



# Port of Skagit

**Regular Meeting of the Port Commission**  
**Meeting held at Chuckanut Manor - 3056 Chuckanut Drive, Bow, WA**  
**Tuesday, April 14, 2015 – 9:00 AM**

## MINUTES

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

Staff - Patsy Martin, Scott Peterson, Kristin Garcia, Sara Young, Heather Haslip, Carl Molesworth, Kody Skvaril and Debbie Hamilton

Others - See sign in sheet for others present.

## CALL TO ORDER

Bill Shuler called to order the April 14, 2015 regular meeting of the port commission.

## Changes or additions to the agenda as follows:

### NEW BUSINESS

1. ADMIN: Northern State; Contract for Northern State Due Diligence Study; Maul Foster and Alongi (2015) – Approve Contract Amendment
2. ADMIN: Northern State; Department of Ecology Remedial Investigation Feasibility Study (2015) – Accept Funding Offer
3. Move to New Business: ADMIN: Multi-building Lighting Retrofit Project (2015) – Award Contract

## CONSENT AGENDA

Public Communications

March 10, 2015 Regular Meeting Minutes

Fiscal Report

ADMIN: Cash Flow/Budget to Actual Report; Ending February 28, 2015

MARINA: Monthly Occupancy Report; Month Ending March 31, 2015

The commission reviewed the consent agenda items.

**COMMISSION ACTION: The commission unanimously approved the April 14, 2015 consent agenda.**

## OPEN FORUM

Commissioner Shuler opened the floor for public comment.

Hearing none, the floor was closed.

## NEW BUSINESS

### TENANT: Airport; Agriculture Grazing Lease (2015) – Accept Proposal

Patsy Martin reported that the Port has a long standing relationship with Skagit County farmers in managing the Skagit Regional Airport's 300 acres of pasture land by entering into a lease between the parties. The current lessee's lease expired March 30, 2015 and pursuant to Port policy when these types of leases expire staff develops a Request for Proposal (RFP) to be sent out to area farmers who have inquired about the pasture land over the last several years.

The RFP was sent out to the following farmers:

- |                                     |                        |
|-------------------------------------|------------------------|
| 1. Jim Hinton, Mount Vernon         | Current lessee         |
| 2. Peth Farm, Mount Vernon          | Past interest in lease |
| 3. Ken Reijm, Bow                   | Past interest in lease |
| 4. Jay Breckenridge, Bow            | Past interest in lease |
| 5. Forest Cattle Co., Sedro-Woolley | New interest in lease  |

The Port received proposals from everyone except Ken Reijm.

Patsy Martin reported that during the RFP process one of the farmers proposed a lease amount higher than the amount listed in the RFP. In fairness to all the farmers, staff is proposing the commission accept all the proposals as meeting the RFP qualifications and that they review the options for resubmittal of the lease rate.

Each of the farmers present; Mr. Jim Hinton, Mr. Earl Peth and Mr. Jay Breckenridge were given opportunity to discuss their thoughts on the proposal. Mr. Hinton submitted a letter dated April 14, 2014 which the commission reviewed.

Discussion.

**COMMISSION ACTION: Commissioner Kevin Ware moved that the commission accept all proposals as qualified and requested a resubmittal of lease rate, in a sealed bid, no later than noon on Friday, April 17, 2015. Bids will be opened in a public meeting at 1:00 p.m., at the Port of Skagit hearing room located at 15400 Airport Drive, Burlington, WA. Commissioner Omdal seconded. Motion carried unanimously.**

## GOOD OF THE ORDER

### STAFF REPORTS

#### ADMIN: Tenant Employment Census (2015) – Review Report

Patsy Martin reported that overall, port-wide employment is almost unchanged, down only 0.2% compared to the first quarter in 2014. The commission reviewed the census data with staff.  
Discussion.

## **NEW BUSINESS**

### **ADMIN: Multi-Building Lighting Upgrade Project – Award Contract**

Sara Young reported that the Port received a bid on the lighting upgrade project on February 17, 2015. The project is to complete a series of lighting upgrade projects in the following facilities:

1. Vacant building (currently Port records storage) – 11653 Higgins Airport Way - Complete Lighting Retrofit
2. Current Team Corp building – 11632 Westar Lane – Complete Lighting Retrofit
3. New Impressions Building – 11367 Higgins Airport Way – Exterior Lighting Replacement – Sign, Parking Lot, Building Wall lights.
4. Tomco Building – 800 Pearle Jensen Way – Complete Lighting Retrofit

Five bids were solicited for the project. One (1) bid was received from C Thornton Lighting. After bid review staff recommended award of contract to C Thornton Lighting.

**COMMISSION ACTION: Commissioner Kevin Ware moved that award of bid be given to C Thornton Lighting for completion of the multi-building lighting upgrade project in the amount of \$98,605.68 (including sales tax); and authorize the executive director and staff to take all steps necessary to carry out the intent of the action. Commissioner Steve Omdal seconded. Motion carried unanimously.**

### **ADMIN: Northern State; Department of Ecology Remedial Investigation Feasibility Study (2015) – Accept Funding Offer**

Patsy Martin reported that staff has learned the Department of Ecology may have \$150,000 available to conduct the necessary Remedial Investigation / Feasibility Study on the Northern State Property. If awarded, the funding would need to be utilized before the end of the biennium, June 30, 2015. Staff anticipates Ecology would award funding in the very near future via an Interlocal agreement.

Discussion.

**COMMISSION ACTION: Commissioner Kevin Ware moved to authorize the executive director to enter into agreement with Washington State Department of Ecology to accept funding for remedial investigation and feasibility study of the Northern State Property. Commissioner Steve Omdal seconded. Motion carried unanimously.**

### **ADMIN: Northern State; Contract for Northern State Due Diligence Study; Maul Foster and Alongi (2015) – Approve Contract Amendment**

Patsy Martin reported that in February 2015 the port commission approved a personal service contract with Maul Foster and Alongi (MFA) to provide services in support of the Northern State due diligence study up to a total amount of \$540,000. Staff requested the commission amend MFA's contract scope to include a necessary Remedial Investigation/Feasibility Study work, and increase the total contract amount by \$150,000 to conduct the work.

Discussion.

**COMMISSION ACTION: Commissioner Kevin Ware moved to approve an amendment to the Maul Foster and Alongi contract modifying the scope of work to include Remedial Investigation and Feasibility Study (RI/FS) of contamination at Northern State Site, increasing the contract total by \$150,000 for RI/FS work, and authorize staff to take steps necessary to carry out the intent of this action. Commissioner Steve Omdal seconded. Motion carried unanimously.**

**ADJOURNMENT**

The regular commission meeting ended at 10:13 a.m. The commission then entered into the Strategic Planning Retreat session.

ADOPTED IN OPEN SESSION this 12<sup>th</sup> day of May, 2015 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