



Port of Skagit

Regular Meeting of the Port Commission
Tuesday, May 21, 2013 - 3:00 PM

MINUTES

PRESENT: Commission - Kevin Ware, Steve Omdal and Bill Shuler

Staff - Patsy Martin, Scott Peterson, Sara Young, Carl Molesworth, Heather Haslip, Bob Nord, Chris Carlile, Debbie Hamilton, and legal counsel Brad Furlong.

Others - Laura Minton-Breckenridge, Walt Meagher and Mark Stayton

CALL TO ORDER

Kevin Ware called to order the May 13, 2013 regular meeting of the port commission.

Changes or additions to the agenda as follows:

- 1.) Executive Session to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price. The session is expected to last approximately 45 minutes There may or may not be action following the executive session.
- 2.) MARINA: Clean Marina Initiative (2013) – Staff Report
- 3.) TENANT: Airport; Via Jet Aircraft Management, LLC – Assign Lease

CONSENT AGENDA

Public Communications
April 9, 2013 Regular Meeting Minutes
Fiscal Report
ASSOC: NARF; 1st Quarter Billings and Report (2013)
TENANT: BBP, Team Corporation; Lease date 4/6/93 – Approve First Amendment to Lease Agreement

The commission reviewed the consent agenda items.

COMMISSION ACTION: The commission unanimously approved the May 13, 2013 consent agenda.

OPEN FORUM

Commissioner Ware opened the floor for public comment.

Hearing none, the floor was closed.

STAFF REPORTS

ADMIN: Tenant Network Breakfast, June 13, 2013 (Oral)

Scott Peterson reported the next Tenant Network Breakfast will be held June 13, 2013 at the Kitty Hawk Café. The meeting will begin at 8:00 a.m. and last until 10:00 a.m. Presentations will be given by Barry Hendrix, Skagit Valley College Manufacturing Technology and Maggie Buckholz, Burlington Public Library A to Zdatabases. Staff provided an invitation and calendar marking the date for the commissioners.

AIRPORT: Collings Foundation; Display June 19-21, 2013

Carl Molesworth reported that the Collings Foundation "Wings of Freedom Tour" will be at the Skagit Regional Airport June 19-21, 2013. The tour boasts being the ultimate living history experience. Walk-through tours and Flight Experiences will be offered during the tour.

AIRPORT: Operations Study Report; April Results (2013)

Sara Young provided the April stats for the monthly operations study at Skagit Regional Airport. There were a total of 1728 operations with 60 of those being jets.

ASSOC: WPPA Spring Meeting; May 15-17, 2013 (Oral)

Patsy Martin reported that she, Scott Peterson and Commissioner Kevin Ware attend the May 15-17 WPPA Spring Meeting. Scott Peterson and Kevin Ware reported from sessions they attended during the meeting.

MARINA: Occupancy Report; Month Ending April (2013)

Chris Carlile reported from the Marina Monthly Occupancy Report. Wet moorage is at 94%.

ADMIN: Cash Flow/Budget to Actual Report; Ending April 30, 2013

Patsy Martin reported on the Budget to Actual report ending April 30, 2013.

MARINA: Clean Marina Initiative (2013) – Staff Report

Sara Young reported that staff has launched a new Clean Marina Initiative at the La Conner Marina. The initiative includes making improvements to marina facilities and instituting new Best Management Practices that marina users are required to follow. Improvements include distributing free “spill kits” this summer, retrofitting the wash pad in the Dry Boat Storage and Haulout Facility and improving garbage and waste-handling facilities. Staff’s goal is to partner with boaters to obtain environmental goals.

NEW BUSINESS

BBP: 11966 Westar Lane; Roofing Improvements (2013) – Approve Budget

Patsy Martin reported that an engineering inspection for the Commission authorized roof replacement at 11966 Westar Lane revealed that reinforcement of the building’s existing roof purlins is necessary to meet load requirements. The purlin reinforcement work will bring the roof replacement construction cost to approximately \$155,515.

As part of the roof replacement project staff began exploring the possibility of installing solar panels on the roof of the facility. The current construction estimate for the port to install the solar panels is \$68,000; staff is also looking into the possibility of private sector installation of solar on the building.

Staff recommends the commission approve the updated cost estimate and associated budget increase for the new roof, purlin reinforcement, and future installation of solar at the facility. The total requested budget increase for this work is \$186,725 which includes estimated construction costs, architectural and engineering fees, contingencies, and permit fees.

COMMISSION ACTION: Commissioner Shuler moved to approve \$186,725 budget increase for the installation of a new roof system and solar panels for the building located at 11966 Westar Lane and authorize staff to work with building tenant and determine best approach for solar installation; either port or tenant. Commissioner Omdal seconded. Motion carried unanimously.

TENANT: Airport; Via Jet Aircraft Management, LLC – Assign Lease

Discussion of lease assignments between Dean Holt Construction, Via Jet Management and Heritage Museum of Flight.

COMMISSION ACTION: The commission unanimously authorized the Executive Director or her representative to execute the assignments of lease and consents thereto of the existing lease agreements between Dean Holt Construction, Viajet Management and the Heritage Museum of Flight.

GOOD OF THE ORDER

BREAK 4:10 p.m.

EXECUTIVE SESSION

The commission entered into executive session at 4:25 p.m. The session is expected to last approximately 40 minutes to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price. There may or may not be commission action.

The executive session ended at 5:03 p.m.

ADJOURNMENT

ADOPTED IN OPEN SESSION this 11th day of June, 2013 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Commissioner

Commissioner

Commissioner