



# Port of Skagit

Regular Meeting of the Port Commission  
Tuesday, January 13, 2015 – 3:00 PM

## MINUTES

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

Staff - Patsy Martin, Scott Peterson, Sara Young, Kristin Garcia, Heather Haslip, Brady Rowe, Carl Molesworth, Alan Holtzheimer, Kody Skvaril, Sadie Shope, Kristin Troxel, and Debbie Hamilton

Others - Legal counsel Brad Furlong. See sign in sheet for others present.

## CALL TO ORDER

Bill Shuler called to order the December 9, 2014 regular meeting of the port commission.

## Changes or additions to the agenda as follows:

1. ADMIN: New Staff Introductions

## CONSENT AGENDA

Public Communications

December 9, 2014 Regular Meeting Minutes

Fiscal Report

ADMIN: Cash Flow/Budget to Actual Report; Ending November 30, 2014

MARINA: Monthly Occupancy Report; Month Ending November 30, 2014

ADMIN: Northern State; Contract for Project Management Services; Marc Estvold (2014) – Amend Contract

BBP: Use Permits; Trail Events (2015) - Information

TENANT: Marina; Advanced Resorts of America, Inc. – Approve Purchase and Sale Agreement

The commission reviewed the consent agenda items.

**COMMISSION ACTION: The commission unanimously approved the January 13, 2015 consent agenda.**

## OPEN FORUM

Commissioner Shuler opened the floor for public comment.

Hearing none, the floor was closed.

## **STAFF REPORTS**

### **ADMIN: New Staff Introductions**

Patsy Martin introduced two new staff members; Alan Holtzheimer, Maintenance Tech 2 and Kody Skvaril, Harbormaster.

### **ADMIN: Department of Commerce (2013-2015) Energy Efficiency and Solar Grant Program Application (2014) – Status Update (Oral)**

Heather Haslip provided a status update regarding the program application process.

## **AMEND AGENDA**

**COMMISSION ACTION: Commissioner Ware moved that the commission amend the agenda to consider the BBP Fuel Tanks as an action item. Commissioner Steve Omdal seconded. Motion carried unanimously.**

### **BBP: Fuel Tanks in the Business Park (2015) – Discussion (Oral)**

Patsy Martin provided background information regarding the current airport fuel tank policy.

Scott Peterson reported a prospective tenant has contacted Skagit County to inquire if a commercial card lock fuel tank system is a possibility in the Bayview Business Park.

Discussion.

**COMMISSION ACTION: Commissioner Ware moved the port commission endorse the installation of a card lock fuel tank system, outside the airport overlay, which fully meets environmental criteria for use by Bayview Business Park businesses. Commissioner Omdal seconded. Motion carried unanimously.**

### **MARINA: Float Rehabilitation A-D Dock (2014) (Oral)**

Brady Rowe provided a status update as to the float rehabilitation on A-D docks.

## **AMEND AGENDA**

**COMMISSION ACTION: Commissioner Ware moved that the commission amend the agenda to consider the TENANT: Airport, Kitty Hawk Partners, LLC as an action item. Commissioner Steve Omdal seconded. Motion carried unanimously.**

**TENANT: Airport, Kitty Hawk Partners, LLC – Lease Dated 4/1/12 – Status Update (Oral)**

Patsy Martin reported that the current tenant is moving out of the Kitty Hawk restaurant by January 20, 2015. Staff is working on a future tenant.

Discussion regarding the termination of lease agreement.

Scott Peterson reported staff has received several inquiries from potential tenants. Staff is drafting a Request for Proposal (RFP) to be distributed to interested businesses.

Discussion

The commission has determined that the current tenant is in violation of the lease terms.

**COMMISSION ACTION: Commissioner Ware moved to approve the termination of lease agreement with Kitty Hawk Partners, LLC and authorized the finance director to write off any outstanding balance. Commissioner Omdal seconded. Motion carried unanimously.**

**NEW BUSINESS**

**TENANT: BBP; Impressions Worldwide, Inc.; 11768 Higgins Airport Way – Approve Improvements**

Scott Peterson reported that staff continues to make progress on the tenant improvements for Impressions Worldwide relocation at 11367 Higgins Airport Way. Since the budget approval staff has determined additional tenant improvements which have increased the cost of the improvements:

1. Fire alarm system
2. Demolition of excess office space
3. Convert office/lunchroom/daycare space to manufacturing space

Discussion

**COMMISSION ACTION: Commissioner Ware moved the commission approve an increase in the budget amount for tenant improvements for Impressions Worldwide in the amount of \$50,000. Commissioner Omdal seconded. Motion carried unanimously.**

**GOOD OF THE ORDER**

1. The March commission meeting is to be held at the La Conner Marina location.
2. Discussion regarding dates for the Strategic Planning Sessions.

**ADJOURNMENT**

The regular commission meeting ended at 3:44 p.m.

ADOPTED IN OPEN SESSION this 10<sup>th</sup> day of January, 2015 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