



# Port of Skagit

Regular Meeting of the Port Commission  
Tuesday, October 11, 2011 9:00 AM

## MINUTES

PRESENT: Commission - Jerry Kaufman, Kevin Ware and Bill Shuler  
Staff - Scott Peterson, Kristin Garcia, Sara Young, Carl Molesworth, Karmen Hardy, Heather Moses, Bob Nord and Debbie Hamilton  
Others - See Sign in Sheet

## CALL TO ORDER

Commissioner Kaufman called to order the October 11, 2011 regular meeting.

## Changes or additions to the agenda as follows:

Remove Executive Session pursuant to RCW 42.30.110 (Executive Sessions). The port legal counsel was not present.

## CONSENT AGENDA – Port of Skagit

Public Communications  
September 13, 2011 Regular Meeting Minutes  
Fiscal Report

**COMMISSION ACTION: The commission unanimously approved the consent agenda.**

## OPEN FORUM

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

## STAFF REPORTS

### ADMIN: Cash Flow/Budget to Actual Report; Ending August 31, 2011

Kristin Garcia reported on the Budget to Actual report ending August 31, 2011.

### **ADMIN: Medical Insurance Renewal – Status Update (Oral)**

Kristin Garcia reported that she has obtained current renewal numbers from the port's medical insurance carrier. She believes there will be a premium increase of 10%. Staff will continue to work with the insurance company and bring renewal rates and coverage changes to the commission. November 2011 will be open enrollment with a December 1 renewal date.

### **ADMIN: Signage Design and Wayfinding Project; Consultant Services Contract – Schell Design Group (2010) – Status Update**

Carl Molesworth reported that the port went out to bid on the Signage Upgrade Project in September 2011. The bid process was conducted in accordance with the Washington State Small Works Roster Contract Procedures. Five sign contractors from the 2011 Small Works Roster were invited to submit proposals for the Project which involved upgrading signage at the La Conner Marina and the Bayview Business Park. Bids were opened September 27, 2011.

A total of two bids were received from Kaplan Homes Unlimited and Berry Neon Sign Systems. Both bids were formally rejected.

Staff plans to go back out to bid with a revised scope of work in the near future.

### **ADMIN: Sister City; Matsushige Japan Signing 10/3/11 – Event Report (Oral)**

Scott Peterson reported that the Port of Skagit and the City of Mount Vernon will participate in an Interlocal Agreement signing ceremony on October 3, 2011 beginning at 10:00 a.m. at the Port of Skagit.

### **ADMIN: 2010 State Audit; Status Update (Oral)**

Kristin Garcia reported that the Washington State Auditors have completed the 2010 audit. They will conduct an exit conference Tuesday, October 18, 2011 at 10:30 a.m. One commissioner will attend with Patsy Martin and Kristin Garcia.

### **ADMIN: Tenant Employment Census; Third Quarter Report (2011)**

Scott Peterson reported that full-time employment is down 1.22% from 916 to 905, and part-time employees increased 25.69% from 109 to 137. This downturn in full-time jobs is a reflection of a weak economy which has had a greater impact on the aviation and marine sectors at the port.

### **ADMIN: Tenant Networking Event (2011) – Event Report (Oral)**

Scott Peterson shared highlights from the September 29, 2011 tenant network event. The event was held at the Kitty Hawk Café with Congressman Rick Larson, Tom Loesch and Paul Johnson as presentation speakers. Also present were individuals from the Western Washington University internship program. Approximately 35 were in attendance. Staff plans to hold another networking event at the La Conner Marina.

### **BBP: Tenant; From the Farm Treats, LLC – Commercial Kitchen – Status Update (Oral)**

Scott Peterson reported that Phase II of the commercial kitchen is now complete. Port maintenance finished Phase II and the commercial kitchen is booked for the month of October.

### **MARINA: Occupancy Report – September 2011 - Update**

Scott Peterson provided a report on the La Conner Marina Occupancy for September 2011.

Discussion.

### **NEW BUSINESS**

#### **AIRPORT: Skagit Regional Airport Economic Development Conceptual Plan; Consultant Contract; Jay Pickering – Approve Contract Amendment**

Sara Young reported that staff is requesting Jay Pickering create an additional iteration of conceptual drawings for future development along the Runway 04-22 flightline and Taxiway F. Mr. Pickering's proposal for the additional iteration is \$1,000. RCW 53.19.060 requires Commission approval of contract amendments which, alone or cumulatively, exceed 50% of the value of the original contract.

**COMMISSION ACTION: The commission unanimously approved an amendment in the amount of \$1,000 for additional iteration of conceptual drawings to the Jay Pickering Consultant Services Contract.**

### **GOOD OF THE ORDER**

### **ADJOURNMENT**

The commission adjourned the regular meeting at 9:50 a.m.

ADOPTED IN OPEN SESSION this 8th day of November, 2011 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