

PORT OF ORCAS  
REGULAR MEETING MINUTES

September 23,2024

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

Commissioner Absent: Jason Laursen

Staff Present; Chip Long, Kim Kimple

CALL TO ORDER; Robert called the meeting to order 5:00 PM noting a quorum.

AGENDA AMENDMENTS:

Robert noted that Eastsound Water is having an election and the airport has water memberships so he wanted to add this item to NEW BUSINESS

Robert also wanted to have time to talk about the 90-day evaluation process upcoming for our new Manager

Robert also wanted time to go over future meetings and times near the end of today's meeting.

Michael noted that somehow the San Juan Auditor Accounting changes have fallen off the agenda and thought it might be added to OLD BUSINESS

Michael also asked for a 30 second item to introduce under NEW BUSINESS.

Kim wanted to add a voucher L to the agenda \$2,263.33

PUBLIC COMMENT; ( 06:00) There was no public comment at that time

MONTHLY BUSINESS

PREVIOUS MINUTES ; Robert wanted to deal with the Minutes individually

June 24, 2024 Minutes; It was moved and seconded to approve these Minutes with the one change which was to add Annalies as the Commissioner who seconded Robert's motion to hire Chip as our Manager. 4 Ayes

July 15, 2024 Minutes; Moved and seconded to approve. 4 Ayes

July 22,2024 Minutes; Moved and seconded to approve 4 Ayes

August 12,2024 Minutes; Moved and seconded to approve 4 Ayes

August 26,2024 Minutes; Moved and seconded to approve 4 Ayes

VOUCHERS; (11:00)

Robert stated that technically he is the Financial Auditor but he has been depending on Michael's help. Michael has recently asked not to be the primary reviewer of the vouchers. Robert further stated that sometimes it is hard to review the vouchers when they are provided just a few hours before the meetings but the staff will be making more effort to provide them in advance. Mia expressed gratitude for Michael's time and expertise in these matters. Robert reminded the Commission that it is incumbent on each one of them to review the Vouchers for each meeting.

Robert moved to approve vouchers:

- a. 07/24/2024 Payroll \$18,810.42
- b. 07/30/2024 c.aofe \$18,953.10
- c. 07/30/2024 d.aofe \$3,890.88
- d. 07/30/2024 e.aofe \$6,099.47
- e. 08/20/2024 a.aofe \$35,699.42
- f. 08/20/2024 b.cfe \$22,932.52
- g. 08/26/2024 Payroll \$19,711.66
- h. 09/03/2024 a.aofe \$8,586.93
- i. 09/03/2024 b.cfe \$15,153.28
- j. 09/17/2024 c.aofe \$3,317.44
- k. 09/17/2024 d.cfe \$2,544.80
- l. 08/30/2024 WA Dept of Revenue \$2,263.33

While there didn't seem to be a second to the motion, the motion was called and passed with 3 Ayes and Michael No

MANAGERS REPORT; ( 17:20)

AWOS inspection and certification is complete FUEL; to be delivered tomorrow

PAPI flight check has yet to be done—expected for the week of Oct 14

ESWD interlocal has been presented to ESWD who had some comments that we forwarded to our lawyers—timing of a vote of the Commission on this matter is still unknown.

FINANCIAL REPORT;

Kim says we are working on the annual budget. Also working on the County Auditor Changes.

OLD BUSINESS; (22:40)

1. Annual contact with neighbors; Chip described some of his in-person interactions with Port neighbors.
2. Eastsound Hangar Drainage; Chip met with the hangar association to review concerns about drainage. County Public Works has also been contacted and they met with Chip at North Beach Rd where the water overflows the road east-west. The county is also responsible for the driveways on North Beach Rd where water is overflowing. The County expressed a renewed interest in the culverts that are clogging on North Beach Rd.



3. Through The Fence Fee; (31:37)

Robert has been working on this issue since the last meeting. He wants a TTF Fee Resolution to look at in October and to vote upon in November. Robert presented a broad overview of the TTF issue describing it as a complex/convoluted issue. Robert mentioned some neighbors wanted to have a public meeting to state their viewpoints---After Robert talked to some of these neighbors, he decided a public meeting was not needed. Michael then stated he had a "housekeeping item" Michael then read from the approved Minutes from 08-26-2024 as follows;

"Robert intends to add a 30 minute agenda item to the September's regular meeting to give the TTF users a chance to tell us their concerns. Robert is looking for consensus---Jason doesn't want that in September as he wants to be at that meeting and will not be able to attend. Michael opposed adding this to the agenda item as several TTF neighbors already told us they want a breakdown of expenses which the Commission voted to withhold so there is no purpose to rehash this. Robert said he had consensus. Michael asked for individual vote on this. Result was 2 ayes Robert and Mia and 2 Nays Michael and Jason with Annalies no longer on ZOOM. Robert claimed as Chair in a tie vote, his way wins."

Michael's housekeeping question: Since there was consensus to give the TTF users 30 minutes at tonight's meeting, why are we not having this? Robert moved that we not have the 30 minutes set aside for the TTF users tonight. Mia seconded. 4 Ayes. The individual Commissioners were then polled as to their desired numbers for a TTF Resolution. Jason was not there but Michael recalled his statements which suggest he is for at least an increase to \$300/annual plus future CPI annual increases. Michael himself was comfortable with anything between \$300-\$340/annual with an annual CPI increase. Mia is comfortable with a compromise between \$240-\$300/annually. Robert wants a small starting point but will propose \$300/annual. Annalies' statement was so soft that this listener could not discern her opinion. Robert promised a Resolution to review at the October meeting.

4. ESWD; This item was addressed in the Manager's Report

5. Projects and Planning (44:36)

Bruce Benton said the contract with Dept of Commerce has a final contract for the Port to review likely next week. At present there are 5 areas to receive level 2 charging stations (The Exchange 4 charging stations) Orcas High School 4 charging stations, (Country Corner 3 charging stations), Ray's Pharmacy 2 charging stations, (Airport 1 charging station) In addition the airport is scheduled to receive a level 3 FAST charging station that will be credit card accessible. Mia questioned the need for 4 charging stations at the Exchange. Michael had 3 points of concern: He sees the possibility that recipients of charging stations are receiving what will be their "private" charging station at taxpayer expense. Secondly the airport has received pushback on our current level 2 charging station since we cannot account for the amount of fuel individuals are receiving at public expense verses the donation box receipts. The project currently under discussion has as it's requirement that no cost will be made to the users of these new level 2 chargers.

Bruce said the level 3 fast charger will bill enough to make up for the energy used at the airports "free" level 2 chargers. Michael said he will vote against addition of a level 2 station at the airport if we lack the ability to prove to the public that public funds are not being used to pay for individual's fuel. The third question was if there was any way to prioritize who would be getting these charging stations.....i.e. can one area get all 4 of their charging stations before another gets any? Bruce indicated that the areas that can easily receive their charging station will likely be prioritized. Eric Gourley agreed with Mia that 4 stations at the Exchange will benefit the workers at the exchange but not likely the general public.

6. DOR FUEL SALES TAX

Kim reported that some 2018 taxes still have not been paid as the forms are not available for that far back online.

7. Meeting Schedule. October 21 at 2:00 for Special Meeting and Executive Session to review the Manager. Regular meeting set for October 28 at 5:00

8. SJC Auditor Office Changes ( 56:00)

Kim described her efforts to attend ongoing meetings the County is holding to prepare the junior taxing districts for the cessation of accounting services they have historically provided. After continued explanations about the complexity of the changes that will be needed, Robert said liked the idea of the County cutting the checks for the Port payables—he then asked the Commission for their comments. Michael said since Chip had stepped out of the meeting to help a pilot who had just flown in—with the importance of this subject—might it be better to call a recess at this time or cover an item later in the agenda so that Chip can attend this agenda item. Robert didn't want a recess and Kim suggested we cover New Business #5 which was Michaels surprise quick item.

Michael then asked the Commission to prepare for a motion at the next meeting to have the Manager secure bids to place a new roof of the current biplane hangar with the word ORCAS painted on the south facing slope. Michael attributed this idea to Jason from more than a year ago. The current roof is quite rusty and should be replaced anyway.

Eastsound Water Recall Election: Robert wants consensus for the airport to stay out of this contentious issue and to simply not vote our membership ballots. Carried by consensus.

Auditor Changes continued. Michael read the July Minutes as quoted below;

" SJC Auditors Office changes: Kim gave us a synopsis of the County's declaration that they are ending most of their accounting services to the Port by the end of 2024 and what services they will continue after after 2024. Also presented were options for the Port since they will need to seek someone to do the discontinued services. Robert suggested overlapping the discontinued services with our own for several months prior to the County's end of their services. A transition team was proposed to present a solution to the Commission. Consensus of the Commission was for Chip to have an accounting firm present a solution to the Commission at either the Aug 12 or Aug 26 meeting."



Chip said he decided to keep all our accounting services internally. Chip added that what we knew at our meeting with Natasha from the county on July 15 is different from what we now know. Chip added that if the Commission wants to know what an outside accounting firm could do for us, we could find out. Michael stated that the Commission on July 22 tasked Chip with presenting an outside accounting firm solution on either the Aug 12 or Aug 26 meetings and he didn't do it. Robert, Mia and Annalies then suggested reasons why Chip did not follow through with providing an outside accounting firm solution for this issue. Michael brought it back to his original question which was "Is it OK with the Commission if the Manager does not follow our direction?" Chip admitted that Michael was "technically correct" and it might be brought up at his 90-day review. Robert then said our tasking Chip to give the Commission an outside accounting firm option was just a suggestion. Michael said it wasn't a suggestion—it was a command. Mia agreed that by consensus that an outside accounting firm presentation was something the Commission wanted to happen.

Robert moved that we rescind having an outside accounting firm come in and ask Chip to continue his study with the county and report back what accounting solution he wants to be in charge of. There was no second. Robert asked Michael how he would like the Commission to tie up this loose end. Michael suggested we insist that Chip do what we was tasked to do in August and bring in an outside accounting firm to present a solution....the Commission tasked Chip with this and he basically just didn't do it.

Robert moved to have Chip bring in an outside accounting firm give us a quote on what they can do. Michael willing to second the motion if a deadline is added to complete this task. Robert doesn't want a deadline because he wants Chip to manage the process. Robert withdrew his motion and asked Annalies to make a motion.

Annalise moved that Chip goes to the county and ask them what they can and cannot do for us for our accounting needs then go to an outside accounting firm. There was no second. Annalies was asked to withdraw her motion. Robert fears we will micromanage Chip unless we give him more leeway on when he accomplishes the desired task. Mia summed up that Michael's point is valid—Chip did not do what he was tasked to do...at the same time it would have been nice if Chip was not going to follow through with the task, he would have stated that and his reasons at the August meeting. Robert asked Chip if an outside accounting firm was still on the table or if he has decided to handle the transition away from county accounting services" in house". Chip did not commit an answer. More spirited discussion ensued. In the end, the Commission would not make the decision to hold or release Chip from their consensus from July 22 to bring in an outside accounting firm for a solution. Robert tabled the subject to give the Manager time to continue the process.

## BUDGET FOR 2025;

Chip asked Kim to give us a high level overview as he and 2 of the Commissioners are doing the budget for the first time. The Commissioners were to look at a portion of the 2025 budget and ask questions. Michael suggested it would have been better use of meeting time if the Commission had been provided this paperwork prior to the meeting. He further queried if it was still true that the budget had to be presented at 2 meetings to meet legal requirements. Kim stated that it has been increasing difficult for her to sit through Port meetings---she doesn't like Michael's tone and the only reason she doesn't walk out is she doesn't want to abandon Chip who she considers to be an incredible Executive Director. Kim explained that most of the 2025 projections involve a 5% increase for the expenses. The budget has to be done by November 15 so a public budget hearing needs to happen October 28. Michael asked for clarification as his memory from past budgets called for 2 meetings with notification to the public—one to go over line by line and the second to formally vote in the next years budget. Kim seemed to indicate that our meeting tonight qualifies as the first budget meeting and on Oct 28 we will have the special public notification meeting to vote in the budget. Mia remembers a special meeting ( 2.5 hours) in the past to go “ into the dirt” and look at each line item in the budget. Robert thinks we don't need to do the line-by-line analysis meeting—just look at the budget individually. Mia interjected that Michael has a tendency to drop bombs at Port meetings and adding items to the agenda at last minute was a problem. Michael defended tonights addition of the San Juan County Auditor accounting issue by saying he had discussed it with Robert over a week ago and somehow Robert did not add it to the published agenda. Robert said he hopes we can finalize the 2025 budget at the regular Oct 28 meeting but if we cannot, we will schedule a Special meeting early November. Chip wants any Commissioner questions about the budget directed to him or Kim prior to the Oct 28 meeting.

90-Day Manager Review: Robert has sent the review form to the individual Commissioners and asks that they be completed and returned to him prior to the Oct 21 executive session to review Chip's performance. Michael handed out Chip's 90-day list of goals he would endeavor to accomplish if we hired him. Chip had submitted this list to the Commission on the day of his formal employment interview June 3,2024

Public Access; Rick Fant provided contact information for Chip so Chip can contact Brandt's landing. TTF resolution proposal should provide specific maintenance tasks the Port will provide and make specific as to whether the fee is per lot, per airplane, annual for the past year or annual for the future year. Rick would like everything spelled out. Rick wonders if the Port has a mission statement to guide the Port through the budget process. There is no yearly inspection of the fences or gates to his knowledge.

Meeting adjourned at 6:46PM  
Respectfully submitted,  
Michael Triplett Secretary

**PORT of ORCAS  
Commissioners Meeting  
Special Session Workshop Meeting Notes  
21 October 2024**

**Goals:**

- To actively think about how we individually view the airport and its future.
- To actively listen to other Commissioners for how they view the airport and its future.

**Process:**

This was purely a brainstorming session, and no actions were taken. Commissioners and the Executive Director (ED) were asked to privately write down, on “sticky notes”, their own ideas for three time periods:

- Short Term: 0 to 18 months
- Medium Term: 18 months to 5 years
- Long Term: 5 to 20 years

Commissioners were then asked to place these ideas on the wall and explain what they meant. Ideas were organically organized into different themes as shown below. After exposing all the ideas, the Commissioners and ED were asked to indicate their personal priorities, being allotted three “priority stickers”.

Many ideas were redundant, and several fit into more than one theme. The “X”s in the notes below reflect how many different times that idea was suggested by different participants, and also whether they were suggested as short-, medium-, or long-term ideas.

Therefore, these notes reflect the importance and timing placed on each idea by the participants, but are not a collectively determined ranking. Everything here reflects individual personal opinion, and not the official opinion or policy of the Commission or the Executive Director.

The themes and individual ideas are not in any ranked order.

**Notes:**

<b>ENVIRONMENT IDEAS</b>	<b>SHORT TERM</b>	<b>MEDIUM TERM</b>	<b>LONG TERM</b>	<b>PRIORITY</b>
Continue current green initiatives.	X	X	XX	
Investigate additional green alternatives, with more EV chargers, solar panels, and similar.		X	X	

<b>COMPLIANCE ACTIONS</b>	<b>SHORT TERM</b>	<b>MEDIUM TERM</b>	<b>LONG TERM</b>	<b>PRIORITY</b>
Improve our relationship with the FAA/ADO by holding communications on a regular basis. Create a rhythm.		X		
Pave existing auto parking and create new parking.			X	

<b>FINANCIAL IDEAS</b>	<b>SHORT TERM</b>	<b>MEDIUM TERM</b>	<b>LONG TERM</b>	<b>PRIORITY CHOICES</b>
Schedule BIL money and FAA money.	X			
Look for additional Revenue/funding sources.	X	X	X	***
Ensure we stay on budget with a small, efficient airport.	X			*
Do not increase tax levy beyond standard increase.		X	X	
Look at existing revenue sources to ensure compliance.	X	X		*
Sell Jet-A			X	
Look to acquire adjacent property to add services (such as leasing to maintenance shop, etc.)			X	*



<b>SAFETY IDEAS</b>	<b>SHORT TERM</b>	<b>MEDIUM TERM</b>	<b>LONG TERM</b>	<b>PRIORITY</b>
Add many more cameras to areas and walkways.	X			

<b>BUILDING AND GROUNDS IDEAS</b>	<b>SHORT TERM</b>	<b>MEDIUM TERM</b>	<b>LONG TERM</b>	<b>PRIORITY</b>
Purchase adjacent properties.		XX		
Replace existing terminal.			X	
Create an improved pilot lounge.		X	X	
Catch up on deferred maintenance, to improve our community pride of ownership.	X		X	
Improve ground water control.	X	X	XX	
Solidify west side plans.		X		
Build new hangars.			X	*
Develop plans for Vierthaler property.	X			
Develop a long term infrastructure plan.			X	
Expand the terminal,			X	
Move the AWOS (for meeting room noise issues.)	X			
Create better and more public signage for visitors.	X			
Create more auto parking.			X	
Improve terminal and airport grounds.	X		X	
Improve gate maintenance everywhere on airport.	X			
Paint the metal building, and add airport ID.	X			
Improve hangar drainage.	X			

<b>AVIATION ASSETS IDEAS</b>	<b>SHORT TERM</b>	<b>MEDIUM TERM</b>	<b>LONG TERM</b>	<b>PRIORITY</b>
Runway and taxiway improvements	X	X	XX	
Resurface runway and taxiways	X			**
Redo runway and taxiway markings	X			
Build up north end of runway to be level, including for water drainage improvements		X	XX	*
Build additional hangars		XX	XXX	**
Acquire adjacent properties for lease opportunities, hangars, etc.		XX		
Terminal improvement and/or expansion		X		
Add Jet-A fuel		X		
Plan for unleaded fuel		XX		

Keep runway at existing width and length. No increase.		X	X	*
Upgrade the airport weather station (AWOS)		X		
Upgrade all field lighting to LED	X			

<b>COMMUNITY IDEAS</b>	<b>SHORT TERM</b>	<b>MEDIUM TERM</b>	<b>LONG TERM</b>	<b>PRIORITY</b>
Help with community economic develop, housing, etc.			X	
Create new Master Plan, and ensure heavy community involvement early.			X	*
Hold ongoing conversations with the community, perhaps with off-site venues	XXX	XX	X	*
Expand with a port/marina			X	
Add EV stations for autos and aircraft	X			
Hold discussions with community on off-airport development (marina, house, etc.)		X		

<b>OPERATIONS IDEAS</b>	<b>SHORT TERM</b>	<b>MEDIUM TERM</b>	<b>LONG TERM</b>	<b>PRIORITY</b>
Renew Master Plan			XXX	*
Create maintenance schedule	X			
Create/update the Port operations manual	X			
Work on our non-county accounting system (note, the county is transitioning away from performing accounting for taxing districts)	X			*
Create an easier(automatic) parking and pilot courtesy car payment system	X		X	
Improve efficiency of airport operations	X			*
Create a Port vision statement	X			
Create rules of engagement/protocol for Port meetings	X			