

FRIDAY HARBOR PORT DISTRICT
Port Commission Meeting at
Meeting Room
Skagit Valley Community College
Wednesday, July 31, 2019 at 4pm

Minutes

1. Executive Session pursuant to RCW 42.30.110 1 (b)

To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood or increased price. 4pm-4:30.

2. Discussion Items:

A. Friday Harbor Port newsletter.

Review the weekly newsletter "Port News" for content and direction. It is the Executive Director's intent to provide Staff and Commissioners with day to day operational news and matters of interest, that are not otherwise a part of regular Board meetings.

The Executive Director asked the Board if the example provided of Port News, was they envisioned as an in-house news- letter for Port employees?

The Board stated that the newsletter was what they were looking for and thanked the Director for being prompt in its delivery.

3. Action Items:

A. Approve or reject entering into a Purchase and Sale (P&S) contract for the acquisition of Shipyard Cove Marina:

The Executive Director advised the Board that the proposal under consideration is: should the Port enter into a standard Commercial Purchase and Sales agreement for the purchase of Shipyard Cove Marina?

The Executive Director stated that it appears that the Port could enter into an agreement to purchase Shipyard Cove Marina. The agreement would specify that the Port would meet the 2017 Shipyard Cove Marina appraisal for 4.5 million dollars. The Purchase and Sales Agreement would specify a minimum 90-day feasibility period for environmental review, inspection of business records and physical inspection of the property. The Port would provide \$15,000 in non-refundable earnest money. At the end of 90 feasibility study the Port would have an option for a 30-day non-refundable extension to complete any last minute or unexpected delays or complications in the sale.

The Executive Director asked if the Board wanted to enter into such an agreement. Commissioners Hertel, Black and Merritt ask the Executive Director to consider on-going leases, agreements. The Board also asked to consider any remaining pollution issues that

may be unresolved and consider wetland issues as part of the due diligence that would be part of any Purchase and Sales Agreement and the Board also directed the Executive Director to consider the effect on current tenants and other effected parties.

A motion was made to approve entering into a Purchase and Sales Agreement which was seconded and passed unanimously by the Board.

The Board further discussed their vision for the economic development of the Jensen Boatyard and Shipyard Cove marine business area with an emphasis on creating job and opportunities. The Executive Director stated that the Purchase of Shipyard Cove was specifically designed to create jobs and business opportunities for the Island and was not intended for resale to a private entity.

Consider whether to amend the P&S agreement with Friday Harbor House to include an access easement to the parcel through the Ports upper parking lot.

The Executive Director advised the Board that Friday Harbor House (Columbia Hospitality) was interested in obtaining an easement for expanded parking for their business. Such an easement could have an impact on Port parking as well as traffic in front of Downriggers.

The Executive Director stated that he was working with the County and the City to determine a plan. The Executive Director asked that a decision be postponed until August 14 when the Board will meet again. That will give the Executive Director more time to talk to officials and determine if such a request is feasible.

A. Approve Placement of Port owned Kiosks:

The Executive Director advised the Board that the proposal under consideration was the placement of three (3) Port owned Kiosks adjacent to H lot and the Airport Pilot Welcome Center. The Executive Director provided six (6) proposed configurations for the Placement of Airport Pilot Welcome Center in paper form for the Board to Review. After much discussion the Board selected Proposal D with all three (3) the Kiosks slanted towards Mullis Road.

B. Approve Award for Mullis Detention Pond Expansion:

On Thursday July 25, 2019 the Port held a bid opening for Mullis Detention Pond Expansion. The Port received two bids. Konnerup Construction the low bidder was disqualified due to incompleteness of required forms. Mike Carlson Enterprises was the second bidder in the amount of \$451,007.77 including sales tax. Precision Approach Engineering has reviewed and recommends we award the contract.

The Board made a motion to award the Mullis Detention Pond Expansion to Mike Carlson Enterprises. The Motion passed unanimously.

C. Approve Award for Snow Removal Equipment Procurement:

On Thursday July 25, 2019 the Port held a bid opening for the Snow Removal Equipment, carrier vehicle with dump truck and plow. The Port received one bid from M-B Companies, Inc. of Chilton WI. The bid totaled \$336,768.68. This purchase will be funded by FAA at 90%. WSDOT funds have been applied for, but the Port is still waiting for the announcement of funding.

The Board made a motion to award the procurement of snow removal equipment from M-B Companies, pending the Federal Aviation Administration (FAA) waiver of the Buy American waiver.

Approve Precision Approach Engineering contract # 19-007:


- D. Precision Approach Engineering, Inc. (PAE) has provided a contract for part-time construction administration and observation services during Mullis Detention Pond Expansion construction and Snow Removal Equipment procurement and provide support to assist the Port with subconsultants. PAE will comply with all FAA standards, guidelines and reporting, and provide staff with daily construction and administrative services. The cost of their service is \$250,500. This will be funded 90% by FAA. We are still awaiting WSDOT announcement of funding.

The Board made a motion to authorize Executive Director to sign Precision Approach Engineering contract #19-007. The motion passed unanimously.

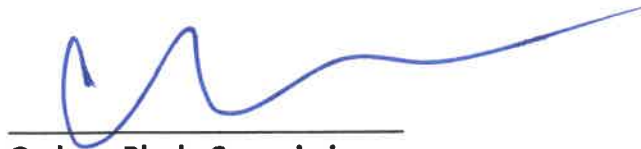
4. Adjourn:



Barbara Marrett, Commissioner



Greg Hertel, Commissioner



Graham Black, Commissioner

