

FRIDAY HARBOR PORT DISTRICT
Port Commission Meeting at
Ernie's Cafe
Wednesday, April 26, 2017 at 4pm
Meeting Agenda

1. Citizen comments/requests: For items not on the agenda citizens can make a brief presentation and ask the Commission to schedule a topic for discussion at a future meeting.
2. Action Items:
 - A. Approve RESOLUTION Honoring the retirement of Mike Bey
 - B. Approve F Hangar re-development
 - C. Approve RESOLUTION #17-002 WSDOT Grant Application
 - D. Approve Interlocal Agreement for the Derelict Vessel Program
 - E. Approve RESOLUTION #17-003 Live Aboard Policy
 - F. Approve RESOLUTION #17-004 Business Moorage Policy
3. Discussion Items:
 - A. Weber Way Access Request
 - B. Jackson Beach survey results
 - C. Exterior Riptide Café seating request
 - D. Additional railing at Bulkhead
 - E. Advertising Opportunities
4. 5pm Public Hearing: Business Moorage Policy and Live aboard Policy
5. Regular Business
 - A. Approve minutes for April 12, 2017 Regular Meeting (Note: Minutes are kept at the Port Office and on the Port's website: portfridayharbor.org).
 - B. Approve vouchers and payroll.
 - C. Administrative Items
6. Staff Reports
7. Port Commissioner Issues and Committee Reports:
8. Adjourn

Action Items:

A. Approve RESOLUTION Honoring the retirement of Mike Bey

B. Approve F Hangar re-development

At the April 12th Commission meeting the board directed staff to research redevelopment options of the F Hangar site to meet the needs of the business Sound Air Maintenance. There are two options on which direction to take.

Option A:

Mr. Riley will have a land lease for the entire F hangar area. He could build a hangar for less cost than the Port, plus the maintenance would be Mr. Riley's responsibility. The projected income for the land lease to the Port would be \$9,623 per year.

Option B:

Mr. Riley will build his commercial hangar and the Port would build a 5 to 6 unit hangar in the remainder area. This would present the Port with more income approx. \$34,374 a year but with a rough estimated expense of \$292,600 for the 5 to 6 unit hangar.

The current income for F hangar is \$23,544 a year but the hangar is in poor shape and may consume much of that income to keep in satisfactory shape.

Recommended action: Motion to approve F Hangar re-development as decided by the Commission.

C. Approve RESOLUTION #17-002 WSDOT Grant Application

During 2017 Precision Approach Engineering will begin Obstruction Removal design, permitting and cost estimates for on and off-airport obstruction (trees) noted in the 2017 Environmental Assessment. This will include aviation easements and acquisition site access negotiations for off-airport obstruction removal work. This will include engineering services during removal activities.

Included in the grant application will be FAA required Master Plan. The Plan will focus on airport/runway "design aircraft" code, runway to taxiway centerline separation, and future airport development plans.

The total engineer's estimates for these projects are \$1,211,500 of which WSDOT Airport Aid application will request \$60,575, which is a 5% match to the FAA grant.

Recommended Action: approve WSDOT Aid Application in the amount of \$60,575

D. Approve Interlocal Agreement for the Derelict Vessel Program

The Port, Town and County first entered into an inter-local agreement in 2005 to collectively help promote and enforce the Washington State Department of Natural Resources Derelict Vessel Removal Program pursuant to RCW 79.100. DNR funds are available up to 90% of the cost of removal of specified vessels. The remaining 10% to be shared equally among the parties whose jurisdiction extends over the geographic location of the vessel to be removed.

In-kind contributions of labor, valued at cost, and of moorage, valued at the basic permanent moorage rate, may be counted as contributions. The County Auditor acts as the administrator of the agreement and has entered into an Inter-Agency Agreement with the DNR to provide assurance of reimbursement of expenses from the Derelict Vessel Removal Account. This is the third time the Port, Town and County have entered into this agreement to further the goal of minimizing the negative impact of these derelict vessels that are hazards to navigation, anchoring, public health & safety, and the marine environment.

Recommended action: Motion to approve Acting Port Director signature for the Interlocal Agreement for the Derelict Vessel Program.

E. Approve RESOLUTION #17-003 Live Aboard Policy

Every three to five years staff and the Commission revise policies to ensure their relevance and compliance with current laws and regulations. The draft Live Aboard Policy was presented at the March 22 meeting for discussion. Those changes have been inserted and highlighted for final review and public comment. Staff provided the draft to all live aboard customers. After the Public Hearing at 5pm the Commission may adopt RESOLUTION #17-003 if no changes / modifications are provided.

Recommended action: Motion to approve RESOLUTION #17-003 Live Aboard Policy

F. Approve RESOLUTION #17-004 Business Moorage Policy

The draft Business Moorage Policy was presented at the March 22nd Commission meeting for review. Staff provided the draft to all marina business moorage customers. After the Public Hearing at 5pm the Commission may adopt RESOLUTION #17-004 if no changes / modifications are provided.

Recommended action: Motion to approve RESOLUTION #17-004 Business Moorage Policy

Discussion Items:

A. Weber Way Access Request

Andrew Fleming and his wife purchased the Carter family parcel consisting of 162 acres and is designate by the County as R-5. This property is located between Weber Way and San Juan Valley Road. He is requesting to formalize permanent access to Weber Way with the Port at or near an existing gate (see photo). Mr. Fleming plans to build a home on the south side of the property as a 5-room bed and breakfast. Another site they propose to develop is a cluster of 12-14 homes (see attached diagram). He plans to build the bed and breakfast this summer and would like construction vehicles to be able to use Weber Way. Staff discussed contributing to maintenance of Weber Way and a possible avigation easement if the Commission approves the access. He was informed by staff the Port had previously denied an access agreement with Peace Health. Mr. Fleming will attend the meeting and be available for questions.

B. Jackson Beach survey results

Robert Wilson of San Juan Surveying has been working on a survey for the west end of Jackson Beach since last fall. The adjacent property owners of the cannery built a fence that staff believed may have been over the property line. After considerable work and investigation SJ Surveying has provided the final survey with some interesting results. Staff and Mr. Wilson will share these at the meeting.

C. Exterior Riptide Café seating request

Brian Goodremont, owner of Riptide Café, is requesting additional seating space on the exterior of the café. This would require a modification to the lease to designate the square footage and state the conditions of the use. Such conditions may include exclusive / non-exclusive use, maintenance / janitorial, plus additional rent. Staff reviewed this proposal with Mike Bertrand, Town of Friday Harbor, to see if this will trigger an additional parking space fee (\$13,000). According to the lease, the café space is limited to 25% of total leased space. Calculations of café and interior seating plus outside seating limited to under the awnings would be slightly less than the allowed 25%. Mr. Bertrand stated a revision to the shoreline permit and application fee of \$750 would suffice and he can review the application administratively.

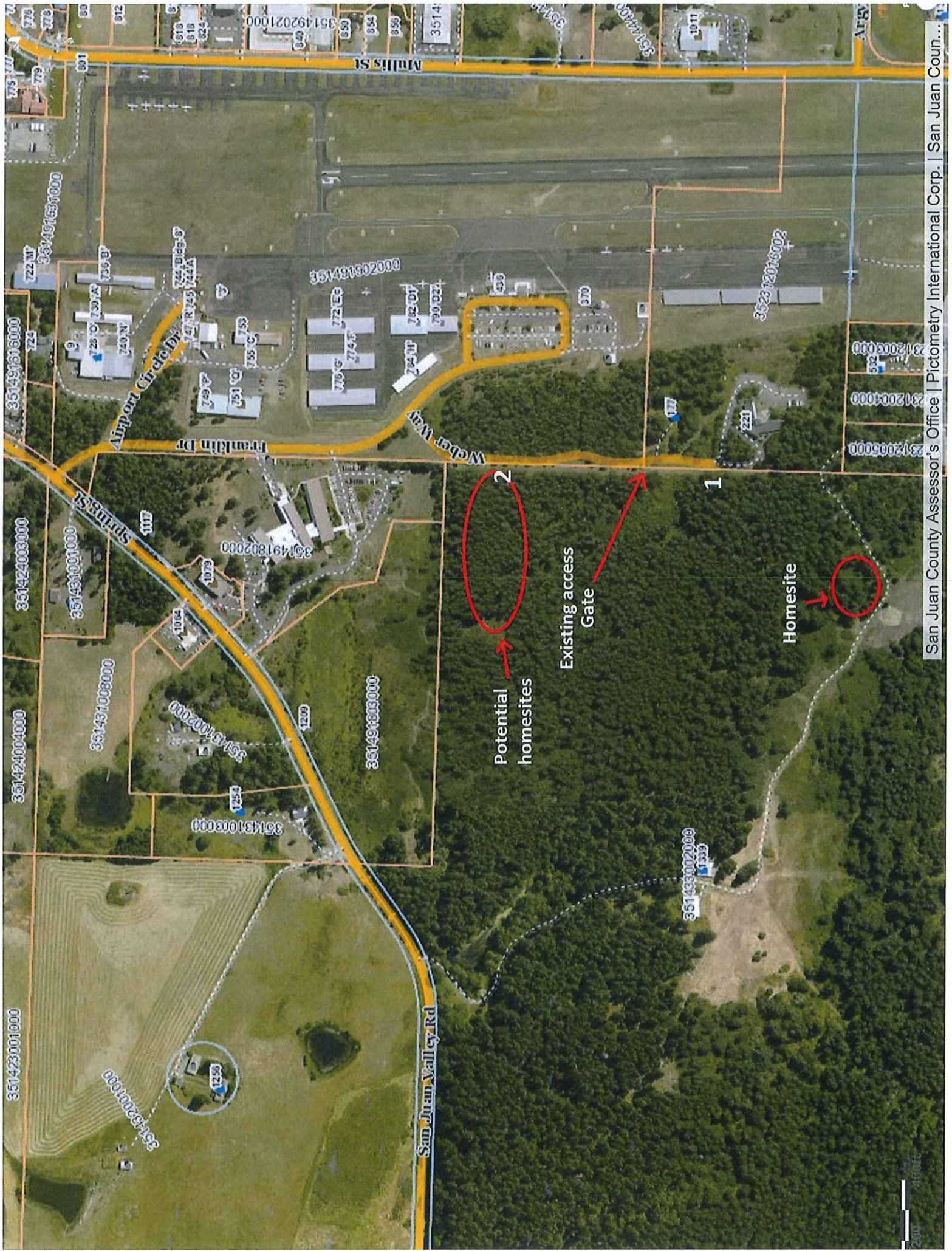
D. Additional railing at Bulkhead

Staff requested a quote from Jensen Lee Construction to install matching railing above the landscape planters adjacent to the new bulkhead. Information will be presented at the meeting to consider.

E. Advertising Opportunities

The Port received a call from Brett Kahn, Senior Sales Director for Professional Sports Publications. PSP is the largest publisher of professional sports game-day programs and magazines and post-season events. The Port has been offered a spot in the 2017 Seahawk yearbook. This type of advertisement reaches an extremely broad base of active northwest outdoor enthusiasts and costs more than most Port ads. Staff will provide additional information at the meeting.





FRIDAY HARBOR PORT DISTRICT

Port Commission Meeting at

Ernie's Cafe

April 12, 2017

Minutes

Port Commissioners Present: Barbara Marrett
Greg Hertel
Mike Ahrenius

Port Staff Present: Phyllis Johnson, Acting Port Director / Auditor
Stuart Hansen, Airport Manager

Public Present: Chris Blaine, Citizen
Don Nixon, Citizen
Bill Watson, Citizen
Mitzi Johnson, Citizen
Dean Riley, Sound Air Maintenance
George Mulligan, Citizen

Commissioner Marrett brought the meeting to order at 4pm.

1. Citizen comments/requests: None.

2. Action Items:

A. Approve RESOLUTION #17-001 Accept SSL Building Project as complete

The Acting Port Director reported \$6,026,142 including sales tax was paid directly to Wellman & Zuck to construction the Spring Street Landing Building. She explained RESOLUTION #17-001 formally recognizes the construction contract as complete. The RESOLUTION #17-001 Accepting the SSL Building project as complete was approved with 3-0 vote.

B. Approve 1st Quarter Commissioner timesheets

The Acting Port Director presented the 1st Quarter Commission timesheets. The timesheets were approved by consensus.

3. Discussion Items:

A. Dear Riley hangar location

The Airport Manager discussed three possible locations at the airport for Dean Riley to build a commercial hangar for his business, Sound Air Maintenance. Option 1: redevelop the F Hangars. Option 2: North lot, behind Office Supply Center. Option 3: Airport Circle parking area. The Commission, staff and Mr. Riley discussed the various options and by consensus preferred the F Hangar redevelopment option. The Commission requested staff to bring back the cost analysis of either the Port building hangars adjacent to the future Dean Riley hangar or allowing a private party to build and control adjacent hangars.

B. Aeronautical Services staff parking

The Airport Manager recommends providing a new parking lot for Aeronautical Services staff. The current parking area along Airport Circle Drive has become congested due to the increase of Aeronautical Services employees. He proposes developing a new gravel parking area off of Franklin Drive, behind the Island Air hangar. The Commission proposed to add a dedicated Aeronautical Services parking area to existing lease with additional rent.

4. Regular Business

A. Minutes from the March 22, 2017 Regular meeting and April 5, 2017 Special meeting approved with 3-0 vote.

B. Payroll and vouchers #016472-016514 for \$80,632.72 dollars approved with 3-0 vote.

C. Administrative Items:

The Acting Port Director reported two upcoming events the Commission may attend: April 22nd will be the Animal Protection Society Ground Breaking celebration; April 23rd is the San Juan Island Pilots Association reception honoring Bob Jamieson as the 2017 inductee into the San Juan Island Aviation Museum.

5. Staff Reports:

The Acting Port Director provided the signed contracts report to the Commission. She explained the maintenance union is now in effect and has engaged Larry Boone to assist in the negotiations. The Acting Port Director reported she closed FAA Grant #30 & #31 in the amount of \$1,653,000.

The Airport Manager discussed several topics including: tours of the new U.S. Customs and Border Protection clearance space at the airport terminal, correspondence from Will Hamilton regarding leasing the parcel adjacent to the Island Air hangar, all Port maintenance staff completed stormwater training, coordination of the car show and Fly In

events, the FAA provided notice of no significant impact for the Obstruction Removal Project, and he attending the FAA conference. Discussion took place on the Arc B-II standards and the Friday Harbor Airport.

6. Port Commissioner Issues and Committee Reports:

- Commissioner Hertel discussed local pilot volunteer efforts to help kids on their recent aviation-related fieldtrips. The Port will send appreciation notes. He noted fox damage to the airport perimeter chain link fencing. Commissioner Hertel explained he is against the Port paying any fees associated with the proposed Customs Additional Services at the Friday Harbor Airport.
- Commissioner Ahrenius reported the Economic Development Council Marine Trades training classes have begun in Anacortes.
- Commissioner Marrett reviewed the letter to NOAA regarding the Whale Protection Zone. She will be late to the April 26th Commission meeting and absent from the May 24th Commission meeting. She recommended the Opening Day event to be included in Waves.

7. Executive Session

At 5:12pm Commissioner Marrett recessed the meeting into Executive Session to evaluate the qualifications of applicants for public employment, pursuant to RCW 42.30.110(g). She anticipates the session to last one hour.

Commissioner Marrett closed the Executive Session at 5:28pm. No action taken.

Commissioner Marrett adjourned the Regular meeting at 5:30pm.

Barbara Marrett, Commissioner

Mike Ahrenius, Commissioner

Greg Hertel, Commissioner