

**PORT OF ORCAS  
REGULAR MEETING MINUTES  
OCTOBER 26, 2020**

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

**Staff Present:** Jeannie Sharpe, Kimberly Kimple

**Members of the Public Present:** Kim Secunda, Minor Lile, Tina Rose, Jim Greil, Scott Williams, Darren Murata, Sadie Bailey, et al not verified.

**CALL TO ORDER/DETERMINATION OF QUORUM**

Chair Kartiganer called the Zoom meeting to order at 5:06pm and verified presence of a quorum.

**AGENDA AMENDMENTS**

Commissioners asked to have all documents to be acted on at meetings in hand at close of business on Friday before Monday regular meetings. Also requested was the amounts for voucher approval to be included on the agenda.

**PUBLIC ACCESS**

Scott Williams, Orcas fire chief, asked to have a conversation with the airport manager to finalize evacuation plans for the airport.

**MONTHLY BUSINESS**

**1.Approval of Previous Minutes**

Pierrette moved, Robert seconded approval of the minutes of September 28, 2020 and October 6, 2020 as presented, and the motion passed unanimously.

**2.Approval of Vouchers and Payroll Paid by Auditing Officer**

After discussion of items from the agenda, Robert moved, Bea seconded approval of the following titled items:

General Fund Voucher 6721 'a', \$3,996.12;

General Fund Voucher 6721 'b', \$8,063.82;

General Fund Voucher 6721 'c', \$696.50;

October Payroll, \$11,519.97, and the motion passed unanimously.

**MONTHLY REPORTS**

**1.Manager's Report**

-The airport manager reported on the Washington Passport program (via WA Dept of Aviation), has instituted a nonperishable food drive among pilots, which has already gathered one full bag of items from both visiting and local pilots. The drive runs from October 23-November 20, and any donations will be given to the Orcas Food Bank; she encouraged donations.

-The WPPA Small Ports meeting illuminated the fact that redistricting might have an effect on port districts and may need attention in the future.

-A request for signing and payment for the DOWL change order to the airport master plan to incorporate changes made by the port had been made. Commissioner discussion centered on the timeline, perceived delays, and the absence of an NTE (not to exceed) amount. Jim Greil and Darren Murata from DOWL were present online, and commented that it would take a couple weeks to put in the acceptable FAA language for the port's changes, and that after that was settled, the project would be good to go in a fast timeline. Chair Kartiganer noted that having the avigation easement language in the changed document was of concern. The NTE language was agreed to by DOWL representatives.

Michael moved, Pierrette seconded sending a copy of the DOWL contract to the port's legal counsel for evaluation and approval, to include the timeline and cost. During discussion, Bea moved, Mia seconded amending the motion to simplify the process, so that barring any red flags from the attorneys, Jim Greil will move forward with Darren Murata to place NTE language in the contract language. The motion passed unanimously.

## **2.Facilities Report**

### **-Fuel Monitoring System**

Three quotes had been received. After investigation, the airport manager reported that MTM services appeared to have the lowest responsible bid.

### **-Building Inspections**

These had been completed and reports received, which will take some digesting to plan the next steps needed in a priority fashion.

### **-Flight Review**

Even after an abbreviated flight check, during which baffles were manually adjusted by airport staff, the inspecting aircraft, King Airs, have been grounded. Vertical slopes were acceptable. The airport manager reported that an environmental review and engineering are required to move to next steps. It was noted in order to accommodate the 4-light system in the proposed 75'-wide runway from the master plan, that CARES monies might qualify for use in this project, and that the current PAPI is out of service (OTS), with notices posted vocally on the AWOS and in NOTAMS.

### **-Wetland Mitigation**

A contract change order for wetland mitigation both the southeast and northwest corners of the airport had been received from the contractor. Questions from both the public and the commissioners highlighted the limited information available as to why proscribed plantings had failed as well as a request to see the timeline of visitations times and duties performed, including watering, plant choices and remedies prescribed.

### **-Winterizing Facilities**

Faced with the end of on-field camping season, the airport manager will solicit comments from hangar owners re off-season closure of restroom facilities, as during normal business hours, two restrooms are available in the terminal, and after business hours two portable toilets are available on the airport proper.

## **3.Financial Report**

The airport manager reported that the county had produced a new set of reports which can be folded into the budget request resolutions and levy certification documents. She also reported that October reports will be available early next month.

## **OLD BUSINESS**

### **1.ESWD Clarification Tank Update**

Mike Stolmeier was present to update the commissioners on the request for enough property to create the necessary setback of 10' for their proposed 11' deepx45'diameter 180,000gallon tank. After a friendly and spirited discussion, Pierrette moved, Robert seconded creation of an MOU (memorandum of understanding) between ESWD and the Port of Orcas which would allow ESWD to proceed with engineering aspects of the project. Motion passed 4-1, with Triplett voting nay.

### **2.Final Review of 2021 Budget**

This item was postponed to the November 23, 2020 meeting.

**NEW BUSINESS**

**1.Resolution to Adopt 2021 Budget**

This item was linked to Old Business #2, and thereby postponed.

**2.Discussion of \$0 increase on Levy**

This item, resulting in the port not taking an additional \$9,000+ in funding from local taxpayers, was explained, and noted that if the port needed that amount, it could be collected within three years in the future.

**3.Levy Certification**

See New Business #1. Postponed to next regular meeting.

**NEXT MEETING AND ADJOURNMENT**

A special meeting for commissioner training is scheduled for November 2, 2020, from 5:00-7:00pm via zoom. The public is invited to attend this meeting.

The next regular meeting is scheduled for 5:00pm November 23<sup>rd</sup> via zoom, at which time along with other business, the budget approval for 2021 will be finalized.

The meeting was adjourned at 7:20pm.

Respectfully submitted,

Bea vonTobel, Secretary