



# Port of Skagit

Work Session of the Port Commission

Tuesday, June 15, 2010 9:00 AM

## MINUTES

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

Staff - Patsy Martin, Kristin Garcia, Karmen Hardy, 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, May 18, 2010 Work Session Minutes of the Port Commission.**

## Changes or additions to the agenda as follows:

1. AIRPORT: Fly-In and Airshow (2010) - Information

## Issue 1: ADMIN: Insurance; Property & Casualty – Broker of Record (6/8/10 – current)

Kristin Garcia reported that over the past year, staff has been evaluating the level of service from the Port's current property insurance broker, The Unity Group, and determined a change is needed to better accommodate port needs.

Two representatives from Wallace & Associates were present during the meeting to discuss and answer questions for the commission.

**COMMISSION ACTION: The commission unanimously appointed Norm Wallace Agency, Inc. (Wallace & Associates) as the broker of record on the Port's property insurance plan effective July 1, 2010 and authorized the director of finance to execute the necessary documents.**

## Issue 2: BBIP; Holloman Group, LLC.; 11656 Knudson Road Lease Agreement Dated 8/12/2008 (Previously 11692 & 11978 Knudson); Tenant Austerity Program

Scott Peterson reported that in a letter to the Port dated February 3, 2010, Holloman Group communicated their current financial difficulty over the past year due to impacts from the

economy and a loss of revenue and burden of costs associated with moving to a new port facility.

The company has taken measures to mitigate costs and keep the business operations but they are still in need of finding cost savings and are interested in applying for the Port's Tenant Austerity Program.

Kristin Garcia reported that a due diligence process was performed. Based on the results of that process, staff recommends Holloman Group be accepted into the Tenant Austerity Program.

**COMMISSION ACTION: The commission unanimously approved Holloman Group for the Tenant Austerity Program and authorized staff to prepare an amendment to the lease.**

### **Issue 3: ADMIN: Commission and Staff Calendar – June to December 2010**

Patsy Martin reviewed the commission and staff calendar which includes dates from June to December 2010. The commission will notify Debbie Hamilton with any changes or additions.

### **Issue 4: ADMIN: Press Kits; Airport/BBP/Marina – Review Kits (Oral)**

Carl Molesworth reviewed press kits developed for the Skagit Regional Airport, Bayview Business Park and the La Conner Marina to provide resource information to reporters. The press kits were provided to each commissioner to have at their place of residence for use when taking calls from the public and press. Staff plans to use the kits as a resource guide and for new-hires at the Port of Skagit.

### **Issue 5: AIRPORT: Fly-In and Airshow (2011) - Discussion**

Patsy Martin reported that Skagit Airport Support Association (SASA) met with her to discuss the 2011 Fly-In and Airshow. SASA currently does not have the leadership to organize this bi-annual event. SASA also met with legal counsel to review the organization's bylaws. The Airshow event has not had adequate insurance coverage in the past and SASA cannot afford the levels of coverage necessary. Staff and SASA have been discussing an alternative event.

Discussion included: Port purpose to bring the public to the airport, consideration of an alternate date, possible EDASC involvement, Young Eagle Flights to possibly incorporate kids with disabilities and businesses located at the port participating via open house event.

Staff will continue to meet with SASA to develop an event plan, review possible dates and insurance needs and return to the commission with an update.

**Issue 6: COMM: Board Self Evaluation (2010)**

Patsy Martin reported it is appropriate that the board evaluates its functionality apart from the executive director and staff. Patsy prepared a brief Board Self Evaluation and recommended that each commissioner evaluate how the Board functions.

**Issue 7: ADMIN: Strategic Planning (2010) – Dates & Location (Oral)**

Patsy Martin reviewed available dates for the walk-about and Strategic Planning Retreat meetings:

Wednesday, July 28, 2010	Walk-about with Commissioners and Managers
Thursday, August 5, 2010	Strategic Planning Retreat – Results
Tuesday, August 17, 2010	Strategic Planning Retreat – Proposals

Location of the Strategic Planning Retreat meetings will be determined.

**ADJOURNMENT**

The commission adjourned the work session meeting at 9:53 a.m.

ADOPTED IN OPEN SESSION this 6th day of July, 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