

# KNOX COUNTY COMMISSION

**Regular Meeting**

**Tuesday – May 12, 2020 – 2:00 P.M.**

The Regular Meeting of the Knox County Commission was held on Tuesday, May 12, 2020, at 2:00 P.M., via teleconference.

**Commission members present were:** Dorothy G. Meriwether, Commissioner District #1, Sharyn L. Pohlman, Commissioner District #3 and Richard L. Parent, Jr., Commissioner District #2.

**County staff present included:** Administrative Assistant Wendy Galvin, Sheriff Tim Carroll, Deputy Chief Patrick Polky, EMA Director Ray Sisk, Finance Director Kathy Robinson (*arrived 2:08 P.M.* ) Airport Manager Jeremy Shaw, Maintenance Manager Jim Hagan, District Attorney Natasha Irving (*arrived 2:09 P.M.*), Prosecutorial Assistant/Investigator Shane Riley, Systems Administrator Mike Dean, &HR Laurie Bouchard .

**Absent:** *County Administrator Andrew Hart, Jail Administrator Ray Porter, Register Elaine Hallett, and Register of Deeds Madelene Cole.*

## **Regular Meeting – Agenda Tuesday – May 12, 2020 – 2:00 P.M.**

- 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 April 14, 2020.
    - iii. Monthly Written Departmental Reports.
- IV. 2:10 Action Items**
  - Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer the Hangar
  - #10 Lease from Jim Rutland to Symon Rankine and Sarah Dunne.
  - Act to Authorize the County Administrator to Approve, Sign, and Execute Grant and Project Documents for Development Grants as Part of the CARES Act.
  - Act to Approve the Summary of Priority Proposed Airport Improvements Subject to Approval by the FAA for Funding as Part of the CARES Act.
- V. 2:30 Discussion Items**
  1. Discussion of the Interlocal Agreement Between the County of Knox and the Town of Owls Head Regarding Growth of the Knox County Regional Airport.
  2. Update on the KCPSB Floor Repair Project.
  3. Update on the Jail HVAC Project.
  4. Other
- VI. 2:45 Other Business**
- VII. 2:55 Executive Session**
  1. Convene in Executive Session for Consultations With Legal Counsel Pursuant to 1 M.R.S.A. §405(6)(E).
- VIII. Adjourn**

### **I. Meeting Called to Order**

Commissioner Pohlman called the regular meeting of the Knox County Commission to order at 2:03 P.M.

**II. Public Comment**

Chair, Commissioner Pohlman asked if there was any Public comment.  
None.

**III. 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 April 14, 2020.
- iii. Monthly Written Departmental Reports.

- *A motion was made by Commissioner Meriwether to approve the Consent Items as presented. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

**IV. Action Items****1. Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer the Hangar #10 Lease from Jim Rutland to Symon Rankine and Sarah Dunne.**

This privately owned hangar has been sold to the new lessees. We require reassignment of the land leases, associated with each hangar, to be approved by the Commission. The Airport Manager recommends approval and execution.

- *A motion was made by Commissioner Parent to Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer the Hangar #10 Lease from Jim Rutland to Symon Rankine and Sarah Dunne. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

**2. Act to Authorize the County Administrator to Approve, Sign, and Execute Grant and Project Documents for Development Grants as Part of the CARES Act.**

This is similar wording as we use on annual basis for the AIP Grants. With this authorization, the County Administrator can sign, approve, and execute the Development Project Grants after discussion with Stantec and Jeremy to determine in what priority and order we will submit the Development Grants. The oversight will be conducted by me, the Sheriff in my absence, Jeremy, and Kathy. As with any of these Development Grant submittals, these are subject to review and approval of the FAA.

- *Commissioner Parent motioned to withdraw the original motion. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*
- *A motion was made by Commissioner Meriwether to Act to Authorize the County Administrator to Approve, Sign, and Execute Grant and Project Documents for Development Grants as Part of the CARES Act in Consultation with the Commissioners. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

**3. Act to Approve the Summary of Priority Proposed Airport Improvements Subject to Approval by the FAA for Funding as Part of the CARES Act.**

Jeremy has included a summary of priority proposed Airport improvements to be funded as development grants as part of the \$15.9 million dollars, the Knox County Regional Airport is scheduled to receive as part of the CARES Act. Jeremy is presenting this summary list to the APAC on Monday May 11<sup>th</sup> to get their input on this list. Administrator Hart is asking the Commission to review this list and to approve the list, the Sheriff in Administrator Hart's absence, Jeremy, and Kathy can work with Stantec and submit the development grants that include these listed projects and equipment for consideration by the FAA for their review and ultimate approval to move forward with these once they approve the grant(s). Some of these need to be done sooner than others and some still need some additional information to evaluate and to see if they make

sense to move forward with. This will be done with the four individuals mentioned above along with Stantec. Our goal is to use this money for the best benefit of all that includes the Airport, Knox County, its taxpayers and constituents, and the Town of Owls Head, since the Airport is located in that Town.

- *A motion was made by Commissioner Parent to Act to Approve the Summary of Priority Proposed Airport Improvements Subject to Approval by the FAA for Funding as Part of the CARES Act. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

## V. Discussion Items

### 1. **Discussion of the Interlocal Agreement Between the County of Knox and the Town of Owls Head Regarding Growth of the Knox County Regional Airport.**

Airport Manager Shaw provided a copy of the Interlocal Agreement. He submitted this on April 27<sup>th</sup>, and after a lot of hard work we got a fine document, kind of similar to last year. There is an important time crunch with the Interlocal Agreement. The Airport is in Owl Head's backyard, and the Airport generates revenue for the Town of Owls Head. The Airport is not separate from the Community; we are part of the thriving parts of the Owls Head Community.

### 2. **Update on the KCPSB Floor Repair Project.**

Sheriff Carroll spoke said the work is scheduled to get started next week. Had to wait to get some level of dryness to complete tests on the moisture issue on the slab.

### 3. **Update on the Jail HVAC Project.**

Started last year replacing some HVAC systems at the Jail. It's a 30 year old facility. Gary Robbins from Siemens did a walk thru. The Jail did run out of oil, and Maritime Energy did come and give 2500 gallons, had to come back next day to fill up tank. At this point we are suggesting a walkthrough at the Jail with each of the Commissioners.

### 4. **Other**

- Commissioner Meriwether commented for future meetings could there be some way to give Department Manager to say something if they wish. Commissioner Pohlman agreed that would be a great idea. Commissioner Pohlman stated after the Consent Items, this might be a good time for Department Managers to speak. There was a discussion about doing by-weekly meetings due to the constant changes. Once a month meetings just aren't enough.
- Sheriff stated maybe should do "work sessions" instead due to the previous meetings have lasted 2 hours. I think the Commissioners should be informed.
- Sheriff Carroll stated Jim has been to offices at the Courthouse, and he will be putting barriers up as Public comes in. These will be some type of Plexiglas/sneeze guards. He is getting prices for those COVID changes. We are abiding by the Declaration of the Governor to keep offices closed until May 31<sup>st</sup> and then will evaluate from there. No need for facemasks at this time. On the state side there is more traffic, thus the need for face masks to be worn. While the Courthouse is closed to the Public there is no need for masks at this time.
- Commissioner Pohlman – email received from Leticia is a great resource, which is a link to the mapping and resources page for the County.
- Commissioner Meriwether mentioned that MAA has a daily link for anything for local or/of municipal interest. Commissioner Meriwether will send that link.

- Jeremy received a “drive thru graduation” request from Oceanside High School. They are requesting to use the Airports ramp to host a commencement ceremony for the 2020 Graduates. It requires more conversation so maybe could schedule a meeting for June 2<sup>nd</sup> for Airport related things. Commissioner Meriwether thought it was a brilliant idea. Commission Pohlman agreed.

**VI. Executive Session**

**1. Convene in Executive Session for Consultations With Legal Counsel Pursuant to 1 M.R.S.A. §405(6)(E).**

- *A motion was made by Commissioner Parent to go into Executive Session pursuant to 1 M.R.S.A. §405(6)(E) to discuss a personnel matter. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

The executive session convened at 3:45 P.M.  
The executive session concluded at 4:40 P.M.

**VII. Adjourn**

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

The regular meeting adjourned at 4:41 P.M.

Respectfully submitted,

Wendy Galvin  
Administrative Assistant

**The Knox County Commission will approve these minutes at their regular meeting held on June 9, 2020.**