

## Friday Harbor Port District

Port Commission Meeting

San Juan Island Yacht Club

Friday September 27<sup>th</sup> at 10:00 AM

Regular Meeting Minutes

**Commissioners Present:** Graham Black  
Barbara Marrett  
Richard Goodhart

**Port Staff Present:** Todd Nicholson, Executive Director  
Phyllis Johnson, Port Auditor  
Mike Roling, IT Administrator

**Public Present:** Jonet Sudduth, Customer  
Michelle Herko, K-12  
Andrew Fleming, Saltwater Farm

**Citizen comments/requests:** Citizens can make a brief comment or may ask the Commission to schedule a topic for further discussion at a future meeting.

*None*

**Presentation:** K-12 Water Testing Program

*Michelle Herko gave a brief history of the water testing program, discussed the testing methodology following the Washington State Department of Ecology criteria. This helps teach the students proper testing and the scientific method.*

*She then presented the most recent test results and compared the numbers to prior years. Overall, the test results show the water quality in the marina continues to be very good.*

*The water testing budget was presented, funding support of \$3600 was requested from the Port to help pay for about ½ of the cost of the program. Additional details of the procedures for isolating the coliforms that are being tested for was discussed.*

**Consent Agenda:**

- A. Approval of Payroll & Vouchers 05297 – 05320 in the amount of \$115,349.52
- B. Approval of Minutes: September 13, 2024, Special Meeting & September 13, 2024 Regular Meeting

*Commissioner Marrett motioned to approve the consent agenda as a whole. Commissioner Black seconded. Motion approved unanimously.*

**Action Items:**

- A. Award contract 24-017 for Airport Infrastructure Grant Number 3-53-0152-047-2024, Hangar 80 Demolition and Replacement, to HB Hansen Construction, Inc. in the amount of \$2,322,723.34.

*Commissioner Black motioned to approve the contract to HB Hansen Construction, Commissioner Marrett seconded. HB Hansen was the low bidder, in line with the engineers estimate and the bid has been approved by the FAA. This contract is 90% FAA funded. The motion was approved unanimously.*

**Discussion Items:**

- A. Advertising policy

*Executive Director Nicholson discussed the current advertising expenses and asked what future objectives for advertising should be. Commissioner Marrett suggested using press releases to help keep the Port top of mind and making the ad design more informative.*

*There was a suggestion to use part of the advertising budget to hire a local writer to write some articles for the Port.*

*In general, the idea for advertising going forward will be to limit the print advertising and use the remaining budget for online advertising and content. Some county wide mail advertising for the boatyard was suggested as well.*

- B. Review 2024 Capital Budget to date

*Port Auditor Johnson presented a year-to-date update of the 2024 capital budget. Some airport projects were delayed due to FAA concrete requirements which will cause some of them to extend into 2025. Overall, approximately 50% of the 2024 capital budget has been used to date.*

- C. Preliminary 2025 Capital Budget

*Port Auditor Johnson presented a preliminary 2025 Capital Budget. Several airport projects will be carried over from prior years. The marinas will have some carried over projects with several new projects related to the Electrification Grant. Overall, the 2025 Capital Budget is approximately \$11.5 million with about \$9.5 million being grant funded.*

**Staff Reports:**

*Executive Director Nicholson gave an update on the progress of the Jensen clean-up, the hope is to finish up the remedial investigation and feasibility study by June 30<sup>th</sup>. The remainder of 2025 after June 30<sup>th</sup> will be to work with Ecology to get a finalized plan in place. The current plan includes moving access to Jensen's Marina and the Travelift pier. The hope is to use the dredged sediments as fill for the boatyard. The boatyard*

would be paved, and a filter would be constructed between the boatyard and the shore to prevent any contamination from seeping back into the water.

**Port Commissioner and Committee Reports:**

Commissioner Marrett shared that the Art Museum has an article about the native art collection that is currently on display at the airport terminal. She then mentioned 'The Future is Electric' event at the Yacht Club October 10th. Donations are encouraged and will go towards funding STEM programs.

Executive Director Nicholson asked for some budget clarifications regarding the support of the EDC and the Port's scholarship program. The determination was to keep the EDC funding the same this year. It was suggested that in the future a budget cap for advertising, scholarships and supporting external organizations should be created to prevent being seen as an 'open spigot'.

**New Business:** Commissioners May Share Information or Introduce Topics for Discussion at a Future Meeting.

None

**Citizen comments/requests:** Citizens can make a brief comment or may ask the Commission to schedule a topic for further discussion at a future meeting.

Andrew Fleming of Saltwater Farm followed up asking for clarification of the next steps on the proposal of a pickleball court and restaurant from the 8/23 meeting. All commissioners are in favor of the concept. He will work with Todd on building the requested site plan and the updated lease to bring to a future meeting for final approval.

Jonet Sudduth expressed concerns of the boats on W and D walkway corner grounding in the summer due to the low tides during the day. It was mentioned that dredging is not an option, but if boaters there are concerned, they can talk to the marina office to be relocated preemptively before the low tide events.

**Adjourn:** 12:01pm

  
Barbara Marrett, Commissioner

  
Graham Black, Commissioner

  
Rich Goodhart, Commissioner