

# KNOX COUNTY COMMISSION

**Regular Meeting**

**Tuesday – July 12, 2022 – 2:00 P.M.**

The regular meeting of the Knox County Commission was held on Tuesday, July 12, 2022, at 2:00 P.M., via ZOOM.

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

**County staff present included:** County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Chief Deputy Patrick Polky, Finance Director Kathy Robinson, Airport Manager Jeremy Shaw, Technical Support Specialist Zach Greene and EMA Director Candice Richards.

**Others:** Mark Cestari, Chief Commercial Officer Southern Airways, Ryan Stanton North East Marketing Manager Cape Air, Charles Ferrara Cape Air, Andrew Bonney, SVP Planning Cape Air, T.J. Copeland APAC, Ed Glaser City of Rockland Mayor, Jeff Northgraves So. Thomaston Selectboard and Mathew Eddy Executive Director for MCOG (*MidCoast Council of Governments*).

**Absent:** Communications Director Robert Coombs, Prosecutorial Assistant/Investigator Shane Riley, Register of Deeds Madelene Cole, Jail Administrator Bob Wood, Register of Probate Elaine Hallett and District Attorney Natasha Irving.

## **Regular Meeting – Agenda**

**Tuesday – July 12, 2022 – 2:00 P.M.**

Due to the prevalence of the COVID-19 Omicron variant in Knox County and the inherent risk to the health and safety of our employees and the public from it, the Chair of the Knox County Commissioners determines there is an emergency situation that requires the Knox County Commission to hold its public meetings remotely via Zoom video conference on an ongoing basis until further notice, as allowed under the Knox County Commission Remote Participation Policy and 1 M.R.S. Section 403-B.

- I. 2:00 Meeting Called To Order**
- II. 2:01 Presentations:**
  1. Boutique Air EAS Proposal.
  2. Southern Airways Express EAS Proposal.
  3. Cape Air EAS Proposal.
- III. 2:20 Presentation:**
  1. MidCoast Council of Governments (MCOG) Technical Assistance Program – Mathew Eddy, MCOG Executive Director.
- IV. 2:30 Public Comment -** Public Comment during other portions of the meeting will only be granted by permission of the chair.
- V. 2:31 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 June 14, 2022.
    - iii. Minutes of Special Commission Meeting of June 29, 2022.
    - iv. Monthly Written Departmental Reports.
    - v. Warrants
    - vi. Reserve Withdrawals.
- VI. 2:35 Action Items**
  1. Act to Approve Appointment to the Airport Public Advisory Committee (APAC).
  2. Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer Hangar # 51 Lease from Jeremy and Kathleen Shaw to Katie Elizabeth Oldakowski and Approve and Authorize the Chair to Execute the Request for Lease Assignment.
- VII. 2:40 Discussion Items**

1. Update on the KCPSB Floor Repair Project.
2. Update on the Correctional Facility HVAC Project.
3. Update on the Status of the Knox County Correctional Facility & Knox County Public Safety Building Paving Project.
4. Other

**VIII. 2:45 Other Business**

**IX. Adjourn**

**I. Meeting Called to Order**

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

**II. Presentations:**

1. **Boutique Air EAS Proposal:**

Representatives from Boutique Air will make a presentation on their EAS Proposal to the Commission. Enclosed is Boutique Air's Power Point Presentation that they provided to US DOT as part of their EAS Bid Proposal and for your review.

*(Boutique Air did not attend the Zoom meeting)*

2. **Southern Airways Express EAS Proposal:** Mark Cestari, Chief Commercial Officer attended and spoke.

Representatives from Southern Airways Express Airways will make a presentation on their EAS Proposal to the Commission. Enclosed is Southern Airways Express Airways Power Point Presentation that they provided to US DOT as part of their EAS Bid Proposal and for your review.

- The first Southern Airways flight departed from Memphis, TN. in June of 2013
- Ten years later, it has become one of the largest commuter airlines in the United States, operating over 240 daily departures across six (6) time zones
- Fly to forty-nine (49) cities from Nantucket in the East and to Honolulu in the West
- Since the acquisition of Mokulele, Palm Beach-based Southern Airways has expanded into the Northeast, offering daily routes from the island of Nantucket to three (3) communities in New England.
- In 2021, Southern completed over 99.3% of its more than 64,000 scheduled flights, and let all commuter airlines in on-time performance.
- Southern offers multiple fleet types to meet the varying demands of EAS cities: Tecnam P2012 Traveler, Pliatus PC-12, Saab 340 B, King Air Super 200 and Cessna Grand Caravan
- Southern Airways by the numbers: 240 Daily Departures, 35,000 Monthly Passengers, 610 Employees, 270 Pilots and 46 Aircraft
- Southern's interline partners: American, Alaska and United
- Southern implemented on-link check in
- Southern has upgraded all departure boards at the hometown airports to digital monitors that are updated throughout the day with flight status information
- Joined TSA PreCheck
- Southern developed SIREN, a proprietary software program that automatically updates passengers of delays by text, email and voicemail
- Increased the call center and customer service center to twenty-four (24) hours per day, 365 days a year
- Southern developed the most robust pilot recruiting program in the country

\*Please contact Knox County Regional Airport for the complete presentation and proposal.

**Questions:**

**Jeff Northgraves** – You used a 95.8 completion rate and a load factor of 72%, what did you base those numbers on?

**Mark Cestari** - We fly to over twenty-five (25) AIS markets, and we are actually setting boarding records. Given the fact that COVID is lingering, we are flying nine (9) passenger Cessna caravans. 72% sounds like a high percentage, but it is between six (6) and seven (7) passengers per flight which is very do-able. We did factor down slightly from our average of 99.3% controllable completion because of the harsh New England conditions.

**Jeff Northgraves** – Right now are you co-chaired with anybody?

**Mark Cestari** – We are co-chaired with American, United and Alaska. We have bilateral interline agreements with them. The benefits of the interlined vs. co-chair in our view is that it allows us to have more control over pricing, and also allows us to apply the interline to all markets. In some co-chair situations certain routes and certain city fares are not accessible. Also in co-chair agreements many times the Major with set the fares and set them at an exorbitant level. Our fares are simply the sum of our local fare and the lowest available fare we are able to get from the Majors.

**Jeff Northgraves** – To clarify, you have American, United and Alaska that you are aligned with. So if someone is flying on a different airline out of Boston will they have to claim their luggage in Boston and then drag-bag it, in other words exit security, grab their bags, change them and get back through security again?

**Mark Cestari** – About 75% of our bags can be gate checked and handed back to the customer as they get off the aircraft. The only bags that would need to be reclaimed would be the rally big ones that do have to be reclaimed. On our interlined partners the bags would be checked right through. Our plan would be to operate from terminal B at Logan which is inside of security for both American and United.

**Jeff Northgraves** – You are proposing to use a caravan which is a single engine aircraft. If we supported you we would be giving up our right to an EAS, more than one engine aircraft any time in the future.

**Mark Cestari** – You would have to authorize the use of single engine. Yes that is correct. We find that the caravan is a very sturdy aircraft for several reasons. Being a turbine aircraft you have fewer maintenance issues, there is less vibration, lower maintenance costs, one engine allows us to provide a more economical service than a twin engine, you have less problems with one (1) engine than two (2) and statistically the safety record of twin engine vs. single engine is essentially the same. The other benefit is that the caravan has much more cargo capacity.

**Commissioner Pohlman** – Do you fly in to Logan Airport

**Mark Cestari** – Yes

**Commissioner Pohlman** – Will you be flying into Logan? Will that be your base terminal at Logan?

**Mark Cestari** – Yes that is correct.

**Commissioner Pohlman** – You said with American and United Airline you have the capacity to check through your baggage? Do you have that with Alaska as well?

**Mark Cestari** – Yes that is correct.

**Commissioner Pohlman** – Is this a package deal, that Rockland and Augusta must accept your proposal?

**Mark Cestari** – No, we have not made that a stipulation in our bids.

**Airport Manager Shaw** – Augusta will not waive their multiengine requirement for their EAS service. . How does that work when your aircraft is in Boston or in Rockland and the rest of your fleet is in Hyannis?

**Mark Cestari** – Our New England base is New Bedford and we service our aircraft out of there. We have two (2) nearby maintenance bases. One of those is in DuBois PA. and one in Lancaster PA.

**Mayor Glasser** – No questions

**Commissioner Meriwether** – Will your planes be overnighing in Boston?

**Mark Cestrari** – No, they would overnight in Owls Head. They would begin and end their day there.

3. **Cape Air EAS Proposal:** Andrew Bonney, Chuck Ferrera and Ryan Stanton attended and spoke. Representatives from Cape Air will make a presentation on their EAS Proposal to the Commission. Enclosed is Cape Air's Power Point Presentation that they provided to US DOT as part of their EAS Bid Proposal and for your review.

- Started scheduled airline service in 1989 to/from Boston
- Cape Air has been around for thirty-two (32) years
- 104 Aircraft
- Cape Air uses a new multi-engine aircraft (Tecnam)
- We serve thirty-seven (37) cities
- 700 employees
- Fly 500,000+ passengers per year
- Cape Air is a New England company
- JetBlue codeshare
- Service to Boston – a large local market and major global gateway
- Seamless connectivity – interlines with all legacy airlines
- Airline Partners - Cape Air connects with JetBlue Airways, Delta Airlines, American Airlines, Qatar Airways, United, Alaska Airlines, Hawaiian Airlines and Condor
- Cape Air's partnership with JetBlue enables Rockland and Augusta to be codeshare cities
- Cape Air connects with more than 80% of the seats at Boston Logan
- Cape Air participates in TSA PreCheck program
- Cape Air aims to be a good neighbor, and has self-imposed noise abatement procedures including a voluntary curfew
- Cape Air's marketing department specializes in small community air service marketing and communicating Cape Air's many strengths
- Cape Air is pursuing a green future, having put cash deposits down on seventy-five (75) Eviation Alice which is an all-electric aircraft being designed and manufactured on the West Coast near Seattle.
- We know the area surrounding the Owls Head Airport is particularly noise sensitive. We have worked with Airport management to put very specific noise abatement criteria in our internal operations plans so we do not bother the neighbors.

\*Please contact Knox County Regional Airport for the complete presentation and proposal.

**Questions:**

**Jeff Northgraves** – Unlike the other two (2) proposals, the completion rates and load factors appeared to be very positive in one (1) direction. For Cape Air's proposal his feeling is that it is more pessimistic than it really should be. He's assuming it'll be based on the last year or two of data, which were anomalies anyways.

**Andrew Bonney** – Cape Air has lots of experience in serving small communities in New England for thirty-two (32) years, and knows what the operating costs are. It is simple division to figure out a realistic accurate number of what your ridership is going to be. There is a \$200 subsidy per passenger cap in the EAS program when you are within a certain distance from a major Airport like Boston/Logan, and that can be a big deal. The EAS program number has not moved since 1986.

**Jeff Northgraves** – He knows the \$200 applies in execution. He does not know if it applies in application. Is this a poison pill for your proposal with US DOT?

**Andrew Bonney** – No, the way they measure that is retroactively at T100 not at the proposals. That is because anybody could just put 99% load factor. They look at the T100, the actual passenger lift.

**Jeff Northgraves** – So this time we will see the Tecnam?

**Andrew Bonney** – Yes, we now have thirty (30) Tecnams here. It is bid in your proposal.

**Jeff Northgraves** – You have interline agreements with all of the major carriers out of Boston so there would be no reason to dragbag once you got to Boston. Your bag is almost guaranteed to be pushed through the system.

**Andrew Bonney** – Yes that is correct. There is a handful of smaller airlines that don't have interlined agreements as a policy of their own. Cape Air interlines with all the legacy carriers. The key statistic from the pie chart is that Cape Air interlines with 80% of the connected seats at Boston.

**Commissioner Pohlman** – Does Cape Air offer an express pass or any type of frequent flyer packaging pricing?

**Andrew Bonney** – We do. It is called travel pass, and it is available on Cape Air.com. It's an electronic ten (10) pack of tickets that you get at a discount. These are good on any seat and for any flight.

**Commissioner Pohlman** – Is there a \$200 ticket ceiling pricing?

**Andrew Bonney** – It is slightly different. What DOT is looking at is the aggregate for a full year subsidy per passenger limit. They take the entire annual subsidy from DOT, and divide by the number of passengers. If that is over \$200 then they will write you a letter, but if you're under it then it's no big deal. The staff there has been writing those letters for a number of years and he can't remember the last time they actually enforced the rule. Right now inflation is making it more of an issue across the entire US.

**Commissioner Pohlman** – Your pricing changes depending upon the season, is that correct?

**Andrew Bonney** – Yes. Demand is very seasonal in your area. So in the winter the average fare is really low, and in the summer we have a problem with sell outs, so we used higher fares in the summer to help slow down sell outs. In ideal airline economics, you sell the last ticket forty-five (45) minutes before the flight departs, and that way everyone gets accommodated that day. We have learned over the years in your market that we need to raise the fares in the summer to slow down the sell outs. The revenue basically offsets what we would have otherwise have asked for in Federal subsidy on an annual basis. In the winter we are pretty deep into the subsidy to make the market work with the lower ticket fares.

**Commissioner Meriwether** – Is there is a distinct advantage to having multiengine vs. single engine aircraft?

**Jeff Northgraves** – Right now the US DOT requires this to be the winner of an EAS contract, unless the service community says it's ok to live with a single engine aircraft. Once you say you'll take a single engine, then you can never go back and say we've decided we want the twin engine. (Augusta may have already done this) We could say we are not accepting anything with single engine and that would stand. If we ever accepted a single engine for our EAS then we could never raise that veto again.

**Commissioner Meriwether** – Read a comment. The retired admiral said, "A lot of flights are over water and you only get one chance." He felt that was a distinct factor in the decision.

**Commissioner Meriwether** - Cape Air is the only one making a seasonal adjustment. Southern and Boutique are going to doing the same number of flights.

**Jeff Northgraves** – To be fair to Southern Air what they said is that they are willing to (after they get the contract) to sit down and propose a seasonal mix of flights if they are selected. Their proposal is not based on a seasonal mix.

**Mark Cestari** – Actually it is. We are simply not stipulating what that mix will be. There will definitely be a seasonal mix.

**Commissioner Meriwether** – There was discussion about the subsidy limit in last night's meeting and had a question. Jeff mentioned that they are sending you letters, but this is based on actual performance. Jeff suggested that there could possibly be the risk of rejecting all the bids and then rebidding it. If he said is true then we do have a minor risk that they could all be rejected but that we would still have the opportunity to revisit this with all of you.

**Andrew Bonney** – He does not want to speak for DOT. The \$200 issue is cropping up across the EAS system. We are really at the threshold where dozens of communities are now crossing into \$200, so the staff is not worked up about it. The way this gets measured is about eighteen (18) months after the fact, once they have all of the T100 passenger data, DOT keeps track of every enplanement at every Airport. They then tally it into a giant database, but it takes a while to message the data. About 6-9 months after the calendar year is completed, DOT will review the data then divide the subsidy by the passenger data

and come up with their list. There have been a handful of Cape Air communities in the past that have been over \$200, and we have not seen any action taken.

**Airport Manager Shaw** – Most of the comments, actually 100% of the comments received so far are in favor of Cape Air. Thirty (30) others from the Rockland area are in favor of Cape Air.

**Commissioner Meriwether** – We are only making a recommendation to the DOT, right.

**Administrator Hart** – Four (4) years ago we did this in person over about three (3) meetings. In 2018, we did one at a Regular Meeting, a Special Meeting and then scheduled an additional meeting to have the Commissioners review all of the public comments. Airport Manager Shaw reached out to the DOT as we have to make a decision by July 29<sup>th</sup>. All public comments are being taken until July 27<sup>th</sup>. Mr. Martin from DOT gave us a two (2) week extension until August 12<sup>t</sup> because our next meeting is August 9<sup>th</sup>. He thought we would follow the same process. This Commission Meeting was just for the presentations of the airlines.

**Commissioner Meriwether** – Boutique Air has not shown up to the Commission Meeting today.

**Airport Manager Shaw** – Boutique Air did not contact us saying they could not make it, and they were provided the link. They just have not shown up.

**Administrator Hart** – Boutique Air has missed their opportunity.

\*Public Comments will continue to be received until July 22, 2022. Airport Manager Shaw has spoken to Michael Martin of US DOT, and they will extend the submittal of letters of recommendation from the Knox County Chair, Airport Manager, and the City of Rockland an additional two (2) weeks or Friday, August 12, 2022. Therefore, the Commission will be able to review public comment and authorize the Chair and Airport Manager to finalize, and sign EAS recommendation letters to be submitted to the US DOT for the Knox County Regional Airport at the August 9, 2022 Regular monthly Commission Meeting, or if requested at an earlier date via a Special Commission Meeting.

### III. Presentation:

#### **MidCoast Council of Governments (MCOG) Technical Assistance Program: Mathew Eddy, MCOG Executive Director.**

Mathew Eddy, MCOG Executive Director will be discussing the enclosed PowerPoint with the Commission and answer any questions that the Commission might have.

- MCOG serves in Regional Planning – Brunswick, Topsham, Bath, Harpswell, Camden, Knox County as a membership, Sagadahoc County as a membership, members of Lincoln County community and portions of Waldo County.
- MCOG’ mission statement: The mission of MCOG is to strengthen the capability of member municipalities and counties to act individually and collectively to make Midcoast Maine a better place to live, work and play.
- They provide technical assistance – Municipal land use planning, transportation planning, business planning, loan services sustainability and resiliency planning and implementation, regional and sub regional coordination, community development services and cooperative purchasing.
- Technical assistance sources of revenue – Municipal Planning Assistance Program, Technical Assistance Funding (40% match required) from the Maine Department of Agriculture Conservational and Forestry, Maine Department of Economic and Community Technical Assistance Program, Maine Northern Border Administration (50% match required), U.S. Economic Development Administration (50% match required), Development of Rural Development and FAME Regional Economic Development Loan Programs, Maine Department of Transportation, Governor’s Office of Innovation (Sustainability/resiliency planning, partnership grants) and Maine DECD Housing Partnership Grants.
- We use your dues to increase our funding level through matching funds.
- Seven (7) staff members
- Business Development and Loan program – There is over \$750,000 in assets to loan out, as well as ties to the Rural Development Program and all the other major financing groups they partner with.

- MCOG can provide communities and counties with a range of community development services including: strategic planning, resource identification, and implementation. Areas of focus would include: Mixed use development in town and village centers, housing development, business park development, re-adaptive use of public and private structures, land banking and local industry cluster assistance.
- Cooperative purchasing – MCOG works as a conduit with Greater Portland Council of Governments to procure cooperative purchasing agreements. Examples of such can include: Salt, pavement, fuels and equipment.
- Upcoming events: Housing forum on July 19, 2022, Strategic planning process which will include four (4) sub regional forums and municipal technical training sessions.
- Assistance MCOG has provided in the Knox County area include: Vinalhaven grant assistance, Appleton Comprehensive Plan, Camden/Rockport/Rockland Housing Trust efforts, EDA ARPA applications for Camden and Rockport, Isle au Haut assistance on Northern Border Grant, Union Community Center, St. George School District-EDA technical training funds, So. Thomaston Firefighters Grant and Thomaston Shore and Harbor Grant.

**Questions:**

**Commissioner Meriwether** – Historically there has been a lack of use of MCEDD/MCOG as the Municipalities are just not aware of what you can offer. This has been a concern all along.

**Mathew Eddy** – We had not been taking advantage of grants that could help us build the staff capacity, and have built the capacity to serve more communities plus in a variety of different ways. The communication piece was made quite aware to me the day I walked in. We took one of our staff and repositioned her; Hannah Sisk,. We are now doing a monthly newsletter, email Zoom blasts and collecting and disseminating information in a way we have never done before. As we move forward you will continue to see that work. The workshops, training programs and forums are ways that we hope to bring communities together.

**Commissioner Meriwether** – We (Commissioners) are receiving the newsletters and they are terrific.

**Mathew Eddy** – If you can provide us additional names to go on to the list that would be wonderful. We have not jumped into social media portion of communication yet.

**Commissioner Meriwether** – It would be great if our Department Managers could receive the newsletter. Will municipalities be members individually, or will Knox County continue to do that. Initially we were told the County government would have access to the services. Since then we were told no in fact the County itself can't, that it is basically serving the municipalities. In your presentation you said "Counties" and it sounds like yes in fact the counties can benefit.

**Mathew Eddy** – Our previous bylaws were pretty confusing, and in the last few months those have been re-written. It recognizes services to the counties and municipalities. It provides a vote in the general assembly for every community that is a member as well as the county. Yes the counties can benefit. The intent is full engagement and full involvement.

**Commissioner Parent** – How are you reaching out the municipalities that have never taken advantage of your services? Are you contacting individually? If they are not on your mailing list how will you know they exist?

**Mathew Eddy** – We have gone about the process of adding every community that we can to our mailing list based on the information they provided through the MMA's contact system. It is not without flaws as we are still building it. Judging by the number of phone calls we are getting for assistance, people are able to hear us.

**General: Commissioners spoke:**

**Commissioner Meriwether** – We will miss Sheriff Carroll and wish him the best.

**Commissioner Pohlman** - We will miss Sheriff Carroll and wish him all the best. She would also like to recognize Chief Deputy Polky who will be stepping into the Sheriff role until the Governor selects a new Sheriff. She also welcomed **Candice Richards** as the new EMA Director. Candice spent a lot of years training, and they all look forward to working with her. There are a few big events coming up in EMA.



*Candice Richards* – EMA is proposing Crisis Management training in October and, the posters will be distributed this week. This was in the works then Covid hit so it was placed on hold. This is specifically targeted for certain groups. We are setting a limit of thirty (30) people in a class.

*Commissioner Pohlman* - Is there a date for the open house at the Airport for the new hangar?

*Airport Manager Shaw* – We just did a final walk thru this morning. Next week will be the prime opportunity to do that. A date has not been set yet. On the 20<sup>th</sup> we could do 10-12. We can talk off line and come up with a plan.

**IV. Public Comment** – Public Comment during other portions of the meeting will be granted by permission of the Chair.

**V. Consent Items:** *The notes for this section are more specific to explain what is needed from the Commission for wording of the motion and the vote needed. This is needed; once again, now that we are meeting virtually, and will be required monthly going forward until such time we meet in person once again and then can sign the Warrant and Reserve Authorizations.*

1. Approve Consent Items as Presented:

- i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
- ii. Minutes of Regular Commission Meeting of June 14, 2022.
- iii. Minutes of Special Commission Meeting of June 29, 2022.
- iv. Monthly Written Departmental Reports.
- v. Warrants
- vi. Reserve Withdrawals.

- *A motion was made by Commissioner Pohlman to approve the consent items 1-4 as amended. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

#1 **Warrant Authorization for June 2022 in the amount of \$1,738,173.25.**

Please find enclosed all of the background for this Warrant Authorization. The motion would be to approve the Warrant Authorization for June 2022 in the amount of \$1,738,173.2529.

- *A motion was made by Commissioner Parent to Approve the Warrant Authorization for June 2022 in the amount of \$1,738,173.25. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

#2. **Reserve Withdrawal for June 2022 in the amount of \$10,782.39.**

Please find enclosed all of the background for this Reserve Withdrawal. The motion would be to approve the Reserve Withdrawal for February and March in the amount of \$10,782.39.

- *A motion was made by Commissioner Parent to Approve the Reserve Withdrawal for June 2022 in the amount of \$10,782.39. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

**VI. Action Items**

1. **Act to Approve Appointment to the Airport Public Advisory Committee (APAC).**

The Commission approved appointments to the APAC back on April 12, 2022 for the Commercial Seat and the Town of Owls Head Seat. The Commission did not approve the appointment for the Flying Club Seat. The Airport Public Advisory Committee and Airport Manager Jeremy Shaw make the following recommendation for appointment for the Flying Club Seat to the APAC this year:



- *A motion was made by Commissioner Pohlman to Act to Approve Appointment of T. J. Copeland to the Airport Public Advisory Committee (APAC) for a three (3) year term through 2025. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

2. **Act to Approve and Authorize the Chair to Execute the Consent and Assignment to Transfer Hangar # 51 Lease from Jeremy and Kathleen Shaw to Katie Elizabeth Oldakowski and Approve and Authorize the Chair to Execute the Request for Lease Assignment.**

This privately owned hangar was owned by Jeremy and Kathleen Shaw. They are now divorced and Kathleen has changed her legal name to Katie Elizabeth Oldakowski. Reassignment of land leases associated with each hangar is required to be approved by the Commission. The Consent Assignment document is required to transfer the lease agreement for the land the hangar sits on to Katie Elizabeth Oldakowski. This request is for the Commission to authorize the Chair to execute the consent and assignment document therefore approving transferring the lease agreement of the Hangar #51 lease as well as the request for lease assignment. The Airport Manager recommends approval and execution.

- *A motion was made by Commissioner Parent to Act and Authorize the Chair to Execute the Consent and Assignment to Transfer Hangar #51 Lease from Jeremy and Kathleen Shaw to Katie Elizabeth Oldakowski and Approve and Authorize the Chair to Execute the Request for Lease Assignment. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

## VII. Discussion Items

1. **Update on the KCPSB Floor Repair Project.**

Malcom reviewing and will provide a response. We are waiting to hear from Malcolm. Administrator Hart will take this off for next meeting unless there is an update.

2. **Update on the Correctional Facility HVAC Project.**

There is some follow up items being done with the first three (3) phases of the project. Jim Hagan and Captain Wood have had discussions with Gary Robinson and Siemens on a couple items. They are trying to get those remedied. Phase 4 which was approved as part of the ARPA funding and the supplemental budget is slated to be done in October. Right now we are working with multiple projects such as HVAC phase 4, paving of the Jail entry road, parking lot, sidewalk and the back entry road to the Public Safety Building and the brick and mortar work for the exterior of the Jail. We are in the process of trying to coordinate them.

3. **Update on the Status of the Knox County Correctional Facility & Knox County Public Safety Building Paving Project.**

Jim Hagan, Captain Wood, Administrator Hart and the Sheriff met with Hagar and Andrew Hedrich of Gartley & Dorsky due to a lot of emails going back and forth regarding questions on the project. We had a really good in person meeting and came out of that meeting with an agreement and a signed contract that we would do all phases of project in September, with exception that we wouldn't do the surface coat o the Jail entry road. That surface coat would not be done until next spring. The reason for that is if we have heavy equipment we don't want marks to be made in the pavement or to dig up the pavement. The binder coat will be on the entry road going all the way in and if something gets scared up that would be an easy fix. We will only pay for the project that is completed up to that point out of this year's budget, and then we would put the remainder into the balance in the Reserve account. That way it would be paid once the project is completed and all is signed off on and completed to total satisfaction.

4. **Other**

**Administrator Hart** - We have advertised for Candice's old position, the Administrative Programs Coordinator and are still taking applications. The oral board will be will have about 2-4 candidates.

A recommendation by the Oral Board will meet and make a recommendation to Department Manager Richards, and then that will go to Administrator Hart for approval.

We have also advertised for the IT Director position and have received some applications and performed some ZOOM interviews. We are in the process of setting the Oral Board up for next week. The IT Director from Waldo County will be on the Board along with Chief Deputy Polky and Robert Coombs. Administrator Hart will bring the recommendation for a new IT Director to the August 9<sup>th</sup> meeting. Zach is covering right now and doing an excellent job.

The Benner lane complex we are having an appraisal on that property. A review appraisal will be completed and we need to schedule a Special meeting for that. The review appraisal has to be reviewed by FAA and George Pantelli. Once that has been done then they will give us the ok. We will then need to schedule a Special Budget Committee meeting and Commissioner meeting to do a minor amended budget. We approved to spend up to \$750,000 out of CARES Act money. At the time we were told to do that. We would need the Budget Committee and Commissioners to approve spending the money out of Airport operations, Airport Reserve or another source.

**Airport Manager Shaw** – The reason why we are doing this is because we can recoup the money from the land from the FAA. They said any money we pay from Federal dollars like a sale of any of the building would have to go back to the Federal government. If we use our reserve account, which we have about \$1.2 million, then all the money that we sell the buildings for we can then recoup that money and keep it. This is just a funding formula change but essentially we can recoup all the money from the land and from the hangars by using our reserve account.

**Administrator Hart** – Once we get the appraisal back we will be able to get a date for the Public Hearing and final vote. We also need to schedule a Special Meeting sooner rather than later to sign a lease for Stantec to be able to lease a space in the operations facility.

**Airport Manager Shaw** – Last night at the Planning Board meeting we did receive the permit for the Solar farm. The APAC awarded/recommended that Revision Energy be re-awarded the Solar contract.

**Administrator Hart** – Scheduled on August 1<sup>st</sup> a Special Meeting 8:00 a.m. via Zoom.

### VIII. Other Business

None

### VII. Adjourn

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

The regular meeting adjourned at 3:57 P.M.

Respectfully submitted,

Wendy Galvin  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on August 9, 2022.**