



# Port of Skagit

Regular Meeting of the Port Commission  
Tuesday, September 9, 2014 – 3:00 PM

## MINUTES

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

Staff - Patsy Martin, Scott Peterson, Sara Young, Kristin Garcia, Heather Haslip, Brady Rowe, Bob Nord, Carl Molesworth and Debbie Hamilton

Others - Legal counsel Brad Furlong. See sign in sheet for others present.

## CALL TO ORDER

Steve Omdal called to order the September 9, 2014 regular meeting of the port commission.

## Changes or additions to the agenda as follows:

### STAFF REPORTS

ADMIN: Northern State Adaptive Reuse Study (2013) – Status Update (Oral)

### NEW BUSINESS

1. AIRPORT: R/W 10-28 Improvement Project (208); Runway Safety Area (2014); FAA AIP Grant No.3-53-0010-021 – Authorize Grant Acceptance
2. AIRPORT: Sweeper Truck Purchase (2014) – Authorize Purchase
3. BBP: Interlocal Agreement; City of Burlington – Food Processing Facility; 11768 Westar Lane (2014) – Approve Interlocal Agreement
4. TENANT: Airport; Vertex Aviation; Lease dated October 1, 2013 – Approve Signage
5. TENANT: BBP; RSA Microtech, Inc.; Lease dated 7/17/90 – Approve Drawings

## PUBLIC HEARING

Steve Omdal opened the public hearing at 3:10 p.m.

Commissioner Steve Omdal explained the purpose of the public hearing is to receive public comment on an amended Comprehensive Scheme of Harbor Improvements (2015).

Patsy Martin provided background information.

Commissioner Steve Omdal opened the floor to the public for comment and questions.

Hearing none, he closed the public hearing at 3:13 p.m.

## **CONSENT AGENDA**

Public Communications

August 12, 2014 Regular Meeting Minutes

Fiscal Report

ADMIN: Cash Flow/Budget to Actual Report; Ending July 31, 2014

ADMIN: Marina Occupancy Report; Month Ending August 31, 2014

ASSOC: NARF 2<sup>nd</sup> Quarter Billing (2014)

The commission reviewed the consent agenda items.

**COMMISSION ACTION: The commission unanimously approved the September 9, 2014 consent agenda.**

## **OPEN FORUM**

Commissioner Omdal opened the floor for public comment.

Hearing none, the floor was closed.

## **STAFF REPORTS**

### **ASSOC: Skagit Watershed Council (2014) - Presentation**

Patsy Martin introduced Richard Brocksmith, executive director of Skagit Watershed Council. He discussed the ways the Port of Skagit and Skagit Watershed Council can find ways to work together.

### **ADMIN: Economic Impact Study (2014) Consultant Services Contract; BST Associates – Presentation**

Patsy Martin introduced Paul Sorenson and Brian Wittingham who were present to provide a PowerPoint presentation on the results of the 2014 Economic Impact Study.

Discussion

Staff plans to participate in another study in 2019.

### **ADMIN: The Grain Divide (2014) – Video Clip**

The commission and staff viewed the video - - The Grain Divide.

**ADMIN: Department of Commerce (2013-2015) Energy Efficiency and Solar Grant Program Application (2014) – Status Update (Oral)**

Heather Haslip informed the commission that a solar project grant application was submitted in September 2014 and grant awards are anticipated to be announced in November of this year.

**AIRPORT: Community Day; September 20, 2014 – Event Update (Oral)**

Sara Young reported that staff will hold a Community Day at Skagit Regional Airport on Saturday, September 20, 2014. Staff is partnering with SASA, EAA and Heritage Flight Museum. The focus is on bringing the community to the airport, celebrate the Port of Skagit's 50<sup>th</sup> Anniversary and activities for youth and children.

Sara invited the commissioners to attend.

**ADMIN: Northern State Adaptive Reuse Study (2013)**

Heather Haslip and Marc Estvold provided a status update on the Northern State Adaptive Reuse Study. The next stakeholder meeting is scheduled for September 16, 2014 and a follow up public meeting September 25, 2014.

Marc Estvold is hoping for an understanding of success to all stakeholders coming out of the September 16, 2014 meeting.

Discussion.

**NEW BUSINESS**

**ADMIN: 2015 Budget – Adopt Amended Budget Schedule**

Kristin Garcia reported that at the August 12, 2014 commission meeting, the commission approved a budget schedule for adopting the 2015 budget. Due to schedule conflicts and allowing ample time to prepare, review and discuss the budget, staff is requesting an amendment to the budget schedule.

Review and discussion of the new schedule.

**COMMISSION ACTION: Commissioner Kevin Ware moved that the commission approve the 2015 amended budget schedule. Commissioner Shuler seconded. Motion carried unanimously.**

## **ADMIN: Comprehensive Scheme of Harbor Improvements (2015) – Surplus Timber and Adopt Resolution**

Sara Young reported that currently Port of Skagit has 117.3 acres of forested property to be cleared and developed.

The timber located on these lots is considered to be “real property.” RCW 53.08.090 requires that real property valued in excess of ten thousand dollars be declared surplus by resolution of the Port Commission prior to selling or conveying said property, and requires that the Comprehensive Scheme be modified prior to finding real property surplus.

Discussion.

**COMMISSION ACTION: Commissioner Kevin Ware moved that the commission approve Resolution No. 14-17 surplusing 117.3 acres of timber located on development lots within the Skagit Regional Airport Binding Site Plan that are no longer needed for Port district purposes, authorizing sale of the same, and modifying the Comprehensive Scheme of Harbor Improvements. Commissioner Shuler seconded. Motion carried unanimously.**

## **AIRPORT: R/W 10-28 Improvement Project (208); Runway Safety Area (2014); FAA AIP Grant No.3-53-0010-021 – Authorize Grant Acceptance**

Sara Young reported the port received a grant from the FAA in June 2012 for environmental work and predesign of the remaining DII standard safety area grading work at the end of Runway 11 (formerly Runway 10). The FAA has issued a Finding of No Significant Impact for the Runway 11-29 Safety Area Grading Project and permits have been issued by the Department of Ecology and are being processed by the Army Corps of Engineers.

The estimated cost to complete the RSA grading project including purchase of compensatory wetland mitigation credits, design and construction is \$3,106,900 (FAA \$2,796,210 (90%) and Port match of \$310,690 (10%). This estimate has substantial contingency costs built in and the actual contract amounts are expected to come in below estimate.

It is anticipated that in September 2014 the FAA will issue a grant offer of up to \$1.6M for the project. It is estimated this amount would be sufficient to fund purchase of wetland mitigation bank credits and design. Additional funding necessary for construction is expected to be awarded by the FAA in spring of 2015. Matching WSDOT funding at 5% (up to \$103.450) has been awarded to offset the Port match, and if necessary additional funds will be requested during the upcoming grant cycle.

**COMMISSION ACTION: Commissioner Bill Shuler moved that the commission adopt Resolution No. 14-18 authorizing acceptance of an FAA Airport Improvement Program grant offer of up to \$1.6M for Phase 1 Design of Runway 11-29 Safety Area Grading Project and authorize staff to carry out the intent of this action. Commissioner Kevin Ware seconded. Motion carried unanimously.**

**BBP: Interlocal Agreement; City of Burlington – Food Processing Facility; 11768 Westar Lane (2014) – Approve Interlocal Agreement**

Sara Young reported that staff has been working with Geilow Pickles to open a food processing facility at 11768 Westar Lane. Staff is also working with local entities for the appropriate permits. The City of Burlington is concerned about discharge to the sewer system.

The City of Burlington has agreed to enter into an Interlocal Agreement with the Port of Skagit which allows for the installation of a separate flow meter and samples to be taken from the discharge. The agreement allows the City of Burlington to monitor the facility over time.

**COMMISSION ACTION: Commissioner Kevin Ware moved to authorize an Interlocal Agreement between the City of Burlington and the Port of Skagit in regards to the food processing facility located at 11768 Westar Lane, subject to legal review and changes as needed. Commissioner Bill Shuler seconded. Motion carried unanimously.**

**AIRPORT: Sweeper Truck Purchase (2014) – Authorize Purchase**

Patsy Martin reported that maintenance is in need of a new sweeper truck. Initial research indicates that it will be advantageous for the port to purchase a used sweeper. Maintenance staff has located a model that fit the port's needs and is seeking approval of a purchase of the same.

Discussion.

**COMMISSION ACTION: Commissioner Kevin Ware moved to authorize the purchase of new/used Sweeper Truck using funds from the Taxiway F account for up to \$125,000 and authorize staff to carry out the intent of this action. Commissioner Bill Shuler seconded. Motion carried unanimously.**

**TENANT: BBP; Hexcel; 15062 Steele Rd; Lease dated June 1, 2012 – Approve Plans**

Scott Peterson reported at the July 8, 2014 regular meeting, the commission approved the first amendment to lease agreement between the port (Lessor) and Hexcel Corporation (Lessee) wherein Lessee requested to expand its operations to Lots 43 and 44 of the Bayview Business Park. It also

requested the right to add additional area to its lease to expand its operation to Lots 41, 42, 45 and 46 in the future.

Conceptual drawings of the proposed expansion were provided to the commission for review.

**COMMISSION ACTION: Commissioner Kevin Ware moved to approve conceptual drawings prepared by Carletti Architects, Inc. for the building located on Lots 43 and 44 for Hexcel Corporation. Commissioner Bill Shuler seconded. Motion carried unanimously.**

**TENANT: Airport; Vertex Aviation; Lease dated October 1, 2013 – Approve Signage**

Scott Peterson reported that Lin Holdeman, owner of Vertex Aviation, has requested approval to install a sign on the building located at 15426 Airport Drive to identify his business.

The commission was provided a rendering of the sign to be installed.

Discussion.

**COMMISSION ACTION: Commissioner Kevin Ware moved to approve signage for Vertex Aviation to be placed on the building located at 15426 Airport Drive, Unit C. Commissioner Bill Shuler seconded. Motion carried unanimously.**

**TENANT: BBP, RSA Microtech, Inc.; Lease dated 7/17/90 – Approve Drawings**

Scott Peterson reported that RSA Microtech has requested approval of its proposed dock addition to cover its load-out facility in order to meet storm water goals. Staff provided the commission with drawings of the proposed dock.

Discussion.

**COMMISSION ACTION: Commissioner Kevin Ware moved to approve drawings prepared by Sturdy Engineering for dock addition at 11915 Westar Lane for RSA Microtech.**

**GOOD OF THE ORDER**

Discussion regarding Salmon Festival advertising.

**ADJOURNMENT**

The regular commission meeting ended at 4:57 p.m.

ADOPTED IN OPEN SESSION this 14<sup>th</sup> day of October, 2014 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