

**PORT OF ORCAS  
SPECIAL MEETING  
MAY 4, 2020**

**Page 1 of 2**

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

**Members of the Public Present:** David Billings, Matt Fikse, Diane Craig, Dwight Guss, Ranna McNeil, Bob Phalan, Janet \_\_, Sadie Bailey, Minor Lile, M. Nelson, Karen \_\_, Blythe Simpson, Susan Malins, Gregory Oaksen, et al not verified

**CALL TO ORDER/DETERMINATION OF QUORUM**

Chair Kartiganer called the Zoom meeting to order at 5:00pm and confirmed the presence of a quorum. The chair acknowledged the passing of Commissioner Steve Hopkins, and expressed both the loss of a sitting commissioner and gratitude for his 20+ years of service to the port and the community.

Ranna McNeil requested to be heard during public access time to discuss a matter in conjunction with the proposed use of the hangar bathroom.

Members of the public wished to address the radio situation concerning the AWOS.

Discussion ensued about the placement of an executive session within the agenda.

**PUBLIC ACCESS TIME**

Ranna McNeil, representative of a hangar association, asked to have action on returning the electrical power meter for the bathroom to the port, and that the association was also concerned about fire insurance coverage as plans for temporary installation of a washer/dryer had been approved by the commission. After discussion, the arrangements to solve the meter problem has been assigned to the facilities manager, who will be asked to contact an electrician for services required.

**EXECUTIVE SESSION**

The chair asked to adjourn to executive session at 5:28pm for a time not to exceed 30 minutes, to receive and evaluate complaints or charges brought against a public officer or employee under RCW42.30.080. Executive session ended at 5:58pm.

**OLD BUSINESS**

**1.ASI Lease Update**

Michael reported that ASI had closed on a property that is off-airport, and predicted that they would continue with a month-to-month lease until 2021 when they are expected to be relocated. ASI would still need space for unloading air freight, and although their subletting of the biplane hangar ostensibly expires at the end of May, they would be interested in continuing to lease that space if available.

**NEW BUSINESS**

**1.AWOS Radio Replacement**

Mia announced that she had given authorization to purchase a replacement AWOS radio, and action on ordering same would be taken by the facilities manager the following day.

**2.Meeting Minutes Actions**

Bea noted that the approved minutes from March 12, 2020 would not be signed by the secretary until a motion to amend was approved; and that the minutes from April 16 and April 20 of 2020 were awaiting action.

### **3. Commissioner Position**

Mia noted that as a result of Steve's passing, his position would be advertised for applicants to fill same, and who would then be asked to attend the May 14 regular meeting to introduce themselves to the commissioners and the public.

### **4. Clerical Work**

In the absence of an airport manager, the commissioners discussed the creation of a temporary position of a clerk. After input from all, **Mia moved, Michael seconded advertising a three-month contract for 10 hours/week at \$25.00/hour to perform such tasks as county reports, vouchers, payroll, online postings, public records requests, etc., and the motion passed.**

### **5. OIFF Drive-In Request**

A request from Donna Laslo to use port property for a drive-in movie venue to support the film festival was discussed, with questions raised about insurance and airport property use for such a function. **Mia moved, Michael seconded revisiting the request when the stay-at-home order was lifted, with further investigation by the chair, and the motion was passed.**

### **6. Fiduciary Actions**

**Michael moved, Bea seconded giving the chair, in the absence of an airport manager the authority, without commission approval, to approve purchase of items and services essential to day-to-day operations up to \$5,000.00 and the motion passed.**

### **7. Appointment of Secretary**

**Michael moved, Mia seconded appointing Bea as secretary for the remainder of 2020, and the motion passed.**

### **Public Access Time**

Sadie inquired about contacting SJC Health and public records requests.

David Billings inquired about the AWOS status.

Dwight Guss and Tuck Wilson spoke about Steve Hopkins' contributions and remembrances.

Matt Fikse reminded the commissioners that filling multiple simultaneous positions was a workload that demanded great focus .

### **NEXT MEETING AND ADJOURNMENT**

The next meeting was scheduled for 4:00pm May 11, an executive session devoted to online candidate interviews. A regular meeting is scheduled for 5:00pm May 14 via Zoom©.

The meeting was adjourned at 7:03pm.

Respectfully submitted,

Bea vonTobel, Secretary