

## Friday Harbor Port District

Port Commission Meeting Minutes  
San Juan Island Yacht Club  
Wednesday June 28, 2023 at 12:00 pm

*Members of the public unable to attend the meeting may email comments for presentation to the Commission during the public comment period. Please email to [ToddN@PortFH.org](mailto:ToddN@PortFH.org) with the subject line "Public Comment". Comments must be received 24 hours prior the meeting.*

**Commissioners Present:** Barbara Marrett  
Graham Black  
Steven Carleton

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

**Public Present:** Jill Belcovson, LWVSJ  
Rich Goodhart, Citizen  
Susan Toch

**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.

Susan Toch shared with the Commission her organization has a 26-foot boat and they are asking for complimentary moorage. They're a coalition between the working waterfront and the environmental community. She is working with the Executive Director on how the expertise can benefit specific projects that are happening now on the island.

*Swear in District 3 Appointed Commissioner Steven Carleton.*

The Port Auditor swore in District 3 Commissioner Steven Carleton.

### **Consent Agenda:**

- A. Approval of Minutes: June 14, 2023 Meeting Minutes
- B. Approval of Vouchers: Payroll and Vouchers

Commissioner Black made a motion to approve all items in the Consent Agenda with edits provided by himself and Commissioner Marrett. Commissioner Marrett seconded, all in favor, all items approved unanimously.

**Action Items:**

- A. Consider Approval of Professional Service Agreement #23-022 Precision Approach Engineering for commitment of 5-Year Airport Engineering Services.**

Earlier this year the Port went out for Request for Qualification (RFQ) for the 5-Year Airport Engineering Contract. One RFQ was received, and it happened to be the Port's current engineer, Precision Approach Engineering. The Executive Director, Port Auditor and Airport Manager have a successful working relationship with this firm and recommend continuing the relationship for the years 2023-2027.

Commissioner Black made a motion to approve Approval of Professional Service Agreement #23-022 Precision Approach Engineering for commitment of 5-Year Airport Engineering Services. Commissioner Carleton seconded, all in favor, approved unanimously.

- B. Consider Approval of Equal Value to the Port for Complementary Moorage July 11, 12, 13 in Support of the Coast Salish Youth Challenge Paddle.**

Commissioner Carleton made a motion to approve Approval of Equal Value to the Port for Complementary Moorage July 11, 12, 13 in Support of the Coast Salish Youth Challenge Paddle. Commissioner Black seconded, all in favor, approved unanimously.

- C. Consider Authorizing the Executive Director to Execute a Year-to-Year Terminal Counter Lease for Backcountry Aviation Upon Demonstration of the Minimum Commercial Aviation Operator Standard.**

Commissioner Marrett made a motion to authorize the Executive Director to execute a year-to-year terminal counter lease for Backcountry Aviation upon demonstration of the minimum commercial aviation operator standard. Commissioner Black seconded, all in favor, approved unanimously.

**Discussion Items:**

- A. Solar Requirements on Lease Extensions**

The Executive Director presented the Commission with a staff proposal for solar requirements on lease extensions. The proposal would potentially allow the lessee an option to pay into the Port Energy Efficiency Fund or demonstrate that the hangar has a net zero energy consumption. Lessees opting to participate in the Port's Energy Efficiency Fund would make a onetime \$30,000 payment to cover the duration of the lease. Lessees opting out of the Port's Energy Efficiency Fund can meet the net zero requirement by implementing any combination of installing solar panels, improving insulation, replacing propane heat with heat-pumps, and any other energy improvements.

This item will be discussed further over the next few months, to allow start lease updates to start moving.

**Staff Reports:**

*Port Auditor, Phyllis Johnson- May Financials and Historical Wages & Benefits*

The Port Auditor gave a report on the Port’s finances.

*Executive Director, Todd Nicholson*

The Executive Director announced that the paving and installation of the new restrooms at Jackson Beach has been completed. Work is almost complete on strengthening the travel lift pier pad. The Executive Director and the Commission discussed the paving schedule for the barge landing project. The barge landing reconstruction is targeted for Fall/Winter of 2023 and the consensus was to aim for a combined 2024 access road project.

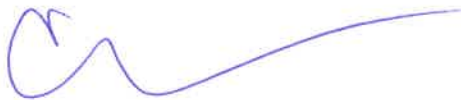
**Port Commissioner and Committee Reports:**

Commissioner Marrett inquired about the stump next to the House Posts, the Executive Director responded that he is working with the Town, and it sounds like there will be a positive outcome. She also asked if the Port had received copies of the leases Jolly Trolley has with their storage tenants. As of now, they do not have any storage tenants and therefore don’t have a lease. The Executive Director mentioned doing a site inspection.

**New Business:** Commissioners May Share Information or Introduce Topics for Discussion at a Future Meeting. **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:** 2:02 PM



Graham Black, Commissioner



Barbara Marrett, Commissioner



Steven Carleton, Commissioner