

Friday Harbor Port District

Port Commission Meeting Minutes
San Juan Island Yacht Club

Wednesday September 13, 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: Graham Black (Via Zoom)
Steven Carleton

Port Staff Present: Todd Nicholson, Executive Director
Phyllis Johnson, Auditor
Tami Hayes, Harbormaster
Amber Garcia, Executive Assistant
Amanda O'Brien, Executive Assistant
Mike Roling, IT System Administrator

Public Present: Jill Belcovson, LWVSJ
Rich Goodhart, Citizen
Greg Hertel, Citizen
Bob Brunkow, CAC

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 Hertel suggested the Port have Narcan on hand at all facilities in addition to current first aid equipment.

Bob Brunkow presented the Citizen Advisory Committee (CAC) Report. The Commission and staff thanked Bob and the CAC members for their outstanding contribution to the Port's strategic plans.

Consent Agenda:

- A. Approval of Minutes: August 9, 2023 Meeting Minutes
- B. Approval of Minutes: August 23, 2023 Bill Pay Meeting Minutes
- C. Approval of Vouchers: Payroll and Vouchers #04025-04079 for \$645,459.57

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. Resolution# 23-005, Surplus of Portable Restrooms & Boathouse

The Executive Director stated the Portable Restrooms located near the POFH Marina office and the Boathouse located at Jensen's have served their purpose, have no remaining value, and are ready for disposal and/or repurposing at no cost to the Port. The Port's goal is to execute the disposal at no cost to the Port.

Commissioner Black made a motion to approve the Surplus of Portable Restrooms & Boathouse. Commissioner Carleton seconded the motion, all-in favor, approved unanimously.

B. Approval of Hangar K6A from Benton to Gossom, Resign with Title Edits

Commissioner Black made a motion to approve Hangar K6A from Benton to Gossom, with Title Edits. Commissioner Carleton seconded the motion, all-in favor, approved unanimously.

C. Consider Approval for Plane-View LLC Lease

The Executive Director stated due to locality and accessibility complications, Plane-View LLC is the sole entity that could build in this unit. The renewed lease would give Plane-View LLC an allotted time of 10 years to decide to rebuild and expand the footprint or to rehab the roof and siding of the building. Considering the special circumstances, the requirement to install solar has been removed for this lease.

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

Staff Reports:

Executive Director, Todd Nicholson

The Executive Director shared with the Commission, the FAA has deemed the current ASOS (Automated Surface Observing Systems) in its present location unacceptable and will need to be relocated. Three possible sites are being reviewed for relocation that still need to be approved from the FAA. Once progress has been made with the FAA, plans to revisit this topic in future meetings are in place. This course of action will require pausing work on the Fly Guys lease until FAA and the Port choose the relocation site.

Executive Director Todd Nicholson and Port Auditor introduced new staff member Amanda O'Brien, she has filled the Executive Assistant, Accounts Payable position.

Port Commissioner and Committee Reports:

WPPA Conference Reports

Commissioner Carleton shared information he learned at the WPPA Conference regarding the importance of building rapport with government entities and the distinction of roles between Commissioners, Executive Directors and Port staff.

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

The consistency of Energy Efficiency requirements for Airport tenants will be discussed in future meetings.

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.

Bob Brunkow stated an important function of the ASOS is to help determine cross wind direction which is vital to pilots during the winter season. Bob urges the Port to consider this factor when determining relocation of the current ASOS.

Adjourn: 1:24 PM

Graham Black, Commissioner

Barbara Marrett, Commissioner

Steven Carleton, Commissioner