



Port of Skagit

Work Session of the Port Commission

Tuesday, April 17, 2012 3:00 PM

MINUTES

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

Staff - Patsy Martin, Scott Peterson, Kristin Garcia, Carl Molesworth, Heather Moses, Dorothy Walker, Debbie Hamilton, Karmen Hardy and legal counsel Brad Furlong.

Others - See Sign-in Sheet

Changes or additions to the agenda as follows:

1. ADMIN: May 15th Work Session Meeting – Consider Cancellation
2. TENANT: BBP; Hexcel Corporation; 11768 Westar Lane, Lease dated October 1, 2008 – Approve Lease
3. ASSOC: Sedro Woolley City Council and Owner of Skagit Corporation Property - Discussion

Issue 1: ADMIN: Service Award; Employees (2003-Current) Dorothy Walker – 10 Years

Patsy Martin reported that the employee service award program was created to reward employees for years of service to the Port of Skagit. Dorothy Walker has earned a five (10) year service award.

Issue 2: TENANT: Hexcel Lease – Approve Lease

Patsy Martin reported that staff has been in negotiations with Hexcel for a fifty (50) year lease to begin on June 1, 2012 and end in the year 2062. Hexcel has been a tenant in good standing since 1990. Staff has also been negotiating terms for expansion as Hexcel desires to expand in the Skagit Valley. The expansion will create approximately 100 new jobs.

Discussion.

COMMISSION ACTION: Commissioner Ware moved to approve a new fifty (50) year lease with Hexcel to begin on June 1, 2012 per the parameters as outlined by staff during negotiations. Commissioner Omdal seconded the motion. Motion carried unanimously.

Issue 3: ADMIN: Port/Tenant Owned Building Inventory (2012) - Information

Patsy Martin reported that Scott Peterson has provided a Port/Tenant Building Inventory to the commission. The inventory is based on the following criteria: port owned, tenant owned, and based on location. The Conway property is included with the Bayview Business Park.

In addition, staff included the current employee census information, a breakdown of vacant space, and space used by tenants for storage only.

Discussion.

The commission requested staff add a revenue column to the document and bring it back at a future meeting.

Issue 4: ASSOC: City of Sedro Woolley Council and owner of Skagit Corporation Property

Patsy Martin reported that the owner of Skagit Corporation in Sedro Woolley requested the port work toward placing a new business in his facility.

The commission and staff discussed lease and purchase possibilities; possible criteria, procedures and guidelines as new policy would have to be developed for consideration of an endeavor of this nature.

The commission requested staff meet with the City of Sedro Woolley and review policy ideas with the economic development team for future recommendations to the commission.

Issue 5: ADMIN: May 15, 2012 Commission Work Session – Consider Cancellation

Patsy Martin reported there are attendance conflicts for the May 15, 2012 Commission Work Session. She suggested any work session items be considered at the May 8, 2012 regular business meeting of the port commission.

Discussion.

COMMISSION ACTION: Commissioner Ware moved to cancel the May 15, 2012 Commission Work Session. Commissioner Omdal seconded the motion. Motion carried unanimously.

Issue 6: ADMIN: Strategic Planning Foundation (2012) - Presentation

Staff provided a PowerPoint presentation to the commission in preparation of the upcoming June Strategic Planning Retreats.

GOOD OF THE ORDER

Scott Peterson reported that tenant Silk Screen Frames is moving out.

Discussion regarding maintenance needs for failing tenant properties including structural issues. The commission desires staff work with a consultant on these properties. Staff will return to the commission after completed due diligence on a selected consultant.

ADJOURNMENT

The commission adjourned the work session meeting at 3:58 p.m.

ADOPTED IN OPEN SESSION this 12th day of June, 2012 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Signature on File

Commissioner

Signature on File

Commissioner

Signature on File

Commissioner