

**PORT OF ORCAS  
REGULAR MEETING MINUTES  
SEPTEMBER 28, 2020**

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

**Staff Present:** Jeannie Sharpe Airport Manager, Kimberly Kimple clerk

**Members of the Public Present:** Minor Lyle, Blythe Simpson, Sadie Bailey, Gil Blinn, Ranna McNeil, Karen Blinn, Jim Greil (FAA), Darren Murata (FAA), Artha Kass, Susan Malins, Nicole ?, Mike Stolmeier, Diane Craig, Jim Sharpe, Rick Christmas, et al not verified.

**CALL TO ORDER/DETERMINATION OF QUORUM**

Chair Kartiganer called the Zoom meeting to order at 5:00pm and verified the presence of a quorum.

**AGENDA AMENDMENTS**

New Business item #2 was moved to monthly business.

**EXECUTIVE SESSION**

Chair Kartiganer moved to convene executive session to discuss two items at 5:05pm for an initial time of 30 minutes to receive and evaluate complaints or charges brought against a public officer under RCW42.35.110(1)(f) and to review the performance of a public employee in accordance with RCW42.35.110(1)(g).

The executive session time expired at 5:30pm, and was extended to 5:45pm, and again until 6:08pm, when the regular meeting was reconvened.

**MONTHLY BUSINESS**

**1. Approval of Previous Minutes**

Pierrette moved, Michael seconded approval of the minutes of August 13, 2020 as presented and the motion passed unanimously.

**2. Approval of Vouchers and Payroll**

Robert moved, Bea seconded approval of the following titled items:

August payroll, \$12,233.57; September payroll \$10,463.47;

General fund (6721) vouchers dated 8/17/20 in the amount of \$14,761.20; 9/8/20 in the amount of \$9,269.55; 9/24/20 in the amount of \$41,404.27;

Capital projects fun (6727) voucher dated 9/24/20 in the amount of \$12,725.72;

Orcas Hangar Assoc invoice in the amount of \$453.35.

The motion was approved by a vote of 4 yeas and one abstention by Michael.

**MONTHLY REPORTS**

**1. Manager's Report**

The airport manager reported on donations of bicycles and a grill; work with the fire district on a local fire and propane evacuation procedures; completion of annual state audit report; house moving; Coke machine upgrade; public document request; passage of underground storage tank test; unrestricted fund amounts and usage; noise complaints and pilot communication of same.

**2. Facilities Report**

The airport manager reported that the PAPI flight check had been delayed until the next day, and that a new PAPI needs to be relocated, thus prompting engineering. The fuel monitoring system is not working, requiring daily 'sticking' of the tank; costs of a new monitor are being pursued. Additional quotes from small roster are being pursued for terminal roof work.

Michael moved, Mia seconded having all port-owned buildings inspected for safety aspects and the motion passed with 4 yeas, 1 nay from Bea.

No report concerning the saw shop lease has been completed as of this date.

### **3. Financial Report**

This report will be available and posted on the website within a week.

## **OLD BUSINESS**

### **1. Aeroview IIP Propane Tank Evacuation Emergency Plan**

No plan from Propane company. Port has a plan and will work with Fire Department depending on the day and resources.

### **2. ESWD Clarification Tank Update**

Mike Stolmeier was present to further discuss their offer of purchase of a 10'x112' portion of port property to accommodate their current engineering plan of a clarification tank. Discussion revealed additional possibilities of a boundary line modification; lease, perhaps requiring FAA approval; sale, et al. Michael and Bea offered to serve on the committee to meet with the ESWD committee on the 2<sup>nd</sup> Tuesday.

### **3. Resolution to Define Procedures for Relationships and Communications Between Staff/Commissioners**

Robert reported that he had revised his original resolution. This revision needs to be edited and evaluated by the commissioners, with action to be taken hopefully at the next meeting.

### **4. Parking Lot**

The airport manager reported on the number of spots available, not currently being used by annual or 4-week vehicles, and that leases currently require hangar owners to park their vehicles in their hangars or other areas not obstructing aircraft traffic.

### **5. Car Disposal**

An offer of \$1.00 to dispose of the Mercedes has been accepted. The Malibu will be disposed of week of Oct 5<sup>th</sup>.

### **6. Noise Abatement Issues**

This was discussed in an earlier report.

### **7. Auditing Officer Discussion**

Port clerk Kimple offered to outline for any commissioner the duties and parameters for those who have been appointed as port auditing officers.

## **NEW BUSINESS**

### **1. DOWL Representatives—update Q&A via phone**

Jim Greil and Darren Murata were present to further discuss their scope of work/change order for the master plan update. Commissioners made clear that the property acquisition and update items were to be inclusive of both the southwest and northeast sides of the airport. The FAA wishes to include encumbrances for those properties, perhaps rights of first refusal, or at minimum avigation easements. Further 3-way discussions among DOWL, the Port and the FAA will further refine the wording of the scope of work before signing.

### **2. Hangar Association request for payment of electrical invoice**

This item was dealt with as an agenda revision.

### **3. COVID Camping Update**

The airport manager reported that camping is now available at the 100% capacity, within the new COVID procedures.

### **4. 2021 Draft Budget**

The proposed 2021 budget will be posted publicly on 9/29. The legal notices have been posted, and the meeting to discuss and adopt the budget is scheduled for 10/6/20 online.

**5. Staffing/Consultants**

Robert moved, Mia seconded extending Kim Kimple's contract as port clerk for an additional six months at the same rate, up to 10hours/week, expiring March 30,2021, and the vote was 4 yea, 1 nay from Pierrette.

Pierrette moved to retain Tony Simpson as a consultant at the same time and recompense as currently noted. The motion was lost for want of a second.

**6. Meeting Date Discussion**

Michael moved, Pierrette seconded moving the port meeting date back to the 2<sup>nd</sup> Thursday of the month to facilitate the finance committee obtaining reports and perusing them prior to authorizing payment. After discussion, Michael and Pierrette voted yea; Mia, Robert, Bea voted nay. Motion failed.

**7. Announcement of Public Hearing for 2021 Budget**

The public hearing for the Port of Orcas 2021 budget is scheduled for 6:00pm, online, for October 6, 2020.

**PUBLIC ACCESS**

Sadie Bailey inquired of Mike Stolmeier whether any tree removal was scheduled for the proposed ESWD request, and whether the Department of Ecology had been contacted pursuant to same. Mike answered no re trees and yes re DOE.

**NEXT MEETING AND ADJOURNMENT**

The next meeting, a public hearing regarding the 2021 budget, is scheduled for October 6, 2020 at 6:00pm.

The next regular meeting is scheduled for October 26<sup>th</sup> at 5:00pm.

Both are currently scheduled to be online meetings.

The meeting was adjourned at 7:45pm.

Respectfully submitted

Bea vonTobel, Secretary

## MANAGER REPORT FOR WEEK OF 8/13/20-9/28/20

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- John Bric donate a bike! 😊
- Mr. & Mrs. Dennis Peterson donated trike bike.
- Ms. Chris Bean-Hearne donated a bike.
- Sara Moore donated a child bike.
- Audrey Wells donated a bike.
- Jon Finney donated a propane bbq grill.
- 8/14/20 worked with Fire Department to convey the location of fire in the Highlands area. Great cooperation. Kim called Jeannie. Jeannie got on FlightRadar24 to see who was in the area and got reports for location of smoke.
- 8-18-20 Started doing the annual report to the Washington State Auditor's Office. They have been very helpful with some training on it. Finished on 8/26/20
- 8-18-20 Mia and I met with Scott Williams the Fire Chief to start talks of emergency evacuation plan. I have not seen a plan yet.
- 8/20/20 Apple computer is now up and running. It is the best!
- 8/26/20 Pierrett finished staining the wood chairs out front and will come back and sweep the moss and dress it up more. She has also stained the seat top that James replaced with new wood. This is a common area that passengers like to hang out when the weather is nice.
- 8/26/20 Christine -Project Engineer SJ County Public Works said the house was going to be moved tonight instead of Thursday, so I filed a NOTAM (first one) and then I received an email that Nickel Bros are not able to move a house tonight. They will get back with me. It was good practice. The house was moved the next day.
- Coke said they cannot get us a credit card machine because we self-load product. They only do cc machines for units that have full service and they don't full service anyone on the island.

- Change order for Wetlands mitigation for \$4000 due to water needed. The well that Squalicum was going to use is dried up and unusable. They will be using Rolf Eriksen (local company) for water.
- Pending quote for PAPI and also install. It is important it happens asap. I am hearing that Paramedics have asked Tony when they will get fixed and turned back on.  
UPDATE THEY ARE BACK ON AND FLIGHT CHECK WAS CHANGED TO 9/29/20

9-1-20 Meet with R.J. the SJC Fire Marshall to talk about evac plan for propane tank in case of emergency. He said he felt that in the very unlikely event of evac the (because of safety precautions built into and around the propane tank, the fire department is equipped to evacuate if needed. I told him that I would make a plan for the airport after speaking with Jim Greil from DOWL. Update no evac plan on file for Propane company  
Per R.J. Fire Marshall There was a discussion of an evacuation plan and this was in the early stage of things, but it was turned down because owners were told that they can't plan on driving across the airfield.

- 9-1-20 Spoke to Matt Fikse and he will get me a list to help me with search words for his public records request next week. LMOM 9/21/20 to see if he had a list yet.
- 9-17-20 finish PASS UST Underground storage tank course.
- 9-23-20 spoke to our lawyer's office to verify unrestricted funds and it is the Property Tax received. We currently have \$90k but should get to \$295K by Oct when taxes are collected.
- I had many noise complaints again over the past 1.5 months, but I am diligently working on them as they come in. I have sent out numerous letters to airplane owners via mail or put them on their prop so they can see them on next preflight. Open Communication with San Juan Air, and owners has really helped, and Highland homeowner has sent email to say it has helped. Flightradar24 has been a huge help. The community can use it to help identify issues if the airplane has ADSB installed. Several airplane owners have apologized as well.

### **PORT Propane Evacuation Plan**

1. Grab high vis vest out of office
2. Grab handheld aviation radio to direct air traffic away from runway
3. Contact fire chief Scott Williams cell 360-622-9560 or 360-499-8993 or call 911 and give them my number to see where people should evac to (North, South, East, West)
4. Direct any foot traffic that comes through the fence (at the advice of Fire Department for best place to go)
5. Have someone bang on hanger owners' doors to see if anyone is working in them to evacuate
6. Put AWOS NOTAM
7. Call in FSS NOTAM 1-877-487-6867

Fire Marshall R.J. said the Propane company did not do an emergency plan after they heard they could not use the runway.

Fire Chief- Scott Williams

Brought up points that need to be considered and each situation would be a different evacuation due to winds, personnel available as well as vehicles. He also said a reverse 911 call can happen for alerts to the community. I will follow up with him to see how that system works. I would like to be added to it as well as others.

## FACILITY UPDATES

- 8-18-20 Annual fire extinguisher check happened
- 9/24/20 I can now start a search for small works roster, and I need someone to haul away the tree that burned on the West side. The tree was roughly 6' in diameter and extremely tall and we are lucky it was all by itself. I also need to look for 2 more quotes for roofers in Small Works Roster, as the first quote was just a phone call to a local suggested roofer. Update, after the Parks Department comes to salvage what they can use I will call and set up for removal using Small Works Roster Company Rain Shadow.

9/28/20

I have received email request from Michael for motion to ....

It may be linked to the discussion about the terminal roof, but I will want to make a motion to hire a building inspector to survey ALL the port-owned buildings for safety and maintenance issues.

Michael

## PAPI UPDATE

PAPI is on however it is not an end all solution.

In speaking with Dave Parker-Flight Procedures, he said the new will need to be engineered and moved and raised. This will then allow us to remove the notice that states you CAN NOT use RNAV 34 at night. We are not in compliance. We can use the PAPI but NO instrument approaches at night.

Dave Parker with FAA flight operations said the engineering first need to take into consideration of the road being in the way and the office parking lot will also in the area. So, when we get a new system engineered then we can install.

Need to get engineer of design!! Maybe Airside Solutions

9/17/20 James made repairs and adjustments to PAPI RNY way 34. **Monday 28<sup>th</sup>** around 2pm, the FAA will be back for Flight Check. We changed photocell stuck in low light night ops and adjusted baffles to clear hill South of Runway. **UPDATE, FLIGHT CHECK MOVED TO 9/29/20**

When flight check comes around James and I will be on the ground with radio to make any more adjustments to baffles or PAPI needed.

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- 8/25/20 FAA Dave 405-954-9797 called to say he would put a NOTAM out because our papi has not been replaced yet.
  - 8/26/20 I made call to Airside for quote for ADB 4 led light PAPI Model L-880(L) No quote "double the 2 light papi" \$45K no word on electrical yet and an engineer, because this is fresh news to me.
  - I also called Jim Greil with DOWL to see if they are our Engineer of Record they are NOT. We will need to do this when it is time as well.



## FUEL MONITORING SYSTEM UPDATE

- Monitor not working.
- We are currently in violation due to monitor being down. The unit installed in 1995 is outdated and needs replaced.
- I called the company that installed it and they confirmed it has to be replaced with new unit.
- I have spoken to the Department of Ecology to report no monitor and told them we are doing daily tank dips to check for leaks. This is a temporary leak detection approved process.
- I have received a quote for Tank install company at \$7000 without electrical but the Department of Ecology that is a low-end unit and should be around \$18K
- I have left voicemails for suggested installers that must be ICC Certified and must be a factory rep certified. MTM Services (working on one, and Ultra Tank)
- The Department of Ecology will be here April 21, 2020 and I am to keep them updated on the progress of finding new monitor.
- Quote came in last week from Granite for \$38K

## ESWD INFO

I have verified that the land that was purchased was FAA funds and if it was sold it would have to be paid back at 90% of fair market value. I will need an airport appraiser to do this.

In speaking with Christopher, he was going to ask his district to pay for land survey.

He and I also discussed the discrepancy in drawings of what land would be purchased as 2 drawings were different.

He and I went out to measure setbacks for our own buildings and we would have to make sure not to have our electrical building or BBQ and picnic pad encroach on setbacks if a land purchase was to happen. We also have a meter box that would be possibly need moved.