

**FRIDAY HARBOR PORT DISTRICT  
Port Commission Meeting  
Wednesday April 22, 2020 at 4pm**

**Minutes**

**The public was prohibited from attending in person due to COVID-19 restrictions. The public dialed into the meeting via Zoom.**

**Commissioners Present:**

Graham Black  
Greg Hertel  
Barbara Marrett

**Staff Present:**

Todd Nicholson, Executive Director  
Phyllis Johnson, Auditor  
Tami Hayes, Harbormaster  
Randy Everitt, Executive Secretary

**Citizen Comment:**

Jerry Whitfield, San Juan Yacht Club

**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.

Jerry Whitfield called in via Zoom and requested that the Port forgive the Friday Harbor Yacht Club for the reciprocal moorage expenses for two docks that the Yacht club leases. The Commission advised Mr. Whitfield that the Port would not forgive the cost (abatement) at this time, but they were welcome to take advantage of the Lease Deferral Program, and further informed him that this topic could be reviewed at a later time as the COVID-19 restrictions changed.

**Action Item:** None

**Discussion Items:**

- A.** The Commission discussed the following operational issues related to the COVID-19 pandemic restrictions.

**a. Tenant Deferral Lease Modification Update.**

The Executive Director stated that approximately \$70,000.00 in Lease Deferrals have been offered to Commercial Tenants at this time. He said that approximately \$7,000.00 in deferments have been formally requested and the applications turned in. The Executive Director fully expects that the entire \$70,000.00 offered will eventually be taken advantage of.

The Executive Director further stated that he anticipates the Commission will review requests for rent abatement for tenants at a future date and may require a financial means test for those who apply.

The Executive Director further stated that he would bring any requests for rent abatement to the Commission for their consideration rather than exercise the delegated authority given to him.

**b. Update on availability of state grants.**

The Executive Director states that the Cares Program funding is uncertain at this time and there has been no information forthcoming that indicates how or when such funds would be available for State Grants.

**c. Airport FAA federal aid for operations.**

The Executive Director informed the Commission that the Port of Friday Harbor is receiving \$1.2 million from the Federal Aviation Administration. Approximately \$1m is available for operational expenses of capital projects, 20K for the sea plane base and about 100K in-match funds for the 2020 capital airport projects.

The Executive Director recommended that those funds not be utilized until the extent of the COVID 19 financial impacts to the Port are clearer. If possible, it would be advantageous to leverage funds for capital airport projects.

The Commission discussed this issue and agreed that the best course is to proceed with caution on any expenditures or allocations until the financial aftermath of the Pandemic is more certain.

**d. Maintenance crew work assignments.**

The Executive Director advised the Commission that the Ports Maintenance crews have returned to work and are working at remote sites around the Airport.

Maintenance staff are working on vegetation control, reorganization of material and equipment and pavement repair. Administrative employees are continuing to telecommute when appropriate. This duty configuration will continue until the Governor's protective restrictions change.

**e. Port staff furlough update.**

The Executive Director Informed the Commission that the administrative burden and the financial savings of putting staff on furlough was not cost effective and he decided to continue to have staff work at remote locations independently.

**f. Port employee COVID-19 testing.**

The Executive Director informed the Commission that COVID-19 testing had been authorized for staff employees by the San Juan County Health Department because the Port is considered an essential Service. The testing is available for staff if they choose to do so.

**Regular Business:**

- A.** The Commissioners approved the Minutes for April 8, 2020 with a 3-0 vote
- B.** The Commission approved Payroll and Vouchers 019163-019193 for \$161,599.92 with a 3-0 vote.

**Staff Reports:**

The Executive Director informed the Commission that the Public Facilities Financing Assistance Program (PFFAP) amendment for the Shipyard Cove road and barge landing is being signed at San Juan County and the Port will begin steps to procure the engineering design as soon as the Port receives the executed copy of the Amendment.

The Executive Director informed the Commission that Port staff will bring a resolution to the Commission for a Recreation and Conservation Office (RCO) grant to replace the portable restroom behind the Port office.

The Executive Director also informed the Commission that the sidewalk project was on schedule to begin in October 2020.

**Port Commissioner and Committee Reports:**

Commissioner Marrett asked if the Port camera at the Airport had been repaired and the Executive Director reported that it had.

Commissioner Hertel said that he would like to know more about what was happening at the Port and suggested a field trip to see what projects staff were working on. Commissioner's Marrett and Black thought that a video tour presentation would be more in line with the social distancing requirements. The Executive Director Agreed to provide a video tour to the Commission.

**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

**Adjourn:**  
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Graham Black, Commissioner  
\_\_\_\_\_  
Barbara Marrett, Commissioner  
\_\_\_\_\_  
Greg Hertel, Commissioner

