

**PORT OF ORCAS
REGULAR MEETING MINUTES
NOVEMBER 20, 2023**

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

Staff Present: Kim Kimple

Guests Present: Eric Gourley, Rick Fant (zoom), Jason Douglas (SJA)

CALL TO ORDER/ PRESENCE OF QUORUM

Chair Hamilton called the meeting to order at 5:00pm, noting all commissioners in attendance.

AGENDA AMENDMENTS

OLD BUSINESS

1. Addition of Information to Tabled Item
2. Question re Renting a Truck BIL-eligible

NEW BUSINESS

3. Review of Personnel Performance—additional considerations
4. Change of Purveyor for Earthquake Monitoring System
5. Coalition of SJC Ports

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No comments at this time.

MONTHLY BUSINESS

1. Previous Minutes

a. 10/23/2023

No action was taken, pending proposed changes.

b. 10/30/2023

Robert moved, Mia seconded approval of the regular meeting minutes of 10/30/2023 as presented, and the motion passed.

2. Approval of Vouchers

a. 10/24/2023 Payroll \$15,654.27

b. 11/08/2023 a-cfe \$170,876.08

Robert moved, Bea seconded approval of voucher items a. and b. as presented, and the motion passed with Michael abstaining.

MONTHLY REPORTS

1. Manager's Report

Previously posted online, the airport manager added comments on several of the items in this report. Some items may be discussed later in the agenda.

2. Financial Reports

These reports were also posted online and will be supplemented by reports produced in-house supplementing those no longer produced by the auditor's office.

OLD BUSINESS

1. Noise Abatement Update

Discussion noted that additional comments regarding the proposed illustrated flyer need to be reviewed by several parties and will be discussed further at the December meeting.

11/20/23

2. Capital Improvement Program Plan (CIP) 2025-2029---Fuel Options

As noted during the airport manager's report additional comments, the port is still awaiting estimates on a used system and for repairs to the current system.

3. Third Employee

Discussion centered on this approved 2024 budget line item, duties and hours as noted at a previous meeting discussion, time to accomplish the hiring process, etc.

Robert moved, Mia seconded authorizing the airport manager to post the position and select candidates for interview, and the motion passed with Michael opposed. Michael will help with the interview process, hoped to be filled by the end of January 2024.

NEW BUSINESS

1. Automated Aircraft Tracking Systems---Guest Rick Fant

Rick, who was unavailable at a previous meeting, was present to summarize information he had gathered and recommendations for systems for consideration by the port. He shared information about ports currently using such systems to help in the resolution of aircraft noise complaints, but the systems also provide additional information which might prove useful to reporting on aircraft operations. Commissioners may contact the airports using such systems to gain further information. Since there are costs involved, additional equipment needed and in-house staff time needed with any system, the consensus was to table any action and return to discussion at the February meeting.

2. 2024 Lease---San Juan Airlines

Jason Douglas, SJA owner, was present to converse with the port about their office lease which expires 12/31/2023, and the lack of response to the port on unreturned contacts with SJA regarding both the lease and noise complaints by SJA aircraft using the airport. Rick Fant suggested that SJA publicize its efforts to reduce noise complaints, and the airport manager and Commissioner Kartiganer will compose a press release regarding efforts in this area. Michael asked that the SJA lease stay month-to-month based on a trust-but-verify SJA's ongoing efforts.

3. Schedule for Manager's Annual Review

Robert noted that a decision needed to be made about a COLA adjustment for James Reid, facilities manager, as an annual hourly adjustment had been made last year. He also will provide some framework for questions to be asked of the airport manager, and questions she might ask of the commissioners. Robert asked to schedule an executive session at the December meeting to cover commissioner review of the airport manager.

4. Update of Agreement/Lease for Earthquake Reporting System

As the leaseholder has recently been bought out by another company, the proposed lease set to expire in 2030 needs to be transferred to the new organization. Robert moved, Jason seconded adding further discussion to the December meeting, and the motion passed.

5. Multi-Port Coalition Action

Mia suggested that the SJC port districts get together to spearhead action related to concepts where being proactive with communities to serve the communities relating to such concerns as ferry service, plugging some tax revenue back into communities and having communities recognize the powers that port districts have in various areas. She volunteered to survey Lopez and Friday Harbor port districts for their response to such actions.

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PUBLIC ACCESS

Rick Fant offered kudos to SJA's Jason Douglas for offering to attend the meeting and frankly discuss the airlines' position and efforts to both deal with aircraft noise situation and efforts to modernize their fleet and stay within FAA best practices.

He also applauded Mia's efforts to get the public more involved in port activities and efforts to help their constituents get more bang for their tax dollars.

NEXT MEETING AND ADJOURNMENT

The next regular meeting is scheduled for Monday, December 18th, 2023, at 5:00pm to avoid the following Monday, which is Christmas.

The meeting was adjourned at 6:33pm.

Respectfully submitted,

Bea vonTobel, Secretary