

**FRIDAY HARBOR PORT DISTRICT**

Port Commission Meeting at  
271 Front Street  
August 22, 2018

**Minutes**

**Port Commissioners Present:** Barbara Marrett  
Greg Hertel  
Graham Black

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

**Public Present:** None

Commissioner Hertel brought the meeting to order at 4:01 pm.

**1. Citizen comments/requests: none**

**2. Action Items:**

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

The Executive Director presented Resolution 18-009 requesting approval of the F hangar leases, purchase and sale agreements, an amendment to the land lease for hangar F-7, and for the Executive Director to execute the documents. He explained that the parties involved need additional time to form their insurance and maintenance association for the hangars.

Commissioner Marrett moved to approve Resolution 18-009 approving the F hangar leases, purchase and sale agreements, the amendment to the land lease for hangar F-7, and the Executive Director's signature executing the documents. Commissioner Black seconded, and the motion passed unanimously.

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

The Executive Director shared details of his research into issues concerning the Southern Resident Killer Whales, and possible approaches to find and support resolutions. The Commissioners discussed making a statement during the public comment period at a Governor's Task Force public meeting.

Commissioner Marrett moved to approve the letter from the Port of Friday Harbor to Washington State Fisheries and approve the action plan to include Commissioner Hertel

attending the Governor's Task Force and Pacific Fisheries Management meetings. Commissioner Black seconded and the motion passed unanimously.

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

The Executive Director presented details of the Request for Proposals for aquatics sampling at Jensen's for which both Maul Foster & Alongi and Shannon & Wilson Inc. has submitted proposals. He shared that Shannon & Wilson's proposal is favorable due to its use of available Integrated Planning Grant funds.

Commissioner Black moved to approve contract 18-005 with Shannon & Wilson Inc. Commissioner Marrett seconded, and the motion passed unanimously.

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

The Executive Director shared details of the FAA grant application and timeline, noting the age of the existing snow removal equipment. The Commissioners and Staff discussed the benefits of the proposed equipment which the Executive Director estimated to be \$300,000 and not to exceed \$400,000, with required matching funding of 10% from the Port.

Commissioner Marrett moved to approve the FAA grant application for snow removal equipment. Commissioner Hertel seconded, and the motion passed unanimously.

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

The Executive Director presented a resolution commemorating the retirement of Stuart Hansen.

Commissioner Hertel moved to approve Resolution 18-010 Commemorating the retirement of Stuart Hansen. Commissioner Marrett seconded, and the motion passed unanimously.

**3. Discussion Items**

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

The Executive Director shared details of the Town of Friday Harbor's requirement for parking at Spring Street Landing and changes that were made during and post construction. He noted that the strip of land on the water side of the Town's Front Street parking lot is on Port property, and the Port has historically allowed the Town to manage and ticket the parking spots. He proposed drafting a quit claim of the property to the Town in trade for parking spot credit to cover current and future needs. The Staff and Commissioners discussed the Waterfront Master Plan and will revisit the topic at a future meeting.

**B. Exercise rower**

The Executive Director noted that he procured a rowing boat and would like to transfer it to the Port under the Port's staff health initiative so that it would be available for Staff

recreational use. The Commissioners expressed interest in the idea and discussed safety and training. The Executive Director will bring the topic up as an action item at a future meeting.

**C. Storage of large Polynesian canoe at Jensens**

The Executive Director shared a request from the Kaigani Canoe Voyaging Society for storage of their voyaging canoes. He suggested allowing use of the old marine railway and undeveloped area at Jensens for launching and storage. The Commissioners discussed the proposed idea and associated parking requirements at the facility.

**D. Discuss Integrated Planning Grant schedule**

The Executive Director explained the process leading up to applying for an Integrated Planning Grant and discussed next steps with the Commissioners.

**4. Regular Business**

- A. Minutes for the July 25<sup>th</sup>, August 1<sup>st</sup>, and August 7<sup>th</sup> meetings approved with 3-0 vote.
- B. Vouchers #017671-017716 for \$72,997.94, and payroll approved with 3-0 vote.
- C. Administrative Items: none

**5. Staff Reports**

- A. The Harbormaster noted 160 people on the main marina waitlist, 50 on the transfer list, and over 100 on the waitlist for the Jensens marina.
- B. The Harbormaster noted the Clipper has been down for the entire month of August and 12 days of July, explaining that it will affect the Port's passenger numbers.
- C. The Executive Assistant shared details of a request from Aeronautical Services for an addition of a storage shed to their existing structure at the airport. He noted that it would require an amendment to their lease premises. The Executive Director recommended against considering the proposal until after the Airport Master Plan update is complete.
- D. The Airport Manager gave a summary of the Fly-In event and preparations.
- E. The Executive Director noted that Tim Kelley has resigned and noted that upcoming projects may drive the selection of replacement staff due to required skill sets.
- F. The Executive Director gave an update on lease negotiations with Friday Harbor House for the Unocal parcel. He discussed a construction and vegetation view easement over Fairweather Park that they are requesting with the Commissioners.
- G. The Executive Director noted that the modification of the Airport Layout Plan for the Mullis Street stormwater pond expansion has been approved by Ecology. The Commissioners discussed a stormwater turbidity complaint from a nearby property owner, which the

Executive Director explained originates downstream from Port property in an area where unpermitted work was performed in the past.

- H. The Executive Director noted that Mico Holdings has paid for the assets at Jensens as agreed, and the funds will be utilized for improvements at the site.

**6. Port Commissioner and Committee Reports:**

- A. Commissioner Black asked Staff about the Port's kiosks. The Executive Director noted previous discussion on the kiosks regarding finding use for them, and public interest that would support the sale of the kiosks. The Staff and Commissioners agreed to revisit the topic at a future meeting.
- B. Commissioner Hertel noted that he and the Executive Director will take Commissioner Hertel's boat to Canoe Cove to view the marina and he will submit a reimbursement request for fuel costs.

**7. Citizen comments/requests:**

- A. none

Commissioner Hertel adjourned the Regular meeting at 5:56 pm.



Barbara Marrett, Commissioner



Greg Hertel, Commissioner



Graham Black, Commissioner