

## FRIDAY HARBOR PORT DISTRICT

Port Commission Meeting at Skagit Valley College Community Room  
221 Weber Way, Friday Harbor WA 98250  
February 6, 2019

### Minutes

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

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

**Public Present:** Ryan Palmateer, Energy Program Manager for the San Juan Conservation district  
Victoria Compton, San Juan Economic Development Council

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

1. **Citizen comments/requests:** none
2. **Presentation:** Victoria Compton gave a presentation on the Economic Development Council's Annual Report for 2018.
3. **Presentation:** Ryan Palmateer gave a presentation on electric car charging stations and noted a rebate program that the Port could participate in.
4. **Regular Business:**
  - A. Minutes for the January 30<sup>th</sup> meeting approved with 3-0 vote.
  - B. Vouchers #018114-018126 for \$42,093.25, 018128 for \$17,212.00, and payroll approved with 3-0 vote.
5. **Staff Reports:**
  - A. The Harbormaster updated the Commissioners on the G&H dock project.
  - B. The Harbormaster noted the annual fishing derby will be taking place the upcoming weekend.
  - C. The Executive Director updated the Commissioners on status of the Washington State Department of Ecology grant and a design meeting for the Jensens marina design work. He went on to discuss covered moorage with the Commissioners.
6. **Public Hearing:**

Commissioner Hertel opened a public hearing at 5:00pm on the following:

- A. Liveaboard Status Terms & Authorization Application
- B. Airport Rules & Regulations
- C. Signage Policy
- D. Employee Handbook

Staff discussed draft edits to the documents with the Commissioners. An additional edit to the draft Employee Handbook was discussed.

**7. Action Items:**

**A. Adopt the Revised Liveboard Status Terms & Authorization Application**

Commissioner Marrett moved to adopt the Revised Liveboard Status Terms & Authorization Application. Commissioner Black seconded, and the motion passed unanimously.

**B. Adopt the Revised Airport Rules & Regulations**

Commissioner Black moved to adopt the Revised Airport Rules & Regulations. Commissioner Marrett seconded, and the motion passed unanimously.

**C. Adopt the Signage Policy**

Commissioner Marrett moved to adopt the Revised Signage Policy. Commissioner Hertel seconded, and the motion passed unanimously.

**D. Adopt the Revised Employee Handbook**

Commissioner Black moved to adopt the Revised Employee Handbook to include the discussed edit. Commissioner Marrett seconded, and the motion passed unanimously.

**8. Staff Reports (continued):**

**D.** The Executive Director noted receipt of chapters 5 & 6 of the Airport Master Plan, and upcoming citizens advisory committee meeting on March 5<sup>th</sup> pending FAA approval.

**E.** The Executive Director noted work with the Airport Manager on drafting an airport business plan and discussed details with the Commissioners.

**F.** The Executive Assistant noted F hangar sales are proceeding with 5 units sold and the 3 remaining units are pending sale.

**G.** The Port Auditor noted two additional bill pays will be required in February due to grant reimbursement requirements.

**H.** The Harbormaster noted water will remain off in the marina due to cold weather.

**I.** The Airport Manager noted snow removal equipment is prepared for the upcoming expected snowfall.

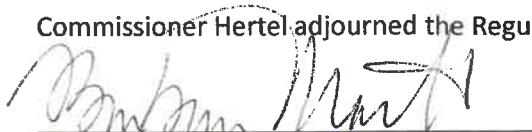
**9. Port Commissioner and Committee Reports:**

**A.** Commissioner Black noted attending an agricultural meeting with the Executive Director to discuss interest in leases for possible business uses.

**B.** Commissioner Black noted that the Friday Harbor Sailing Foundation will be hosting a regatta on March 16<sup>th</sup> at Jackson Beach. The Executive Director suggested the Foundation participate in the planned "Rock and Roll Regatta". Commissioner Hertel added that the Jensen Shipyard operator would like to demo a diesel outboard at the same event.

**10. Citizen comments/requests: None**

Commissioner Hertel adjourned the Regular meeting at 5:45 pm.



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Barbara Marrett, Commissioner



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Greg Hertel, Commissioner



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Graham Black, Commissioner