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www.portoforcas.com

MEETING AGENDA

December 18th, 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. 11/20/2023 Early Regular Meeting
2. Approval of Vouchers
 - a. 11/20/2023 payroll \$16,015.55
 - b. 11/21/2023 b-aofe \$41,264.82
 - c. 12/05/2023 a-aofe \$844.56
 - d. 12/05/2023 b-aofe \$2,113.77

MONTHLY REPORTS

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

OLD BUSINESS

1. Noise Abatement Update
2. Capital Improvement Program Plan (CIP) 2025-2029 – Fuel Options
3. 2024 Lease – San Juan Airlines

NEW BUSINESS

1. Community Water Tax
2. Discuss Establishing Westside Development Stakeholder Committee
3. Bylaw Amendment Discussion – Port Commissioner Duties
4. Manager's Annual Review – Executive Session – RCW 42.30.110 (1)(g)
5. Recognition of Service – Commissioner vonTobel

PUBLIC ACCESS

ADJOURNMENT

UPCOMING MEETINGS: Regular Meeting, Monday, January 22nd, 2024, at 5:00 p.m.

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

Page 1 of 3

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; ESWD vacation of use of port property with ending of phase 1 of their project.

Page 2 of 3

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
NOVEMBER 20, 2023**

Page 1 of 3

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

Staff Present: Kim Kimple

Guests Present: Eric Gourley, Rick Fant (zoom), Jason Douglas (SJA)

CALL TO ORDER/ PRESENCE OF QUORUM

Chair Hamilton called the meeting to order at 5:00pm, noting all commissioners in attendance.

AGENDA AMENDMENTS

OLD BUSINESS

1. Addition of Information to Tabled Item
2. Question re Renting a Truck BIL-eligible

NEW BUSINESS

3. Review of Personnel Performance—additional considerations
4. Change of Purveyor for Earthquake Monitoring System
5. Coalition of SJC Ports

PUBLIC ACCESS

No comments at this time.

MONTHLY BUSINESS

1. Previous Minutes

a. 10/23/2023

No action was taken, pending proposed changes.

b. 10/30/2023

Robert moved, Mia seconded approval of the regular meeting minutes of 10/30/2023 as presented, and the motion passed.

2. Approval of Vouchers

a. 10/24/2023 Payroll \$15,654.27

b. 11/08/2023 a-cfe \$170,876.08

Robert moved, Bea seconded approval of voucher items a. and b. as presented, and the motion passed with Michael abstaining.

MONTHLY REPORTS

1. Manager's Report

Previously posted online, the airport manager added comments on several of the items in this report. Some items may be discussed later in the agenda.

2. Financial Reports

These reports were also posted online and will be supplemented by reports produced in-house supplementing those no longer produced by the auditor's office.

OLD BUSINESS

1. Noise Abatement Update

Discussion noted that additional comments regarding the proposed illustrated flyer need to be reviewed by several parties and will be discussed further at the December meeting.

11/20/23

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

As noted during the airport manager's report additional comments, the port is still awaiting estimates on a used system and for repairs to the current system.

3. Third Employee

Discussion centered on this approved 2024 budget line item, duties and hours as noted at a previous meeting discussion, time to accomplish the hiring process, etc.

Robert moved, Mia seconded authorizing the airport manager to post the position and select candidates for interview, and the motion passed with Michael opposed. Michael will help with the interview process, hoped to be filled by the end of January 2024.

NEW BUSINESS

1. Automated Aircraft Tracking Systems---Guest Rick Fant

Rick, who was unavailable at a previous meeting, was present to summarize information he had gathered and recommendations for systems for consideration by the port. He shared information about ports currently using such systems to help in the resolution of aircraft noise complaints, but the systems also provide additional information which might prove useful to reporting on aircraft operations. Commissioners may contact the airports using such systems to gain further information. Since there are costs involved, additional equipment needed and in-house staff time needed with any system, the consensus was to table any action and return to discussion at the February meeting.

2. 2024 Lease---San Juan Airlines

Jason Douglas, SJA owner, was present to converse with the port about their office lease which expires 12/31/2023, and the lack of response to the port on unreturned contacts with SJA regarding both the lease and noise complaints by SJA aircraft using the airport. Rick Fant suggested that SJA publicize its efforts to reduce noise complaints, and the airport manager and Commissioner Kartiganer will compose a press release regarding efforts in this area. Michael asked that the SJA lease stay month-to-month based on a trust-but-verify SJA's ongoing efforts.

3. Schedule for Manager's Annual Review

Robert noted that a decision needed to be made about a COLA adjustment for James Reid, facilities manager, as an annual hourly adjustment had been made last year. He also will provide some framework for questions to be asked of the airport manager, and questions she might ask of the commissioners. Robert asked to schedule an executive session at the December meeting to cover commissioner review of the airport manager.

4. Update of Agreement/Lease for Earthquake Reporting System

As the leaseholder has recently been bought out by another company, the proposed lease set to expire in 2030 needs to be transferred to the new organization. Robert moved, Jason seconded adding further discussion to the December meeting, and the motion passed.

5. Multi-Port Coalition Action

Mia suggested that the SJC port districts get together to spearhead action related to concepts where being proactive with communities to serve the communities relating to such concerns as ferry service, plugging some tax revenue back into communities and having communities recognize the powers that port districts have in various areas. She volunteered to survey Lopez and Friday Harbor port districts for their response to such actions.

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PUBLIC ACCESS

Rick Fant offered kudos to SJA's Jason Douglas for offering to attend the meeting and frankly discuss the airlines' position and efforts to both deal with aircraft noise situation and efforts to modernize their fleet and stay within FAA best practices.

He also applauded Mia's efforts to get the public more involved in port activities and efforts to help their constituents get more bang for their tax dollars.

NEXT MEETING AND ADJOURNMENT

The next regular meeting is scheduled for Monday, December 18th, 2023, at 5:00pm to avoid the following Monday, which is Christmas.

The meeting was adjourned at 6:33pm.

Respectfully submitted,

Bea vonTobel, Secretary

DRAFT

DATE: **11/21/23**

PAYROLL WORKSHEET
NOVEMBER 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	1	\$413.00	
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	152	\$8,916.67	
	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	N/A	16		PTO-Holiday
	Kimberley Kimple	KIM250	6723.00.	546.10.10.2002	N/A	8		PTO-Vacation
\$535.14	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	1	\$60.00	
27.17	James Reid	REI200	6723.00.	546.10.10.2003	4201-02	121.6	\$3,303.87	
	James Reid	REI200	6723.00.	546.10.10.2003	N/A	11.2	\$304.30	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	\$3,926.74 Medical
TOTALS						318.80	\$16,015.55	

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 by: Kimberley M. Kimple
 Signed: 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 by: RH
 Signed: 923F8FD357254A3...

Chairman

11/21/2023

Date

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

Page 1 of 15

DATE: 21-Nov-23

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$41,264.82

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:

Signed as Auditing Officer 11/21/2023
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 \$ 41,264.82 for the period ending November 21, 2023 We approve payment with our signatures below.

Commissioner Date

Commissioner Date

Commissioner Date

Commissioner Date

aplnAVnn
11/21/2023 10:09:44AM**Invoice Accounting Report by Vendor Name**
San Juan County

Page: 1

Vendor Number: air143 **Name:** AIRSIDE SOLUTIONS, INC.

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
37981	1	Windsock	E 6723.00.546.20.31.0008	264.42	in

Vendor Number: cen657 **Name:** CENTURY LINK

<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 11/06/2023	E 6723.00.546.10.42.0020	254.53	in

Vendor Number: cor140 **Name:** CORPORATE AIR CENTER, LLC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
23-144289	1	Air temp & RH sensor	E 6723.00.546.20.35.0001	2,174.58	in

Vendor Number: eas310 **Name:** EASTSOUND SEWER/WATER DISTRICT

<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 11/01	E 6723.00.546.10.47.0003	63.65	in
0229	1	Sewer 11/01	E 6723.00.546.10.47.0003	147.40	in
0707	1	Sewer 11/01	E 6723.00.546.10.47.0003	83.75	in

Vendor Total: 294.80**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 10/31	E 6723.00.546.10.47.0001	214.78	in
10832.01	1	water 10/31	E 6723.00.546.10.47.0001	92.35	in
10833.01	1	Water 10/31	E 6723.00.546.10.47.0001	50.39	in

Vendor Total: 357.52**Vendor Number:** is1730 **Name:** ISLAND HARDWARE & SUPPLY

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
40846	1	Furniture - shelving for storage	E 6723.00.546.10.31.0000	292.82	in

Page: 1

aplAVnn
11/21/2023 10:09:44AM

Invoice Accounting Report by Vendor Name
San Juan County

2 Fence maintenance supplies	E	6723.00.546.20.31.0011	26.07	in
3 Fence maintenance supplies	E	6723.00.546.20.31.0011	59.31	in
Vendor Total:				378.20

Vendor Number: isl144 **Name:** ISLAND PETROLEUM SERVICES

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
Port of Orcas	1	Fuel 10/31/23	E 6723.00.546.10.32.0001	52.49	in

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>
202310	1	Janitorial - Oct	E 6723.00.546.20.41.0001	965.51	in
	2	Tax - Janitorial - Oct	E 6723.00.546.20.41.0001	80.14	in
	3	Landscaping - Oct	E 6723.00.546.20.48.0006	263.13	in
	4	Tax - Landscaping - Oct	E 6723.00.546.20.48.0006	21.84	in
	5	Janitorial - Nov	E 6723.00.546.20.41.0001	965.51	in
	6	Tax - Janitorial - Nov	E 6723.00.546.20.41.0001	80.14	in
	7	Landscaping - Nov	E 6723.00.546.20.48.0006	263.13	in
	8	Tax - Landscaping - Nov	E 6723.00.546.20.48.0006	21.84	in
Vendor Total:				2,661.24	

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 10/31/2023	E 6723.00.546.10.31.0004	476.08	in
2493003	1	Power 10/31	E 6723.00.546.10.31.0004	117.57	in
2493007	1	Power 10/31	E 6723.00.546.10.31.0004	53.63	in
2493008	1	Power 10/31	E 6723.00.546.10.31.0004	55.12	in
2493009	1	Power 10/31	E 6723.00.546.10.31.0004	56.12	in
2493010	1	Power 10/31	E 6723.00.546.10.31.0004	54.00	in
2493011	1	Power 10/31	E 6723.00.546.10.31.0004	271.85	in
Vendor Total:				1,084.37	

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>
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11/21/2023 10:09:44AM

Invoice Accounting Report by Vendor Name
San Juan County

202311	1 Orcas Island Hardware - maint supplies	E	6723.00.546.20.31.0009	8.09 in
	2 Icycle Inn - Conference Travel	E	6723.00.546.30.43.0001	376.88 in
	3 Campbells - Conference Travel	E	6723.00.546.30.43.0001	200.34 in
	4 WSF - Conference Travel	E	6723.00.546.30.43.0001	48.50 in
	5 Amazon - Office supplies	E	6723.00.546.10.31.0002	30.54 in
	6 Island Market - Meeting supplies	E	6723.00.546.10.31.0005	22.67 in
	7 SWIRE Coca Cola - Soda for resale	E	6723.00.546.30.34.0001	169.40 in
	8 Amazon - Office supplies	E	6723.00.546.10.31.0002	12.44 in
Vendor Total:				868.86

Vendor Number: roc201 Name: ROCK ISLAND COMMUNICATIONS INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2976	1	Internet 10/25/23	E 6723.00.546.10.42.0030	129.95	in

Vendor Number: san125 Name: SAN JUAN CO TREASURER

Invoice Number	Line No	Line Description	Account Number	Amount	Type
PRIM23-02	1	2023 Primary Election	E 6723.00.546.30.41.0149	26,165.23	in

Vendor Number: san275 Name: SAN JUAN SANITATION, INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2905665-SJ	1	Trash 10/31/23	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
ISJ985383	1	Budget Hearing announcement	E 6723.00.546.10.41.0044	65.33	in

Vendor Number: sta065 Name: STARR EXCAVATION & ORCAS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
I23778	1	Sanican service 11/7	E 6723.00.546.10.47.0005	140.00	in

Vendor Number: sta890 Name: STATE AUDITOR'S OFFICE

aplAVnn
11/21/2023 10:09:44AM

Invoice Accounting Report by Vendor Name
San Juan County

Page: 4

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
L157182	1	2022 Federal Audit - partial pay ment	E 6723.00.546.10.41.0002	3,586.80	in
L157659	1	2022 Federal Audit - parital pay ment	E 6723.00.546.10.41.0002	2,497.95	in
Vendor Total:				6,084.75	

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 6723.00.546.10.31.0004	70.98	in
Grand Total:				41,264.82	

Page: 4

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

Page 1 of 2

DATE: 5-Dec-23

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$844.56

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:
[Signature] 12/5/2023
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 \$ 844.56 for the period ending December 5, 2023 We approve payment with our signatures below.

Commissioner Date

Commissioner Date

Commissioner Date

Commissioner Date

aplAVnn
12/05/2023 8:38:21AM

Invoice Accounting Report by Vendor Name
San Juan County

Page: 1

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>
20231205	1	Quickbooks renewal	E 6723.00.546.10.31.0002	346.56	in
	2	Sound Publishing - advertisement for	E 6723.00.546.10.41.0044	134.00	in
	3	Orcas Recycling Service - trash disposal	E 6723.00.546.10.47.0004	364.00	in
			Vendor Total:	<u>844.56</u>	
			Grand Total:	<u>844.56</u>	

Page: 1

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

Page 1 of 2

DATE: 5-Dec-23

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$2,113.77

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:

12/5/2023

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 \$ 2,113.77 for the period ending December 5, 2023 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

apInAVnn
12/05/2023 9:30:34AM

Invoice Accounting Report by Vendor Name
San Juan County

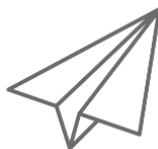
Vendor Number: mad159 **Name:** MADRONA PUBLICATIONS

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20231205	1	Reimbursement for Hilton Vancouver -	E 6723.00.546.30.43.0001	704.59	in
	2	Reimbursement for Hilton Vancouver -	E 6723.00.546.30.43.0001	704.59	in
	3	Reimbursement for Hilton Vancouver -	E 6723.00.546.30.43.0001	704.59	in
				Vendor Total:	2,113.77
				Grand Total:	2,113.77



DECEMBER 2023 MANAGER'S REPORT

1. **Bi-Plane Hangar** – Boss Construction has completed removal of the Biplane Hangar. The slab beneath the building is not suitable for apron use and will need to be removed or replaced – a direct cost to the Port.
2. **PAPI project** – We are awaiting a date on FAA flight check.
3. **Westside Development** – The Floodplain Analysis report is complete, and the Westside Development process can begin. A Westside Development Stakeholder Committee should be created to provide feedback throughout the process.
4. **Federal Audit** – We have completed the 2022 Federal Audit and are awaiting exit procedures. A report will be available once complete.
5. **Fuel Dispenser** – We have not found an outfit able to provide used equipment, and while Mascott is willing to install used equipment, with the age of our current equipment and tank they recommend a new system.
6. **Noise Abatement Update** – The updated Noise Abatement Procedures brochure ready for review. Changes include moving the calm conditions runway to 34, broadening the Noise Sensitive areas, and requesting 1500' MSL over Crow Valley.
7. **EV Charging Grant** – Washington State is in the final stages of application review; we are still awaiting award announcements.
8. **Fuel Tracking** – the fuel level is currently at 6,300 gallons. Samples from the filter, nozzle, and bottom of the tank look good with no condensation or debris.



Aircraft Noise Reduction Procedures

San Juan County Cruise Altitude

- A minimum cruise altitude of 1500' AGL is requested when flying over the islands
- Avoid flying over homes.

Departure Guidelines

Runway 34

- *The preferred calm wind runway is 34.*
- No turns until past Parker Reef.
- If southbound, follow map routes in red or establish a right-downwind departure.

Runway 16

- Fly runway heading at Vy.
- Left (east) turn past Madrona Point.
- Right (west) turn past Madrona Point & over 1500' MSL.

Arrival Guidelines

- No traffic west of the field.
- Do not cut pattern short. (see map)
- Avoid Eastsound Village core when possible.
- Fly the PAPI - we have PCL.
- Touch-and-Go's are discouraged.

We Need Our Sleep

Please avoid operations between
2200 and 0700 local time.

Orcas Island Airport Information

General

Field Elevation 31'
Runway 2900' x 60'
Pattern Altitude 1100' MSL
RH Traffic Runway 34 (*Calm Wind Runway*)
LH Traffic Runway 16

Frequencies

CTAF 128.25
AWOS 135.425 (360-376-6045)
FS Seattle – Mt. Constitution 122.30
Victoria Approach – 132.70
Whidbey Approach – 118.20/120.70

PCL

3 clicks - TW / RW low
5 clicks - TW / RW med
7 clicks - TW / RW high / REILS

Quiet Flying is Good Business

Please remember: Propeller RPM is the largest contributor of excess noise. Altitude and distance from noise sensitive areas also significantly reduce your noise footprint.

(Revised 01/2024)

THE PORT OF ORCAS

Orcas Island Airport KORS

CTAF 128.25 • AWOS 135.425
Runway 16 Left Traffic Pattern
Runway 34 Right Traffic Pattern
Traffic Pattern Altitude 1100 MSL

Noise Abatement

Maintaining a quiet and peaceful environment is a high priority of Orcas Island residents and visitors. It is requested that all pilots make every effort to minimize aircraft noise. The recommendations included in this brochure are for your information. Pilots are asked to adhere to these procedures out of respect for people on the ground and other pilots.

For reasons of safety, it should be understood that FAA rules, weather and safety considerations may at times require deviation from these suggested procedures.






To report violations,
send time, date and location to:
noise@portoforcas.com

PORT OF ORCAS

P.O. Box 53, Eastsound, WA 98245
360-376-5285
airport@portoforcas.com
www.portoforcas.com



Map Legend

-  Runway 34 Departure
-  Runway 16 Departure
-  Foul Weather and/or Turbulence Route
-  Crow Valley Route
-  Noise Sensitive Areas

LANDMARKS

1. Madrona Point
2. Parker Reef
3. Sucia
4. Matia
5. Eastsound
6. Mt. Constitution
7. Mt. Woolard
8. Orcas Ferry Landing
9. Rosario Resort
10. Camp Orkila

Quiet Flying in Noise Sensitive Areas

Please be respectful when flying in noise sensitive areas, avoid flying over homes and villages, reduce propeller rpm and increase altitude and distance when it is safe to do so.

LEASE AMENDMENT AND EXTENSION AGREEMENT

1. **Parties.** The Port of Orcas, a municipal corporation of the State of Washington (“Lessor”) and Rugby Aviation, dba Northwest Sky Ferry and dba San Juan Airlines (“Lessee”).
2. **Lease.** The parties entered into a terminal lease for a term commencing on March 1, 2017 and ending February 28, 2019 for certain premises described in the lease attached as exhibit “A”, and extended. The parties hereby incorporate the attached lease by this reference as though fully set forth.
3. **Extension.** The parties agree to extend the attached lease for a one-year term beginning January 1, 2024 and terminating on December 31, 2024.
4. **Rent.** The rent shall be 669.37 per month for the period January 1, 2024, through December 31, 2024. All rates shall be subject to applicable Washington State leasehold tax.
5. **Leasehold Tax.** Lessee shall be responsible for paying applicable Washington State leasehold excise tax directly to the Department of Revenue (“DOR”). If Lessee fails to pay the required leasehold excise tax directly to DOR, the Port demands Lessee pay the Port the applicable leasehold excise tax and the Port may treat such failure to pay as a default in payment of Rent due under this Lease. Upon written request of the Port, Lessee shall furnish proof to the Port of payment of applicable leasehold excise tax within five business days.

PORT OF ORCAS

SAN JUAN AIRLINES

Robert Hamilton, Chair
Board of Commissioners

Jason E. Douglass
President

State of Washington)
) ss
County of _____)

I certify that I know of/have satisfactory evidence that _____ is the president of San Juan Airlines and signed this instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in this instrument.

GIVEN UNDER MY HAND AND OFFICIAL SEAL this _____ day of _____, 202_.

NOTARY PUBLIC in and for the State of Washington, residing at _____.

My appointment expires _____

State of Washington)
)
County of San Juan) ss

On this day personally appeared Robert Hamilton, known to be the Chairman of the Commission of the Port of Orcas, Washington, a municipal corporation, that executed the within and foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said municipal corporation, for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute the said instrument on behalf of said Port of Orcas.

GIVEN UNDER MY HAND AND OFFICIAL SEAL this _____ day of _____, 202_.

NOTARY PUBLIC in and for the State of
Washington, residing at Eastsound.

My appointment expires _____

