

**FRIDAY HARBOR PORT DISTRICT  
Port Commission Meeting  
Wednesday April 8, 2020 at 4pm**

**Minutes**

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

Commissioners Present on-line:	Graham Black Barbara Marrett Greg Hertel
Staff Present on-line:	Todd Nicholson, Executive Director Phyllis Johnson, Auditor Tami Hayes, Harbormaster Randy Everitt, Executive Secretary

**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

**Action Item:**

- A.** The Commission ratified an emergency action plan by the Executive Director regarding the COVID-19 Related Pandemic Leave and Pay Policy with a 3-0 vote.
- B.** The Commission ratified the Executive Directors Finding of Fact for the Business Rent Relief/Deferral Program with a 3-0 vote.
- C.** The Commission ratified the Executive Directors Lease Deferment Modification Plan with a 3-0 vote.

The Commission received public comment on Action Items B, and C.

- D.** The Commission approved Professional Services Agreement #20-005 with Precision Approach Engineering for the Runway, Taxiway and Apron Pavement Rehabilitation Design and Bidding in the amount of \$89,950 with a 3-0 vote
- E.** The Commission approved Professional Services Agreement #20-006 with Precision Approach Engineering for Runway, Taxiway and Apron Pavement Rehabilitation Construction Engineering Services During Construction in the amount of \$113,300 with a 3-0 vote.

(Contracts D&E have been approved by the FAA and will be funded at 100% due to the Coronavirus Air, Relief and Economic Security Act (CARES).

- F.** The Commission approved Construction Contract #20-007 with CR Contracting of

Bend, Oregon for Runway Taxiway and Apron Pavement Rehabilitation Construction in the amount of \$731,389.97 with a 3-0 vote.

(This contract is pending approval from the FAA. Once approves funding will be 100% due to the (CARES) program).

The Public did not comment on items D, E, and F.

#### **Discussion Items:**

- A.** The Commission discussed the following Port operational issues related to the COVID-19 virus.
  - a. Port Operations:**

The Executive Director informed the Commission of the administrative actions taken to provide safety to staff and general working schedules. He also discussed the Ports responses to visitors as related to the restrictions imposed by the Governors Stay at Home Order. The Executive Director further stated that it was possible that some staff may be furloughed similar to what our tenants are experiencing, and he would have more information on that next week.
  - b. Legal clarification of Commission actions during the period of limited public access.**

The Executive Director stated that our legal counsel advises that the states Attorney General and the Governor's Office have provided direction regarding what topics are suitable for Boards and Commissions to consider at their meetings during the COVID-19 health crisis. He stated that it is permissible for the Commission to act on issues that currently keep the Port's projects and daily business moving forward. That would involve paying bills, minutes and current approved construction projects on task. No new business should be considered until the public meeting laws exception, during this health crisis, has been lifted.
  - c. Update on federal relief available to Ports.**

The Executive Director stated that we will not have to match the AIP project. The Port will receive some amount of FAA money for the Airport, but we don't know how much that will be. There is federal money available, but the federal government has not provided direction on how to capture federal relief that's just now becoming available. WPPA is the point of contact for the Port as new information becomes available on new federal relief programs.

#### **Regular Business:**

- A.** The Commission approved the Minutes for March 24, 2020 with a 3-0 vote.
- B.** The Commission approved Payroll and Vouchers #019130-19160 for \$67,368.55 with a 3-0 vote.

**Staff Reports:**

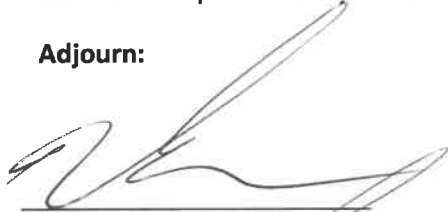
The Executive Director received correspondence asking for rent abatement for Ernie's restaurant and some other businesses, as well as sharing some of the financial issues they are experiencing.

The Executive Director stated that the Port has received a \$230,000 Grant for the building of the IOSA headquarters as well as an additional \$400,000 from the Northwest Foundation. \$200,000 of that grant will go to pump out upgrades at the Port of Friday Harbor and an additional \$200,000 for the IOSA headquarters.

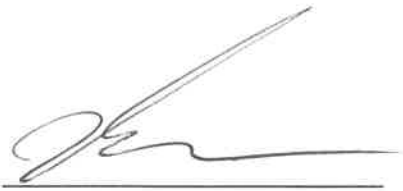
**Port Commissioner and Committee Reports: None**

**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. None

**Adjourn:**



*Fol* Graham Black, Commissioner



*Fol* Barbara Marrett, Commissioner



*Fol* Greg Hertel, Commissioner

