

**PORT OF ORCAS
REGULAR MEETING MINUTES
JULY 26, 2021**

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

Staff Present: Jeannie Sharpe, Kimberly Kimple

Guests Present: Karen Miles (FAA), Ben Mello (FAA), John Shute (WHP), Holly Stafford (CSD), Ranna MacNeil, Janet Schaeffer, Howard Wright, Jason Laursen, Thomas Gilman, et al not verified

CALL TO ORDER/VERIFICATION OF QUORUM

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

AGENDA AMENDMENTS

As a result of guests present, the agenda was amended to move items of old business to a position immediately following initial public access time by consensus.

PUBLIC ACCESS

None at this time.

OLD BUSINESS

1. Resolution #2021-07-26B Accepting ARPA Grant Offer from FAA under 2020 ARPA

Bea moved, Michael seconded adoption of Resolution #2021-07-26B as presented, and the motion was carried unanimously.

Port Counsel Stafford left the meeting at this juncture.

2. Environmental on SE Corner/FAA consultation re hangar needs; westside development

As a result of recent adoption of the new ALP and surveys of the hangar waiting list, port staff and commissioners wished to have input from FAA representatives present.

Ben Mello noted that the currently-adopted FAA ALP notes hangars on the SE portion, but none on the west side, so any plans which differ from the adopted ALP need to be attached to that current ALP. A discussion ensued re the environmental requirements needed for either or both SE or westside development, which could be contained in one contract but two separate documents. He also noted that the FAA needs to receive an MOS (modification of standard) document regarding the port's desire to change the RW/TW separation distance requirement. John Shute noted that WHP would be available to tailor the MOS document/application.

Ben continued that a successful MOS would allow not having the required separation distance, but as it is a safety concern, it would be revisited every 5 years to ascertain its viability.

Mia added that development of the SE parcel would be the most disruptive, and received a positive answer from Karen Miles that the westside home available for purchase would be able for FAA reimbursement.

John noted that the RW rehabilitation is also of concern, as the PCI (pavement condition index) will fall below 70 by 2022, which necessitates upcoming work, also costing both federal and port monies. He also mentioned TW lighting, signage, fillet and crossover geometry.

Karen stated that the FAA had received no CIP (construction improvement projects notification yet, and the port needed to balance monies available with needs/desires.

Mia mentioned that the Vierthaler property purchase appeared to be the first step.

Ben added that the port should follow the standards of any consultant hired, asking first for an informational bid, including engineering RFQs (request for qualification) and then environmental.

Robert inquired on the costing out of the Vierthaler property.

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Karen added that receiving an appraisal and a review appraisal was in the first steps to pursue, and monies may be available under the relocation act as well

A consensus among all commissioners was arrived at re pursuance of the purchase of the Vierthaler property in a first step.

To arrive at that scenario, selection of an engineering firm for planning is among the first steps. Ben noted that he would send information to the airport manager regarding the process, and that he was anticipating hearing from the port re the MOS for the RW/TW separation application. A 4-way teleconference will be scheduled with Karen, Ben, John and Jeannie. Ben also noted a 'Cat X' environmental, which might be available in this instance, based on past experiences/contracts the port has engaged in.

Karen, Ben and John left the meeting at 5:50pm.

MONTHLY BUSINESS

1. Approval of Previous Minutes

Pierrette moved, Robert seconded approval of the draft minutes of June 28, 2021 as presented, and the motion was unanimously carried.

2. Approval of Vouchers Paid by the Auditing Officer

Pierrette moved, Bea seconded approval of vouchers a-c as noted in the agenda, and the motion unanimously carried.

- a. 07/24/21 Payroll \$10,395.83
- b. 07/15/21 Airport Operations \$21,821.67
- c. 07/15/21 Capital \$22,972.60

MONTHLY REPORTS

1. Manager's Report

Expanding on the report already posted to the website, Jeannie noted that CARES monies have been disbursed first towards outstanding invoices, then reverting to other funds. She also noted that visiting pilots have donated \$600 towards the \$700 6-month insurance cost, and that shower donations by visiting pilots have also been recorded. Based on the current algorithm, pilot visits have contributed approximately \$10,000 at community businesses.

Recurrence of COVID cases has caused cancellation of the fly-in.

The new cameras are almost all available on the WSDOT website, with a phone app available for viewing.

The airport manager will be on vacation August 13-20.

2. Facilities Report

This report, also posted to the website, noted that the credit card fuel pump machine was scheduled for the following week.

The quote for new fencing was asked to be put on hold for the time being, pending the concept of purchase of the Vierthaler property.

3. Financial Report

These have been posted to the website.

NEW BUSINESS

1. Resolution #2021/07/26A

Jeannie prefaced this item by noting that hangar inspections will be concluded by fall. Mia moved, Pierrette seconded adoption of Resolution #2021/07/26A, and the motion was passed unanimously.

2. Disposal/Removal of Biplane Hangar

Michael moved giving notice to the lessee of the biplane hangar to vacate by the 1st quarter of 2022, as the hangar is scheduled for removal, being located in the OFA (object free area) of the master plan. The motion died for lack of a second.

3. Adding a Second Monthly Meeting

It was noted by several commissioners that because of the amount of pending business and items needing discussion, a second monthly meeting/work session was needed. A lunch meeting on August 9, 2021 was suggested, with commissioners meeting in the conference room and broadcast live via zoom. The chair will also investigate facilities which might serve as a meeting space for an in-person meeting.

4. Electric Vehicle Information

Bea introduced information concerning a WPPA Tuesday roundtable on electric vehicles. And, with the scheduling of an OPALCO gathering on the subject on August 5, 2021 at their office and the furthering of siting an EV charging station on port property, further discussion is needed.

PUBLIC ACCESS

Ranna MacNeil asked whether the hangar waitlist had been updated and verified lately. Jeannie replied that the current number of requested hangars was accurate and recently polled, which had spurred the discussion of westside v. SE development.

NEXT MEETING AND ADJOURNMENT

The next meeting, a special meeting/work session, was tentatively scheduled for 12:30pm on August 9, 2021.

The meeting was adjourned at 6:40pm.

Respectfully submitted,

Bea vonTobel, Secretary