



# Port of Skagit

Regular Meeting of the Port Commission

Monday, February 12, 2018 – 2:00 PM

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

## MINUTES

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

Staff - Patsy Martin, Scott Peterson, Sara Young, Greg Thramer, Andrew Entrikin, Heather Rogerson, Brady Rowe, Sarah Hastings, Zach Helms, Sherrie Marble, Dorothy Walker, Keith Love and Debbie Hamilton

Others - None

## CALL TO ORDER

Kevin Ware called to order the February 12, 2018 regular meeting of the port commission.

The commission moved to amend the agenda as follows:

### Change to Staff Reports

Add: ADMIN: Long-term Plan of Finance (2018)

## CONSENT AGENDA

Public Communications

January 2, 2018 Regular/Special/Public Hearing Meeting Minutes

Fiscal Report

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

## **PAYROLL WARRANTS**

Warrant #048599 through #048602 in the amount of \$5,228.23 for a pay date of January 5, 2018.

Warrant #048603 through #048605 in the amount of \$5,303.42 for a pay date of January 19, 2018.

Payroll direct deposit D1061801 through D1061829 in the amount of \$58,046.60 dated January 5, 2018.

Payroll direct deposit D1211801 through D1211829 in the amount of \$53,938.86 dated January 19, 2018.

## GENERAL FUND ACCOUNTS PAYABLE WARRANTS

Warrant #080481 through #080511 in the amount of \$70,346.90 for a pay date of January 5, 2018.

Warrant #080512 through #080555 in the amount of \$272,426.00 for a pay date of January 12, 2018.

Warrant #080558 through #080606 in the amount of \$509,114.99 for a pay date of January 19, 2018.

Warrant #080607 through #080647 in the amount of \$129,224.57 for a pay date of January 26, 2018.

## WIRE TRANSFER PAYMENTS

None.

Grand total of approved warrants issued through January 31, 2018 is in the amount of \$1,103,629.57.

**COMMISSION ACTION:** The commission unanimously approved the February 12, 2018 consent agenda.

## STAFF REPORTS

### ADMIN: Long-Term Plan of Finance – Update

Patsy Martin reviewed the highlights from the Long-Term Plan of Finance Report which was provided by Greg Thramer.

### ADMIN: Commission Compensation Salary – Information

Patsy Martin reported that port staff is providing an updated survey of commission compensation based on a sample of seven (7) other ports in Washington State of comparable size and operations.

No action taken. Discussion only.

### ADMIN: Employee Recognition (20018); Longevity – Recognize Staff

Greg Thramer reported that employee Zach Helms has completed 5 years of service. The commission recognized and thanked Zach for his service to the port.

### **ADMIN: Fiber Optic Project Update – Status Update (Oral)**

Sara Young provided a status update to the commission regarding the community fiber optic project. She reported staff is lobbying and looking for federal funding. Staff is hoping for legislative authority for removal of the rural designation for ports. Staff is currently working on easements, permitting and NSF permit as they target March 2018 as a possible timeframe to go to bid on the project.

### **AIRPORT: 2018 NW Aviation Conference & Trade Show; Feb. 24-25, Puyallup, WA – Information (Oral)**

Staff reported that they will have a booth to represent Skagit Regional Airport at the 2018 NW Aviation Conference & Trade Show. The commission was invited to attend.

### **ASSOC: Association of Pacific Ports Winter Conference; January 10-12, 2018, Maui, HI – Event Report (Oral)**

Patsy Martin and Commissioner Kevin Ware attended the Association of Pacific Ports Winter Conference. Port of Skagit was asked to be a member of the Board of Directors. Patsy Martin will serve in that capacity.

### **MARINA: 2018 Seattle Boat Show; January 26-February 3, Seattle, WA – Event Report (Oral)**

Kody Skvaril reported that the 2018 Seattle Boat Show was well attended. The Swinomish Yacht Club participated in the port booth as well.

### **NEW BUSINESS**

#### **ADMIN: Commission Meeting Date & Time Change (2018) – Adopt Resolution**

Patsy Martin reported that the Port of Skagit currently holds its monthly regular meeting on the second Tuesday of the month at 3:00 p.m. If an effort to better accommodate commissioner work and travel schedules, staff believes it is appropriate to change the monthly regular meeting to the second Monday of the month at 2:00 p.m.

**COMMISSION ACTION: Commissioner Bill Shuler moved the commission adopt Resolution No. 18-03 which will change the monthly regular meeting date from the second Tuesday of the month at 3:00 p.m. to the second Monday of the month at 2:00 p.m. Commissioner Steve Omdal seconded. Motion carried unanimously.**

### ADMIN: Lease Policy; Lease Policy Update (2018) – Adopt Resolution

Patsy Martin reported that the commission believes it necessary to set policies and procedures for leasing properties belonging to the Port of Skagit and a regular review of the leasing policy in order to keep up with appropriate practices.

The commission has reviewed conditions that allow the Port to potentially purchase tenant-owned buildings, structures and/or improvements which have been added to the policy.

Discussion.

**COMMISSION ACTION:** Commissioner Bill Shuler moved that the commission adopt Resolution No. 18-04 which provides for an updated Lease Policy for the Port of Skagit properties and repeals all preceding resolutions pertaining to leasing of port properties. Commissioner Steve Omdal seconded. Motion carried unanimously.

### ADMIN: Surplus and Sale of a Portion of Port Property Commonly Known as Divisions 5 and 7 (2017) – Adopt Resolution

Patsy Martin reported by Resolution No. 17-14 the commission authorized the surplus and sale of a portion of port property commonly known as Skagit Regional Airport Binding Site Plan Phase 2 Division 5 and Skagit Regional Airport Binding Site Plan Phase 2 Division 7. The property transaction is expected to close February 2018.

Staff reviewed the details of how the expected \$8.2 million in sale proceeds may be expended and establishing a separate airport development fund.

Discussion.

**COMMISSION ACTION:** Commissioner Steve Omdal moved to:

- 1.) Adopt Resolution No. 18-05 establishing a separate Airport Development Fund for proceeds from the sale of port property commonly known as Division 5 and 7 and specify the purposes for which monies from the fund may be expended; and
- 2.) Authorize the Executive Director and staff to take all steps necessary to carry out the intent of this action.

Commissioner Bill Shuler seconded. Motion carried unanimously.

## ADMIN: Surplus Personal Property – Adopt Resolution

Patsy Martin reported that it is the port's policy to capitalize assets with a cost of \$5,000 or more. In addition, an asset listed as "underground storage removal" in the amount of \$125,748.57 would be removed as it does not have any utility or useful life to the port. An approved resolution would remove both from the asset list.

**COMMISSION ACTION:** Commissioner Bill Shuler moved to adopt Resolution No. 18-06 declaring as surplus personal property that is of no use or benefit to the port. Commissioner Steve Omdal seconded. Motion carried unanimously.

## AIRPORT: Taxiway A and Apron Repairs and Slurry Seal Project (2018); Construction Contract – C.R. Contracting, LLC – Accept as Complete

Patsy Martin reported that the Taxiway A and Apron Repairs and Slurry Seal Project (2018); Construction Contract – C.R. Contracting, LLC is now complete.

This project completed full depth pavement repairs to portions of Taxiway A, Apron and a Taxilane as well as crack seal, slurry seal work to extend the useful life of the pavement. This is an FAA and WSDOT funded project, except for crack seal and slurry seal work located outside of FAA standard Taxi lane limits.

Taxiway A, the Apron and Taxilane are fully operational. Final pavement markings were applied late summer 2017. The project engineer, Precision Approach Engineering, has provided a letter recommending acceptance of the project as complete.

**COMMISSION ACTION:** Commissioner Bill Shuler moved that the commission accept as complete the Taxiway A and CAC Apron Rehabilitation Project and authorize staff to take all steps necessary to carry out the intent of the action. Commissioner Steve Omdal seconded. Motion carried unanimously.

## GOOD OF THE ORDER

Commissioner Omdal opened the floor for comment.


Former Port Commissioner, Jerry Kaufman was present. Discussion regarding marketing of Skagit Regional Airport.

## ADJOURNMENT

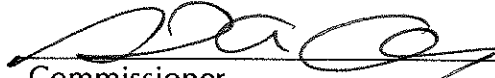
The regular commission meeting ended at 2:31 p.m.

ADOPTED IN OPEN SESSION this 26th day of March 2018 and duly authenticated by the signatures affixed hereto.

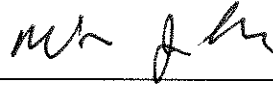
PORT OF SKAGIT COUNTY



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Commissioner



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