



Port of Skagit

Regular meeting of the Port Commission

Tuesday, August 10, 2010 9:00 AM

MINUTES

PRESENT: Commission - Kevin Ware, Jerry Kaufman and Bill Shuler
Staff - Patsy Martin, Kristin Garcia, Sara Young, Carl Molesworth, Bob Nord, Karmen Hardy and Debbie Hamilton
Others - See Sign-In Sheet

CALL TO ORDER

Commissioner Ware called to order the August 10, 2010 regular meeting.

Changes or additions to the agenda as follows:

There was a motion and second to amend the agenda to include the following:

New Business

1. TENANT: Airport; Corporate Air Center West, LLC; 15284 Flightline Road; Lease dated February 1, 2009 – Approve New Door.
2. TENANT: BBP; Ag Alternatives Inc. (2010) – Approve Building Addition.

CONSENT AGENDA – Port of Skagit

Public Communications
July 6, 2010 Regular Meeting Minutes
Fiscal Report

COMMISSION ACTION: The commission unanimously approved the consent agenda.

OPEN FORUM

No comment during open forum.

NEW BUSINESS

TENANT: BBP; Ag Alternatives Inc. (2010) – Approve Building Addition

Patsy Martin reported that Jim Sorenson and Mike Hulbert of Vikima USA are present to request approval to add 8,000 square feet to the building located at 11488 Higgins Airport Way, Burlington, WA. They are working through the permit process with Skagit County.

Discussion regarding Port staff assisting Vikima in streamlining the permit process with Skagit County.

COMMISSION ACTION: The commission unanimously approved the planned 8,000 sq. ft. addition to the building located at 11488 Higgins Airport Way, Burlington, WA.

STAFF REPORTS

ADMIN: Financial Benchmarks (2010) – PowerPoint Presentation (Oral)

Kristin Garcia provided a PowerPoint presentation demonstrating to the commission financial benchmarks which will be used to evaluate the Port's financial health.

ADMIN: Nature Trail 10th Anniversary Event – Event Report (Oral)

Sara Young reported on the July 30, 2010 Nature Trail 10th Anniversary event. There were approximately 100 in attendance. It was hosted as a zero waste event with the assistance of Skagit County. Staff plans to hold a similar event next year to recognize the anniversary of the Skagit WIN.

ADMIN: Facility Tour July 28, 2010 and Strategic Planning Retreat August 5, 2010 – Event Report (Oral)

Patsy Martin reported that the July 28, 2010 facility tour was quite successful. The commission felt it was useful to see all the facilities at once. They are interested in an annual facility tour.

ADMIN: Swinomish Channel Dredging – Status Update (Oral) (pm)

Patsy Martin reported that Senator Murray has been instrumental in an attempt to secure \$600,000 funding in 2011 for the dredging of the Swinomish Channel. Congressman Larson has worked to secure \$62,000 funding in 2011 for the same. Patsy Martin met with the tribes and the Upper Skagit Tribe is actively pursuing treaty trust for dredging.

Discussion regarding the Port holding off on spending significant capital to improve the marina until the Swinomish Channel maintenance dredging has been resolved. In the meantime, staff is maintaining and upgrading the marina on a regular basis.

ASSOC: U.S. Census Bureau 2010; Census Partner Feedback – Letter

Patsy Martin reported that the Port of Skagit received a letter from the Regional Director of the US Census Bureau to thank the Port for partnering with them to achieve a complete and accurate census count in 2010. A copy of the letter was made available for the commission to review.

ASSOC: WPPA 2010 Commissioners Seminar, Leavenworth, WA – Event Report (Oral)

The commissioners reported on their experience at the Washington Public Ports Association (WPPA) 2010 Commissioners' Seminar in Leavenworth, WA. During the meeting the WPPA emphasized that all Port related email should go through a Port email account and not the commissioners private email accounts. This protects the commissioners private computers in case of a public information request or litigation.

MARINA: Occupancy Report; Month Ending July 31, 2010 (Oral)

Patsy Martin reported that Marina occupancy is up and the summer occupancy numbers are good. The commission is pleased with the levels of service and ground maintenance at the Marina.

NEW BUSINESS CONTINUED

PUB AGEN: Skagit County, Interlocal Agreement; Fiber Optic Leased Infrastructure (2010) – Approve Agreement

Patsy Martin reported the Port of Skagit has installed a fiber optic system throughout the Bayview Business Park. Skagit County contributed funds toward the construction of the fiber optic system and leases space in one building and owns a building on leased land in the Port's Bayview Business Park. These locations require interconnectivity with county facilities

in Mount Vernon and elsewhere. Skagit County desires to connect to the Port of Skagit County fiber optic system in the Bayview Business Park to serve its leased premises.

Both Skagit County and the Port of Skagit anticipate maintenance will be required from time to time on the fiber optic system and Skagit County is willing to contribute funds for maintenance.

Staff and legal counsel have developed an Interlocal Agreement between Skagit County and the Port of Skagit which provides for the use of two (2) strands of the Port's fiber optic system between the leased premises and the County's facilities in Mount Vernon and associated switching equipment as well as a maintenance agreement.

COMMISSION ACTION: The commission unanimously approved an Interlocal Agreement between Skagit County and the Port of Skagit to augment leased infrastructure with fiber optic components and allow for maintenance services.

PUB AGEN: Town of La Conner; La Conner Historic District and Waterfront Signage (2010) – Approve Agreement

Patsy Martin reported the Town of La Conner, Port of Skagit and the La Conner Chamber of Commerce have discussed the importance and need for signage to encourage economic development and tourism in the Town of La Conner.

At the March 9, 2010 work session, the port commission approved \$7,500 in matching funds toward the cost of the fabrication and installation of La Conner Historic District and Waterfront Signs on the Highway 20 main line and Interstate 5 off ramps to promote economic development and tourism in La Conner to be memorialized in an interlocal agreement.

COMMISSION ACTION: The commission unanimously approved an Interlocal Agreement between the Town of La Conner and the Port of Skagit County regarding signage on the Highway 20 main line and Interstate 5 off ramps; and approved the commission and staff to take such further steps as are necessary to carry out the intent of the action.

GOOD OF THE ORDER

No comments.

RECESS

The commission recessed the regular meeting at 10:30 a.m.

Port of Skagit County
Regular Meeting of the Port of Skagit
August 10, 2010

EXECUTIVE SESSION

The commission entered into executive session at 10:40 a.m. The session is expected to last approximately 30 minutes. The purpose of the executive session is to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price and potential litigation. Action may or may not be taken following the executive session.

The executive director stepped out of executive session to notify those present that the executive session would continue another 25 minutes.

The executive session ended at 11:25 a.m.

No action taken.

ADJOURNMENT

Commissioner Ware called for a motion to adjourn.

ADJOURNMENT

The commission adjourned the regular meeting at 11:26 a.m.

ADOPTED IN OPEN SESSION this 14th day of September, 2010 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Signature on file

Commissioner

Signature on file

Commissioner

Signature on file

Commissioner