

KNOX COUNTY COMMISSION

Special Meeting

Monday – August 1, 2022 – 8:00 A.M.

The Special Meeting of the Knox County Commission was held on Monday, August 1, 2022, at 8:00 A.M., via ZOOM.

Commission members present were: Dorothy G. Meriwether, Commissioner District #1 and Sharyn L. Pohlman, Commissioner District #3.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Finance Director Kathy Robinson, Airport Manager Jeremy Shaw and Technical Support Specialist Zach Greene.

Absent: *Richard L. Parent, Jr., Commissioner District #2, Prosecutorial Assistant/Investigator Shane Riley, Register of Deeds Madelene Cole, Jail Administrator Bob Wood, Communications Director Robert Coombs, Chief Deputy Patrick Polky, Register of Probate Elaine Hallett and District Attorney Natasha Irving.*

Special Meeting – Agenda

Monday – August 1, 2022 – 8:00 A.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. 8:00 Meeting Called To Order**
- II. 8:01 Presentation:**
 1. Boutique Air EAS Proposal.
- III. 8:10 Action Item**
 1. Act to Review Public Comments on the Essential Air Service (EAS) Proposals 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.
 2. Act to Award the Bid for Solar Energy Electric Generating Facility Development Services Based on the Airport Public Advisory Committee’s (APAC) Recommendations.
- IV. 8:20 Executive Session**
 1. Convene in Executive Session to Discuss a Personnel Matter Pursuant to 1 M.R.S.A. §405(6)(A).
- V. 8:25 Action Item**
 1. Act to Confirm the Appointment of the Information Technology Director
- VI. 8:30 Adjourn**

I. Meeting Called to Order

Commissioner Meriwether called the special meeting of the Knox County Commission to order at 8:05 A.M.

II. Presentation:

1. Boutique Air EAS Proposal.
 - Brian Konrad, Executive – PowerPoint presentation
 - Started in 2009
 - Daily air service to twenty-five (25) U.S. cities
 - 250 employees
 - The focus is on safe, convenient and reliable air service.
 - Codeshare with United Airlines & American Airlines
 - At home check in and print boarding pass

- Manager flight portal (\$0 change fees)
- \$0 fees bags, changes, pets & unaccompanied minors
- 24 hour phone line & email support
- 96% reliability
- Wheelchair services
- Bilingual Spanish representatives

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

III. Action Item:

1. **Act to Review Public Comments on the Essential Air Service (EAS) Proposals 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.**

Administrator Hart has included in your packet all of the public comments by written letters or e-mails submitted for the EAS bids for your review prior to the meeting. Administrator Hart also enclosed the EAS Recommendation Letters to be signed by the Chair and Airport Manager. Airport Manager Shaw will be present at the meeting to provide any additional information as well as answer any questions that the Commission has.

- *A motion was made by Commissioner Pohlman to Act to Review Public Comments on the Essential Air Service (EAS) Proposals 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. The motion was seconded by Commissioner Meriwether. A vote was taken with both in favor.*
- Tom Luttrell – City of Rockland has not written their recommendation letter yet as they wanted to hear all three (3) presentations first. After the presentation of Boutique Air their recommendation is for Cape Air.
- Airport Manager Shaw – All eighteen (18) letters from the Public comment period that ended July 22nd were in favor of Cape Air. It is a good strategic commitment from the Knox County community to say they have treated us very well and we look forward in investing in our community together.
- *A motion was made by Commissioner Pohlman to amend her previous motion.*
- *A motion was made by Commissioner Pohlman to Authorize the Chair and Airport Manager to Finalize and Sign EAS Recommendation Letters in Favor of Cape Air to be Submitted to the US DOT for the Knox County Regional Airport. The motion was seconded by Commissioner Meriwether. A vote was taken with both in favor.*

2. **Act to Award the Bid for Solar Energy Electric Generating Facility Development Services Based on the Airport Public Advisory Committee (APAC) Recommendations.**

The solar project was bid out a 2nd time as the FAA indicated after the 1st bid, that the bid requirements had changed slightly with the CARES Act, requiring a 2nd bid process. With the 2nd bid process, only two (2) bids were received. The APAC scored those two (2) bids and recommended awarding the bid to Revision Energy. Airport Manager Shaw and Amie Gray of Stantec had met to deliberate who they would recommend to the Commission, in addition, they had a conversation with the FAA regarding the bid process. The FAA informed Airport Manager Shaw and Amie that because of the “Design, Bid, Build” nature of the project that was bid, that the federal procurement process requires three (3) bids to move a project forward. We agreed to place it back out to bid and will have three (3) bidders and maybe even a fourth (4th). Bids are due Tuesday July 26th and the APAC will be meeting on Tuesday

July 26th at 5:00 PM to grade/score the bids once again. They will then have a recommendation to provide to Airport Manager Shaw, who will have his and the APAC's recommendation for the Commission at their Special Meeting on Monday August 1st. Administrator Hart has enclosed the APAC scoring sheets for the four (4) solar companies that submitted bids. Included is each solar company bid for your review.

- *A motion was made by Commissioner Pohlman to Act to Award the Bid for Solar Energy Electric Generating Facility Development Services Based on the Airport Public Advisory Committee (APAC) Recommendations. The motion was seconded by Commissioner Meriwether. A vote was taken with both in favor.*

IV. 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 Pohlman to Convene in Executive Session to Discuss a Personnel Matter Pursuant to 1 M.R.S.A. §405(6)(A). The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

The executive session convened at 8:35 A.M.

The executive session concluded at 8:42 A.M.

V. Action Item:

1. Act to Confirm the Appointment of the Information Technology Director.

The Commission will vote to confirm and approve to appoint the next Knox County IT Director.

- *A motion was made by Commissioner Pohlman to Act to Confirm the Appointment of the Information Technology Director, Zachary Greene. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

VI. 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 meeting adjourned at 8:44 A.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

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