

## Friday Harbor Port District

Port Commission Meeting Minutes

Port Commission Meeting

San Juan Island Yacht Club

Wednesday September 28, 2022

Executive Session Not Open to Public at 2:00 PM

Open Public Meeting at 2:20 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  
Victoria Compton  
Gib Black

**Port Staff Present:** Todd Nicholson, Executive Director  
Tami Hayes, Harbormaster  
Amber Garcia, Executive Assistant  
Kyle Gropp, Capital Projects Supervisor  
Mike Roling, IT System Administrator

**Public Present:** Bob Brunkow, San Juan Pilots Association  
Peter B., San Juan Pilots Association  
Marilyn Gresseth, Argyle Avenue Resident  
Albert Gonzales  
Greg Hertel, Friday Harbor Cruises  
Necia Quast, LWVSJ  
Daniel Schwartz, San Juan Pilots Association  
Lorraine Swartling, Argyle Avenue Resident  
Russ Swartling, Argyle Avenue Resident

### **1. Executive Session pursuant to RCW 42.30.110 § 1(i):**

Commissioner Marrett brought the Regular Meeting to order at 2:00 pm.

Commissioner Marrett immediately called for an Executive Session per RCW 42.30.110 § 1(i) *“To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.”* The anticipated length of the Executive Session is 20 minutes.

## 2. Close Executive Session and adjourn Special Port Commission Meeting

Commissioner Marrett closed the Executive Session at 2:20 pm, no action was taken. The regular meeting was brought back to order at 2:20.

### Public Meeting Commences 2:20 pm

**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: September 14, 2022 Meeting Minutes
- B. Approval of Vouchers: Payroll and Bills Vouchers #03116-03147 for \$44,742.95.

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

### Action Items:

- A. Approve Executive Directors signature on Wayne Haeferle and Associates change order # 1

Change Order # 1 to Contract #22-010 Wayne Haeferle and Associates for the Jackson Beach parking and vault toilet improvements. Additional design and permit application support in response to unanticipated County requirements. This change increases the contract total from \$14,230 to \$28,730.

Commissioner Compton moved to approve the change order, Commissioner Black seconded, approved unanimously.

- B. Consider Approval of Resolution #22-010 Surplus Three Port Vehicles.

Commissioner Compton moved to approve Resolution #22-010 Surplus Three Port Vehicles, Commissioner Black seconded, approved unanimously.

- C. Determine budget amounts for the Chamber of Commerce Fireworks and EDC Support.

Commissioner Black made a motion to increase the 2023 contribution of the Chamber of Commerce Fireworks from \$2,500 to \$3,000. Commissioner Marrett seconded the motion, approved unanimously.

Commissioner Compton recused herself from the discussion and vote of the 2023 EDC Support and stepped out of the meeting.

Commissioner Black made a motion to keep the 2023 EDC Support/Contribution the same as 2022; \$19,000. Commission Marrett seconded the motion, approved with two votes.

**Discussion Items:**

- A. Airport Rules and Regulations:** Consider making adherence to the noise abatement procedures mandatory as a condition of tenancy on Port properties.

Commissioner Marrett shared there's been many complaints from the public regarding noise at the airport. She and the Executive Director had a very productive meeting with local pilots. The pilots are very receptive to working in partnership with the Port to help with noise abatement. The pilots had great suggestions on how to help with this issue; outreach to area pilot publications and Facebook groups, possibly raising the elevation of the approach, adjusting the flight pattern, adjusting runup procedures on the ground, and maybe having someone in the tower communicating with incoming planes.

Bob Brunkow with the San Juan Pilots Association agreed that it was a very positive and productive meeting. Concluding the meeting he shared with Mayor Ray Jackson the outcome of the meeting.

Marilyn Gresseth, resident of Argyle Avenue suggested having the tower manned during the summer.

Dan Schwartz with the San Juan Pilots Association shared the idea of inviting the public to one of the pilot association meetings to discuss noise abatement.

Greg Hertel with Friday Harbor Cruises suggested reconnecting the public with airplanes. Maybe the Fly-in event could make a comeback.

Lorraine Swartling, of Argyle Avenue included that it's also a safety issue. Planes are banking over her house at a very low altitude.

The Executive Director added that Pilot, Bob Jamieson and Airport Manager, Mike Otis have been working on new signs and repainting the arrows which seems to be helping with traffic flow.

The potential action of adding lease clauses relative to noise abatement was tabled in favor of first working with the local pilots on outreach and operational adjustments that may more effectively address the issue.

- B. Consider land lease elements for the proposed Aeronautical Services expansion.**

The Executive Director reported to the Commission that the proposed land lease

would replace the lease for Weber Way. The new lease would allow for an expanded building and additional parking and access areas.

The key elements of the lease would be:

1. New lease for combined area with standard 25/5/5/5 term
2. Lease area to include all occupied areas – building, apron, and access areas, & assoc. parking.
3. Lessee to provide legal description and exhibit for lease
4. Lessee to create and maintain new employee/truck parking area
5. 50% maintenance responsibility for Airport Circle Drive
6. Lessee to relocate portable office and utilities as needed.

The Commission would like to move forward with preparing the lease for the proposed Aeronautical Services expansion as described.

**C. Second discussion of tariffs to be incorporated into the 2023 budget.**

The Commission discussed the tariffs for the 2023 budget in great length. They decided to raise the tariffs by the 9% CPI with the intent to have follow on discussions about how to set future target moorage rates that include margins for asset replacement.

**New Business: Commissioners May Share Information or Introduce Topics for Discussion at a Future Meeting.**

Commissioner Compton would like to discuss wages and benefits targeted at employee retention along with potential reimbursement for staff use of personal assets used for Port business.

**Staff Reports:**

Director's update: Time did not allow for an update from the Executive Director, he will give an update at the next meeting.

**Port Commissioner and Committee Reports:**

Commissioner Black shared that he was down Shipyard Cove and he saw who thinks is one of the Port's tenants rolling their massive crane off a barge and it's obvious to him what's causing that pavement to disintegrate so quickly. There was some attempt to use plywood under the big rollers just on the steep part of the ramp, and then it rolled and creped, grinding back to its home.

He also brought forth the concern of Downriggers using the designated public plaza area. The Executive Director will put together a letter to the tenant addressing the requirement

to keep restaurant operations completely contained within the lease area.

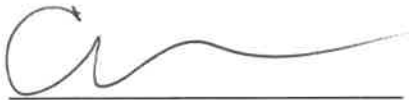
Commissioner Compton thanked the Executive Director for bringing in a new line of business with dock manufacturing.

Commissioner Marrett shared she will be moderating a Tourism Panel at the WPPA Conference. She also added that she's happy to see the recycle center taking shape.

She also reported that she spoke with the Executive Director regarding the dock manufacturing about adding in a materials inflation clause. This would protect the Port in a situation where material costs rose for the Port after an external order was signed based on current material pricing. The Director will incorporate provisions in the order form to guard against this risk.

**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**

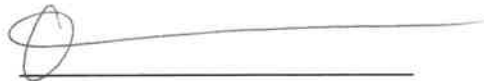
**Adjourn: 3:47 PM**



Graham, Black, Commissioner



Barbara Marrett, Commissioner



Victoria Compton, Commissioner