

PORT OF ORCAS

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RESOLUTION #07-25-01 RULES OF CONDUCT BETWEEN COMMISSIONERS AND THE AIRPORT MANAGER AND STAFF (Replaces Resolution #03-08-01)

WHEREAS, the Port of Orcas Commission has lawfully delegated to the Airport Manager such administrative powers and duties of the Commission as deemed proper for the efficient and proper management of Port District operations, and

WHEREAS, the Port of Orcas Commission has lawfully established the necessary policies and guidelines for the Airport Manager to follow in the forms of the Airport Manager Job Description, Port Personnel Policy Manual, and a series of procedural and tariff policies, and

WHEREAS, the Port of Orcas standing rules call for policies defining the Airport Manager's responsibilities (Duties of Commissioners, #2), and

WHEREAS, the Port of Orcas Commission is ultimately responsible for the operations of the District and has adopted a comprehensive supervisory policy (Resolution # 04-26-00B, Procedure for overseeing airport business management) that recognizes and respects the ability of the Airport Manager to exercise his powers within legally established limits; exercising the correct amount of oversight without unduly interfering with the routine operations or day-to-day exercise of duties, and

WHEREAS, there have been numerous documented instances where some Port Commissioners have become unduly involved in the daily operations of the Port to the point where Port operations have been adversely affected, and

WHEREAS, there are additional documented instances where some Port Commissioners have interacted with the Airport Manager in a manner that has caused excessive stress to the Airport Manager, and adversely affected the daily operations of the Port, and

WHEREAS, the incidences referred to above are documented in Port files as follows: Minutes 3/8/00 Port Meeting; Airport Managers Report, 4/13/00; Formal Grievance, 4/17/00; Memo 3/10/00; Memo 4/24/00; Minutes 4/26/00 Port Meeting; Memo 10/18/00; Court Petition Statement, 1/15/01; Minutes 1/11/01 Port Meeting; Airport Managers Report, 1/11/01; Airport Managers Report, 2/8/01; Memo 1/26/01; Airport Managers Report, 2/28/01; Minutes 2/28/01 Port Meeting; and Airport Manager's Report, 7/12/01.

THEREFORE BE IT RESOLVED, that the Port of Orcas Commission shall appoint one of the Commissioners (and a designated alternate) as the liaison to the Airport Manager, and

BE IT FURTHER RESOLVED, that other than at Port Commission meetings, Commissioners (other than the designated liaison) are to have no direct contact with the Airport Manager, and

BE IT FURTHER RESOLVED, that all requests from Commissioners or other individuals for any paperwork or other material from the Port of Orcas must be made in writing and be approved by the chairman or secretary of the Port Commission. If paperwork requested by an individual, organization, or Commissioner totals less than 10 pages a day it will be provided no later than 3 business days after the request. If paperwork requested by an individual, organization, or Commissioner totals more than 10 pages a day it will be provided no later than 5 business days after the request. All such requests shall not be unreasonably denied, and

BE IT FURTHER RESOLVED, that any individual, organization, or Port Commissioner that requests a cumulative total of more than 20 pages (not including standard Commissioner packets) a calendar month shall be charged \$.15 a page to cover copying costs, and

BE IT FURTHER RESOLVED, that if any individual, organization, or Port Commissioner (other than the designated liaison) wishes to look at longer Port documents that may be impractical to copy they may do so but they must make a written request for an appointment for a designated time to see the documents. The appointment day and time will be determined by Port staff but will not be more than 5 business days from the time of the request, and

BE IT FURTHER RESOLVED, that if a Commissioner (other than the designated liaison) comes to the Port office for any purpose other than to pick up his or her board packet or other approved items, the Airport Manager is instructed to close and lock the office door, and

BE IT FURTHER RESOLVED, that if a Commissioner (other than the designated liaison) ever uses his or her key to enter the office against the wishes of the Airport Manager while the Airport Manager is in the office, the Airport Manager should call the Sheriff to have the Commissioner removed. Immediately thereafter the Airport Manager shall have the locks on the office doors changed and the offending Commissioner shall not be given the new key, and

BE IT FURTHER RESOLVED, that if a Commissioner (other than the designated liaison) is in the Port office for ANY reason and the Airport Manager asks him or her to leave, the Commissioner shall leave the office and the Airport Manager is instructed to lock the door to bar further entry, and

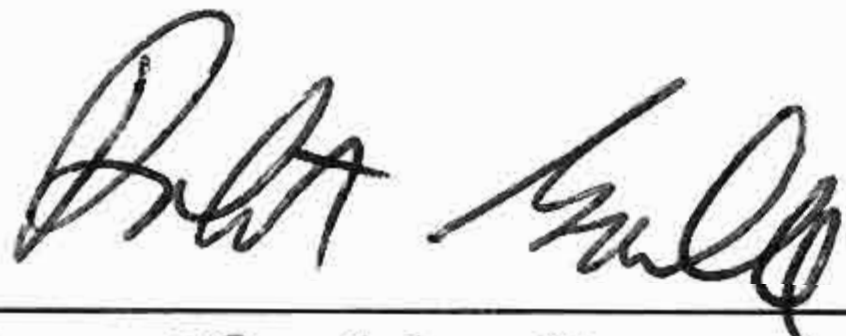
BE IT FURTHER RESOLVED, that if a Commissioner (other than the designated liaison) is ever asked to leave the Port office by the Airport Manager and he or she refuses to do so the Airport Manager is instructed to call the Sheriff to have the Commissioner removed, and

BE IT FURTHER RESOLVED, that when the Airport Manager is working on Port property, but outside the Port office, the Airport Manager is instructed to not deal with Commissioners (other than the designated liaison) if he is approached by a Commissioner (other than the designated liaison). We are requesting Commissioners (other than the designated liaison) to refrain from approaching the Airport Manager while he is doing his job on Port property. If a Commissioner (other than the designated liaison) does approach the Airport Manager on Port property, the Airport Manager is instructed to leave the area and to not deal with that Commissioner.

BE IT FURTHER RESOLVED, that operational or management issues of the Airport will be discussed at Port meetings and if any Port Commissioner (other than the designated liaison) attempts to discuss these issues with the Airport Manager or Staff, other than at Port meetings, the Airport Manager and or Staff is to remind the Commissioner to bring up those issues at the next Port meeting and terminate contact.

ADOPTED, this 25th day of July, 2001

Effective date July 25, 2001



Robert Gamble, Commissioner & Chairman



Steve Hopkins, Commissioner & Secretary




Alan Edwards, Commissioner

Peter Walmsley, Commissioner

Gary Abood, Commissioner

Attest:



Duane J. Lunde, Airport Manager