



# Port of Skagit

Regular meeting of the Port Commission

Tuesday, July 6, 2010 9:00 AM

## MINUTES

PRESENT: Commission - Kevin Ware, Jerry Kaufman and Bill Shuler  
Staff - Patsy Martin, Scott Peterson, Kristin Garcia, Sara Young, Carl Molesworth, Bob Nord, Karmen Hardy, Paul Mattos and Debbie Hamilton  
Others - No public in attendance

## CALL TO ORDER

Commissioner Ware called to order the July 6, 2010 regular meeting.

## Changes or additions to the agenda as follows:

There were no changes or additions to the agenda

## CONSENT AGENDA – Port of Skagit

Public Communications  
June 8, 2010 Regular Meeting Minutes  
June 15, 2010 Work Session Meeting Minutes  
June 18, 2010 Special Meeting Minutes  
Fiscal Report  
ADMIN: NARF 2<sup>nd</sup> Quarter Billing & Report

**COMMISSION ACTION: The commission unanimously approved the consent agenda.**

## OPEN FORUM

Commissioner Ware acknowledged an employee who received commendation via email from a potential tenant.

No comment during open forum.

## **NEW BUSINESS**

### **TENANT: Airport; Restaurant (2010) – Approve Budget**

Scott Peterson reported that on February 1, 2008 the Port purchased the Concorde Group Aviation properties. A restaurant facility was part of this purchase and was vacant at the time of purchase. Port staff has been actively marketing this property.

In 2009, the Port contracted with Jon Kvernmo to provide construction management service for several Port projects. During this time, Mr. Kvernmo provided some preliminary estimates on upgrading this facility to being in compliance with current building codes. The budget for this work was estimated between \$132,500 and \$150,000.

Staff is working with Mr. Kvernmo to complete this project in time for a September 1, 2010 grand re-opening of the restaurant. Mr. Kvernmo is currently working to finalize scopes of work as well as fine tuning our earlier estimates. The current economic climate may provide some cost savings.

**COMMISSION ACTION: The commission unanimously approved a budget estimate for improvements to the restaurant facility in the amount of \$150,000.**

### **ADMIN: Agreement for Legal Services; Brad Furlong (2010)**

Patsy Martin reported that Brad Furlong's retainer amount was adjusted effective January 1, 2010.

## **STAFF REPORTS**

### **ADMIN: July 20, 2010 Work Session Meeting Cancelled – Reminder (Oral)**

Patsy Martin reminded the commission of the cancellation of the July 20, 2010 Work Session Meeting. Notification of cancellation was distributed and posted.

### **MARINA: Occupancy Report; June 2010 (Oral)**

Paul Mattos reported that the La Conner Marina received 13 new tenants during the month of June, A-dock is at full capacity and four boats scheduled to be secured have paid their accounts in full.

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## **NEW BUSINESS CONTINUED**

### **ADMIN: City of Mount Vernon; Interlocal Agreement; Sister City, Matsushige, Japan (2010)**

Patsy Martin reported that at the January 19, 2010 regular meeting, the commission met and discussed partnering with the City of Mount Vernon to have a Sister City relationship with Matsushige, Japan. The commission felt that forming a sister city relationship with this community was appropriate in that Matsushige is a similar region to Skagit County with an airport, marine terminal, business properties and an agricultural history. The Port's 2010 budget did not allow for a visitation to Japan but it was the commission consensus to contact the City of Mount Vernon to prepare an interlocal agreement wherein the specifics of the joint partnership would be reflected.

The Port and the City of Mount Vernon are interested in economic development and tourism opportunities in the City of Mount Vernon and Skagit County and believe it would be beneficial to both entities to proactively look at these opportunities. An Interlocal Agreement desirous of establishing a formal "Sister Cities" relationship amount the City, the Port and the City of Matsushige, Japan had been prepared.

The Port will commit promotional hosting expenditures in an amount or as authorized by each annual budget.

**COMMISSION ACTION: The commission unanimously approve an Interlocal Cooperation Agreement between the City of Mount Vernon and the Port of Skagit County regarding sister city relationship with Matsushige, Japan.**

### **ADMIN: Organizational Chart State II (2010) – Adopt Chart**

Patsy Martin reported that as staff moves through the strategic planning process and its long term goals of providing for necessary employee staffing, it was determined there is a need for an updated organizational chart for the port. The updated chart has three changes.

1. Addition of a contracts/grants coordinator;
2. Addition of a facilities manager; and
3. Addition of a part-time leasing assistant for the director of Business Development and Real Estate.

**COMMISSION ACTION: The commission unanimously approved the Stage 2 Organization Chart and authorized staff to hire the new positions when budget permits.**

**AIRPORT: Runway 10-28 Rehabilitation Project; Underdrain Replacement and Nominal Overlay (2010); Consultant Services Contract; Precision Approach Engineering – Approve Contract**

Sara Young reported that staff solicited a proposal from Precision Approach Engineering (PAE) for engineering services during construction. The work includes the development of bid materials and assistance with the bid process (now complete), project permitting, survey, construction oversight, on-site project management, contractor coordination, weekly safety coordination with airport users, grant and contract administration assistance, as-built drawings in AutoCAD and GIS, and a pavement strength survey. PAE's estimated fee for the above described work, including time and materials, is \$327,064.50.

The Port received an independent fee estimate for this work from Mead & Hunt, Inc. in the amount of \$326,438.00. Based on this independent estimate, a review of PAE's scope of work, and the successful track record that PAE has had on this project, staff recommended the contract be awarded to PAE in the amount of \$327,064.50.

**COMMISSION ACTION: The commission unanimously awarded a contract for services during construction to Precision Approach Engineering in the amount of \$327,064.50.**

**EASEMENT: Hopper Road; Puget Sound Energy (2010) – Approve Budget**

Patsy Martin reported that Puget Sound Energy (PSE) contacted the Port in 2006 regarding the impact that a new PSE easement would have on an existing easement held by the Port's LID 97-01 near Market Street in Burlington. The angle of the line where it reconnected to the existing overhead alignment put PSE outside of the existing easement. The Port retained Semrau Engineering and Surveying to survey the new easement based on where PSE actually placed the new power poles and lines. Semrau completed the survey in 2007. However, PSE and the Port neglected to finalize the easement documents that added the area in the LID 97-01 property where the new poles are located.

Recently, the Port was contacted by PSE requesting help cleaning up the old file. PSE provided the Port an easement document showing a sketch and legal description of the new easement area as prepared by John Semrau in 2007. This easement will provide PSE operating rights covering the new alignment.

Jerry Kaufman is a former employee of Puget Sound Energy and declined to participate in the Hopper Road easement action.

**COMMISSION ACTION:** Commissioner Shuler and Ware unanimously approved an easement agreement between the Port of Skagit and Puget Sound Energy, Inc. for the relocation of an overhead line impacting property covered by LID 97-01 along Burlington Boulevard.

**GOOD OF THE ORDER**

No comment.

**RECESS**

The commission recessed the regular meeting at 9:36 a.m.

**EXECUTIVE SESSION**

The commission entered into executive session at 9:45 a.m. The session is expected to last approximately 10 minutes. The purpose of the executive session is to:

Discuss potential litigation. Action may or may not be taken following the executive session.

The executive session ended at 9:55 a.m.

No action taken.

**ADJOURNMENT**

Commissioner Ware called for a motion to adjourn.

**ADJOURNMENT**

The commission adjourned the regular meeting at 9:56 a.m.

ADOPTED IN OPEN SESSION this 17<sup>th</sup> day of August, 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