

FRIDAY HARBOR PORT DISTRICT
Port Commission Meeting at
Ernie's Cafe
Wednesday, June 28, 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 Coffman & Associates contract Airport Master Plan
 - B. Approve PND engineering services contract
 - C. Approve Commission meeting location for remainder of 2017
3. Discussion Items:
 - A. Port Social Media
4. Regular Business
 - A. Approve minutes for June 14, 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
5. Staff Reports
6. Port Commissioner Issues and Committee Reports:
7. Adjourn

Action Items:

A. Approve Coffman & Associates contract Airport Master Plan

The Port selected Coffman & Associates to prepare the Friday Harbor Airport Master Plan in the amount of \$533,096. At the June 14th meeting the Commission approved FAA grant application #33 which funds 90% of the contract.

Recommended action: Motion to approve Acting Port Director signature on the Coffman & Associates contract for the Airport Master Plan in the amount of \$533,096.

B. Approve PND engineering services contract

The Port's engineer, PND, provided a contract for services related to G, H, & D dock waler and electrical renovation project and the activity float project. This contract will include permitting, PS&E's, biological evaluation, drawings to bid design and project manuals for bid process. Both projects will be substantially funded by the Recreation & Conservation Office Tier I and Tier II grants.

Recommended action: Motion to approve the PND contract for engineering and design services for the G, H, & D dock walers and electrical renovation project and the activity float project in the amount of \$107,500.

C. Approve Commission meeting location for remainder of 2017

The Board President requests to conduct all remaining 2017 Port Commission meetings to be held at Ernie's Café.

Recommended action: Motion to approve Ernie's Café as the venue for remaining 2017 Commission meetings.

Discussion Items:

A. Port Social Media

The contract with the Port's marketing consultant, GumCo, will conclude June 30, 2017. Staff will present a summary report prepared by GumCo on their efforts to promote the Port of Friday Harbor via Facebook and Twitter.

FRIDAY HARBOR PORT DISTRICT

Port Regular Commission Meeting at

271 Front Street

June 14, 2017

Minutes

Port Commissioners Present: Barbara Marrett
Greg Hertel
Mike Ahrenius

Port Staff Present: Stuart Hansen, Airport Manager
Tami Hayes, Harbormaster
Deanna Eltinge, Administrative Assistant

Public Present: Grace Lembo, Citizen
Gary Alspaugh, Citizen
Keith Carver, Citizen

Commissioner Marrett brought the meeting to order at 4:00pm.

1. Citizen comments/requests: None.

2. Action Items:

A. Approve RESOLUTION #17-005 FAA Grant #33 application

The Airport Manager explained FAA Grant #33 application is related to obtaining 90% funding for the development of the Friday Harbor Airport Master Plan. The grant would be in the amount of \$507,600 dollars. The planning company will be Coffman Associates with engineering services provided by Precision Approach Engineering. The Airport Manager explained the Port will apply for 5% funding assistance through WSDOT for the Airport Master Plan. The Commission approved RESOLUTION #17-005 FAA Grant #33 application with 3-0 vote.

B. Approve 2nd Amendment to San Juan Safaris Lease

The Administrative Assistant discussed the second amendment to San Juan Safaris lease to allow outdoor café seating below the two awnings adjacent to lease space. The Town approved a revision to the Shoreline Permit to allow additional outside eating space and Brian Goodremont, owner San Juan Safaris, paid the associated permit revision fee. The

Port's legal counsel provided the amendment to lease document. The Commission approved the 2nd Amendment to San Juan Safaris Lease with 3-0 vote.

3. Discussion Items:

A. Airport Terminal reconfiguration

The Airport Manager reviewed his proposal to enclose the covered entrance area of the airport terminal instead of simply replacing the deteriorated entrance columns. This would create additional lease space within the terminal. Commissioner Marrett recommended to postpone further discussion until the new Port Director, Todd Nicholson, begins his employment. She suggested possibly developing the interior table waiting area into leasable space. Commissioner Hertel and Commissioner Ahrenius agree to investigate costs to reconfigure the terminal as proposed by the Airport Manager.

B. Recreation and Conservation Office (RCO) grant update

The Harbormaster reviewed the Tier I and Tier II grant applications with the Washington Recreation and Conservation Office. The Port was notified a few months ago they have been awarded the Tier I grant for a new activity float. The Harbormaster was notified yesterday the Port will be awarded the Tier II grant for the G & H dock waler and electrical renovation project. The Tier II grant is in the amount of \$800,000. This project is scheduled to begin fall 2018. The Harbormaster anticipates presenting three contracts from PND engineering to the Commission for approval. Two contracts will be for the Tier I and Tier II grant funded projects, and a third contract to inspect the main pier cantilever.

5. Regular Business

A. Minutes from the May 24, 2017 Regular meeting and June 1st and June 9th Special meetings approved with 3-0 vote.

B. Payroll and vouchers #016626-016662 for \$71,755.85 dollars approved with 3-0 vote.

C. Administrative Items: The Administrative Assistant reported Shane Krause accepted the job offer for her position. He will begin training next week. The Airport property appraisal is underway and the survey for F Hangar redevelopment is complete.

6. Staff Reports:

- The Harbormaster is working on training Summer Staff, preparing for the Pirate Festival and the 4th of July.
- The Airport Manager relayed appreciation to the Commission from Travis Ayers and the Grad Night Committee for the event at the airport. The Airport Manager was contacted by AOPA magazine for an article on the new U.S. Customs and Border Protection office

at the airport terminal. The Airport Manager discussed efforts to follow-up on enplanement reporting with commercial airlines. In 2016 the carriers reported 12,808 enplanements.

7. Port Commissioner Issues and Committee Reports:

- Commissioner Ahrenius attended the Skagit Valley Community College graduation event. He noted 20 students completed the Marine Technical program.
- Commissioner Hertel discussed reconfiguring the net float area with the Harbormaster. Discussion took place on American Cruise Lines use of their generator while moored at the Port's breakwater. Electrical requirements from shore was briefly reviewed.
- Commissioner Marrett attended the ribbon cutting celebration for the U.S. Customs and Border Protection clearance office at the Friday Harbor airport. She gave a presentation to the Rotary Club this morning. Commissioner Marrett recommended the Commission begin developing goals and objectives for the new Port Director, Todd Nicholson.

Commissioner Marrett adjourned the Regular meeting at 4:52pm.

Barbara Marrett, Commissioner

Mike Ahrenius, Commissioner

Greg Hertel, Commissioner