



Port of Skagit

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

MINUTES

PRESENT: Commission - Kevin Ware, Steve Omdal and Bill Shuler

Staff - Patsy Martin, Scott Peterson, Sara Young, Carl Molesworth, Debbie Hamilton, Bob Nord, Chris Carlile, and Heather Haslip and legal counsel Brad Furlong.

Others - See Sign in Sheet

CALL TO ORDER

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

Changes or additions to the agenda as follows:

Consent Agenda

Remove: MARINA: Abandoned Boats; Sale of Abandoned Vessel (2013) – Adopt Resolution
Abandoned Vessel, described as a 35' 1988 Carver Cruiser, name "Courtship"
WN 6611 RF

New Business

AIRPORT: Engineering of Grass Runway on KBVS (2013) – SASA Letter

CONSENT AGENDA

Public Communications
February 12, 2013 Regular Meeting Minutes
Fiscal Report
MARINA: Abandoned Boat; Sale of Abandoned Vessel (2013) – Adopt Resolution 13-05

The commission reviewed the consent agenda items.

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

OPEN FORUM

Commissioner Ware opened the floor for public comment.

Hearing none, the floor was closed.

STAFF REPORTS

AIRPORT: Engineering of Grass Runway on KBVS (2013) – SASA Letter

Patsy Martin reported that she received a letter from Skagit Airport Support Association (SASA) formally requesting the Port participate in an engineering analysis on the matter of establishing a grass runway at Skagit Regional Airport.

The Commission discussed the request and declined to designate a grass runway, or approve port participation in analysis of a grass runway, at this time. During discussion the Commission referenced federal regulations which state that the Pilot in Command of an aircraft is directly responsible for, and is the final authority as to, the operation of that aircraft.

The commission directed staff to:

- 1.) Respect the decision of any 'Pilot in Command' as to the operation of his or her aircraft with regard to non-standard landings on un-approved surfaces.
- 2.) Make no modifications to the airfield to accommodate non-standard operations.
- 3.) Executive director to write a response letter to SASA listing the commission findings to this request.

ADMIN: Cash Flow/Budget to Actual Report; Ending January 31, 2013

Patsy Martin reported on the Budget to Actual report ending January 31, 2013.

ADMIN: Community Outreach Report (2013) (Oral) - Update

Carl Molesworth reported that he has been working on the 2013 Work Plan established by the commission during the 2012 Strategic Planning Sessions. He is working on building community relationships through:

- Chamber Leadership Groups
- Coffee with a Commissioner Program

He's also been working on the website, marketing, ads/press releases, marina advertising, public opinion survey, 2013 open house/airshow, Airport security plan, port 50th anniversary, fiber, economic opportunity growth and The Kneading Conference.

ADMIN: Economic Opportunity Growth Report (2013) (Oral)

Scott Peterson reported a good start to 2013. He is currently working with EDASC on 3 leads for potential tenants, which together represent 100 potential new jobs. To-date, he has met with a total of 22 tenants, 7 of which are current tenants considering expansion, and 9 are potential new tenants.

The Port is participating in a new event put on by EDASC called the Schmooze Cruise, which will be held in conjunction with the Schmooze Fair. The Port will help EDASC host and provide a tour of local businesses for potential clients who may be interested in locating their business in Skagit County. EDASC hopes to have 30 to 40 businesses participate.

The economic team has been recruiting the Heritage Flight Museum to locate at Skagit Regional Airport.

Scott reported a continued effort in Placemaking by upkeep/maintenance of grounds and buildings (including painting), prepping the trails for the Tulip Run, and possible tenant relocations.

ADMIN: Long-Term Plan of Finance Report (2013) (Oral) – Update

Patsy Martin reported that Kristin Garcia has been reworking the Economic Opportunity Shared Work Plan with the Economic Opportunity Team to consider long-term maintenance, projects, marketing, etc.

ADMIN: Placemaking Report (2013) (Oral) – Update

Sara Young reported that staff is wrapping up the airport runway crown conversion and longitudinal gradient project, and is kicking off the runway safety area grading project for 2014. Staff is working on the Marina Dredge Design and the Industrial Lands Inventory Project. The industrial lands inventory project should be completed by the end of 2013.

ASSOC: PNWA Mission to Washington D.C., March 3-7, 2013 (Oral) – Event Report

Patsy Martin reported that she and Commissioner Steve Omdal attended the Pacific Northwest Waterways Association Mission to Washington D.C. They discussed and emphasized the need for jobs and the importance of infrastructure in this country.

ASSOC: WPPA Port Legislative Day, March 7, 2013 (Oral) – Event Report

Carl Molesworth and Commissioner Bill Shuler attended the Washington Public Ports Association Port Legislative Day. They were joined by Port of Anacortes commissioners during meetings with legislators and legislative assistants. The Town of La Conner Board Walk and the Concrete Safety Building were among the topics discussed.

AIRPORT: Northwest Aviation Conference & Trade Show, February 23-24, 2013 (Oral) – Event Report

Sara Young reported that staff attended the Northwest Aviation Conference & Trade Show. This was the Port's 3rd year to participate. Staff took the opportunity to discuss tie-downs, t-hangers and current promotions. Sara reported the primary value in attending is data gathering.

AIRPORT: Operations Study Report; February Results (2013)

Sara Young reported that staff is conducting a study of aircraft operations at Skagit Regional Airport over an 18-month period beginning in January 2013. She shared the February results with the commission. Of interest is the number of jet operations during January (40) and February (72).

MARINA: Occupancy Report; Month Ending February (2013)

Chris Carlile reported 15 new customers for the month of February. Occupancy is up and staff believes it is due to the Seattle Boat Show special and the boat sales promotion. She reports sending out an information sharing newsletter to customers which appears to be successful.

BREAK 3:54 p.m.

RESUME 4:03 p.m.

NEW BUSINESS

AIRPORT: Acquisition Herbaugh Property (2013) – Ratify Agreement

Patsy Martin reported that the Port and Donald and Helen Herbaugh and Roger and Anne Herbaugh have entered into a Purchase and Sale Agreement dated December 7, 2012 for the purchase of vacant land adjacent to the Port of Skagit land.

Bruce Lisser of Lisser & Associates has performed a survey of the combined parcels owned by Don Herbaugh and his son. Applications have been made to Skagit County Planning & Permit Center for a boundary line adjustment of the parcels of land owned by both Sellers in order to configure the property for use by the port.

COMMISSION ACTION: Commissioner Shuler moved to (1) Ratify the staff's action of executing a Purchase and Sale Agreement with Donald and Helen and Roger and Anne Herbaugh dated December 7, 2012 for the purchase of vacant land located adjacent to Port of Skagit land; and (2) Authorize commission and staff to take such other steps necessary to close this transaction. (3) This authority and approval is not effective until satisfaction of contingencies and title is clear. Commissioner Omdal seconded. Motion carried unanimously.

PUB AGEN: Port of Anacortes, SCOG and Skagit County Interlocal Agreement; Industrial Lands Inventory (2013) – Approve Agreement

Patsy Martin reported that the port has contracted with ECONorthwest to perform an inventory of industrial lands in Skagit County. Acting upon direction of the Commission, port staff has identified four (4) jurisdictions/organizations willing to partner with the port for completion of the project. Skagit County, Skagit Council of Governments (SCOG), Economic Development Association of Skagit County (EDASC), and the Port of Anacortes have each agreed to provide \$7,000 in funding to the port, plus staff support and existing pertinent data. The cooperation of Skagit County, SCOG, and the Port of Anacortes must be ratified through interlocal agreements. The participation of EDASC has been included in their 2013 contract with the port.

COMMISSION ACTION: Commissioner Shuler moved to approve Interlocal Agreements with the Port of Anacortes, Skagit Council of Governments and Skagit County for the completion of an Industrial Lands Inventory in Skagit County. Commissioner Omdal seconded. Motion carried unanimously.

GOOD OF THE ORDER

EXECUTIVE SESSION

The commission entered into executive session at 4:08 p.m. The session is expected to last approximately 30 minutes to discuss potential litigation. There will be no action following the executive session.

The executive session ended at 4:28 p.m.

ADJOURNMENT

With no other business to consider, Commissioner Ware adjourned at 4:28 p.m.

TOUR OF FACILITY

Tenant: BBP; Malting Facility – 11966 Westar Lane

ADOPTED IN OPEN SESSION this 9th day of April, 2013 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Commissioner

Commissioner

Commissioner