



# Port of Skagit

Work Session of the Port Commission

Tuesday, January 18, 2011 9:00 AM

## MINUTES

PRESENT: Commission - Jerry Kaufman, Bill Shuler and Kevin Ware

Staff - Patsy Martin, Scott Peterson, Kristin Garcia, Sara Young, Carl Molesworth, Heather Moses, Karmen Hardy, Paul Mattos and Debbie Hamilton

Others - See Sign-in Sheet

## APPROVAL OF MINUTES

**COMMISSION ACTION:** The commission unanimously approved the Tuesday, December 14, 2010 Work Session Minutes of the Port Commission.

## Changes or additions to the agenda as follows:

1. MARINA: 2011 Seattle Boat Show – Approve Incentives
2. TENANT: BBP; Impressions Worldwide, Inc. lease dated 3/1/09 – Approve Signage

## Issue 1: AIRPORT: 2011 Northwest Aviation Conference and Trade Show; Leasing Promotion – Approve Incentives

Sara Young reported that the port will host a booth at the 2011 Northwest Aviation Conference and Trade Show in Puyallup on February 26 & 27. The commission expressed interest in offering a promotional special on t-hangar and tie-down leases during the show, similar to the successful promotional offers made during the Seattle Boat Show for the La Conner Marina.

**COMMISSION ACTION:** The commission unanimously authorized promotional discounts on hangar and tie-down rent at the Skagit Regional Airport for commitments made during the 2011 aviation trade show as follows:

- Three months' free with a one-year commitment in any t-hangar
- Existing tenants in old t-hangars, upgrade to a new t-hangar at old rate for three months, with one-year commitment
- ½ off rent for tie-downs for one-year with one-year commitment

- **Authorize existing tenants who bring a new t-hangar or tie-down tenant under either of the one year commit incentives will also receive 3 months' free rent**

**In addition the commission unanimously authorized promotional discounts on moorage at the La Conner Marina for commitments made during the Seattle Boat Show as follows:**

- **Three months' free moorage with a one-year commitment in 26' and 30' slips**
- **One-year free moorage for boats purchased from Tomco or Nordic Tugs during the Seattle Boat Show**

### **Issue 2: AIRPORT: Briefs; January 2011 – Status Update**

Sara Young reported that staff will provide Skagit Regional Airport Briefs to the commission on a periodic basis. Her January 2011 report included:

- Northwest Aviation Conference & Trade Show – February 26 & 27
- Port of Skagit on the Web
- Tie-Downs and T-Hangars Available
- 2011 Rate Schedule
- Snow and Ice Events

Discussion regarding airport business lease available at previous FedEx building.

### **Issue 3: AIRPORT: R/W 10-28 Rehabilitation Project; Crown Conversion and Longitudinal Gradient Adjustment Pre-Design; Consulting Services Contract; Precision Approach Engineering – Award Contract**

Sara Young reported that the port has received a proposed scope and fee from Precision Approach Engineering (PAE) in the amount of \$296,332.15 for the Runway 10-28 Crown Conversion and Longitudinal Gradient Adjustment Project. The Project includes conversion of the Runway 10-28 transverse gradient to a crown section and longitudinal gradient adjustment of the east 1,500 ± feet of the runway, in order to meet current FAA standards.

The scope of work includes completion of a new aeronautical survey for the airport to be performed by W&H Pacific acting as a sub-consultant to PAE.

An Independent Fee Estimate was provided by Mead & Hung in the amount of \$333,745.10. The FAA has been consulted regarding the scope of work and fee estimate and concurs with the recommendation to award the contract to PAE.

The work is scheduled to begin upon award of the contract and be complete by January 2012.

**COMMISSION ACTION: The commission unanimously awarded the contract for runway 10-28 Crown Conversion Pre-Design Work to Precision Approach Engineering in the amount of \$296,662.15 and authorized the executive director to execute the necessary documentation.**

**Issue 4: BBP: Divisions 5 & 7; Business Plan – Discuss Use of Property - Discussion**

Patsy Martin reported that staff has been working on a business plan for the 40 acre parcel of property in BBP Divisions 5 & 7, south of Paccar. Staff discussed future development of this property as it is one of the last large pieces of heavy industrial zoned property in Skagit Valley.

Discussion

**Issue 5: ADMIN: GMA; Bayview Ridge UGA; Subarea Plan – Video & Discussion**

Patsy Martin reported on the history of the Port's involvement with the GMA Bayview Ridge UGA; Subarea Plan. Since the completion of the subarea plan, Port staff has been contacted to assist with moving forward in the development of a Planned Unit Development Ordinance.

**Issue 6: PUB AGEN: Swinomish Tribe; Tribal Journey (2011) - Discussion**

Patsy Martin reported that the Town of La Conner along with the Swinomish Tribe will be hosting a Tribal Journey July 2011. The Town plans to host as many as 10,000 people during this event. The La Conner Marina has reserved 50 spaces for use during this event. Staff will continue to attend planning meetings and will come back to the commission if there are other ways the Port of Skagit can support or help this event.

**Issue 7: Tenant: BBP; Impressions Worldwide, Inc. lease dated 3/1/09**

Scott Peterson reported that Impressions Worldwide has submitted plans for new signage to the entrance and outside of the leased building. Commission reviewed the plans.

Discussion.

**COMMISSION ACTION: The commission unanimously approved the installation of signs as presented in the Impressions Worldwide, Inc. signage plan.**

**RECESS**

The commission recessed the regular meeting at 10:25 a.m.

**EXECUTIVE SESSION**

The commission entered into executive session at 10:35 a.m. The session is expected to last approximately 15 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. Action may or may not be taken following the executive session.

The executive session ended at 10:50 a.m. and there was no action taken.

**ADJOURNMENT**

The commission adjourned the work session meeting at 11:10 a.m.

ADOPTED IN OPEN SESSION this 15th day of February, 2011 and duly authenticated by the signatures affixed hereto.

**PORT OF SKAGIT COUNTY**

*Signature on File*  
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Commissioner

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Commissioner

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Commissioner