



# Port of Skagit

Work Session of the Port Commission

Tuesday, May 18, 2010 9:00 AM

## MINUTES

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

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

Others - See Sign-in Sheet

## APPROVAL OF MINUTES

**COMMISSION ACTION: The commission unanimously approved the Tuesday, April 20, 2010 Work Session Minutes of the Port Commission**

## Changes or additions to the agenda as follows:

1. TENANT: BBP; Viva Farms; Ag Land and Lot 12; Lease agreement dated 1/1/10 – Presentation & Review of Building Plans.
2. EASEMENT: Pacaar; Fiber Optic Line Easement (2010) – Approve Easement.
3. ASSOC: WPPA Spring Meeting; May 12-13, 2010 Campbell's, Lake Chelan – Event Report (Oral).
4. AIRPORT: Minimum Standards and Guidelines for Airport Construction at Skagit Regional Airport (2010) - Review Draft.

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 20 minutes. Action may or may not be taken following the executive session.

## **Issue 1: TENANT: BBP; Viva Farms; Ag Land and Lot 12; Lease agreement dated 1/1/10 – Presentation & Review of Building Plans**

Scott Peterson introduced Don McMoran and Sarita Schafer of Viva Farms who were present to make a PowerPoint presentation to the commission of Viva Farm's long range planning via a PowerPoint presentation.

Gary Holloman was also present to discuss possible building plans for the Viva Farms Welcome Center.

Discussion regarding signage, storage of large machinery, quality assurance, possible ramp for handicap access for Welcome Center and restroom facilities.

**Issue 2: EASEMENT: Pacaar; Fiber Optic Line Easement (2010) – Approve Easement**

Pacaar requested a Fiber Optic Line Easement Agreement with the Port to allow for the construction and maintenance of a fiber optic line for the transportation of electronic data across Pacaar's property.

**COMMISSION ACTION: The commission unanimously approved the Fiber Optic Line Easement Agreement between Pacaar, Inc. and Port of Skagit County and authorized staff to execute the necessary documents to complete this action.**

**Issue 3: ASSOC: WPPA Spring Meeting; May 12-13, 2010 Campbell's, Lake Chelan – Event Report (Oral)**

Patsy Martin, Jerry Kaufman, Bill Shuler, Kevin Ware and Brad Furlong attended the WPPA 2010 Spring Meeting and reported on their attendance at the meeting.

**Issue 4: ADMIN: 1<sup>st</sup> Quarter Budget Report (2010) – Status Update**

Kristin Garcia reported that the expectation for revenues and expenses in the first quarter should be at 25% of budget. Revenues are at 27% of budget, or \$1.2 million. Revenues are up about 7% from this same time last year. This increase is attributed to an increase in occupancy rates at both the marina and business park. Marina occupancy is 10% higher than this same time last year and the business park had five vacancies a year ago and now we're at two. Expenses are right in line with our expectation, 25% of budget or \$965,000.

**Issue 5: ADMIN: Lease Policy (2010) Status Update;  
**AIRPORT: Rules and Regulations (2010) – Status Update;  
**AIRPORT: Minimum Standards and Guidelines for Airport Construction at Skagit Regional Airport (2010) – Status Update******

Patsy Martin reported that staff has been making revisions to the lease policy, airport rules and regulations and minimum standards and guidelines for airport construction. She requested that staff and commission review and discuss the draft revisions together.

The commission and staff discussed changes to each of the draft documents. Staff will incorporate the changes and return to the commission for adoption on June 8, 2010 at the regular business meeting.

### **RECESS REGULAR MEETING**

Regular Meeting recessed at 11:04 a.m.

### **EXECUTIVE SESSION**

The commission entered into executive session at 11:12 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 20 minutes.

Brad Furlong stepped out of executive session at 11:30 a.m. to announce the executive session would continue approximately another 15 minutes.

The executive session ended at 11:47 a.m.

### **RECONVENE REGULAR MEETING**

The regular meeting was reconvened at 11:48 a.m.

**COMMISSION ACTION: The commission unanimously approved the welcome center building design shown by Viva Farms today with the addition of wheel chair accessibility, skirting and landscaping around the building acceptable to the Port. The building shall also meet Port requirements of other facilities which will have public access (e.g. restroom access, neat appearance, signage).**

### **ADJOURNMENT**

The commission adjourned the work session meeting at 11:51 a.m.

ADOPTED IN OPEN SESSION this 15th day of June, 2010 and duly authenticated by the signatures affixed hereto.

**PORT OF SKAGIT COUNTY**

*Signature on file*  
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Commissioner

*Signature on file*  
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Commissioner

*Signature on file*  
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Commissioner