

**Friday Harbor Port District  
Port Commission Regular Meeting at the San Juan Island Yacht Club  
Wednesday, January 14, 2009**

**Minutes**

**Port Commissioners Present:** Mike Ahrenius  
Greg Hertel  
Barbara Marrett

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

**Others Present:** Mike Close, SJI Chamber of Commerce

The meeting began at 4:05 p.m.

1. Greg Hertel moved to approve the minutes for the December 23rd meeting. Mike Ahrenius seconded and the motion passed unanimously.
2. Citizen comments/requests: Mike Close informed the Commissioners that the Chamber of Commerce has requested changes to the Town sign ordinance regarding lighting of business signs.
3. Consent agenda:
4. Commission Action Issues:
  - A. Adopt meeting calendar for 2009: Greg Hertel moved to approve the proposed calendar for 2009 meeting dates. Barbara Marrett seconded and the motion passed unanimously.
  - B. Resolution to Increase Petty Cash Fund due to in house refunds: Barbara Marrett moved to approve **Resolution #09-001** increasing the petty cash fund to \$12,000 from May 15th-September 15<sup>th</sup> and \$11,000 from September 16<sup>th</sup>-May 14<sup>th</sup>. Greg Hertel seconded and the motion passed.
  - C. Resolution to appoint Auditor as damage claim recipient. Mike Ahrenius moved to approve **Resolution #09-002** appointing the Port Auditor as damage claim recipient. Barbara Marrett seconded and the motion passed.
  - D. Approve Director's Signature on FAA Grant Applications for 2009 projects: Barbara Marrett moved to approved the Port Director's signature on FAA Grant applications for 2009 projects. Mike Ahrenius seconded and the motion passed.
5. Commission Discussion Items:
  1. Derelict Vessel Program: The Port as a public entity has full authority to run this program. A new interlocal agreement would be needed between the Port, Town and the County if the Commission decides to run the program. Boundaries would also need to be set

for the waters the program is responsible for. The Commission was in favor of the Port taking over this program and asked Tami to proceed with negotiations. The Commissioners wish to inform the public that the Port has taken over the program when it is in place.

2. Spring Street Landing Moorage vacancies: Several commercial business have relinquished moorage at Spring Street Landing, so several options were discussed for filling the space. Since there is no one currently on the commercial waitlist, the Commission would like all commercial businesses leasing at the marina to have first option at the space. The Harbormaster agreed to start advertising the space in the marine trade magazines in hopes of filling it with a new commercial operation(s). There was also discussion about moving divers and fishermen over from the commercial rafting area or placing larger boats off the waitlist there, informing them it may not be permanent moorage. There is also a possibility it could be used for summer sublets. Tami will keep the Commissioners informed of her progress.
  3. Airport property acquisition: Marilyn had a meeting with Public Works, who is interested in trading adjoining property, rather than leasing from the Port at the fair market value rate. The Commissioners would like to see the Port use all available FAA monies for improvements at the airport this year. The Commissioners gave approval to proceed with the appraisal process.
  4. Delegation of Authority resolution: Marilyn handed out the previous Delegation of Authority resolution, asking the Commissioners to review it and bring comments or changes to the next meeting.
6. Public Hearings: None
5. Staff Reports:
- A. Marina Facilities Manager: Bob and Tami recently met with Mike Hemphill of Moffat and Nichol, the new marina engineering firm, regarding the marina reconstruction plan. They would like to break the project into two phases; analyzing marina needs first and then proceeding to upland planning. The Town continues work on the Downrigger building sewer upgrade. The D/H float connection project is underway, including the new steel deck welded frame. Topper has signed documents for the Main Pier ramp project. The Commission thanked Bob for his years of commitment to the Solid Waste Advisory Committee
  - B. Port Auditor: Mike Ahrenius moved to approve payment of 2008 Construction Vouchers C8148-C8154 for \$31,575.23 and 2009 Construction Vouchers C9002-C9002 for \$855.00 2008 General Fund Vouchers G8824-G8856 \$40,448.73 and 2009 General Fund vouchers G9001-G915 for \$26,909.98. Greg Hertel seconded and the motion passed unanimously. Phyllis will soon be starting the 4<sup>th</sup> quarter budget report for the Commission.
  - C. Airport Manager: Progress continues on the A hangar projects, with the roof being replaced on the first one and new purlins being installed on the second. A permit has been obtained by the Town to move the NDB to its new location. Once the FCC license has been updated and amended, a contractor will be hired to move the NDB. Dave has spoken with the US Dept. of Agriculture to find ways to get rid of the geese. Non-lethal methods are being tried first. A bird bomb pistol that shoots an exploding shell has been ordered. The State Wildlife office is working to obtain a grant to complete 10 Wildlife Hazard Management Plans. If Friday Harbor Airport is selected, the WHMP will be prepared free of charge. Sid Smith, the airport

mechanic, has relocated to Loren Deshon's second hangar. Commissioner Ahrenius shared positive comments from tenants on staff efforts on snow removal.

- D. Harbormaster/Marina report: The US Coast Guard did their security check on the marina on Jan. 6<sup>th</sup>. It was a good audit, with no findings. Staff that clears vessels must obtain a TWIC card. Tami is sending out 2009 waitlist letters. A few marina T-shirts were donated to Parks and Rec. Tami is leaving tomorrow for the PCC board meeting in Olympia. Although December was very slow, boat nights were only down 50 from 2007.
  - E. Executive Director: The Port attorney, Bob Goodstein, has made his annual community contribution to the Animal Shelter in Friday Harbor. Marilyn continues efforts to contact the GSA people regarding the Customs building. The Commission approved the Port's involvement in the 2009 K-12 marina contract for water testing. Marilyn plans on attending the ferry meeting tomorrow.
- 7. Capital Improvement/Acquisition Project Approvals: None
  - 8. Commissioner's reports, comments, correspondence and requests: Greg Hertel handed out the Bellingham passenger ferry study findings and would like to have a potential operator of the vessels attend the next Commission meeting. The Commissioners discussed the Port's participation in the legislative's "Ports Day" in March
  - 9. Agenda items pending future action: None
  - 10. Executive Sessions: None

The meeting adjourned at 5:30 p.m.

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Mike Ahrenius

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Barbara Marrett

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Greg Hertel, Commissioner

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Date