



# Port of Skagit

Work Session of the Port Commission

Tuesday, October 19, 2010 9:00 AM

## MINUTES

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

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

Others - See Sign-in Sheet

## APPROVAL OF MINUTES

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

## Changes or additions to the agenda as follows:

There was a motion and second to amend the agenda to include the following:

1. AIRPORT: Skagit Regional Airport Briefs – October 2010
2. ADMIN: Health Insurance Renewal (2011) – Status Update
3. TENANT: BBP; Impressions Worldwide, Inc.; Lots 37 & 38, 11656 Knudson Road; Lease dated November 1, 2010 – Approve Tenant Improvements
4. TENANT: Airport; Building Information; 15426-B Airport Drive; Building Upgrade (2010) - Safety Issues

## **Issue 1: ASSOC: PNWA Annual Meeting (2010) – Event Report (Oral)**

Patsy Martin and Bill Shuler reported on the Pacific Northwest Waterway Association (PNWA) annual meeting which was held October 13-15, 2010 in Spokane Washington. They reported there will be further budget cuts for deep water channels and the Port may need to look further into regional solutions.

It was also reported that environmental concerns are becoming greater and the local agricultural community will be impacted due to pesticide use. Farm chemicals used will need to be certified individually which will create a burden on the farmers to monitor the information.

## **Issue 2: ADMIN: Preliminary 2011 Budget - Presentation**

Kristin Garcia provided background to review the 2011 preliminary budget prior to the PowerPoint presentation.

The 2011 budget presentation included but was not limited to:

- Statement of Cash Flow
- Operating Revenue & Expense by Operating Unit
- Property Tax Levy
- Skagit County Tax Distribution
- Capital Projects

At the conclusion of her review and presentation the commission recessed to a Public Hearing to receive comment on the preliminary 2011 budget.

### **RECESS TO PUBLIC HEARING; 2011 BUDGET AT 9:32 A.M.**

### **PUBLIC COMMENT PERIOD**

No public comment or discussion.

### **RECONVENE MEETING FROM PUBLIC HEARING 9:33 A.M.**

The commission will adopt the final budget at the November 16, 2010 Work Session meeting.

## **Issue 3: AIRPORT: Skagit Regional Airport Briefs – October 2010**

Sara Young provided Skagit Regional Airport briefs to the commission on the following issues:

- Runway 10-28 Improvement Projects  
The project will officially begin in the summer of 2011. The Port will notify airport users prior to beginning construction on the primary runway.
- Airplane Washing  
Port staff is working toward providing vehicle washing solutions to comply with the renewed Industrial Stormwater General Permit.
- Gate Signage  
New gate signs will go up this winter listing rules for ground vehicle movement on the airfield.

- **Compass Rose**  
The compass rose will be temporarily decommissioned with the start of construction in 2011 and will be replaced after completion of the second phase of the improvement projects in 2010. Staff will evaluate the compass rose location in the interim.
- **Wildlife Management**  
Port staff is working toward a complete wildlife management program including installation of an 8-foot-tall wildlife exclusion fencing and bird life management plan.
- **Emergency Response**  
Port staff completed a review and update of the port's Emergency Management Plan this year.

### **RECESS**

The commission recessed the regular meeting at 10:10 a.m. for a 10 minute break.

### **RECONVENE MEETING 10:18 A.M.**

#### **Issue 4: ADMIN: Health Insurance Renewal (2011) – Status Update**

Patsy Martin reported that staff has reviewed possible insurance options during the Port's open enrollment. The Port's broker, Jim Stevens with Unity Group, was present to provide information and answer questions.

Jim Stevens reported the Port now has a dual coverage option which includes a Health Savings Account (HSA). He provided background information regarding HSA's since they became available in 2003.

Discussion regarding options for employees who do not qualify for an HAS but will have a traditional Regence plan available.

**COMMISSION ACTION: The commission unanimously deferred the decision to select an appropriate medical insurance plan for the Port of Skagit to the executive director following consultation with the commission at the regularly scheduled November 16, 2010 meeting and approved a one month extension of the current medical insurance coverage.**

**Issue 5: TENANT: BBP; Impressions Worldwide, Inc.; Lots 37 & 38, 11656 Knudson Road; Lease dated November 1, 2010 – Approve Tenant Improvements**

Scott Peterson reported that staff has negotiated a ten (10) year lease with Impressions Worldwide, Inc. on the 11656 Knudson Road property. As a condition of this lease the Lessee is proposing to make improvements to the facility. The cost of these improvements and related permits will be the responsibility of the Lessee. The estimated cost at this time is \$100,000 to \$125,000 and staff believes the improvements will add value to the property.

**COMMISSION ACTION: The commission unanimously approved tenant improvements at 11656 Knudson Road.**

**Issue 6: TENANT: Airport; Building Information; 15426-B Airport Drive; Building Upgrade (2010); Safety Issues**

Sara Young reported about an issue in relation to the restaurant building. The commission directed staff to prioritize the issue of unrestricted access to the airfield and return to them with a recommendation to solve the issue.

An effective short-term and long-term solution is to shift the fronting taxilane away from the building by approximately 10 feet. This would allow construction of a four-foot fence around the existing concrete landing area to prevent unauthorized access to the airfield, while maintaining the Object Free Area (OFA) clear of structures. The fence would be fitted with a key pad activated access gate to restrict reentry to the airfield. This would also allow the egress stairs from the upper floor to remain in the current location.

**COMMISSION ACTION: The commission unanimously authorized a budget increase of approximately \$15,000 to complete construction of the fence including key pad security access, and other incidental materials and labor costs necessary to complete the project.**

**RECESS**

The commission recessed the regular meeting at 11:30 a.m.

**EXECUTIVE SESSION**

The commission entered into executive session at 11:40 a.m. The session is expected to last approximately 30 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 and potential litigation. Action may or may not be taken following the executive session.

The executive session ended at 12:10 a.m.

No action taken.

**ADJOURNMENT**

The commission adjourned the work session meeting at 12:11 a.m.

ADOPTED IN OPEN SESSION this 16th day of November, 2010 and duly authenticated by the signatures affixed hereto.

**PORT OF SKAGIT COUNTY**

*Signature on File*  
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Commissioner

*Signature on File*  
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Commissioner

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Commissioner