



Port of Skagit

Regular meeting of the Port Commission

Tuesday, March 8, 2011 9:00 AM

MINUTES

PRESENT: Commission - Jerry Kaufman and Bill Shuler

Staff - Patsy Martin, Scott Peterson, Sara Young, Kristin Garcia, Carl Molesworth, Heather Moses, Paul Mattos, Bob Nord, Karmen Hardy, Dennis Clark, Tan Thai and Debbie Hamilton

Others - See Sign in Sheet

CALL TO ORDER

Commissioner Kaufman called to order the March 8, 2011 regular meeting.

Confirm or Amend Agenda

1. MARINA: L Dock Erosion Repair Project 2011 – Approve Budget
2. TENANT: BBP; Mount Vernon Seafoods; 15466 Ashten Road; Lease Dated February 15, 2010
3. ADMIN: GMA; Bayview Ridge UGA; Subarea Plan

CONSENT AGENDA – Port of Skagit

Public Communications
January 20, 2011 Port of Anacortes/Port of Skagit Joint Meeting Minutes
February 8, 2011 Regular Meeting Minutes
Fiscal Report

OPEN FORUM

Commissioner Kaufman opened the floor for public comment. With no public comment, the floor was closed.

NEW BUSINESS

ADMIN: Prospective Tenant; From the Farm (2011) – Business Plan Presentation

Patsy Martin reported that Tami Sakuma and Susan Berentson, members of From the Farm Fresh Berry & Bakery Treats, were present to provide a business plan to the commission. They are interested in expanding and growing their business.

Scott Peterson reported that staff is working with Tami and Susan to develop a lease for an existing facility using incubator incentive parameters included in the port's current leasing policy. From the Farm fits the criteria of ag/food production which is one of the Port's sectors of focus.

Tami and Susan presented an overview of their business plan and future development. They intend to move forward in two phases:

Phase I: Commercial bakery-retail outlet open by June 2011.

Phase II: Commercial kitchen completed, possible jelly line and consulting with agriculture community to begin value added products.

COMMISSION ACTION: The commission unanimously approved authority for the finance director to reprioritize the 2011 Capital Budget to purchase equipment in an amount not to exceed \$50,000.

STAFF REPORTS

ADMIN: Department of Revenue; Leasehold Excise Tax Audit (2007-2010) (Oral)

Kristin Garcia reported that a Department of Revenue auditor will be at the Port of Skagit beginning March 31st to conduct a leasehold tax audit. They will review excise tax records for years 2007-2010.

AIRPORT: 2011 Northwest Aviation Trade Show – Event Report (Oral)

Carl Molesworth reported that Sara Young, Debbie Hamilton and he attended the 2011 Northwest Aviation Trade Show February 26th and 27th in Puyallup, WA. The Port participated in this event for the first time representing Skagit Regional Airport with a promotional display and information for pilots.

MARINA: Occupancy Report February 2011 - Update

Paul Mattos reported that the Marina has gained 13 new boats for the month of February.

NEW BUSINESS

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MARINA: Dry Boat Business Plan (2011) – Status Update

Scott Peterson reported that staff will be operating dry boat at the La Conner Marina beginning May 1, 2011. He presented a dry boat business plan, which outlines the opportunity for the port to transform the marina into a premier destination, providing exceptional service and sense of arrival.

MARINA: L Dock Erosion Repair Project 2011 – Approve Budget

Sara Young reported a section of bank in the north basin of the La Conner Marina has eroded. The affected area is approximately 40 feet in length and extends up to the vegetation line on the bank. The eroding section of bank is located adjacent to the gangway to L Dock and threatens to eventually undermine the gangway abutment.

Sara provided a review of options from PND Engineers, Inc. which range from slope stabilization with an estimated construction cost of \$23,000 to a sheet pile project with an estimated construction cost of \$45,500. Staff recommends the port undertake the lower cost repair option which will limit further damage and protect the gangway abutment.

The project will require in-water work permits and must be complete within the in-water work window from approximately July 16 to February 15.

COMMISSION ACTION: The commission unanimously approved a budget in the amount of \$50,000 for the L Dock Erosion Repair Project.

TENANT: BBP; Mount Vernon Seafood; 15466 Ashten Road; Lease Dated February 15, 2010

Patsy Martin provided a status update regarding the Mount Vernon Seafood lease.

ADMIN: GMA; Bayview Ridge UGA; Subarea Plan

Patsy Martin provided a status update of the Bayview Ridge Subarea Plan. Staff has been working on how to move forward in assistance with the scope of work. Skagit County has reviewed the Port's proposal and will bring it before the Skagit County Commissioners to discuss funding for the project.

Discussion.

GOOD OF THE ORDER

EXECUTIVE SESSION

The commission entered into executive session at 10:20 a.m. The session is expected to last approximately 30 minutes. The purpose of the executive session is to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price and potential litigation. Action may or may not be taken following the executive session.

The commission exited the executive session at 10:50 a.m.

COMMISSION ACTION: The commission unanimously authorized the executive director and commission president to negotiate a settlement with Travelers Insurance in accordance with the terms discussed in executive session for Taxiway F.

COMMISSION ACTION: The commission unanimously accepted the Van Pelt purchase agreement as presented including the change that the Port accepts responsibility of the open space taxes.

ADJOURNMENT

The commission adjourned the regular meeting at 10:51 a.m.

ADOPTED IN OPEN SESSION this 12th day of April, 2011 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Signature on File

Commissioner

Signature on File

Commissioner

Signature on File

Commissioner