

**PORT OF ORCAS
REGULAR MEETING MINUTES
AUGUST 13, 2020**

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

Staff Present: Jeannie Sharpe Airport Manager, Kimberley Kimple clerk

Members of the Public Present: Minor Lile, Sadie Bailey, Matt Fikse, Poke Haffner, Mike Stolmeier, Eric Gourley, Ranna McNeil, Mike Voegtlin, Diane Craig, Rachel Berkowitz, Jan Schaeffer, et al not verified.

CALL TO ORDER/DETERMINATION OF QUORUM

Chair pro tem Bea vonTobel called the meeting to order at 5:00pm and verified the presence of a quorum.

AGENDA AMENDMENTS

Chair pro tem vonTobel, sitting in for Chair Kartiganer for this meeting, asked for the following changes to the agenda: moving monthly business items 1 and 2, old business item 4, and new business items 3 and 4 to the top of the agenda. This was agreed to by consensus. For clarity, their actions will be recorded in the minutes under their regular agenda positions.

PUBLIC ACCESS

Mike Stolmeier was present to add information concerning a request from Eastsound Sewer and Water District regarding proposed new construction, noting that he and the airport manager and the ESW engineers had met to discuss the project, and that a report was scheduled for later in the meeting.

Matt Fikse asked whether financial reports from July 2019 forward might be available for public perusal soon. Kim Kimple noted that those would be posted online within the next month.

MONTHLY BUSINESS

1. Approval of Previous Minutes

Pierrette moved, Mia seconded approval of minutes of July 9 and July 27, 2020 as presented, and the motion passed unanimously.

2. Approval of Vouchers and Payroll

Pierrette moved, Michael seconded approval of July payroll in the amount of \$5,495.57 and the motion passed unanimously.

Mia moved, Bea seconded approval of July vouchers in the amount of \$7,476.34. Discussion ensued concerning the double payment of accounts which are ongoing expenses. After further discussion, the vote was 4-1 for payment, with one vote against by Pierrette.

MONTHLY REPORTS

1. Airport Manager's Report

Jeannie reported on a team effort of local pilots and staff in a gear-up landing on August 2. She noted that the website had been updated to announce that there were 9 campers on the field during the normal fly-in weekend, with 10 the COVID-19 limit. She added that several noise complaints had been received during that weekend, that she had contacted several pilots and re-emphasized the presence of the noise abatement policy and its inclusion on the web page and addition to facebook postings.

In order to spruce up the exterior of the terminal, landscaper Margaret Payne had added plantings; Pierrette was staining additional chairs so that activity was encouraged outside the building.

An investigation of a shortage of parking and queries from hangar owners about vehicle parking will provoke an investigation of the number of daily/monthly/annual spaces available, to be reported at the next meeting.

A call for bicycles for loan by transient pilots prompted a Sounder article by Diane Craig, since the port has no courtesy vehicles available currently.

An update for credit card purchases at the Coke machine is underway; the portable shower placed during the COVID early time has been removed.

2. Financial Report

Pierrette reported that additional Eden reports from the county had arrived today and her perusal revealed that fuel sales, landing fees and expenses were all down.

3. Facilities Report

a. PAPI Replacement

Robert reported that no work had been done since the last meeting on the PAPI replacement, but that Jeannie had all the information and could move forward with the project as time allowed.

b. COVID-19 health and safety measures update

Jeannie reported that James had ordered no-touch hand sanitizers and paper towel dispensers, which were en route and which would be installed upon arrival.

c. Fuel monitoring system

A check found that this system, needing a costly update, is still in need, and will be addressed.

d. Hangar bathroom update

Jeannie noted that she and James had changed the code for this bathroom, that the water heater had been turned off, that pipes will be drained, that no electricity will be used by the facility which will be locked. Hangar association Gil Blinn had been contacted with this information.

e. ESWD clarification tank

Mike Stolmeier expanded on his earlier comments about the need to install an additional clarification tank, which is scheduled to be constructed by late summer of 2021. Meetings with the airport manager, ESWD engineers, drawings and explanations provided to commissioners and staff were in hand, and solutions were needed. Discussion will be ongoing in this matter.

f. Airport terminal roof

The airport manager, upon learning of missing shingles and deterioration of the roof surface, solicited a bid for replacement with either asphalt or metal. The suggestion was made to use the small works roster to obtain additional bids and present more information at the next meeting.

g. CARES monies usage

Since the monies are available over the next four years, it was suggested that the fewer requests for reimbursement would simplify its receipt, requests should be bundled into fewer asks to speed reimbursement.

OLD BUSINESS

1. Aeroview IIP Propane Tank Dispute Update

Since the port had previously received advice from Attorney Holly Stafford in this matter, discussion revolved around obtaining emergency plans from both the local fire district and IIP in relation to this matter (assigned to airport manager), as well as a prepared statement from the port related to the misinterpretation of a statement from previous airport manager Tony Simpson.

1. Master Plan and DOWL update

Mia reported that a conversation with DOWL revealed that the changes requested by the port to the master plan had been agreed to by the FAA and would soon be produced in print form and submitted to the port for final approval.

2. CARES Grant update

This item was reported on in a previous item.

3. Board Meeting date change

At the last regular meeting on July 9, it was announced that the bylaw revision concerning meeting dates/times needed a second hearing at this meeting. After discussion concerning what date(s) might be best for receiving reports in a timely manner for review and discernment, Mia moved, Robert seconded moving the regular port meeting to the 4th Monday of the month at 5:00pm, and the vote was 3-2, with Mia, Robert and Bea voting in the affirmative and Michael and Pierrette voting in the negative. Motion carried. The airport manager was asked to revise the bylaws to reflect the change, and to notify the public of the change.

NEW BUSINESS

1. Resolution to Define Procedures for Relationships and Communications between Port Commissioners, Manager and Staff

A proposed resolution, presented by Robert, was moved by Pierrette and seconded by Michael. After discussion, the motion was defeated unanimously, and will be brought for discussion at the next meeting.

2. Resolution for Electronic Signature Policy

Mia moved, Robert seconded adoption of the Port of Orcas Electronic Signature Policy on this date, and the policy was adopted unanimously.

3. Resolution to Appoint Jeannie Frank Sharpe as Financial and Auditing Officer

Pierrette moved, Mia seconded adoption of Resolution #2020-08-13B to appoint Jeannie Frank Sharpe as a Financial and Auditing Officer, and the motion passed unanimously.

4. Resolution to Update Petty Cash Amount and Authorized Signatures

Michael moved, Robert seconded adoption of Resolution #08-13-2020C to update petty cash authorized signers, and the motion passed unanimously.

Pierrette moved, Mia seconded adoption of Resolution #08-13-2020D to increase the petty cash amount to \$5,000.00 and the motion passed unanimously.

NEXT MEETING AND ADJOURNMENT

The next regular meeting is scheduled for September 28, 2020 at 5:00pm in a format to be determined.

The meeting was adjourned at 7:07pm.

Respectfully submitted,

Bea vonTobel, Secretary