

FRIDAY HARBOR PORT DISTRICT
Port Commission Meeting at
271 Front Street
(Port meeting room, under San Juan Yacht Club)
Wednesday, October 30, 2019 at 4pm
Minutes

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

Discussion Items:

- A. The Executive Director advised the Commission of the following dates and topics of discussion as indicated below.
- a. On November 13, Bond Counsel will be attending the meeting via telephone. Council will discuss the Bond for the purchase of Shipyard Cove, the payoff of Jensen's Marina and the funds for the first phase of the expansion.
 - b. On November 13, Holly Stafford from the Chmelik - Davis Law Firm will discuss the Agreed Order with The Department of Ecology to prepare a Remedial Investigation and Feasibility Study for the environmental cleanup at the Albert Jensen's and Sons Boatyard and Marina Site.
 - c. On November 27, The Commission meet for the adoption of the budget and the Scheme for Harbor Improvements.
 - d. On December 11, Patrick Coffin will be attending the Commissioners meeting. The draft of the final Airport Master Plan will be presented for commission approval.
 - e. The Port Auditor Presented the Citizens Budget Guide to the Commission and described what the 2020 Port Budget entailed. The budget presentation was presented with the overhead projector.

Action Items:

- A. The Port Commission passed Resolution 19-005 with a vote of 2-1 in favor. The proposed resolution states that Parcels #42, #43, and #44 will be designated for uses consistent with current and future Airport Master Plans as adopted by the Port Commission. The development of these parcels has been identified as necessary to meet airport safety standards.

Regular Business:

- A. The Minutes for October 9 were approved with a 3-0 vote. (Note: Minutes are kept at the Port Office and on the Ports website: portfridayharbor.org)
- B. The Board voted 3-0 to approve vouchers 018688 to 018720 in the amount of \$377,299.29.

Staff Reports:

The *Airport Manager* advised that the Mullis Pond work was almost complete. The sloughing problem has been resolved, and the project should be finished this week.

The *Harbormaster* reported that she the Assistant Harbormasters Chris Springer and Jenny Fouquette attended the PCC conference at the Port of Everett. The Harbormaster stated that they had visited the Port of Everett and saw the many improvements that they had made. The Harbormaster stated that she came back with ideas for new reservation and billing software and composite material for docks

The *Harbormaster* stated that the Port passed their Coast Guard Inspection for this year.

The *Harbormaster* said that the Corps of Engineers would be at the Port the following week inspecting the breakwater and conducting repairs as needed.

The *Harbormaster* further reported that both of the impounded sailing vessels have been auctioned and would be leaving the Port shortly.

The *Executive Assistant* reported that the First Issue of Waves in six months has gone out to our Port customers and follow-up issues would be forthcoming as needed but not less than quarterly.

The *Port Auditor* reported that autopay was also highlighted in the Waves and 6 customers have already signed up.

The *Port Auditor* further said the fees and charges were addressed and only 7 items went up only \$1.00. The Kayak launch fee however was raised from \$150 to \$200 annually for commercial outfitters.

The *Port Auditor* provided the Board with the Commitment Letter from Islanders Bank outlining the \$8.5M bond and interest rate.

The Executive Director advised the Board of the following topics:


- a. The Airport land release is still being worked on for non-aeronautical use by The Federal Aeronautics Administration (FAA).
- b. The Engineering for the Island Air Hangar engineering is now complete.
- c. Ed Nigro will be building two executive hangars near the Boothman building.
- d. The Power installation for the Kiosks in being installed this week.
- e. The Friday Harbor House parcel sale is still moving forward.
- f. The Trash Compactor groundwork is underway in the lower parking lot.
- g. The Spring Street water lines are being replaced as the old ones are beyond their life span and leaking.
- h. De-icing procedures have begun at the Port with a better more environmentally friendly deicer being used on the walkway and ramps.
- i. The Port now has a preliminary design for the proposed Board Walk on Front Street.

- j. The Executive Director met with P&D Engineers at Jensen's and Shipyard Cove and were working on a contract for the retaining wall and Parking design.
- k. The Executive Director asked the Commissioners to consider scheduling a retreat to discuss staff design recommendations for the Shipyard Cove Marina.
- l. The Manager of Downriggers agreed to share a portion of the upper patio area during the Winter. Separately, Downriggers would like to use the rest of the plaza for weddings and other events on a limited basis. The Executive Director stated he would talk to the city to determine if that open public space would be available for larger events.

Port Commissioner and Committee Reports: none

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.

Adjourn:



Greg Hertel, Commissioner



Barbara Marrett, Commissioner



Gib Black, Commissioner

