



Port of Skagit

Regular Meeting of the Port Commission

Tuesday, March 8, 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 - Scott Peterson, Sara Young, Greg Thramer, Heather Haslip, Andrew Entrikin, Jodee Peace, Kody Skvaril, and Debbie Hamilton

Others - Brad Furlong – Legal Counsel

CALL TO ORDER

Kevin Ware called to order the March 8, 2016 regular meeting of the port commission.

Changes or additions to the agenda as follows:

1. Moved from New Business to Staff Report: AIRPORT: Consultant Services Contract Agreement; Engineering Services (2016)
2. Moved from New Business to Staff Report: MARINA: Marina Masterplan Update (2016)
3. Added to Agenda: TENANT: Heritage Flight Museum; Lot 17; Lease Dated 7/1/2008 – Approve Signage
4. Added to Agenda: TENANT: Marina; Maritime Fabrications, Inc. – Approve Intent to Lease
5. Added to Agenda: TENANT: BBP; MW Kemper LLC (Chuckanut Brewery, LLC) – Approve Sublease
6. Added to Agenda: TENANT: BBP; Skagit Valley College; 15579 Peterson Road – Approve Tenant Improvements

CONSENT AGENDA

Public Communications
January 26, 2016 Special Meeting Minutes
February 9, 2016 Regular Meeting Minutes
Fiscal Report
MARINA: Monthly Occupancy Report - Month Ending 2/29/16

The commission reviewed the consent agenda items.

COMMISSION ACTION: The commission unanimously approved the March 8, 2016 consent agenda.

OPEN FORUM

Commissioner Ware opened the floor for public comment.

Bruce Dietsch of Heritage Flight Museum was present to discuss:

TENANT: Heritage Flight Museum; Lot 17; Lease Dated 7/1/2008 – Approve Signage

Bruce Dietsch was present and requesting the commission approve their signage plan.

Commissioner Ware noted the signage request needs to be added to the meeting agenda.

COMMISSION ACTION: Commissioner Bill Shuler moved that the Heritage Flight Museum signage proposal be added to the March 8, 2016 meeting agenda. Commissioner Steve Omdal seconded. Motion carried unanimously.

Bruce reported that they are planning to add signage to the East side – front of their building. He provided a museum signage plan for commission review. Sara Young recommended commission approval.

Discussion.

COMMISSION ACTION: Commissioner Steve Omdal moved that the commission approve the Heritage Flight Museum Signage Proposal as presented. Commissioner Bill Shuler seconded. Motion carried unanimously.

STAFF REPORTS

PUB AGEN: Skagit County Fire District 6; Agreement for Fire Protection Services (2016) – Annual Report

Fire Chief Carl Wagner was present to provide the 2015 Annual Report to the commission as stated in the agreement between Skagit County Fire District 6 and the Port of Skagit.

2015 Accomplishments & Outreach:

- Fire Safety/Prevention was a major focus for the 2016 outreach plan. FD-6 provided Emergency Response Training to Hexcel and Waste Management, along with CPR to numerous port tenants, including the port. Over 200 employees received Fire Safety Education.
- EMS standby for the 2015 Port of Skagit Community Aviation Day was provided with a dedicated crew at the flight line.
- Presentation to daycare staff and students. Over 80 staff and students received training.

Discussion.

Chief Wagner provided a printed copy of the annual report which will remain on file.

AIRPORT: Airport Engineering/Consultant Services Selection 2016-2020

Heather Haslip reported that staff solicited Statements of Qualifications (SOQs) from firms interested in providing the port with professional engineering/consultant services at Skagit Regional Airport. Request for Qualifications were published in the Skagit Valley Herald and the Daily Journal of Commerce on February 1 and 8, 2016. SOQs were due February 18, 2016.

The port received SOQs from two firms: Reid Middleton and Precision Approach Engineering. Staff selected Precision Approach Engineering as the best choice to provide engineering/consultant services at Skagit Regional Airport, for up to five years.

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

Sara Young reported that Andrew Entrikin, Keith Love and herself manned the Port of Skagit booth at the Northwest Aviation Conference in Puyallup, WA. Commissioner Ware and Commissioner Omdal attended as well.

MARINA: Marina Masterplan Update (2016) – Status Update (Oral)

Sara Young reported that the timeframe for completion of the Marina Masterplan Update has changed. Staff is waiting on cost estimates and will provide information to the commission during strategic planning sessions.

NEW BUSINESS

ADMIN: New Credit Card Account (2016) – Authorize Accounts

Greg Thramer reported that the port currently has an account with one credit card at Heritage Bank. It is issued to the executive director with a \$10,000 limit. There are drawbacks to the current credit card:

1. The account requires a personal guarantee from an individual. Currently, the executive director is the guarantor, making her personally liable for Port credit card payments in the event of non-payment.
2. The \$10,000 limit constricts the Port's ability to make on-line purchases, which are more prevalent than when the account was initially established.

Director Thramer recommends establishment of a credit card account with Washington Federal in an amount not to exceed \$20,000, and authorize the executive director or designee to execute all necessary documents and close the current credit card account with Heritage Bank.

COMMISSION ACTION: Commissioner Omdal moved that the commission authorize staff to open a new credit card account with Washington Federal and close the existing account with Heritage bank, and authorize the executive director or designee to execute all necessary documents. Commissioner Shuler seconded. Motion carried unanimously.

ADMIN: Open New Bank Accounts; Key Bank (2016) – Adopt Resolution

Greg Thramer reported that the Skagit County Treasurer has informed the port that that it will switch banks by no later than March 31, 2016, from Bank of America to Key Bank. Therefore, it becomes necessary for the port to open two new accounts at Key Bank.

Staff is recommending the commission approve a resolution which will authorize the finance director to open a warrant account and a depository account at Key Bank, close the current warrant account and sign all documents necessary to complete these transactions.

COMMISSION ACTION: Commissioner Shuler moved the commission adopt Resolution 16-05 which authorizes the finance director to open the necessary accounts at Key Bank, close the current warrant account and sign all documents necessary to complete these transactions. Commissioner Omdal Seconded. Motion carried unanimously.

ADMIN: Restated Personnel Policy; Cell Phone Policy (2016) – Adopt Policy

Debbie Hamilton reported on a proposed change to the personnel policy to allow eligible employees to request use of their personal cell phone in lieu of receiving a port phone. Employees using a personal phone in lieu of a port phone with a legitimate business need may be eligible to receive a cell phone allowance. Requests to receive an allowance must be approved by an employee's department manager. Determination of eligibility and reimbursement allowance will be approved by the responsible director/manager, the finance director and executive director.

Discussion regarding cell phone use and public record requirements. The port's legal counsel and public records officer will review the public record requirements and amend the personnel policy as needed in the near future.

COMMISSION ACTION: Commissioner Shuler moved that the commission adopt Resolution No. 16-06 which amends the port's Restated Personnel Policy effective March 9, 2016 subject to review by legal counsel. Commissioner Omdal seconded. Motion carried unanimously.

ADMIN: Restated Personnel Policy; Sick & Vacation Leave Donation Policy (2016) – Adopt Policy

Greg Thramer reported on a proposed change to the personnel policy to allow eligible employees to voluntarily and anonymously donate sick and vacation hours to co-workers in the event of catastrophic illness or injury. The policy addresses donations, employee balances and a sick bank.

Director Thramer recommends the commission adopt Resolution 16-07 which will amend the port's Restated Personnel Policy.

COMMISSION ACTION: Commission Omdal moved that the commission adopt Resolution No. 16-07 which amends the Port's restated personnel policy in regards to sick and vacation leave donations. Commissioner Shuler seconded. Motion carried unanimously.

TENANT: Marina; Maritime Fabrication, Inc. – Approve Intent to Lease

Scott Peterson reported that the Port of Skagit and Maritime Fabrication, Inc. (Maritime) wish to enter into a series of lease agreements for the land and buildings, and equipment that will transition the operation of the dry boat facility from the port to Maritime effective April 1, 2016.

Discussion.

COMMISSION ACTION: Commissioner Omdal moved that the commission approve an intent to lease proposal between the Port of Skagit and Maritime Fabrication, Inc., and authorize the executive director to execute all related lease agreements; and authorize the executive director and staff to take all necessary steps to carry out the intent of the action. Commissioner Shuler seconded. Motion carried unanimously.

TENANT: BBP; MW Kemper LLC (Chuckanut Brewery, LLC) – Approve Sublease

Scott Peterson reported that the port recently approved an Assignment of Lease with Consent Thereto and Second Amendment to Lease Agreement wherein Chuckanut Brewery, LLC assigned its interest in lease agreement dated June 1, 2015, as amended, to MW Kemper LLC. At this time, MW Kemper LLC wishes to sublease the premises to Chuckanut Brewery, LLC.

Discussion.

COMMISSION ACTION: Commissioner Shuler moved that the commission approve and execute a Consent to Sublease amongst the Port of Skagit, as lessor, and MW Kemper LLC, as lessee, and Chuckanut Brewery, LLC as sublessee, for Lot 11 of the Skagit Regional Airport Binding Site Plan and to take such other action as is necessary to carry out the intent of this action. Commissioner Omdal seconded. Motion carried unanimously.

TENANT: BBP; Skagit Valley College; 15579 Peterson Road – Approve Tenant Improvements

Scott Peterson reported that Skagit Valley College entered into a lease with the Port on January 1, 2016. They continue to make progress on the development of a classroom for their brewing program. They have requested to make several tenant improvements at 15579 Peterson Road. Staff is supportive of the tenant improvements with some supervision by the port’s maintenance team.

Discussion.

COMMISSION ACTION: Commissioner Omdal moved that the commission approve the tenant improvements at 15579 Peterson Road, Burlington, WA. Commissioner Shuler seconded. Motion carried unanimously.

GOOD OF THE ORDER

ADJOURNMENT

The regular commission meeting ended at 4:06 p.m.

ADOPTED IN OPEN SESSION this 5th day of April, 2016 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Commissioner

Commissioner

Commissioner