

**PORT OF ORCAS**  
**Minutes of the Special Meeting**  
**October 25<sup>th</sup>, 2018**

**Call to order and confirmation of a quorum**

The meeting was called to order by Chair Ehrmantraut at 4:32 P.M. in the Airport Conference Room. A quorum was present with commissioners Simpson, Sawyer, Hopkins and Guss present. Attending were: Airport Manager Tony Simpson.

**Approval of Minutes**

Sawyer moved, Guss seconded approval of the *Minutes of the Rescheduled Regular Meeting October 25<sup>th</sup>, 2018*, and the motion was carried unanimously.

**Approval of Vouchers**

Sawyer moved, Guss seconded, approval of the October 2018 "B" General Fund Voucher in the amount of \$15,036.84, the October 2018 "C" General Fund Voucher in the amount of \$4,014.15, and the October Payroll in the amount of \$10,694.27 for a total of \$29,745.26. The question was called and the motion was carried unanimously.

**Public Access Time**

The Chair opened Public access time at 4:39. There was no public present and the Chair closed public access time.

**Unfinished Business**

1. The commissioners discussed the timeline and strategy for hiring a new Airport Manager. Discussion included adjustments to the draft budget for 2019 to accommodate various scenarios as well as general direction for the Airport Manager to begin drafting job descriptions and evaluating advertising strategies.
2. Discussion of Draft Resolution 10-25-2018A regarding Airport Accessibility and Functionality during Construction led to no motion being made by any commissioner. The Airport Manager had drafted two versions of the draft in response to Mr. Triplett's request at the previous meeting.
3. Discussion of the Draft Budget centered on creating a BARS item for "Staff Recruiting" and budgeting \$40,000 as a contingency in 2019 in case a professional talent search consultant is needed. In addition, budgeted salary allocations were increased to cover the more expensive staffing alternatives.
4. The commissioners discussed ongoing public records requests, the impact those requests are having on staff workload and strategies to mitigate those impacts going forward, to include considering an interlocal agreement with San Juan County to handle Port Public Records Requests.

**New Business**

1. The commissioners asked the airport manager to research and purchase replacement of outside seating for the terminal.

**Next Meeting and Adjournment**

The next Regular Meeting and Budget Hearing was scheduled for November 8<sup>th</sup>, 2018 at 4:30 PM. The meeting was adjourned at 6:05 PM.



Steve Hopkins, Commissioner and Secretary

Prepared by



Anthony G. Simpson, Airport Manager