



Port of Skagit

Regular Meeting of the Port Commission
Tuesday, June 10, 2014 – 3:00 PM

MINUTES

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

Staff - Patsy Martin, Scott Peterson, Sara Young, Karmen Hardy, Heather Haslip, Brady Rowe, Glen Kirk, Carl Molesworth and Debbie Hamilton

Others - Walt Meagher and legal counsel Brad Furlong. See sign in sheet for others present.

CALL TO ORDER

Steve Omdal called to order the June 10, 2014 regular meeting of the port commission.

Changes or additions to the agenda as follows:

STAFF REPORTS

Add – AIRPORT: Runway 10/28 Improvement Project (2008); Safety Area Grading – Status Update (Oral)

Remove – AIRPORT: Airport Operations Study Report; May Results (2014) – (Oral)

NEW BUSINESS

Add - AIRPORT: Runway 10/28 Improvement Project (2008) – Approve Closeout

CONSENT AGENDA

Public Communications

December 10, 2013 Revised Regular Meeting Minutes – Approve Revisions

May 20, 2014 Regular Meeting Minutes

May 29, 2014 Special Meeting Minutes

Fiscal Report

ADMIN: Cash Flow/Budget to Actual Report; Ending April 30, 2014

ADMIN: Cash Handling Policy (2014) – Adopt Resolution No. 14-12

ADMIN: Marina Occupancy Report; Month Ending May 31, 2014

ADMIN: Rate Review; Marina (2014) – Adopt Resolution No. 14-13

ASSOC: SCOG Agreement (2014) – Ratify Agreement

The commission reviewed the consent agenda items.

COMMISSION ACTION: The commission unanimously approved the June 10, 2014 consent agenda.

OPEN FORUM

Commissioner Omdal opened the floor for public comment.

Hearing none, the floor was closed.

STAFF REPORTS

ADMIN: Maintenance Team Pride Agreement (2014) – Review Agreement (Oral)

Sara Young reported that the maintenance team recently developed a Maintenance Team Pride Agreement which emphasizes pride in their commitment to exemplify key elements of a highly effective facilities maintenance team in the following areas:

1. Excellent Environment
2. Advanced Skills
3. Professional Behaviors

Discussion

ADMIN: Northern State Adaptive Reuse Study (2013)

Patsy Martin reported that Heather Haslip, Marc Estvold and Maul Foster Alongi held a community open house, June 5, 2014 beginning at 5:00 p.m. to hear thoughts from individuals about the future of the Northern State property.

Heather Haslip reported that there was a good turnout at the community meeting. The next community open house will occur in the fall.

AIRPORT: Aviation Event; September 20, 2014 – Status Update (Oral)

Sara Young reported that staff, Heritage Flight Museum and SASA are working on a Community Day at Skagit Regional Airport, set for September 20, 2014. The event will combine education, career counseling and fun activities while showcasing the airport as a valuable community asset.

AIRPORT: Disadvantaged Business Enterprise (DBE) (2014-2016) – Distribute Update

Patsy Martin reported that it is time to update the 2014-2016 Disadvantage Business Enterprise Plan.

Heather Haslip provided an updated policy statement to the commission. Matt Cavanaugh of Precision Approach was present to discuss DBE goals and projects.

AIRPORT: Runway Safety Grading Project; Mitigation Bank – Award Contract

Heather Haslip reported that staff continues to work through environmental permitting for the Runway Safety Area Grading. One condition of the project permitting will be compensatory mitigation for unavoidable wetland fill. In permit applications the Port has proposed to purchase wetland mitigation bank credits as compensatory mitigation. The project location is the 11 approach end of Runway 11-29, which location is within the service area of two approved wetland mitigation banks. The Port requested quotes from both wetland mitigation banks and Skagit Environmental Bank submitted the lower cost proposal to provide the credits.

NEW BUSINESS

BBP: Knutson Tree Clearing Lot 42, 43, 44 Project (2014) – Award Contract

Patsy Martin reported that the Knudson Tree Clearing Lot 42, 43, 44 Project has been on the port's schedule for some time. Hexcel will move forward on their expansion project once the tree clearing is complete.

Brady Rowe reported that the port opened bids for the tree clearing on June 4, 2014 at 3 pm. Work elements include:

- Erosion control
- Land Clearing
- Hydro seeding
- Ditching
- Post seeding site maintenance, monitoring and DOE reporting.

The lowest responsible bidder is Dirt Works Bellingham, Inc. with a low bid of \$44,379.21 including sales tax for the base bid.

Port staff reviewed the bids received with the project engineer. Staff recommends award of the base bid only in order to preserve funding for clearing on lots within division 5 & 7 later this summer.

COMMISSION ACTION: Commissioner Shuler moved that the commission award bid to Dirt Works Bellingham, Inc. for completion of the Knudson Tree Clearing Lot 42, 43, 44

Project in the amount of \$44,379.21 (including sales tax) and authorize the executive director and staff to take all steps necessary to carry out the intent of the action. Commissioner Omdal seconded. Motion carried unanimously.

TENANT: Airport; Kitty Hawk Partners, OLC – Approve Signage

Scott Peterson reported that owners of the Kitty Hawk Partners, LLC are requesting approval of new business signs for the exterior of the building at 15426 Peterson Road, Unit B, and at the corner of the intersection of Airport Drive and Higgins Airport Way. He also provided renderings of the signs to be installed.

COMMISSION ACTION: Commissioner Shuler moved for the approval of new signage for the Kitty Hawk Partners, LLC to be placed on the building located at 15426 Airport Drive, Unit B. Commissioner Omdal seconded. Motion carried unanimously.

AIRPORT: Runway 10/28 Improvements Project (2008) – Closeout Project

Sara Young reported in May 2012 the Commission awarded a contract to Scarsella Brothers, Inc. to complete the Runway 10/28 Longitudinal Gradient Adjustment and Crown Conversion project.

The project converted the surface of Runway 10/28 to a crown section and brought the runway up to ARC D-11 pavement standards. It also included relocation of Runway 04/22 a distance of 680 feet to the southwest, wildlife fencing, lighting upgrades to meet standards.

The project engineer and staff are recommending the commission accept the project as complete.

COMMISSION ACTION: Commissioner Bill Shuler moved that the commission accept as complete the Longitudinal Gradient Adjustment and Crown Conversion work contracted to Scarsella Brothers, Inc. and authorize staff to take all steps necessary to carry out the intent of the action. Commissioner Omdal seconded. Motion carried unanimously.

GOOD OF THE ORDER

BREAK

The commission entered into a break at 4:00 p.m.

EXECUTIVE SESSION

The commission entered into an executive session at 4:10 p.m. The session is expected to last approximately 35 minutes to discuss potential litigation and the possible purchase, sale or lease of property the public discussion of which could affect the price

The executive session ended at 4:45 p.m.

RESUME MEETING

The commission resumed the meeting at 4:46 p.m.

The regular commission meeting ended at 4:47 p.m.

ADJOURNMENT

ADOPTED IN OPEN SESSION this 8th day of July, 2014 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Commissioner

Commissioner

Commissioner