

Friday Harbor Port District

Port Commission Meeting Minutes

San Juan Island Yacht Club

Wednesday August 24, 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
Victoria Compton

Port Staff Present: Todd Nicolson, Executive Director
Phyllis Johnson, Auditor
Tami Hayes, Harbormaster
Amber Garcia, Executive Assistant
Kyle Gropp, Capital Projects Supervisor
Garrett Smith, Boatyard Lead
Mike Roling, IT System Administrator

Public Present: Amanda Azous, Citizen
Bob Brunkow, San Juan Pilots Association
Corley McFarland, Precision Approach Engineering (via Zoom)
Daniel Schwartz, San Juan Pilots Association
Dean Riley, Sound Maintenance and Aero Fuel
Greg Hertel, Friday Harbor Cruises
Quinn Edington, Aero Fuel
Necia Quast, LWV

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**

Consent Agenda:

- A. Approval of Minutes: July 27, 2022 Meeting Minutes
- B. Approval of Minutes: August 8, 2022 Meeting Minutes
- C. Approval of Vouchers: Payroll and Bills Vouchers #02998-03035 for \$123,964.69 and #03036 for \$10,416.00.

Commissioner Black moved to approve all items in the Consent Agenda, Commissioner Compton seconded, all items approved unanimously.

Action Items:

- A.** Discuss and consider adoption of the 2023 – 2027 Airport Capital Improvement Plan (CIP)
 - a. Aviation fuel, new taxiways and hangars, hangar rebuilds, & energy efficiency

Greg Hertel addressed the Commission stating he is in favor of having Jet A fuel at the airport. Jet A is kind of a misnomer, it is not just used for jets, it is also used by turboprops. Ambulance, helicopters, and Kenmore Airlines are having to refuel somewhere else.

Bob Brunkow and Daniel Schwartz with the San Juan Pilots Association spoke to the Commission regarding Jet A fuel. At least twelve local turboprop planes and helicopters that are having to fly off island to fuel up, that tax money that's going to other counties. There should be no change in the number of jets that would be coming to the airport.

Dean Riley with Aero Fuel who currently manages the fuel at the Airport stated there is a card lock system already in place at the fuel station for customers. Adding Jet A fuel will be more maintenance for them.

Amanda Azous, who is a retired Environmental Engineer, stated she would like to see the CIP emphasize the high-level commitment made in regard to stewardship and environmental responsibility as stated in the Port's Strategic Plan.

The Commission discussed the upcoming Airport Capital Improvement Plan (CIP) and which items to prioritize beginning in 2023. Corley McFarland with Precision Approach Engineering joined in on Zoom to answer questions and assist with the discussion.

Based on a consensus of the Commission at the end of the meeting, the CIP document as updated by Corley from APE, and presented the Commission, will be submitting to the FAA.

Discussion Items:

- A.** Consider advertising a Request for Proposals (RFP) for the Spring Street airport parcels

The Commission discussed in depth whether they should consider an RFP for the Spring Street airport parcels or go another direction.

Commissioner Marrett made a motion to move forward on a lease policy before they entertain proposals for airport properties. Commissioner Compton seconded the motion, Commissioner Black opposed. Majority vote carries.

- B.** Review boatyard rates and operational considerations

Boatyard Lead Garrett Smith presented the Commission with proposed changes to

the Albert Jensen and Sons Boatyard rates. These changes are to help create a competitive rate structure similar to other boatyards in the Puget Sound area that offer similar services and facilities in an effort to remain current with standards expected by boatyard customers, while still providing revenue for boatyard operations.

The new rate proposal would make it more affordable to be in the yard short-term, and slightly more expensive to be in the yard long-term, giving us more opportunities to haul out boats.

The Commission recommended to try these rates and revisit them after they see how it works out over the fall season.

C. Discuss medical coverage for budget preparation

The Executive Director brought forth to the Commission for budget preparation, he would like to change medical coverage for Port Staff dependents from 75% contribution to full 100% contribution from the Port. This will also include full contribution for Commissioners and their families.

The Commission discussed and there was a consensus. It will be built into the budget, once the budget gets approved, the Employee Handbook will get updated with the change in medical coverage.

D. Review draft Greenhouse Gas Policy

The Commission would like table this for now and discuss at future meeting.

E. First review of draft Lease Policy

The Commission reviewed and discussed a draft of the Lease Policy the Executive Director had provided to them.

The Executive Director will put together preliminary concepts of what each Commissioner would like to see and come up with a single version document. It will then be sent it out to the Commission for comments and edits.

F. 2023 Commissioner goals for the Director and Port staff

The Commission would like table this for now and discuss at future meeting.

G. Schedule for director's review

The Commission decided the review of the Executive Director will be done at the same time as the Staff reviews, at the end of the year.

H. Request for a letter of support from the Arts Committee for a sculpture on Port property

Commissioner Marrett shared that the Arts Committee would like some assurance that if they put an RFP out for a welcome sculpture that it would be allowed to be placed on Port property.

Commissioner Marrett will send them a letter that indicates that the Port Commission will have a final say on placement location and which sculpture will be placed.

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**

Port Commissioner and Committee Reports:

Commissioner Compton shared that Congressman Larson is going to be holding a listening session for District 2 Commissioners and Federal District 2 commissioners on September 21 at 11:00 am.

She also shared that she wanted to have a commissioner listening session at a coffee shop every quarter.

Commissioner Black inquired about the possibility of changing meeting days to Friday. Meeting will remain on Wednesday; he may need to zoom in instead of being in person.

Commissioner Marrett mention she will be attending the Climate and Sustainability Committee working group. She also shared that there was a great turn out for the Pride Festival at Jackson Beach.

Staff Reports: None

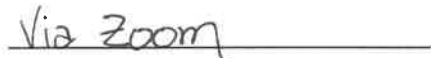
Adjourn: 2:03



Graham, Black, Commissioner



Barbara Marrett, Commissioner



Victoria Compton, Commissioner