

PORT OF SKAGIT COUNTY

Regular meeting of the Port Commission

Tuesday, May 19, 2009 5:00 PM

MINUTES

PRESENT: Commission - Glenn Allen, Jerry Kaufman and Kevin Ware

 Staff - Patsy Martin, Kristin Garcia, Paul Stannert, Bob Nord,
 Sara Young, and Karmen Hardy

 Others - See sign in sheet

Changes or additions to the agenda as follows:

No changes to the agenda.

Public Communications

Published articles noted by commission.

Approval of Minutes

COMMISSION ACTION: The commission unanimously approved the minutes of the April 21, 2009 regular meeting.

Fiscal Matters

COMMISSION ACTION: The commission unanimously approved March 2009 vouchers as presented.

Open Forum

No comments from the public.

STAFF REPORTS

ADMIN: Strategic Planning Meeting and Retreat (2009) – Secure Dates (Oral)

Patsy Martin discussed two tentative dates for the Strategic Planning Work Session and Retreat. Staff is considering July 14, 2009 for the Strategic Planning Work Session and September 8, 2008 for the annual Retreat. Staff plans for both to be at Chuckanut Manor.

The commission confirmed both dates and location.

ADMIN: Use Permit; Skagit Bicycle Club Annual Spring Classic Trail Ride – May 9, 2009 – Event Report

Sara Young reported that the Skagit Bicycle Club conducted their annual Spring Classic Trail Ride on May 9, 2009. The trails were in great shape and the event was well attended.

AIRPORT: Tulip Festival Fly-In & Airshow (2009) – Event Report

Patsy Martin reported that the Skagit Tulip Fly-In and Airshow was Saturday, April 25, 2009 from 10 am to 4 pm. The event was free and open to the public. Skagit Airport Support Association (SASA) took the lead in organizing this event with port staff supporting their endeavors.

ASSOC: WPPA Spring Meeting; May 13-14, 2009 – Meeting Report (Oral)

Patsy Martin reported on the WPPA Spring Meeting. She made a presentation highlighting the Port of Skagit County.

MARINA: Monthly Occupancy Report; Month Ending May 12, 2009

Paul Stannert reported the 3 months' free moorage promotion ended April 30, 2009. Wet moorage is at 77% occupancy. The revenue stream at the marina is improving. Involvement in the Seattle Boat Show is believed to have increased moorage with 3-5 new moorage tenants. Commission consensus is to continue to participate in the Seattle Boat Show.

NEW BUSINESS

ADMIN: Lease Policy; Background (2007 – Current) – Amend Lease Policy

Kristin Garcia reported that our current lease policy refers to assistance for tenants during an economic downturn as the "Struggling Tenant Policy." Based on feedback from the commission, staff and members of the public, this title does not appear to reflect the program accurately. Therefore, staff recommends changing the title to the "Tenant Austerity Program."

COMMISSION ACTION: The commission unanimously adopted Resolution No. 09-14 amending the port's leasing policy from "Struggling Tenant Policy" to "Tenant Austerity Program."

AIRPORT: Taxiway F; Former Crop Duster Hangar Clean-Up Site; Agreed Order Process (2009); Remedial Action Grant – Approve Grant

Sara Young reported the port entered into an Agreed Order with the Department of Ecology in April for cleanup of the Taxiway F former crop-dusting hangar site. The Agreed Order makes the Port eligible to receive 50 percent grant funding for the project. Ecology has allocated a preliminary

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commitment of \$300,000 to the Port's project in the current biennium, with the remainder of the State's cost share expected in subsequent bienniums. Ecology is currently developing a remedial action grant agreement with the Port for the funding.

Discussion

COMMISSION ACTION: The commission unanimously authorized the executive director to enter into a grant agreement with the Washington Department of Ecology for remediation of the Taxiway F cleanup site.

ASSOC: EDASC; 1st Quarter Billings & Report (2009) – Approve Billing

Patsy Martin reported the port received the first quarter billing for the 2009 EDASC Service Agreement in the amount of \$7,500. The payment request was included in the voucher approval.

COMMISSION ACTION: The commission unanimously approved the EDASC first quarter billing in the amount of \$7,500.

ASSOC: NARF; 1st Quarter Billings & Report (2009) – Approve Billings

Patsy Martin reported the port received the first quarter billing for NARF in the amount of \$6,250.00. The payment request was included in the voucher approval.

COMMISSION ACTION: The commission unanimously approved the NARF first quarter billing in the amount of \$6,250.00.

BBIP: Industrial Building; 11692 Knudson Road (P115619); Lots 37-38 (2008) – Award Bid

Kristin Garcia reported the port received bids for the construction of a new 13,304 square foot, one-story manufacturing building in accordance with Washington State public works competitive bidding requirements. The project will be Type V-B, concrete tilt, sprinkled building complete with site improvements. The project is located at Lots 37 and 38 of Amended Skagit Regional Airport Binding Site Plan, Phase I. The new site address is 11692 Knudson Road.

A total of 12 bids were received. The bid opening was held at 2 pm on May 8, 2009 at the office of Carletti Architects.

The lowest responsible bidder was Tiger Construction with a base bid of \$1,496,000 (\$1,618,672 with sales tax.) The next lowest bid was submitted by Faber Brothers at \$1,499,000 (\$1,621,918 with sales tax). The architects' construction estimate ranged from \$1,500,000 to \$1,800,000 for the project.

COMMISSION ACTION: The commission unanimously:

- (1) Awarded bid to Tiger Construction for the construction of a new 13,304 square foot, one-story industrial building in the amount of \$1,618,672 (including sales tax); and**
- (2) Authorized the executive director and staff to take all steps necessary to carry out the intent of the action.**

PUB AGEN: City of Mount Vernon; Agreement for Project Management of Fiber Construction, Phase II (2009) – Approve Agreement

Patsy Martin reported the Port of Skagit and the City of Mount Vernon entered into an Interlocal Agreement on December 12, 2007 for the design and project management by the City of Mount Vernon of the Port's initial phase of the fiber optic installation project (Phase I). Phase I of the project was managed by Kim Kleppe of the City of Mount Vernon and successfully completed on April 3, 2009.

The port plans to continue construction of the fiber optic network. Phase II of the project includes completion of the installation of 2-2" PVC conduit and fiber backbone throughout the Bayview Business and Industrial Park and extension of the infrastructure to the La Conner Marina and industrial properties.

Phase II will require project management services. Staff recommends the commission enter into an interlocal agreement between the City of Mount Vernon and the Port of Skagit for the Phase II Management of Fiber Construction in an amount not to exceed \$15,000.

COMMISSION ACTION: The commission unanimously approved an interlocal agreement between the City of Mount Vernon and the Port of Skagit for the phase II management of fiber construction in an amount not to exceed \$15,000.

PUB AGEN: Skagit County; Sales Tax Grant; Port of Skagit Fiber Optics Connection Project (2009) – Approve Agreement

Patsy Martin reported that staff applied for the Skagit County Economic Development Public Facility funding for the complete installation of 2-2" PVC conduit and fiber backbone throughout the Bayview Business and Industrial Park and begin to extend infrastructure to the La Conner Marina and industrial properties.

On March 31, 2009, the Skagit County's Public Facilities Project Review Committee reviewed the Port's application and recommended approval of funding totaling \$100,000. On April 20, 2009 the Board of Skagit County Commissioners approved the funding request via Resolution #R20090178.

COMMISSION ACTION: The commission unanimously approved an interlocal agreement with Skagit County which provides grant funding for the Fiber Optics Connection Project in the amount of \$100,000.

PUB AGEN: Skagit County; Sales Tax Grant; Port of Skagit Industrial Building (2009) – Approve Agreement

Patsy Martin reported that staff applied for the Skagit County Economic Development Public Facility funding for the construction of a 13,000 square foot industrial building on Lots 37 and 38 in the Bayview Business Park to provide for the expansion of an existing tenant.

On March 31, 2009, Skagit County's Public Facilities Project Review Committee reviewed the Port's application and recommended approval of funding totaling \$350,000. On April 20, 2009 the Board of Skagit County commissioners approved the funding request via Skagit County Resolution #R20090178.


COMMISSION ACTION: The commission unanimously approved an interlocal agreement with Skagit County which provides grant funding for the industrial building project in the amount of \$350,000.

ADJOURNMENT


The commission adjourned the regular meeting at 5:46 p.m.

ADOPTED IN OPEN SESSION this 14th day of July, 2009 and duly authenticated by the signatures affixed hereto.

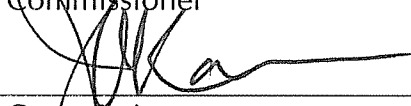
PORT OF SKAGIT COUNTY



Commissioner



Commissioner



Commissioner

