

**FRIDAY HARBOR PORT DISTRICT**

Port Commission Meeting at  
271 Front Street  
December 12, 2018

**Minutes**

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

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

**Public Present:** Laura Chorba McKee, citizen  
Stacy Smith, citizen

Commissioner Hertel brought the meeting to order at 4:02 pm.

**1. Citizen comments/requests:**

- A. Laura Chorba McKee introduced herself and discussed the water feature at Fairweather park with the Commissioners.
- B. The Executive Director introduced Stacy Smith, noting her involvement in past beach cleanups. Stacy discussed a proposal for promoting garbage collection at Jackson Beach.

**2. Action Items:**

**A. Approve moorage for Sea Scouts**

The Executive Director explained the options for discounted and free moorage for the non-profit group known as the Sea Scouts.

Commissioner Black moved to approve use of a 24' or smaller slip by the Sea Scouts provided they agree to provide an exchange of services to the Port. Commissioner Marrett seconded and the motion passed with a 3-0 vote.

**B. Approve Resolution 18-015 – Port Clothing Policy**

The Port Auditor presented an updated clothing policy for approval, noting a change from a specific set of items to setting a maximum total dollar value using current prices.

Commissioner Black moved to approve Resolution 18-015. Commissioner Marrett seconded, and the motion passed with a 3-0 vote.

**C. Approve Verne Howard hangar lease renewal**

The Executive Assistant presented a request from Verne Howard to utilize his second renewal as included in his Airport land lease. He noted the notice is late per the lease terms, however the ongoing use indicates a clear intent to continue. He added that this would be the second of three included 5-year extensions and the new expiration date would be May 1<sup>st</sup>, 2023.

Commissioner Marrett moved to approve the lease renewal. Commissioner Black seconded, and the motion passed with a 3-0 vote.

**3. Discussion Items:**

**A. Discuss approving lease renewals**

The Executive Director explained that historically, lease extension requests have been brought back to the Commission despite having been conditionally approved in the original lease. The Commissioners and Staff agreed that if the lease is in good standing the renewal requests can be approved by Staff.

**B. Discuss scheduling bill-pay meeting for 2nd half of December 2018**

The Port Auditor discussed scheduling a bill-pay meeting for the 2<sup>nd</sup> half of December 2018. The Commissioners and Staff agreed on December 27<sup>th</sup> at 4pm.

**C. Discuss regular Port Commission meeting schedule for 2019**

The Executive Assistant presented a draft Commission meeting schedule for 2019. The Staff and Commissioners discussed alternate meeting dates of January 16<sup>th</sup> and 30<sup>th</sup>, and February 6<sup>th</sup>. The Executive Director suggested the Commissioners authorize him to pay invoices for the 2<sup>nd</sup> half of February, to be reviewed at the following Commission meeting.

Commissioner Hertel moved to revise the schedule to reflect the meeting dates of January 16<sup>th</sup> and 30<sup>th</sup>, and February 6<sup>th</sup>, and to authorize the Executive Director to pay invoices for the 2<sup>nd</sup> half of February. Commissioner Marrett seconded, And the motion passed with a 3-0 vote.

**4. Regular Business**

**A.** Minutes for the November 28<sup>th</sup> meeting approved with 3-0 vote.

**B.** Vouchers #017939 for 17,212.00, #017941-017984 for \$272,344.64, and payroll approved with 3-0 vote.

**5. Staff Reports**

**A.** The Airport Manager noted repairs were made to the flail mower, allowing it to be put back into use to save staff time mowing the airfield.

- B. The Airport Manager reported on training Staff received from AirSide Solutions Inc on the airport's runway lighting systems. The Executive Director added that AirSide Solutions Inc also helped Staff put together a collection of operations manuals and spare parts for the systems.
- C. The Executive Director reported on the condition of docks at Jensens, noting that Staff are starting work on them to keep the facility safe. He added that they are also working on a solution for river otter deterrence.
- D. The Executive Director gave an update on the G&H dock refurbishment project being performed under contract by Razz Construction Inc., noting that G dock is almost complete. He discussed a delay and change order due to an incorrectly supplied power pedestal part from Eaton and noted he will work with the vendor on compensation. The Commissioners and Executive Director discussed the contract with Razz Construction Inc. and associated compensation to the Port for not completing the project on time.
- E. The Executive Assistant updated the Commissioners on the F hangars sale and lease, noting more changes to the lease have been requested by the association's attorney and a change requested by Staff to the association's bylaws to resolve a potential issue with future sales. Staff will bring the lease back to the Commission once it has been signed by the association.
- F. The Port Auditor noted Commissioner timesheets for November are due and asked for December timesheets to be submitted as early as possible for those wages paid to be in 2018.
- G. The Port Auditor noted that effective January, the Commissioners who are transitioning to Medicare will receive their stipend in their paycheck.
- H. The Executive Director shared details of a new pergola Staff have created at Spring Street Landing on the North side by the fuel pier to draw attention to the lower level tenants.
- I. The Executive Director shared research on cleaning the wooden dock and pier surfaces, noting damage to the wood from pressure washing and sharing alternative cleaning methods that are being tested.
- J. The Executive Director shared details of Staff work to resolve a drainage issue in the men's showers, noting plumbing issues that were discovered and will be corrected.

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

- A. Commissioner Hertel shared details of discussion at the WPPA annual meeting regarding whale watching, and suggested the Port add rules in the moorage agreement that support enforcement of regulations.
- B. Commissioner Marrett shared details of discussions at the WPPA annual meeting regarding whales, noting it is believed a limit will be imposed on whale watching and associated

concerns about how those limits will be communicated in a positive way to not discourage all tourism.

- C. Commissioner Marrett shared details of a discussion at the meeting about Recreation and Conservation Office grants. The Port Auditor noted the Port just received \$164,000 in grant funding from RCO for Port projects. The Executive Director shared details of additional grants that will be requested.
- D. Commissioner Black shared details of his attendance to the WPPA annual meeting, noting receiving a lot of good information.

**7. Citizen comments/requests:**

- A. Stacy Smith asked about discounted moorage as a 501c3, and the Executive Director noted she can talk to the Harbormaster for details.

Commissioner Hertel adjourned the Regular meeting at 5:17 pm.

  
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Barbara Marrett, Commissioner

  
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Greg Hertel, Commissioner

  
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Graham Black, Commissioner