



Port of Skagit

Regular Meeting of the Port Commission

Tuesday, October 10, 2017 – 3:00 PM

Port of Skagit Hearing Room – 15400 Airport Drive, Burlington, WA 98233

MINUTES

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

Staff - Patsy Martin, Scott Peterson, Sara Young, Greg Thramer, Andrew Entrikin, Heather Rogerson, Brady Rowe, Karmen Hardy, Jodee Peace, Sherrie Marble and Debbie Hamilton

Others - None

CALL TO ORDER

Steve Omdal called to order the October 10, 2017 regular meeting of the port commission.

The commission moved to amend the agenda as follows:

Move to New Business

ADMIN: Acquisition; Authorize Purchase and Sale Agreement – Bayview Ridge – Adopt Resolution 17-

ADMIN: Community Broadband Project (2017) – Approve IRU

Add to Staff Reports

AIRPORT: U.S. Customs Award of SRA as Customs Site (2017) – (Oral)

Executive Session

Remove Executive Session from Agenda

COMMISSION ACTION: The commission unanimously approved amending the October 10, 2017 Agenda.

CONSENT AGENDA

Public Communications

September 12, 2017 Regular Meeting Minutes

Fiscal Report

The following voucher/warrants/electronic payments are approved for payment:

Payroll Warrants

Warrant #048532 through #048542 in the amount of \$14,269.61 for a pay date of September 6, 2017.

Warrant #048553 through #048562 in the amount of \$11,682.37 for a pay date of September 21, 2017.

Payroll direct deposit D9061701 through D9061725 in the amount of \$49,039.02 dated September 6, 2017.

Payroll direct deposit D9211701 through D9211727 in the amount of \$51,698.19 dated September 21, 2017.

General Fund Accounts Payable Warrants

Warrant #079727 through #079755 in the amount of \$239,499.95 for a pay date of September 8, 2017.

Warrant #079756 through #079791 in the amount of \$325,607.60 for a pay date of September 15, 2017.

Warrant #079794 through #079794 in the amount of \$ 1,733.26 for a pay date of September 21, 2017.

Warrant #079795 through #079852 in the amount of \$148,838.51 for a pay date of September 22, 2017.

Warrant #079853 through #079893 in the amount of \$295,223.83 for a pay date of September 29, 2017.

Wire Transfer Payments

None

Grand total of approved warrants issued through September 30, 2017 is in the amount of \$1,137,592.34.

ADMIN: Northern State (SWIFT Center); EPA Brownfields Assessment Grant; Consultant Selection (2017) – Information

MARINA: Occupancy Report; Month Ending September 20, 2017

The commission reviewed the consent agenda items.

COMMISSION ACTION: The commission unanimously approved the October 10, 2017 consent agenda.

OPEN FORUM

Commissioner Omdal opened the floor for public comment. Hearing none, he closed the floor.

STAFF REPORTS

ADMIN: Tenant Employment Census; Third Quarter Report (2017) – Review Report

Scott Peterson reported that port-wide employment is up by 0.4%.

Discussion.

ADMIN: Northern State Stakeholder Celebration – September 22, 2017 – Event Report (Oral)

Patsy Martin reported on the Northern State Stakeholder Celebration which was held on September 22, 2017.

ADMIN: Washington State Auditor Annual Audit (2017) – Status Update

Patsy Martin reviewed the Audited 2016 Annual Financial Report with the commission. In addition, the auditors performed a “single audit” of the Airport Runway 10/28 Improvement Project due to the fact it was federally funded (FAA) and the Port spent more than the federal threshold of \$750,000 in 2016.

Staff reviewed the summary of audit results as reported by the State Auditor’s Office:

1. Financial Statements
2. Federal Awards
3. Financial Statement Findings

Discussion.

AIRPORT: Community Aviation Day – September 16, 2017 – Event Report (Oral)

Patsy Martin reported on Community Aviation Day which was held on Saturday, September 16, 2017. The event was well attended with many families from the community participating.

Discussion.

ASSOC: Innovation Partnership Zone (IPZ); Redesignation Application (2017) – Status Update (Oral)

Patsy Martin reported that the Innovation Partnership Zone (IPZ) received a redesignation for four (4) more years.

Discussion.

ADMIN: U.S. Customs; Skagit Regional Airport & La Conner Marina Designation (2017) – Status Update

Patsy Martin reported that on October 10, 2017 Skagit Regional Airport and La Conner Marina received designation as customs site.

Discussion.

NEW BUSINESS

ADMIN: Community Broadband Project (2017) – Approve 10-Year IRU

Patsy Martin reviewed a restated Interlocal Agreement with the commission as staff moves forward with a broadband community wide project. It is necessary to amend the interlocal agreement to allow the City of Mount Vernon to do advanced tasks.

Substantive changes include:

1. Defining work to performed under “Advanced Tasks”; and
2. Establish an hourly fee schedule for said work.

Staff is also requesting the commission approve a 10-year Indefeasible Right of Use (IRU) for connection to the I-5 Corridor telecommunications network.

Discussion.

COMMISSION ACTION: Commissioner Kevin Ware moved the commission approve Amendment No.1 to Restated Interlocal Agreement for Management, Maintenance and Operation of Fiber Optic Facilities between City of Mount Vernon and Port of Skagit. Commission Bill Shuler seconded. Motion carried unanimously.

COMMISSION ACTION: Commissioner Bill Shuler made a motion to authorize staff to move forward with a 10-Year IRU, Commissioner Kevin Ware seconded. Motion carried unanimously.

ADMIN: Updated Salary and Wage Ranges – Effective October 1, 2017 – Adopt Resolution

Patsy Martin reported that the port adopted a salary and wage range effective January 1, 2017 and amended its 2017 salary and wage ranges effective July 1, 2017. Staff has since determined that a position should be added and subsequently filled to more accurately reflect current job duties and responsibilities, which have been reflected in new job descriptions, as follows:

Current Position
Maintenance Tech III

Proposed Position
Airport Supervisor

Staff recommends adoption of the new salary schedule which will become effective on October 1, 2017.

Discussion.

COMMISSION ACTION: Commissioner Bill Shuler moved that the commission adopt Resolution No. 17-24 which will update salary and wage ranges for port employees. Commissioner Kevin Ware seconded. Motion carried unanimously.

MARINA: La Conner Marina Self Storage Unit #40; Abandoned Property, Sale of Abandoned Property – Adopt Resolution

Patsy Martin reported that the storage unit #40 at the La Conner Marina Self Storage has been secured for greater than 42 days for delinquent payment of Port charges. The tenant has been notified as required by Section 3 of the storage agreement. The contents of the unit have not been released to the owner as the account is not current as of a June 28, 2017 deadline and no arrangement have been made to bring the account current.

Staff recommends the commission adopt a resolution which will authorize the sale of the abandoned property.

COMMISSION ACTION: Commissioner Bill Shuler moved to adopt Resolution 17-25 authorizing the sale of abandoned property, described as the contents of storage unit #40, located at the La Conner Marina Self Storage. Commissioner Kevin Ware seconded. Motion carried unanimously.

TENANT: Airport; B.H. Real Estate LLC – Approve Lease

Scott Peterson reported that B.H. Real Estate LLC has purchased a hangar building located on Lot 7 from BT & D Construction. B.H. Real Estate LLC wishes to enter into a lease with the Port of Skagit for Lot 7, located at 11752 Higgins Airport Way.

COMMISSION ACTION: Commissioner Kevin Ware moved to approve a lease for 11752 Higgins Airport Way, Lot 7, with Lessee B.H. Real Estate LLC, beginning October 1, 2017 and ending June 30, 2038. Commissioner Bill Shuler seconded. Motion carried unanimously.

ADMIN: Acquisition; Authorize Purchase and Sale Agreement for Purchase of Bayview Ridge Property – Authorize Agreement

ADMIN: Sale; Authorize Purchase and Sale Agreement for Sale of Property (Portion of Divisions 5 & 7 of Binding Site Plan, Phase 2) – Authorize Agreement

ADMIN: Acquisition; Adopt Resolution authorizing the purchase of the Bayview Ridge Property in lieu of condemnation – Adopt Resolution

Patsy Martin reported the port has been negotiating with a potential Seller (Bouslog Investments, et al) for property that is necessary to provide for the future expansion of the Port's Bayview Business Park on adjoining property.

At the same time, the port has been negotiating with a potential Buyer (Paccar) of property that is necessary to provide for the future expansion of Paccar's engineering and leasing facility on adjoining property.

Discussion.

COMMISSION ACTION: Commissioner Kevin Ware moved to:

- 1. Authorize the purchase and sale agreement with Bouslog Investments LLC, and authorize the executive director to sign the agreement and take all steps necessary to complete the acquisition pursuant to the Agreement; and**
- 2. Authorize the purchase and sale agreement with Paccar for the sale of a portion of Divisions 5 and 7 of the Skagit Regional Airport Binding Site Plan, Phase 2, Division 7, recorded under AF #200705300031; subject to the reservation of an easement for the Retained Interest (to be surveyed); and authorize the executive director to sign the agreement and to take all steps necessary to complete the sale pursuant to the Agreement; and**
- 3. Adopt Resolution No. 17-26 authorizing the purchase of the Bayview Ridge Property in lieu to condemnation.**

Commissioner Bill Shuler seconded. Motion carried unanimously.

GOOD OF THE ORDER

Commissioner Omdal opened the floor for comment.

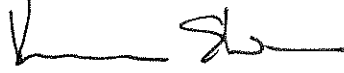
Hearing none, floor was closed.

ADJOURNMENT

The regular commission meeting ended at 3:40 p.m.

ADOPTED IN OPEN SESSION this 13th day of November 2017 and duly authenticated by the signatures affixed hereto.

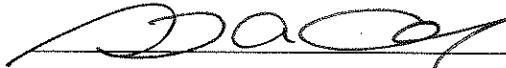
PORT OF SKAGIT COUNTY



Commissioner



Commissioner



Commissioner

**Port of Skagit County
Commissioner Regular Meeting
Date: October 10, 2017, 3:00 PM**

Name/Organization/Company	Address	Phone Number	Do you wish to speak? Topic?
None			Y/N
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N