



Port of Skagit

Regular meeting of the Port Commission

Tuesday, December 7, 2010 9:00 AM

MINUTES

PRESENT: Commission - Kevin Ware, Jerry Kaufman and Bill Shuler

Staff - Patsy Martin, Sara Young, Scott Peterson, Kristin Garcia, Carl Molesworth, Heather Moses, Nancy Gardener, Karmen Hardy, Bob Nord, Paul Mattos and Debbie Hamilton

Others - No public in attendance

CALL TO ORDER

Commissioner Ware called to order the December 7, 2010 regular meeting.

No additions or changes to the Agenda

CONSENT AGENDA – Port of Skagit

Public Communications
November 9, 2010 Regular Meeting Minutes
Fiscal Report

OPEN FORUM

STAFF REPORTS

ADMIN: Resource Conservation Program; Resource Conservation Plan; Year 2 Report

Sara Young reported that in March 2009, the port commission adopted a Resource Conservation Policy for Daily Operations. That policy directed staff to work with SCOG's resource conservation manager, Ric Boge to develop a Resource Conservation Management Plan including a recommendation of no-cost and low-cost measures to lower energy and other resource use at port-controlled facilities.

Sara introduced Mr. Boge who provided a status report to the commission. For the two-year period ending July 2010, the port has achieved a 17.6 percent decrease in electricity usage and saved the port \$2,801 in energy costs overall. These results pertain to facilities that port staff directly occupies, including the administration office, marina office, maintenance shop, and fire truck building. The program included nine participating jurisdictions.

ADMIN: 2011 Committee Assignments & Representatives – Determination of Committee Assignments

Patsy Martin reported that it is time to determine committee assignments for 2011. The following committee vacancies need to be completed.

Committees

EDASC Board
RTPO
SCOG
SCOG Revolving Loan Fund
WPPA Trustee

PNWA

Port Representatives

Patsy Martin
Jerry Kaufman
Jerry Kaufman
(Skagit 2010-2012)
Kevin Ware
Alternate – Patsy Martin
Patsy Martin & Bill Shuler

Other Organizations

Mount Vernon Chamber
Burlington Chamber of Commerce
La Conner Chamber of Commerce
Sedro Woolley Chamber of Commerce
Concrete Chamber of Commerce
Washington Finance Officers Assoc.
Pacific Coast Congress of Harbormasters
and Port Managers
Society of Wetland Scientists
Washington Airport Managers Assoc.
Washington Community Airport Assoc.
SASA
WPP Committees
Aviation
Environmental
Finance
Legislative
Marina
Trade & Economic Development

Padilla Bay
Skagit Valley Tulip Festival
Burlington Rotary
Rotary International
Skagit Valley Farm Tour
Planning Association

Other Organizations con't

Port Representatives

Kristin Garcia
Carl Molesworth
Paul Mattos
Bill Shuler
Bill Shuler
Kristin Garcia
Paul Mattos

Sara Young
Bob Nord, Sara Young
Bob Nord
Kevin Ware, Sara Young

Kevin Ware
Patsy Martin
Kristin Garcia
Jerry Kaufman
Paul Mattos, Scott Peterson
Bill Shuler
Carl Molesworth
Kristin Garcia
Patsy Martin
Patsy Martin
Patsy Martin
Sara Young

Port Representatives con't

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Dept. of General Administration	Scott Peterson
Co-Op Membership	
La Conner Smelt Derby	Paul Mattos
Board of Accountancy	Kristin Garcia
La Conner Classic Yacht & Car Show	Paul Mattos
Northwest Marine Trade Association	Paul Mattos
Western Washington Agricultural Assoc.	Patsy Martin

COMMISSION ACTION: The commission unanimously approved the 2011 Committee Assignments as listed above.

ADMIN: Inclement Weather Plan (2011) – Status Update (Oral)

Scott Peterson reported that the Skagit Valley experienced a rough winter in 2008 which resulted in the Port’s development of an Inclement Weather Plan. Staff began inclement weather preparations in November of this year as Western Washington is predicted to have a rough winter. Staff performed well over the Thanksgiving holiday snow event. The airport’s runway was kept open and marina staff is monitoring the water shut off in case of freezing weather.

ADMIN: Service Award; Employees (2003-Current) Scott Peterson – 10 Years

Patsy Martin reported that the employee Service Award program was created to reward employees for years of service to the Port of Skagit. Scott Peterson was hired on November 13, 2000. He has earned a ten (10) year service award.

The commission congratulated Scott Peterson for his years of service to the Port.

ADMIN: 2011 Northwest Aviation Conference & Trade Show – Event Update

Carl Molesworth reported that the Port of Skagit is registered to participate in the 2011 Northwest Aviation Conference & trade Show beginning Saturday, February 26 & 27, 2011. The show is held at the Western Washington Fairgrounds, Puyallup, WA in the Showplex Conference Center.

The Northwest Aviation Conference & Trade Show is an opportunity for the Port to support the aviation industry while gaining valuable exposure with aircraft owners and pilots. The commission was invited to assist with the Port of Skagit booth.

ADMIN: 2011 Seattle Boat Show – Event Update

Carl Molesworth reported that the Port of Skagit is registered to participate in the Seattle Boat Show Friday, January 21-January 31, 2011. The show is held at the Qwest Field Event Center. Several staff members will attend the show and man the Port of Skagit booth on a daily basis. Commissioners were invited to participate in the show and Port booth.

ASSOC: WPPA; Centennial Project (2011) (Oral)

Patsy Martin reported that the Washington Public Ports Association is working on a 2011 Centennial book in which each Washington Port will be providing history. The commission determined 300 copies would meet port needs for local libraries, school libraries, local and Washington State dignitaries as well as having some available to hand out at service club presentations. The commission also believed an inserted supplemental page with fast facts about the Port of Skagit would be of benefit. Staff will proceed to order.

BBP: Skagit WIN; Advance Compensation Project (7.7 Acre Fill); Year 10 Monitoring Report

Sara Young reported that the port entered into an Advance Compensation Agreement (Agreement) with the Washington State Department of Ecology (Ecology), U.S. Environmental Protection Agency (EPA), and U.S. Federal Aviation Administration (FAA) in 1998 to create a wetland mitigation site on port property that would provide advance compensation for wetland impacts at Skagit Regional Airport and Bayview Business Park. The project allowed for 9.7 acres of wetland fill in exchange for restoration and enhancement of 14.5 acres of existing wetlands.

The wetland mitigation site is located northwest of the intersection of Ovenell Road and Higgins Airport Way. The site installed in 2000 required a 10-year monitoring commitment from the port. Year 10 was reached in 2010. At this point, the site is confirmed to have met the Year 10 monitoring requirement. Port staff will meet with Ecology, EPA and ACOE staff in the spring to review the site.

MARINA: Occupancy Report; November 2010

Paul Mattos reported that the occupancy is down, although staff has noticed a recent increase in interest.

NEW BUSINESS

TENANT: BBP; Airport Deli (dba Jerry Welch); Lease dated November 21, 1995 – Approve First Amendment to Lease Agreement

Scott Peterson met with the owner of the Airport Deli to determine a lease rate that would better reflect the current economic conditions and still provide a service to our tenants' employees. Staff recommended the commission approve the First Amendment to Lease Agreement for the Airport Deli.

COMMISSION ACTION: The commission unanimously approved the First Amendment to the Airport Deli (dba Jerry Welch) lease dated November 21, 1995.

ADMIN: North Cascades Institute Retreat; November 8-9, 2010 – Adopt Conclusions

Patsy Martin reported that the port commission and management team held a retreat at the North Cascades Institute on November 8 and 9, 2010. The focus of the retreat was to discuss the port's natural distinctive attributes that provide a competitive advantage in the market place. Duane Knapp served as facilitator. Conclusions from the meeting were as follows:

1. Developed new language to work with (e.g. smart growth, environmental readiness).
2. Created a list of examples of businesses and places the port would like to emulate.
3. Developed some new concepts of the port's relationship in the wider world (e.g. environmental readiness).
4. Developed possible new opportunities for the Port.
5. Next steps in developing a pilot project to implement these concepts.

COMMISSION ACTION: The commission unanimously adopted the conclusions of the North Cascades Institute Retreat which was held November 8-9, 2010.

GOOD OF THE ORDER

No comments.

RECESS

The commission recessed the regular meeting at 10:15 a.m.

EXECUTIVE SESSION

The commission entered into executive session at 10:25 a.m. The session is expected to last approximately 40 minutes. The purpose of the executive session is to discuss potential litigation. Action may or may not be taken following the executive session.

The executive director stepped out of executive session to let the public know the session would last another 70 minutes until 12:10 p.m.

The executive session ended at 12:10 p.m.

Commissioner Ware called for a motion to adjourn.

ADJOURNMENT

The commission adjourned the regular meeting at 12:11 p.m.

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

PORT OF SKAGIT COUNTY

Commissioner

Commissioner

Commissioner