

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

**Page 1 of 2**

**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.

**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  
Page 2 of 2**

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 \$40,000, and the motion passed.

**3. Roofing Bids Review**

As an additional bid was anticipated, this bid will be considered at a later date.

**4. Griot Gate Repair**

As only one bid was received, it was earlier accepted.

**5. Janitorial and Landscaping Bids**

None received by meeting date.

#### **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.

#### **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