

FRIDAY HARBOR PORT DISTRICT

Port Commission Regular Meeting at the San Juan Island Yacht Club
Wednesday, April 8, 2009 at 4:00 p.m.

Minutes

Port Commissioners Present: Mike Ahrenius, Greg Hertel and Barbara Marrett

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

Also Present: Mike Close, SJI Marine Center

The meeting began at 4:05 p.m.

1. Barbara Marrett moved to approve the minutes of the March 25th, March 26th and April 2nd meetings. Mike Ahrenius seconded and the motion passed.
2. Citizens Comments/Requests: None
3. Consent Agenda: None
4. Commission Action Issues:
 - A. Mike Ahrenius moved to approve signing a lease for the vacant space in the Spring Street Landing building with Mike Close and San Juan Island Marine Center. The term of the second lease will run concurrently with the first, with an initial term through May 31, 2010 and two 2 year renewals. Greg Hertel seconded and the motion passed.
 - B. Three bids were received for the Jackson Beach Bulkhead repair project, with the lowest bidder being Mike Carlson of Mike Carlson Enterprises. The accepted bid was \$11,752.00. Barbara Marrett moved to approve the bid being awarded, with Greg Hertel seconding. The motion passed.
 - C. Mike Ahrenius moved to approve the Port Director's signature on the engineering contract with Moffatt and Nichol for marina reconstruction. The contract amount is \$49,923 which is 28% (\$18,000) lower than the original proposal. Greg Hertel seconded and the motion passed.
 - D. Greg Hertel moved to approve a call for bids on the Upper Lot Storm-water Project, which involves the Town's installation of pressure sewer lines. Barbara Marrett seconded and the motion passed.
5. Commission Discussion Items:

- A. The Port Commission feels it is important to meet semi-annually with the Town to work in conjunction on upcoming projects and to stay in compliance with FAA regulations. Several topics were discussed in the meeting including detergents in local waters, wildlife hazards near the airport, the Victoria Clipper dropping service in 2009 and the status of the Bellingham passenger ferry.
- B. The status of all 2009 projects was circulated, with discussion following.
- C. The Commission does not wish to purchase the Benton storage unit. The Port Director will notify Mr. Benton of their decision. The Commission is comfortable with changes the Airport Manager has made in the verbiage of all airport leases. The Commission would like to see social security numbers deleted from all contracts, both at the marina and airport.

6. Public Hearings: None

7. Staff Reports:

- A. Auditor: Mike Ahrenius moved to approve payment of General Fund vouchers G9170 – G9208 totaling \$40,467.81 and Construction Vouchers #C9039-C9046 for \$59,545.96. Greg Hertel seconded and the motion passed. Monthly financial reports were distributed.
- B. Airport Manager: Dave Ryan received a request from someone to graze horses on airport property. He recommended trading a year's grazing lease in exchange for fence repair. The Commission supported the idea. The NDB license has arrived, the permit has been obtained and he is determining how much of the installation airport staff can do. He will report back to the Commission how much installation will cost. A draft copy of the tenant letter outlining new rules and regulations was given to Commissioners. He has discussed plans for a new dwelling on the Catholic church property with a representative of the church. The Commission advised Dave to keep in touch with the Town regarding FAA height regulations. Reid Middleton has submitted 60% drawings of the access gates and drainage improvement projects. Geo Engineers has completed their survey work indicating bedrock depths.
- C. Harbormaster: Tami Hayes will be attending the PCC Conference in Newport, Oregon next week. Work is currently being done on the new Port website. Tami asked Commissioners to send her digital photos, as well as a short biography for the new website. New signage is being done on the SSL building.

D. Executive Director: Since the regularly scheduled meeting on May 13th conflicts with the WPPA Spring Conference, the meeting will be held May 6th. The Commissioners would like to start having the first meeting of the month at the airport, so it is tentatively scheduled at Ernie's Café. The Commissioners were invited to meet with the Executive Director to review some personnel policy updates. A special meeting will be held on April 15th at 4:00 p.m. at the airport meeting room for Commissioners to discuss the Executive Director's annual performance review.

8. Capital Improvement/Acquisition Project: None

9. Commissioner Reports: There will be a reception at the airport on April 19th at 4:00 p.m. to honor Marty Stewart, a local pilot. Mike Ahrenius reported on a meeting held at the Port office on April 8th with Opalco staff regarding progress on the electrical upgrade in the marina. Opalco staff will soon be submitting a letter of understanding.

The meeting adjourned at 5:25 p.m.

Mike Ahrenius, Commissioner

Barbara Marrett, Commissioner

Greg Hertel, Commissioner