

**PORT OF ORCAS  
REGULAR MEETING MINUTES  
MARCH 12, 2020**

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**Commissioners Present:** Mia Kartiganer, Michael Triplett, Pierrette Guimond, Bea vonTobel

**Commissioners Absent:** Steve Hopkins

**CALL TO ORDER/DETERMINATION OF QUORUM**

Chairman Kartiganer called the meeting to order at 5:00pm and noted the presence of a quorum. Agenda amendments were discussed and added as noted below.

**PUBLIC ACCESS TIME**

Sadie Bailey inquired whether the port had considered videoconferencing capabilities through SJC for meetings as a result of Covid 19 restrictions.

Paul Vierthaler relayed information about master plan designated westside properties he had obtained through a lengthy telephone conversation with Jennifer Kandel, FAA Planner.

David Billings inquired if the port had interacted with major revenue producers about how the proposed master plan update might affect their operations.

**APPROVAL OF MINUTES OF JANUARY 9, JANUARY 23, FEBRUARY 12, ALL 2020**

**Pierrette moved, Bea seconded approval of the minutes of January 9, January 23 and February 12, all 2020, and the motion passed.**

**APPROVAL OF VOUCHERS**

**Pierrette moved, Michael seconded approval for payment of February and March 2020 vouchers in the amount of \$14,825.08. Michael moved to amend the motion, denoting February 2020 B EFT General Fund Voucher in the amount of \$1,103.11, February 2020 C EFT General Fund Voucher in the amount of \$586.44, March 2020 A General Fund Voucher in the amount of \$8,375.46, and the February 2020 Payroll in the amount of \$4,850.07 for a total of \$14,825.08. The amended motion passed with an abstention by Bea.**

**TREASURER'S REPORT**

In the absence of a treasurer's report, Michael noted that the port had already expended 150% of the 2020 budget amount for consultant, adding that no expenditures for the position of airport manager had been incurred.

**OLD BUSINESS**

**1. Progress of Advertising and Call for Airport Management Applicants**

No report.

**2. Review Parking Fees**

Michael proposed that Tariff #6 (Ground Vehicle Parking Fees) be revised to reflect a new daily rate of \$5.00, monthly rate of \$60.00 and an annual rate of \$600.00.

Eric Gourley noted that these revisions would be out of line compared to other airports which provided secured/paved parking areas. Dwight noted that more parking spaces were needed during busier seasons, and that ASI had proposed creating parking spaces on the southeast parcel. Paul noted that the old off-leash area might be easily hardened to provide additional spaces.

After further discussion, **Pierrette moved adjusting only the daily rate at this time to \$5.00, with discussion to continue for monthly and annual rates, with adjustment to signage and new envelopes to be completed. Mia seconded. Motion passed.**

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### **3. Finance Committee Report**

Michael reported that the annual lease for ASI was expiring, needed updating and renewal/ signing. Mia noted that she and Michael would speak with ASI to accomplish this **(AI)**. He also reported that some monthly leases were expiring as well. Dwight added that ASI's sublease of the biplane hangar would expire at the end of March.

Pierrette noted that the chairman could move funds from one line item to another. She had also inquired of OPALCO about changing the billing date to the end of the month to prevent both late payment fees and use of the petty cash checking account to pay OPALCO. She will verify that the port will be able to move its payment to cycle 2, which will enable payment without penalty at the end of each month. **(AI)** Dwight noted that he thought this had already been accomplished.

Pierrette also noted that annual contracts for landscaping and janitorial services had been amortized over the yearly cycle. It was discovered through discussion that those contracts need to be put out to bid soon. **(AI)**

### **4. Annual Fly-In**

An inquiry about the port's responsibility in the annual fly-in was settled when Dwight noted that the fly-in was the responsibility of the local EAA (Experimental Aircraft Association) chapter. This year the fly-in will occur during the weekend of August 7-9, the first full weekend of the month.

### **5. Master Plan Update New Information**

From telephone conversations with DOWL, and a personal visit from Joelle Briggs, Seattle FAA, Mia noted the following: 1)the FAA had signed off on part 6 of the master plan, adding minor notes; 2)the changes that the port is requesting from DOWL will have no impact on the FAA approval and process of the master plan; 3)the port will request from DOWL the removal of both westside and eastside properties currently listed as future acquisitions, as the port currently has neither plans nor monetary resources to acquire same. This last item will likely cost the port expenditures to fulfill and Mia will forward this request to DOWL for execution **(AI)**.

### **PUBLIC ACCESS TIME**

Revisiting the discussion of parking fees, **Pierrette moved, Michael seconded setting fees for daily, monthly and annual parking at \$5.00, \$50.00 and \$400.00 with no implementation date was passed with Bea voting no.**

Sadie inquired on the benefit of 'growing the airport' if all the port was interested in was dealing with safety issues.

Paul noted that he would accept a navigation easement on that portion of his property which would meet the safety requirement.

**Mia moved to adopt the fees and determine the number of annual spaces for lottery submission. The motion died for lack of a second.**

### **NEXT MEETING AND ADJOURNMENT**

The next regular meeting was scheduled for April 9, 2020 at 5:00pm.

The meeting was adjourned at 6:56pm.

Respectfully submitted,  
Bea vonTobel, Secretary pro tem

Note: **AI** indicates an item requiring action, generally  
to be completed prior to next meeting