



# Port of Skagit

Regular Meeting of the Port Commission  
Tuesday, January 8, 2013 - 3:00 PM

## MINUTES

PRESENT: Commission - Kevin Ware, Steve Omdal and Bill Shuler

Staff - Patsy Martin, Scott Peterson, Kristin Garcia, Sara Young, Carl Molesworth, Karmen Hardy, Bob Nord, Chris Carlile, Jim McCleary, Debbie Hamilton, Heather Haslip, and legal counsel Brad Furlong.

Others - See Sign in Sheet

## CALL TO ORDER

Kevin Ware called to order the January 8, 2013 regular meeting of the port commission.

## Changes or additions to the agenda as follows:

### **New Business**

1. AIRPORT: Rules and Regulations (2013) – Adopt Resolution – Postpone to a future meeting
2. ADMIN: Targeted Community Partnership Program (2013) – Request from Lincoln Theatre

## ADMIN: Targeted Community Partnership Program (2013) – Request from Lincoln Theatre

The commission discussed a request from the Lincoln Theatre for funding. The request was tabled.

## ADMIN: Personnel; Jim McCleary Retirement (1991-2013)

The commission and staff recognized 22 years of employment and upcoming retirement of staff member Jim McCleary.

## EXECUTIVE SESSION

The commission entered into executive session at 3:15 p.m. The session is expected to last approximately 20 minutes 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 executive session ended at 3:35 p.m.

The regular meeting resumed at 3:36 p.m.

### **CONSENT AGENDA**

Public Communications

December 11, 2012 Regular Meeting Minutes

Fiscal Report

EASEMENT: PSE; Airport Electrical Building Transformer and Line Extension

The commission reviewed the consent agenda items.

**COMMISSION ACTION: Commissioner Ware moved to adopt the consent agenda, seconded by Commissioner Omdal. Motion carried unanimously.**

### **OPEN FORUM**

Commissioner Ware opened the floor for public comment.

Hearing none, the floor was closed.

### **STAFF REPORTS**

#### **ADMIN: Cash Flow/Budget to Actual Report; Ending November 30, 2012 - Update**

Kristin Garcia reported on the Budget to Actual report ending November 30, 2012.

#### **ADMIN: Fiber Optics (2013) - Update**

Carl Molesworth reported that since completion of the Phase II Fiber Optic Connection Project we have seven (7) Internet Service Providers (ISPs) and twenty-five (25) tenants at the business park and airport on the port fiber. He also reported that staff has expanded beyond port boundaries to serve four additional customers. In addition, the port added high-speed wireless Internet service at the marina via contracts with Black Rock Cable and Pogozone Internet Solutions. The port's current revenue from fiber is just under \$10,000 per year.

2013 plans for fiber include:

1. Port has offered to extend the fiber system to Ovenell Road in order to serve EDCO; extension would be at EDCO's expense.
2. Fire District 6 granted permission to hook up to port fiber.
3. Extension of Skagit PUD's fiber to the corner of Higgins Airport Way and Josh Wilson Road may make it possible for the port to link port fiber to the PUD's fiber, thereby creating a redundant loop to Burlington that could allow the Port to maintain service to our tenants in the case of a line break in the Burlington area.
4. Fifteen (15) remaining tenants at the business park and airport, and several more at the marina, remain prospective customers for our communications services.

### **AIRPORT: Capital Improvements Plan; 5-Year CIP Update (2013) – Status Report**

Sara Young reported that the port submits an updated 5-year Capital Improvement Plan (CIP) to the FAA and WSDOT Aviation Division annually prior to February 1. The purpose of the CIP update is to provide our primary funding agencies with a current assessment of projects and projected funding needs in the next five years. The current 5-year CIP update was provided to the commission for review. This review was for information only.

### **MARINA: Occupancy Report – Month Ending December 2012**

Chris Carlile provided the Marina Occupancy Report for month ending December 31, 2012.

### **NEW BUSINESS**

#### **ADMIN: Surplus; Port Assets (2013) – Adopt Resolution**

Kirstin Garcia reported that the port currently owns a 1987 John Deere Tractor and a 1997 mower deck that has come to the end of its useful life. The 2013 capital budget includes a line item for replacement of equipment. Staff is proposing to purchase a 2013 John Deere Tractor with a larger mower deck that will enhance mowing capability.

Staff will be trading in the older tractor and mower deck for the newer model. Trade-in value on the old equipment will be applied, therefore reducing the overall purchase price of the new equipment. The total cost of the new equipment, after the trade-in value, is \$10,976.45 which is within the budget parameters.

**COMMISSION ACTION: Commissioner Bill Shuler moved to adopt Resolution 13-01 which will declare as surplus personal property that is of no use or benefit to the port. Commissioner Steve Omdal seconded. Motion carried unanimously.**

## **AIRPORT: Minimum Standards (2013) – Adopt Resolution**

Sara Young reported that the port first adopted airport minimum standards in 2005. The Minimum Standards were established to provide the threshold entry requirements for those wishing to provide aeronautical services to the public and to insure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or irresponsible competition.

The current version of the minimum standards addresses only Fixed Base Operators (FBOs). This proposed update is primarily intended to address those businesses that are not FBOs, but are providing significant commercial services at the airport. This update also replaces the term “FBO” with “Aeronautical Service Provider” (ASP).

Staff reviewed other key changes with the commission.

Discussion of several recommended changes.

Staff will work on further revisions based on discussion and bring forward to another commission meeting in the future.

No action taken.

## **PUB AGEN: Fire District 6; Interlocal Cooperation Agreement; Fire Protection Services (2011) – Approve Interlocal Amendment**

Patsy Martin reported that the Port of Skagit and Fire District 6 approved an Interlocal Cooperation Agreement for fire protection services in 2002. It was amended in 2005 for the transfer of an aircraft rescue and firefighting vehicle to the fire district, and most recently in 2011 to approve additional services that the Fire District would provide the port. Upon agreement, a ninth category would be added to the agreement that would be entitled, “Others Services as Agreed.”

**Commissioner Bill Shuler moved to approve amendment to the Interlocal Cooperation Agreement between Fire District 6 and the Port of Skagit dated 2002, amended in 2005 and again in 2011 to add a new category to extra services in Appendix C, “Other Services as Agreed.” Commissioner Steve Omdal seconded. Motion carried unanimously.**

**GOOD OF THE ORDER**

No comments.

**ADJOURNMENT**

With no other business to consider, Commissioner Ware adjourned at 4:55 p.m.

ADOPTED IN OPEN SESSION this 12th day of February, 2013 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

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Commissioner

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Commissioner

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Commissioner