



Meeting to be held online via Zoom

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REGULAR MEETING AGENDA

July 25th, 2022, 5:00 P.M.

This Meeting will be In-Person at the airport conference room and also available on Zoom.

Topic: Port of Orcas Regular Meeting

Time: Jul 25, 2022 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81176916046?pwd=Wmlha0VvdlISWUNJZnlTZ3ovRGVpdz09>

Meeting ID: 811 7691 6046

Passcode: 372140

One tap mobile

+12532158782,,81176916046#,,,,*372140# US (Tacoma)

CALL TO ORDER – 5:00 p.m.

AGENDA AMENDMENTS

PUBLIC ACCESS

MONTHLY BUSINESS

1. Approval of Previous Minutes – Regular Meeting June 27th
2. Approval of Vouchers Paid by Auditing Officer
 - a. 06/24/22 Payroll \$12,355.94
 - b. 06/28/22 Airport Operations \$5,221.27
 - c. 06/28/22 Capital \$8,868.70
 - d. 07/12/22 Airport Operations \$68,136.73

MONTHLY REPORTS

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

OLD BUSINESS

1. Port Tariff's discussion continued

NEW BUSINESS

1. Resolution 2022 07 25A Adjustment Beginning Cash Balances
2. Resolution 2022 07 25B Airport Manager Annual Payroll Increase
3. AIP Trust Fund Info

PUBLIC ACCESS

ADJOURNMENT. NEXT MEETING: Regular Meeting, Monday August 22nd, 2022

Meeting Minutes 6-27-22 to be added

DATE: 6/24/22

PAYROLL WORKSHEET

JUNE 2022

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	0	\$285.00	
128.00	Michael Triplett	TRI150	6723.00	546.10.10.2001	5306-07	0	\$285.00	
128.00	Bea vonTobel	VON100	6723.00	546.10.10.2001	5306-07	0	\$285.00	
128.00	Robert Hamilton	HAM300	6723.00	546.10.10.2001	5306-07	0	\$285.00	
128.00	Mia Kartiganer	KAR100	6723.00	546.10.10.2001	5306-07	0	\$285.00	
6,166.67	Jeannie Frank Sharpe	SHA125	6723.00	546.10.10.2002	5306-07	143	\$6,166.67	
	Jeannie Frank Sharpe	SHA125	6723.00	546.10.10.2002	N/A	8	\$0.00	PTO-Holiday
	Jeannie Frank Sharpe	SHA125	6723.00	546.10.10.2002	N/A	2	\$0.00	PTO-Sick
	Jeannie Frank Sharpe	SHA125	6723.00	546.10.10.2002	N/A	3	\$0.00	Comp. earned
	Jeannie Frank Sharpe	SHA125	6723.00	546.10.10.2002	N/A	8	\$0.00	Vacation
	Jeannie Frank Sharpe	SHA125	6723.00	546.10.10.2002	N/A	22	\$0.00	Comp. used
	Jeannie Frank Sharpe	SHA125	6723.00	546.30.43.0001	N/A	x		
418.90	Jeannie Frank Sharpe	SHA125	6723.00	546.10.20.0005	N/A	x	418.90	\$6,585.57 Medical
27.17	James Reid	REI200	6723.00	546.10.10.2003	4201-02	130.6	\$3,548.40	
	James Reid	REI200	6723.00	546.10.10.2003	N/A	5.6	\$152.15	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	\$4,019.12 Medical
29.00	Kimberley Kimple	KIM250	6723.00	546.10.10.2004	5306-07	11.25	\$ 326.25	
TOTALS						333.45	\$12,355.94	

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.

Robert Hamilton
Signed

Chairman

Date

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

Page 1 of 6

DATE: 28-Jun-22

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$5,221.27

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.

 _____
Signed as Auditing Officer Date 6/28

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 \$ 5,221.27 for the period ending June 28, 2022 We approve payment with our signatures below.

Commissioner Date

Commissioner Date

Commissioner Date

Commissioner Date

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6727

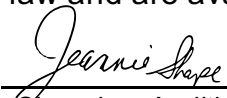
Page 1 of 2

DATE: 28-Jun-22

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$8,868.70

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.



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 \$ 8,868.70 for the period ending June 28, 2022 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 8

DATE: 12-Jul-22

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$68,136.73

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.

John Sese 7/12/22
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 \$ 68,136.73 for the period ending July 12, 2022 We approve payment with our signatures below.

Commissioner Date

Commissioner Date

Commissioner Date

Commissioner Date



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PORT OF ORCAS RESOLUTION 2022 07 25

Resolution Beginning and Ending Cash Balances

WHEREAS, certain beginning cash balances and Ending Cash Balances need to be amended, and

NOW THEREFORE BE IT RESOLVED, per the Port of Orcas Commissioners, that based on known beginning 2022 cash amounts, Beginning and Ending Cash balances are amended to the following amounts in the 2022 Budget:

DATED THIS 25th DAY OF JULY 2022.

2022 General Fund Beginning Cash 6721 \$1,281,291
2022 General Fund Ending Cash 6721 \$1,538,981

2022 Airport Operations Beginning Cash 6723 \$478,574
2022 Airport Operations Ending Cash 6723 \$478,574

2022 Capital Fund Beginning Cash 6727 \$133,127
2022 Capital Fund Ending Cash 6727 \$133,127

6721 FUND

2021 Ending Cash

Actual 2021 Ending Cash *	386,321
Actual 2021 Ending Investments	<u>895,000</u>
Subtotal	<u>1,281,321</u>
Less Warrants Outstanding	<u>(31)</u>
= Actual 2022 Beginning Cash	<u>1,281,291</u>

2022 Budgeted Beginning Cash (Acct 308)

Budgeted 2022 Beginning Cash	<u>0</u>
Difference between budget & actual	<u>1,281,291</u>

2022 Budgeted Ending Cash (Acct 508)

Budgeted 2022 Ending Cash	257,690
Difference	<u>1,281,291</u>
= Adjusted 2022 Ending Cash	<u>1,538,981</u>

6723 FUND

2021 Ending Cash

Actual 2021 Ending Cash *	491,488
Actual 2021 Ending Investments	<u>0</u>
Subtotal	<u>491,488</u>
Less Warrants Outstanding	<u>(12,914)</u>
= Actual 2022 Beginning Cash	<u>478,574</u>

2022 Budgeted Beginning Cash (Acct 308)

Budgeted 2022 Beginning Cash	<u>0</u>
Difference between budget & actual	<u>478,574</u>

2022 Budgeted Ending Cash (Acct 508)

Budgeted 2022 Ending Cash	0
Difference	<u>478,574</u>
= Adjusted 2022 Ending Cash	<u>478,574</u>

6727 Fund

2021 Ending Cash

Actual 2021 Ending Cash *	152,805
Actual 2021 Ending Investments	<u>25,000</u>
Subtotal	<u>177,805</u>
Less Warrants Outstanding	<u>(44,678)</u>
= Actual 2022 Beginning Cash	<u>133,127</u>

2022 Budgeted Beginning Cash (Acct 308)

Budgeted 2022 Beginning Cash	<u>0</u>
Difference between budget & actual	<u>133,127</u>

2022 Budgeted Ending Cash (Acct 508)

Budgeted 2022 Ending Cash	0
Difference	<u>133,127</u>
= Adjusted 2022 Ending Cash	<u>133,127</u>

Mia Kartiganer, Commissioner

Michael Triplett, Commissioner

Bea vonTobel, Commissioner

Robert Hamilton, Chair Commissioner

Jason Laursen, Commissioner

Attest: _____
Jeannie Sharpe, Airport Manager

PORT OF ORCAS

RESOLUTION 2022 07 25B

Wage Adjustment for Jeannie Sharpe, Airport Manager

WHEREAS, Standing Rules of the Commission direct the commission to approve annually the salary and benefits to be paid to Port employees, and;

WHEREAS, San Juan County requires documentation from the Port of Orcas regarding the establishment of such rates:

NOW, THEREFORE, BE IT RESOLVED, that the Port of Orcas Commissioners authorize a wage adjustment from \$74,000 annual to \$ [REDACTED] for Jeannie Sharpe with the beginning of the pay period starting July 25, 2022.

DATED THIS 25nd DAY OF July, 2022

Jason Laursen, Commissioner

Michael Triplett, Commissioner

Bea vonTobel, Commissioner

Robert Hamilton, Commissioner Chair

Mia Kartiganer, Commissioner

Attest: _____
Jeannie Sharpe, Airport Manager

Appendix V. Revenue Sources for the Airport and Airway Trust Fund

V-1. General.

The Airport and Airway Trust Fund, which was established by the Airport and Airway Revenue Act of 1970, provides the revenues used to fund AIP projects. The Trust Fund receives revenues from a series of excise taxes paid by users of the national airspace system. The excise taxes are associated with purchases of airline tickets and aviation fuel, as well as the shipment of cargo. Table V-1 lists these tax sources and how they are computed. The current tax structure is established under the Taxpayer Relief Act of 1997 (Public Law 105-35). Information on the Trust Fund can be found from the FAA Office of Policy, International Affairs and Environment website.

Table V-1 lists these tax sources and how they are computed.

Table V-1 Revenue Sources for the Airport and Airway Trust Fund

Aviation Taxes	Comment	Tax Rate
<p>a. Domestic Passenger Ticket Tax (including areas of Canada and Mexico not more than 225 miles from the continental United States)</p>	<p>Ad valorem tax.</p>	<p>7.5% of ticket price.</p>
<p>b. Domestic Passenger Flight Segment</p>	<p>A domestic segment is a flight leg consisting of one takeoff and one landing by a flight.</p>	<p>Rate is indexed by the Consumer Price Index starting January 1, 2002.</p>
<p>c. Passenger Ticket Tax at Rural Airports (having less than 100,000 boardings and more than 75 miles from an airport with 100,000 boardings)</p>	<p>Assessed on tickets on flights that begin/end at a rural airport. Rural airports are airports having less than 100,000 enplanements during second preceding calendar year, and either 1) not located within 75 miles of another airport with 100,000 enplanements, 2) is receiving essential air service subsidies, or 3) is not connected by paved roads to another airport.</p>	<p>7.5% of ticket price (same as passenger ticket tax). Flight segment fee does not apply.</p>
<p>d. International Departure and Arrival Taxes</p>	<p>Head tax assessed on passengers arriving or departing for foreign destinations (and U.S. territories) that are not subject to the passenger ticket tax.</p>	<p>Rate is indexed by the Consumer Price Index starting January 1, 1999.</p>

Table V-1 Revenue Sources for the Airport and Airway Trust Fund

Aviation Taxes	Comment	Tax Rate
e. Flights between the Continental United States and Alaska or Hawaii		Rate is indexed by the Consumer Price Index starting January 1, 1999.
f. Frequent Flyer Tax	Ad valorem tax assessed on mileage awards (for example, credit cards).	7.5% of value of miles.
g. Domestic Freight and Mail		6.25% of amount paid for the transportation of property by air.
h. General Aviation Fuel Tax		Aviation gasoline – 19.3¢ per gallon. Jet fuel – 21.8¢ per gallon. Effective after March 31, 2012, a 14.1¢ per gallon surcharge on fuel for aircraft used in a fractional ownership program.
i. Commercial Fuel Tax		4.3¢ per gallon.