



Port of Skagit

Regular Meeting of the Port Commission
Tuesday, February 12, 2013 - 3:00 PM

MINUTES

PRESENT: Commission - Kevin Ware, Steve Omdal and Bill Shuler
Staff - Patsy Martin, Kristin Garcia, Sara Young, Carl Molesworth, Karmen Hardy, Bob Nord, Chris Carlile, and Heather Haslip.
Others - See Sign in Sheet

CALL TO ORDER

Kevin Ware called to order the February 12, 2013 regular meeting of the port commission.

Changes or additions to the agenda as follows:

Staff Report

1. AIRPORT: Airshow (2013) – Discuss Date

New Business

2. ADMIN: Northern State Property; North Cascades Resort Development (2013) – Letter of Support

CONSENT AGENDA

Public Communications
January 8, 2013 Regular Meeting Minutes
January 17, 2013 POS/POA Joint Meeting Minutes
Fiscal Report

The commission reviewed the consent agenda items.

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

OPEN FORUM

Commissioner Ware opened the floor for public comment.

Hearing none, the floor was closed.

STAFF REPORTS

ADMIN: Coffee with the Commissioner (2013) – Update (Oral)

Carl Molesworth reported that between 20–25 people attended the Coffee with the Commissioner event with Commissioner Shuler in Sedro Woolley on January 29, 2013. Staff and Commissioner Omdal discussed planning the next Coffee with Commissioner for March 2013, in Burlington.

ADMIN: Stormwater Permit Compliance Report – End of Year 2012

Sara Young provided an end of year compliance report for 2012 to include the following 3 permits and coverage areas:

1. Industrial Stormwater General Permit
2. Municipal Stormwater General Permit
3. Boatyard General Permit

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

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

ADMIN: Strategic Plan – Update

Carl Molesworth, Sara Young, and Kristin Garcia provided an update on the 2012 strategic plan implementation. Specifically, staff provided 2012 accomplishments which were designated in the goals of the 2012 strategic plan as listed below:

1. Community Outreach Goal
2. Economic Opportunity Growth Goal
3. Placemaking
4. Long-term Plan of Finance Goal
5. Other Accomplishments

AIRPORT: 2013 NBAA Convention, San Antonio, TX – Event Report

Patsy Martin reported that Scott Peterson attended the NBAA Annual Schedulers & Dispatchers Conference in San Antonio, TX – January 22-25, 2013. The NBAA conference is a premier event for schedulers and dispatchers and the suppliers who support this critical role in successful flight department management. The Port of Skagit developed a new aviation display for participation in a 10' X 10' booth at this event.

A number of attendees expressed their appreciation for the port's presence, stating a desire for more airports to participate. For future conferences, additional booth representation would provide better opportunity for staff to focus on networking and marketing our airport and airport services.

AIRPORT: Airport Operations Study (2013-2014); Monthly Results

Sara Young reported that the port is conducting a study of aircraft operations at Skagit Regional Airport over an 18-month period beginning January 2013. She provided the results for the month of January. She also indicated that unusual fog and lack of instrument approach procedures were factors affecting total operation during the month.

MARINA: Occupancy Report – Month Ending January 31, 2013

Chris Carlile provided the Marina Occupancy Report for month ending January 31, 2013.

MARINA: 2013 Seattle Boat Show – Event Report (Oral)

Chris Carlile reported that thousands of people visited the port's booth at the 2013 Boat Show, and so far eight (8) Boat Show attendees have signed agreements for long term moorage at the La Conner Marina. During the show, staff emphasized the completion of dredging of the Swinomish Chanel. Kristin Garcia reported that her overall sense from the show was an increase in economic confidence and general excitement among attendees and exhibitors alike.

MARINA: 2013 Seattle Boat Show YouTube Video

Staff provided a YouTube video of the Seattle Boat Show in which the Port of Skagit booth was included.

AIRPORT: Airshow (2013) – Discuss Date

Sara Young reported that staff has reviewed the schedule for upcoming local events and has determined the 2013 Airshow will be scheduled for Saturday, September 7, 2013.

OLD BUSINESS

AIRPORT: Rules and Regulations (2013) – Adopt Resolution

Sara Young reported the port has established Rules and Regulations for Skagit Regional Airport and Bayview Business Park. These Rules and Regulations were last updated in 2010. The current update includes the following key changes:

1. Updated runway and taxiway names following the 2012 runway improvement project.
2. Adds definitions for derelict aircraft and motor vehicles.
3. Allows the Port to remove and/or store abandoned aircraft according to a fee schedule adopted by the Port Commission.
4. Reflects the change in terminology from Fixed Base Operator (FBO) to Aeronautical Service Provider (ASP).
5. Section 2.3 Commercial Use of Port Facilities, adds a cross reference to the Required Minimum Standards for Commercial Services at Skagit Regional Airport.
6. Section 3.3 Operation of Aircraft updated to clarify and simplify guidance for helicopter operations at the airport, based on guidance developed by the Skagit Airport Support Association (SASA).
7. Section 3.8 Fueling of Aircraft revised to clarify regulatory requirements and incorporate the provisions of the Port of Skagit Fuel Storage Policy adopted by the Commission on December 11, 2012.

COMMISSION ACTION: Commissioner Omdal moved to adopt Resolution No. 13-02, updating the Rules and Regulations applying at Skagit Regional Airport and Bayview Business Park. Commissioner Shuler seconded. Motion carried unanimously.

AIRPORT: Minimum Standards (2013) – Adopt Resolution

Sara Young reported that the port established Minimum Standards for Commercial Services at Skagit Regional Airport in 2005. The Minimum Standards were established to provide the threshold entry requirements for those wishing to provide aeronautical services to the public, and to ensure that those who have undertaken to provide commodities and services as approved are not exposed to unfair or irresponsible competition.

The current version of the minimum standards addresses only Fixed Base Operators (FBOs). This 2013 update is primarily intended to address those businesses that are not FBOs, but are

providing significant commercial services at the airport. This update also replaces the term "FBO" with "Aeronautical Services Provider (ASP)."

In addition to this change in terminology, the updated minimum standards include the following key changes:

1. Adds a section establishing standards for commercial services other than basic aeronautical services, including specialized commercial flying services and any other commercial service the Port deems significant enough to require standards;
2. Full Service ASP minimum service hour requirement changed to clarify that at least one person must be on-site during required business hours to provide ramp and reception services.
3. Allows minimum staffing requirements for Full Service ASPs to be met as determined by the business rather than prescribing specific employment requirements.
4. Clarifies that minimum standards to ASPs can be met with the use of subtenants.
5. Limited Service ASPs are defined more precisely as providing at least one basic aeronautical service.
6. Insurance requirements for Limited Service ASPs, Specialized Commercial Flying Services, and other commercial services are provided for.
7. Establishes minimum standards for commercial fueling operations.

COMMISSION ACTION: Commissioner Shuler moved to adopt Resolution No. 13-03, updating the Required Minimum Standards for Commercial Services at Skagit Regional Airport. Commissioner Omdal seconded. Motion carried unanimously.

NEW BUSINESS

AIRPORT: Aviation Show Promotion (2013) – Approve Promotion

Sara Young reported that the port's T-hangar buildings A-E (older T-hangars) are currently at 88% occupancy and the monthly tie-downs are at approximately 30% occupancy. Given the current vacancy rates in our older T-hangars and continued high vacancy rates on the port's tie-downs, staff recommended to the commission run a promotional offer during the 2013 NW Aviation Conference and Trade Show (February 23 and 24) and extending the offer through April 30, 2013.

The promotion is as follows:

1. New T-hangar tenants eligible to receive three months' free rent with a 12-month commitment;

2. Existing T-hangar tenants eligible to receive three months' free rent with referral of a new T-hangar tenant and 12-month commitment;
3. New tie-down tenants eligible to receive 50% off of monthly rates with a 12-month commitment.

The newer T-hangar buildings F & G continue to be at 95-100% occupancy. No promotional offer is recommended for these units.

COMMISSION ACTION: Commissioner Shuler moved to approve a T-hangar and Tie-Down promotional offer to be offered through April 30, 2013 in conjunction with the NW Aviation Conference and Trade Show. Commissioner Omdal seconded. Motion carried unanimously.

AIRPORT: Fee Schedule for the Impoundment and Storage of Abandoned Aircraft (2013)

Sara Young reported that the Rules and Regulations Applying at Skagit Regional Airport and Bayview Business Park, June 8, 2010, provide for the removal and storage of abandoned property at Port facilities. This presents a challenge where abandoned aircraft are concerned. Commercial services are not available to provide this service to the Port therefore, the function falls to the Port. Staff has researched commercial impoundment and storage fees for motor vehicles and is recommending that a similar fee structure be established at Skagit Regional Airport to address aircraft abandoned on the property. The recommended fee schedule is based on the allowable rates established by the Washington State Patrol (WSP). This represents the minimum fees charged in the towing industry for motor vehicle removals.

COMMISSION ACTION: Commissioner Shuler moved to adopt Resolution No. 13-04 which will establish a fee schedule for the impoundment and storage of abandoned aircraft. Commissioner Omdal seconded. Motion carried unanimously.

ADMIN: Northern State Property; North Cascades Resort Development (2013) – Letter of Support

Patsy Martin reported that staff and Commissioner Shuler drafted a letter expressing support for further study of the proposal to develop a destination resort at the Northern State property, which resort, if feasible, may have great positive economic impacts for the local area.

COMMISSION ACTION: Commissioners unanimously agreed to sign the letter of support as drafted.

GOOD OF THE ORDER

EXECUTIVE SESSION

The commission entered into executive session at 4:30 p.m. The session is expected to last approximately 20 minutes to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price. There will be no action following the executive session.

The executive session ended at 4:55 p.m.

ADJOURNMENT

With no other business to consider, Commissioner Ware adjourned at 4:56 p.m.

ADOPTED IN OPEN SESSION this 12th day of March, 2013 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Commissioner

Commissioner

Commissioner