

## MANAGER REPORT FOR WEEK OF 8/13/20-9/28/20

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- John Bric donated a bike! 😊
- Mr. & Mrs. Dennis Peterson donated trike bike.
- Ms. Chris Bean-Hearne donated a bike.
- Sara Moore donated a child bike.
- Audrey Wells donated a bike.
- Jon Finney donated a propane bbq grill.
- 8/14/20 worked with Fire Department to convey the location of fire in the Highlands area. Great cooperation. Kim called Jeannie. Jeannie got on FlightRadar24 to see who was in the area and got reports for location of smoke.
- 8-18-20 Started doing the annual report to the Washington State Auditor's Office. They have been very helpful with some training on it. Finished on 8/26/20
- 8-18-20 Mia and I met with Scott Williams the Fire Chief to start talks of emergency evacuation plan. I have not seen a plan yet.
- 8/20/20 Apple computer is now up and running. It is the best!
- 8/26/20 Pierrett finished staining the wood chairs out front and will come back and sweep the moss and dress it up more. She has also stained the seat top that James replaced with new wood. This is a common area that passengers like to hang out when the weather is nice.
- 8/26/20 Christine -Project Engineer SJ County Public Works said the house was going to be moved tonight instead of Thursday, so I filed a NOTAM (first one) and then I received an email that Nickel Bros are not able to move a house tonight. They will get back with me. It was good practice. The house was moved the next day.
- Coke said they cannot get us a credit card machine because we self-load product. They only do cc machines for units that have full service and they don't full service anyone on the island.

- Change order for Wetlands mitigation for \$4000 due to water needed. The well that Squalicum was going to use is dried up and unusable. They will be using Rolf Eriksen (local company) for water.
- Pending quote for PAPI and also install. It is important it happens asap. I am hearing that Paramedics have asked Tony when they will get fixed and turned back on.  
UPDATE THEY ARE BACK ON AND FLIGHT CHECK WAS CHANGED TO 9/29/20

9-1-20 Meet with R.J. the SJC Fire Marshall to talk about evac plan for propane tank in case of emergency. He said he felt that in the very unlikely event of evac the (because of safety precautions built into and around the propane tank, the fire department is equipped to evacuate if needed. I told him that I would make a plan for the airport after speaking with Jim Greil from DOWL. Update no evac plan on file for Propane company  
Per R.J. Fire Marshall There was a discussion of an evacuation plan and this was in the early stage of things, but it was turned down because owners were told that they can't plan on driving across the airfield.

- 9-1-20 Spoke to Matt Fikse and he will get me a list to help me with search words for his public records request next week. LMOM 9/21/20 to see if he had a list yet.
- 9-17-20 finish PASS UST Underground storage tank course.
- 9-23-20 spoke to our lawyer's office to verify unrestricted funds and it is the Property Tax received. We currently have \$90k but should get to \$295K by Oct when taxes are collected.
- I had many noise complaints again over the past 1.5 months, but I am diligently working on them as they come in. I have sent out numerous letters to airplane owners via mail or put them on their prop so they can see them on next preflight. Open Communication with San Juan Air, and owners has really helped, and Highland homeowner has sent email to say it has helped. Flightradar24 has been a huge help. The community can use it to help identify issues if the airplane has ADSB installed. Several airplane owners have apologized as well.

### **PORT Propane Evacuation Plan**

1. Grab high vis vest out of office
2. Grab handheld aviation radio to direct air traffic away from runway
3. Contact fire chief Scott Williams cell 360-622-9560 or 360-499-8993 or call 911 and give them my number to see where people should evac to (North, South, East, West)
4. Direct any foot traffic that comes through the fence (at the advice of Fire Department for best place to go)
5. Have someone bang on hanger owners' doors to see if anyone is working in them to evacuate
6. Put AWOS NOTAM
7. Call in FSS NOTAM 1-877-487-6867

Fire Marshall R.J. said the Propane company did not do an emergency plan after they heard they could not use the runway.

Fire Chief- Scott Williams

Brought up points that need to be considered and each situation would be a different evacuation due to winds, personnel available as well as vehicles. He also said a reverse 911 call can happen for alerts to the community. I will follow up with him to see how that system works. I would like to be added to it as well as others.

## FACILITY UPDATES

- 8-18-20 Annual fire extinguisher check happened
- 9/24/20 I can now start a search for small works roster, and I need someone to haul away the tree that burned on the West side. The tree was roughly 6' in diameter and extremely tall and we are lucky it was all by itself. I also need to look for 2 more quotes for roofers in Small Works Roster, as the first quote was just a phone call to a local suggested roofer. Update, after the Parks Department comes to salvage what they can use I will call and set up for removal using Small Works Roster Company Rain Shadow.

9/28/20

I have received email request from Michael for motion to ....

It may be linked to the discussion about the terminal roof, but I will want to make a motion to hire a building inspector to survey ALL the port-owned buildings for safety and maintenance issues.

Michael

## PAPI UPDATE

PAPI is on however it is not an end all solution.

In speaking with Dave Parker-Flight Procedures, he said the new will need to be engineered and moved and raised. This will then allow us to remove the notice that states you CAN NOT use RNAV 34 at night. We are not in compliance. We can use the PAPI but NO instrument approaches at night.

Dave Parker with FAA flight operations said the engineering first need to take into consideration of the road being in the way and the office parking lot will also in the area. So, when we get a new system engineered then we can install.

Need to get engineer of design!! Maybe Airside Solutions

9/17/20 James made repairs and adjustments to PAPI RNY way 34. **Monday 28<sup>th</sup>** around 2pm, the FAA will be back for Flight Check. We changed photocell stuck in low light night ops and adjusted baffles to clear hill South of Runway. **UPDATE, FLIGHT CHECK MOVED TO 9/29/20**

When flight check comes around James and I will be on the ground with radio to make any more adjustments to baffles or PAPI needed.

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- 8/25/20 FAA Dave 405-954-9797 called to say he would put a NOTAM out because our papi has not been replaced yet.
  - 8/26/20 I made call to Airside for quote for ADB 4 led light PAPI Model L-880(L) No quote "double the 2 light papi" \$45K no word on electrical yet and an engineer, because this is fresh news to me.
  - I also called Jim Greil with DOWL to see if they are our Engineer of Record they are NOT. We will need to do this when it is time as well.

## FUEL MONITORING SYSTEM UPDATE

- Monitor not working.
- We are currently in violation due to monitor being down. The unit installed in 1995 is outdated and needs replaced.
- I called the company that installed it and they confirmed it has to be replaced with new unit.
- I have spoken to the Department of Ecology to report no monitor and told them we are doing daily tank dips to check for leaks. This is a temporary leak detection approved process.
- I have received a quote for Tank install company at \$7000 without electrical but the Department of Ecology that is a low-end unit and should be around \$18K
- I have left voicemails for suggested installers that must be ICC Certified and must be a factory rep certified. MTM Services (working on one, and Ultra Tank)
- The Department of Ecology will be here April 21, 2020 and I am to keep them updated on the progress of finding new monitor.
- Quote came in last week from Granite for \$38K

## ESWD INFO

I have verified that the land that was purchased was FAA funds and if it was sold it would have to be paid back at 90% of fair market value. I will need an airport appraiser to do this.

In speaking with Christopher, he was going to ask his district to pay for land survey.

He and I also discussed the discrepancy in drawings of what land would be purchased as 2 drawings were different.

He and I went out to measure setbacks for our own buildings and we would have to make sure not to have our electrical building or BBQ and picnic pad encroach on setbacks if a land purchase was to happen. We also have a meter box that would be possibly need moved.