

**PORT OF ORCAS  
REGULAR MEETING  
JULY 9, 2020**

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

**Members of the Public Present:** Although members of the public were present, the secretary was not able to record their names.

**CALL TO ORDER/DETERMINATION OF QUORUM**

Chair Kartiganer called the Zoom® meeting to order at 5:00pm, and verified the presence of a quorum.

**COMMISSIONER #4 Ceremonial Swearing In of Commissioner Robert Hamilton**

Kim Kimple, administrative clerk, administered the oath of office to Robert Hamilton, who was appointed to fill the unexpired term in position #4.

**AGENDA AMENDMENTS**

**-movement of regular meeting to 2<sup>nd</sup> Monday of the month at 5pm.**

This item was discussed at this time. Since it requires a change in the bylaws, this discussion serves as the first notice of such a possible change.

**-aircraft noise notifications by public**

After an email notification by a Vusario homeowner, it was noted that free mobile software was available to identify such aircraft to report to the port. This website will be posted on the port's website for use in submitting noise complaints.

**POINT OF ORDER TO ADDRESS COMMISSIONER ACCESS DURING PUBLIC MEETINGS**

Chair Kartiganer suggested that each commissioner, in order of position number, will be asked for comments on each agenda item currently being discussed, with time at the end for additional comments. The commissioners agreed to this procedure by consensus.

**PUBLIC ACCESS**

With additional public access time available after New Business, and with Kim Kimple monitoring chat items posted for possible inclusion, the meetings are hoped to be more open and concise as long as Zoom® meetings are scheduled to continue.

There was no public comment at this time.

**MONTHLY BUSINESS**

**1. Approval of Previous Minutes**

Pierrette moved, Michael seconded approval of minutes of June 11, 15, 22, 25, 29, all of 2020, and the motion passed. Robert Hamilton, having not been appointed until the June 22 meeting, abstained from approving the minutes of June 25 and 29.

**2. Approval of Payroll and Vouchers**

Pierrette moved, Robert seconded approval of June 2020 payroll in the amount of \$6,226.56, and general fund vouchers in the amount of \$36,856.12, and the motion passed unanimously.

**MONTHLY REPORTS**

**1. Administrative Report**

**a. Financial Reports**

Kim announced that financial reports were not yet available from SJC, and that they would be reported at the August meeting. Pierrette commented that she and Michael, as the financial committee, would report also at that time as needed.

**b. CARES Grant Update**

Mia reported that CARES dollars might be used to offset the cost of the PAPI replacement for RW34, and that the FAA was not interested in becoming the owner of that facility. Cost was estimated between \$25-50,000.00

Mia also noted that preliminary documents had been signed to access CARES dollars, and that suggestions of motion-sensor appliances be purchased for all port bathrooms to provide touch-free operation, along with investigation of disinfection facilities. Robert agreed to work with the new airport manager investigate such items.

**c. Public Records Request Update**

Kim reported that she and Matt Fikse had connected today to chat about his extensive PRA request, as she has requested a 21-day extension for provision of documents because of their possibilities. Further, all that information will be posted to the website so that anyone who has questions about the current master plan would be able to access all available information, and that information may be posted at intervals.

**2. Facilities Report**

**a. Progress on Meter Changeout**

This item is scheduled to be investigated through the current small works roster so that an electrician might be located to perform the work. Additionally, since the original 60-day use of the north-end restroom has expired, Michael and Bea volunteered to investigate whether it is needed, and to speak with the hangar association about how best to resolve this issue.

**b. PAPI Replacement**

Robert agreed to investigate the possibilities of a facility to replace the current PAPI and report back at the August meeting.

**c. COVID-19 Health and Safety Measures**

In order to meet current health and safety measures that comply with all local, state and national requirements, the following items were discussed: building access, sanitation stations, porta-potties, disinfection of terminal/outlying restrooms. Bea moved, Robert seconded approval of expenditures not to exceed \$5,000.00 to provide such equipment and facilities as needed to meet requirements, and to involve Kim and facilities manager James Reid in the process, and the motion passed unanimously.

**OLD BUSINESS**

**1. Port Manager Hiring Update**

Since Jeannie Sharpe was present at the meeting, she noted that she is excited to be coming to Orcas, that she has already moved her temporary residence to the island, and will be ready to begin work on the appointed date.

**2. Aeroview IIP Propane Tank Dispute Update**

Mia reported that a memo from the port's attorney will be en route summarizing the options the port might pursue in this issue.

**3. Master Plan and DOWL Update**

Mia reported that since conversations with DOWL since an April request had gone unanswered, she had finally been in contact with a new DOWL principal, and then provided an overview of the changes the port has requested, but has received no estimate of any costs which the port might be responsible for.

**NEW BUSINESS**

**1. Request for Space—Orcas Island Food Bank**

Mia reported that the food bank had been in contact with the port about the possibility of using either ASI or biplane hangar space for storage/dispersal of food bank items, which were needed by September of this year. Since ASI is not expected to be out of their present facility until 2021 or later, it was approved by consensus that the port wait for the opportunity to provide such space as might be available.

**2. Health Care Options for Employees**

Kim summarized the health care options available, noting that the personnel manual needed updating in this area. She will continue research and present more information at the August meeting.

**3. Resolution Adopting Delayed Action on Proclamation 20-28**

Mia had provided copies of a resolution adopted by the Port of Anacortes prior to the meeting, and commissioners discussed continuing to use the current plan, with possible changes to occur after a move to phase 3 or after August 1, 2020. Kim offered to rework the Anacortes resolution to fit the Port of Orcas and report back at the August regular meeting.

**PUBLIC ACCESS TIME**

Matt Fikse reiterated thoughts about the public records access request, criteria for funding, balance sheet/YTD expenditure reporting, policy input, the propane issue, DOWL performance, PAPI, and the hangar/port electricity comingling.

**NEXT MEETING/ADJOURNMENT**

The next regular meeting is scheduled for August 13, 2020 at 5:00pm.  
The meeting was adjourned at 6:48pm.

Respectfully submitted,

Bea vonTobel, Commission Secretary