

PORT OF OLYMPIA COMMISSION  
MINUTES OF REGULAR MEETING

July 24, 2000

---

**CALL TO ORDER**

President Dickison called the meeting of July 24, 2000, to order at 5:33 p.m. at the Airport Terminal Building. Commissioners Pottle and Van Schoorl were in attendance.

Staff in attendance were: Executive Director Nick Handy, Deputy Director Wendy Holden, Administrative Manager Jeri Sevier, Marketing and Property Development Director Kari Qvigstad, Property Development Manager Heber Kennedy, Swantown Boatworks and Marina Manager Bruce Marshall, Airport Manager Doug Sandau, and Finance and Information Services Director George Fox.

Members of the public in attendance included Joel Coffidis representing *The Olympian*.

President Dickison indicated the Commission had just come from Executive Session to confer with legal counsel regarding possible litigation involving environmental clean-up action at the airport. No action was forthcoming from the Executive Session.

**APPROVAL OF AGENDA**

The agenda was approved with changes. The changes included removal of the Port Security Advisory and adding Port Plaza Policy Advisory.

**PUBLIC COMMENT**

No public comment was given.

**COMMISSIONERS REPORTS**

President Dickison indicated he attended a planning meeting for the Tribal Conference. The Conference will be held in Bellingham on October 4-6, 2000. Mr. Nick Handy indicated he would be attending the conference.

**CONSENT CALENDAR**

**Minutes.** The minutes from June 24, 2000 were unanimously approved as submitted.

**Bills and Vouchers.** The bills and vouchers for the period ending July 24, 2000 were approved in the amount of \$434,705.00. General Fund Warrants Issued: 018681-018684, 018686-018693, 018695-018707, 018711-018740, 018760-018788, 018796-018813, 018815-018922, 018941-019002, and 019009. Capital Fund Warrants Issued: 018789-018790, 018923-018925, and 019003. Airport Fund Warrants Issued: 018791, 018926. GO 1998-A Fund Warrants Issued: n/a. LTGO 1998-B Fund Warrants Issued: 018927. Environmental Fund Warrants Issued: 018708-018710, 018741-018759, 018792-018795, 018928-018940, and 019004-019007. Voided Warrants: 018685, 018694, 018745, 018814, 018964, and 019008.

**Capital Project Expenditure Listing.** The Capital Project expenditure for the Airport runway threshold relocation to Barnard Dunkelberg & Co. was unanimously approved in the amount of \$26,739.00.

**ACTION CALENDAR**

**Lease Assignment – Airdustrial Mini Storage**

Mr. Heber Kennedy submitted an assignment of lease and consent for the Airdustrial Ministorage at New Market to the

Commission. Mr. Heber indicated the current lease with Lee Ingram and David Newman dba Airdustrial Ministorage will be assigned to Lee Ingram, Jana Ingram, Lorenz Schock, Christy Schock and John Schock dba Airdustrial Ministorage. Mr. Kennedy noted that no terms or provisions of the lease between the Port and Lee Ingram have been changed or altered. The Commission unanimously ratified the lease assignment between Northwest Helicopters and Glacier Jet Center.

### **Lease Amendment – M. Helland**

Mr. Heber Kennedy submitted a lease amendment with Mark Helland extending the lease for one more year (January 1 – December 31, 2000) and increased rent to \$385.00 to operate a tree farm at Tilley Road and Case Road at the Olympia Regional Airport on 3.72 acres.

The Commission asked Mr. Kennedy how much longer we would be able to extend the lease to allow Mr. Helland the opportunity to extract the trees to obtain his financial investment. Mr. Kennedy responded that the Port would be able to extend the lease for one more year due to the property being located in the Runway Protective Zone at the airport. Commissioner Pottle asked Mr. Kennedy to get the agreement in writing with Mr. Helland that he will need to extract the trees to obtain his financial investment within one year. Mr. Kennedy will put the terms in the cover memo of the lease. The Commission unanimously ratified the lease amendment with Mark Helland under the terms discussed.

### **Bid Approval – Marina Painting Contract #264**

Mr. Bruce Marshall presented the Commission with the results of the bid proposal for the Swantown Marina Facility Painting. Mr. Marshall indicated we sent out twelve bid proposals, and received four. The lowest bid of \$34,020 was received from Long Painting Company. The engineer's estimate for this project was \$43,540.

Mr. Marshall indicated the project includes painting of the exterior of the Marina facility including buildings, ramps, handrails, benches, bike racks, etc. Mr. Marshall recommended the Commission award contract #264 to Long Painting Company. The Commission unanimously approved the staff recommendation and awarded the bid to Long Painting Company in the amount of \$43,540.

### **CEA Approval – Runway Slurry/Crack Sealing**

Mr. Doug Sandau gave a brief overview of the project indicating the project will involve the construction of an asphalt seal on a portion of runway 8/26 east of runway 17/35 and crack sealing on taxiway "G" and as an alternate, portions of taxiway "E." The slurry seal will be applied on runway 8/26, 75 feet in width, and centered on the runway centerline line. The slurry area is 3080ft X 75ft. Crack Seal will be approximately 15,000 lf. of cracks on Taxiway "G" and alternate Taxiway "E." Mr. Sandau indicated we will be reducing the width of the runway to 75 feet eventually and therefore are only sealing the portion that will remain.

Mr. Sandau indicated this expense will keep us in compliance with the FAA safety standards, extend the life of the runway and taxiway system, reduce FOD complaints and liabilities, negates costly herbicide applications needed to control the vegetation that grows from the cracks, reducing risk to the sensitive aquifer below and result in a safer and more aesthetically pleasing Airport. However, the project is not eligible for FAA grant funding.

The Commission unanimously approved the Capital Expense Authorization for Runway 8/26 Slurry Application and Crack Sealing Taxiway "G" with Taxiway "E" as an alternate in the amount of \$72,089.39.

## **ADVISORY CALENDAR**

### **Port Plaza Policy and Procedures Advisory**

Ms. Wendy Holden distributed the Port Plaza Policy and Procedures to the Commissioners. Ms. Holden indicated there were some key issues she would like to point out to them like the categories of users, the insurance requirements, and the alcohol policy. Ms. Holden asked the Commission to review the policy as we will plan to bring it back to the August 14 Commission meeting for approval. Mr. Nick Handy indicated the policy has been to the PAC and Port customers for review and input. The input has been incorporated into the policy. Commissioner Dickison asked Ms. Holden to find out what a non-profit group would need to do to get insurance and report at the next meeting.

### **Commission Retreat**

Mr. Nick Handy submitted two possible dates for a Commission retreat in September. The date selected was September

21, 2000. The retreat will be held at President Dickison's home with a staff barbeque following.

**New Market Industrial Campus Tour**

Following the adjournment of the meeting, the Commission went on a tour of the New Market Industrial Campus. Participating in the tour with the Commission were Joel Coffidis from *The Olympian* and Nick Handy, Wendy Holden, and Heber Kennedy from Port staff.

**ADJOURNMENT**

President Dickison adjourned the meeting of July 24 2000 at 6:15 p.m. to attend the tour of the New Market Industrial Campus. On the tour no action will be taken. The tour ended at 7:30 p.m.

PORT OF OLYMPIA COMMISSION

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary-Treasurer