



Port of Skagit

Regular Meeting of the Port Commission

Monday, September 10, 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 - Sara Young, Scott Peterson, Greg Thramer, Brad Furlong, Heather Rogerson, Sarah Hastings, Brady Rowe, Darla Pyke, Sherrie Marble and Debbie Hamilton

Others - See attached sign-in sheet

CALL TO ORDER

Kevin Ware called to order the September 10, 2018 regular meeting of the port commission.

CHANGES/ADDITIONS TO THE AGENDA

No changes or additions.

CONSENT AGENDA

Public Communications

August 13, 2018 Regular Meeting Minutes

Fiscal Report

ADMIN: (2017) Community Broadband Project (2018) – Status Update (Oral)

MARINA: Monthly Occupancy Report; Month Ending August 31, 2018

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

Payroll Warrants – August 2018

Payroll Warrants

Warrant #048693 through #048700 in the amount of \$9,793.02 for a pay date of August 6, 2018.

Warrant #048701 through #048709 in the amount of \$9,331.37 for a pay date of August 21, 2018.

Payroll direct deposit D8061801 through D8061836 in the amount of \$70,927.78 dated August 6, 2018.

Payroll direct deposit D8211801 through D8281835 in the amount of \$69,479.34 dated August 21, 2018.

General Fund Accounts Payable Warrants

Warrant #081703 through #081735 in the amount of \$92,524.89 for a pay date of August 3, 2018.

Warrant #081736 through #081779 in the amount of \$109,271.87 for a pay date of August 10, 2018.

Warrant #081782 through #081847 in the amount of \$168,413.24 for a pay date of August 17, 2018.

Warrant #081848 through #081886 in the amount of \$94,564.92 for a pay date of August 24, 2018.

Warrant #081887 through #081922 in the amount of \$77,223.85 for a pay date of August 31, 2018.

Wire Transfer Payments

Grand total of approved warrants issued through August 31, 2018 is in the amount of \$701,530.28.

NEW BUSINESS

ADMIN: Budget Schedule (2019) – Approve Revised Schedule

Greg Thrasher reported that pursuant to RCW 53.35.045, a preliminary budget hearing date must be held no later than the first Tuesday following the first Monday in October, which means that the preliminary meeting must be held no later than October 2, 2018. As the regularly scheduled October meeting is scheduled for October 8, 2018, which is after the deadline, staff proposes a special meeting on Monday, October 1, 2018 to conduct the preliminary budget hearing.

Staff and commission reviewed the revised schedule and staff will post notice of the public hearing.

COMMISSION ACTION: Commissioner Shuler moved to authorize the Revised Budget Schedule. Commissioner Omdal seconded. Motion carried unanimously.

ADMIN: Port Owned Property Use Agreement (2018) – Adopt Resolution

Sara Young reported that staff reviewed and updated the Port Owned Property Use Agreement which outlines the use of Port facilities/properties for meetings & events.

Discussion

COMMISSION ACTION: Commissioner Shuler moved to adopt Resolution 18-19 which adopts a use agreement for port facilities; and authorizes the executive director and staff to take any steps necessary to carry out the intent of this action. Commissioner Omdal seconded. Motion carried unanimously.

ADMIN: Rate Review; Airport (2019) – Approve Rates

Sara Young reported that staff prepared a comparative review of airport rate schedules in preparation for establishing the 2019 Skagit Regional Airport Rate Schedule. Airports included in the comparison include Anacortes, Arlington, Bellingham and Paine Field. Based on the rate comparable and recent occupancy trends, staff is recommending the following rate increases for 2019:

1. Increase Standard T-hangar rates by 5%
2. Increase Premium T-hangars by 5%
3. Increase Storage Unit rates by 5%
4. Increase all Long-Term Parking by 5%
5. Increase all Monthly Parking rates by 5%

Rate changes will be implemented January 1, 2019 and tenants will be notified 30 days prior to the change.

COMMISSION ACTION: Commissioner Omdal moved to adopt Resolution 18-20 confirming a rate schedule for fees to be charged at Skagit Regional Airport for 2019. Commissioner Shuler seconded. Motion carried unanimously.

ADMIN: Rate Review; Marina Moorage (2019)

Sara Young reported that port staff recently conducted a survey of wet moorage rates. Previously, the Port of Skagit determined the Port of Anacortes, Port of Everett, Port of Bellingham and Oak Harbor Marina to be of a comparable market, so rates would be established at the Port of Skagit consistent with those markets.

Staff provided a Marina Rate Comparison Data Sheet and La Conner Marina Schedule of Charges 2019 to the commission for review.

Discussion.

COMMISSION ACTION: Commissioner Shuler moved to adopt Resolution 18-21 which confirms the Port of Skagit – La Conner Marina Schedule of Charges effective January 1, 2019. Commissioner Omdal seconded. Motion carried unanimously.

ADMIN: Update Salary & Wage Ranges; Effective 1/1/19 – Adopt Resolution

Sara Young reported that the Port conducted a comprehensive salary/wage survey this year to establish salary and wage ranges for all port staff positions. Per policy, every three years the port participates in the Milliman's Washington Public Employer Salary Survey. Based on the outcomes, staff prepared Port of Skagit County Salary and Wage Ranges Effective January 1, 2019.

Discussion.

COMMISSION ACTION: Commissioner Omdal moved to adopt Resolution 18-22 which adopts Salary and Wage Ranges for 2019. Commissioner Shuler seconded. Motion carried unanimously.

ADMIN: Rate of Return, Land Values and Market Rates for Buildings (2018) – Approve Rates

Sara Young reported that the Senior Leadership Team has requested a review of the port's rate of return and an update to the Lease Policy that reflect any change in Port of Skagit's Rate of Return. A survey of regional ports found various rates of return for leases ranging from 8.5% to 11.0% compared to the Port of Skagit's 7.5% rate of return.

Staff reached out to several local Real Estate Brokers to survey current rate of returns in the private sector, light industrial land values building lease rates and airport and marina land values.

Staff provided a memo to the commission for review and discussion.

Following discussion, it is the desire of the commission to table action of establishing the Port of Skagit's Rate of Return and requested staff continue to research and come back to the commission with a new solution.

COMMISSION ACTION: Tabled. No action taken.

OPEN FORUM

In the interest of time, public testimony will be limited to 3 minutes. The chair has discretion to limit time & number of persons speaking.

Commissioner Ware opened the floor. Dave Buchan was present and resides at 15376 Channel Drive, La Conner, WA 98257. Mr. Buchan wanted to discuss the following items:

1. Administration of Dry Storage

Mr. Buchan reported that La Conner Maritime does a great job running dry storage. He is wondering if there are criteria in the agreement between Maritime and the Port of Skagit? He was concerned regarding the length of time it takes to get boats in and out of dry storage and reports missing the shrimping season this year as Maritime could not get his boat out on time.

2. Long-term Future of Boater's Discount

Mr. Buchan is concerned regarding the port not renewing the Boater's Discount lease. He uses their services frequently.

STAFF REPORTS

ADMIN: Audit (2017) – Review Audit Results

Greg Thrumer reported that the Washington State Auditor completed the annual audit of the Port of Skagit for the calendar year 2017. Their work included an accountability audit and financial statement audit. The Port of Skagit received a clean opinion.

ADMIN: Community Broadband Project (2018) – Status Update (Oral)

Sara Young provided a status update regarding the community broadband project:

- Project construction has started (underground segments)
- Town of La Conner willing to work with Port of Skagit
- By year end there will be enough bandwidth to source port businesses/properties
- Staff is working with Port of Whitman via interlocal agreement

AIRPORT: Skagit Regional Masterplan Update (2018) – Status Update

Sara Young reported that the Federal Aviation Administration awarded, and the Port has accepted an Airport Improvement Program grant in the amount of \$547,072 for the Airport Masterplan Update. A project kick-off conference call with the FAA, Port, consultant from Coffman and Associates and sub-consultant Precision Approach Engineering was held on August 7, 2018.

A Planning Advisory Committee (PAC) has been formed and a kick-off meeting is scheduled for September 19, 2018.

It is anticipated that final draft documents will be available for Port Commission approval in 15 months.

OPEN FORUM

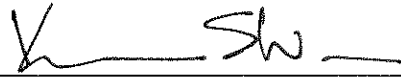
No discussion during Open Forum.

ADJOURNMENT

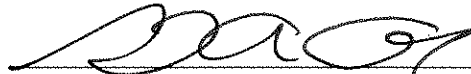
The regular commission meeting ended at 2:58 p.m.

ADOPTED IN OPEN SESSION this 8th day of October 2018 and duly authenticated by the signatures affixed hereto.

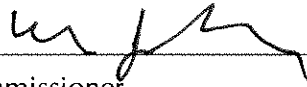
PORT OF SKAGIT COUNTY



Commissioner



Commissioner



Commissioner

Port of Skagit County
Commissioner Regular Meeting
Date: September 10, 2018, 2:00 PM

Name/Organization/Company	Address	Phone Number	Do you wish to speak? Topic?
DAVE BUCHAN	18376 CHANNED Dr. Lakemore	360 630 5205	Y/N
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N
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