

**FRIDAY HARBOR PORT DISTRICT**  
**Port Commission Meeting at**  
**221 Weber Way - Skagit Valley College Community Room**  
**(By main parking area behind building)**  
**Wednesday, April 11, 2018 at 4pm**  
**Meeting Agenda**

1. Citizen comments/requests: Citizens can make a brief comment or may ask the Commission to schedule a topic for further discussion at a future meeting.

2. **Executive Session pursuant to RCW 42.30.110 § 1(b) and RCW 42.30.110 § 1(c)**

“To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price”

*“To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;”*

Expected duration: 45 minutes

3. Action Items:

- A. Resolution 18-002: Approval of WSDOT application**

Staff will apply for WSDOT grant funds for 2018. The Port will request \$11,500, which is a 5% match to the remaining Airport Master Plan invoices from Coffman and Associates. Grant funds will apply to invoices dated May 1, 2018 through the end of the Master Plan project.

**RECOMMENDED ACTION:** Motion to approve Resolution 18-002 WSDOT Grant Application

- B. Approve Contract for construction management of the Obstruction Removal project**

Precision Approach Engineering has provided contract #18-003 in the amount of \$83,300 for construction management of the Obstruction Removal project. This contract was delayed due to additional permitting and approval from Department of Natural Resources. Staff requests authorization of the Port Directors signature, once FAA has approved the scope of work and associated fees.

**RECOMMENDED ACTION:** Motion to approve the Port Directors signature on contract #18-003 with Precision Approach Engineering.

- C. Approval for Airport Engineer for the years 2018-2022**

The Port published a Request for Qualifications for Airport Engineer. Two engineering firms, DOWL Engineering and Precision Approach Engineering responded to the advertisement. The Executive Director and Airport Manager reviewed both firms’ material and completed an evaluation form scoring both. Precision Approach engineering had the highest evaluation score.

**RECOMMENDED ACTION:** Motion to approve the Port Directors Signature on a contract for airport engineering service for years 2018-2022 with Precision Approach Engineering.

4. **5:00pm: Public hearing on the prospective purchase of the Jensen & Sons Boatyard and Marina.**

The Citizen's Advisory Committee will present their final report on the prospective purchase of the Jensen & Sons Boatyard and Marina to the Commission, after which the Commission will hear public comment and discussion.

5. Action Items:

**A. Resolution 18-003: Adopt Port of Friday Harbor Albert Jensen & Son Boatyard and Marina Master Plan**

The Port of Friday Harbor Albert Jensen & Son Boatyard and Marina Master Plan was developed cooperatively with the Citizens Advisory Committee, Port Commissioner and staff, and public input. This is an initial Master Plan for a new facility that describes the mission and vision for the site. It is intended that individual projects that implement the vision will solicit additional public input and that the Master Plan will be refined over time.

**RECOMMENDED ACTION:** Motion to approve Resolution #18-003 for Adoption of the Port of Friday Harbor Albert Jensen & Son Boatyard and Marina Master Plan.

**B. Resolution 18-004: Purchase of the Albert Jensen & Son Boatyard and Marina property and facilities**

Pursuant to the recommendation of the Citizens Advisory Committee, Port staff will present Resolution 18-005 to acquire the Albert Jensen & Son Boatyard and Marina according to the terms of the executed Memorandum of Understanding between the Port of Friday Harbor and Albert Jensen & Son, Inc.

**RECOMMENDED ACTION:** Motion to approve Resolution #18-004 for the Purchase of the Albert Jensen & Son Boatyard and Marina property and facilities.

**C. Resolution 18-005: Approve amending PMA to incorporate Jensen's Marina**

Port staff recommends the approval to amend the Port of Friday Harbor Port Management Area to incorporate the DNR tide and bed lands waterward of the Albert Jensen & son Boatyard property.

**RECOMMENDED ACTION:** Motion to approve Resolution #18-005 to Approve amending PMA to incorporate Jensen's Marina.

6. Discussion Items

**A. Verify cancellation of April 25<sup>th</sup> regular meeting due to lack of quorum, and schedule special meeting on April 18<sup>th</sup>.**

Staff will ask the Commission for verification to cancel the April 25<sup>th</sup> regular meeting and schedule a special meeting on April 18<sup>th</sup>.

**B. The Commissioners may discuss any issues or other items as required**

7. Regular Business
  - A. Approve minutes for March 28, 2018 Regular Meeting and April 4, 2018 Special Meeting (Note: Minutes are kept at the Port Office and on the Port's website: [portfridayharbor.org](http://portfridayharbor.org)).
  - B. Approve vouchers and payroll.
  - C. Administrative Items.
8. Staff Reports
9. Port Commissioner and Committee Reports
10. Citizen comments/requests: Citizens can make a brief comment or may ask the Commission to schedule a topic for further discussion at a future meeting.
11. Adjourn