

Friday Harbor Port District

Port Commission Meeting Minutes

San Juan Island Yacht Club

Wednesday August 9, 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 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
Greg Hertel, Citizen
Greg Stein, Citizen

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.

Citizen Greg Stein introduced himself to the Commission. He will be sending the Commission a letter and was wanting them to know who he was.

Consent Agenda:

- A. Approval of Minutes: July 12, 2023 Meeting Minutes
- B. Approval of Minutes: July 24, 2023 Special Meeting Minutes
- C. Approval of Minutes: August 5, 2023 Special Meeting Minutes
- D. Approval of Vouchers: Payroll and Vouchers

Commissioner Black made a motion to approve all items in the Consent Agenda.
Commissioner Carleton seconded, all in favor, all items approved unanimously.

Action Items:

- A. Consider Approval of Hangar K6A from Benton to Gossom

Commissioner Black made a motion to approve Hangar K6A reassignment from Benton

to Gossom. Commissioner Carleton seconded the motion, all-in favor, approved unanimously.

B. Consider Relocation of Unused 2023 Capital Budget Funds to Marina Reconstruction Material Orders

The Executive Director stated material orders are a part of the Port's ongoing rebuild process over the next twenty to thirty years. Typically, an order of this magnitude would be something that would go into the budget, and it was going to be included in 2024. Many projects primarily at the airport have been pushed back, we want to pull this back into 2023 and get started on that 2024 work early.

Commissioner Carleton made a motion to approve Relocation of Unused 2023 Capital Budget Funds to Marina Reconstruction Material Orders. Commissioner Black seconded the motion, all-in favor, approved unanimously.

Discussion Items:

A. Port Solar Fund Buy-in Amount

At the last meeting the Executive Director was asked to do more research and see what the average amount would be to install solar on a hangar.

He reached out to the company that is wrapping up the airport energy assessment and they said to get a hangar or hangar group at net zero energy use, it would be somewhere between \$16,000 and \$26,000, depending on the amount of the volume of energy they use. In addition, Commissioner Black also just installed solar panels at his residence and the cost was \$26,000. The previously discussed amount of \$30,000 is reasonable.

The Executive Director clarified, as tenants come up for lease renewals, part of that renewal process is for tenants to zero out their hangar's energy use. They will have two choices, do an analysis of their use, and show through their analysis that they're going to install panels that will zero out their use on a net zero basis or they can contribute \$30,000 to the Port Solar Fund. If the hangar is in decent shape, the lease would be renewed for ten years. In that ten-year period, the tenant will need to reroof, reside, and either buy into the Port Solar Fund or prove that they've gone net zero and then they would get an additional fifteen years added to lease term.

There is a consensus amongst the Commission, the Executive Director will build this into the upcoming lease renewal proposals that will be brought forward to the Commission.

B. Business Park with Port Administrative offices, Records Storage, and Conference Room Building

The Executive Director shared that the location of this building would be at the south

end of the 163-land area, east of the greenhouse and the old animal shelter building. The building would be 5,000 square feet on two levels and cost approximately \$850K over a two-to-three-year period. With the administrative staff being relocated, it would free up a significant amount of space for the marina operations department. In addition, there would also be a Port controlled commission meeting room, an all-staff meeting area, and better parking availability for meeting attendees. There would also be a records storage area to replace inadequate Boothman's storage. The Commission is in favor of pursuing the possibility.

C. Hangar Reconstruction and BIL Funds Plan

The previously discussed plan was to reside, reroof, and repair doors on Hangars C,D,E, and G. The Executive Director would like to propose demolishing and rebuilding the hangars with BIL Funds. Going this route would cost a little bit more money, but it would be FAA funded. The pilot community would be very appreciative of new hangars. This project would potentially take place 2024-2026.

For this reallocation to take place, a different grant structure for the \$1 million that was set aside for energy efficiency would need to take place. It is not recommended to move forward until there's an alternate solution to the solar.

D. PFFAP/other Grant Options for Additional Jackson Beach Shelter, Parking, and Restrooms

The Harbormaster shared, there's been lot of positive feedback about Jackson Beach. The community loves the new restrooms and the updated truck and trailer parking. The shelter has become excessively popular. The most common negative feedback about the beach is that the restroom is a long distance from the shelter and beach areas. It is over 300 yards from the shelter and there is no viable trail for people to walk to and from safely.

With the grant application from the County coming around soon, the Executive Director and Port Staff would like to apply for an additional shelter, parking, and restrooms that are closer to the beach and shelter(s). The majority of the Commission are in favor of these requests in addition to making a trail that's parallel to the parking area for walking safety. This will be discussed further at a future meeting.

E. Tarragon & Goodremont Options

The Executive Director announced that both Tarragon and Brian Goodremont are not interested in reserving the parcels they were previously interested in.

F. Finalize Discussion on Available Lease Tracts and Allowable Uses

The Commission continued the discussion regarding available lease tracts and allowable uses. Commissioner Marrett shared a letter that was written by former

Executive Director, Steve Simpson regarding the Spring Street and Franklin Drive parcel and how important the entrance of a facility is. Upon the Commission's in depth discussion the available lease tracts and allowable uses are as follows:

Spring Street: Available for commercial use.

Spring Street and Franklin Drive: Available for commercial use, no lodging, and must balance public benefit and visual impact.

Weber Way: Available for commercial use, no lodging.

South of the College: Available for commercial use, year-to-year lease, and no removal of trees allowed.

South Storage: Consider large community benefit proposals.

Mullis Street and Argyle Avenue: In lease development with Fly Guys Construction.

G. Advertising for Lease Parcels

All available parcels will be advertised locally. The Spring Street and Weber Way parcels will also be advertised on Loop Net.

Staff Reports:

Executive Director, Todd Nicholson

The Executive Director shared with the Commission, the Hospital District is looking at constructing an employee housing complex between the hospital and the airport. It would be designed to be tucked into trees. Peace Health still needs to agree to this plan.

Port Commissioner and Committee Reports:

OPMA/Public Records Requests

Commissioner Marrett shared information she learned at the WPPA Conference regarding Open Public Meetings Act (OPMA) and Public Records Requests.

WPPA Conference Reports

Commissioner Carleton will give a report at a future meeting.

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: 2:00 PM



Graham Black, Commissioner

Barbara Marrett, Commissioner



Steven Carleton, Commissioner