

**PORT OF ORCAS
REGULAR MEETING MINUTES
AUGUST 22, 2022**

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

Staff Present: Jeannie Sharpe

Guests Present: Jason Elrod, Aaron Buob, Tuck Wilson, Leith Templin, 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

The airport manager added item 2, Old Business: Selection of a 5-year engineering firm.

PUBLIC ACCESS TIME

Jason Elrod thanked the airport manager for the new striping on the twin tiedown area, and asked that markings be improved. Jeannie replied that stencils were on order.

A resident from 105 Aeroview Lane inquired about the condition of the electronic gate at the Aeroview and Grasssylvania entrances, including the man gates; signage that previously was present and now missing/not visible; brightness of lighting at terminal for after-dark arrivals.

Aaron Buob (T-O Engineering) introduced himself via zoom and an engineer of the firm (Mason) present in the audience.

Tuck Wilson, hangar owner, was present in person for his first meeting this year.

MONTHLY BUSINESS

1. Approval of Previous Minutes---Regular Meeting August 22, 2022

Mia moved, Bea seconded approval of the minutes of August 22, 2022 as presented, and the motion passed 3-1 with an abstention by Michael because of his absence.

2. Approval of Vouchers Paid by Auditing Officer

Robert moved, Michael seconded approval of vouchers a.-h. as noted in the agenda, and the motion passed 4-0.

- a. 07/25/22 Payroll \$12,925.30
- b. 07/19/22 EFT Excise Tax \$643.97
- c. 07/19/22 EFT Leasehold Tax \$3,458.64
- d. 07/26/22 Airport Operations \$2,059.84
- e. 08/02/22 Airport Operations \$6,974.39
- f. 08/02/22 Capital \$2,819.35
- g. 08/16/22 Airport Operations \$81,375.24
- h. 08/16/22 Capital \$5,357.17

Michael noted that he had examined the vouchers; that item e. contained costs from the Vierthaler land purchase; item g. was mainly fuel purchase; item h. contained drainage and charging station costs.

MONTHLY REPORTS

1. Manager's and Facilities Report.

The airport manager added to her posted report that the Vierthaler property purchase had been completed as of this date; fuel is not scheduled to be available until delivery on September 13; bids for the biplane hangar removal will be posted in September; the facilities manager is seeking bids on a new truck; the annular sensor in the fuel tank will be fixed when Mascott Equipment is able to get to the airport.

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2. Financial Report

The financial report will be posted to the website when received.

OLD BUSINESS

1. Port Tariff Discussion---Continued

Chair Hamilton opened the discussion with the motion that airport auto parking was for the use of airport users to discourage parking for storage purposes only; the motion was seconded by Michael and passed 4-0.

Chair Hamilton further moved that the airport manager has the authority to designate spaces for specific purposes and post signage signifying same; seconded by Michael and passed 4-0.

Regarding Tariff #1 (scheduled passenger/freight carrier landing fees) and Tariff #2 (non-scheduled carrier landing fees), Robert moved increasing tariffs from \$0.45 to \$0.54 per 1000# as of January 1, 2023. These motions were seconded by Mia and both passed 4-0.

Regarding Tariff #3 (aircraft rental operator landing fees) and Tariff #4 (general aviation and exempt commercial operations landing fees), no changes were recommended and no actions were taken.

Regarding Tariff #5 (aircraft tiedown fees), a lively discussion ensued, with motions offered, amended, rescinded, and failed. At the end, Michael moved, Mia seconded revising Tariff #5 to charge \$20 per night tiedown fees for piston and electric small aircraft; \$65 per night tiedown fees for twin, turbine and jet aircraft; no annual grass tiedown fees available; tarmac spaces \$600+ leasehold tax per annum. The motion passed 3-0, with Bea voting nay.

Additional discussion on Tariff #5 will be continued at a later meeting.

Regarding Tariff #6, Vehicle Parking, Robert moved that the first 24h are free, with \$5/day following the first 24h, \$100/month (prepaid), \$500/year (prepaid), with monthly and annual parking at the discretion and permission of the airport manager, including an N# that matches the ownership of the vehicle. Motion passed 3-1, with a nay from Michael.

Discussion on tariff #7 (through-the-fence) is postponed pending further information being received.

2. Selection of 5-year Engineering Firm

The airport manager noted that FAA requirements need this updating, and after contact with three engineering firms being contacted, two bids were received. After discussion and investigation, she recommended Precision Approach be appointed, and the commissioners agreed.

NEW BUSINESS

1. Resolution 2022 08 22 Establishing Pay Periods and Policy

Robert moved, Michael seconded acceptance of this resolution, and the vote was 4-0.

2. Airport Manager Position

Robert moved, Michael seconded approving himself and Michael as a subcommittee to begin the process of the search for a new airport manager, and the vote was 4-0.

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Post-vote discussion included moving fast with purpose, legal opinions regarding search procedures, special meetings re progress, stipend for subcommittee, advertising costs.

3. Aeronautical Services Hangar Availability and Rate

After reading information available and research from the airport manager, Bea moved, Mia seconded offering the ASI hanger for a one-year lease at \$0.35/sq ft. plus a utilities contract to Stu MacPherson, with the usual CPI-U annual increase if additional years are sought, and the motion passed 4-0.

PUBLIC ACCESS

Leith Templin offered information regarding the search for a new airport manager.

ADJOURNMENT/NEXT MEETING

The next meeting is scheduled for 5:00pm on Monday, September 26th, in-person and via zoom. The meeting was adjourned at 6:40pm.

Respectfully Submitted,

Bea vonTobel, Secretary