



Meeting to be held online via Zoom

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REGULAR MEETING AGENDA

October 25th, 2021 5:00 P.M.

Topic: Budget 2022 Meeting-Regular Meeting

Time: Oct 25, 2021, 5:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85496294596?pwd=RjlqUGFJWmNLSElUWFraVVkQW5idz09>

Meeting ID: 854 9629 4596

Passcode: 791934

One tap mobile

+12532158782,,85496294596#,,,*791934# US (Tacoma)

+13462487799,,85496294596#,,,*791934# US (Houston)

CALL TO ORDER – 5:00 p.m.

AGENDA AMENDMENTS

- 1. Resolution 2021 10 25D Accepting 2021 Master Plan-to OLD BUISNESS #2**
- 2. Review and Discuss Budget to OLD BUISNESS #3**
- 3. Revised Bylaws Approval – ADD TO NEW BUISNESS #6**

PUBLIC ACCESS

MONTHLY BUSINESS

1. Approval of Previous Minutes – September 27th
2. Approval of Vouchers Paid by Auditing Officer
 - a. 09/23/21 Payroll \$ 10,908.45
 - b. 10/12/21 Capital \$ 10,265.65
 - c. 10/12/21 Airport Operations \$ 6,757.12

MONTHLY REPORTS

1. Manager's & Facilities Report- to be posted to website
2. Financial Report- to be posted to website

OLD BUSINESS

1. PAPI Project-WHPacific Joining in
- 2. Resolution 2021 10 25D Accepting 2021 Master Plan**
- 3. Review and Discuss 2022 Budget**

NEW BUSINESS

1. Resolution 2021 10 25A-Commissioner Compensation Increase
2. Resolution 2021 10 25B- Adopting 2022 Budget
3. Resolution 2021 10 25C-1% Increase in 2022 Property Tax
4. Certification of 2022 Tax Levy
5. Resolution 2021 10 25E Intent to Pursue Banner Bank Loan Term Sheet
- 6. Revised Bylaws**

PUBLIC ACCESS

ADJOURNMENT. NEXT MEETING: Regular Meeting, Monday November 22nd, 2021

**PORT OF ORCAS
REGULAR MEETING MINUTES
SEPTEMBER 27, 2021**

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Commissioners Present: Mia Kartiganer, Pierrette Guimond, Michael Triplett, Robert Hamilton, Bea vonTobel

Staff Present: Jeannie Sharpe, Kimberly Kimple

Members of the Public Present: Jason Laursen, Gil Blinn, Rick Christmas, Tuck Wilson, Janet Schaeffer, Steve Davis, et al not verified

CALL TO ORDER/CONFIRMATION OF QUORUM

Chair Kartiganer called the Zoom meeting to order at 5:00pm noting presence of a quorum.

AGENDA AMENDMENTS

The chair entertained adjustments/amendments to the agenda, which included a reversal of the order of consideration of Old Business and New Business items.

PUBLIC ACCESS

Gil Blinn, president of the Orcas Hangar Association, asked that his letter to the commissioners, e-mailed earlier, be accepted, along with comments about liking the current airport 'flavor', and asked for clarification about a rumor about camping under the wings for visiting pilots.

MONTHLY BUSINESS

1. Approval of Previous Minutes

After corrections were made to the August 23, 2021 draft minutes and accepted by consensus, Pierrette moved, Robert seconded approval of the corrected minutes of August 23, 2021, and draft minutes of September 13, 2021 and the motion passed.

2. Approval of Vouchers Paid by Auditing Officer

Pierrette moved, Robert seconded approval of vouchers a.-f. as presented, and the motion passed.

- a. 08/25/21 Payroll \$11,842.56
- b. 08/17/21 Airport Operations \$70,355.89
- c. 08/17/21 Capital \$1,135.34
- d. 08/31/21 Airport Operations \$6,312.63
- e. 08/31/21 Capital \$6,214.00

MONTHLY REPORTS

1. Manager's Report

The manager's report, posted earlier on the website, noted that the Aviation Planning Group had been chosen for land acquisition, that certain dates need to be met for FAA reimbursement in a timely manner, and that bond counsel had been sought.

WHPacific had been chosen for westside development planning, which does not include environmental work on the SE port parcel.

Letters to hangar owners re Resolution 2021-07-26A, adopted earlier, have been mailed to hangar owners, along with the continuation of hangar inspections.

The airport manager noted that she will be out of the office October 1-6, and asked that the December regular meeting be scheduled for 12/20/21 at 2:00pm to avoid the holidays.

A request to seek 'fuel at cost' request from the Mercy Pilots will be referred to port counsel.

2. Facility Report

WHPacific will join the regular meeting on 10/25/21 to speak about proposed PAPI solutions for RW34. It was noted that the FAA will not extend the wetland mitigation grant, and

**Page 2 of 3
09/27/21**

Squalicum has completed its grant, so the port may have to underwrite any extension costs.

OLD BUSINESS---undertaken in reverse order to the agenda by consensus

1. Hangars

This item was covered during the manager's report

2. Second Monthly Meeting

This item was added to the agenda by consensus. A clarification is needed via bylaw interpretation/possible revision about holding a second meeting, either by design or designation as a special meeting. This item was taken under advisement, and action postponed to a later meeting.

3. Resolution Hangar Use—Update

Kudos were offered to Pierrette for her diligent review of financial operations during her tenure as commissioner.

After discussion, Michael moved, Mia seconded authorizing Jeannie to explore with consultants and the FAA hangar siting on the port's western parcel, and the motion passed. It was noted that WHPacific will be invited to participate along with the FAA.

4. PAPI Project

This item was reported on earlier.

NEW BUSINESS---undertaken in reverse order to the agenda by consensus

1. Resolution 2021 09 27 Surplus of Property and Disposal—Lawn Mower

After introduction of the resolution, Robert moved, Pierrette seconded adoption of Resolution 2021 09 07, declaring surplus property and disposal of 2001 John Deere Riding Lawn Mower #T235, and the motion passed unanimously.

2. Discussion for Commissioner Compensation Issue

As a result of WA legislative action in determining commissioner compensation, port counsel submitted a memorandum on 9/20/21, outlining legislative actions and actions the port can take to adjust past, current and moving forward compensation rates.

Counsel Stafford presented four solutions, each of which were discussed at length. Pierrette noted that the port had not asked for this research, citing costs that will be incurred.

After further discussion, Robert moved, Mia seconded accepting counsel recommendation #3 (which includes a \$14 per diem difference, retroactive two years), and the entitled salary if it appears the port's gross operating revenue in 2021 will exceed \$1M. The motion passed 4-1, with an abstention by Guimond.

The airport manager was tasked with writing both actions into one resolution and having it ready for action at the next regular meeting.

3. 2022 Budget Discussion

The airport manager had earlier distributed copies of expenditures and revenues to date for each of the port's budget categories, and anticipated changes for 2022 based on current trends. Questions were asked and answered for each budget area (6721, 6723, 6727) as discussion moved forward. Final figures for each budget area should be available by the regular October meeting, by which time the annual public budget hearing could be scheduled for adoption. Some unanswered questions were forwarded to the airport manager for clarification prior to the next meeting.

PUBLIC ACCESS TIME

Hangar owner Tuck Wilson was present to read a letter he had forwarded previously to the commissioners, noting his feeling that the airport was welcoming, vibrant and accessible, and hoped that the master plan threats on development would not transform the airport into a sterile

and lifeless copy of other airports. He wished to preserve the present feeling.

He added that the resolution adopted at the last regular meeting was done without debate with those affected, and asked to have a committee to help resolve the issue involved. He asked that his letter be appended to the minutes of the meeting. Mia noted that although FAA rules need to be followed for fear of less FAA funding. Robert stated that there is a fear of precedence, although others might feel the desire to take advantage of current situations.

NEXT MEETING/ADJOURNMENT

The next regular meeting will occur on October 25, 2021 at 5:00pm via Zoom unless otherwise announced.

The meeting was adjourned at 7:40pm.

Respectfully submitted,

Bea vonTobel, Secretary

Attachment: letter from Tuck Wilson, dated 9/27/21

DRAFT

DATE: 9/23/21

PAYROLL WORKSHEET

SEPTEMBER 2021

Port of Orcas

RATE	EMPLOYEE NAME	EMPLOYEE NUMBER	FUND #	BARS	L&I	REG HRS	AMOUNT DUE	multiple line total per employee
0.00	Pierrette Guimond		6723.00	546.10.10.2001	5306-07	1	\$0.00	waived
114.00	Michael Triplett	TRI150	6723.00	546.10.10.2001	5306-07	1	\$114.00	
114.00	Bea vonTobel	VON100	6723.00	546.10.10.2001	5306-07	1	\$114.00	
114.00	Robert Hamilton	HAM300	6723.00	546.10.10.2001	5306-07	1	\$114.00	
114.00	Mia Kartiganer	KAR100	6723.00	546.10.10.2001	5306-07	1	\$114.00	
5,833.33	Jeannie Frank Sharpe	FRA400	6723.00	546.10.10.2002	5306-07	176	\$5,833.33	
	Jeannie Frank Sharpe	FRA400	6723.00	546.10.10.2002	N/A	8	\$0.00	PTO-Holiday
	Jeannie Frank Sharpe	FRA400	6723.00	546.10.10.2002	N/A	0	\$0.00	PTO-Sick
	Jeannie Frank Sharpe	FRA400	6723.00	546.10.10.2002	N/A	0	\$0.00	Comp. earned
	Jeannie Frank Sharpe	FRA400	6723.00	546.10.10.2002	N/A	0	\$0.00	Vacation
	Jeannie Frank Sharpe	FRA400	6723.00	546.10.10.2002	N/A	0	\$0.00	Comp. used
418.90	Jeannie Frank Sharpe	FRA400	6723.00	546.10.20.0005	N/A	x	418.90	\$6,252.23 Medical
25.63	James Reid	REI200	6723.00	546.10.10.2003	4201-02	124	\$3,178.12	
	James Reid	REI200	6723.00	546.10.10.2003	N/A	5.6	\$143.53	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	\$3,640.22 Medical
28.00	Kimberley Kimple	KIM250	6723.00	546.10.10.2004	5306-07	20	\$ 560.00	
TOTALS						338.60	\$10,908.45	

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.

Jeannie Sharpe
Signed

Airport 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.

Mia Kartiganer
Signed

Chairman

Date

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6727

Page 1 of 2

DATE: 14-Oct-21

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$10,265.65

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.

 10/12/21
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 \$ 10,265.65 for the period ending October 14, 2021 We approve payment with our signatures below.

Commissioner Date

Commissioner Date

Commissioner Date

Commissioner Date

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

Page 1 of 12

DATE: 12-Oct-21

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$6,757.12

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.

Jeanne Sharpe
Signed as Auditing Officer

10/12/21
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 \$ 6,757.12 for the period ending October 12, 2021 We approve payment with our signatures below.

Commissioner Date

Commissioner Date

Commissioner Date

Commissioner Date



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Eastsound WA 98245-0053
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PORT OF ORCAS RESOLUTION 2021 10 25D

Resolution Adopting the 2021 Master Plan

WHEREAS, the Port of Orcas held several public hearings in 2020 and 2021 to discuss the revisions and changes requested to the Draft Master Plan, and

WHEREAS, the Port of Orcas after several corrections requested by this Commission and charge by DOWL to make changes per requests of the Draft Master Plan Chapters, and

WHEREAS, the Port of Orcas approved the Master Plan with pending corrections to be followed up by Airport Manager on 01/18/21 at our Special Meeting, and

WHEREAS, the Port of Orcas has determined no Motion was taken nor was a Resolution signed, to memorialize this process, and

NOW THEREFORE BE IT RESOLVED, that the Port of Orcas approves the 2021 Master Plan as posted on portoforcas.com and physically located in the Port office for viewing upon request.

DATED THIS 25th DAY OF OCTOBER 2021.

Mia Kartiganer, Commissioner

Michael Triplett, Commissioner

Bea vonTobel, Commissioner

Robert Hamilton, Commissioner

Pierette Guimond, Commissioner

Attest: _____
Jeannie Frank Sharpe, Airport Manager

Revenue-General Account

6721 2022 Port of Orcas

Account Number	Budget 2022
308.80.00.0000 Beginning Net Cash and Investments	0
311.10.00.0000 Property Tax Revenue	257,690
321.80.00.0000 Vending Machine	0
331.20.10.0000 FAA Grant-CARES	0
336.02.31.0000 DNR PILT NAP/NRCA	0
337.20.00.0000 Leasehold Tax - Port of Orcas	0
337.40.00.0000 Timber Harvest Tax - Private Land	0
343.40.00.0000 Utility Reimbursement (Water)	0
344.50.00.0000 Aviation Fuel Sales	0
344.51.00.0000 Sale of Airplane Oil	0
344.61.00.0001 Landing Fees	0
344.61.00.0002 Tiedown Fees - Transient	0
344.61.00.0003 Tiedown Fees - Annual	0
344.61.00.0004 Fence Access Fee	0
344.61.00.0005 TTF User Fees	0
344.61.00.0006 Fuel Flowage	0
361.11.00.0001 Investment Interest - LGIP	0
361.40.00.0001 Interfund Loan Interest Income	0
361.40.00.0002 Finance Charges	0
362.30.00.0000 Auto Parking Transient	0
362.50.00.0001 Auto Parking Annual	0
362.50.00.0002 Hangar Lease	0
362.50.01.0003 Land Lease	0
362.50.01.0004 Terminal Rentals	0
367.11.00.0000 Donations	0
369.91.00.0000 Immaterial Miscellaneous Revenues	0
369.91.00.0090 Recovery of NSF Check Fees	0
369.91.00.0095 Refunds of Prior Year Expenditures	0
369.95.000.000 Vendor Refunds	0
381.20.00.0000 Interfund Loan Principal Received	0
388.10.00.0000 Prior Period Adjustments	0
389.30.00.0000 Leasehold Tax Collected	0
389.30.00.0001 Sales Tax Collected	0
395.10.00.0000 Disposition of Capital Assets	0
397.46.00.6727 Transfers-in from Capital Fund	0
Transfer out to Airport Operations 6723	0
Total	257,690

Expenditure-General Account

6721 Port of Orcas

Account Number	Budget 2022
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508.80.00.0000	Ending Net Cash and Investments	257,690
546.10.10.0001	Commissioners	0
546.10.10.0002	Operations Assistant	0
546.10.10.2001	Commissioners	0
546.10.10.2002	Airport Manager	0
546.10.10.2003	Operations Assistant	0
546.10.10.2004	Third Employee Pay	0
546.10.20.0001	FICA & Medicare	0
546.10.20.0002	Dept of Labor & Industries	0
546.10.20.0003	Retirement/PERS	0
546.10.20.0004	PERS Adjust	0
546.10.20.0005	Medical Stipend	0
546.10.20.0009	Unemployment	0
546.10.20.0010	Deferred Compensation	0
546.10.20.0012	PFML Premium Assessments	0
546.10.31.0000	Indoor/Outdoor Furniture	0
546.10.31.0001	Signs/Fee Boxes Supplies	0
546.10.31.0002	Office Supplies	0
546.10.31.0003	Printing and Copying Supplies	0
546.10.31.0004	Janitorial Supplies	0
546.10.31.0005	Meeting Supplies	0
546.10.32.0001	Fuel/Petrol Products	0
546.10.32.0002	Aviation Fuel	0
546.10.41.0000	Staff Recruiting/Advertising	0
546.10.41.0001	SJC Auditor	0
546.10.41.0002	State Auditor 3 years!2021 due \$11K approx	0
546.10.41.0003	Security	0
546.10.41.0004	Website Development & Maintenance	0
546.10.41.0005	Legal Services	0
546.10.41.0006	Consultant	0
546.10.41.0007	Wildlife Control	0
546.10.41.0008	Promotional Hosting	0
546.10.41.0009	Economic Development Programs	0
546.10.41.0044	Advertising	0
546.10.42.0010	Postage	0
546.10.42.0020	Telephone	0

Expenditure-General Account

6721 Port of Orcas

Account Number		Budget 2022
546.10.42.0030	Internet	0
546.10.44.0001	Storm Water Utility Tax	0
546.10.45.0001	Vending Machine Rental	0
546.10.46.0003	Bonding/Fire/Liability Insurance	0
546.10.47.0001	Water	0
546.10.47.0002	Electricity	0
546.10.47.0003	Sewer	0
546.10.47.0004	Refuse	0
546.10.47.0005	Sani-Cans	0
546.10.49.0000	Miscellaneous	0
546.10.49.0085	NSF Check Fees	0
546.20.31.0006	Field Electrical Supplies	0
546.20.31.0007	Vehicle Maintenance Supplies	0
546.20.31.0008	Runway/TW/Ramp Maintenance Supplies	0
546.20.31.0009	Building Maintenance Supplies	0
546.20.31.0010	Road Maintenance Supplies	0
546.20.31.0011	Fence Maintenance Supplies	0
546.20.35.0001	Small Tools & Equipment	0
546.20.41.0001	Janitor	0
546.20.41.0002	AWOS M & O Service	0
546.20.48.0006	Landscaping	0
546.20.48.0007	Mowing & Snow	0
546.20.48.0008	Ditch/Tree Clearing	0
546.30.34.0001	Pop for Resale	0
546.30.34.0002	Airplane Oil for Resale	0
546.30.41.0149	Election Services	0
546.30.43.0001	Travel	0
546.30.44.0002	Business & Occupation Taxes	0
546.30.49.0001	Contingency Reserve	0
546.30.49.0010	Memberships	0
546.30.49.0030	Continued Education Workshops	0
546.30.49.0090	Srvc Fees, Finance Chgs, Lics, Permits	0
581.10.79.6501	Interfund Loan to OIRP	0
589.30.00.0000	Leasehold Tax Remitted to State	0
589.30.00.0001	Sales Tax Remittances	0
592.14.89.0000	Statutory Interest (Tax Refund)	0

Expenditure-General Account

6721 Port of Orcas

Account Number	Budget 2022
594.46.62.0012 Buildings & Other Improvements	0
597.46.00.0001 Transfers-out - DO NOT USE	0
597.46.00.6727 Transfers-out to Capital Fund	0
Total	257,690

Revenue-Airport Operations-Restricted Funds

6723 Port of Orcas

Account Number	2020 Actuals 6721	2021 Budget	2021 Actuals as of 8/30/21 6721 & 6723	Budget 2022
308.80.00.0000 Beginning Net Cash and Investments	0			0
321.80.00.0000 Vending Machine	1,409	1,300	1,017	1,300
331.20.10.0000 FAA Grant-CARES	0	250,000	434,005	325,100
331.20.10.6000 FAA Grant-ACRGP			4,241	0
331.20.10.6001 FAA Grant-ARPA				0
336.02.31.0000 DNR PILT NAP/NRCA	296	350	0	0
337.20.00.0000 Leasehold Tax - Port of Orcas	352	420	197	420
337.40.00.0000 Timber Harvest Tax - Private Land	39	30	12	30
341.70.00.0000 Sales of Coffee Mugs	0	0	130	400
343.40.00.0000 Utility Reimbursement (Water)	2,914	2,000	1,201	1,956
344.50.00.0000 Aviation Fuel Sales	102,018	90,000	103,164	110,000
344.51.00.0000 Sale of Airplane Oil	777	700	783	300
344.61.00.0001 Landing Fees	6,422	7,700	5,287	7,700
344.61.00.0002 Tiedown Fees - Transient	8,234	7,200	7,895	7,500
344.61.00.0003 Tiedown Fees - Annual	1,800	1,200	1,885	1,800
344.61.00.0004 Fence Access Fee	0	500	15	100
344.61.00.0005 TTF User Fees	3,120	2,880	2,880	2,880
344.61.00.0006 Fuel Flowage	0	0	0	
361.11.00.0001 Investment Interest - LGIP	5,111	15,500	577	500
361.40.00.0001 Interfund Loan Interest Income	1,347	1,350	175	0
361.40.00.0002 Finance Charges	358	200	0	200
362.30.00.0000 Auto Parking Transient	4,081	5,200	6,556	7,000
362.50.00.0001 Auto Parking Annual	16,509	14,000	9,649	10,000
362.50.00.0002 Hangar Lease	23,615	24,000	16,172	25,188
362.50.01.0003 Land Lease	59,499	59,000	53,289	59,000
362.50.01.0004 Terminal Rentals	14,789	14,860	8,562	12,708
367.11.00.0000 Donations	774	2,000	1,725	2,422
369.91.00.0000 Immaterial Miscellaneous Revenues	0	0	0	0
369.91.00.0090 Recovery of NSF Check Fees	0	20	0	0
369.91.00.0095 Refunds of Prior Year Expenditures	0	0	0	0
369.95.000.000 Vendor Refunds	795	30	0	0
381.20.00.0000 Interfund Loan Principal Received	44,000	23,610	5,000	15,000
388.10.00.0000 Prior Period Adjustments	0	100	0	0
389.30.00.0000 Leasehold Tax Collected	10,783	10,900	9,146	10,900
389.30.00.0001 Sales Tax Collected	0	300	0	0
395.10.00.0000 Disposition of Capital Assets	1	0	0	0
397.46.00.6727 Transfers-in from Capital Fund	0	0	0	0
Total	309,043	535,350	673,562	602,404

Exenditure-Airport Operations-Restricted Funds

6723 Port of Orcas

Account Number	2020 Actuals 6721	Original 2021	2021 Actuals as of 8/30/21 6721 & 6723	Budget 2022
508.80.00.0000 Ending Net Cash and Investments	-	-	0	0
546.10.10.2001 Commissioners	9,918	9,600	4,902	32,460
546.10.10.2002 Airport Manager	28,125	70,000	46,042	74,000
546.10.10.2003 Operations Assistant	37,203	37,700	25,232	41,184
546.10.10.2004 Third Employee Pay	8,414	22,500	4,746	8,700
546.10.20.0001 FICA & Medicare	6,851	9,120	6,642	9,300
546.10.20.0002 Dept of Labor & Industries	3,860	6,600	3,517	6,700
546.10.20.0003 Retirement/PERS	8,462	8,910	8,783	9,000
546.10.20.0004 PERS Adjust	-	-	0	0
546.10.20.0005 Medical Stipend	5,903	7,600	5,900	7,600
546.10.20.0009 Unemployment	92	210	185	210
546.10.20.0010 Deferred Compensation	-	-	0	0
546.10.20.0012 PFML Premium Assessments	225	640	219	300
546.10.31.0000 Indoor/Outdoor Furniture	1,059	500	448	2,500
546.10.31.0001 Signs/Fee Boxes Supplies	696	300	1,115	2,000
546.10.31.0002 Office Supplies	5,035	2,000	3,198	4,000
546.10.31.0003 Printing and Copying Supplies	869	500	0	500
546.10.31.0004 Janitorial Supplies	159	800	371	800
546.10.31.0005 Meeting Supplies	150	240	325	250
546.10.32.0001 Fuel/Petrol Products	2,216	1,500	3,193	3,000
546.10.32.0002 Aviation Fuel	66,207	75,000	89,885	100,000
546.10.41.0000 Staff Recruiting/Advertising	-	-	0	0
546.10.41.0001 SJC Auditor	2,000	2,200	1,795	2,200
546.10.41.0002 State Auditor 3 years!2021 due \$11k	-	-	0	0
546.10.41.0003 Security	337	350	169	350
546.10.41.0004 Website Development & Maintenance	-	-	0	0
546.10.41.0005 Legal Services	20,541	13,000	11,002	13,000
546.10.41.0006. Professional Services-contractors paid for any airport work				20,000
546.10.41.0006 Consultant	14,658	5,000	0	5,000
546.10.41.0007 Wildlife Control	-	-	0	0
546.10.41.0008 Promotional Hosting	-	100	0	100
546.10.41.0009 Economic Development Programs	-	2,500	250	2,500
546.10.41.0044 Advertising	1,150	3,000	205	3,000
546.10.42.0010 Postage	11	200	0	400
546.10.42.0020 Telephone	2,563	4,000	2,153	4,000
546.10.31.0006 Fuel Station Supplies				1,500
546.10.42.0030 Internet	1,249	1,440	1,123	1,400
546.10.44.0001 Storm Water Utility Tax	813	850	234	850
546.10.45.0001 Vending Machine Rental	-	-	0	0
546.10.46.0003 Bonding/Fire/Liability Insurance	14,716	15,000	11,462	16,408

Exenditure-Airport Operations-Restricted Funds

6723 Port of Orcas

Account Number	2020 Actuals 6721	Original 2021	2021 Actuals as of 8/30/21 6721 & 6723	Budget 2022
546.10.47.0001 Water	2,801	2,600	1,403	2,600
546.10.47.0002 Electricity	12,839	13,500	7,078	14,000
546.10.47.0003 Sewer	1,588	2,000	1,216	2,000
546.10.47.0004 Refuse	2,981	3,000	2,365	3,000
546.10.47.0005 Sani-Cans	2,275	3,200	1,500	3,200
546.10.49.0000 Miscellaneous	-	-	0	0
546.10.49.0085 NSF Check Fees	-	-	0	0
546.20.31.0006 Field Electrical Supplies	4,569	5,000	574	5,000
546.20.31.0007 Vehicle Maintenance Supplies	1,211	3,000	0	3,000
546.20.31.0008 Runway/TW/Ramp Maintenance Sup	-	500	6,379	500
546.20.31.0009 Building Maintenance Supplies	20,033	5,000	25,616	5,000
546.20.31.0010 Road Maintenance Supplies	-	3,000	8	3,000
546.20.31.0011 Fence Maintenance Supplies	322	5,300	70	1,500
546.20.35.0001 Small Tools & Equipment	800	2,700	820	2,700
546.20.41.0001 Janitor	9,683	10,000	7,590	10,000
546.20.41.0002 AWOS M & O Service	3,819	1,300	360	2,500
546.20.48.0006 Landscaping	2,880	2,500	1,726	3,000
546.20.48.0007 Mowing & Snow	43	3,000	1,711	3,000
546.20.48.0008 Ditch/Tree Clearing	-	1,200	0	20,000
546.30.34.0001 Pop for Resale	1,006	700	601	700
546.30.34.0002 Airplane Oil for Resale	-	-	0	500
546.30.41.0149 Election Services	5,350	18,000	0	0
546.30.43.0001 Travel	1,855	4,500	1,543	6,000
546.30.44.0002 Business & Occupation Taxes	1,899	6,000	1,306	4,000
546.30.49.0001 Contingency Reserve	-	290,000	0	0
546.30.49.0010 Memberships	1,140	1,700	1,591	1,700
546.30.49.0030 Continued Education Workshops	745	2,000	921	5,000
546.30.49.0090 Svc Fees, Finance Chgs, Lics, Perm	225	200	5	200
589.30.00.0000 Leasehold Tax Remitted to State	10,423	12,000	7,183	12,000
589.30.00.0001 Sales Tax Remittances	-	-	0	0
592.14.89.0000 Statutory Interest (Tax Refund)	-	-	0	0
594.46.62.0012 Buildings & Other Improvements	-	1,500	0	20,000
597.46.00.0001 Transfers-out - DO NOT USE	-	-	0	0
597.46.00.6727 Transfers-out to Capital Fund	-	81,500	80,000	95,092
	-	-	0	0
Total	331,969	786,260	384,661	602,404

Revenue-Capital Account

6727 Port of Orcas

Account Number	2020 Actuals	Original 2021	2021 Actuals as of 9/21	Budget 2022
308.80.00.0000 Beginning Net Cash and Investments	-			0
311.10.00.0000 Property Tax Revenue	-	610	0	0
331.20.10.0000 FAA Grant-CARES		100,000	0	0
331.00.00.0000 AP Overlay Project	-			
331.20.10.0000 Direct Federal Grants - F.A.A.	219,530		127,122	400,000
334.03.60.0000 State AIP Grants	-		2,421	0
337.40.00.0000 Timber Harvest Tax - Private Land	-		0	0
337.46.00.1951 County PFFAP Grants	-		0	0
361.11.00.0000 Investment Interest - LGIP	166	1,000	16	0
397.46.00.0001 Transfers-in - DO NOT USE	-			
397.46.00.6721 Transfers-in from General Fund	90,000	80,000	80,000	
Total	309,696	181,610	209,559	400,000

Expenditure-Capital Account

6727 Port of Orcas

Account Number	2020 Actuals	Original 2021	Actual 2021 as of 9-1-21	Budget 2022
508.80.00.0000 Ending Net Cash and Investments	-			
592.14.89.0000 Statutory Interest (Tax Refund)	-			
594.46.60.0001 Capital Contingency Reserve	-	30,000	0	0
594.46.61.0001 AIP/RW/Apron Improvements	294,653		106,150	400,000
594.46.61.0002 Fence Upgrade	-			
594.46.61.0050 Land Acquisition	-			
594.46.62.0001 Buildings and Structures	-			0
594.46.62.0003 Tractor/Shed	-			0
594.46.62.0060 FedEx Buildings / Install	-			0
594.46.63.0001 Auto Parking Area Reconstruction	-			0
594.46.64.0001 Wx/Navigation Aids	-	118,610	3,800	
594.46.64.0002 GPS Approach	-			
594.46.64.0003 Vehicle Purchase	-			0
594.46.64.0004 Machinery and Equipment	-	33,000	0	
597.46.00.6721 Transfers-out to General Fund	-			
Total	294,653	181,610	109,950	400,000

PORT OF ORCAS

RESOLUTION 2021 10 25A COMMISSIONER COMPENSATION

A Resolution of the Commission of the Port of Orcas addressing the apparent Legislative drafting mistake in the 2020 Amendment to RCW 53.12.260 by maintaining the status quo for Commissioner Compensation for current and future Commissioners.

WHEREAS, enacted in 1975, RCW 53.12.260 provides for port commissioner compensation. Today this compensation consists of (a) \$128 per diem per day compensation for each day or portion or thereof spent in actual attendance at official meetings of the port district commission, or in performance of other official services or duties on behalf of the district; and (b) since the 1992 amendment to RCW 53.12.260, monthly compensation of either \$200 for ports with gross operating revenues of from \$1,000,000 to less than \$25,000,000 or \$500 for ports with gross operating revenues of \$25,000,000 or more in the preceding calendar year;

WHEREAS, in 2007 the Legislature amended RCW 53.12.260, increasing the per diem portion of commissioner compensation from \$75 to \$90 and providing for an inflationary adjustment to both per diem and monthly compensation every five years beginning July 1, 2008, as determined by the Washington State Office of Financial Management (the "OFM"). Adjustments on July 1, 2008, July 1, 2013, and July 1, 2018, resulted in current statutory commissioner per diem of \$128 per month and the current monthly compensation of either \$285 or \$713, depending on the gross operating income of the port district in the preceding calendar year. The next adjustment was scheduled for July 1, 2023;

WHEREAS, in 2020, through House Bill 2449 (Chapter 83, Laws of 2020), the Legislature sought to move the adjustment date for twelve special purpose governments, including port districts, from July 1st to January 1st to align with these twelve special purpose governments' fiscal calendar year. The bill passed both the House and the Senate unanimously. The Legislature's *Final Bill Report* notes that the per diem compensation for these special purpose governments had risen with adjustments to the current numbers and noted that the purpose of HB 2449 was merely to move the adjustment date. In the "summary" section, the Final Bill Report notes that:

The calendar date on which the compensation limit for commissioners, board members, supervisors, and directors of special purpose districts must be adjusted for inflation every five years is changed from July 1 to January 1. The date of the next scheduled adjustment is delayed from July 1, 2023, to January 1, 2024;

WHEREAS, the HB 2449 change to RCW 53.12.260 was accomplished by making a simple change to the statute as follows (deletion in strikethrough and addition in underline):

The dollar thresholds for salaries and per diem compensation established in this section must be adjusted for inflation by the office of financial management every five years, beginning ~~July 1, 2008~~ January 1, 2024...

Unfortunately, the adjustment date was changed but the reference to \$90 per diem and the \$200/\$500 monthly payments set in the 2007 version of RCW 53.12.260 were not updated. The “plain reading” of the RCW 53.12.260 is now \$90 per diem and the \$200 or \$500 monthly payments adjusted for inflation on January 1, 2024. It is clear the effect of “rolling back” commissioner compensation to 2007 levels was unintended and a clear legislative drafting mistake;

WHEREAS, Article XI, Section 8 of the Washington State Constitution prohibits an increase or decrease in commissioner compensation during a term of office. Therefore, the 2020 amendment to RCW 53.12.260 would only apply as commissioners are elected or re-elected with the first application occurring for commissioners taking office on January 1, 2022;

WHEREAS, the Washington Public Ports Association has contacted the OFM and the Washington State Auditor’s Office (the “SAO”) about this issue. While acknowledging the issue, the OFM and SAO indicated that the current compensation should be left in place because the legislative intent was merely to change the date from July 1st to January 1st. The SAO has indicated that it will not be an audit issue. However, these views, while helpful, are not legally binding;

WHEREAS, subsection 3 of RCW 53.12.260 allows a port commission to set compensation for commissioners in lieu of the amounts specified in the statute (both per diem and monthly);

WHEREAS, the Port has never set its commissioner compensation to differ from that described in RCW 53.12.260;

WHEREAS, it is in the best interest of the Port to maintain current levels of commissioner compensation and ensure that commissioners newly elected or re-elected in 2021 are provided the same compensation as the other commissioners when the newly elected or re-elected commissioners take office on January 1, 2022; and

WHEREAS, until this unintended drafting mistake is addressed through (a) correction by the Legislature; (b) a definitive legal interpretation from the Washington Attorney General’s Office is issued; or (c) Washington courts issuing a binding decision, it is in the best interest of the Port to adopt a resolution pursuant to RCW 53.12.260(3) to maintain the *status quo* for commissioner compensation, subject to the January 1, 2024 change per RCW 53.12.260.

NOW THEREFORE, BASED UPON THE FOREGOING, BE IT RESOLVED by Board of Commissioners of the Port of Orcas, State of Washington, to maintain the *status quo* as follows:

1. Pursuant to RCW 53.12.260(3), the current Port of Orcas Commissioner compensation shall be maintained for all current Commissioners and shall apply to all Port of Orcas Commissioners hereinafter elected or appointed: (i) \$285 per month when the Port’s gross operating revenue is at least \$1,000,000 in the preceding calendar year; and (ii) \$128 per diem.

2. The RCW 53.12.260(4) inflationary adjustment that will occur on January 1, 2024, and each five years thereafter will be applied to all Port of Orcas Commissioner compensation.
3. The Port of Orcas legal counsel and the airport manager will inform the Commission if and when the drafting issue in RCW 53.12.260 has been resolved through either: (a) Legislative action; (b) a definitive legal interpretation from the Washington Attorney General's Office; or (c) a Washington court issuing a binding decision, so that the Port Commission may consider an appropriate resolution.

PASSED AND ADOPTED by the Port Commission of the Port of Orcas in open session on the 25th day of October 2021, and duly authenticated by the signatures of the Commissioners voting in favor thereof.

Mia Kartiganer, Board Chair

Pierrett Guimond, Commissioner

Michael Triplett, Commissioner

Bea vonTobel, Commissioner

Robert Hamilton, Commissioner



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PORT OF ORCAS RESOLUTION 2021 10 25B

Resolution Adopting the 2022 Budget

WHEREAS, the Port of Orcas held a public hearing on October 25th 2021 to discuss the adoption of its 2022 budget, and

WHEREAS, the Port of Orcas has determined the cash on hand plus all anticipated revenues and did fix the appropriate amount for each expenditure line item,

NOW THEREFORE BE IT RESOLVED, that the Port of Orcas set the final budget for the year 2022 as attached hereto and incorporated as if fully set forth.

DATED THIS 25th DAY OF OCTOBER 2021.

2021 General Fund Budget	\$257,690
2021 Airport Operations	\$602,404
2021 Capital Fund Budget	\$400,000
2021 TOTAL BUDGET	\$1,260,094

2021 General Fund Levy Appropriation	\$256,990
2021 Capital Fund Levy Appropriation	\$700.00
2021 TOTAL LEVY APPROPRIATION	\$257,690

Mia Kartiganer, Commissioner

Michael Triplett, Commissioner

Bea vonTobel, Commissioner

Robert Hamilton, Commissioner

Pierette Guimond, Commissioner

Attest: _____
Jeannie Frank Sharpe, Airport Manager



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**PORT OF ORCAS
RESOLUTION 2021 10 25C
RCW 84.55.120**

WHEREAS, the Commissioners of the Port of Orcas have met and considered its budget for the calendar year 2022; and

WHEREAS, the district's actual levy amount from the previous year was \$255,139.00; and

WHEREAS, the population of this district is less than 10,000; and now, therefore

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2022 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$2551.39 which is a percentage increase of 1% from the previous year.

This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 25th day of October 2021

Mia Kartiganer, Chair

Robert Hamilton, Commissioner

Bea VonTobel, Commissioner

Pierrette Guimond, Commissioner

Michael Tripplett, Commissioner

Attest: _____
Jeannie Frank-Sharpe, Airport Manager



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Jeannie Sharpe,
(Name)

Airport Manager, for Port of Orcas, do hereby certify to
(Title) (District Name)

the San Juan County legislative authority that the Commissioners
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2022 as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on 10/25/21:
(Date of Public Hearing)

Regular Levy: \$257,690.00
(State the **total** dollar amount to be levied)

Excess Levy: \$0.00
(State the **total** dollar amount to be levied)

Refund Levy: \$0.00
(State the **total** dollar amount to be levied)

Signature: _____

Date: _____

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PORT OF ORCAS RESOLUTION 2021 10 25E

Resolution for Intent to Proceed with Banner Bank Bridge Loan

WHEREAS, the Port of Orcas held a public hearing on July 26th, 2021 to discuss along with the FAA Karen Miles and Ben Mello, matters of purchasing Mr. and Mrs. Vierthaler's property located on the West side of the airport runway, and

WHEREAS, the Port of Orcas has determined nearly all Cash and Investments on hand with Port Funds #6721, 6723, 6727 would need to be used to purchase the home before FAA reimbursement could be received, and

WHEREAS, the Port of Orcas believes a Commercial Bridge Loan from Banner Bank is the best short term option to avoid depleting accounts, with the guidance of a Bond Council, K&L Gates chosen by the Port, and

NOW THEREFORE BE IT RESOLVED, that the Port of Orcas has Intent to Proceed with Banner Bank for a Bridge Loan, with amount to be determined after property appraisal and negotiations are conducted, with guidance from Land Acquisition Consultant, Airport Planning Group, APG chosen by the Port.

DATED THIS 25th DAY OF OCTOBER 2021.

Mia Kartiganer, Commissioner

Michael Triplett, Commissioner

Bea vonTobel, Commissioner

Robert Hamilton, Commissioner

Pierette Guimond, Commissioner

Attest: _____
Jeannie Frank Sharpe, Airport Manager

Port of Orcas Bylaws

Article I – Name

The name of the organization shall be the Port of Orcas.

Article II – Object

The Port of Orcas is established for the purposes of acquisition, construction, maintenance, operation, development and regulation within the district of air transfer and terminal facilities, or any combination of such transfer and terminal facilities, and other commercial transportation, transfer, handling, storage and terminal facilities, and industrial improvements. (RCW53.04)

Article III – Members

Section 1. The Port of Orcas Commission shall consist of five commissioners, duly elected by registered voters of Orcas Island, to 4-year staggered terms.

Section 2. In the event of a vacancy in the office of port commissioner by death, resignation or otherwise, such vacancy shall be filled at the next general election in which the district has access to the ballot. The vacancy in the interim shall be filled by appointment by a majority vote of the remaining commissioners within sixty (60) days of the creation of such vacancy.

Section 3. The commission shall abide by the commission working rules and operating procedures set forth in the attached document and/or pertinent resolutions. Commission working rules and/or resolutions shall be adopted, rescinded, or modified by a majority of commissioners.

Article IV – Officers

Section 1. The officers of the Port of Orcas Commission shall be a chairman and a secretary.

- A. The Chairman shall convene regularly scheduled meetings, shall preside or arrange for other members of the commission to preside at each meeting in the following order: Secretary, next ranking commissioner by term. The Chairman shall also sign all resolutions, contracts, and other instruments on behalf of the commission as authorized by the commission, and shall perform all such other duties as are incident to the office or are properly required by the commission.
- B. The Secretary shall, during the absence or disability of the Chairman, exercise all the functions of the Chairman. In addition, the Secretary shall be responsible for keeping records of commission actions, including overseeing the taking of minutes at all board meetings, overseeing the sending out of meeting announcements, overseeing the distribution of minutes and agendas to all Commission members, assuring that all minutes and resolutions are properly maintained, and such further duties as are incident to the office and as are properly required by the commission.

Section 2. The officers shall perform the duties described in the parliamentary authority and these bylaws.

Section 3. The officers shall be elected by majority vote at the first regular meeting of each calendar year to serve a term of one year or until their successors are elected. Their terms of office shall begin immediately.

Section 4. No person shall hold office if he/she is not a member, and no member shall hold more than one office at a time.

Section 5. The commission may, from time to time, establish such Standing Committees as it deems necessary to conduct its more specialized work. The composition of a Standing Committee shall be determined by the commission chairman. To remain in compliance with the Washington Open Public Meeting Act (RCW 42.30), Standing Committees shall report directly to the whole commission on their work.

Article V – Meetings

Section 1. All meetings and work sessions shall be open and public except as otherwise provided by these bylaws and shall be held in accordance with the State of Washington Open Public Meetings Act (RCW 42.30).

- A. Regular meetings of the Port of Orcas Commissioners shall be held at 5PM on the fourth Thursday of every month in the Port of Orcas conference room or via Zoom, unless otherwise ordered by the Chairman.
- B. Special meetings may be called for at any time either by the Chairman or by a majority of the commissioners by written notice in accordance with the State of Washington Open Public Meetings Act.
- C. The commission may meet in executive session, which shall be closed to the public, during a regular or special meeting for all the purposes permitted by the Open Public Meetings Act and other laws.

Section 2. Agendas for regular and special meetings shall be sent to local media, and posted on the door of the Port of Orcas conference room at least 24 hours in advance.

Section 3. Recesses may be called from time to time for a good reason by the commissioner presiding over any meeting.

Section 4. Adjournment or continuation of any meeting to a special meeting shall be pursuant to giving of notice of such special meeting as required by law.

Section 5. Three commissioners shall constitute a quorum.

Article VI – Parliamentary Authority

The rules contained in Robert’s Rules of Order, newly revised, shall govern the Port of Orcas Commissioners in all cases where they are not inconsistent with these bylaws and any special rules of order the commission may adopt.

Article VII – Amendment

These bylaws may be amended at any regular or special meeting of the Commission by a majority vote, provided that notice of the amendment was given to all commissioners at the previous meeting.

Adopted 5/23/01

Revised 7/11/02 (meeting days)

Revised 12/12/08 (meeting days)

Revised 2/12/14 (meeting time established)

Revised 10/25/21 (meeting time and date revised)