

FRIDAY HARBOR PORT DISTRICT
Port Commission Meeting at
Meeting Room
Skagit Valley Community College
July 24, 2019 at 4pm

Minutes

Port commissioners present: Greg Hertel
Graham Black
Barbara Marrett

Port Staff Present: Todd Nicholson, Executive Director
Tami Hayes, Harbormaster
Phyllis Johnson, Auditor
Randy Everitt, Executive Assistant

Public Present: None

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. None:

2. Discussion Items:

A. Potential purchase of Shipyard Cove.

The Executive Director stated that Shipyard Cove's existing revenue streams are sufficient to cover operation, maintenance and debt service costs during the purchase period. The owners of Shipyard Cove have released the appraised price for the 2017 appraisal of that property to be 4.5 million dollars.

The Benefits of the purchase and potential risks were provided to the Board for their review in a packet (attached). The Executive Director discussed contingency elements that would be included in the purchase and Sale agreement.

The Executive Director explained that the purchase of Shipyard cove would allow for a coordinated development of the Jensen's and Shipyard Cove facilities allowing for increased economic potential. The combined facility would allow for the creation of additional moorage slips at a reduced per unit cost.

The Executive Director explained that the travel lift and barge landing could be relocated to deeper water to the North East side of Shipyard Cove. The relocation of these facilities could benefit both shipyard operations, allow for additional expansion of public moorage, and potentially reduce the complexity and cost of Jensen's cleanup activities. The Executive Director and the Board discussed the potential of the available space within a combined Jensen's and Shipyard Cove facility.

The Board asked about the number of slips that could become available within a combined facility. The Executive Director said that the increase in moorage slips would be significant,

but the precise number would depend on a final Marina design.

The Board directed the Executive Director and staff pursue a signed Purchase and Sale Agreement for Shipyard Cove and bring to the Board a purchase contract for their review and consideration. The Executive Director suggested that if a signed contract was forthcoming, would the Board agree to convene a Special Meeting to consider the contract and move the process forward. The Board agreed to meet in a Special meeting on July 31, 2019.

Action Items:

A. Airport Fuel Island Lease Agreement.

The Executive Director advised the Board that the Fuel Island Lease Agreement was ready for signature. The Lessee is Dean Riley the owner of Aero Fuel. The Board voted 3-0 in favor of the lease agreement.

The Executive Director also informed the Board that the fuel storage tanks have been purchased from Aeronautics and will be utilized by Aero Fuel. The Board discussed the potential for replacing the tanks should they fail the required yearly pressure test.

B. Commissioner Time Sheets.

The Board reviewed and signed all time sheets.

3. Regular Business:

- A. The Board Approved the Minutes from June 26, 2019, and July 10, 2019, with a 3-0 vote. (Note: Minutes are kept at the Port Office and on the Port's website: portfridayharbor.org)
- B. The Board approved vouchers # 018505-018531 for \$118,031.64, and payroll with a vote of 3-0.

4. Staff Reports:

- A. The Executive Director advised the Board that the bids for Snow Removal Equipment and Mullis Pond were received this week for the Airport. The Bids will be opened tomorrow for consideration.
- B. The Executive Director stated that the storm water pipe inspection is underway and almost complete. The pipes appear to be in good shape.
- C. The Executive Director said that the city of Friday Harbor has accepted the Mullis pond expansion plan which would double the capacity to handle stormwater runoff. The additional capacity will clear the way for fully building out the master plan concept within the city limits.
- D. The Executive Director further stated that the port will start offering land lease space for private hangers next week.

- E. The Executive Director reported that one of the W replacement finger docks has been installed. The remainder of the W finger docks will be replaced in September when Marina traffic is lighter.
- F. The Executive Director Said that the materials were on hand and off-site construction is underway on the trusses for the Jackson's Beach shelter.
- G. The Executive Director reported that the process for bringing in power to the airport car chargers, the 3 kiosks near the pilot welcome center, and the trash compactor has begun. Orcas Power and Light Company (OPALCO) has begun their portion of the process.
- H. The Executive Director reported that Friday Harbor House (FHH) was requesting an easement through the Ports parking lot to the parcel described in the Purchase and Sale Agreement to their property. The easement would impact the Ports upper parking lot and the Director said he would like to bring that question to the next board meeting with visual exhibits for consideration.

5. **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.

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

A. Commissioner Marrett asked about what progress has been made on the Electric plug-ins for the vehicles? The Executive Director responded that the Port has applied to OPALCO for 3 permits, one was for the Kiosk, one for the vehicle charging stations, and one for the trash Compactor.

B. Commissioner Marrett asked the Harbormaster for statistics on passenger counts for the individual whale watchers. Harbormaster said that she would provide that information.

C. Commissioner Marrett reminded staff of the Pilots Picnic coming up this weekend. The Harbormaster said that she would provide that information.

D. Commissioner Marrett asked the Port to be conscious of the use of larger vehicles and reminded the Port of the history of the use of electric vehicles recommending that future vehicle purchased be made with that in mind.

7. **Executive Session pursuant to RCW 42.30.110 § 1(g):**

"To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing

body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;"

8. Action Items:

The Commission discussed the Executive Directors performance and awarded a \$5,000.00 bonus to be paid during the remainder of this year. The bonus is for future complex work that the Director will be undertaking in development of Port of Friday Harbor assets.

9. Adjourn:



Barbara Marrett, Commissioner



Greg Hertel, Commissioner



Graham Black, Commissioner