

**PORT OF SKAGIT COUNTY**

Work Session of the Port Commission

Tuesday, August 11, 2009 9:00 AM

**MINUTES**

PRESENT: Commission - Glenn Allen, Jerry Kaufman and Kevin Ware

Staff - Patsy Martin, Sara Young, Bob Nord, Paul Stannert, Karmen Hardy, and Debbie Hamilton

Others - See Sign-in Sheet

**NO APPROVAL OF MINUTES**

**Changes or additions to the agenda as follows:**

1. TENANT: Chuckanut Building – Approve Signage

**Issue 1: AIRPORT: 2009-2010 Airport Improvement Program, Runway 10/28 Improvements Project – Approve Grant**

Patsy Martin reported the Port's capital facilities plan for 2010 consists of an improvement project of Runway 10-28 at Skagit Regional Airport. Port staff submitted a project grant application in January 2009 for federal funds in the amount of \$330,000 and the FAA issued a Phase I grant in February in the amount of \$198,693. The Phase I grant was intended to be the first phase of a two-phase 2009 project for the design of the Runway 10/28 improvement project. The Phase II grant is \$167,553.

**COMMISSION ACTION: The commission unanimously adopted Resolution No. 09-18 which authorized staff to accept when offered the Federal Aviation Administration Phase II Grant for the Runway 10/28 Improvement Project at the Skagit Regional Airport in the amount of \$167,553, including the Phase I grant in the amount of \$198,693 issued in February 2009, and take any necessary steps to carry out the intent of this action.**

**Issue 2: EASEMENT: Puget Sound Energy; Service to 11692 Knudsen Road Industrial Building – Approve Easement**

Sara Young reported Puget Sound Energy (PSE) requested an easement to install underground electrical services to the new industrial building under construction at 11692 Knudsen Road. The proposed easement will grant PSE operating rights to the service line.

**COMMISSION ACTION: The commission unanimously approved an easement to Puget Sound Energy for a service line to the new industrial building at 11692 Knudsen Road.**

**Issue 3: MARINA: Abandoned Boats, Sale of Abandoned Vessel – Adopt Resolution**

Paul Stannert reported a vessel described as a 1971 26' sailboat, registration number WN 6067 JB, has been secured for greater than 90 days for delinquent payment of port charges. The vessel has not been released to its owner as the account has not been brought current as of July 31, 2009 nor have arrangements been made for the removal of the vessel from the moorage facility.

**COMMISSION ACTION: The commission unanimously adopted Resolution No. 09-17 authorizing the sale of an abandoned vessel, described as a 26' Santana, HIN 163.**

**Issue 4: TENANT: Airport; Corporate Air Center, Lot 73, 15452 Airport Drive; Lease dated February 1, 2008 – Approve Improvements**

Patsy Martin reported that Corporate Air Center, LLC is in the process of opening an avionics shop to compliment the services they already offer. In order to have a Federal Aviation Administration (FAA) approved repair station, they need a secure location within their buildings. There requirements are placed on them by the FAA.

Corporate Air Center intends to remove two (2) non-structural walls and install another non-structural wall to provide one (1) large secured space that meets FAA requirements. No doors, electrical, or other utilities will be moved. The carpet will be replaced with non-static industrial linoleum.

Due to this improvement, Corporate Air Center will immediately hire a certified FAA repair technician and most likely bring on an additional technician within the next six (6) months.

**COMMISSION ACTION:** The commission unanimously approved tenant improvements to the Corporate Air Center, LLC, Lot 73, 15452 Airport Drive to accommodate an FAA approved location for a new avionics shop.

**Issue 5: ADMIN: Strategic Planning (2009)**

Patsy Martin reported that staff has been developing a 50 year strategic plan. Staff has been analyzing efforts in terms of a triple bottom line focus which includes: revenues, costs, community effect and environmental impact. Staff believes the 50 year plan needs to maintain current facilities, enhance those facilities making them premiere destination, and growing facilities into economic units that will stimulate commerce in Skagit Valley. Additionally, staff recognizes opportunities and needs in the broader Skagit Valley that could and possibly should be assisted by the Port.

Patsy Martin reviewed Strategic Plan background, vision, goals, current status, implementations, grant status and next steps.

Discussion

**COMMISSION ACTION:** The commission unanimously authorized the following Strategic Planning next steps:

1. Directed staff to include the community initiatives in the 2010 Work Plan.
2. Directed staff to apply for any available grants that fit the 2010 Work Plan.
3. Lifted moratorium on development at Skagit Regional Airport for construction on Lot 53, 54 and Taxiway F concurrent with the adoption of controls to be develop by staff within the next 5 weeks.
4. Directed staff to develop a specific marketing plan for the Bayview Business Park and Skagit Regional Airport based on the existing clusters we see currently in Skagit Valley, (e.g. agriculture, aerospace, boat building, wood products, energy) looking for long-term sustainable jobs.
5. Directed staff to obtain a siltation study of the Swinomish Channel and an economic impact study to follow in an amount not to exceed \$30,000, both to be completed by February 2010.
6. Directed staff to continue to work towards securing temporary funding for the dredging of the Swinomish Channel.

**Issue 6: TENANT: Airport; Chuckanut Building (2009) – Approve Signage**

Patsy Martin reported that tenants of the Chuckanut Building are requesting approval to install signs on the building to identify the business. Staff presented commission with a depiction of the signage.

Discussion

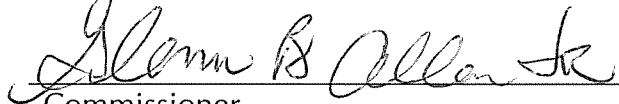
**COMMISSION ACTION: The commission unanimously approved new signage for the Chuckanut Building, LLC**


**ADJOURNMENT**

The commission adjourned the work session meeting at 10:00 a.m.

ADOPTED IN OPEN SESSION this 15<sup>th</sup> day of September, 2009 and duly authenticated by the signatures affixed hereto.

**PORT OF SKAGIT COUNTY**

  
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Commissioner

  
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Commissioner

  
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Commissioner

