



Port of Skagit

Special Meeting of the Port Commission
Monday, April 6, 2015 – 2:00 PM

MINUTES

PRESENT: Commission - Bill Shuler, Steve Omdal, Kevin Ware
Staff - Patsy Martin, Scott Peterson, Kristin Garcia, Sara Young, Carl Molesworth, Kody Skvaril, Lucas Villard and Debbie Hamilton

CALL TO ORDER

Commissioner Bill Shuler called to order the April 6th special meeting of the port commission.

EXECUTIVE SESSION

The commission entered into an executive session at 2:00 p.m. to evaluate the performance of a public employee per RCW 42.3.110. The session was expected to last approximately 45 minutes.

The commission exited the executive session at 2:48 p.m.

The commission entered directly into regular session at 2:49 p.m.

COMMISSION ACTION: Commissioner Kevin Ware moved that, based on the excellent performance of executive director, Patsy Martin receive an increase in salary, amount to be given to the director of finance and a letter stating the same will be placed in her employee file.

Commissioner Steve Omdal seconded. Motion carried unanimously.

NEW BUSINESS

AIRPORT: Budget; Restaurant (2015) – Approve Budget

Scott Peterson reported that on February 1, 2008 the Port purchased the Concorde Group Aviation Properties. A restaurant facility was part of this purchase. In 2010 the Port spent approximately \$150,000 to bring the facility into compliance with current building codes.

Since 2010 the restaurant has seen two (2) operators fail at operating a successful restaurant. In February 2015 the Port distributed eight (8) Requests for Proposal (RFP) for operating the restaurant. Staff recommended and commission approved working with a successful restaurant located in Oak Harbor to negotiate a lease for the restaurant.

During the RFP process it was noted that the facility is in need of tenant improvements from the Port as a condition of signing a lease. Staff has met with the proposed tenant to confirm the scope of work the Port will have to undertake to get a lease signed. Staff provided the commission with a list of improvements and an estimated cost.

The Oak Harbor restaurant owners/operators, Jason Tritt and Tony Savoy were present to discuss scope of work and future possibilities. Greg Anders of Heritage Flight Museum was present in support of the new restaurant and to provide the commission with a status update on the museum.

Discussion.

COMMISSION ACTION: Commissioner Kevin Ware moved that the commission approve budget estimate for improvements to the restaurant facility in the amount of \$50,000. Commissioner Steve Omdal seconded. Motion carried unanimously.

ADMIN: Line of Credit Authorization (2015) – Approve Line of Credit

Kristin Garcia reported that the commission approved a \$2,000,000 line of credit on March 17, 2015. The administrative policy is to utilize the Port's line of credit to generate new revenues with the exception of responding to an emergency.

Staff reviewed current targeted projects, projected new debt and revenues, line of credit balances and summary of cash flows with the commission.

Discussion.

COMMISSION ACTION: Commissioner Kevin Ware moved to approve the use of the line of credit and targeted projects in the amounts forecasted in the line of credit analysis not to exceed \$2,000,000. Commissioner Steve Omdal seconded. Motion carried unanimously.

Commissioner Shuler moved to close the business portion of the regular meeting at 4:00 p.m. and proceed to a tour of properties: 1.) La Conner Marina South Basin and the RV Park. The tour will end at approximately 4:50 p.m.

ADOPTED IN OPEN SESSION this 12th day of May, 2015 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Commissioner

Commissioner

Commissioner