

**PORT OF ORCAS  
SPECIAL MEETING  
APRIL 20, 2020**

**Page 1 of 2**

**Commissioners Present:** Mia Kartiganer, Michael Triplett, Pierrette Guimond, Bea vonTobel

**Commissioners Absent:** Steve Hopkins

**Members of the Public Present:** Minor Lile, Robert Hamilton, Tony Simpson, Artha Kass, Sadie Bailey, Susan Malins, Paul Vierthaler, Bob Phalan, Diane Craig, Poke Haffner, Blythe Simpson, et al not verified

**CALL TO ORDER/DETERMINATION OF QUORUM**

Chair Kartiganer called the Zoom meeting to order at 5:02pm and confirmed the presence of a quorum.

Hilary Canty, OICF, was present with a request to be added to the agenda. Consensus granted, she was added.

**PUBLIC ACCESS TIME**

Hilary noted that she is a member of the task force dealing with the homeless population on Orcas. There is a concern among caregivers on the island of being able to do laundry/take a shower somewhere that does not jeopardize their clients' health; one solution would be to provide a facility which would be made free of COVID19 contamination. Hilary asked whether the port might be able to provide such a location. She added the following information: this would be for a period encompassing the shelter-in-place proclamation; hold harmless status is being sought; monies are available to provide any construction needs that might be encountered; supervision is available by Debra O'Connor; a 4-hour window of time between one user and the next is needed.

After discussion among the commissioners, a major concern voiced was that of whether the FAA would approve use of port facilities and provision of water, sewer and electrical charges coverage. **Bea moved, Mia seconded offering the shower facility in the hangar 1-16 building as a possibility; for a period of 60 days; pending FAA approval; and with OICF and Morningstar Builders as the contractor; and the motion was approved 3-1, Guimond voting in the negative.** It was also understood that the combination to the facility door would be changed and a sign placed on the door noting its closure for sanitary reasons for the next 60 days.

**OLD BUSINESS**

**1.Voucher Approval**

**Pierrette moved, Michael seconded approval of April 2020-A general fund vouchers in the amount of \$5,265.04, and the motion passed unanimously.**

**2.Janitorial Bids and Lease Updates**

Mia reported that she will continue to follow up on the ASI lease item. She also noted that Margaret Payne will continue to provide both janitorial and landscaping service at the same level and without a contract until the contracts are advertised, bid and awarded.

**NEW BUSINESS**

**1.Airport Manager Applicant Selection Process**

Mia reported that 4 commissioners had completed review of the 26 applications received, and rated each to arrive at their top 5. **Michael moved, Bea seconded moving forward with reference checks on the top 5, and the motion was approved 3-1, Guimond voting in the negative.**

Mia will call the 5 applicants to determine whether each is still available for the position and willing to continue with the process. **(AI)**

Bea offered to design a template for telephone interviews with each applicant's references and seek approval of same from the chair before beginning to call those references. **(AI)**  
The estimate was a week to complete the calls and submit the summaries to the commission.

## **2.CARES Act Discussion**

The chair presented some possibilities for use of the monies awarded to the port. Discussion about using some of the funding to accomplish changes in the maps and deliverables from DOWL concerning the master plan received favorable notations. Consideration about purchasing a port-owned residence to be used by the airport manager was not endorsed. Covering current operating costs and payment of outstanding debts await further financial information later in the year.

Bea will share a list she compiled with the rest of the commissioners. **(AI)**

## **3.Bylaw and RCW Consideration of Commissioner Attendance at Meetings**

The RCWs discuss this briefly; the PoO bylaws are mute on this point. Further investigation and discussion are needed so that tie votes do not impede port progress. Bea shared correspondence from a person who says she has a power of attorney from Commissioner Hopkins and is awaiting a reply.

## **NEXT MEETING AND ADJOURNMENT**

The next regular meeting is scheduled for May 14, at 5:00pm. Location and format await further information.

The meeting was adjourned at 6:48pm.

Respectfully submitted,  
Bea vonTobel  
Secretary pro tem

with notes provided by Commissioner Guimond