

**PORT OF ORCAS  
SPECIAL MEETING MINUTES  
SEPTEMBER 7, 2022**

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

**Staff Present:** Jeannie Sharpe

**Guests Present:** Eric Gourley, Rick Fant, Mason Parks, et al not verified

**CALL TO ORDER/CONFIRMATION OF QUORUM**

Chair Hamilton called the in-person and zoom meeting to order at 5:30pm, noting presence of a quorum.

**AGENDA AMENDMENTS**

None.

**PUBLIC ACCESS**

None at this time.

**INTRODUCTION/DISCUSSION OF HIRING PROCESS FOR AIRPORT MANAGER**

Chair Hamilton, speaking from prepared remarks, noted that this meeting was to introduce and discuss the process for hiring a new airport manager. He added that no motions were to be presented at this meeting, and the search committee (composed of himself and Commissioner Triplett) would report on progress to date and give direction to Jeannie and the search committee for the next steps.

He noted that two periods of public access were planned, with 1-minute time limits at the first go-round, and 2 minutes during the second.

Having introduced the subject and procedures, Robert continued with

**-what has been done so far:** written and posted advertisements in the media, including aviation organizations in the state, colleges which award degrees in aviation fields, Facebook and Handshake.

**-proposed process:** receipt, evaluation and ranking of applicants; an early October executive meeting to select candidates for interviews; public interviews; negotiation with selected candidates; final offer at public meeting with selected candidate.

**-timing:** interviews to be scheduled before the end of October. Jeannie hopes to close her house sale by the end of September, so time is of the essence. October 9 was set as a deadline for completed applications to be received; October 10 would see a special meeting; October 24<sup>th</sup> a public meeting to introduce interview selections; October 26, executive session and public meeting to announce choice.

Two projects are underway (PAPI; biplane hangar removal) and one is imminent (2023 budget process), and each of these needs someone to be in charge of supervision. The terminal re-roofing and painting should also be completed this fall.

Robert also noted that legal advice has been obtained from Port counsel regarding some aspects of the hiring process, which has proved to be most valuable.

**DISCUSSION OF INTERIM MANAGER**

Robert noted that should Jeannie leave the island before the hiring process is complete, the port needs to assure that port functions are carried on. An offer from T-O Engineering has been

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received to staff the manager's position on a contract basis. They will be asked to submit a bid for same.

**VOLUNTEER STAFFING CONCEPT**

Eric Gourley had contacted a couple of commissioners about volunteers helping with some airport duties while the search process continues, in order to provide time relief for Jeannie. As a result of that concept, a draft volunteer handbook had been developed and distributed to commissioners for evaluation. Because James Reid works Wednesday afternoons and full days Thursdays through Sundays, the volunteers might be used Mondays and Tuesdays. More discussion will occur at future meetings.

**PUBLIC ACCESS TIME**

Comments from attendees included offers to help with development of the port budget; a great way to have interested parties contribute to the port. Background checks would be required for all volunteers.

**NEXT MEETING AND ADJOURNMENT**

The next regular meeting is scheduled for 5:00pm September 26, 2022.  
The meeting was adjourned at 6:29pm.

Respectfully submitted,

Bea vonTobel, Secretary