

FRIDAY HARBOR PORT DISTRICT
Port Commission Meeting at
271 Front Street
April 25, 2018

Minutes

Port Commissioners Present: Greg Hertel
Graham Black

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

Public Present: None

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

1. Citizen comments/requests: None

2. Action items:

A. Review and Approve Q1 2018 Commissioner timesheets

The Port Auditor presented the Q1 2018 Commissioner timesheets for approval.

Commissioner Hertel moved to approve the Q1 2018 Commissioner timesheets. Commissioner Black seconded, and the motion passed unanimously.

B. Approve Konnerup Obstruction Removal Project contract change order

The Airport Manager shared details of the project timeline and cost in regards to trees located on private property surrounding the airport. The Port Auditor noted that they were not part of the original bid and needed to be added on. The Commissioner and Staff discussed details of the FAA approval and funding of the additional work.

Commissioner Black moved to approve the Konnerup Obstruction Removal Project contract change order. Commissioner Hertel seconded, and the motion passed unanimously.

C. Approve transfer of land lease for hangars K-7 and K-7A

The Executive Assistant presented two land leases to be transferred as part of a hangar and attached storage unit sale to a new owner, noting the transfer fee due to the Port. Commissioner Hertel explained that the fee funds reconstruction of Port owned hangars which are rented to the public. The Commissioners and Staff discussed hangar costs and future plans to upgrade existing hangars.

Commissioner Hertel moved to approve the transfer of the land leases for hangars K-7 and K-7A. Commissioner Black seconded, and the motion passed unanimously.

D. Approve lease for Spring Street Landing suites 104 & 105

The Executive Assistant presented a proposed lease for suites 104 & 105, including details of the prospective tenants' work elsewhere and some concept photos for interior finish work. The Commissioners and Staff discussed details of the lease including term and rent rate.

Commissioner Hertel moved to approve the lease for Spring Street Landing suites 104 & 105. Commissioner Black seconded, and the motion passed unanimously.

3. Discussion Items

A. Marina garbage compaction solution for 2019 budget

The Executive Director shared details of research into a garbage compaction solution, noting an expected cost savings on garbage removal of approximately half the current expenditure. He also noted that it would enable removal of the garbage dumpsters from the pier but recycling will require some more investigation, and that Staff would like to start planning for this project in the 2019 budget.

B. San Juan County easement for the Jackson Beach road

The Executive Director noted that while discussing another issue with the County, the topic of an easement to the County for the Jackson Beach road could be beneficial in regards to the County taking over maintenance of the road. The Commissioners and staff discussed details of what the effect would be on the Port being able to restrict hours of access to the facility.

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

Commissioner Hertel noted a wheel house originally built at Jensen's Shipyard is available for sale. The Commissioners and Executive Director discussed details of the possibility of it becoming part of a planned museum at the facility.

4. Regular Business

A. Minutes for the April 11, 2018 Regular Meeting approved with 2-0 vote.

B. Vouchers #017392-017416 for \$216,001.63 and payroll approved with 2-0 vote.

C. Administrative Items: none

5. Staff Reports

A. The Port Auditor shared the quarterly signed contracts report with the Commissioners.

- B. The Executive Director noted that the final invoice from Whatcom Environmental has been received for the Environmental Site Assessment of Jensen's Shipyard.
- C. The Executive Assistant and Executive Director discussed current status of existing tenant leases in the Spring Street Landing building with the Commissioners.
- D. The Executive Director gave an update on the Airport Master Plan and discussed details with the Commissioners.
- E. The Airport Manager gave an update on the Obstruction Removal Project, noting that phase 1 is wrapping up.
- F. The Airport Manager reported on the San Juan Islands Pilot's Association museum dedication for Vicky Thalacker, noting attendance, Vicky's contributions to the San Juan Eagles, and that there will be a magazine article on the event and dedication.
- G. The Airport Manager noted there will be another aviation magazine article on the San Juan Islands as a destination.
- H. The Executive Director shared details of J&R Upholstery's lease at Jensen's Shipyard and how attornment will be handled by the Port.

6. Port Commissioner and Committee Reports:

- A. Commissioner Hertel noted that a false stormwater permit violation complaint at Jensen's Shipyard was phoned into the Washington State Department of Ecology shortly after the previous Port Commission meeting.

7. Citizen comments/requests: none

Commissioner Hertel adjourned the Regular meeting at 5:21 pm.

Barbara Marrett, Commissioner



Greg Hertel, Commissioner



Graham Black, Commissioner