

FRIDAY HARBOR PORT DISTRICT
Port Commission Meeting at
271 Front Street, Friday Harbor WA 98250
April 24, 2019

Minutes

Port Commissioners Present: Greg Hertel
Graham Black
Barbara Marrett

Port Staff Present: Todd Nicholson, Executive Director
Phyllis Johnson, Auditor
Shane Krause, Executive Assistant

Public Present: none

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

1. Citizen comments/requests: none

2. Discussion Items

A. Discuss request from “Stand Up Men / SAFE San Juans” for support from the Port

The Staff and Commissioners discussed a request from “Stand Up Men / SAFE San Juans” for an endorsement from the Port. It was determined that it does not fit within the Port’s mission so the Port cannot support the group financially as doing so would constitute a gift of public funds. Staff was assigned to draft a letter of support for the Commission to review.

3. Action Items

A. Approve Resolution 19-002, accepting the G & H dock project as complete.

The Port Auditor presented Resolution 19-002 for approval, accepting the G & H dock project as complete. The Staff and Commissioners discussed liquidated damages assessed to the contractor for exceeding the project deadline.

Commissioner Black moved to approve Resolution 19-002 accepting the G & H dock project as complete. Commissioner Marrett seconded and the motion passed unanimously.

B. Approve purchase of activity float, funded 74% by the Washington State Recreation and Conservation Office.

The Port Auditor presented a request to approve the purchase of the activity float. The Staff and Commissioners discussed Washington State Recreation and Conservation Office grant funding and Port matching funds used in the purchase. The Commissioners recommended adding side walls to the planned tent canopy that will be added to the float by Port Staff.

Commissioner Black moved to approve the purchase of the activity float. Commissioner Marrett seconded and the motion passed unanimously with a 3-0 vote.

C. Approve mural installation at Island Air with 2 year duration limit

Commissioner Hertel discussed the proposed mural installation at Island Air and benefits of placing a 2 year limit on duration with the other Commissioners.

Commissioner Marrett moved to approve the mural installation at Island Air with a 2 year duration limit. Commissioner Black seconded and the motion passed unanimously.

4. Regular Business:

Minutes for the April 10th regular meeting approved with 3-0 vote.

Vouchers #018273-018307 for \$246,923.41 and payroll approved with 3-0 vote.

5. Staff Reports:

- A.** The Executive Director reminded the Commissioners about the San Juan Pilots Association recognition event on Saturday April 26th at 2pm honoring Dennis Willows. Staff will announce a special meeting so the Commissioners can attend.
- B.** The Executive Director updated the Commissioners on FAA permitted land use talks and noted he and Commissioner Hertel spoke with Congressman Greg Larson requesting support. He expects a response from the FAA soon.
- C.** The Executive Assistant noted the Sea Scouts have supplied the Port loaner life jacket station with some additional life jackets.
- D.** The Executive Assistant noted the Port's summer events have been posted on the Port's website. Commissioner Marrett recommended informing the visitor's bureau so they can promote the events.
- E.** The Executive Assistant noted a new website hosting solution is being tested for the Port's website and should be put into production soon. Staff discussed the Port's previously upgraded email hosting solution, and benefits of moving the website to the new hosting solution.
- F.** The Executive Assistant updated the Commissioners on the Friday Harbor Airport fuel island lease and work done by Staff to facilitate transition of the service to a new operator. He noted that Aeronautical Services who currently own the underground tanks and equipment, will be relinquishing them to the Port as part of the termination of their lease.
- G.** The Executive Director noted the new activity float has been delivered and is being prepared for upcoming Port events.
- H.** The Executive Director noted the new G dock check-in station is almost complete.
- I.** The Executive Director noted Staff have started construction of a new slip assignment station on breakwater B to replace the existing station on breakwater A.
- J.** The Executive Director updated the Commissioners on piling and electrical issues at the Jensen Marina. He noted that the damaged piling are not required, so Staff will secure the electrical cabling and remove the damaged piling to eliminate the hazard.
- K.** The Executive Director and Commissioners discussed planned work on the Jackson Beach net shed building to improve and preserve the structure.
- L.** The Port Auditor recommended the Commissioners email her with questions on payables in advance so that she can prepare a response to bring to the meeting.

6. Port Commissioner and Committee Reports:

- A.** Commissioner Marrett attended the San Juan Pilots Association potluck.
- B.** Commissioner Marrett asked about the hospital's request to construct a helipad on their property. The Commissioners and Staff discussed details of the request, the existing aviation easement, existing helipad and associated safety improvements at the airport, and possible hazards the hospital's proposed helipad would create for the airport. The Executive Director noted the hospital requested a letter from the Port supporting the construction of the helipad, to which he responded he could not provide such support without additional details from the hospital.

- C. Commissioner Marrett requested the code for access to the pilot welcome center so she can look at what is currently posted in the building.
- D. Commissioner Marrett noted the house posts in Fairweather park need regular maintenance. The Executive Director and Commissioner Marrett will work together to develop a maintenance plan.
- E. Commissioner Black asked Staff how the recent bond rating conference call went, to which Staff responded that they are awaiting a final response. The Commissioners and Staff discussed the Port's existing bonds and
- F. Commissioner Black asked about status of the undeveloped uplands at Jensens and discussed the proposal to develop a barge landing at the site with the Commissioners and Staff.

7. Staff Reports (continued)

- M. The Port Auditor noted Eric Johnson from the Washington Public Ports Association has taken a new job at the Port of Tacoma.
- N. The Executive Director noted Steve Robert, The Port's engineer with PND Engineers, has taken a new job elsewhere. He noted the firm is continuing to serve the Port well.

O. Citizen comments/requests: None

Commissioner Hertel adjourned the Regular meeting at 5:20 pm.



Barbara Marrett, Commissioner



Greg Hertel, Commissioner



Graham Black, Commissioner