

**PORT OF ORCAS  
SPECIAL MEETING MINUTES  
JANUARY 16, 2023**

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**Commissioners Present:** Mia Kartiganer, Michael Triplett, Jason Laursen, Bea vonTobel, Robert Hamilton (via phone)

**Staff Present:** Kimberley Kimple

**Guests Present:** Ed Addicks (PAE), Corley McFarland (PAE), Sadie Bailey, Pat Muffett, Pierrette Guimond, Bob Waunch, Steven Davis, Molly Roberts, John Howlind, Charlie, Anita, et al not verified.

**CALL TO ORDER**

Chair pro tem Mia Kartiganer called the zoom/in-person meeting to order at 5:51 pm, noting a quorum present. She introduced Ed Addicks and Corley McFarland from Precision Approach Engineering who were presenters for the subject of this special meeting.

**PUBLIC ACCESS**

Sadie Bailey asked that the power point presentation of the meeting be forwarded to her email address.

**AIRPORTS 101—facilitated by Precision Approach Engineering**

This meeting was arranged by PAE to inform the public and the commissioners of requirements, needs and services provided by PAE, who are working under a contract to deliver some current services to the port. A copy of their outlined presentation is appended to these minutes, and the recorded video of the meeting is available from the port.

During the tag-team presentation, both Ed and Corley outlined funding sources of existing grants, with highlights of the annual reporting due the FAA for the end of 2022, which is underway. AIP funding levels remain contingent on maintaining the required enplanement numbers exceeding 10,000 annually. Expenditures totaling over \$1M will trigger a required federal single audit.

PAE submitted a scope of services(SOS) for westside development study, including engineering preliminary design services, AIP 3-53-0023-022-2023, for review by the commissioners. This SOS is dependent on provision of information on topographic information, wetland delineation and geotechnical information provided by the port.

The port also needs to act on the SOS in a timely manner to provide for the needed time involved in preparing for the grant application to the FAA, to avoid funding loss due to expiration.

Also discussed during the meeting were Section 163 options for non-aeronautical-usable land, westside land use (hangars, auto parking, taxiway development), drainage study completion, and information leading to an airport designation within the B2 category.

The commissioners thanked PAE for their very thorough and wide-ranging presentation.

**PUBLIC ACCESS**

Sadie Bailey asked that the public be afforded more information via media.

**NEXT MEETING AND ADJOURNMENT**

The next regular meeting is scheduled for in-person and zoom at 5:00pm on January 23, 2023.

The meeting was adjourned at 7:09pm.

Respectfully submitted,

Bea vonTobel, Secretary