

**PORT OF ORCAS
REGULAR MEETING MINUTES
OCTOBER 26, 2020**

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

Staff Present: Jeannie Sharpe, Kimberly Kimple

Members of the Public Present: Kim Secunda, Minor Lile, Tina Rose, Jim Greil, Scott Williams, Darren Murata, Sadie Bailey, et al not verified.

CALL TO ORDER/DETERMINATION OF QUORUM

Chair Kartiganer called the Zoom meeting to order at 5:06pm and verified presence of a quorum.

AGENDA AMENDMENTS

Commissioners asked to have all documents to be acted on at meetings in hand at close of business on Friday before Monday regular meetings. Also requested was the amounts for voucher approval to be included on the agenda.

PUBLIC ACCESS

Scott Williams, Orcas fire chief, asked to have a conversation with the airport manager to finalize evacuation plans for the airport.

MONTHLY BUSINESS

1.Approval of Previous Minutes

Pierrette moved, Robert seconded approval of the minutes of September 28, 2020 and October 6, 2020 as presented, and the motion passed unanimously.

2.Approval of Vouchers and Payroll Paid by Auditing Officer

After discussion of items from the agenda, Robert moved, Bea seconded approval of the following titled items:

General Fund Voucher 6721 'a', \$3,996.12;

General Fund Voucher 6721 'b', \$8,063.82;

General Fund Voucher 6721 'c', \$696.50;

October Payroll, \$11,519.97, and the motion passed unanimously.

MONTHLY REPORTS

1.Manager's Report

-The airport manager reported on the Washington Passport program (via WA Dept of Aviation), has instituted a nonperishable food drive among pilots, which has already gathered one full bag of items from both visiting and local pilots. The drive runs from October 23-November 20, and any donations will be given to the Orcas Food Bank; she encouraged donations.

-The WPPA Small Ports meeting illuminated the fact that redistricting might have an effect on port districts and may need attention in the future.

-A request for signing and payment for the DOWL change order to the airport master plan to incorporate changes made by the port had been made. Commissioner discussion centered on the timeline, perceived delays, and the absence of an NTE (not to exceed) amount. Jim Greil and Darren Murata from DOWL were present online, and commented that it would take a couple weeks to put in the acceptable FAA language for the port's changes, and that after that was settled, the project would be good to go in a fast timeline. Chair Kartiganer noted that having the aviation easement language in the changed document was of concern. The NTE language was agreed to by DOWL representatives.

Michael moved, Pierrette seconded sending a copy of the DOWL contract to the port's legal counsel for evaluation and approval, to include the timeline and cost. During discussion, Bea moved, Mia seconded amending the motion to simplify the process, so that barring any red flags from the attorneys, Jim Greil will move forward with Darren Murata to place NTE language in the contract language. The motion passed unanimously.

2.Facilities Report

-Fuel Monitoring System

Three quotes had been received. After investigation, the airport manager reported that MTM services appeared to have the lowest responsible bid.

-Building Inspections

These had been completed and reports received, which will take some digesting to plan the next steps needed in a priority fashion.

-Flight Review

Even after an abbreviated flight check, during which baffles were manually adjusted by airport staff, the inspecting aircraft, King Airs, have been grounded. Vertical slopes were acceptable. The airport manager reported that an environmental review and engineering are required to move to next steps. It was noted in order to accommodate the 4-light system in the proposed 75'-wide runway from the master plan, that CARES monies might qualify for use in this project, and that the current PAPI is out of service (OTS), with notices posted vocally on the AWOS and in NOTAMS.

-Wetland Mitigation

A contract change order for wetland mitigation both the southeast and northwest corners of the airport had been received from the contractor. Questions from both the public and the commissioners highlighted the limited information available as to why proscribed plantings had failed as well as a request to see the timeline of visitations times and duties performed, including watering, plant choices and remedies prescribed.

-Winterizing Facilities

Faced with the end of on-field camping season, it was agreed to winterize and close the shower facility on the field from November 1, 2020-February 28, 2021. During normal business hours, two restrooms are available in the terminal, and after business hours two portable toilets are available on the airport proper.

3.Financial Report

The airport manager reported that the county had produced a new set of reports which can be folded into the budget request resolutions and levy certification documents. She also reported that October reports will be available early next month.

OLD BUSINESS

1.ESWD Clarification Tank Update

Mike Stolmeier was present to update the commissioners on the request for enough property to create the necessary setback of 10' for their proposed 11' deepx45'diameter 180,000gallon tank. After a friendly and spirited discussion, Pierrette moved, Robert seconded creation of an MOU (memorandum of understanding) between ESWD and the Port of Orcas which would allow ESWD to proceed with engineering aspects of the project. Motion passed 4-1, with Triplett voting nay.

2.Final Review of 2021 Budget

This item was postponed to the November 23, 2020 meeting.

NEW BUSINESS

1.Resolution to Adopt 2021 Budget

This item was linked to Old Business #2, and thereby postponed.

2.Discussion of \$0 increase on Levy

This item, resulting in the port not taking an additional \$9,000+ in funding from local taxpayers, was explained, and noted that if the port needed that amount, it could be collected within three years in the future.

3.Levy Certification

See New Business #1. Postponed to next regular meeting.

NEXT MEETING AND ADJOURNMENT

A special meeting for commissioner training is scheduled for November 2, 2020, from 5:00-7:00pm via zoom. The public is invited to attend this meeting.

The next regular meeting is scheduled for 5:00pm November 23rd via zoom, at which time along with other business, the budget approval for 2021 will be finalized.

The meeting was adjourned at 7:20pm.

Respectfully submitted,

Bea vonTobel, Secretary

MANAGER REPORT OCTOBER 2020

- The Washington Passport program will be doing a Food Drive and Orcas is participating airport. I am excited to see this happen for the community. Get the word out that anyone can come drop off food for Orcas Island Food bank. The pilot program runs 10/23/20- 11/20/20 Flyer attached. We have received a bag of food already from local pilot.
- I attend the ZOOM WPPA Annual Ports Meeting 10/20 & 10/21. The major things I learned is that due to Census we may need to redistrict which will be time consuming and confusing and it would be best to work with other districts.

Fly Washington Passport Program Fall Food Drive



Please join us in the first ever Fly Washington Passport Program Fall Food Drive! The food drive kicks off on October 23, 2020. All food collected at each participating airport will be donated to a local foodbank in that community.

- A complete list of airports accepting food donations will be available October 23rd on www.flywashington.org
- We ask that pilots bring shelf-stable food items to donate when flying into an airport participating in the food drive
- The food drive will run from October 23rd to November 20th

Let's take to the skies and help make everyone's holiday season bright!



FACILITY UPDATES

- Tree removal from burned tree-Parks Department came and picked up all for their playground. Great way to use this tree.
- Car removal- Mercedes sold for \$1 and we paid \$350 to haul away the Malibu.
- Building Inspections were done 10/21/20 reports to follow. These are very large reports and I need to continue to go through them.
- Suggestion of closing bathroom- Bea suggested

PAPI UPDATE

- 9/29/20 flight check “still to dim, possibly too high but really can’t tell”
- 10/21/20- flight check baffle issue still and on last lap around after adjustment the FAA had to leave because it was late in the day and safety makes them not work at dark. I had to turn off PAPI. They did say that the elevation was good, and they were able to see the PAPI’s this time. The last few times were hard to see due to brightness. It was an evening check through so that might have been different if it happened in the daytime.
- 10/23/20 got ahold of flight check Dave Sinning and he said King Airs have been grounded for AD and he did not know when they could get back up. They do have more work in Whidby in the next two weeks if the planes are up and running. I stressed to him that our baffles move by hand and nothing technical about them. We don’t have a “move them 6 degrees” option. I sent him a picture of our baffles. Our baffles are sturdy, but I don’t have a way to adjust a few degrees and know how many I am adjusting.

- I found out that in order to replace the PAPI, we not only need it to be engineered due to obstructions, but we also have to have an environmental study done first as it is currently located in wetlands/ditch which usually comes after the Master Plan report. However, WHPacific and FAA are talking about using airport funds to pay for it and using Cares funds to pay for things like payroll and other operating expenses. Conversation to continue.

FUEL MONITORING SYSTEM UPDATE

- Quote for installs and replacement of monitor have come in. We can use CARES funds to pay for it. I am not sure of ETA of install yet. We continue to stick (measure) the tank daily.
- 3 quotes MTM Services \$15,925.04
- Granite \$38,882.00
- Ace Tank \$7191 does not include electrician and they are not ICC certified so we can't use them at this time.
- 10/27/20 I asked MTM if they pull electrical permits and he said NO, I would need to work with the Department of Ecology and pull permits.

ESWD INFO

- Mike S. from ESWD Board to speak to group. Per FAA are not allowed an easement because the fence will be around it for safety, and the Port will not have access then. They will be looking at paying land appraiser to purchase the 10' x 112'

Steve Pearson Saw Shop lease

- 10/21/20 Steve and I measured the land today. He is occupying 6400 (80'x80') of unleased space that used to be the staging pad for the wetland work in that area.
- Steve said he might be ready next month to meet at our month maybe or he will call Bea and discuss current overage of 6400 SF that storage items are on.

Wetland change order

- Wetland WH Pacific-sent contracts to lawyer's office to verify we have to pay for the plants that died due to possible saltwater in the ground. Sara with Chmelik Sitkan & Davis, has been working with me to see if testing the ground water was in the scope of work that was going to be done originally. I have sent Contracts, Scope of work, Task Orders, Proposals and As-Built Reports to the her but these don't state testing should have been done in the first place. She need the "initial Wetland and Buffer Mitigation Plan (WBMP) from February 8, 2018 as well as the subsequent amendment letter dated May 18, 2018,"
- 12/27/20 I found in past 2018 emails what she asked for so they have sent to her for review. I also spoke to WHPacific and he is also looking into cause of death, water schedule for me as well. He did say we need to continue or we will miss the planting window time and the requirements from Department of Ecology for these plants to go in.