

PORT OF ORCAS
Minutes of the Regular Meeting
January 14th, 2016

Call to order and confirmation of a quorum

The meeting was called to order at 12:02 P.M. in the Port conference room by Chair Brian Ehrmantraut. A quorum was present. Attending were: Commissioners Audrey Wells and Steve Hopkins, and Airport Manager Tony Simpson. Commissioners Dwight Guss and Craig Corbett were present telephonically.

Approval of Minutes

Wells moved, Hopkins seconded approval of the *Minutes of the Regular Meeting December 10th, 2015*, and the motion was carried unanimously.

New Business

1. Hopkins moved, Wells seconded to Approve *Management Letter of Representation* dated January 14th to the Washington State Auditor. The question was called and the motion carried unanimously.

Public Access Time

Public access was opened at 12:04 P.M. by Chair Ehrmantraut. There was no public present and Public Access was closed by the Chair at 12:04 P.M.

Approval of Vouchers

Wells moved, Hopkins seconded, approval of the December 2015 "B" General Fund Voucher in the amount of \$1,654.26, the January 2016 "A" General Fund Voucher in the amount of \$5,176.32, and December 2015 Payroll in the amount of \$8,130.88 for a total of \$14,961.46. The question was called and the motion was carried unanimously.

New Business

2. Scan Fitzgerald from the State Auditor's Office (SAO) conducted the Exit Brief for the audit recently completed for 2012 to 2014. Mr. Fitzgerald's general characterization of the audit was that it was clean, but he noted three exit items. Exit Items are the lowest category of reportable item in the state auditing system. The final report will be available to the public on the SAO website.

Unfinished Business

1. Commissioner Wells moved, Hopkins seconded appointment of Commissioners Ehrmantraut and Hopkins to serve as an audit subcommittee to review items to comply with future audit requirements. The question was called and the motion carried unanimously.

New Business

3. After presentation by the Airport Manager, Wells moved, Hopkins seconded for The Airport Manager to draft a supplemental budget and issue required notices to amend the budget at a Hearing in conjunction with the next regular meeting to incorporate Beginning and Ending Cash and Investments as a discrete entries in the 2016 budget. The questions was called and motion carried unanimously.

Airport Managers Report

The Airport Manager reported on various topics detailed in his written report. After discussion of available Ground Power Units, Hopkins moved, Wells seconded to direct the airport manager purchase a **Powervamp 12/24V GA Pack**. The question was called and the motion carried unanimously.

The Airport Manager also noted the lack of a Treasurer's Report based on the lack of availability of data from San Juan County and will distribute electronically as soon as the data is made available.

Unfinished Business

2. Victoria Compton from the San Juan County Economic Development Council provided a summary of their research report conducted for the Port.

Next Meeting and Adjournment

Commissioner Wells moved, Commissioner Hopkins seconded to adjourn. The question was called and carried unanimously. Chair Ehrmantraut set the next meeting for February 11th, 2016 at 1 P.M. and adjourned the meeting at 1:10 P.M.



Steve Hopkins, Commissioner and Secretary

Prepared by



Anthony G. Simpson, Airport Manager