

PORT OF ORCAS
SPECIAL MEETING MINUTES

March 13 ,2024

Commissioners Present: Robert Hamilton, Jason Laursen, Michael Triplett. Mia Kartiganer, Annalies Schuh

Staff Present: Kim Kimple

Guests Present: members of the public

Call to Order/ Presence of Quorum

Chair Hamilton called the meeting to order at 5:00pm., noting a quorum

Chair Hamilton stated the purpose of the meeting was to acknowledge the resignation letter from Manager Kimple effective March 31,2024 and discuss the actions needed by the Commission to keep our airport running.

Discuss hiring Kim as a part time employee:

Kim stated she felt the manager position required 3 full time equivalent employees with 2.5 FTE at a minimum. She further stated she would be willing to continue employment at the Port beginning April 1,2024 at her previous (prior to 2023) position of a part-time (up to 16 hours weekly) employee overseeing A/P, Payroll, Financial Reports, Future auditing tasks as they occur, set up and IT of Port meetings if they do not conflict with her schedule.

MOTION by Robert to hire Kim starting April 1, 2024 at an hourly rate of \$53.85 hourly for a maximum of 16 hours a week for an indefinite period. Seconded by Michael and unanimously passed with no further discussion.

Discuss hiring process for the new Port Manager:

Some history of the Port's recent hirings for this position ensued and the issues of salary, housing and scope of the job were debated. Also included was the question as to a precise job description because of the previous assertion that the Port needs 3 FTE to get the job done properly. The Consensus in the end seemed to be that the Port should hire a new Manager and depending on their skill set and needs, consider hiring additional employees. Robert stated that during the last effort to locate and hire a Port Manager, he personally spent 100-200 hours. He further stated that he would be unable to repeat that time commitment. There seemed little interest amongst the other Commissioners to lead the effort for another Manager.

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Discuss a proposal from Prothman agency:

Cliff Moore from Prothman Agency (an employment agency firm) presented to the Commission a proposal to conduct the search for our next Port Manager. The process their firm utilizes, timelines anticipated and costs for their help were all presented. He expected final interviews could happen as early as June, 2024 if the Commission were to hire them.

MOTION by Robert to hire Prothman accepting their proposed contract authorizing Robert to sign it, for the base fee of \$17,500 and up to \$1,900 for advertising, up to \$1,800 for direct mail, up to \$2,000 for travel and \$170 for a background check. Seconded by Jason. Discussion included consideration of staffing structure. With no further discussion, the motion passed 4-1 with Michael voting NO.

Kim and Annalies were tasked with finding 5 community stakeholders that would help in the process of finding the new Port Manager.

Cliff asked the Commission for a job description and Robert said he would make that available.

Discussion of Commissioner assignments for project:

In light of the soon departure of the Manager, the task of pairing a Commissioner to continue some ongoing projects was discussed. Mia was suggested to be the person to continue with Bruce Benton on the Electric Vehicle charging project. Michael asked why we wouldn't just delay the project if possible because the award has not been finalized. The subject of the EV project and who will administer it was tabled until the March 25 meeting.

MOTION by Michael to rescind Kim's authority to accept the expected award from the WA Dept of Commerce for the EV project as she will no longer be our Manager. There was no second and Kim reminded Michael that as a Special Meeting, only the items listed on the agenda could have action.

Public Comment:

Rick Fant began the comments stating the Commission was abrogating one of their 2 main functions (hire a manager and general oversight of that manager) in their decision to delegate to Prothman Agency. Looking locally for our next manager was his admonition. This sentiment was echoed by Greg Sawyer, Chip Long, and Sadie Bailey.

ADJOURNMENT: The meeting was adjourned at 6:23PM

Next meeting: Regular meeting, Monday March 25, 2024 at 5PM

1. Previous Minutes Action Robert moved and Jason seconded that we accept the 12/18/2023 minutes. When put to the vote, Michael abstained as he had not attended that meeting and the motion failed. A motion was then made to accept the 1/22/2024 minutes and it was carried unanimously.
2. Approval of Vouchers;
Michael moved to accept vouchers a,c,d,e,f and it was unanimously passed
 - a. 12/20/2023 Payroll \$15,119.93
 - b. 01/24/2024 Payroll \$14,836.40
 - c. 01/30/2024 a-aofe \$7,576.93
 - d. 02/21/2024 a-aofe \$9,394.43
 - e. 02/21/2024 b-cfe \$18,385.00
 - f. 02/21/2024 Payroll \$14,492.45

Robert moved and Jason seconded approval of voucher b. Michael stated that he didn't understand the payments to 2 Commissioners of \$483 each to attend a meeting in 2023. With only 2 Commissioners at that meeting, it couldn't be construed as a legal Port meeting and in addition Michael stated he could find no prior precedent where Commissioners were paid for attending WPPA meetings. The motion died due to Michael voting no.

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REGULAR MEETING MINUTES
FEBRUARY 26,2024

MONTHLY REPORTS

1. Managers Report

No update on the biplane hangar slab. Old PAPI is still operating and we are still waiting for the FAA to do a flight check on the new PAPI. The Federal audit of the Port is finished and we passed. Fresh 100LL fuel has been ordered and will be delivered on 03-18-2024.

2. Financial Reports are posted online

OLD BUSINESS

1. Community Water Taxi: this issue was tabled as Commissioner Mia was not present.
2. Capital Improvement Plan; Since our current fuel station has been repaired and is fully functional, it was decided it might not be wise to spend over \$1M on a new above-ground fuel station as the Port seems to be losing money on fuel sales.
3. Bipartisan Infrastructure Law Project; Michael suggested the Commission read the recently completed Storm Water Drainage Study and consider using BIL \$\$ to fund Existing Drainage System Updates of \$326K and the Westside Drainage Development of \$403K. Since the other Commissioners had not read the Drainage Study, any further discussion was tabled until our next meeting.

4. EV Charge Grant; Kim reported that Bruce Benton (who spearheaded the EV effort using the Port as the conduit to gain a grant from the Dept of Commerce) has become frustrated. Bruce has been the sole “ brains” behind the EV Project but he had to list the Port as the qualifying grant recipient. With the Port’s name on the grant, we must take operational control away from Bruce who doesn’t understand (who really does) all the rules that a public entity (the Port) must follow when they receive public money. Whether Bruce has resigned from this project was unknown at the time of this meeting.
5. 2022 Federal Audit; As mentioned in the Manager’s report, the Port has passed this audit with the suggestion to keep better records of how equipment bought with Federal money is disposed.
6. Annual Neighbor Contact; With Commissioner Annalies absent, Michael mentioned that a letter to our neighbors was being finalized and while he would prefer personal contact with the Port’s neighbors, this is Annalies’s project and she alone has operational control. Michael added that our recent noise abatement brochure, our recent storm water drainage study, and possible sharing of security cameras data all could be included with the contact.

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7. Hangar Drainage Concerns; The current representatives of our old and new hangar associations were present at this meeting and the old hangar association felt we had damaged the culverts around their hangars during mowing operations to the point that those culverts are not operational which they feel is the major reason they have drainage issues. The newer hangar association and the Port felt a large stream of water comes off the Enderlain property onto the SE area of the newer hangars. The previously mentioned Storm Water Drainage Study (see Old Business #3) might address these issues but there seems to be little detail in the \$326K estimate which will need to be investigated.
8. Third Employee: Kim reports that there are no longer any promising applicants for the job and she would rather keep trying to do everything herself—the person hired must be a good fit for the job.
9. Through the Fence TTF Fee; Michael was tasked with finding out the history of this fee and whether or not it must be the same as an annual aircraft tiedown fee. Michael yielded the floor to Rick Fant who is the president of the Aeroview Hangar Owners. Rick is also a bit of a historian on the TTF issue as he has lived through the origins of

the TTF agreement. After a concise review of the TTF, Rick stated the original usage fee was made equal to one half the annual aircraft tiedown fee at that time and when pressed stated he felt this was still a fair usage fee. The recently billed TTF invoices were sent out at the original \$240 amount. While the Port has increased the annual aircraft tiedown to \$600 annually, Michael suggested (since the invoices have already been sent) that we leave the billed \$240 fee for 2023 and plan to increase the TTF fee to \$300 for the 2024 billing which is sent early 2025. The TTF fee is based on (any number of aircraft) used the previous year per parcel number. There was some question as to why only the parcels with aircraft had to pay the fee as all the TTF property owners benefit from wildlife fencing, electric gate maintenance and power paid by the Port and likely increase in their property value due to the above with the option of having an aircraft in the future. Kim is to draft up a Resolution summarizing the research and recommendations for future Commissions.

10. Westside Development Update; An informal site inspection has been done with the county who agree that there are potential environmental and wetland issues. Further study is needed to determine how much development is possible with this site.
11. 10-Year Budget Review; Robert wished to have this tabled today and there was full agreement to take it up at a later time.
12. Policy Review
 - A: Commissioner Duties was to be presented by Mia and was tabled since she was absent.
 - B; Travel Reimbursement; Since the Port lacks a written policy, Robert volunteered to use another entities written policy and edit it for our review. He also volunteered to compose a draft of a stipend policy for Commissioners for our review.

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NEW BUSINESS

1: Kim relayed how she came to discover how the Port has omitted paying sales tax on our fuel sales since we came into ownership of the fuel station (acquired 2018 the exact date not mentioned in the meeting) It seems Managers Tony Simpson, Dwight Gus, Jeannie Sharpe and Kim Kimple were not aware this tax was to be remitted to the WA Dept of Revenue for all these years. Kim has contacted the WA Dept of Revenue who have instructed her to make belated filings of these overdue taxes. Kim expects there to be approximately \$794,509.42 fuel sales during this time so the tax in arrears will be in the \$70K range. The Port has requested waiver of penalties and interest on this amount owed and since Kim discovered the omission and brought it to their attention, we are hopeful the State will be understanding.

Motion; Robert moved, Michael seconded and unanimously carried an authorization for Kim to hire a part-time short-term contract employee (up to \$2000) which will give her more time to prioritize the back filings of these Dept of Revenue taxes.

PUBLIC COMMENTS

Several Comments were received from the public:

Retention ponds are ill advised around airports as they attract birds

Hangar gutters and downspouts are functional, it is the culverts and pipes that are bent/broken from the mower driving over them. The Port needs to fix this.

The west taxiway is not being maintained as it should by the Port

NEXT MEETING AND ADJOURNMENT

The next regular meeting is scheduled for 5:00PM on March 25, 2024

The meeting adjourned at 6:54pm

Respectfully submitted,

Michael Triplett, Secretary