

Friday Harbor Port District

Port Commission Meeting Minutes

San Juan Island Yacht Club

Wednesday November 9, 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
Amber Garcia, Executive Assistant
Mike Roling, IT System Administrator

Public Present: Necia Quast, LWVSJ

Budget Public Hearing

Public Comment Period: 2023 Budget. **None**

Budget Adoption:

1. Action Item: Resolution #22-013, Department of Revenue Ordinance / Resolution for Property Tax Levy.

Commissioner Compton moved to approve Resolution #22-013, Department of Revenue Ordinance / Resolution for Property Tax Levy. Commissioner Black seconded; approved unanimously.

2. Action Item: Resolution #22-014, Adoption of the Port of Friday Harbor's 2023 Budget and Scheme of Harbor Improvements.

Commissioner Compton moved to approve Resolution #22-014, Adoption of the Port of Friday Harbor's 2023 Budget and Scheme of Harbor Improvements. Commissioner Black seconded; approved unanimously.

Citizen comments/requests: For items not pertaining to the 2023 Budget. 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: October 20, 2022 Special Meeting Minutes
- B. Approval of Minutes: October 25, 2022 Special Meeting Minutes
- C. Approval of Minutes: October 26, 2022 Meeting Minutes
- D. Approval of Vouchers: Payroll and Bills Vouchers #03221-03265 for \$157,604.75.

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

Action Items:

- A. Approval of Resolution #22-005, Lease Policy.

Commissioner Black moved to approve Resolution #22-005, Lease Policy. Commissioner Marrett seconded; approved unanimously.

- B. Approval of Artistic Concrete Contract #22-025, IOSA Lot Clearing for \$54,150.

The Executive Director informed the Commission that the County started processing the permits for that site and they are recommending we not build it in the trees because they are concerned about an endangered species in the vicinity of those trees and the permits will be slowed down significantly if we put it in that location. The recommendation is to move the building forward on the lot in the already cleared area, and then be able to process the permit quicker.

The Commission is in agreeance to move building site forward out of the trees. No action was taken on Artistic Concrete Contract #22-025, IOSA Lot Clearing for \$54,150.

- C. Approve transfer of land lease for Hangar V-1 from Omega Industries Inc. to KFHR J3 LLC.

Omega Industries Inc. is requesting assignment of the land lease associated to Hanger V-1 to KFHR J3 LLC in connection with sale of the hangar to KFHR J3 LLC.

Commissioner Black moved to approve the assignment of the land lease associated to Hanger V-1 to KFHR J3 LLC. Commissioner Marrett seconded; approved unanimously.

Discussion Items:

- A. Parcels available for January 15, 2023 Proposals.

The Executive Director showed maps of the available Port owned parcels to the Commission. They discussed in depth which Port parcels will be included January 15, 2023 Proposals.

The Executive Director will advertise and publish that the Port Commission will receive concept proposals January 15th for these four parcels:

- Spring Street parcels: 1 acre
- Parcel NE of Co. Public Works Building, North of Boothman Building: 3/4 acre
- All or portions of the Weber Way parcel: 4 acres
- Parcel at intersection of Spring Street & Franklin Drive: 1 1/4 acre

Commissioner Compton is going to further discuss the Parcel at intersection of Spring Street & Franklin Drive, 1 1/4 acre with the Executive Director. If she decides to not advertise this parcel, it will be a majority and that parcel will be not listed.

B. Schedule working session to finalize Strategic Plan.

The working session will be the morning of January 11, 2023.

C. Airport noise and flight pattern.

The Executive Director reported that after the suite of recommendations that were put together by local pilots and Port Staff was send out to the pilot community, the responses were about 50% for and against the proposals. The recommendation is to do nothing and keep the patterns the same as they have been because we'll just be trading one set of complaints for complaints from a different area, it will not solve the problem.

Port Staff and local pilots will provide advisory communications on safety and on noise abatement to visiting pilots who might not be following the flight patterns.

D. Reallocation of unused 2022 Jensen Marina materials budget to general marina materials.

The Commission stated it is okay to reallocate.

E. Schedule Executive Session for the Executive Director's annual review.

The Executive Session will take place Thursday December 15, 2022 in the Port Meeting room at 12:00 PM.

New Business: Commissioners May Share Information or Introduce Topics for Discussion at a Future Meeting. **None**

Staff Reports: None

Port Commissioner and Committee Reports: WPPA Small Ports Review.

Commissioner Marrett announced that she is currently working on the next edition of the newsletter. She also shared a session she attended at WPPA Small Ports on “Creative Recruiting and Staff Retention.”

Commissioner Black shared a session he also attended at WPPA Small Ports on “Succession Planning within the Port.”

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: 2:00 PM

via Zoom
Graham, Black, Commissioner


Victoria Compton, Commissioner


Barbara Marrett, Commissioner