



Port of Skagit

Regular Meeting of the Port Commission
Tuesday, September 8, 2015 – 3:00 PM

MINUTES

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

Staff - Patsy Martin, Scott Peterson, Sara Young, Heather Haslip, Karmen Hardy, Sarah Furman, Daniel Stuesse, Brady Rowe, Keith Love, Jodee Peace, Kody Skvaril, Andrew Entrikin and Debbie Hamilton

Others - Brad Furlong – Legal Counsel

CALL TO ORDER

Bill Shuler called to order the September 8, 2015 regular meeting of the port commission.

Changes or additions to the agenda as follows:

1. Executive Session to discuss the possible sale, lease or purchase of property the public discussion of which could affect the price. The session will last approximately 45 minutes.
2. TENANT: BBP: US Mower, Inc. dated 10/21/98 – Temporary Structure Request

CONSENT AGENDA

Public Communications
August 11, 2015 Regular Meeting Minutes
Fiscal Report
ADMIN: Marina Occupancy Report; Month Ending August 31, 2015
AIRPORT: Operations Study Report (2015) (Oral)
AIRPORT: Taxiway F; Former Crop Duster Hangar Clean-Up Site; Consulting Services Contract; Geo Engineers (2009)
BBP: Divisions 5 & 7 Logging Project (2015) – Update (Oral)

The commission reviewed the consent agenda items.

COMMISSION ACTION: The commission unanimously approved the September 8, 2015 consent agenda.

OPEN FORUM

Commissioner Shuler opened the floor for public comment.

Staff member Kody Skvaril reported that the new port skiff arrived at the La Conner Marina and is now in use.

STAFF REPORTS

ADMIN: Economic Development; Buckwheat Flour Mill (2015) – Status Update (Oral)

Patsy Martin reported that since the grant approval to study the need for a buckwheat mill, it has been determined that the Skagit Valley is in need of a dirty white flour mill and that there is a need to grow buckwheat locally. Commissioner Steve Omdal and Scott Peterson will travel at the end of September to look at a mill which is for sale in Norway. The port is working with a private business entrepreneur to review the same. Port staff is researching mill viability.

AIRPORT: Operations Study Report (2015) (Oral)

Sara Young introduced Sarah Furman, intern from Western Washington University who was present to provide a PowerPoint on airport operations. Sarah is a private pilot and a business major who was with the Port to provide an analysis of data gathered in the monthly airport operations report. She reported that her purpose was to understand KBVS trends and better understand the data which has been provided to the port via a photo operational study.

Discussion.

ADMIN: Maintenance Work Order System (2015) (Oral)

Sara Young reported that the port purchased a web based software program in which the building and maintenance team will track work order tickets. She introduced Daniel Stuesse, summer intern, to report on his work with the port over the summer in launching the E-Work Order system.

He outlined the project goals:

1. Organize and measure work completed on buildings and properties
2. Job costing
3. Method to communicate with port tenants

Daniel demonstrated the system for commission and staff indicating that the E-Work Order software allows port staff to be active instead of reactive, preventative, and provides the ability to measure results over time.

Discussion.

ADMIN: Northern State (2015) – Status Update (Oral)

Patsy Martin and Heather Haslip provided a status update on the Northern State Project. Staff is currently working on:

1. Draft lease with Janicki
2. Appraisal
3. Economic Impact Report

Staff reminded the commission that there will be a special meeting to receive public input on September 10, 2015 at the Skagit County Commissioner Hearing Room beginning at 10:00 a.m.

AIRPORT: Community Aviation Day – 8/22/15 – Event Report (Oral)

Sara Young reported that the Community Aviation Day was a success. The event was built around The Commemorative Air force hosted by Heritage Flight Museum. Andrew Entrikin reported 3,000 hits through social media.

NEW BUSINESS

TENANT: BBP: US Mower, Inc. dated 10/21/98

Scott Peterson reported that Al Schlemmer called and is requesting permission to use a temporary structure on his leased premises.

Discussion.

No action taken. The commission requested staff finish discussing this request in executive session as the public discussion of the lease terms could affect the price.

AIRPORT: BT&D Construction; Hangar Construction Project (2015) Approve Project

Sara Young provided plan copies for the construction of a new executive hangar located at 11784 Higgins Airport Way. Tim and Brian Hofferth have a lease with the Port of Skagit and have built several hangars previously. Staff has submitted an FAA 74-60 form for review.

Discussion regarding 3rd level for office use and structure elevation.

COMMISSION ACTION: Commissioner Bill Shuler moved that the commission approve construction of a new executive hangar on port property. Commissioner Kevin Omdal seconded. Motion carried unanimously.

TENANT: BBP; Aspen Power Catamarans, LLC; 11656 Knudson Rd. (2015) – Approve Door Installation

Scott Peterson reported that Aspen Power Catamarans, LLC is finalizing a lease with the port to manufacture and repair boats, along with sales of their product line. In order for Aspen to lease a facility located at 11656 Knudson Road, there is need for the installation of a door to accommodate the pass-through of these boats.

The Port received two (2) bids on the above reference project on September 4, 2015. The lowest responsible bidder was Chad Fisher Construction. Port staff reviewed the bid received and now recommends award of contract to Chad Fisher Construction.

COMMISSION ACTION: Commissioner Kevin Ware moved that the commission approve tenant improvements in the amount of \$70,677.88, including sales tax; for port owned facility located at 11656 Knudson Road; award bid to Chad Fisher Construction; and authorize executive director and staff to take all steps necessary to carry out the intent of the action. Commissioner Steve Omdal seconded. Motion carried unanimously.

TENANT: BBP; Team Corporation; 11632 Westar Lane; Lease dated 1/01/08 – Approve Payment

Scott Peterson reported that the Port and Team Corporation entered into a Lease Agreement dated January 1, 2008 for 11632 Westar Lane. During its tenancy, Team had installed 480 V three-phase as an upgrade to the port's building to meet its electrical needs. Team vacated the premises effective August 31, 2015 and has requested the Port absorb the cost of the installation which is estimated at \$20,750.

Staff recommends the commission approve a payment of \$3,000 for electrical improvements at 11632 Westar Lane.

COMMISSION ACTION: Commissioner Kevin Ware moved to approve a payment of \$3,000 for electrical improvements at 11632 Westar Lane. Commissioner Steve Omdal seconded. Motion carried unanimously.

GOOD OF THE ORDER

BREAK 4:25 p.m.

EXECUTIVE SESSION

Executive Session to discuss the possible sale, lease or purchase of property the public discussion of which could affect the price. The session will last approximately 45 minutes.

Executive Session began at 4:35 p.m.

The public records officer exited the executive session at 5:20 p.m. to post the meeting would continue approximately 15 minutes.

The commission exited the executive session at 5:35 p.m.

The commission reconvened the regular meeting at 5:36 p.m.

The commission amended the Agenda to include:

1. BBP: Chuckanut Brewery Site and Foundation Project (2015) – Approve Bid Process
2. ADMIN: Northern State (2015); Fruitdale Road Project – Approve Budget

COMMISSION ACTION: Commissioner Kevin Ware moved to reduce the project scope of work and rebid the Chuckanut Brewery project and authorized the executive director to execute a contract with the lowest responsible bidder, upon review by legal counsel to be in compliance with small work laws. Commissioner Steve Omdal seconded. Motion carried unanimously.

COMMISSION ACTION: Commissioner Kevin Ware moved to approve funding of the Northern State Fruitdale Road design improvements in the amount of \$60,000 contingent of partners' approval of equivalent amounts, contributing as follows:

Skagit County: \$60,000
City of Sedro Woolley: \$60,000 (\$30,000 + \$30,000 in-kind)

Commissioner Steve Omdal seconded. Motion carried unanimously.

ADJOURNMENT

The regular commission meeting ended at 5:40 p.m.

ADOPTED IN OPEN SESSION this 13th day of October, 2015 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Signature on File

Commissioner

Signature on File

Commissioner

Signature on File

Commissioner