



Meeting to be held online via Zoom

147 Schoen Lane POB 53
Eastsound, WA 98245-0053
360.376.5285 360.376.6062(F)
orcasairport@rockisland.com
www.portoforcas.com

MEETING AGENDA

March 27, 2023, 5:00 P.M.

This Meeting will be on Zoom and in-person at the airport terminal conference room

Join Zoom Meeting

<https://us02web.zoom.us/j/82950040879?pwd=VkhBWVI5QUt6NTNGMWRKVzVuUDhsQT09>

Meeting ID: 829 5004 0879

Passcode: KORS

Dial: (253) 215-8782

One tap mobile

+12532158782,,82950040879#,,,,*522532# US (Tacoma)

CALL TO ORDER

AGENDA AMENDMENTS

PUBLIC ACCESS

MONTHLY BUSINESS

1. Approval of Previous Minutes – Regular Meeting February 27th
2. Approval of Vouchers Paid by Auditing Officer
 - a. 03/14/2023 Airport Operations \$3,735.30
 - b. 03/24/2023 Payroll \$15,133.42

MONTHLY REPORTS

1. Manager's Report – posted online
2. Financial Reports – posted online

OLD BUSINESS

1. Eastsound Sewer and Water Use of Port Property for Passage Resolution discussion
2. Property Issues: County Airport Overlay, Mia-County, Bea-FAA

NEW BUSINESS

1. Commissioner Seat #3 and Seat #5 Election Filing: May 15th – 19th
2. Reminder: Personal Financial Affairs Disclosure Report due April 17th, 2023

PUBLIC ACCESS

ADJOURNMENT. NEXT MEETING: Regular Meeting, Monday April 24th, 2023, at 5:00 p.m.

**PORT OF ORCASONO
REGULAR MEETING MINUTES
FEBRUARY 27, 2023**

Page 1 of 2

Commissioners Present: Robert Hamilton, Michael Triplett, Jason Laursen, Mia Kartiganer, Bea vonTobel

Staff Present: Kim Kimple

Public Present: Michael Durland, Chris Betcher, Tracy Betcher, Bruce Benton, Kyle Danielson, Scott Williams, Bob Long, Margaret Payn, Rick Christmas, Bob Waunch, Eric Gourley, Ed Andrews, Pierrette Guimond, Laura York et al not verified

CALL TO ORDER

Chair Hamilton called the zoom and in-person meeting to order at 5:00pm, noting a quorum.

AGENDA AMENDMENTS

No changes offered.

PUBLIC ACCESS

None at this time.

MONTHLY BUSINESS

1. Approval of Previous Minutes

Michael moved, Jason seconded approval of minutes of regular meeting of January 23, 2023 as presented, and the motion passed.

2. Approval of Vouchers Paid by Auditing Officer

Michael moved, Jason seconded approval of vouchers a.-f. as presented, and the motion passed.

- a. 01/24/2023 Payroll \$14,340.71
- b. 02/15/2023 Airport Operation \$7,437.60
- c. 02/15/2023 Airport Capital \$24,149.10
- d. 02/15/2023 Leasehold Tax \$1,475.99
- e. 02/22/2023 Excise Tax \$597.87
- f. 02/22/2023 Payroll \$14,637.92

Voucher c. was approved, with the airport manager to check on a possible double-billing of one item.

MONTHLY REPORTS

1. Manager's and Facilities Report

This report, already posted online, was expanded on by the airport manager, who asked Bruce Benton to fill in the status of the phase 1 application; that members of the Deer Harbor Yacht Club were present to expand on their request; that one of two wetland walks with Wetland Resources had been completed and method(s) of upkeep of plantings needed to be completed.

2. Financial Reports

These have been posted online.

OLD BUSINESS

1. Airlift Northwest Satellite Base Update and Requests

Discussion centered on the request for a tiedown location, which brought up windsweep concerns and competition. Michael asked that Airlift Northwest firm up their requests in writing in a more concise manner for presentation at the next regular meeting.

2. EV Charging Station Grant Application Update

Bruce Benton reported that the phase 1 submission was completed February 27; that if accepted phase 2 applications will be due April/May 2023; if approved, with July start date. Costs will run 250K, with the level 3

charger to be installed at the airport to service both land and air vehicles, and the need for a new transformer. Letters of support from SJC Council and legislators Lovett and Ramos have been requested. The mix of applicants has changed. Michael voiced concern about accepting site funding if the initial application is misrepresented.

2. Wetland Mitigation and Monitoring Update

A more discrete discussion will be scheduled for the April meeting, with information added after the second stroll of the wetlands by the airport manager with Wetlands Resources.

3. Eastsound Sewer and Water Use of Port Property

ESWU will be asked to attend the next regular meeting to answer questions and provide additional information on their request. Robert asked to table the in-process resolution revamping, which will be discussed at this meeting.

4. Property Issues: Airport Overlay

Bea reported on communications with the aviation division of WSDOT, who will be keeping an eye on possible changes in SJC Planning Dept revisions in the Eastsound Subarea Plan with regards to the airport overlay. Of concern is development of the Lavender Hollow Farm/McPeake property (Pea Patch) and changes in development density within the Subarea.

Mia added that she has been in contact with SJC Planning Department head David Williams regarding these concerns.

NEW BUSINESS

1. Marina Opportunities---Deer Harbor Yacht Club

Margaret Payne, representing other members of the DHYC, was present to inquire whether the port might be interested in gaining water access by helping with reconstruction of their now-derelict dock, and conversion to public use facility though collaboration with DHYC. Groundwork has already been completed, along with creation of an estimated budget of \$500k to undertake this project.

Ensuing discussion highlighted work already completed (including in-kind and gratis), and the appearance at this port meeting is the first in the club's outreach to help with the fundraising needed. A document outlining the design, estimated budget, draft schedule and fundraising plans was presented, and engineering plans were shared with commissioners.

The presentation was taken under advisement for future discussion.

PUBLIC ACCESS

Pierrette Guimond stated that she would be opposed to the use of taxpayer-generated funds for the proposed dock project. Re the Pea Patch property, she noted that there were already buildings on the property in question.

Bob Waunch strongly recommended that if hangars or other facilities were constructed on the westside property, the port should bid out that development, and be the leaseholder the constructed facilities.

Michael Durland inquired about development on the current saw shop property.

NEXT MEETING AND ADJOURNMENT

The next regular meeting is scheduled for 5:00pm Monday March 27, 2023, zoom and in-person.

The meeting was adjourned at 6:29pm.

Respectfully submitted,

Bea vonTobel, Secretary

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

Page 1 of 11

DATE: 14-Mar-23

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$3,735.30

I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing up these claims will be retained by the district according to state law and are available to the public on request.

DocuSigned by:  3/14/2023
Signed as Auditing Officer Date

Signed as Chairman / Commissioner Date

Board Authorization

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling \$ 3,735.30 for the period ending March 14, 2023 We approve payment with our signatures below.

Commissioner Date

Commissioner Date

Commissioner Date

Commissioner Date

aplAVnn
03/14/2023 12:29:51AM

Invoice Accounting Report by Vendor Name
San Juan County

Vendor Number: asc155

Name: ASCENT AVIATION GROUP, INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
M285541	1	Fuel filter	E 6723.00.546.10.31.0006	143.44	in

Vendor Number: eas310

Name: EASTSOUND SEWER/WATER DISTRICT

Invoice Number	Line No	Line Description	Account Number	Amount	Type
0005	1	Sewer 2/28/23	E 6723.00.546.10.47.0003	63.65	in
0060	1	Sewer 02/28/23	E 6723.00.546.10.47.0003	83.75	in
0229	1	Sewer 2/28/23	E 6723.00.546.10.47.0003	147.40	in
0707	1	Sewer 2/28/23	E 6723.00.546.10.47.0003	83.75	in

Vendor Total: 378.55

Vendor Number: isl730

Name: ISLAND HARDWARE & SUPPLY

Invoice Number	Line No	Line Description	Account Number	Amount	Type
40846	1	Building maintenance supplies	E 6723.00.546.20.31.0009	39.10	in

Vendor Number: isl144

Name: ISLAND PETROLEUM SERVICES

Invoice Number	Line No	Line Description	Account Number	Amount	Type
PortOrcas	1	Fuel - February	E 6723.00.546.10.32.0001	62.30	in

Vendor Number: mid002

Name: MIDNIGHT VENTURE

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20230228	1	Janitorial - February	E 6723.00.546.20.41.0001	910.00	in
	2	Tax - Janitorial	E 6723.00.546.20.41.0001	75.53	in
	3	Landscaping	E 6723.00.546.20.48.0006	248.00	in
	4	Tax - Landscaping	E 6723.00.546.20.48.0006	20.58	in

Vendor Total: 1,254.11

Vendor Number: orc830

Name: OPALCO

Invoice Accounting Report by Vendor Name
San Juan County

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2493001	1	power 2/28/23	E 6723.00.546.10.47.0002	695.40	in
2493003	1	power 2/28/23	E 6723.00.546.10.47.0002	115.73	in
2493007	1	power 2/28/23	E 6723.00.546.10.47.0002	53.38	in
2493008	1	power 2/28/23	E 6723.00.546.10.47.0002	54.84	in
2493009	1	power 2/28/23	E 6723.00.546.10.47.0002	55.96	in
2493010	1	power 2/28/23	E 6723.00.546.10.47.0002	53.82	in
2493011	1	power 2/28/23	E 6723.00.546.10.47.0002	287.03	in
Vendor Total:				1,316.16	

Vendor Number: pet513 Name: PETTY CASH - PORT OF ORCAS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20230314	1	Amazon - office	E 6723.00.546.10.31.0002	29.23	in

Vendor Number: roc201 Name: ROCK ISLAND COMMUNICATIONS INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
RI00002976	1	internet 2/25/23	E 6723.00.546.10.42.0030	129.95	in

Vendor Number: san275 Name: SAN JUAN SANITATION, INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2905665-SJ	1	trash 2/28/23	E 6723.00.546.10.47.0004	217.57	in

Vendor Number: sou125 Name: SOUND PUBLISHING, INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ISJ971208	1	Legal Ad	E 6723.00.546.10.41.0044	164.89	in

Grand Total: 3,735.30

DATE: 3/24/23


PAYROLL WORKSHEET

MARCH 2023

Port of Orcas

RATE	EMPLOYEE NAME	EMPLOYEE NUMBER	FUND #	BARS	L&I	REG HRS	AMOUNT DUE	multiple line total per employee
128.00	Jason Laursen	LAU672	6723.00.	546.10.10.2001	5306-07	1	\$413.00	
128.00	Michael Triplett	TRI150	6723.00.	546.10.10.2001	5306-07	1	\$413.00	
128.00	Bea vonTobel	VON100	6723.00.	546.10.10.2001	5306-07	1	\$413.00	
128.00	Robert Hamilton	HAM300	6723.00.	546.10.10.2001	5306-07	1	\$413.00	
128.00	Mia Kartiganer	KAR100	6723.00.	546.10.10.2001	5306-07	1	\$413.00	
8916.67	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	5306-07	152	\$8,916.67	
	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	N/A	0		PTO-Holiday
	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	N/A	8		PTO-Sick
	Kimberley Kimple	KIM250	6723.00.	546.10.20.0005	N/A	x	\$535.14	\$9,451.81 Medical
60.00	Jeannie Frank Sharpe	SHA125	6723.00.	546.10.10.2002	5306-07	4.25	\$255.00	
27.17	James Reid	REI200	6723.00.	546.10.10.2003	4201-02	112	\$3,043.04	
	James Reid	REI200	6723.00.	546.10.10.2003	N/A	0	\$0.00	PTO-Holiday
	James Reid	REI200	6723.00.	546.10.10.2003	N/A	0	\$0.00	PTO-Sick
318.57	James Reid	REI200	6723.00.	546.10.20.0005	N/A	x	\$318.57	\$3,361.61 Medical
TOTALS						281.25	\$15,133.42	

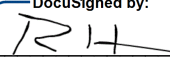
I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against the Port of Orcas, and that I am authorized to certify to said claim.



 Signed

Port Manager
 Title

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against San Juan County, and that I am authorized to authenticate and certify to said claim.

DocuSigned by:


 Signed

Chairman

3/22/2023

 Date



MARCH 2023 MANAGER'S REPORT

- 1. EV Charging Stations** – The Draft Phase 1 Application for EV Charging stations has been submitted.
 - 2. Bi-Plane Hangar** – Advertisement seeking bids for the removal project will post on Wednesday, March 29th. We will hold a pre-bid meeting on April 12th at 10:00 a.m. and bids are due by 2:00 p.m. on Tuesday, April 25th. The project is now estimated to begin in mid-late May.
 - 3. PAPI project** – PAPI materials have begun to arrive. We are looking at a May 8th start in the field, which will require closure of the runway from 8:00 a.m. – 4:00 p.m. Tuesday, May 9th; Wednesday, May 10th; and Thursday, May 11th. We have sent out notification to the FAA and our general and commercial aviation users and will send out reminders as the dates approach. Communication has also been extended to EMS, Airlift Northwest, and LifeFlight Network – which should not see an impact to transport via the EMS helipad. We expect to see increased traffic in the buffer hours as an offset to the closure.
 - 4. Wetland Maintenance** – The walkthrough with Wetland Resources was informative. We found quite a bit of deferred maintenance that needs to be caught up and kept up on to ensure the mitigation efforts are successful. We are proposing a series of work parties to accomplish much of the work, and the potential of coordinating with the Youth Conservation Corp this summer. The grant period for this project has ended, so expenditures on this project will come from district funds.
 - 5. Drainage Study** – WHPacific/NV5 has produced a Scope of Work and Fee Proposal for the additional flood plain and coastal wave analysis for the drainage study. The Fee came in under \$100k and we completed an in-house cost analysis. The Fee and SOW have been approved by the FAA.
 - 6. 2023 Land Lease** – Invoices are in process for 2023 Hangar Land Leases in accordance with the CPI-U for February.
-