

PORT COMMISSION MEETING – April 9, 2003

The Port of Port Townsend Commission met in regular session at the Point Hudson Marina Room, Port Townsend, WA.

Present: Commissioners – Beck, Pirner and Sokol
Executive Director – Crockett
Auditor – Taylor
Facilities Manager – Pivarnik
Operations Manager – Radon
Attorney – Harris

I. CALL TO ORDER / PLEDGE OF ALLEGIANCE:

II. APPROVAL OF AGENDA:

Upon motion of Commissioner Pirner, the agenda was unanimously approved with the following additions:

Old Business:

- A. EDC Marine Related Survey
- B. Fleet Marine Lease

New Business:

- E. Point Hudson Duplex Repairs
- F. Fire Department Inspection

III. CONSENT AGENDA:

- A. Approval of Minutes – 3/26/03
- B. Approval of Warrants
 - #27769 through #27794 in the amount of \$27,930.63
 - #27795 through #27802 in the amount of \$45,912.78
 - #27803 through #27856 in the amount of \$30,192.24
- C. Write-off Register

Upon motion of Commissioner Pirner, the Consent Agenda was unanimously approved.

IV. PUBLIC COMMENTS: (not related to Agenda)

V. OLD BUSINESS:

- A. EDC Survey

Mr. Crockett reviewed that at today's earlier workshop, the Commission and Staff discussed with Ann Avary two marine survey drafts: one an economic impact study of the marine businesses related to the marine environment and the other for recreational boaters. The plan is for the EDC to begin distributing the surveys on April 21st and have a presentation of the results at the July 9 workshop. The Commission and Staff had previously expressed support for this survey with the understanding that it would cost \$6K. Commissioners and Staff also stressed that respondents should understand that their confidentiality would be maintained by the EDC and that the Commission would receive only the survey data summary. Ann Avary agreed that the cover letter should state that the information gathered would be held in confidence by the EDC and would not be subject to public disclosure.

Commissioner Sokol moved to authorize the Executive Director, after a final review of the survey, to work with the EDC to conduct this marine-related survey for the quoted price of \$6K. Mr. Radon asked to clarify the timeline for the recreational boater survey. Ann Avary agreed to amend the proposal to clarify that the recreational survey would end at the end of September, with a full report to be submitted by the end of October or November. **Commissioner Sokol amended his motion to authorize the Executive Director, after a final review**

of the survey and the revised proposal, to work with the EDC to conduct this marine-related and recreational surveys for the quoted price of \$6K.

B. Fleet Marine

Mr. Pivarnik requested the Commission's concurrence that Staff should continue discussions with Fleet Marine and begin negotiating a service agreement under which the Port could take over operations of the boatyard in exchange for providing Fleet with hauling services for the next 25 years. He reviewed that with the existing 25-year lease option, Fleet could sell the building or sublease (only for use as a boat yard), but the Port with only a ground lease is not in control of the property.

Following a brief discussion of development options at Point Hudson, **Commissioner Sokol moved to authorize Staff to investigate the feasibility of a service agreement with Fleet Marine and return with a more definitive recommendation at a future date. The motion carried by unanimous vote.**

VI. NEW BUSINESS:

A. Operations Reports – Month of March 2003

Mr. Radon reported that while spring bookings are now looking good, hoist activity in March was slower and nightly guest moorage was down at Boat Haven and at Point Hudson.

Commissioner Pirner noted that the month started with 66 boats in the yard and ended with 76. Year to date, the Port is only down ten haulouts in the 60-70 and six in the 300-ton lift. He believes a short-term promotional plan is needed and suggested the Port send mailings to targeted zip codes. Mr. Radon agreed that a plan is needed that would identify the market segment being targeted and define the approach to be taken. It was noted that advertising in general publications is very expensive and there is a need to narrow the target audience, such as those in the Port's customer base who have hauled out before. Staff agreed to look into this further. Commissioner Beck suggested using lists developed from boat shows.

B. Resolution No. 392-03 – Updating Commission Meeting Procedures

Mr. Crockett noted that with the Commission changing its workshops to begin at 9:30 AM, it also desired to reschedule its first monthly meeting to begin at 1:00 rather than 2:30 PM. The Port Recorder, having overcome previous commitments which would have limited her availability, can now accommodate this schedule. This resolution would adopt this change.

Commission Pirner moved to adopt Resolution No. 392-03, thus updating the Commission Meeting Procedures by changing the first monthly Commission meeting to 1:00 PM. The motion carried by unanimous vote.

C. Contract Award – JCIA Pavement Maintenance

Mr. Crockett noted that with the recent award of \$35K in Washington State Department of Transportation grant funding under the Airport Aid Program, the Port can conduct runway and taxiway maintenance, including resealing, painting and striping. Because a 48-hour period with temperatures above 55 degrees F is needed to complete this sealing, the work is expected to be done in late May or June. Staff recommends they be directed to execute a contract with small works contractor Columbia Asphalt Seal and Coating and Striping.

Commissioner Beck moved to authorize the Executive Director to execute the attached contract with Columbia Asphalt Seal Coating Striping, Inc. in the amount of \$17,050 plus W.S.S.T. The motion carried by unanimous vote.

D. Charges for JCIA Hangars – Power Hookups

Mr. Pivarnik noted that per our standard airport lease, the lease states that power would be provided to the site. In the past, most of this cost was absorbed by Puget Sound Energy, but with PSE's new reorganization, all costs for power are billed.

Developers Neil Slater and Leo Landry have sold all four hangars and have submitted invoices for reimbursement by the Port for this installation. Port Staff recommends that future leases should state that all development costs would be borne by the developer.

Commissioner Sokol moved to authorize the Executive Director to pay the bills per our agreement, to try to recoup this investment in any further hangar sales using the service, and to rewrite leases for construction of future hangar development to be borne by the developer. The motion carried by unanimous vote.

E. Point Hudson Duplex Repairs

Mr. Pivarnik reviewed the list of repairs requested by the tenant in the duplex unit, which would require an investment of nearly \$5K (including a hot water heater, stove, refrigerator). He asked for direction from the Commission on expending funds for this residential unit, given that providing residential housing is not in the Port's charter. He suggested notifying the tenant that, other than minimal maintenance, the Port is unlikely to continue making repairs to this facility as a residential rental. He added that the Port is seeking an estimate for moving this structure and providing a new foundation, floors, pilings, etc. to eliminate the creosote, although it is unfeasible for the Port to make such changes in the near future.

Mr. Harris reminded the Commission of the responsibilities of a residential landlord to maintain the safety, structural integrity and utilities.

Commissioner Sokol said he believes it was clear to the tenant that the month-to-month lease for this unit would be allowed to continue for the interim. He suggested that Staff explore with the owners of the Commander's Beach House the idea of leasing this building and making capital improvements.

Staff agreed to proceed with direction by the Commission to expend no more than \$2K for minimal improvements, making it clear to the tenant that the Port may phase out this rental.

F. Fire Department Inspection

Noting the newspaper article on the City's recent hiring of a fire code inspector, Commissioner Beck suggested the Port request an inspection of Point Hudson buildings.

Commissioner Beck moved to direct the Executive Director to write a letter to the City of Port Townsend requesting inspection of Port facilities. The motion carried by unanimous vote.

VII. STAFF COMMENTS:

Mr. Harris:

Mr. Harris noted having provided Port Staff with information on recent legislative changes to the Freedom of Information Act related to security and personnel records. Mr. Crockett agreed to work with the Port Executive Assistant on changes to the personnel policy handbook.

Mr. Radon:

Although the Port is classified as a boatyard under Department of Ecology, it has been meeting the stormwater monitoring requirements for a shipyard. When recently questioning whether the Port qualifies as a shipyard for these purposes, he received concurrence from Greg Cloud of the SW region that the Port should be classified as a boatyard. This change in designation would result in a significant savings in permit and stormwater sampling fees.

Mr. Pivarnik:

Staff solicited Commission input to their inventory of signage needs on and around Port property (trailer parking at Boat Haven and parking signs at Point Hudson). He would also be working with the City to envision a new monument

sign at the entrance to Point Hudson off Monroe Street. It was noted that a historical photo published in the newspaper showed an arched sign near Fleet Marine, which said Hudson Point. The sign at this entrance currently says Point Hudson Company. There was interest in exploring options for placing signage at the end of Water Street directing RV traffic to the Monroe Street entrance as well as creating a card to hand out to RVs at the Visitor's Center.

Mr. Crockett:

At a meeting of the Jefferson County Pilots Association, he provided status reports on the master plan and noise overlay. Having heard a number of comments about the slow pumps at the airport, he agreed to investigate increasing the rate of flow. JCPA President Linda Swisher asked about placement for the AOPA (airport watch program) signage.

The WPPA spring conference is next month and Commissioners should contact the Port Assistant for help in making any arrangements.

Dwayne Wilcox of the Port Ludlow Village Council requested the Port's attendance at their May 1 meeting at the Beach Club. Commissioners should plan to attend this meeting, which begins at 9:00 AM.

VIII. PUBLIC COMMENT:

William Miller:

He asked Mr. Harris if changes to the Freedom of Information Act relate to adding restrictions, to which Mr. Harris responded in the affirmative.

IX. COMMISSIONER COMMENTS:

Commissioner Beck:

He has been investigating vessel and pleasure boat business and believes the Port is running behind other marinas. He noted that with only 109 lifts, the Port needs a building/facility that it can lease for working on large vessels and mega yachts. Commissioner Pirner restated his idea for placing an ad in national yachting publications "300-ton lift available, needs a building – contact Port of Port Townsend."

Commissioner Sokol:

He agreed to provide to Port Staff details on Senate bills discussed at the last meeting for which Staff could draft letters of support to legislators.

X. NEXT MEETING:

Wednesday, April 23, 2003 at 7:00 PM at the Tri-Area Community Center, Chimacum, WA.

XI. EXECUTIVE SESSION: -- None

XII. ADJOURNMENT:

The meeting was adjourned at 3:42 PM, there being no further business to come before the Commission.

ATTEST:

President

Secretary

Vice President