



# Port of Skagit

Regular Meeting of the Port Commission

Tuesday, February 9, 2016 – 3:00 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, Heather Haslip, Andrew Entrikin, Jodee Peace, Brady Rowe, Kody Skvaril, and Debbie Hamilton

Others - Brad Furlong – Legal Counsel

## CALL TO ORDER

Kevin Ware called to order the February 9, 2016 regular meeting of the port commission.

## Changes or additions to the agenda as follows:

1. TENANT: BBP; Washington State University Bread Lab; 11768 Westar Lane, Units B1, C1, D & E; Lease dated July 1, 2015 – Approve First Amendment to Lease Agreement

## CONSENT AGENDA

Public Communications  
January 12, 2016 Regular Meeting Minutes  
Fiscal Report  
Budget to Actual Report  
MARINA: Monthly Occupancy Report - Month Ending 1/31/16

The commission reviewed the consent agenda items.

**COMMISSION ACTION: The commission unanimously approved the February 9, 2016 consent agenda.**

## OPEN FORUM

Commissioner Shuler opened the floor for public comment.

Greg Anders of Heritage Flight Museum was present to discuss two (2) items:

- 1) Heritage's position on the possibility of other flight museums coming to Skagit Regional Airport. They are in full support.
- 2) Inform the commission and staff on an upcoming, fundraising event; An Evening with Apollo 8 – May 14, 2016.

## **STAFF REPORTS**

### **MARINA: Marina Masterplan Update (2016) – Presentation & Discussion**

Sara Young reported that staff is completing an in-house Marina Masterplan Update with engineering support of PND Engineering. Engineers Jon Keiser and John Rupp were present to assist with an update presentation.

Sara Young provided a status update on the draft document, and a presentation which reviewed outcomes from key stakeholder meetings, masterplan goals, revised vision statement, capital spending priorities, and in-water moorage options. She reported that staff will provide a revenue analysis at the commission meeting in March and seek commission approval on the final Marina Masterplan Update.

Discussion.

## **NEW BUSINESS**

### **MARINA: La Conner Maritime Pressure Wash Pad (2016) – Approve Project**

Sara Young reported that La Conner Maritime Services, Inc. has requested permission to construct a new pressure wash facility within their existing lease premises and adjacent to an existing pressure wash pad currently in use by La Conner Maritime. The new pressure wash pad will be larger than the existing pad.

Discussion regarding meeting requirements of the Washington State Department of Ecology.

**COMMISSION ACTION: Commissioner Shuler moved that the commission approve installation of a new pressure wash pad by La Conner Maritime within their existing lease area. Commissioner Omdal seconded. Motion carried unanimously.**

## **STAFF REPORTS**

### **MARINA: Seattle Boat Show – January 29 to February 6, 2016 – Event Report (Oral)**

Andrew Entrikin reported that the Seattle Boat Show was a successful event and that the port booth represented the La Conner Marina and Town of La Conner well. Other staff attendees reported on the success of the show.

### **ADMIN: Girl Scout Thank You (2015) – Information Only**

Patsy Martin shared a thank you card with the commission which was received from Girl Scout Troop 52016 in appreciation for the commission allowing them to place one “Little Free Library”

on the Port of Skagit trails. As a result of the project, the girls were able to receive their Silver Award.

**AIRPORT: Northwest Aviation Conference & Trade Show; February 20-21, 2016 – Status Update (Oral)**

Staff reported that the Port of Skagit will have a booth at the Northwest Aviation Conference & Trade Show, to be held February 20 & 21, 2016 in Puyallup, WA. Participation in the trade show is to raise pilot awareness about Skagit Regional Airport and the services available to them. Commissioners were invited to attend.

Commissioner Kevin Ware and Steve Omdal plan to attend.

**ASSOC: Association of Pacific Ports Winter Conference; January 13-15, 2016 – Event Report**

Patsy Martin and Commission Kevin Ware reported attending the Association of Pacific Ports winter conference. Patsy Martin provided a presentation about Skagit Regional Airport at the conference. Both believe it was beneficial to attend and represent Skagit.

**NEW BUSINESS**

**TENANT: BBP; Washington State University Bread Lab; 11768 Westar Lane, Units B1, C1, D & E; Lease dated July 1, 2015 – Approve First Amendment to Lease Agreement**

Patsy Martin reported that the port and WSU entered into a lease agreement on July 8, 2015. On January 26, 2016, the commission accepted the bid of HB Hansen Construction, Inc. for construction of the Bread Lab Tenant Improvements Phase 1 project in the amount of \$547,925.00 (including tax) upon determination by the executive director that the Port has identified adequate funds to meet its obligations as owner of the Bread Lab Tenant Improvements Project Phase 1 through its completion, and authorized the executive director to enter into a contract with HB Hansen Construction, Inc. should such funds be identified. The port has been working with representative of WSU to establish funding for the project and the Port has determined there to be adequate funds to cover the bid price plus a contingency for a total of \$630,000.

First amendment to lease agreement which will memorialize the method of invoicing expenses incurred for the project construction costs and payments by WSU.  
Discussion.

**COMMISSION ACTION: Commissioner Omdal moved to approve first amendment to lease agreement for 11768 Westar Lane, Units B1, C1, D & E and authorize staff to take such other action as is necessary to carry out the intent of this action. Commissioner Shuler seconded. Motion carried unanimously.**

**GOOD OF THE ORDER**

The staff and commission mentioned general and non-specific comments for the good of the order.

**BREAK**

The commission entered into a break at 4:31 p.m.

The commission resumed the regular meeting at 4:46 p.m.

**EXECUTIVE SESSION**

The commission entered into executive session at 4:47 p.m. to discuss the possible sale, lease or purchase of property the public discussion of which could affect the price. The session will last approximately 10 minutes.

The Community Outreach Administrator stepped out at 5:03 p.m. to state executive session will last an additional 15 minutes.

The commission exited the executive session at 5:20 p.m.

The commission reconvened the regular meeting at 5:21 p.m.

No action taken.

**ADJOURNMENT**

The regular commission meeting ended at 5:22 p.m.

ADOPTED IN OPEN SESSION this 8<sup>th</sup> day of March, 2016 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

*Signature on File*

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Commissioner

*Signature on File*

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Commissioner

*Signature on File*

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Commissioner