



# Port of Skagit

Work Session of the Port Commission

Tuesday, April 19, 2011 9:00 AM

## MINUTES

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

Staff - Patsy Martin, Scott Peterson, Sara Young, Carl Molesworth, Heather Moses, Bob Nord, Paul Mattos and Debbie Hamilton

Others - See Sign-in Sheet

## APPROVAL OF MINUTES

**COMMISSION ACTION: The commission unanimously approved the Tuesday, February 15, 2011 Work Session Minutes of the Port Commission.**

### Changes or additions to the agenda as follows:

No changes or additions.

### Issue 1: ADMIN: Economic Development Team (2011) – Pickering Presentation

Patsy Martin reported that the economic development team has been working with consultant Jay Pickering of Via Architecture to bring the Airport Master Plan to a conceptual level.

Scott Peterson introduced Jay Pickering and his team who presented conceptual drawings of the future development of Skagit Regional Airport based on the Airport Master Plan Update.

Mr. Pickering recognized the Port's foundational work already completed:

- Green setting
- Runway improvements
- Wetlands established
- Stormwater drainage established
- Zoned for industrial/commercial uses
- Key infrastructure is in place

Mr. Pickering and his team presented a PowerPoint which included the following:

- Review of Project Goals
- Best Use of Space
- Site Strategies
- Parking & Paving
- Stormwater Management
- Habitat Management
- Energy Consumption
- Building Strategies
- Birds Eye View of Skagit Regional Airport Master Plan Site Plan

2014 is slated for review of the Airport Master Plan Update. Staff anticipates the conceptual site plan being included in the plan.

#### Discussion

The commission would like to see Via Architecture develop a depiction of small hangar development along Taxiway F to become a part of the conceptual plans.

**COMMISSION ACTION: The commission unanimously approved retaining Via Architecture, within the constraints of the budget, to continue with conceptual drawings of small hangar development along Taxiway F and to provide an economic phasing study.**

#### **Issue 2: AIRPORT: Community Education Event (2011) – Event Update (Oral)**

Sara Young reported that staff has been working along with SASA on an airport education event which will be held Saturday, September 17, 2011 from 10:00 a.m. to 3:00 p.m. The emphasis will be “Family Day at Skagit Regional Airport – Flying into the Future.” There will be educational units, Museum of Flight’s “Flying Gizmo Show”, Young Eagles Flights, education teams from Boy Scouts, Girl Scouts and 4-H as well as aviation education and career vendors, static displays and a helicopter rescue demonstration.

#### **Issue 3: ASSOC: SCOG; Earth Day Proclamation (2011) – Approve Proclamation**

Sara Young reported that Skagit Council of Governments (SCOG) has challenged the agencies participating in resource conservation to adopt an Earth Day proclamation which supports and challenges staff to participate in Earth Day.

**COMMISSION ACTION: The commission unanimously adopted an Earth Day proclamation.**

#### **Issue 4: ADMIN: Commission Retreat (2011) – Establish Date**

Patsy Martin reported that it is time to hold the commission retreat to review the strategic plan, set priorities and establish an action plan. It was a consensus of the commission to hold the retreat during the June 21 work session. The meeting will be held at the Kitty Hawk Cafe.

#### **Issue 5: AIRPORT: Runway 10/28 Underdrain and Overlay Project (2010) – Award Bid**

Sara Young reported that the first phase of construction for the runway 10/28 underdrain and overlay project will begin May 3, 2011 and will continue through July and possibly early August, depending on weather and drainage conditions at the site. Work elements include; replacement of the underdrain system; repaving of the runway surface; replacement of lenses on runway edge lights in the last 2,000 feet of the runway with yellow/white lenses; and installation of wildlife deterrent fencing.

Staff is communicating with airport users and businesses with weekly construction status updates.

#### **Issue 6: ADMIN: Tenant Network Event – Status Update**

Scott Peterson reported that the port is hosting a tenant networking event to be held Tuesday, May 3, 2011 beginning at 8 a.m. at the Kitty Hawk Cafe. The purpose of the event is for tenants to have an opportunity to network, discuss business development and job creation.

#### **EXECUTIVE SESSION**

The commission entered into an executive session at 10:45 a.m. to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price. The executive session is expected to last approximately 5 minutes. Action may or may not be taken following the executive session.

The executive session ended at 10:49 a.m.

No action taken.

#### **ADJOURNMENT**

Commissioner Kaufman called for a motion to adjourn.

#### **ADJOURNMENT**

The commission adjourned the work session meeting at 10:50 a.m.

ADOPTED IN OPEN SESSION this 19th day of May, 2011 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