

Friday Harbor Port District

Port Commission Meeting

San Juan Island Yacht Club

Friday June 13th at 10:00 AM

Regular Meeting Minutes

Commissioners Present: Graham Black
Barbara Marrett
Richard Goodhart

Port Staff Present: Todd Nicholson, Executive Director
Kyle Gropp, Deputy Director
Phyllis Johnson, Port Auditor
Mike Roling, IT Administrator

Public Present: Jill Belcovson, LWVSJ

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 Payroll & Vouchers

B. Approval of Minutes: June 13, 2025, Meeting

Commissioner Black moved to approve the consent agenda as a whole. Commissioner Marrett seconded.

Commissioner Marrett noted a charge for the NDB asked for an update on the NDB status. Executive Director Nicholson informed the commission that the comment period has ended and FAA is reviewing those before deciding on decommissioning.

Commissioner Black asked about the potential use of that property if the NDB were to be decommissioned. Executive Director Nicholson that if it were decommissioned the land is outside of the wetland buffer so it could be utilized for something else. He continued that it was likely that the FAA would be decommissioning the site as they have been doing nationally. Commissioner Goodhart noted that there are alternatives available that pilots can use for instrument approaches if the NDB does get decommissioned.

Motion approved unanimously. Executive Director Nicholson interjected that while the bills were large, most of it is grant reimbursable, primarily for the hangar construction.

Discussion Items:**A. Executive Director Review – November**

Port Auditor Johnson requested that the annual review of the Executive Director be done in November, in line with other staff reviews, rather than July. All commissioners agreed with the proposed timeframe.

B. August CPI Resolution Discussion

Port Auditor Johnson explained that the Port uses the August CPI for fees and charges and wages, but leases have historically used the December CPI. Due to the December CPI not being published until January it has caused issues with the budget and billing.

Commissioner Goodhart recommended either running things by legal or doing lease amendments for the change. Commissioner Black also echoed the opinion of making lease amendments, Commissioner Marrett agreed.

C. 2026 Master Plan Update - Potential RFP

Deputy Director Gropp explained that the waterfront master plan is in need of being updated and presented possible options of doing a full staff update, contracting the entire plan out or taking a hybrid approach where most of it is done by staff then reviewed by a contractor for additional updates and revisions. He gave pros and cons of each option. He also noted many of the properties that have been added since the last full master plan, the new properties have their own master plans. The idea would be all of the waterfront properties including Shipyard Cove, Jensen's, Friday Harbor and Jackson Beach would be combined into a single document.

He also listed some of the possible future projects that would have to be included such as replacing the marina fueling system, updating the laundry and restroom facilities, parking changes and breakwater reconstruction. Additional projects mentioned for consideration into a future master plan include the ongoing port electrification and Jackson Beach changes.

Executive Director Nicholson indicated that his preference would be to do the groundwork initially with staff and the commission in public workshops, before bringing in a consultant to produce the published report.

Commissioner Black was open to any option but noted that a consultant can bring in an external point of view that you may miss internally. Commissioner Marrett mentioned that she would like a consultant review while the plan is still in development rather than at the end.

The 2026 budget should include some funds to bring on a consultant to participate in some capacity. Commissioner Black asked if we could bring this topic back in a future meeting. Executive Director Nicholson agreed to bring it back as a topic next month.

Staff Reports:**A. Phyllis Johnson**

Port Auditor Johnson went over the full 2024 budget review highlighting differences between the budgeted items and the actual. Some projects are still awaiting reimbursement from FAA or insurance. Total revenue exceeded the budgeted amount by 13% due to conservative projections. Total expenses were 5% under budget. Overall net income was approximately \$388,000, exceeding expectations.

B. Kyle Gropp

Deputy Director Gropp reported that in April we received a notice of non-renewal of insurance for our underground fuel storage tanks. He mentioned that he worked with Enduris to find new coverage for the tanks. Coverage is difficult to find, but we were able to get coverage through PLIA which is the State of Washington's Pollution Liability Insurance Agency.

Executive Director Report:

Executive Director Nicholson reported that he submitted two applications for PFFAP funds with the county. One for the Travelift pier and the other for an FAA certified repair facility at the airport. He is optimistic that funding will be provided as both projects bring entirely new jobs to the island.

Port Commissioner and Committee Reports:

Commissioner Black mentioned that he had some people asking about the cars parked on the lot next to M&W. Deputy Director Gropp informed the commission that there were plans to reconfigure H-Lot and offer that tenant a space there for his business. This may take 90 – 120 days.

Commissioner Marrett suggested that we do a newspaper insert like was done for the 60th anniversary. She suggested that former commissioner Hertel might like to participate, he had written significant portions of the 60th anniversary.

Commissioner Goodhart mentioned that he saw it reported that Governor Ferguson was going to be on island July 14th.

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


None

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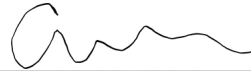
Jill Belcovson, asked for clarification from the earlier CPI discussion in that it was referring to August 2025 CPI going into effect January 2026. Port Auditor Johnson confirmed that.

Commissioner Marrett announced that the San Juan Museum of Art had a new native exhibit and that the Lummi and Haida were going to be having a healing ceremony on Orcas Island.

Adjourn: 11:54a

A handwritten signature in black ink, appearing to read 'Barbara Marrett', written over a horizontal line.

Barbara Marrett, Commissioner

A handwritten signature in black ink, appearing to read 'Graham Black', written over a horizontal line.

Graham Black, Commissioner

A handwritten signature in black ink, appearing to read 'Rich Goodhart', written over a horizontal line.

Rich Goodhart, Commissioner