



Port of Skagit

Work Session of the Port Commission

Tuesday April 20, 2010 9:00 AM

MINUTES

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

Staff - Patsy Martin, Kristin Garcia, Scott Peterson, Sara Young, Bob Nord,
Paul Mattos, Brad Furlong and Debbie Hamilton

Others - See Sign-in Sheet

APPROVAL OF MINUTES

Tuesday, March 9, 2010 Work Session Meeting Minutes

Changes or additions to the agenda as follows:

1. ADMIN: Festival of Family Farms – Plaque Presentation
2. PUB AGEN: Burlington Edison School District #100; Proposition #1 – General Obligation Bonds - \$6.8 Million
3. ADMIN: Executive Director Performance Review (2010)
4. Executive Session to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price. Executive session will last approximately 10 minutes. Action may or may not be taken following the executive session.

Issue 1: ADMIN: Festival of Family Farms – Plaque Presentation

Patsy Martin introduced Tammy Sakuma who was present to give the commissioners a plaque of thanks for their participation and support of the Festival of Family Farms over the past 6 years. Tammy stated the committee and farms involved in the festival value the commission's participation in promoting local farming and encouraging job development in the agriculture arena.

Issue 2: AIRPORT: Development Standards – Status Update

Sara Young updated the commission that staff is working on the Airport Minimum Standards and Guidelines for Airport Construction at Skagit Regional Airport and will have them ready for review and adoption at the Tuesday, May 11, 2010 regular commission meeting.

Issue 3: AIRPORT: Runway 10/28 Improvement Project (2008); Underdrain Replacement and Nominal Overlay, Summer 2010 – Status Update

Sara Young reported that beginning in 2010 the Port will undertake a two-phase project on Runway 10/28 (R/W 10-28) to repair failed drainage and deteriorating asphalt, and bring the runway up to current FAA standards. Cory MacFarland and Matt Cavanaugh of Precision Approach Engineering (PAE) were present to review the project with the commission.

These projects began as a pavement maintenance project identified in the 2007 Airport Master Plan to extend the useful life of the runway as it approaches its 20-year useable lifespan.

A pre-design study completed in May 2009 by precision Approach Engineering (PAE) evaluated compliance of R/W 10-28 with FAA standards and conducted a more thorough evaluation of the runway condition. In addition to distressed pavement, the pre-design study identified three additional areas of concern:

1. Failing underdrain system,
2. Shed-type transverse gradient that does not meet current FAA standards, and
3. Longitudinal gradient at the east end that does not meet future Aircraft Approach Category C&D longitudinal gradient standards.

At a meeting with Port staff, PAE, and FAA on June 25, 2009, it was decided that a project to address the failing drainage system and surface distress was required immediately. This work would then be followed by a crown conversion and longitudinal gradient adjustment in 2011 to bring the runway into compliance.

Phasing the work over 2 construction seasons accomplishes three things:

1. Reduces each project to a manageable scope for the limited construction season available;
2. reduces runway closure durations; and
3. allows FAA sufficient time to prepare grant funding for the crown conversion.

Completion of the crown conversion will bring the longitudinal gradient at R/W 28 into compliance with standards for Approach Category C & D aircraft. When the project is complete the runway will meet pavement standards for a DII runway. The Runway will be designated a DII runway when 500 annual operations of Category D aircraft can be documented.

Skagit Regional Airport has a current documented use by Category C & D aircraft of 310 operations per year. The master plan predicts that 500 annual operations of Category D aircraft will be reached between 2015 and 2020. The FAA supports bringing R/W 10-28 to C & D standards now because the current documented usage suggests this growth trend is occurring and will continue.

2010 Project Scope

The 2010 project includes the following work:

- Removal and replacement of the existing failed underdrain system with the exception of the east 1400 feet of the runway. Because of the need for a longitudinal gradient adjustment, the new underdrain system cannot be installed in the east 1400 feet at grades consistent with final grades after the crown conversion.
- A 2-inch nominal asphalt overlay of R/W 10-28.
- Regrading of runway shoulders and ends of the runway to bring compatible with new runway grades.
- Adjustment of existing runway lights compatible with new grades.
- Paved transitions onto the existing connector taxiways and crosswind runway.
- Adjustment of utility structures.

An additive bid for wildlife fencing will be included with this project. Excess funds beyond the engineer's estimate will be applied toward the fencing alternate.

The 2010 overlay project scope has been limited to minimize inefficiencies inherent in separating the work into two projects. With the exception of the east 1400 feet, the crown conversion work will build on the 2-inch maintenance overlay. In the east 1400 feet, installation of the drainage system will require demolition of the overlay when the crown conversion project occurs.

Cost Estimate & FAA Funding

The current total project cost estimate for the 2010 overlay and drainage improvements is \$3.7 million. Approximately \$3.5 million, or 95% of the project, will be funded through

FAA entitlement and discretionary funds. The Port match is approximately \$185,000 or 5% of the total project cost. FAA funding is expected to be available between late July and early August. If FAA funding is not available by mid-August, the project will be delayed one year.

Phasing & Runway Closure Times

The project will be phased to limit runway closure times and impacts to airport users. A total airport closure of up to 3 days will be required to complete work at the intersection of R/W 28 and R/W 22. The total airport closure occurs at the completion of the 14-day period between Phase 2 and 3 of the project.

The phasing schedule is as follows:

Phase	Consecutive Calendar Days	Runway Closed	Work Element
1	4	04-22	<ul style="list-style-type: none"> ▪ R/W 4 approach clearing ▪ R/W 04-22 threshold temporary relocation ▪ Patching Taxiway F to serve as alternate taxi route. ▪ R/W 04-22 is closed; R/W 10-28 is open.
2	10	10-28	<ul style="list-style-type: none"> ▪ Under drain replacement and paving is completed at R/W 28 end. ▪ R/W 04-22 is effectively 3500-ft long while work in intersection is complete. ▪ Aircraft on 10-28 flightline will have to use T/W F for access to takeoff point.
3	36	10-28	<ul style="list-style-type: none"> ▪ R/W 22 threshold is relocated back to original configuration <u>requiring 1 day of total airport closure.</u> ▪ R/W 04-22 has 4000-ft length at this point. ▪ R/W 10-28 under drain removal and paving is completed.
4	4	10-28	<ul style="list-style-type: none"> ▪ R/W 10-28 pavement marking is completed and runway is reopened.
5	4	04-22	<ul style="list-style-type: none"> ▪ R/W 04-22 temporary thresholds are removed and restored to original thresholds and R/W 04-22 is reopened.
	58	Total Project Time (per Bid Docs)	

If construction were to begin on August 16, the closure would occur August 30 and construction would be complete by October 13.

The Bellingham Airport is conducting a major runway rehabilitation project this summer as well. That project, estimated at \$26 million, will result in a total closure of the Bellingham Airport from September 1 through September 22.

Given the late timing of the grant funding, it is likely that the Skagit Regional closure will coincide with Bellingham's closure.

Crown Conversion Preparation & Revision of the R/W 10-28 Approach

The nominal 2-inch overlay to be completed this summer is predicated on completion of the crown conversion project. The FAA expects to fund the crown conversion one year after the underdrain replacement and nominal overlay project is complete. Assuming the 2010 project is completed this year, staff expects the Port will receive funding for the crown conversion in 2011.

The crown conversion project is estimated to cost \$12.2 million, of which \$11.6 million or 95% would be funded through FAA entitlement and discretionary funds. The Port match is expected to be approximately \$610,000 or 5% of the total project cost.

Staff is currently working with PAE on a scope of work for pre-design of the crown conversion project.

Pre-design will focus on work necessary for the FAA redesign of R/W 10-28 approaches. The scope will include:

1. Aeronautical survey
2. Topographic survey
3. Pre-design services to establish the new approaches

R/W 10-28 non-precision instrument approaches will be out of service for a period following completion of the crown conversion project while FAA completes a redesign based on new topography. Once redesign is complete, the FAA will conduct a test flight, approve and finally publish the new approaches.

Issue 4: PUB AGEN: Burlington Edison School District #100; Proposition #1 – General Obligation Bonds - \$6.8 Million

Staff distributed a draft letter to the commission in support of the Burlington Edison School District bond measure. The commission will review the draft letter. Staff will post the matter on the May 11, 2010 regular meeting agenda with a public comment period included to comply with RCW 42.17.130.

Issue 5: ADMIN: Executive Director Performance Review (2010)

The commission completed the executive director performance review during executive session at the Tuesday, April 13, 2010 regular meeting. After completion of the review the commission agreed upon increasing the executive director's 401A retirement program by 3% of her current salary.

COMISSION ACTION: The commission unanimously approved a 3% increase, of the current salary, to the executive director's 401A retirement program.

RECESS REGULAR MEETING

Regular Meeting recessed at 10:28 a.m.

EXECUTIVE SESSION

The commission entered into executive session at 10:37 a.m. to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price. Action may or may not be taken following the executive session. Executive session is expected to last 10 minutes.

The executive session ended at 10:38 a.m.

RECONVENE REGULAR MEETING

The regular meeting was reconvened at 10:39 a.m.

ADJOURNMENT

The commission adjourned the work session meeting at 10:40 a.m.

ADOPTED IN OPEN SESSION this 18th day of May, 2010 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Signature on file

Commissioner

Signature on file

Commissioner

Signature on file

Commissioner