



Port of Skagit

**Regular Meeting of the Port Commission
Tuesday, August 13, 2013 - 3:00 PM**

MINUTES

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

Staff - Patsy Martin, Scott Peterson, Sara Young, Kristin Garcia, Carl Molesworth, Heather Haslip, Chris Carlile, Debbie Hamilton, Karmen Hardy and legal counsel Brad Furlong.

Others - See Sign-In Sheet

CALL TO ORDER

Kevin Ware called to order the August 13, 2013 regular meeting of the port commission.

Changes or additions to the agenda as follows:

Staff Reports:

- 1.) AIRPORT: Skagit Flight Fest (2013) – Discuss Event
- 2.) ADMIN: Coffee with a Commissioner Program (2013) – Event Report

New Business:

- 3.) ADMIN: Executive Director Authority – Adopt Resolution
- 4.) ADMIN: Gubrud Purchase & Sale Agreement – Approve Agreement

CONSENT AGENDA

Public Communications

July 9, 2013 Regular Meeting Minutes

Fiscal Report

ADMIN: NARF 2nd Quarter Billings and Reports (2013)

MARINA: L Dock Erosion Repair Project; Construction Process; Schmidt Brothers' Construction (2013) – Ratify Contract

The commission reviewed the consent agenda items.

COMMISSION ACTION: The commission unanimously approved the August 13, 2013 Consent Agenda.

OPEN FORUM

Commissioner Ware opened the floor for public comment.

Hearing none, the floor was closed.

NEW BUSINESS

MARINA: Marina Fuel Facility Operator RFP (2013) – Approve Lease

On June 14 and June 16, 2013, the port published “Request for Proposals” in the Skagit Valley Herald and sent out five (5) requests for proposal to individuals/companies interested in operating the La Conner Marina’s fuel dock as the current tenant’s agreement expires March 2014.

The port received two (2) completed proposals that met standards. Staff reviewed a summary of each proposal with the commission.

Mary Anne Musgrove was present. She is pleased with how staff is handling the transition. She wants to ensure a continued high level of service to boaters.

COMMISSION ACTION: Commissioner Shuler moved to:

- 1. Authorize staff to negotiate a lease with Corporate Air Center, LLC dba RK Refueling, DBA for the Marina fuel dock operations;**
- 2. Authorize the executive director to execute the lease document; and**
- 3. Direct the executive director and staff to take such further steps as are necessary to carry out the intent of this action.**

Commissioner Omdal seconded. Motion carried unanimously.

STAFF REPORTS

ADMIN: Coffee with a Commissioner Program (2012)

Carl Molesworth and Commissioner Bill Shuler reported that the Tuesday, July 2, 2013 coffee session went well. There were 8 or 9 in attendance.

Discussion regarding possible future project with Concrete. Commissioner Shuler, Patsy Martin and Scott Peterson will visit Concrete, in the near future, to review project possibility.

ADMIN: Audit (2012) – Status Update (Oral)

Patsy Martin reported that the 2012 audit is complete. The auditors do not require an exit interview with the commission and staff. The report did not include any findings.

ADMIN: Cash Flow/Budget to Actual Report; Ending June 30, 2013

Kristin Garcia reported on the Budget to Actual report ending June 30, 2013.

MARINA: Occupancy Report; Month Ending July (2013)

Chris Carlile reported on the monthly occupancy for July 2013.

Discussion.

ADMIN: Public Opinion and Tenant Survey Results (2013) - PowerPoint

Carl Molesworth provided a PowerPoint presentation of survey results commissioned by the Port of Skagit to gauge the level of knowledge, understanding and support that the port has among the citizens of the Skagit Port District.

Duane Knapp was present to discuss survey results with the commission.

NEW BUSINESS

ADMIN: Public Opinion; Tenant Survey Results (2013) – Next Steps

Patsy Martin reported that Carl Molesworth, Duane Knapp and she have been working on the following seven action items as next steps:

1. Send out a thank-you email as soon as possible thanking all who participated in the survey.
2. Follow-up within one month to let them know what we have completed based on their suggestions.
3. Optimize our brand identity with the Port of Skagit in association with all of our facilities, specifically, signage at the La Conner Marina.

4. Enhance port executive and commissioner contacts with port customers, tenants and community.
5. Continue to update and freshen port facilities so that our customers will have exceptional experiences.
6. Improve Wi-Fi service at the La Conner Marina and Skagit Regional Airport.
7. Develop additional methods to regularly communicate Port of Skagit results.

COMMISSION ACTION: Commissioner Shuler moved to direct staff to implement the seven next steps above referenced based on the survey results received from the 2013 evaluation of the port's implementation of the Promise. Commissioner Omdal seconded. Motion carried unanimously.

STAFF REPORTS

ADMIN: Swinomish Channel (2013) – Next Steps (Oral)

Patsy Martin reported that the entities with an interest in the channel dredging met to develop a strategy for the 2015 dredging project. The tribes plan to take the lead in this effort. The Port of Skagit will continue to work with Washington Public Ports Association and Pacific Northwest Waterways Association.

She also reported there is shoaling beginning at the south end of the channel.

AIRPORT: Airport Operations Study Report; July Results (2013)

Sara Young reported on the monthly results of the airport operations study. There was an increase in jet traffic during June and July.

AIRPORT: Skagit Flight Fest (2013)

Carl Molesworth reported that Skagit Flight Fest will be held Saturday, September 7, 2013 from 10 am to 4 pm. The Burlington Chamber of Commerce is a new partner to the event and it will be completely free to the community.

NEW BUSINESS

ADMIN: Executive Director Authority (2013) – Adopt Resolution

Patsy Martin reported that she will be out of the country from August 20, 2013 through September 9, 2013 and believes it is appropriate to delegate her administrative powers and duties to her staff, namely, director of business development and real estate, Scott Peterson

and director of finance and administration, Kristin Garcia to address the needs of the port during her absence. Scott Peterson will be in charge generally and Kristin will serve as his back-up.

COMMISSION ACTION: Commissioner Omdal moved to adopt Resolution No. 13-07 which will delegate the executive director's administrative powers and duties to the director of business development and real estate and the director of finance during her absence from the country August 20, 2013 through September 9, 2013. Commissioner Shuler seconded. Motion carried unanimously.

BBP: Acquisitions; Gubrud Family Property, LLC (2013) – Approve Purchase and Sale Agreement

Patsy Martin reported that staff has completed the Purchase and Sale Agreement for the Gubrud Family Property, LLC building located at 11616 Knudsen Road, Burlington, WA. Legal Counsel has reviewed and approved.

COMMISSION ACTION: Commissioner Shuler moved to approve the Gubrud Family Property, LLC Purchase and Sale agreement in the amount of \$275,000.00 and directed the executive director and staff to take such further steps as are necessary to carry out the intent of this action. Commissioner Omdal seconded. Motion carried unanimously.

GOOD OF THE ORDER

BREAK 4:25 p.m.

END OF BREAK 4:30 PM.

EXECUTIVE SESSION

The commission entered into executive session at 4:35 p.m. The session is expected to last approximately 10 minutes to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price. There may or may not be commission action. The executive session ended at 4:50 p.m.

ADJOURNMENT

ADOPTED IN OPEN SESSION this 10th day of September, 2013 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Commissioner

Commissioner

Commissioner