of \$788,199.91 was unanimously approved. General Fund Checks Issued: 034235-034270, 034271-034276, 034277, 034282-034330, 034331, 034332-034380, 034381-034383, and 034384-034417. Capital Fund Checks Issued: 030254-030262, 030263-030264, 030265-030273, and 030274. Environmental Fund Checks Issued: 030429-030431, 030432-030442, and 030443-030444. Voided Checks: 034278-034281.

**Capital Expenditure Approval.** The capital project expenditure in the amount of \$772,187.53 to Looker & Associates for the Marine Drive Relocation project, to Reid Middleton for the Runway Shift project, and to Wagner Development for the Airport Improvement project was unanimously approved.

### **Lease: Harbor Wholesale Grocery, Inc.**

Mr. Heber Kennedy presented a lease for Harbor Wholesale providing the use of the New Market Warehouse for two continuous years starting July 1, 2004 and ending June 30, 2006. Monthly rate is set at \$3,840 plus LET and utilities. This is part of HWG temporary fix to their space needs due to increase in their business. Port staff has already met with tenant to explore future expansion plans on Port property. Staff recommended the Commission ratify the lease with Harbor Wholesale Grocery, Inc. Lease was approved unanimously.

President Telford requested clarification regarding the airport improvement project expense of \$60,000.00 for the month, and asked if it would be continuing at that rate? John Wolfe said port staff would provide an update at next Commission meeting.

## **ACTION CALENDAR**

### **Change Order to Marine Drive Project**

Ms. Andrea Fontenot stated the purpose of this agenda item is to request Commission approval for the

Executive Director to negotiate a change order with Looker & Associates Inc., Contract No. 285, in amount not to exceed \$40,000.

She indicated that as discussed at the previous Port Commission meeting, the Port and City have been negotiating a partnership for the installation of purple pipe to serve Port property from LOTT's new Class A Reclaimed Water Plant. The proposal is for the Port to install a 6" main line pipe from the limits of the existing extension of pipe, near the future stormwater pond, north to the limits of this phase of Marine Drive reconstruction. In addition, the Port is to install a main line to serve an existing irrigation meter south of the Boatworks. This leg of the system could be activated as early as August. All other infrastructure necessary to connect the main line to existing irrigation infrastructure to the north, and the Marine Drive/Cascade Pole phase of the project, would be the subject of additional discussion between the City and the Port.

The City is interested in featuring this as a demonstration project, to illustrate the benefits of using reclaimed water. They have approved an infrastructure grant of up to \$20,000--or half of the actual costs to perform the work outlined above. Once the water is made available to the Port, the fee would be indexed at 70 percent of the cost for potable irrigation water. We are also discussing water at no cost to ensure year round fresh water in the potential sub regional stormwater pond.

Ms. Fontenot indicated that the staff recommendation is for the Commission to authorize the Executive Director to negotiate and approve a change order for the extension of reclaimed water main lines north and south of the Market Street and Marine Drive intersection, with Looker & Associates, in an amount not to exceed \$40,000. The Commission unanimously approved the recommendation.

#### **Airport Hangars Re-Roof – Approval to Bid**

Ms. Fontenot requested the Commission's approval to bid two hangar re-roof projects as small works. She noted the Port currently has budgeted \$120,000 to re-roof two port-owned hangars at the Airport. Port staff originally planned on doing this work with the construction team but recommend soliciting bids for the following reasons: (1) A roofing specialist may offer a price comparable to what it would cost to do the work internally, since this is a niche industry with efficiencies due to the repetitive nature of the work and (2) The WSP hangar is in need of a repaint before the next wet season, and the Construction Crew would do this work instead of hangar roofs. Recommended Action: Authorize staff to solicit bids for Hangar Re-Roof Project Contract No. 597, base bid and Additive alternate No. 1.

**Harold Chambers, resident of Yelm**, commented that over \$10,000.00 in sales tax is being expended and he suggested the Commission collaborate with other port commissions and discuss tax issues involving public improvement projects.

Commissioner Van Schoorl agreed, and added that there have been several bills brought before the Legislature with few results.

President Telford asked for an update on the airport hangar door track problems. Mr. Wolfe informed the Commission that Airport Director Rudy Rudolf is producing a comprehensive plan for ongoing maintenance at the airport and is intended to be included in the fall budget process. The Commission unanimously approved the recommendation to authorize staff to solicit bids for Hangar Re-Roof Project Contract No. 597.

#### **Pavement Repairs 2004 Contract #291 – Award Bid**

Ms. Fontenot indicated the purpose of this agenda item is to request Commission approval to award Contract No. 291 to Lakeside Industries in the amount of \$47,314.22, including WSST. Bids were opened on June 24, 2004. Three bids were received. The budget for this project is \$54,500. Staff recommends Award Contract No. 291 to Lakeside Industries in the amount of \$47,314.22, including WSST. The Commission unanimously approved the contract.

## Signage Plan Approval

Ms. Kari Qvigstad provided the Commission a brief overview of the Port's signage plan adopted in 1999, which provided directional, identification, and interpretive signage for Port properties. She indicated that some directional and identification elements of the signage plan have been phased in over the years, but the signage plan and designs are incomplete.

Ms. Qvigstad noted that the signage guidelines lack technical specifications required for fabrication, resulting in inconsistent use of material and higher fabrication costs; way finding signage in Tumwater needs improvement; concepts for gateway signage (primary signage), pedestrian signage and interpretive signage elements included need review; Port properties coming to market will require signage design guidelines and specifications; and Tumwater properties are undergoing an image and identity process. This presents an opportunity to collaborate on the signage plan.

Ms. Qvigstad focused on the following areas of refinement as we move forward with Port signage:

### Tumwater Property

1. Improve identification and way-finding signage to the Airport Terminal.
2. Develop alternative tenant way-finding signage plan for NewMarket Industrial Campus.
3. Incorporate neighborhood identity for Port property north of Tumwater Boulevard, in light of the recent rezone to TUMWATER TOWN CENTER.
4. Develop new graphic design for neighborhood identity.
5. Develop standardized tenant signage.

### Olympia Property

1. Modify Plum Street/East Bay Drive entry identification and way-finding signage upon completion of the East Bay Master Plan (late 2004 or early 2005).

### Both Properties

1. Review existing sign specifications and develop uniform sign specifications for all signs that meet the Port's construction quality, ease of installation, and maintenance objectives, as well as appropriate font size, sign color and reflectivity requirements.
2. Develop recommendations for interpretive signage design and specifications consistent with #1.

Ms. Qvigstad noted that to accomplish this, staff has negotiated a scope of work with Ilium, a regional signage-consulting firm, to work with the signage committee to update the Port's long-term signage plan. Well versed in master planning, design, construction and installation of signs including, Ilium will assist staff in improving directional and identification needs. The firm also brings expertise in graphic image, identity and neighborhood identification, way finding, signage regulations, landscaping, and lighting.

Commissioner Pottle addressed the estimated 1999-dollar amount stating it seemed high. Ms. Qvigstad said those numbers included utilities for sign illumination, landscaping, design, and other aspects beyond sign fabrication. Commissioner Pottle wanted assurance that the 10-year plan would include all Port properties. Ms. Qvigstad said it would.

President Telford stated that individual businesses (Port tenants) should not be included in the identity process and cost. He also noted that a consultant appears unnecessary and expressed concern for the changing budgetary needs of the signage program.

Ms. Fontenot addressed the effectiveness of specifications and using quality materials. Some Port signs of poor quality are now failing.

Commissioner Pottle stressed that the Tumwater properties will generate millions of dollars in the future and signage will play a key role in the marketing process. He agreed that consistency and quality is a

priority in that effort, but also made it clear that he does not want the Port to purchase elaborate signs.

A gentleman from the audience (name unavailable) commented that the Port would not directly benefit from individual businesses being provided with signs at the Port's expense.

Ms. Qvigstad stated that guidelines would be provided to Port tenants and they would provide their own signs. Port would provide wayfinding signs only - not promotional.

A Motion passed with two votes. By a two to one vote, the Commission authorized spending up to \$32,000 for consulting services to develop a comprehensive signage plan in 2004. Commissioner Telford voted against the plan.

### **EXECUTIVE SESSION**

The Commission moved to Executive Session at 6:35 for a period of one hour to discuss legal matters with Port Counsel Bob Goodstein.

Regular Port meeting reconvened at 7:30 by President Telford who reported that no specific actions were taken and then adjourned the meeting.

### **ADJOURNMENT**

The Meeting of June 28, 2004 was adjourned at 7:30 p.m.

### PORT OF OLYMPIA COMMISSION

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President

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Vice President

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Secretary-Treasurer