

FRIDAY HARBOR PORT DISTRICT
Special Port Commission Meeting at
San Juan Island Yacht Club
Wednesday, May 10, 2017 at 3pm
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. Pending final review extend offer to candidate for Executive Director position
 - B. Approve transfer of FAA entitlement funds to Pullman-Moscow Regional Airport
3. Discussion Items:
 - A. Electric Car Charging Station
4. Regular Business
 - A. Approve minutes for April 26, 2017 Regular Meeting, May 2nd and May 3rd Special Meetings (Note: Minutes are kept at the Port Office and on the Port's website: portfridayharbor.org).
 - B. Approve vouchers and payroll.
 - C. Administrative Items
5. Staff Reports
6. Port Commissioner Issues and Committee Reports:
7. Executive Session- To review the performance of a public employee pursuant to RCW 42.30 110 (g)
8. Adjourn

Action Items:

A. Pending final review extend offer to candidate for Executive Director position

B. Approve transfer of FAA entitlement funds to Pullman-Moscow Regional Airport

The FAA has requested that we transfer unused AIP funds to the Pullman-Moscow Regional Airport. This airport is converting from ARC BII to ARC CIII which is a \$119,000,000 project. The Port of Friday Harbor has transferred funds in the past to other airports such as Bellingham, Wenatchee and Yakima.

The funds for 2015 of \$631,774 and 2016 of \$568,226 for a total of 1.2 million will help Pullman-Moscow Regional Airport with their project.

Recommended action: Motion to approve transfer of FAA entitlement funds in the amount of \$1.2 million to the Pullman-Moscow Regional Airport.

Discussion Items:

A. Electric Car Charging Station

FRIDAY HARBOR PORT DISTRICT

Port Commission Meeting at

Ernie's Cafe

April 26, 2017

Minutes

Port Commissioners Present: Barbara Marrett (arrived 10 minutes late)
Greg Hertel
Mike Ahrenius

Port Staff Present: Phyllis Johnson, Acting Port Director / Auditor
Stuart Hansen, Airport Manager
Tami Hayes, Harbormaster
Deanna Eltinge, Administrative Assistant

Public Present: Brad Creesy, San Juan Island Fire District #3
Bill Watson, San Juan County Council member
Andrew Fleming, Citizen
Bob Wilson, San Juan Surveying
Dean Riley, Sound Air Maintenance
George Mulligan, Citizen
Keith Carver, Citizen
Paula Bey, Citizen
Gary Alspaugh, Citizen
Brian Goodremont, San Juan Safaris
Mitzi Johnson, Citizen
Marilyn O'Connor, Citizen
Don Nixon, Citizen
Bob Jarman, Citizen
Derek Steere, San Juan Canvas

Commissioner Hertel brought the meeting to order at 4pm.

1. Citizen comments/requests: Bill Watson, San Juan County Councilman, commented on the U.S. Customs additional services for the new clearance space. Brad Creesy, San Juan Island Fire District Chief, briefly discussed fire protection.

2. Action Items:

A. Approve RESOLUTION Honoring the retirement of Mike Bey

The Harbormaster read aloud the Resolution honoring Mike Bey for his fifteen years of service at the Port of Friday Harbor and his upcoming retirement. The Resolution passed with 3-0 vote.

B. Approve F Hangar re-development

The Airport Manager presented two options for the Commission to consider to re-develop the F Hangar. One option would be to have a land lease for the entire F Hangar area with Dean Riley. He could perform site improvements to include a commercial hangar for his business plus individual hangars for sublet/sale. A second option is a land lease for a portion of the site to Mr. Riley for his commercial hangar and the Port would develop the remaining area for Port-owned hangars. The Commission motioned to approve the development of a land lease with Mr. Riley for commercial use in conjunction with the Port developing adjacent 5-6 unit hangars. The motion passed with 3-0 vote.

C. Approve RESOLUTION #17-002 WSDOT Grant Application

The Acting Port Director explained the Port will apply for WSDOT grant funds for 2017. The Port's airport engineer, Precision Approach Engineering, will be working on the design and layout for the Obstruction Removal Project and the Airport Master Plan. The engineer's estimates for these projects are \$1,211,500 of which 5% WSDOT match to the FAA grant will be \$60,575. The Commission approved WSDOT Aid Application in the amount of \$60,575 with 3-0 vote.

D. Approve Interlocal Agreement for the Derelict Vessel Program

The Harbormaster reviewed the Interlocal Agreement between the Town of Friday Harbor, San Juan County and the Port for the Derelict Vessel Program. The Port participates by providing in-kind contributions of labor and moorage. The Commission approved the Acting Port Director's signature on the Interlocal Agreement for the Derelict Vessel Program with 3-0 vote.

E. Approve RESOLUTION #17-003 Live Aboard Policy

After the Public Hearing, the Commission approved RESOLUTION #17-003 Live Aboard Policy with 3-0 vote.

F. Approve RESOLUTION #17-004 Business Moorage Policy

After the Public Hearing, the Commission approved RESOLUTION #17-004 Business Moorage Policy with 3-0 vote.

3. Discussion Items:

A. Weber Way Access Request

Andrew Fleming, new owner of the 162 acre parcel adjacent to Weber Way and San Juan Valley Road explained his plans to develop the property and requested to formalize an access agreement with the Port to use Weber Way for construction and 14 home sites. After discussion and review of concerns the Commission would not support an access agreement with Mr. Fleming.

B. Jackson Beach survey results

The Acting Port Director explained the Port contracted with San Juan Surveying for the west end of Jackson Beach survey. The adjacent property owners of the cannery constructed a fence that may be over the property line. Bob Wilson presented the property survey results to the Commission. The Acting Port Director has forwarded the results to the Port's legal council. Mr. Wilson recommends the Port record the survey with the County.

C. Exterior Riptide Café seating request

The Administrative Assistant reported Brian Goodremont has requested permission to have outdoor café seating. She explained that included in the lease is a limitation of 25% for café use. If the outdoor seating is limited to under the two existing awnings the total square footage would be slightly less than the allowed 25% of total lease space and would not trigger the \$13,000 Town parking fee. According to Mike Bertrand, Town Land Use Administrator, a revision to the Shoreline Permit would be necessary and he can review the application administratively. The Commission agreed to allow exterior seating for Riptide Café limited to under existing awnings and Mr. Goodremont will pay the \$750 Shoreline Permit revision fee.

D. Additional railing at Bulkhead

The Administrative Assistant explained she requested a quote from Jensen Lee Construction to install matching railing above the concrete landscape planters along the new bulkhead. The quote for additional railing came to \$23,000 plus mobilization, totaling approximately \$25,000. Commissioner Hertel commented wild roses are planted in strategic locations to deter children from climbing over the edge. This will be revisited if necessary.

E. Advertising Opportunities

The Harbormaster explained the Port was recently offered advertising space in the Seattle Seahawks Annual Yearbook for \$6,500. She reviewed the advertisement options and football fan statistics. The Harbormaster explained the 2017 marketing budget for the Port is \$15,000 plus the social media marketing contract with GumCo is \$13,000. The Administrative Assistant provided the recent social media report from GumCo. The Commission recommends to not pursue the Seattle Seahawks advertising opportunity.

4. 5pm Public Hearing: Business Moorage Policy and Live aboard Policy

At 5pm Commissioner Marrett opened the Public Hearing on the Business Moorage Policy and Live aboard Policy. The Harbormaster briefly discussed changes to both policies. The public did not comment. Commissioner Marrett closed the Public Hearing.

5. Regular Business

A. Minutes from the Regular April 12, 2017 meeting approved with 3-0 vote.

B. Payroll and vouchers #016517-016544 for \$73,670.84 dollars approved with 3-0 vote.

C. Administrative Items:

The Administrative Assistant requested to change the meeting time for the May 10th Commission meeting from 4pm to 3pm. This will allow the Commission to use the larger venue available at the Yacht Club. The Commission agreed by consensus to reschedule the May 10th meeting to 3pm.

6. Staff Reports:

The Airport Manager reported on the San Juan Pilots Association honoring Bob Jamieson. Representatives from U.S. Customs will inspect the airport terminal clearance space tomorrow morning. Commissioner Marrett will attend the inspection. County Councilman Rick Hughes negotiated with Customs the dedicated 1.5 hours in the morning and afternoon for scheduled clearance will not be subject to additional service charges. A ribbon cutting ceremony will be scheduled.

The Harbormaster reported on new employees hired recently, the upcoming Liveaboard meeting and expressed appreciation on attending the Pacific Coast Congress conference. The Opening Day of Boating Season parade will take place May 7th. Shannon Borg will be the new Spring Street Landing Aquarium manager on a temporary basis. The Boating Safety Fair and Marine Swap meet will be on May 20th. She has applied for the RCO grant use exemption to allow kayak companies to use Jackson Beach.

The Acting Port Director reported the Administrative Assistant, Airport Manager and herself attended the Animal Shelter ground breaking celebration.

7. Port Commissioner Issues and Committee Reports:

- Commissioner Ahrenius reported the Economic Development Council will receive funding for six additional months of training for marine trades students.

8. Executive Session:

At 5:40pm. Commissioner Marrett called for an Executive Session per RCW 42.30 110 (i) to discuss potential litigation. She anticipates the session to last one hour. At 6:05pm Commissioner Marrett closed the Executive Session. No action taken.

Commissioner Marrett adjourned the Regular meeting at 6:07pm .

Barbara Marrett, Commissioner

Mike Ahrenius, Commissioner

Greg Hertel, Commissioner

FRIDAY HARBOR PORT DISTRICT

Special Port Commission Meeting at

San Juan Island Yacht Club

May 2, 2017

5:30 pm-7pm.

Minutes

Port Commissioners Present: Greg Hertel
Barbara Marrett
Mike Ahrenius

Port Staff and Public Present: Approximately 30 people attended the Open House

The purpose of the Special Commission Meeting is for the Board of Commissioners to attend the Public Open House to provide members of the public with the opportunity to meet the three finalist candidates for the position of Executive Director. No action taken.

Barbara Marrett, Commissioner

Mike Ahrenius, Commissioner

Greg Hertel, Commissioner

FRIDAY HARBOR PORT DISTRICT

Special Port Commission Meeting at

Port meeting room 271 Front St.

May 3, 2017

Minutes

Port Commissioners Present: Greg Hertel
Barbara Marrett
Mike Ahrenius

Port Staff Present: Phyllis Johnson, Acting Port Director and Auditor

Public Present: Larry Boone, Executive Director recruiter
Frank Chmelik, Port Legal Council
Todd Nicholson, Candidate
Rolf Leirvik, Candidate
Nelson Holmberg, Candidate

Commissioner Marrett brought the meeting to order at 9:00am.

Commissioner Marrett immediately called for an Executive Session per RCW. 42.30 110(g). The Commission will evaluate the qualifications of applicants for public employment. She anticipates the meeting to last eight hours.

Commissioner Marrett closed the Executive Session at 4:45pm. No action taken. Commissioner Marrett adjourned the Special meeting at 4:46pm.

Barbara Marrett, Commissioner

Mike Ahrenius, Commissioner

Greg Hertel, Commissioner