

# KNOX COUNTY COMMISSION

**Regular Meeting**

**Tuesday – February 13, 2024 – 2:00 P.M.**

The Regular Meeting of the Knox County Commission was held on Tuesday, February 13, 2024, at 2:00 P.M., at the County Courthouse, 62 Union Street, Rockland, Maine.

**Commission members present were:** Edward B. Glaser, Commissioner District #1 and Richard L. Parent, Jr., Commissioner District #2.

**County staff present included:** Sheriff Patrick Polky, IT Director Zach Greene, Administrative Assistant Wendy Galvin, Airport Manager Jeremy Shaw, Interim County Administrator Gordon Page and Chief Deputy Curt Andrick.

**Absent:** Sharyn L. Pohlman, Commissioner District #3.

**Others:** Chris Wolf, Pen Bay Pilot

## Regular Meeting – Agenda Tuesday – February 13, 2024 – 2:00 P.M.

### Town Hall Streams:

[https://townhallstreams.com/stream.php?location\\_id=50&id=58566](https://townhallstreams.com/stream.php?location_id=50&id=58566)

- I. 2:00 Meeting Called to Order**
- II. 2:01 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the Chair.
- III. 2:05 Consent Items**
  1. Approve Consent Items as Presented:
    - i. Agenda - Non-Agenda Items Only Permitted if Emergency in Nature.
    - ii. Minutes of Regular Commission Meeting of December 12, 2023.
    - iii. Minutes of Special Commission Meeting of December 29, 2023.
    - iv. Minutes of Regular Commission Meeting of January 9, 2024.
    - v. Minutes of Special Commission Meeting of January 22, 2024.
    - vi. Minutes of Special Commission Meeting of January 30, 2024.
    - vii. Minutes of Special Commission Meeting of February 5, 2024.
    - viii. Minutes of Special Commission Meeting of February 7, 2024.
    - ix. Monthly Written Departmental Reports.
    - x. Warrants
    - xi. Reserve Withdrawals.
- IV. 2:10 Action Items**
  1. Act to Approve the Request for Qualifications (RFQ) for a Multi-year Aviation Consultant for the Knox County Regional Airport.
  2. Act to Approve and Authorize the Chair to Sign and Execute the Operating Agreement Between Knox County and Penobscot Island Air at the Knox County Regional Airport.
  3. Act to Approve and Authorize the Chair to Sign a Lease Agreement for the Kevin P. Waters Memorial Flight Center Between Knox County and Penobscot Island Air.
  4. Act to Approve and Authorize the Chair to Sign an Extension on the Knox/Waldo PSAP Agreement.
- V. 2:20 Discussion Items**
  1. Discussion of County Property Identified for Potential Sale.
  2. Airport Manager Shaw's resignation.
  3. Staffing Discussion.
  4. Opioid Settlement.
  5. Restorative Justice – Letter of apology.
- VI. 2:25 Other Business**

<b>VII.</b>	<b>2:30</b>	<b>Executive Session</b>
		1. Convene in Executive Session to Discuss a Personnel Matter Pursuant to 1 M.R.S.A. §405(6)(A).
<b>VII.</b>	<b>2:45</b>	<b>Action Item</b>
		1. Act to Approve and Authorize the Chair to Sign an Interim County Administrator Agreement.
<b>VII.</b>		<b>Adjourn</b>

**I. Meeting Called to Order**

Commissioner Glaser called the Special Meeting of the Knox County Commission to order at 2:01 P.M.

**II. Public Comment - Public Comment during other portions of the meeting will only be granted by permission of the Chair.  
None**

**III. Consent Items**

**1. Approve Consent Items as Presented:**

- i. Agenda - Non-Agenda Items Only Permitted if Emergency in Nature.
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- ix. Monthly Written Departmental Reports.
- x. Warrants
- xi. Reserve Withdrawals.

• *A motion was made by Commissioner Parent to approve the consent items 1-11 as presented. The motion was seconded by Commissioner Glaser. A vote was taken with all in favor.*

**IV. Action Items**

**1. Act to Approve the Request for Qualifications (RFO) for a Multi-year Consultant for the Knox County Regional Airport.**

- **Airport Manager Shaw** – Last night the APAC met and recommended a few changes for the RFQ. It is a very lengthy process, and the APAC is charged with reviewing multiple documents that can be 40-50 pages at a time. For someone who is not involved in day-to-day operations, whether it's Solar or Engineering to really fathom to what they are looking at. APAC recommended a few changes to streamline the original document that was sent in your packet. I did email Wendy and updated one based on the revisions. One of the concerns over the last year has been when the County puts out a Request for Qualifications that is heavily favors the incumbent. It is not very competitive. Our current aviation consultant has been employed by Knox County for 22-24 years. The discussion was how do we make that more competitive. We added a performance factor in the statement preparation. We have asked that they demonstrate all Aviation projects in New England in the last four (4) years. This will give us more in-depth insight to who we may be dealing with.
- **Commissioner Glaser** – This is a requirement because we have Federal Grant Funds. Is there a timeline on when we have to award this?
- **Shaw** – The incumbent can continue their contract under the same terms for as long as it takes us to do this. The timelines with Federal funding we have to award projects very

soon. If we award to an incumbent if there is a change it gets messy. It could go on forever, as soon as we wrap up the regular process the better.

- **Commissioner Glaser**– Is there a deadline for when these requests have to be in?
- **Airport Manager Shaw** – Yes. In the RFQ it states that any Consultant that has questions has to submit their questions by February 29<sup>th</sup>. They will be answered by March 1<sup>st</sup>. The submissions are due by March 4<sup>th</sup>.
  - *A motion was made by Commissioner Parent to Act to Approve the Request for Qualifications (RFQ) for a Multi-year Consultant for the Knox County Regional Airport. The motion was seconded by Commissioner Glaser. A vote was taken with all in favor.*

**2. Act to Approve and Authorize the Chair to Sign and Execute the Operating Agreement Between Knox County and Penobscot Island Air at the Knox County Regional Airport.**

In 2019, the operating agreement between Penobscot Island Air (PIA) and Knox County expired. Penobscot Island Air was allowed to continue operating under the terms of the expired agreement until a new agreement could be formed. Due to the CARES Act, it was agreed upon that due to the potential construction of a new terminal hangar that it would be counterproductive to draft multiple agreements in a short period. With the ongoing delays in the construction of the hangar, it has now been four years since we had an active operating agreement with PIA. With the completion of the Terminal Hangar nearing, the County legal minds have drafted two agreements, an operating agreement for the privilege of operating a FAA Part 135 operation (unscheduled air service) out of the Knox County Regional Airport, and a lease of the Kevin P Waters Memorial Flight Center. The terms of this agreement are the same as the original agreement but have the required updated legal protections for the County. The terms of the agreement are a percentage of gross revenue, which can be reduced by 3/4 of a percent if it provides emergency flights for Knox County Law Enforcement Officers at no cost, which it has always done. It is separate from the hangar Lease due to the fact that PIA also owns 5 additional hangars that they can operate from in the event that the Kevin P Waters Memorial Flight Center becomes financially unsustainable for the company in the event of a downturn in the island market.

- **Airport Manager Shaw** – I would like to describe why there are two (2) Agreements. Back in 2019, PIA Operating Agreement expired. It did not get renewed under the old Airport Manager, and I took over in 2020. We discovered it after the CARES Act money was received. We knew we would be redesigning the relationship between the County and PIA with the construction of the new terminal hangar. It was agreed to that we would extend the contract based on the old terms, same payments etc. until a future date. By the next meeting we will have the final agreed upon Operating Agreement and Lease Agreement.
  - *A motion was made by Commissioner Parent to Table the Act to Approve the Request for Qualifications (RFQ) for a Multi-year Consultant for the Knox County Regional Airport. The motion was seconded by Commissioner. A vote was taken with all in favor.*

**3. Act to Approve and Authorize the Chair to Sign a Lease Agreement for the Kevin P. Waters Memorial Flight Center Between Knox County and Penobscot Island Air.**

The Flagship project of the CARES Act investments was the construction of the Kevin P. Waters Memorial Flight Center. The project suffered several delays due to the labor shortage, and several long-lead time components. The project is now scheduled to be completed in the next couple of weeks which will pave the way for building occupancy. This lease divides the responsibilities of the building between the landlord and the tenant, with the County responsible for handling inspections for the safety of life components such as the fire suppression system, alarm monitoring, and the maintenance of the emergency generator. The tenant is responsible for everything else, including utilities. The facility lease

sets a fixed lease amount for the first five years of the contract to allow the company to focus on growth, and revenue growth will be reflected in the new Operating Agreement percentage.

- **Commissioner Glaser** – This is the same, it's still in Legal limbo? Have both of these been through APAC?
- **Airport Manager Shaw** – Yes. These are something that does not go through APAC.
  - *A motion was made by Commissioner Parent to Table the Act to Approve and Authorize the Chair to Sign a Lease Agreement for the Kevin P. Waters Memorial Flight Center Between Knox County and Penobscot Island Air. The motion was seconded by Commissioner Glaser. A vote was taken with all in favor.*

4. **Act to Approve and Authorize the Chair to Sign an Extension on the Knox/Waldo PSAP Agreement.**

- **Sheriff**- Waldo County's Chair has also looked at the documents. Waldo's Commission wants to see this in their session which is this Thursday. The Chair & I have been invited to that. Once they meet, we will have both Chair's sign the Extension. The extension will be though May 1<sup>st</sup>.
- **Director Coombs** – This Extension will be though May 1<sup>st</sup>. We are doing everything we need to get 911 back.
- **Sheriff** – In discussions with the PUC they would like to see us take it back completely. There is a plan to do some moving of staff to make sure that they are ready to go. As soon as the Directors & PUC are comfortable with us taking it back, we should have it back. We are anticipating sometime in April but just in case asking for this until May.
- **Commissioner Glaser** – Wouldn't that be something.
  - *A motion was made by Commissioner Parent to Act to Approve the Request for Qualifications (RFQ) for a Multi-year Consultant for the Knox County Regional Airport. The motion was seconded by Commissioner Glaser. A vote was taken with all in favor.*

5. **Act to Approve and Authorize the Chair to Sign an Interim County Administrator Agreement.**

- **Commissioner Glaser** – We had the opportunity to interview three (3) candidates who came forward who wanted to be the Interim County Administrator. One reason why we need an Interim County Administrator is not because the Sheriff isn't doing an excellent job, it is because there are two parts to this. One is, legally we can't keep him doing this forever, and number two he's already overwhelmed with the number of jobs that he has. We would like him to go back to having just ten (10) jobs. This is a contract for up to three (3) months. During this period of time, we will be advertising and trying to find a full-time County Administrator. We have an advertisement that will be going out shortly, if it hasn't already. Once it goes out, we expect to get a lot of requests. We are putting together a Selection Committee. They will weed through all the applications, and once they are done with that it will come to the full Commission to vote on. We will work on a contract with whomever we decide to pick. In the meantime, we need somebody who can take some of the burden off of the Sheriff, some of the burden off of staff, and hopefully find a way to get staff to step up and fill some of that space that is left over. We picked the one that we thought would be best for the County, and that choice was Gordon Page.

- *A motion was made by Commissioner Parent to Sign an Interim County Administrator Agreement for Gordon Page. The motion was seconded by Commissioner Glaser. A vote was taken with both in favor.*

## V. Discussion Items

### 1. Discussion of County Property Identified for Potential Sale

- **Airport Manager Shaw** – There is a parcel that Maine Coastal Children’s Museum has repeatedly expressed interested in. There are other interested parties in that property as well. This was originally purchased for a mitigation parcel for the Runway Expansion project. DEP now says that parcel does not qualify as a mitigation parcel. Army Corps of Engineers was supposed to file a Conservation Easement on that property, but never did. Where it has not mitigation value, they are willing to entertain a change in use. That has been on the table for a discussion for a couple months now. The Director reached out to me, and the Commission a month ago to check on progress. When we first started this a year ago, we identified properties as a way to help the Town of Owls Head get properties back on the tax rolls. It’s ultimately what the County would like to do with that property, and how it’s perused. At any time, we can put together a Request for Proposal (RFP) to find out the number of interested parties, but it is really waiting for the Commissions’ direction.
- **Commissioner Glaser** – Seems like RFP seems like good sense, especially if you think there are other people other than the Children’s Museum that are interested in it. I have been approached by the Children’s Museum. Their plan is more than a Children’s Museum. They want some type of daycare center there to help pay for this whole thing. They want to find a way for a small conference room, so not all of it will be tax exempt. How much work do we want to do to sell the property? Do you know how much we originally paid for that piece? Or what’s the value on it?
- **Airport Manager Shaw** – I don’t know what we paid for it. I believe it was purchased by MBNA. I want to have the facts first. I do believe it was a parcel purchased by MBNA, and then I’m not sure what the relationship between the County and MBNA was, whether it was a gift or compensation. The deed is easy to track down.
- **Commissioner Glaser** – Is this separate in any way from the rest of the County’s property’s so that it has a separate valuation?
- **Airport Manager Shaw** – It is a separate parcel. It is not a part of the Airport parcel. The Transportation Museum property is between the Airport and this parcel.
- **Commissioner Glaser** – Do we have maps of that piece of property?
- **Airport Manager Shaw**- We do. We have wetland delineations and where vernal pools are as well. We spent a lot of time researching that parcel.
- **Commissioner Glaser** – Can I come meet with you at some point and take a look at what you’ve got?
- **Commissioner Parent** – I would recommend that the we have a statement that states that County or Airport makes no guarantees as to the ability of anyone to utilize that property for whatever purpose, and they need to do their own due diligence, and inspect it very wisely.
- **Commissioner Glaser** – I know the Children’s Museum has to raise a lot of money to build something. They would like to know if they can buy that piece of property, so it may some kind of purchase and sales agreement if we decide to go with them.
- **Airport Manager Shaw** – The amount of wetlands on the property will greatly mitigate the cost. There is really a small area that is developable. It would be a reasonable price.
- **Commissioner Glaser** – I will meet with you (Airport Manager) and look at maps etc.
- **Commissioner Parent** – I would want that statement included before we do anything.

### 2. Airport Manager Shaw’s Resignation

- **Commissioner Glaser**- It means we have to try to find another person. Where do we stand on the advertising on that?

- **Airport Manager Shaw** – The job has changed a lot in the last four (4) years. The County now leases hangars, solar, charging stations, and it's a lot more complicated than when I was hired. So just review the job description.
- **Commissioner Glaser**- Can we ask you to help us go through that?
- **Airport Manager Shaw** – Yes.
- **Commissioner Glaser** – As far as the resignation goes, I am sad to see you go. You're the one who has made the Airport what it is.
- **Airport Manager Shaw**- It is a lot, but it is achievable. The Airport is on the map. We have done a lot to ease the Communities fears. Steps have been put into place to involve the Community more. I think that is where some of the shortcomings have been. I think we will come out on the other side much more Community minded. There is great Airport, great Community and great Staff. I had a vision, and the next person will have a vision too.
- **Commissioner Parent**- He's going to be a hard man to replace.

### 3. Staffing Discussion

- **Sheriff**- Most of your staffing is up to par. Corrections only has three (3) vacancies, Dispatch is ten (10) of fourteen (14), and we're hoping to have those filled by summer. Airport is missing their Administrative Assistant, so we will be advertising for that too. Overall, most places are doing well, it's just a matter of getting us caught back up.

### 4. Opioid Settlement

- **Sheriff**- We receive documents in mail directly from the Big Pharma groups. We reached out to legal counsel. For those who are not aware, Knox has its own legal counsel with regard to the Opioid settlement in Maine. There is nothing we need to do, and they will update us soon. This is an ongoing settlement.
- **Commissioner Glaser** – Have we gotten any money yet?
- **Sheriff** – We got some with promises of more to come. We have received approximately \$200,000 which is being put towards MAT, Corrections and a lot of the things the Attorney General's Office recommended. That is only a small amount compared to what we were promised to get.

### 5. Restorative Justice – Letter of Apology

- **Sheriff** - There was damage done last year to County properties last year. Our maintenance manager was involved, and some local groups. The vandalism was committed by some youth in the Community. Since getting RJP involved and working through this, several of the youth have written us apology letters, and they are trying to make us whole for the damages they did. There is work being done from behind the scenes, and getting some positive results.

## VI. **Other Business**

- None

## VII. **Executive Session**

### 1. Convene in Executive Session to Discuss a Personnel Matter Pursuant to 1 M.R.S.A. §405(6)(A).

- *A motion was made by Commissioner Parent to go into Executive Session to Discuss a Personnel Matter Pursuant to 1 M.R.S.A. §405(6)(A). The motion was seconded by Commissioner Glaser. A vote was taken with all in favor.*

The executive session convened at 3:00 P.M.  
The executive session concluded at 3:41 P.M.

**VIII. Adjourn**

- *A motion was made by Commissioner Parent to adjourn the meeting. The motion was seconded by Commissioner Glaser. A vote was taken with both in favor.*

The special meeting adjourned at 3:42 P.M.

Respectfully submitted,

Wendy Galvin  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on March 12, 2024.**