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MEETING AGENDA

November 20th, 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>

Dial-in: (253) 215-8782; Meeting ID: 829 5004 0879; Passcode: KORS

One tap mobile: +12532158782,,82950040879#,,,,*522532# US (Tacoma)

CALL TO ORDER

AGENDA AMENDMENTS

PUBLIC ACCESS

MONTHLY BUSINESS

1. Previous Minutes
 - a. 10/23/2023 Regular Meeting
 - b. 10/30/2023 Budget Hearing, Special Meeting
2. Approval of Vouchers
 - a. 11/08/2023 a-cfe \$170,876.08

MONTHLY REPORTS

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

OLD BUSINESS

1. Noise Abatement Update – tabled until December
2. Capital Improvement Program Plan (CIP) 2025-2029 – Fuel Options
3. Third Employee

NEW BUSINESS

1. Automated Airport Aircraft Tracking Systems with guest Rick Fant
2. 2024 Lease – San Juan Airlines

PUBLIC ACCESS

ADJOURNMENT.

UPCOMING MEETINGS: *Early Regular Meeting, Monday, December 18th, 2023, at 5:00 p.m.*
Regular Meeting, Monday, January 22nd, 2024, at 5:00 p.m.

**PORT OF ORCAS
REGULAR MEETING MINUTES
OCTOBER 23, 2023**

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

Staff Present: Kim Kimple

Guests Present: Eric Gourley

CALL TO ORDER/PRESENCE OF QUORUM

Chair Hamilton called the meeting to order at 2:35pm, noting all commissioners present in person

AGENDA AMENDMENTS

Add #5 in Old Business: further discussion of helipad location

Add #4 in New Business: letter to governor/Dept Transportation re ferry service; #5: 37-year plan comment.

PUBLIC ACCESS

Eric Gourley commented on the better arrangement of the conference room; the response to an aircraft accident; asked that the public be notified of fuel availability and noise abatement reports on a monthly basis.

E-mail from Sadie Bailey concerning possibility of helipad movement to south end of field.

MONTHLY BUSINESS

1. Previous Minutes Action

After a correction was offered, Michael moved, Mia seconded approval of the minutes of September 25, 2023 be approved as corrected, and the motion passed.

2. Financial Reports

After discussion, Michael moved, Mia seconded to approve items b.-f. as noted below, and the motion passed.

- b. 10/4/2023 a-aofe \$64,505.42
- c. 10/17/2023 b-aofe \$22,047.22
- d. 10/17/2023 c-cfe \$50,220.92
- e. 10/18/2023 d-aofe LHT \$19,533.79
- f. 10/18/2023 e-aofe Excise \$2,302.93

Michael moved, Mia seconded tabling of item a., Payroll 9/25/2023 until a challenge on the amount requested has been answered, and the motion passed. This item will be placed on the agenda for the meeting of October 30, 2023.

MONTHLY REPORTS

1. Manager's Report

The manager expanded on the report, already posted online, to note that the port still awaits FAA approval for a workaround on equipment height used in the biplane removal project; PAPI installation hoped for next week; solutions for westside wetland maintenance; audit progress; noise abatement brochure update; creation of a resolution concerning aircraft recovery costs incurred by the port et al; removal of all ESWD use of port property with ending of phase 1 of their project.

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2. Financial Reports

These have been posted online and were available to commissioners prior to the meeting.

OLD BUSINESS

1. Noise Abatement Update

It was noted that noise complaints have been less frequent of late. After approval, the new brochures should be made widely available to both the public and pilots.

Chair Hamilton suggested a recess at 3:50pm to refuel the commissioners and public before delving into the budget with renewed energy. The commissioners reconvened at 4:15pm.

2. 2024 Draft Budget Workshop

With up-to-date figures in hand for all three funds (6721, 6723, 6727), the commissioners began a line-by-line discussion of all three budget areas. The majority of discussion occurred with 6723, the airport operations account, in which comparisons of expenditures from 2022 and 2023 were made, and numbers entered for projections for the 2024 budget were entered.

An additional recess was taken from 6:15-6:20pm, when the commissioners reconvened to finalize work done for the budget hearing and posting of same for the meeting on October 30, 2023 at 5:00pm. The notice of the budget hearing meeting will be posted on Saturday, October 28, 2023.

The airport manager will have documents ready for the hearing and post the meeting notice.

3. Capital Improvement Program Plan (CIP) 2025-2029-Fuel Options

An updated estimate for the fuel system replacement will be placed into the 2024 budget, and any additional projects planned should be noted after completion of the biplane hangar removal and the PAPI installation completion.

4. Third Employee

A proposal from the airport manager had been distributed before the meeting, and discussion of the proposal occurred during the preceding budget discussion. At the time of discussion, costs, pros and cons, benefits and drawbacks had all been weighed via discussion. An estimated amount had been placed into the budget for inclusion at the budget hearing meeting. Michael voiced the opinion that adding a 3rd person for 2024 was premature.

5. Helipad Relocation

An e-mail from Sadie Bailey concerning the master plan notation of helipad relocation to the south end of the field was not acceptable due to increased noise. The commissioners present agreed that relocation was not feasible at the present time.

NEW BUSINESS

1. Disadvantaged Business Enterprise Program Policy

Michael moved, Mia seconded approval of the required DBE Policy, and the motion passed. Chair Hamilton signed the document.

2. Automated Airport Aircraft Tracking Systems Presentation

Rick Fant, presenter, was absent, so this presentation was not undertaken.

3. 2024 Lease---San Juan Airlines

As a result of the inaction on the part of SJA to contact the port in reference to its presence at the airport, a certified letter to the lessee will stipulate that their lease expires 12/31/2023, and any extension of the lease will require them to contact the port to meet with the commissioners to discuss any and all extension particulars.

4. Letter to Governor, WSDOT Transportation Secretary

A letter drafted to the governor and transportation secretary regarding the state of the ferry service to all ferry-served islands received consensus from the port commissioners to be co-signers.

5. 37-Year Plan

Mia noted that the port, the FAA and the county need to be aware of the projection that the north end of the present runway is projected to be under water due to sea-level rise within the upcoming 37 years.

NEXT MEETING AND ADJOURNMENT

The next meeting is scheduled for 5:00pm, Monday, October 30, 2023, in the port conference room and via zoom. This is the required budget hearing and vote for the 2024 budget by the commission.

The meeting was adjourned at 7:25pm.

Respectfully submitted,

Bea vonTobel, Secretary

**PORT OF ORCAS
REGULAR MEETING MINUTES
OCTOBER 30, 2023**

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

Staff Present: Kim Kimple

Guests Present: None

CALL TO ORDER

Chair Hamilton called the meeting to order at 5:00pm, with all commissioners present in person.

PUBLIC ACCESS

No public present.

OLD BUSINESS

1. Approval of Payroll---tabled from 10/23/23

With information received from the airport manager, Robert moved, Jason seconded approval of the payroll of September 2023 in the amount of \$15,984.29, and the motion was approved.

2024 BUDGET HEARING

Robert opened the hearing for the 2024 Port of Orcas budget, polling anyone in the Zoom audience for comments or questions. Hearing no comments, both in person (none present) and online, he entertained comments from commissioners.

Based on an invoice from the SJC Auditor, should the port anticipate any expenses for elections for 2024. Hearing that no elections for the port were upcoming, this question will be considered for the 2025 budget.

Discussion centered around estimated costs for repairing/replacing the fuel system and its place in the 2024 budget. This item will appear on the agenda for discussion at the December meeting.

Hearing no other comments, Robert declared the hearing closed.

2024 BUDGET RESOLUTIONS

By consensus, the commissioners adopted Resolution 2023 10 30A, Adopting the 2024 Budget, and Resolution 2023 10 30B, Property Tax Levy.

PUBLIC ACCESS

No public present.

NEXT MEETING AND ADJOURNMENT

The next regular meeting (scheduled a week early) is at 5:00pm, November 20, 2023, in person and via zoom.

The meeting was adjourned at 5:44pm.

Respectfully submitted,

Bea vonTobel, Secretary

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6727

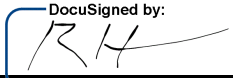
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DATE: 8-Nov-23

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$170,876.08

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:


11/8/2023

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 \$ 170,876.08 for the period ending November 8, 2023 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

aplAVnn
11/08/2023 12:11:24PM

Invoice Accounting Report by Vendor Name
San Juan County

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Vendor Number: ard657 **Name:** ARDURRA GROUP, INC.

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
220463-4	1	Project oversight - PAPI 34 - not grant	E 6727.00.594.46.61.0001	2,081.25	in
220463-5	1	Proiect oversiaht - PAPI 34 - not arant	E 6727.00.594.46.61.0001	191.25	in
Vendor Total:				2,272.50	

Vendor Number: col144 **Name:** COLVICO, INC.

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20230728	1	Grant #3-53-0023-018-2021	E 6727.00.594.46.61.0001	160.991.20	in

Vendor Number: wet925 **Name:** WETLAND RESOURCES INC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
22154-1023	1	Wetland monitorina 10/2023	E 6727.00.594.46.61.0001	2.850.00	in

Vendor Number: who100 **Name:** WHPACIFIC, INC.

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
356618	1	Grant 3-53-0023-021-2022	E 6727.00.594.46.61.0001	3.451.38	in
357309	1	Grant#3-53-0023-018-2021	E 6727.00.594.46.61.0001	1.311.00	in
Vendor Total:				4,762.38	

Grand Total: 170,876.08

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