

PORT OF SKAGIT COUNTY

Work Session of the Port Commission

Tuesday, May 12, 2009 9:00 AM

MINUTES

| | | |
|----------|--------------|--|
| PRESENT: | Commission - | Glenn Allen, Jerry Kaufman and Kevin Ware |
| | Staff - | Patsy Martin, Kristin Garcia, Sara Young, Bob Nord, Paul Stannert, Debbie Hamilton, and Brad Furlong |
| | Others - | See Sign-in Sheet |

APPROVAL OF MINUTES

COMMISSION ACTION: The commission unanimously approved the minutes of the April 14, 2009 Work Session.

Changes or additions to the agenda as follows:

1. PUB AGEN: Washington State Department of Transportation – Aviation Division – Airport Aid Grant Application; Asphalt Fog Seal Coat Project (2009) – Adopt Resolution.
2. PUB AGEN: Washington State Department of Transportation – Aviation Division – Airport Aid Grant Application; Security Fencing (2009) – Adopt Resolution
3. Executive Session to complete Executive Director’s annual evaluation. Executive Session is expected to last 20 minutes.

Issue 1: ADMIN: Logo Design Presentation (Oral)

At the March 11, 2008 meeting of the board of commissioners, port staff was directed to develop and promote genuine brand awareness for the port. The commission approved working with Duane Knapp of BrandStrategy, Inc. A brand team was organized to implement a complete strategic approach to the port’s brand development. The team completed the four phases; brand assessment, brand promise, brand blueprint and brand culturalization. On October 14, 2008 the commission unanimously adopted the port’s brand promise.

On Monday, November 10, 2008 staff sent out a Request for Proposal (RFP) for developing and promoting genuine brand awareness for the port. The scope of the project included:

1. Brand Identity Discovery
2. Brand Identity Expression
3. Brand Identity Standards Guideline

James Clark Design was the selected consultant to complete this project.

During the design phase of this project James Clark used the promise criterion to develop the new logo for the Port of Skagit; Excellence and Distinctive, Leadership, Aggressive and Serious, Inspire and Enhance, Simple and Natural.

James Clark was present to walk the commission through the logo development and present the New Branded Graphic Representation. Duane Knapp was also present for questions and discussion.

Discussion. Commission directed James Clark to use "Nature Trails" as the name for the trail system at the Port of Skagit.

COMMISSION ACTION: The commission unanimously adopted the Port of Skagit New Branded Graphic Representation completed by James Clark Design May 5, 2009.

Issue 2: ADMIN: Service Award – Andrew Kirk – 20 Years

Kristin Garcia reported that Andrew Kirk, Maintenance Technician, was hired on April 10, 1989. He has earned a twenty (20) year service award. Glen has selected one paid day off as recognition for his years of service.

Issue 3: ADMIN: Service Award – Linda Oliver – 35 Years

Kristin Garcia reported that Linda Oliver, Senior Accountant and Historian, was hired on May 1, 1974. She has earned a thirty-five (35) year service award. Linda will receive one day off as recognition for her years of service.

Issue 4: PUB AGEN: Washington State Department of Transportation – Aviation Division – Airport Aid Grant Application; Asphalt Fog Seal Coat Project (2009) – Adopt Resolution.

Patsy Martin reported that the Washington State Department of Transportation (WSDOT) Aviation Division is currently accepting applications from airport sponsors for a new round of local airport aid grants. The port wishes to apply for a security grant and commit 5% in the amount of \$250 as matching funds for the security fencing project at Skagit Regional Airport.

COMMISSION ACTION: The commission unanimously adopted Resolution Number 09-12 authorizing application to the Washington State Department of Transportation Aviation Division for grant funding for a security fencing project at Skagit Regional Airport.

Issue 5: PUB AGEN: Washington State Department of Transportation – Aviation Division – Airport Aid Grant Application; Asphalt Fog Seal Coat Project (2009)

Patsy Martin reported that the Washington State Department of Transportation (WSDOT) Aviation Division is currently accepting applications from airport sponsors for a new round of local airport aid grants. The port wishes to apply for a security grant and commit 50% in the amount of \$57,500 as matching funds for the asphalt fog seal coat project at Skagit Regional Airport.

COMMISSION ACTION: The commission unanimously adopted Resolution Number 09-13 authorizing application to the Washington State Department of Transportation Aviation Division for grant funding for an asphalt fog seal coat project at Skagit Regional Airport.

RECESS WORK SESSION MEETING

The work session meeting recessed at 9:38 a.m.

EXECUTIVE SESSION

The executive session began at 10:15 a.m.

Executive Session to complete the Executive Director's annual evaluation. Executive session will last approximately 20 minutes. The commission expects to return from executive session by 10:35 a.m. Action may or may not be taken following the executive session.

The executive session ended at 10:39 a.m.

RECONVENE WORK SESSION MEETING

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

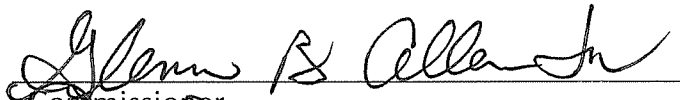
No commission action

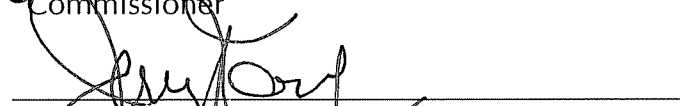
ADJOURNMENT

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

ADOPTED IN OPEN SESSION this 9th day of June 2009 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY


Commissioner


Commissioner

Kevin Ware - Absent
Commissioner