

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:

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

COMPLIANCE ACTIONS	SHORT TERM	MEDIUM TERM	LONG TERM	PRIORITY
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	

FINANCIAL IDEAS	SHORT TERM	MEDIUM TERM	LONG TERM	PRIORITY CHOICES
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	*

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

BUILDING AND GROUNDS IDEAS	SHORT TERM	MEDIUM TERM	LONG TERM	PRIORITY
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			

AVIATION ASSETS IDEAS	SHORT TERM	MEDIUM TERM	LONG TERM	PRIORITY
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			

COMMUNITY IDEAS	SHORT TERM	MEDIUM TERM	LONG TERM	PRIORITY
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		

OPERATIONS IDEAS	SHORT TERM	MEDIUM TERM	LONG TERM	PRIORITY
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			

PORT OF ORCAS
REGULAR MEETING MINUTES

October 28,2024

Commissioners Present; Robert Hamilton, Annalies Schuh, Mia Kartiganer, Michael Triplett, (Jason Laursen was present on ZOOM)

Staff Present; Kim Ihlenfeldt, (Manager Chip Long was absent)

CALL TO ORDER: Chair Robert Hamilton called the meeting to order at 5:02PM

AGENDA AMENDMENTS: San Juan County changes to accounting services was added to OLD

BUSINESS. Roof improvements for the Biplane Hangar was added to NEW BUSINESS

PUBLIC ACCESS; While the Chair asked for any public comment, none was forthcoming

MONTHLY BUSINESS;

09-23-2024 Regular Meeting Minutes; Mia moved and Michael seconded approval of these Minutes with the one correction of spelling “Annalies” correctly on page 5. Approved by 5 Ayes

10-21-2024 Special Meeting Minutes were created by Robert (Chair) and he passed the written copies of his draft to the Commission at this meeting advising them that he wanted to table these Minutes until the November meeting for approval. (NOTE BY AUTHOR; It is the duty of the Secretary (Michael) to compile and provide the Minutes to the Commission for approval. Despite this deviation from protocol, Michael did not object to Robert’s extra effort.)

(00:11:00)

Approval of Voucher;

- A) Payroll 2024-09-23 \$23,469.65
- B) AP 2024-10-01 a-aofe \$36,367.96
- C) AP 2024-10-01 b-cfe \$4,045.05
- D) AP 2024-10-15 c-aofe \$5,057.10
- E) AP 2024-10-22 d-aofe \$279.69
- F) AP 2024-10-22 e-cfe \$1,947.22
- G) Payroll 2024-10-24 \$20,688.48

Robert moved and Mia seconded approval of Vouchers A-G 4 Ayes Michael Nay

MONTHLY REPORTS;

These were posted online and without the Manager present, Robert highlighted what he knew were the major items.

(00:14:50)

OLD BUSINESS

1. 2025 Draft Budget and Financial Review Process:

Robert presented an overview of the 2025 Budget then asked the Commission for questions. Michael's comment was that a third draft of this budget was given to him at 5PM (minutes ago) and his comments would be based on the budget he received with his Board Packet by email on Saturday night two days ago. Michael had a few observations on the budget after which all of the other Commissioners joined with their thoughts. Several line items were challenged by Commissioners who felt the amount listed was not a realistic number. Throughout the process, Robert reminded all that this is a "budget". We can only provide an educated guess on what the actual amounts will be over the next year and while some line items go past the budgeted amount, others go under the budgeted amount and year after year the Port seems to keep expenses under revenue. This item of business ended with Robert stating that staff would update the numbers based on the discussion and the 2025 Budget would be presented for vote at our next meeting on November 23, 2024.

2. Annual contact with neighbors; Annalies stated that Chip has taken over this item and since he is gone today, there is no report
3. Eastside Hangar Drainage: There have been no recent complaints about flooding even after a big recent rainstorm. It was opined that perhaps the County Roads Department has cleared the culverts on North Beach Rd (at Port's request) which in turn has helped the flooding issue.

(01:06:50)

4. Through the Fence (TTF) Fee. Robert with our legal department has created a Resolution to be voted upon at our next meeting. This resolution increases the annual TTF User Fee from \$240 to \$300 effective January 1, 2025. (Authors Note; this fee has never been increased since it's inception in 2014). It also specifies future annual increases of the fee by the Consumer Price Index. It was stated that there are 54 parcels that could be subject to this fee but currently only 13 parcels have aircraft that are using our airport. Jason felt the fee should apply to all parcels regardless of whether they have aircraft using our airport. Jason also wanted the Resolution to state when the fee is billed and when it is due each year. Eric Gourley interjected that owners of the properties asked to pay this fee want to know exactly what they are getting in return for annual use fee.
5. ESWD Use of Road and Property; As Chip was away, there was no update on this item

(01:22:30)

6. Projects and Planning; Bruce Benton took the floor and gave the Commission an update on the EV Project.

The Port has signed the contract for the Grant with the WA Dept of Commerce----the project involves installing 36 level 2 EV charging stations as well as a single level 3 charging station. This is the second largest EV Grant awarded to communities within Washington State. Phase I of this project involves installing charging stations at the Exchange, the High School, and the Airport. The Airport will be receiving the single level 3 (FAST) charger which we will be allowed to receive a fee from the consumer. All other level 2 chargers are to be free as a condition of the Grant. Both Michael and Kim were curious as to how the public entities (school and airport) could provide free electric fuel to private cars out of taxpayer funds. Bruce says the school chargers will fall under “ educational purposes” and at the airport, the level 3 (FAST)charger fee can be set to compensate for the free level 2 airport chargers. The Commission was assured that in-- line electric meters and wifi connections at the level 2 chargers will ensure at the airport that no public funds will be used to fuel private individuals vehicles.

7. Dept of Revenue Fuel Sales Tax: Kim reports that the back taxes and penalties for the Port’s 2018 fuel sales have yet to be determined—apparently it is so far back, there is no way to file electronically---there is a plan to get this finished.
8. Board of Commissioners Meeting Schedule; Regular meetings were set for November 25, 2024 and December 16,2024.
9. San Juan County Accounting Services Changes; Kim delivered most of the update on this issue. She stated that Chip has reached out to other accounting agencies but at this point nobody was interested in providing accounting services for the Port. The plan is for Kim to absorb the extra work the County is no longer to provide by increasing her hours at the Port. A change to QuickBooks was mentioned and Kim sees some value in the few accounting services the County will continue to provide the Port.

(01:40:52)

NEW BUSINESS;

1. Report on Port Special Session 10-21-2024: Earlier in the meeting Robert had given a synopsis of the meeting when he introduced his Minutes for that meeting.
2. Biplane Roof; Jason moved that Chip get bids to paint the word “ORCAS” on the Biplane roof. Mia seconded the motion; Michael asked if Jason and Mia were amenable to having a bid to re-roof the building at the same time since the current roof is orange with rust and it was reported in an inspection during Jeannie’s time as our Manager (3 years ago?) that there were leaks in the roof. Motion passed with 5 Ayes for Chip to get bids for painting ORCAS on current roof and also getting bids on a new roof with ORCAS painted on it.

PUBLIC COMMENT;

There were two members of the public in person at this meeting with comments. One person said the Port needs to define the basics involved in services provided to the TTF users. “ Here’s what you are getting for your annual user fee” The TTF fee would be better received as such. He also asked if it was counterproductive to increase the fee since it is such a small revenue item and the legal fees it is creating for the Port easily exhaust any revenue the fee increase can generate.

Eric Gourley suggested the Port have a snow removal policy/guideline on file so appropriate steps can be easily made when snow is on our runway.

Robert adjourned the meeting at 6:49PM

Respectfully Submitted,

Michael Triplett, Secretary