

FRIDAY HARBOR PORT DISTRICT

Port Commission Regular Meeting at the San Juan Island Yacht Club
Wednesday, April 22, 2009 at 4:00 p.m.

Minutes

Port Commissioners Present: Mike Ahrenius
Greg Hertel
Barbara Marrett

Port Staff Present: Marilyn O'Connor, Executive Director
Dave Ryan, Airport Manager
Phyllis Johnson, Auditor
Bob Freeauf, Facilities Manager

Also Present: Mike Close, SJI Marine Center
Ralph Hahn, Economic Development Council
Bill Watson, Economic Development Council
Lovell Pratt, County Council member

The meeting began at 4:00 p.m.

1. Greg Hertel moved to approve the minutes of the April 8th and April 15th meetings. Barbara Marrett seconded and the motion passed.
2. Citizens Comments/Requests: Lovell Pratt presented the Commissioners with a feasibility study for the newly proposed permanent Farmer's Market. The chosen site for the market is 150 Nichols Street in the old Friday Harbor Electric building. There would be a total of 63 stalls both inside and outside of the building, with the site also offering a small community kitchen. Two of the challenges would be lack of parking and lack of visibility. The Commissioners were supportive of this endeavor, suggesting grant funding be pursued. The Port Director agreed to contact neighboring ports to see if/how their markets are supported.

Mike Close suggested installing solar panels on the metal roof covering the garbage bins on the main pier.

3. Consent Agenda: The purchase of the second Boothman parcel is almost complete. The Port plans to divide the parcel in two, trading a portion of the property for land owned by San Juan County, to be developed as a hangar site.
4. Commission Action Issues:
 - A. Greg Hertel moved to approve the contract with the Economic Development Council for the 2009 work plan. Ralph Hahn brought the Commission up to date on EDC's recent activities. Mike Ahrenius seconded and the motion passed.

- B. Mike Ahrenius expressed concern over Reid Middleton's proposed change order and urged staff to monitor projects carefully to reduce the number of change orders. Dave Ryan said the Port was saving money by doing geotechnical work now as opposed to later. Mike Ahrenius moved to approve the Port Director's signature on Reid Middleton's Supplement No. 4 of the Additional Cultural Resources Survey totaling \$3,053. Greg Hertel seconded and the motion passed.
- C. Barbara Marrett moved to approve **Resolution #09-011** which assigns the lease from C & D Aviation, LLC to Golden Era Aviation. Greg Hertel seconded and the motion passed. The Port Director noted the lessor had included a phrase about living quarters but the change in use was not included in the assignment.
- D. Greg Hertel moved to approve the Port Director and Mike Ahrenius' signatures on a letter to Congressman Larsen supporting passenger ferry funding/surface transportation high priority projects. The Port Director will write the letter tomorrow. Barbara Marrett seconded and the motion passed.

5. Commission Discussion Items:

- 1. Travel Policy: The Port Director handed out a revised travel policy and asked the Commissioners to review it for further discussion at another meeting.

6. Public Hearings: None

7. Staff Reports:

- A. Marina Facilities Director: Bob Freeauf met with Rod Mager, the architect designing the new Downrigger's roof. There are two options: a whole roof membrane or a combination membrane and metal roof, as it is now. Rod Mager will be submitting a cost breakdown soon. The new ramps have been installed in the marina. The upper lot storm drain project is on schedule with the bid opening on April 30th. The fixed pump out is being replaced. The remodel of the lower section of the Downrigger's building is complete and the tenant is moved in. The SSL stairway is scheduled to be done in the future.
- B. Auditor: Greg Hertel moved to approve payment of General Fund vouchers G9209– G9237 totaling \$75,638.01 and Construction Vouchers #C9047 – C9056 for \$434,635.16. Mike Ahrenius seconded and the motion passed. Barbara Marrett motioned to approve a donation of \$1,500 for the Chamber of Commerce fireworks show. Greg Hertel seconded and the motion passed. Phyllis Johnson shared a list of contracts signed by the Port Director. The voter's pamphlet will be available online for the next election. Greg Hertel was asked to submit a digital photo. Mike Ahrenius asked the Auditor for quarterly employee vacation and sick time reports.

C. Airport Manager: Dave Ryan reported the roofing portion of the hangar project should be complete by the end of the month. The construction schedule was pushed back approximately one month due to weather and waiting on the final tenant moving his airplanes and equipment out of the hangar. The scope of work for the NDB project is in the final stages. With staff doing most of the work estimated cost is \$9-\$11,000, not including staff time. A storm water inspection of the airport will be held by Dept. of Ecology on April 22nd. The airport manager would like the Commissioners to consider reducing the rates of the storage units. Responses from interested parties indicate the rates are too high. One tenant will be leaving due to the recent increase. The gates and drainage project is being advertised in mid-May and will start in July.

D. Harbormaster: Absent

E. Executive Director: Marilyn O'Connor will be meeting with the owners of Downrigger's regarding a lease extension and maintenance revisions. Larry Wight from the school district inquired about possible locations on Port property for a grant funded greenhouse project. The Commissioners will continue discussion about possible locations. An airport tenant was told the Port was not interested in purchasing his storage unit. The lease for Customs and Border Patrol expires June 30th and she still has not received correspondence from GSA regarding the lease.

8. Capital Improvement/Acquisition Project: None

9. Commissioner Reports: None

The meeting adjourned to executive session to discuss the Port Director's annual review at 5:25 p.m. No action was taken.

Regular meeting adjourned at 6:00 p.m.

Mike Ahrenius, Commissioner

Barbara Marrett, Commissioner

Greg Hertel, Commissioner