

## Friday Harbor Port District

Port Commission Meeting  
San Juan Island Yacht Club  
Friday December 12<sup>th</sup> at 10:00 AM  
Regular Meeting Minutes

**Commissioners Present:** Graham Black  
Barbara Marrett  
Richard Goodhart

**Port Staff Present:** Todd Nicholson, Executive Director (Zoom)  
Kyle Groppe, Deputy Director  
Phyllis Johnson, Port Auditor  
Mike Roling, IT Administrator  
Megan Workman, Staff Accountant

**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 and Vouchers  
**B.** Approval of Minutes: November 14, 2025, Meeting & November 26, 2025, Meeting  
*Commissioner Black moved to approve the consent agenda as a whole, Commissioner Marrett seconded the motion. Commissioner Marrett asked what the 'Grizzly Saw' is. Deputy Director Groppe explained it was a new table saw with enhanced safety features to replace the old table saw. Commissioner Marrett then asked about the payment for the planters. Port Auditor Johnson explained that it was an old invoice that the company didn't send and these were the same planters used over summer. Approved unanimously.*

### Action Items:

**A.** Gib Black Oath of Office Certification  
*Port Auditor Johnson issued the Oath of Office to Commissioner Black after he was re-elected to his position.*

**B.** Hangar F3A Consent to Sale – Sound Maintenance to Kenmore Air  
*Commissioner Black moved to approve the assignment, Commissioner Marrett seconded the motion. Motion approved unanimously.*

**C.** Resolution 25-014, W33 Entitlement transfer to Orcas Island Airport (ORS) *Commissioner Marrett moved to approve Resolution 25-014, Commissioner Black seconded the motion. Commissioner Black asked for clarification as to which FAA money this is. Executive Director Nicholson explained that FAA money comes in different funding lines. The funds in question here can only be transferred between airports of the same classification. The seaplane base is a different classification based on the number of enplanements than the Friday Harbor airport. It is, however, in the same classification as the Orcas and Lopez airports so funds can be transferred to those airports. These funds cannot be used at the seaplane base without detrimentally affecting the seaplane carriers.*

*Executive Director Nicholson noted that we offered to transfer the money to Orcas and Lopez to keep the money in the county, otherwise it would be lost or transferred elsewhere.*

*Resolution approved unanimously.*

**D.** Resolution 25-015, W33 Entitlement transfer to Lopez Island Airport (S31) *Commissioner Black moved to approve Resolution 25-015, Commissioner Marrett seconded. Resolution approved unanimously.*

**E.** Resolution 25-016, Updated CERB Grant resolution *Commissioner Marrett moved to approve Resolution 25-016, Commissioner Black seconded. Executive Director Nicholson explained that while a resolution for this has already passed the state has since published a resolution format and wording, so this updated resolution just reflects the updated format and wording guidance from the state. This grant is to help pay for the Travelift pier. Resolution approved unanimously.*

**F.** Leon Environmental - MTCA Task Order #8 – Upland Haul Out Pier Redevelopment Support in the amount of \$90,500 increasing the total to \$1,912,721. *Commissioner Black moved to approve the task order, Commissioner Marrett seconded. Deputy Director Groppe explained that this engineering is to help harden the shoreline to protect the wash pad area in the boatyard. Commissioner Goodhart asked that since this is not grant reimbursable if it was anticipated and budgeted for. Port Auditor Johnson confirmed that funds were included in the budget to cover this work.*

*Motion approved unanimously.*

**Discussion Items:**

**A.** December 2025 BillPay Meeting Reschedule *Port Auditor Johnson explained due to how funding via the County works it is better to pay on the 26<sup>th</sup> rather than the prior scheduled 30<sup>th</sup>. It was determined that at least 2 Commissioners would be available to conduct the Bill pay meeting on the 26<sup>th</sup>.*

**B. 2026 Meeting Schedule**

*The 2026 meeting calendar was reviewed; meetings continue to be the second and fourth Friday of the month.*

**C. PTO Gifting policy**

*Deputy Director Groppe presented the updated PTO Gifting policy that includes some updates based on the prior discussion. Commissioner Black asked about the rationale for the donor having to stay above 80 hours. Deputy Director Groppe said it was help protect the employee. Port Auditor Johnson added that the employee needs to either be working or using PTO to maintain benefits. Commissioner Black asked if 80 hours was the correct amount. Commissioner Goodhart noted that the State also has the same 80-hour limit.*

**D. Airport Terminal Art**

*Commissioner Goodhart explained that with the new digital display at the airport with the featured pilots being in place there will be open spaces on the wall. Commissioner Marrett suggested that the existing series of historical panels that stopped in 2009 could be updated with a 2010 – 2025 panel to fill the space. Commissioner Black agreed that adding an updated panel is a great idea.*

**Executive Director Report:**

*Executive Director Nicholson reported that Ecology has provided comments on the remedial investigation report for the in-water work, he will be working with Kyle and Peter Leon to address the questions from Ecology.*

*He is also working with Corley of PAE and the FAA to determine how best to continue with the Fuel Apron project, either to work on it through winter or wait until spring.*

**Port Commissioner and Committee Reports:**

*Commissioner Marrett asked how the Cannery page was being promoted. Executive Director Nicholson that there have been press releases and posts to Facebook. It is also listed on the front page of the Port's website. Commissioner Marrett also wanted to check that press releases were being sent to the Journal, San Juan Islander and the Orcasonian.*

*She also reported that she was participated in a panel for Leadership San Juans for their Governance Day. She felt it was good to get some insight into how other commissions run.*

*She also was at the Climate and Sustainability Roundtable where they were talking about future needs for power and generation. She was able to discuss the Port's electrification grant including the solar canopy.*

*Executive Director Nicholson, who also attended, added that while they have identified the issues affecting the islands' power, they don't have any real viable solutions especially for winter shortages.*

*There are several challenges that OPALCO is facing for grid scale solar including pushback from neighbors and rapidly changing battery technologies.*

Commissioner Black asked for an update on the headquarters building. Deputy Director Groppe reported that we are waiting for permits and we're hoping to start in spring.

**New Business:** Commissioners may share information or introduce topics for discussion at future meetings.

*Commissioner Marrett would like to discuss when the next newsletter will be sent and topics to include.*

**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:** 11:13a

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Barbara Marrett, Commissioner

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Graham Black, Commissioner

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Rich Goodhart, Commissioner