

FRIDAY HARBOR PORT DISTRICT
Port Commission Meeting at
Spring Street Landing, 10 Front Street, Suite #105
January 24, 2018

Minutes

Port Commissioners Present: Barbara Marrett
Greg Hertel
Graham Black

Port Staff Present: Todd Nicholson, Executive Director
Phyllis Johnson, Auditor
Tami Hayes, Harbormaster
Stuart Hansen, Airport Manager
Shane Krause, Executive Assistant

Public Present: Jim Hooper
Victoria Compton
Tim Dustrude

Commissioner Hertel brought the meeting to order at 4:00 pm.

1. Citizen comments/requests:

- a. Victoria Compton from the San Juan County Economic Development Council introduced Tim Dustrude, The Council's new Trades Program Coordinator.

2. Action Items:

A. Request authorization to execute a Boundary Line Agreement and Easement Adjustment

The Executive Director explained a discrepancy in surveys performed at Jackson Beach in the past concerning the boundary between Port property and a neighboring private property. He presented historic aerial photography and previous surveys showing evidence of past use, and recommended the Commission accept the existing fence line as the adjusted boundary line. This would have no impact on the Port's boat launch facility, and enable the Port to define the private property's access easement. The Executive Director and Commissioners discussed details of the existing fence line.

Commissioner Hertel moved to approve the Executive Director to execute a boundary line adjustment. Commissioner Marrett seconded, and the motion passed unanimously.

B. Request authorization to proceed with permitting and grant applications for potential improvements to Jackson Beach facility

The Executive Director explained that an initial phase would involve acquiring a grant to improve the trailer parking area at the Jackson Beach public boat launch, and potentially

include some improvements to the road leading in. A separate phase of improvements would encompass the Jackson Beach park area and require modification of the waterfront use permit. The Commissioners and Executive Director discussed details of the proposed improvements, and the possibility of collaboration with the County.

Commissioner Marrett moved to authorize the Executive Director to proceed with permitting and grant applications for potential improvements to Jackson Beach, and to explore possible collaboration with the County. Commissioner Black seconded and the motion passed unanimously.

C. Request authorization to submit an Integrated Planning Grant (IPG) to the Department of Ecology for Jensen's Boatyard planning

The Executive Director explained that this is an additional grant that can help fund costs related to the prospective purchase of the Jensen's Boatyard.

Commissioner Black moved to authorize the Executive Director to submit an Integrated Planning Grant to the Department of Ecology for Jensen's Boatyard planning. Commissioner Marrett seconded and the motion passed unanimously.

D. Request authorization to surplus the marina's large fire extinguishers

The Executive Director shared that the cost to service the old 100lb extinguishers was found to be prohibitive, and that they no longer met code requirements. He explained that a larger number of 20lb extinguishers would meet code requirements and make them more usable for boaters who are typically the first responders. He requested authorization to surplus the 100lb extinguishers.

Commissioner Marrett moved to authorize the Executive Director to surplus the 100lb extinguishers. Commissioner Black seconded and the motion passed unanimously.

3. Discussion Items

A. Discuss direction for the Jensen Boatyard Operator MOU

The Executive Director explained the advantages of having an MOU in place with an operator so that they are able to start immediately if the potential purchase happens. He shared a couple examples of operators at other Port-owned boatyards, which the Commissioners and Staff discussed as they would pertain to the Jensen Boatyard. Jim Hooper suggested using the Citizen's Advisory Committee as a sounding board for the proposed Jensen Boatyard Operator MOU. Victoria Compton asked if the Commission considered the existing employees of Jensen's Boatyard remaining, to which Commissioner Hertel noted that they would be able to apply to work with the new Operator.

Barbara Marrett asked to interject and have the Commission hear a brief proposal from Victoria Compton, who provided a letter of intent for the Economic Development Committee (EDC) to lease 10 Front Street, Suite #105. Victoria Compton noted that the mission statement of the EDC aligns closely with the Port, and Commissioner Marrett noted

that the EDC works with the Port on Economic Development. The Commissioners discussed the proposal and agreed to entertain a potential lease with the EDC.

B. Discuss F hanger sale versus rent and the direction for rebuild of the E, G, & D hangars

The Executive Director shared details of the Port's current and upcoming hangar rebuild projects. The Commissioners and Staff discussed how to proceed with the projects and maintain Port owned hangars which are rented to the public while improving revenue at the airport to make it self-sustaining.

C. Discuss desirability of boardwalk style sidewalks from the Yacht Club to the fuel pier

The Executive Director shared details of a proposed "boardwalk" style sidewalk along Front Street by Fairweather Park starting at the fuel pier and continuing past the Marina office to the Williamson Building. The Commissioner and Staff discussed how to improve safety for pedestrians and parking as part of the project.

D. Open discussion time for Commissioners

Commissioner Marrett shared that the Food Hub is looking for a space to rent for storing and distributing inventory, and noted a number of possible spaces at the Airport. The Commissioners and Staff discussed how the Master Plan will determine alternate uses for existing spaces and possible future new spaces, and the Airport Manager and Executive Director explained that the FAA may not allow certain uses in certain spaces.

The Port Auditor asked the Commissioners if they have considered a Commission Retreat. Commissioner Marrett agreed that it would be a great idea to establish a check-in every year.

4. Regular Business

A. Minutes for the January 10, 2018 Regular Meeting approved with 3-0 vote.

B. Vouchers #017207-017228 for \$107,716.86 approved with 3-0 vote.

C. Administrative Items: none

5. Staff Reports

A. The Port Auditor noted receiving a reimbursement from the Department of Ecology in the amount of \$12,000.

B. The Airport Manager noted two airplane crashes at the Friday Harbor Airport. In the morning an aircraft went off the pavement and got stuck in the grass. In the afternoon there was an actual crash involving an aircraft that had the canopy come open in flight. The aircraft landed short of the runway damaging the landing gear.

- C. The Executive Assistant updated the Commissioners on WiFi at the marina.
- D. The Executive Assistant shared that the monthly Port newsletter will be going paperless, and customers still receiving a mailed statement will receive a notice enclosed explaining how to subscribe to email newsletters, get paperless statements, and setup automatic payments.

6. Port Commissioner and Committee Reports

- A. Commissioner Black asked why enplanements are down despite housing values having recovered. The Airport Manager explained that there was a grant subsidizing flights in the past that artificially increased enplanement numbers due to the resulting reduced fares.

7. Citizen comments/requests: none

Commissioner Hertel adjourned the Regular meeting at 5:57 pm.



Barbara Marrett, Commissioner



Greg Hertel, Commissioner

Gib Black, Commissioner