



Port of Skagit

Regular Meeting of the Port Commission
Tuesday, September 13, 2011 9:00 AM

MINUTES

PRESENT: Commission - Jerry Kaufman, Kevin Ware and Bill Shuler
Staff - Patsy Martin, Scott Peterson, Sara Young, Karmen Hardy, Heather Moses, Jim McCleary, Paul Mattos, Brad Furlong, and Debbie Hamilton.
Others - See Sign in Sheet

CALL TO ORDER

Commissioner Kaufman called to order the September 13, 2011 regular meeting.

Confirm or Amend Agenda

New Business

1. ADMIN: Budget; Commercial Kitchen Project (2011) – Approve Budget
2. Executive Session to discuss potential litigation. The session is expected to last approximately 20 minutes. Action may or may not be taken following the executive session.

CONSENT AGENDA – Port of Skagit

Public Communications
August 9, 2011 Regular Meeting Minutes
Fiscal Report

COMMISSION ACTION: The commission unanimously approved the consent agenda.

OPEN FORUM

Commissioner Kaufman opened the floor for public comment. With no public comment, the floor was closed.

STAFF REPORTS

ADMIN: Cash Flow/Budget to Actual Report; Ending July 31, 2011 - Update

Kristin Garcia reported on the Budget to Actual report ending July 31, 2011.

ADMIN: Service Award; Employees (2003-Current) James McCleary – 20 Years

Patsy Martin reported that an employee service award program was created to reward employees for years of service to the Port of Skagit County. James McCleary was hired on August 14, 1991. He has earned a twenty (20) year service award.

AIRPORT: Family Day at Skagit Regional Airport; September 17, 2011 – Event Report

Sara Young reported that the first Family Day “Flying into the Future” event was a success. Each of the 4 educational units was well attended. The Young Eagles were able to fly approximately 50 kids the day of the event and are scheduled to fly at least 20 more Saturday, September 24, 2011.

MARINA: Occupancy Report – July 2011 - Update

Paul Mattos reported on the Marina Occupancy Report for the month of August 2011. Occupancy is at 95%, guest moorage has started to slow down and the dry boat demolition project is underway.

Discussion

PUB AGEN: La Conner Waterfront Boardwalk 2011 (Oral)

Patsy Martin reported that the Town of La Conner is seeking grant funding to build a boardwalk. The boardwalk will include connecting to the Port of Skagit trails.

OLD BUSINESS

ADMIN: Gateway Pacific Terminal; Whatcom County – Status Update

Patsy Martin reported that the commission reviewed the Gateway Pacific Terminal project and prepared correspondence which focuses on economic development and traffic issues. Correspondence was addressed to the following: Gateway Pacific Terminal, Skagit Council of Governments, Governor Christine Gregoire and the Department of Ecology.

COMMISSION ACTION: The commission unanimously approved the letters dated September 13, 2011, written in response to the Gateway Pacific Terminal project.

NEW BUSINESS

AIRPORT: Runway 10/28 Rehabilitation Project; Crown Conversion and Longitudinal Gradient Adjustment Design Grant – Approve Design and Construction Grants

Sara Young reported that the Port's Capital Facilities Plan for 2011 includes design of Runway 10-28 Crown Conversion project. Port staff submitted to the FAA an Airport Improvement Program Grant application dated August 17, 2011 and to WSDOT Aviation Division a final revised Airport Aid Grant application dated August 23, 2011, for a grant of State funds for design of the Runway 20-28 Crown Conversion project.

The FAA has issued the Port a grant offer for design of the Runway 10-28 Crown Conversion project in the amount of \$300,000. The Port will be responsible for providing 5% matching funds in the amount of \$15,789.50. WSDOT has issued the Port a grant offer in the amount of \$7,894.75. This WSDOT matching funds grant reduces the Port's funding expenditure to \$7,894.75.

Staff also submitted to the FAA an Airport Improvement Program Grant application dated August 31, 2011, for a grant of \$12,000,000 Federal funds for construction of the Runway 10-28 Crown Conversion project. FAA is reviewing the application. If the FAA issues a grant offer the port will be responsible for providing 5% matching funds, up to \$631.579 for the project.

COMMISSION ACTION: The commission unanimously adopted Resolutions 11-18, 11-19 and 11-20 which authorizes the Executive Director to enter into grant agreements with WSDOT Aviation Division and the FAA for design and construction of the Runway 10-28 Crown Conversion as described above.

HOPPER ROAD: Drainage LID (1996); Stormwater Pump Station; Bond (2001) – Authorize Call of Bonds

Patsy Martin reported on the status of the Port of Skagit County Local Improvement District No. 97-1 Bonds, 2001. The current outstanding bond debt is \$65,000. The redemption date is December 1, 2011 at which time the bonds will be paid in full.

COMMISSION ACTION: The commission unanimously authorized staff to notify the Skagit County Treasurer to call Port of Skagit County, Washington Local Improvement District No. 97-1 Bonds, 2001, Numbers 117-129.

ADMIN: Budget; Commercial Kitchen Project (2011)

Scott Peterson reported From the Farm Treats, LLC and port staff have been cooperating on the development of a commercial kitchen located at 15613 Peterson Road. Phase I of this project was completed in June 2011.

It is now time to begin Phase II. From the Farm Treats, LLC have a new customer and established caterer to use the kitchen for six weeks, seven days a week, ten hours a day. This will require the completion of Phase II at a cost of approximately \$34,000.

COMMISSION ACTION: The commission unanimously approved the Phase II budget amount for commercial kitchen equipment in the amount of \$34,000.

GOOD OF THE ORDER

EXECUTIVE SESSION

The commission entered into executive session at 9:55 a.m. The session is expected to last approximately 20 minutes. The purpose of the executive session is to discuss potential litigation. Action may or may not be taken following the executive session.

The commission exited the executive session at 10:15 a.m. No action taken.

ADJOURNMENT

The commission adjourned the regular meeting at 10:16 a.m.

ADOPTED IN OPEN SESSION this 11th day of October, 2011 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Signature on File

Commissioner

Signature on File

Commissioner

Signature on File

Commissioner