

**PORT OF ORCAS
REGULAR MEETING MINUTES
DECEMBER 28, 2020**

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

Staff Present: Jeannie Sharpe

Members of the Public Present: Diane Craig, Sadie Bailey, Ranna MacNeil, Jim Sharpe, Jason Laursen, Greg Oaksen, Mike Stolmeier, et al not verified

CALL TO ORDER/CONFIRMATION OF QUORUM

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

AGENDA AMENDMENTS

None

PUBLIC ACCESS

No comments at this time.

MONTHLY BUSINESS

1. Approval of Previous Minutes

After corrections and notations were made, Pierrette moved, Robert seconded approval of minutes of November 23 and its continued meeting on November 25, 2020, and the motion passed.

2. Approval of Vouchers Paid by Auditing Officer

Pierrette moved, Robert seconded approval of 11/23/20 and 12/22/20 payrolls in the amounts of \$11,673.47 and \$11,270.97 respectively, and 12/14/20 invoices in the amount of \$10,312.60, and the motion passed.

MONTHLY REPORTS

1. Manager's Report

The airport manager reported on several items, including reduction of Kenmore daily flights; no Port vehicle available; a restart needed for EWUA land swap concept; a January 18 meeting with DOWL re the revised master plan and ALP documents.

Robert inquired whether a public records request had been fulfilled, and the AM replied that documents requested had been placed on the port website for dissemination.

2. Facilities Report

The airport manager reported that the fuel tank monitor was scheduled for installation on January 4; that excessive rain had caused some hangars to be flooded and a septic tank backup yet to be determined had caused terminal commodes to back up, and extensive cleaning; replacement of a RW light; hangar inspections were resuming; lease updates were needed and under way; hangar 14 sale documents were needed; the PAPI could be replaced via nondiscretionary entitlement funding; the man door on the biplane hangar had been replaced; that items to refresh both terminal bathrooms had been received and were part of a repaint/replace project; that siding on the terminal was in process of being replaced, along with cleaning of gutters.

3. Financial Report

The airport manager reported the trial December balances revealed cash balances and investment amounts and noted that the commissioners needed to discuss the invested funds and their future. She also reported that the port had expended 67% of its budgeted expenditures for the year and received 98% of its budgeted revenues.

OLD BUSINESS

1. Master Plan Draft and ALP Draft

The airport manager noted that there were minor issues on several ALP drawings which needed correction and proofreading of the chapters continues in a search for changes and grammatical, spelling and wording errors, and suggested that each commissioner proofread as able, and give their copy for correlation prior to the January meeting. Michael added that he would be available to other commissioners and the public for details, and Robert agreed to serve in this capacity as well.

2. Pearson Saw Shop and usage of 6,400sq' overage

A discussion of this issue noted a concern of machinery and vehicles with their incompatibility of existence with the nearby wetlands, and that the usurpation of port land did not demonstrate respectfulness to the port. Bea presented a visual aid, denoting the original easement and current area of unapproved use by Pearson. At the conclusion of the discussion, Michael moved, Robert seconded the Port's delineation of the borders of the easement area and port property, and vacation of any land not contained within the Pearson easement before January 31, 2021. The motion passed unanimously.

3. ESWD Appraisal and Sale Agreement

The airport manager noted that the appraisal came back with a value of \$10.00/sq', and the \$11,200.00 amount was approved by the sewer district commission. After some discussion, Pierrette moved to accept the purchase and sales agreement as presented; the motion was lost for want of a second. After further discussion, Michael inquired of Mike Stolmeier about future needs of the district down the road, and Mike responded that with the construction of this 3rd cell, the projection was 20-30 years, and was dependent on the size of their service area, which was dependent on SJC's assignment of what area was to be served. Michael felt that this upcoming port decision was a stopgap measure for the one-time benefit of ESWD, with any future land sales from the port would require knocking down hangars to the east or south. He added that the port might like to request a right of first refusal on the ESWD property since he felt ESWD will need to move their operations away from their current site to be able to expand their facility (by their own estimate around 2070). Mention was again made of the current 30' easement ESWD has on the west end of their property and how that affects the port's master plan. The airport manager also noted that line 14 of the PSA needed revision as well, and that she would work on these with ESWD and legal counsel before commission approval, now scheduled for the January 2021 meeting.

NEW BUSINESS

1. Request to sell hangar #14 and reassign lease

Dan Forrest has asked to sell his hangar to Jason Laursen for \$85,000.00. Pierrette moved to not exercise the port's right of first refusal for hangar #14, and Bea seconded. After discussion, during which Michael asked if the port had a policy of doing a credit check on a potential lessee before initiating a long-term lease (with the consensus being that historically it was not the case) the vote was 4-1, with Michael abstaining. Motion passed.
Pierrette moved to assign the lease to Jason Laursen, noting the revision clause; Robert seconded. The vote was 4-1, with Michael abstaining. Motion passed.

PUBLIC ACCESS TIME

Sadie Bailey submitted a question electronically, which will be answered by the airport manager.

NEXT MEETING/ADJOURNMENT

The next regular meeting was scheduled for January 25, 2021, and a confirmation for the master plan meeting with DOWL on January 18, 2021 to be confirmed.

The meeting was adjourned at 6:37pm.

Respectfully submitted,

Bea vonTobel, Secretary