

**PORT OF ORCAS
REGULAR MEETING MINUTES
APRIL 25, 2022**

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Commissioners Present: Robert Hamilton, Michael Triplett, Jason Laursen, Bea vonTobel

Staff Present: Jeannie Sharpe, Kimberly Kimple

Members of the Public Present: Steve Smith, Rick Fant, Ranna MacNeil, Renee Dowlin (APG), Holly Stafford (CSD), Sadie Bailey, et al not verified.

CALL TO ORDER/CONFIRMATION OF QUORUM

Chair Hamilton called the in-person and zoom meeting to order at 5:00pm, noting presence of a quorum.

AGENDA AMENDMENTS

Chair Hamilton noted that one item scheduled for executive session would be postponed to the next regular meeting, and that monthly business and monthly reports would be undertaken prior to the executive session.

PUBLIC ACCESS TIME

None at this time

MONTHLY BUSINESS

1. Approval of Previous Minutes—February 28, 2022 and March 28, 2022

Michael moved, Robert seconded approval of the minutes of February 28, 2022 and March 28, 2022 as presented, and the motion passed.

2. Approval of Vouchers Paid by Auditing Officer

Bea moved, Michael seconded approval of vouchers a. through g. as paid by the auditing officer, and the motion passed.

- a. 03/25/22 Payroll \$12,592.18
- b. 03/29/22 Airport Operations \$2,984.48
- c. 03/29/22 Capital \$1,496.00
- d. 04/12/22 Airport Operations \$5,887.19
- e. 04/12/22 Capital \$13,557.40
- f. 04/14/22 Airport Operations Excise Tax \$711.26
- g. 04/14/22 Airport Operations Leasehold Tax \$2,880.41

MONTHLY REPORTS

1. Manager's and Facilities Report

These reports were previously posted to the website, and included updates on upcoming attendance at WAMA conference, family wedding, aircraft incident, posting for public works roster, state funded project/federal funded project limits for posting/approval; ongoing port projects updates; approval for Griot gate repair; terminal roofing and painting bids, and bid solicitations for landscaping and janitorial services.

An issue for further discussion will be parking, both long-term and short-term availability, as well as revision of tariffs. Currently all Monthly and Annual parking permits are suspended.

EXECUTIVE SESSION

Chair Hamilton asked to move to Executive Session at 5:33pm for a time not to exceed 30 minutes, according to RCW 42.30.110 (1)b to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

**4/25/22
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The zoom moderator excluded members of the public from the executive session and the commissioners and staff concluded the executive session at 6:03pm and welcomed the public back into the open public meeting.

NEW BUSINESS

1. Semiannual Advertising for Solicitation for Vendors

This item was discussed during monthly reports, and the commissioners agreed by consensus to have the airport manager complete this semiannual solicitation.

2. Setting Bid Limits for Port

Michael moved, Bea seconded setting the bid limit at \$35,000 for one bid for both Federal and State funded projects, and the motion passed.

3. Roofing Bids Review

As an additional bid received late and will be considered later, after research.

4. Griot Gate Repair

As only one bid was received, Gateway Controls approved to do this job.

5. Janitorial and Landscaping Bids

Midnight Ventures was picked as the only bid received and very close to current contract rates. They have been asked to be licensed and bonded.

PUBLIC ACCESS

Sadie Bailey expressed concern re the audio understandability of the zoom meeting. Rick Fant offered some technical help in the future hybrid meeting setups. Jeannie is purchasing the Owl Meeting Camera, and a computer to host future meetings. iPad and mobile devices will not allow usage of the Owl. Bea shared comments from Rolf Eriksen concerning the passing of Erling Manley, who installed the original runway lights at the airport and had offered knowledge and services to the airport during his lifetime.

NEXT MEETING/ADJOURNMENT

With no further business, the date of the next meeting was set for May 23, 2022 at 5:00pm. The meeting was adjourned at 6:15pm

Respectfully submitted,

Bea vonTobel, Secretary