

FRIDAY HARBOR PORT DISTRICT
Port Commission Regular Meeting at San Juan Island Yacht Club
Wednesday, October 28, 2009 at 4:00 p.m.

Revised Minutes

Port Commissioners Present: Mike Ahrenius
Greg Hertel
Barbara Marrett

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

Others Present: Sharon Kivisto, San Juan Islander
Mike Close, San Juan Island Marine Center

The meeting was called to order at 4:00 p.m.

1. Greg Hertel moved to approve the minutes of the October 14th meeting. Barbara Marrett seconded and the motion passed.
2. Citizens Comments/Requests: None
3. Consent Agenda: None
4. Commission Action Issues: None
5. Commission Discussion Items:
 - A. OPALCO Memorandum of Understanding: Opalco has requested a memorandum of understanding from the Port which would allow both the Port and Opalco to move forward planning the next phases of the marina electrical project. The evaluation that Moffat and Nichol has done indicates the marina is in better shape than originally thought and staff would like to move forward on a capital improvement plan. There was discussion of possibly replacing walkways with new ones that would have conduit for permanent electrical wiring. Staff will work on moving forward with a capital improvement plan, making an effort to move at least some of the transformers within the five year time frame that Opalco has requested.
 - B. Comprehensive Planning for Harbor Improvements: Commissioner Hertel and Marilyn O'Connor recently attend the Small Ports conference. The Port's Scheme of Harbor Improvement projected capital improvements through 2010. A line item of \$25,000 has been put in the 2010 budget for this project. The Port Director indicated the scheme should be updated every 5 years and that outside consultants may

perform some of the work. The Commissioners would like to see uplands, Jackson Beach and the potential for other waterfront considerations included in planning process. The Port Director suggested other port's comprehensive plans be reviewed. She suggested revisiting the topic after the first of the year.

- C. Reid Middleton has offered a scope of work to the Port preparing for an upcoming contract for 2010 FAA projects. Part of the scope involves pre-engineering for the southwest hangar development. Additional work items still under discussion include maintenance and improvements to the storm-water system, obstruction surveys and tree removal. The Port Commission would like to keep moving forward on the hangar development project.

D. 2010 Budget Discussion:

1. Marina Moorage Rate Recommendation: A public hearing has been scheduled at 5:00 p.m. on November 4th. The budget can be adopted at that time if there are no changes. A recommendation for increasing moorage rates based on the square foot area of a slip instead of the slip's length is being considered. This method provides a fairer measure of the use of the marina by different size vessels. If adopted there would be a three year phase in period beginning with slips 40 ft. and larger as well as a re-evaluation of the increase after three years. There was also discussion of a reduction in 20 ft. boat slip prices, as they are not filled year round. As there is no inflation right now, it's a good time to implement a smaller rate increase. Staff recommends a 1% increase of some moorage to support future marina reconstruction. The Commissioners would like all tenants affected by the proposed rate increase to be notified of the change in fee structure before the public hearing on the November 4th.
2. Fees and Charges Recommendations: Staff recommends only increasing moorage rates as outlined above and hangar rentals, as they need quite a bit of maintenance next year.
3. Construction and Capital Improvements:
Airport: Staff plans on using the 2007 Airport Master Plan as a guide for airport capital projects, but there are a few projects, such as the pavement preservation plan, that were not included in that report at that time. Development of hangar sites, protection of the runway approaches and pavement preservation are the focus of this year's FAA project budget. The pilot lounge near the transient tie-down area, renovation of terminal restrooms and better mowing equipment are all in next year's budget.
Marina: The first phase of the marina electrical project is underway and will continue into 2010. New projects include the Laundry facility in the Yacht Club building and a stairway on the north side of the Downrigger's building. The Downrigger's roofing project has been delayed until Spring of 2010.

- E. Public Hearings: None

- F. Staff Reports:

- Marina Facilities Manager: Bob Freeauf spoke about progress on the upcoming marina electrical project. The shoreline permit for the roof on the Downrigger's building will be filed next week and once that's obtained the building permit can be applied for.
- Airport Manager: The Temporary Flight Restriction map for the Vancouver Olympics was given to Commissioners. The restriction will be in effect from February into April of next year. FAA may not pay full amount of Lawson contract due to pavement not meeting specs. The Port will not be responsible, as it was the contractor's responsibility to meet specs. Staff is doing a great job on terminal repairs. Commissioners would like a ribbon cutting ceremony for the completion of the emergency gates project. It's scheduled for noon on November 4th. Dave will contact fire personnel and cake will be at Ernie's Cafe.
- Harbormaster: Tami Hayes has completed paperwork for the Parks and Recreation's 10 year operations and maintenance grant for pump-out services. The Port should be receiving a little less than \$20,000 for their 75% reimbursement of the grant. Paperwork for the sale of the GMC truck was completed. Passenger fees were fairly good, considering the loss of the Victoria Clipper service, which is the largest passenger vessel.
- Auditor: Greg Hertel moved to approve Vouchers 9735 - 9763 totaling \$19582.12. Barbara Marrett seconded and the motion passed.
 - Executive Director: Marilyn O'Connor thanked the Commission for letting her attend the Small Ports Conference, which was a great planning meeting. The public comment deadline has been extended to 1/19/2010 on the NOAA proposed regulations. The next Port Commission meeting is November 4th at 4:00 p.m., with a bill paying meeting scheduled for Tuesday, November 24th at 4:00 p.m. at the Port office.

G. Capital Improvement/Acquisition Project Approvals: None

H. Commissioners' reports, comments, correspondence and requests: Barbara Marrett mentioned a new Leadership San Juan class starting up. She is now part of the steering committee selecting the local integrating organization for the Puget Sound Action Agenda. The Commissioners expressed appreciation for her involvement and dedication in cleaning up Puget Sound.

I. Agenda items pending future action: None

The meeting adjourned at 5:40 p.m.

Mike Ahrenius, Commissioner

Barbara Marrett, Commissioner

Greg Hertel, Commissioner