



Port of Skagit

**Regular Meeting of the Port Commission
Tuesday, October 9, 2012 3:00 PM**

MINUTES

PRESENT: Commission - Bill Shuler and Kevin Ware.

Staff - Scott Peterson, Kristin Garcia, Sara Young, Carl Molesworth, Paul Mattos, Heather Haslip, Karmen Hardy and Debbie Hamilton.

Others - See Sign in Sheet

CALL TO ORDER

Bill Shuler called to order the October 9, 2012 regular meeting of the port commission.

Changes or additions to the agenda as follows:

1. ADMIN: Marketing; Puget Sound Business Journal Ads (2012)
2. ADMIN: Signage; Back Side of New Signage; Higgins/Airport Way (2012)
3. EASEMENT: PSE; Lot 44 Amended Skagit Regional Airport Binding Site Plan, Phase 1

CONSENT AGENDA

Public Communications
August 14, 2012 Regular Meeting Minutes
August 31, 2012 Special Meeting Minutes
Fiscal Report

The commission reviewed the consent agenda items.

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

OPEN FORUM

Commissioner Shuler opened the floor for public comment.

Hearing none, the floor was closed.

STAFF REPORTS

ADMIN: Cash Flow/Budget to Actual Report; Ending August 31, 2012 - Update

Kristin Garcia reported on the Budget to Actual report ending August 31, 2012.

ADMIN: Marketing; Puget Sound Business Journal Ad (2012)

Scott Peterson reviewed Puget Sound Business Journal ads with the commission and requested one of the commissioners participate in ad #4 which will introduce the Skagit Regional Airport new runway features.

Discussion

It was determined that Commissioner Kevin Ware will be the one to participate by providing a quote and a photo for the ad.

ADMIN: Video; Dan Barber, Skagit Valley Grains (2012) – Video Clip

Scott Peterson reviewed a video clip of Dan Barber, Chef/Owner, Blue Hill & Blue Hill at Stone Barns and Creative Director, at Stone Barns Center for Food and Agriculture, on Skagit Valley grains.

MARINA: Farewell to Paul Mattos (Oral)

Scott Peterson provided background information regarding Paul Mattos' tenure at the Port of Skagit's La Conner Marina. Paul is relocating and will no longer be with the Port. He thanked Paul for his years of service.

MARINA: Occupancy Report; Month Ending September 30, 2012

Paul Mattos reported that the La Conner Marina is at 87% occupancy as of September 30, 2012.

Discussion.

ADMIN: Signage; Back Side of New Signage; Higgins/Airport Way (2012)

Carl Molesworth reported that since the signage upgrade on Higgins Airport Way he has noticed an opportunity to have a message on the back of the signs. He asked the commission if they would like staff to move forward in obtaining a cost estimate.

The commission agreed and would like staff to move forward with a possible message for the back of the signs and cost estimate.

NEW BUSINESS

BBP: Skagit Valley Malting and Brewing, LLC; 11966 Westar Lane; Lease dated 1/01/12 – Approve Budget

Scott Peterson reported that in September 2011 the Port was awarded a grant in the amount of \$283,600 to fund infrastructure improvements to a key revenue producing asset located at 11966 Westar Lane. This grant provides the Port an opportunity to leverage the grant monies to make additional improvements to the building in support of our long term business strategy to upgrade our revenue producing assets when feasible.

Improvements include a new bathroom, upgrade to the warehouse and electrical, new exterior and interior paint and new landscaping. In total, the estimated cost for these upgrades is approximately \$877,000. The costs will be allocated as follows: grant \$283,600, Skagit Valley Malting \$168,400 and the Port \$125,000.

COMMISSION ACTION: Commissioner Ware moved to approve the budget for upgrades to the Skagit Valley Malting and Brewing facility located at 11966 Westar Lane in an amount not to exceed \$125,000, seconded by Commissioner Shuler. Motion carried unanimously.

EASEMENT: PSE; Lot 44 Amended Skagit Regional Airport Binding Site Plan, Phase 1 – Approve Easement

Sara Young reported that Hexcel Corporation entered into a lease with the Port of Skagit in June 2012 on the property located east of the existing Hexcel building for the purposes of a building expansion. That expansion is currently under construction. The project requires that a utility vault be located on Lot 44. Puget Sound Energy (PSE) will own this vault and requires that a permanent easement be placed over the area.

COMMISSION ACTION: Commission Ware moved to approve an easement to Puget Sound Energy for installation of a power vault on Lot 44 to serve the new Hexcel building addition, seconded by Commissioner Shuler. Motion carried unanimously.

GOOD OF THE ORDER

Commissioner Bill Shuler opened the floor for the Good of the Order. Jack Henriot, former Port of Skagit commissioner, was present and asked the commissioners about future expansion for airport businesses.

ADJOURNMENT

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

ADOPTED IN OPEN SESSION this 13th day of November, 2012 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Commissioner

Commissioner

Commissioner