

## Friday Harbor Port District

Port Commission Meeting Minutes

San Juan Island Yacht Club

Wednesday March 23, 2022 at 12:00 pm

*With Covid-19 restrictions lifted, the public is now able to attend the meeting in person. You may also dial into the meeting via Zoom. Please note that if you are attending via Zoom, it will be in listen only mode, and comments will not be able to be made. Comments can be e-mailed to the Port to be addressed to the commission during the public comment section.*

**Commissioners Present:** Barbara Marrett  
Graham Black via Zoom  
Victoria Compton

**Port Staff Present:** Todd Nicolson, Executive Director  
Phyllis Johnson, Auditor  
Tami Hayes, Harbormaster  
Amber Garcia, Executive Assistant  
Mike Roling, IT System Administrator

**Public Present:** Bill Cumming, Customer  
Marc Franklin, Aeronautical Services

**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.

Marc Franklin with Aeronautical Services addressed the Commission regarding a possible expansion of their existing facilities. He shared a proposal that would reconfigure the footprint of the existing building, expanding out 70 feet towards the runway area to allow seven more truck delivery bays.

This expansion would allow Aeronautical to work more efficiently as well as keep their trucks from coming in and out of the airport. With the emphasis of keeping the trucks off the airport, they would also like to replace four truck bays with an airplane hangar door consistent with FAA regulations.

Part of the building extension building might end up extending into a controlled airspace where they will have to get permission from the FAA to be able to build there. Marc also shared a proposed parking idea where any lost spaces from the expansion can be moved to the other side of the parking lot.

Aeronautical subcontracts to San Juan Airlines, which flies all their next day air packages out. A problem they've been having with the proposed remodel on Weber Way is that they would still need to have the existing facility at the Airport to service

air packages and store boxes for the outer islands. The proposed expansion would be more functional.

Commissioner Marrett stated the Port Commission looks at leases at the airport using a series of criteria; Consistency with our Commission adopted long range plans, significant job creation of higher wage of non-seasonal jobs, compatibility with adjacent or planned adjacent uses community support or opposition and aesthetic considerations. This proposal fits the criteria very well, especially in terms of the number of people that are employed.

The Executive Director is going to move forward with getting FAA approval on the expansion and will work out some of the lease details with costs of moving fences, utilities, parking, etc. He will the bring the potential lease back to the Commission for review.

The Commission would like to make sure the public is informed about this expansion.

**Consent Agenda:**

- A. Approval of Minutes: March 09, 2022 Commission Meeting
  
- A. Approval of Vouchers: Payroll and Bills Vouchers #02625-022658 for \$149,385.37

Commissioner Compton moved to approve all items in the Consent Agenda with an edit in the Minutes to reflect a discussion or include a mention of the FAA's direction on modifications to standards. Commissioner Black seconded, all-in favor, all items approved.

**Action Items:**

- A. Approve Agreement #22-008, additional Engineering support associated with Contractor Default of the AIP funded Northwest Hangar Taxi Lane and Hangar Demolition Contract.

The Executive Director informed the Commission that this would be estimated at \$100,000 and will be reimbursed through the bond.

Commissioner Compton moved to approve Agreement #22-008, Commissioner Black seconded, approved unanimously.

- B. Approve Agreement #22-009, additional Engineering support associated with Contractor Default on the non-AIP funded A&B Hangar Foundation Contract.

The Executive Director notified the Commission that this would be estimated at \$50,000 and will be reimbursed through the bond.

Commissioner Compton moved to approve Agreement #22-009, Commissioner Black seconded, approved unanimously.

- C. Approve purchase of 50' x 50' airport hangar from R&M Steel to construct IOSA Headquarters.

The Executive Director presented the Commission a drawing of a prospective pre-engineered 50' x 50' hangar. This would have a standard hangar door with offices tucked in the back. Having the hangar door allows this building be used as an airplane hangar or giant shop in the event something happened to IOSA. With the add on of an additional door and higher roof pitch, the cost would be under \$70,000.

He added that the Port looked at doing a stick-built building, but the surveying, engineering, and design was around \$90,000. Adding on the building supply costs, this cost is significant more than the cost of a pre-engineered building. The cost of the IOSA headquarters is 100% grant funded.

Commissioner Black moved to approve the purchase of 50' x 50' airport hangar from R&M Steel to construct IOSA Headquarters, Commissioner Compton seconded, approved unanimously.

**Discussion Items:**

- A. Move April 13<sup>th</sup> Regular Meeting to Bill Pay Meeting.

The Executive Director will be absent the week of the April 13<sup>th</sup> Regular Meeting. He and Port Staff requested that the Regular Meeting be changed to a Bill Pay Meeting.

The Commission agreed to Move April 13<sup>th</sup> Regular Meeting to a Bill Pay Meeting.

- B. Proposed Aeronautical Services site change.  
a. Sewer infrastructure options and ramifications

The Executive Director began discussion with the Commission regarding sewer infrastructure on Weber Way. If Aeronautical Services continues their Weber Way site, there was going to be a cooperative sewer project between them and SJI Tiny Suites. If Aeronautical Services doesn't go up there, that leaves one individual to put on the infrastructure for all of the Weber Way sites.

The Executive Director presented sewer infrastructure options:

- Tiny Suites does an independent system at their cost serving only their lot.
- The Port attempts to require Tiny Suites to install the entire Weber Way system at their cost with no reimbursement.
- The Port installs the entire system at our cost and gets

- reimbursed by Tiny Homes and follow-on lessees
- Tiny Suites funds and installs entire system with the Port allowing a late comers agreement to be recorded on the Weber Way parcel's title

The Commission discussed the various options and came up with a consensus that Tiny Suites can fund and install the entire system with the Port allowing a late comers agreement to be recorded on the Weber Way parcel's title.

**C. Spring Street landing pavers.**

The Executive Director presented to the Commission that lessee, Downriggers, would like to replace the pavers at Spring Street Landing. He displayed an image of the new pavers they would like to install which are a terracotta color. Lessee would be responsible for the paver installation.

The Commission is in favor of them replacing the pavers if they are placed on the Lessee's lease line.

**D. Review of General Plan edits.**

The Commission and Port Staff discussed edits of the General/Strategic Plan.

The Executive Director and Commissioner Marrett will work on the new edits and formatting changes. Once the edits are made it will be forwarded to a graphic designer to give the document a more professional look.

**E. Offsite Tour of non-aviation airport properties commencing in front of Ernie's Café.**  
This will be voice recorded but Zoom will not be available.

At 1:47 PM Commissioner Marrett and Commissioner Compton along with the Executive Director met offsite at Ernie's Café, no public was present. The Commission and Executive Director continued the tour by proceeding to the property where Jolly Trolley is currently leasing.

**Adjourn:** 2:07 from off-site when tour was complete.



Graham, Black, Commissioner



Barbara Marrett, Commissioner



Victoria Compton, Commissioner