



Meeting in-person and online

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www.portoforcas.com

MEETING AGENDA

August 28th, 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. Previous Minutes
 - a. 07/24/2023
2. Approval of Vouchers
 - a. Payroll 07/24/2023 \$15,835.57
 - b. 07/25/2023 c-aofe \$59,598.65
 - c. 08/23/2023 a-aofe \$7,618.76

MONTHLY REPORTS

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

OLD BUSINESS

1. Noise Abatement Committee update
2. 2024 Budget Committee update

NEW BUSINESS

1. Capital Improvement Program Plan (CIP) 2025-2029
2. Establish Alternate Meeting Dates for November and December

PUBLIC ACCESS

ADJOURNMENT.

NEXT MEETING: Regular Meeting, Monday September 25th, 2023, at 5:00 p.m.

**PORT OF ORCAS
REGULAR MEETING MINUTES
JULY 24, 2023**

Page 1 of 2

Commissioners Present: Michael Triplett, Jason Laursen, Robert Hamilton (zoom), Bea vonTobel

Staff Present: Kim Kimple

Guests Present: Mason Parks, Eric Gourley, Buck, Annalies Schuh, Rick Fant, Heather Stansbury, Lisa Byers, et al not verified.

CALL TO ORDER

Chair pro tem Laursen called the meeting to order at 5:00pm, noting a quorum present.

AGENDA AMENDMENTS

A PAPI update and a presentation from OPAL will occur during the first public access segment; new business will add item 3, public relations officer and item 4, car show during fly-in weekend.

PUBLIC ACCESS

Lisa Byers and Heather Stansbury were present to notify the port that OPAL will become the owner of the former McPeake property underneath the airport overlay district. OPAL is completing due diligence and notified the port that 20-30 homes are planned on the property, and leases to the Orcas Community Resource Center and Orcas Island Food Bank will enable relocation of those to the property. Transfer of title is slated for some time between the end of August and October 2023.

Bea questioned the density of development within the overlay and reiterated the social justice issue she saw in the location, and was assured that construction would occur as far from the centerline as possible and include adequate soundproofing. The presenters were urged to continue to be open with the community at large regarding this project as it moves forward.

Mason Parks of Ardurra Engineering (fka T-O Engineering) gave a brief update on the ongoing PAPI installation project, noting that an internal part had been omitted in the equipment, necessitating a return to the manufacturer. A month-long turnaround is expected prior to its return, after which a reinstallation, FAA check and flight tests need to be completed before sign-off and beginning of service.

MONTHLY BUSINESS

1. Approval of Previous Minutes

Michael moved, Jason seconded approval of the draft minutes of June 26, 2023, and July 17, 2023 as presented, and the motion passed unanimously.

2. Approval of Vouchers

After review and a detailed explanation of the vouchers offered for approval, Michael moved, Jason seconded approval of vouchers a.-e. as presented, and the motion passed unanimously. The airport manager was encouraged to deal with credits in a timely manner.

- a. 06/23/2023 Payroll \$15,086.12
- b. 06/27/2023 Port Operations \$3,458.10
- c. 06/27/2023 Port Capital \$106,885.69
- d. 07/11/2023 Port Operations \$12,804.63
- e. 07/11/2023 Port Capital \$4,200.00

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07/24/23

MONTHLY REPORTS

1. Manager's Report

The airport manager elaborated on her previously submitted online report, noting that wetland maintenance continues to be a problem, with YCC and port staff help; planning grant signing; upcoming elections; annual audit completion; annual fly-in.

OLD BUSINESS

1. Commissioner Planning Session Update

Michael distributed a page of questions submitted re use of the BIL AIG funds, and after discussion in which he cautioned prudent use going forward, the airport manager was urged to investigate the status of the MOS (modification of standard) re master plan/runway width with the FAA.

NEW BUSINESS

1. Establish 2024 Budget Committee

After discussion, Robert and Mia will constitute this committee.

2. Airport Noise Mitigation

A discussion containing past and present practices for dealing with aircraft noise and complaints of same, updating the noise abatement brochure, using available resources to contact both the public and pilots re noise. Jason and Michael offered to work with the airport manager to move these concerns forward.

3. PR Officer

Michael opined that someone needs to respond to community concerns and comments re the port, which might be accomplished through social media, press releases, occasional reports in print media, etc. The airport manager stated that she could condense meeting minutes and manager reports into regular scattershot releases and include invitations to meetings in person or online.

4. Classic Car Show

The airport manager inquired about hosting the car show during the weekend of the fly-in, receiving input from the commissioners.

PUBLIC ACCESS

Rick Fant offered comments concerning the planning meeting values he found of interest; the port being more than an airport; considering public input through the budget committee; the importance of dealing with airport noise at its source and the port's ability to enforce same; the value of a PR officer.

Eric Gourley noted that BLI is also dealing with noise complaints from certain areas near the airport there and suggested that having an in-person chat with offenders might be valuable.

NEXT MEETING AND ADJOURNMENT

The next regular meeting is scheduled for 5:00pm August 28, 2023, in the airport conference room in-person and online.

The meeting was adjourned at 6:42pm.

Respectfully submitted,

Bea vonTobel, Secretary

DATE: 7/24/23

PAYROLL WORKSHEET

JULY 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	2	\$541.00	
128.00	Michael Triplett	TRI150	6723.00.	546.10.10.2001	5306-07	2	\$541.00	
128.00	Bea vonTobel	VON100	6723.00.	546.10.10.2001	5306-07	2	\$541.00	
128.00	Robert Hamilton	HAM300	6723.00.	546.10.10.2001	5306-07	2	\$541.00	
128.00	Mia Kartiganer	KAR100	6723.00.	546.10.10.2001	5306-07	2	\$541.00	
8916.67	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	5306-07	156	\$8,916.67	
	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	N/A	8		PTO-Holiday
	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	N/A	12		PTO-Vacation
	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	2.75	\$165.00	
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	5.6	\$152.15	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	\$3,513.76 Medical
TOTALS						306.35	\$15,835.57	

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 Kimberley M. Kimple
A631AA92B315424...

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.

Signed RH
923F8FD357254A3...

Chairman

7/25/2023

Date

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

Page 1 of 6

DATE: 24-Jul-23

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$59,598.65

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:
RH 7/25/2023
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 \$ 59,598.65 for the period ending July 24, 2023 We approve payment with our signatures below.

Commissioner Date

Commissioner Date

Commissioner Date

Commissioner Date

aplAVnn
07/24/2023 9:38:20PM

Invoice Accounting Report by Vendor Name
San Juan County

Page: 1

Vendor Number: am144 **Name:** ARMSTRONG ELECTRICAL

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
2303	1	Electrical repair	E 6723.00.546.20.41.0000	5,855.91	in
	2	Tax - Electrical repair	E 6723.00.546.20.41.0000	486.04	in
Vendor Total:				6,341.95	

Vendor Number: asc155 **Name:** ASCENT AVIATION GROUP. INC.

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
945524	1	Aviation Fuel - 7/19/2023	E 6723.00.546.10.32.0002	50,527.34	in

Vendor Number: cen657 **Name:** CENTURYLINK

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
300515092	1	Phone 7/6/23	E 6723.00.546.10.42.0020	247.05	in

Vendor Number: eastso **Name:** EASTSOUND SEWER AND WATER DIST

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
0005	1	Sewer - 6/30/23	E 6723.00.546.10.47.0003	70.02	in
0229	1	Sewer 6/30/23	E 6723.00.546.10.47.0003	147.40	in
0707	1	Sewer 6/30/23	E 6723.00.546.10.47.0003	83.75	in
Vendor Total:				301.17	

Vendor Number: eas350 **Name:** EASTSOUND WATER USERS ASSN

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
10831.01	1	Water 6/30/23	E 6723.00.546.10.47.0001	238.09	in
10832.01	1	Water 6/30/23	E 6723.00.546.10.47.0001	109.46	in
10833.01	1	Water 6/30/23	E 6723.00.546.10.47.0001	75.96	in
Vendor Total:				423.51	

Vendor Number: mid002 **Name:** MIDNIGHT VENTURE

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Invoice Accounting Report by Vendor Name
San Juan County

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Invoice Number	Line No	Line Description	Account Number	Amount	Type
202307	1	Janitorial	E 6723.00.546.20.41.0001	965.51	in
	2	Tax - Janitor	E 6723.00.546.20.41.0001	80.14	in
	3	Landscaping	E 6723.00.546.20.48.0006	263.13	in
	4	Tax - Landscaping	E 6723.00.546.20.48.0006	21.84	in
Vendor Total :				1,330.62	

Vendor Number: pet513

Name: PETTY CASH - PORT OF ORCAS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20230724	1	Swire Coke	E 6723.00.546.30.34.0001	123.20	in
	2	King Arch. Metals - Gate repair	E 6723.00.546.20.31.0011	76.77	in
	3	Wa State - Business License	E 6723.00.546.30.49.0090	227.04	in
Vendor Total :				427.01	
Grand Total:				59,598.65	

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CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

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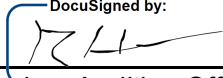
DATE: 23-Aug-23

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$7,618.96

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:



8/23/2023

Signed as Accounting 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 \$ 7,618.96 for the period ending August 23, 2023 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

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08/23/2023 6:38:15AM

Invoice Accounting Report by Vendor Name
San Juan County

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Vendor Number: qtp001 Name: QT PETROLEUM ON DEMAND LLC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
137-SP2023	1	Fuel network annual	E 6723.00.546.10.32.0000	1,425.00	in

Vendor Number: roc201 Name: ROCK ISLAND COMMUNICATIONS INC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
2976	1	Internet 7/25/23 - 8/24/23	E 6723.00.546.10.42.0030	129.95	in

Vendor Number: san002 Name: SAN JUAN MARINE FREIGHT &

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
1095	1	Fuel barae 7/20/2023	E 6723.00.546.30.43.0001	1,333.00	in

Vendor Number: san275 Name: SAN JUAN SANITATION. INC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
2905665-SJ	1	Refuse 7/31/23	E 6723.00.546.10.47.0004	217.57	in

Vendor Number: off003 Name: THE OFFICE CUPBOARD

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
5285	1	Janitorial supplies	E 6723.00.546.20.41.0001	41.07	in

Grand Total: 7,618.96

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Invoice Accounting Report by Vendor Name
San Juan County

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Vendor Number: cen657 Name: CENTURYLINK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
300515092	1	8/6/23 Phone	E 6723.00.546.10.42.0020	247.22	in

Vendor Number: eas310 Name: EASTSOUND SEWER/WATER DISTRICT

Invoice Number	Line No	Line Description	Account Number	Amount	Type
0005	1	Sewer 7/31/23	E 6723.00.546.10.47.0003	57.28	in
0229	1	Sewer 7/31/23	E 6723.00.546.10.47.0003	147.40	in
0707	1	Sewer 7/31/23	E 6723.00.546.10.47.0003	83.75	in
Vendor Total:				288.43	

Vendor Number: eas350 Name: EASTSOUND WATER USERS ASSN

Invoice Number	Line No	Line Description	Account Number	Amount	Type
10831.01	1	Water 7/31/23	E 6723.00.546.10.47.0001	146.75	in
10832.01	1	Water 7/31/23	E 6723.00.546.10.47.0001	124.46	in
10833.01	1	Water 7/31/23	E 6723.00.546.10.47.0001	82.82	in
11222.01	1	Water 7/31/23	E 6723.00.546.10.47.0001	104.55	in
Vendor Total:				458.58	

Vendor Number: isl730 Name: ISLAND HARDWARE & SUPPLY

Invoice Number	Line No	Line Description	Account Number	Amount	Type
40846	1	Paint - Fuel island maint	E 6723.00.546.10.32.0000	8.65	in
	2	Janitorial supplies	E 6723.00.546.10.31.0004	29.21	in
	3	Building maintenance	E 6723.00.546.20.31.0009	4.72	in
Vendor Total:				42.58	

Vendor Number: isl144 Name: ISLAND PETROLEUM SERVICES

Invoice Number	Line No	Line Description	Account Number	Amount	Type
Port of Orcas	1	Fuel	E 6723.00.546.10.32.0001	114.31	in

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Invoice Accounting Report by Vendor Name
San Juan County

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Vendor Number: mid002 **Name:** MIDNIGHT VENTURE

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
202308	1	Janitorial	E 6723.00.546.20.41.0001	965.51	in
	2	Tax - Janitorial	E 6723.00.546.20.41.0001	80.14	in
	3	Landscaping	E 6723.00.546.20.48.0006	263.13	in
	4	Tax - Landscaping	E 6723.00.546.20.48.0006	21.84	in
Vendor Total:				1,330.62	

Vendor Number: nap100 **Name:** NAPA AUTO PARTS

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
16781605	1	Vehicle maintenance supplies	E 6723.00.546.20.31.0007	328.87	in

Vendor Number: orc830 **Name:** OPALCO

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
2493001	1	Power 7/31/23	E 6723.00.546.10.47.0002	467.91	in
2493003	1	Power 7/31/23	E 6723.00.546.10.47.0002	125.37	in
2493007	1	Power 7/31/23	E 6723.00.546.10.47.0002	56.19	in
2493008	1	Power 7/31/23	E 6723.00.546.10.47.0002	57.93	in
2493009	1	Power 7/31/23	E 6723.00.546.10.47.0002	59.14	in
2493010	1	Power 7/31/23	E 6723.00.546.10.47.0002	56.72	in
2493011	1	Power 7/31/23	E 6723.00.546.10.47.0002	312.65	in
Vendor Total:				1,135.91	

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

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20230823	1	Swire Coca-cola	E 6723.00.546.30.34.0001	234.10	in
	2	Aircraft Spruce - radio	E 6723.00.546.20.35.0001	221.61	in
	3	Amazon - janitorial supplies	E 6723.00.546.10.31.0004	57.24	in
	4	Wildlife cvcles - maintenance	E 6723.00.546.20.31.0007	9.70	in
	5	Aircraft Spruce - antenna	E 6723.00.546.20.35.0001	3.20	in
Vendor Total:				525.85	

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AUGUST 2023

MANAGER'S REPORT

- 1. EV Charging Stations** – The Phase 2 Application for EV Charging has been submitted. Department of Commerce has not yet made a selection.
- 2. Bi-Plane Hangar** – Boss is working to establish a timeline for project start.
- 3. PAPI project** – Awaiting manufacturer ship date. The PCL will need re-configuring.
- 4. Wetland Maintenance** – San Juan County Youth Conservation Corp completed a significant amount of work over the past few weeks. There are volunteer willows to remove on the south site.
- 5. Westside Development** – The Floodplain Analysis report is expected to be complete next week, once reviewed by the FAA we will know what next steps are for Westside Development.
- 6. Annual Audit** – The 2022 Annual Audit triggered a Federal Audit due to meeting the threshold for FAA funds received.
- 7. 2023 Fly-in** – The 2023 Fly-in was a success, thanks to the local EAA for hosting this event.
- 8. Fuel Dispenser** – The Fuel dispenser needs repair due to the meter not engaging/reading accurately. MTM, who services the unit, states they have encouraged a replacement for years due to the age and condition. An unofficial quote puts a new dispenser in the ballpark of ~\$40-60k. The top-end would include replacing the suction drafting with a pressurized unit.



AUGUST 2023

MANAGER'S REPORT

9. **DBE** – Disadvantaged Business Enterprise Program is being updated; we will hold an informational presentation in September.
10. **CIP** – The Capital Improvement Plan 2025 – 2029 has been submitted to the FAA for review and comments. We currently have a placeholder in for BIL-eligible project, to be determined at a future date.
11. **MOS** – With the withdrawal of consideration of a future B2 narrow designation, the FAA is not looking at advancing with a Modification to Standard (MOS), and are satisfied with the Port's progress toward future goals (including removal of interfering objects, etc.)
12. **Port Staffing** – I am seeking approval for developing a part-time Operations Assistant position for 2024.

