

FRIDAY HARBOR PORT DISTRICT
Port Commission *Special Meeting* at the Ernie's Café at the Airport
Wednesday, May 6, 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
Tami Hayes, Harbormaster

Also Present: Mike Close, SJI Marine Center

The meeting began at 4:04 p.m.

1. Greg Hertel moved to approve the minutes of the April 8th and April 15th meetings. Mike Ahrenius seconded and the motion passed.
2. Citizens Comments/Requests: None
3. Consent Agenda: None
4. Commission Action Issues:
 - A. Barbara Marrett moved to approve **Resolution #09-012**, the acceptance of the Marina Ramps project as complete. The ramps have been installed and completion of the project has been approved by the Marina Facilities Manager. Greg Hertel seconded and the motion passed.
 - B. The bid opening for the Storm-water project in the marina's upper parking lot was held last Thursday. Two bids were received. Richard Lawson was the apparent low bidder at \$23,360.00. Barbara Marrett moved to approve awarding the bid to Richard Lawson Construction, Inc. Greg Hertel seconded and the motion passed.
 - C. Barbara Marrett moved to approve **Resolution #09-013** the revised Travel Policy, with an addendum of travel preapproval for Commissioners to be written and approved at a later date. Greg Hertel seconded and the motion passed.
5. Commission Discussion Items:

U.S. Customs Lease: The Port Director wrote a letter to Rick Scott of GSA, asking for clarification/confirmation of the USBP lease plans. The next day she was contacted by GSA, but the agent was again unsure of the status. The Port Director again stated a firm commitment from them is needed before any construction on the new building begins. The Commissioners agreed that the US Customs lease should be continued on a month to month basis when their current lease expires in June.

Plans for continued economic challenges: As the economic situation continues to decline, the Commissioners would like to see a plan in place should revenues drop in the future. Options were discussed, such as a voluntary cut in employee hours, followed by mandatory reduction of staff hours, if necessary. Staff is keeping a close eye on the marina revenues and on accounts receivable. Discussion will continue.

Public Health Emergencies: Mike Ahrenius suggested a minimal staffing plan should be enacted in the event of a public health emergency.

Change Order Request: There was discussion about Change Order #4 from Reid Middleton. The FAA will require sub-drains on both sides of the taxi-lane. Another Port Commission meeting has been scheduled on Friday, May 8th at 10:00 a.m. for action on this change order. Barbara Marrett cannot attend; the other two Commissioners will be there.

6. Public Hearings: None

7. Staff Reports:

- A. Auditor: Greg Hertel moved to approve payment of General Fund vouchers G9238– G9267 totaling \$45,500.61 and Construction Vouchers #C9057 – C9060 for \$1,527.90. Mike Ahrenius seconded and the motion passed. Delinquent accounts receivable was discussed, with the numbers increasing over last month. There is currently \$6,400 in collection from past due accounts.
- B. Airport Manager: Dave Ryan reported a wall needs to come down in the “A” hangar area. Staff has been busy with mowing and groundskeeping. The tractor is back from repair work and the flail mower is being repaired now. The ASOS and NDB inspections have been delayed one week. The storm-water prevention pollution program is being updated. Stuart Hansen has completed training and is now a storm-water specialist. Dave Ryan has been busy reviewing drawings for upcoming projects.
- C. Harbormaster: Tami Hayes attended the PCC Conference in Pacific Beach, OR three weeks ago. Most topics discussed were economy related. Many ports are thinking similarly with projects/purchases being delayed. The Port of Seattle and Port of Tacoma have recently laid off staff. Attendance at the conference was lighter than usual. The Commission congratulated Tami for

being voted in President of the PCC this year. There is currently one derelict vessel in the marina, a 40 ft. sailboat. Moffat and Nichol is doing an assessment on the marina. The head engineer reported nothing unusual at this point.

- D. Executive Director: Dave Ryan is currently working on a WashDot grant for matching funds to offset our 5% match on FAA projects. The Port Director has received calls from airport tenants questioning appraised values at the airport since the Dept. of Revenue and county assessors have not properly valued marina property, leading to refund requests for leasehold tax. Conversations will continue with the Department of Revenue. The Commission would like to see airport tenants advised as soon as any information regarding leasehold tax is obtained. The Town's sewer line preparation is being done in the marina's lower parking lot, and should soon move to the upper lot. Bob Goodstein, the Port's attorney, is considering a visit. Marilyn O'Connor shared a rendering of a business directory to be shared with the Town and placed on Port property. Possible sites for it were discussed where there would be no view obstruction.

8. Capital Improvement/Acquisition Project: None

9. Commissioner Reports: Barbara Marrett's term on the Marine Resources Committee is expiring in June of this year. She would like to remain on the committee and will submit a letter of continued interest. Greg Hertel would no longer like to be on the Ag Board, as EDC, the Land Bank and the Historical Society are all supporting the Farmers Market and he doesn't feel his involvement directly meets the Port's mission statement. Barbara Marrett reported San Juan Island Yacht Club's Opening Day activities were very successful and they appreciated all that was contributed by Port staff. Marilyn O'Connor spoke to the Beach Watchers group about the Port's environmental policies and was very well received. MRC is having a meeting with policy makers from WDFW, NOA and DOE. The Port Director plans to attend at least part of the meeting.

Regular meeting adjourned at 5:30 p.m.

Mike Ahrenius, Commissioner

Barbara Marrett, Commissioner

Greg Hertel, Commissioner