

FRIDAY HARBOR PORT DISTRICT
Port Commission Meeting at
271 Front Street
(Port meeting room, under San Juan Yacht Club)
Wednesday, August 22, 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. Action Items:

A. Resolution 18-009 - Approve Executive Director's signature on F hangar leases

Staff will present the proposed Purchase, Sale, and Security Agreement and Leases for hangars F-1 through F-6 and an amendment to the lease for hangar F-7 for Commission approval. Due to the quantity of documents and Lessees, Staff will request that the Commission authorize the Executive Director to execute the documents.

RECOMMENDED ACTION: Motion to the proposed leases for hangars F-1 through F-7 and authorize the Executive Director to execute the leases.

B. Discuss letter from the Port of Friday Harbor to Washington State Fisheries and approve action plan

Staff will present a draft letter for discussion, from the Port of Friday Harbor to Washington State Fisheries regarding designating an allocation of Chinook salmon to the Southern Resident Killer Whales. The goal of the discussion is to determine the best forum and method to add the Port's voice to the action plan.

RECOMMENDED ACTION: Motion to approve the action plan as discussed.

C. Approve contract 18-005 with Shannon & Wilson Inc

Staff will present the IPG support contract from Shannon & Wilson Inc for time and materials not to exceed \$200,000.

RECOMMENDED ACTION: Motion to approve the contract with Shannon & Wilson Inc.

D. Approve FAA grant application and pre-approve acceptance and bid award for snow removal equipment.

Staff will present an FAA grant application for snow removal equipment with reasonableness of cost to be determined by the Port/Engineer (not to exceed \$450,000) and discuss FAA approval and funding of the project under the FAA FY-2018 "Deadline 1 Supplemental Discretionary program". Per the guidance in the federal register the Port needs to be ready to accept the grant by September 1, 2018 and will need to include signature by the Port's attorney.

RECOMMENDED ACTION: Motion to approve the application and pre-approve acceptance and bid award for snow removal equipment for the Friday Harbor Airport.

E. Resolution 18-010 – Commemorating the retirement of Stuart Hansen

Staff will present a resolution commemorating the retirement of Airport Manager Stuart Hansen.

RECOMMENDED ACTION: Motion to approve Resolution 18-010 Commemorating the retirement of Stuart Hansen.

3. Discussion Items

A. Quit claim Front street parking strip to Town of Friday Harbor

The three parking spaces originally planned at the west side of SSL have been adjusted down to one in order to accommodate ADA parking and improved pedestrian traffic flow. The desired expansion of outside seating for SSL businesses will likely require an additional town parking space.

The Port could purchase these spaces or negotiate a different arrangement with the Town. Staff recommends pursuing a quit claim of eight parking spaces to the Town along Front Street which have historically been managed by the Town. The quit claimed spaces would create a bank of parking space credit to be used for current and future Town parking requirements. Additionally, the Town would assume the responsibility for repairing and maintaining the spaces.

B. Exercise rower

Our approved personnel policy provides that the Port may establish physical fitness programs to encourage the health and fitness of Port employees. The Port, due to our location, has the unique opportunity to encourage physical activity through the introduction of an exercise rowing program. The Executive Director has purchased a used Adirondack Guide boat (single/double fixed seat open water rowing boat) with the intention of transferring the rower to the Port as part of our physical fitness program. If we see high usage, one or more additional craft could be added to the program over time. If we see marginal use insufficient to justify the expenditure we anticipate that the boat could be sold at or above the \$3,500 purchase price.

C. Storage of large Polynesian canoe at Jensens

General discussion of whether the Port is interested in providing temporary space in the currently unused marine railway area for the Kaigani Canoe Voyaging Society's community canoes.

D. Discuss IPG schedule

General discussion on the schedule and approach for maximizing the benefits of the \$200,000 Integrated Planning Grant.

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

4. Regular Business

A. Approve minutes for July 25th, August 1st, and August 7th meetings (Note: Minutes are kept at the Port Office and on the Port's website: portfridayharbor.org).

B. Approve vouchers and payroll.

5. Staff Reports

6. Port Commissioner and Committee Reports

7. 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.

8. Adjourn