

# PORT OF ORCAS

## RESOLUTION #04-26-00B

### PROCEDURE FOR OVERSEEING AIRPORT BUSINESS MANAGEMENT

**WHEREAS**, the Port of Orcas Commission has given the authority of making decisions regarding the normal daily maintenance and operations of the Airport to the Manager (outlined in the corresponding job description), and should refrain from becoming involved in the day to day business of the Port; it should however, follow up on the administration and operation of the Port and require periodic reports for purpose of evaluation, and

**WHEREAS**, it is the responsibility of the Port Commission to oversee the management of the Airport business and evaluate the Manager's performance, and

**WHEREAS** the Port of Orcas Commission supervises the administration of the Airport by reviewing and evaluating the following monthly and annual reports (but not limited to):

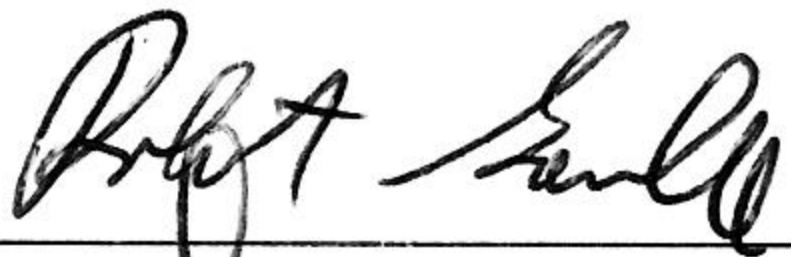
1) Fiscal year and 2nd quarter budget status, 2) State Auditor Comparative Statement of Revenues and Expenses, 3) Bi- and Triennial State Audit, 4) FAA Operating and Financial Summary, 5) Port of Orcas Expense and Revenue History, 6) Port of Orcas Treasurer's Reports, and 7) Airport Manager's Reports. Additionally; the Commission evaluates all monthly expenditures through approval of the monthly vouchers and payroll, and individual Commissioners randomly observe Airport activities and report back to the Commission.

**THEREFORE BE IT RESOLVED**, that the Port of Orcas Commission evaluate the Manager's performance as outlined in the Personnel Policy Manual, and

**BE IT FURTHER RESOLVED**, that management concerns by individual Commissioners will be addressed during Regular Meetings and it is not the policy of the Port of Orcas Commission to allow individual Commissioner involvement in the daily activities of the Airport, unless specifically authorized by the Commission.

**ADOPTED**, this 26th day of April, 2000.

**Effective date:** April 26, 2000



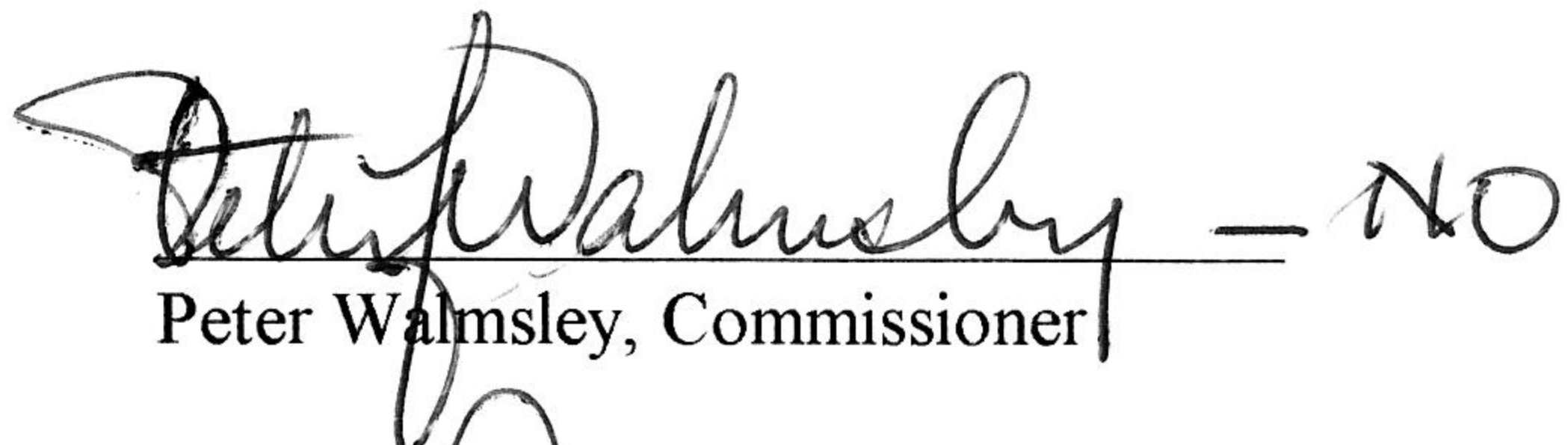
Robert Gamble, Commissioner & Chairman



Steve Hopkins, Commissioner & Secretary



Alan Edwards, Commissioner

 - NO

Peter Walmsley, Commissioner

 - NO

Gary Abood, Commissioner

Attest:

  
Duane J. Lunde, Airport Manager