



Meeting in-person and online

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www.portoforcas.com

MEETING AGENDA

June 26th, 2023, 5:00 P.M.

This Meeting will be on Zoom and in-person at the airport terminal conference room

Join Zoom Meeting

<https://us02web.zoom.us/j/82950040879?pwd=VkhBWVI5QUt6NTNGMWRkVzVuUDhsQT09>

Meeting ID: 829 5004 0879

Passcode: KORS

Dial: (253) 215-8782

One tap mobile

+12532158782,,82950040879#,,,,*522532# US (Tacoma)

CALL TO ORDER

AGENDA AMENDMENTS

PUBLIC ACCESS

MONTHLY BUSINESS

1. Previous Minutes
 - a. 04/24/2023
 - b. 05/22/2023
2. Approval of Vouchers
 - a. 05/25/2023 Payroll \$15,198.12
 - b. 06/13/2023 Port Operations \$3,998.15

MONTHLY REPORTS

1. Manager's Report – posted online
2. Financial Reports – posted online

OLD BUSINESS

1. Deer Harbor Dock – DHYC
2. Eastsound Sewer and Water Use of Port Property for Tank Storage Update
3. Authorization to sign Bi-Plane contract
4. Candidate Forum – July 12th

NEW BUSINESS

1. Fuel issue discussion
2. Resolution 2023 06 26 Accept AIP Grant Offer 3-53-0023-022-2023
3. Greenhouse Gas Policy

PUBLIC ACCESS

ADJOURNMENT. NEXT MEETING: Regular Meeting, Monday July 24th, 2023, at 5:00 p.m.

**PORT OF ORCAS
REGULAR MEETING MINUTES
APRIL 24, 2023**

Page 1 of 2

Commissioners Present: Robert Hamilton (via zoom), Michael Triplett, Jason Laursen (via zoom), Mia Kartiganer, Bea vonTobel

Staff Present: Kim Kimple

Public Present: Bruce Benton, Ed Addicks, Claire and Thomas Palmer, James Richards, Bob Phalan, Sadie Bailey, et al not verified

CALL TO ORDER

Chair pro tem Kartiganer called the zoom and in-person meeting to order at 5:00pm and noted a quorum present.

AGENDA AMENDMENTS

The only item of old business has been tabled for future consideration.

PUBLIC ACCESS

Bruce Benton noted that the receipt of the port's Draft Phase 1 application noted the visionary inclusion of a high-speed charging station for electric aircraft. A more detailed phase 2 application will be completed for submission by May 29, 2023, with 2 fast-charging stations available at the airport. He added that a new transformer will be needed to provide for the fast-charging spots, with a cost of \$287K in the grant request. A 10% match is needed for the level 3 chargers.

MONTHLY BUSINESS

1. Approval of Previous Minutes, Regular Meeting March 27, 2023

Michael moved, Mia seconded approval of the draft minutes of March 27, 2023 as presented, and the motion passed.

2. Approval of Vouchers

After discussion, in which two items were removed awaiting further information, Michael moved, Jason moved seconded approval of vouchers a. and d. as presented, and the motion passed.

- a. 03/29/2023 Port Operations \$1,888.11
- b. 04/24/2023 Port Operations
- c. 04/24/2023 Port Capital
- d. 04/24/2023 Payroll \$15,198.12

MONTHLY REPORTS

1. Manager's Report

Expanding on the website report, the airport manager noted that publicity for the wetland maintenance public call for help will be published online and in print for the dates of May 13 and Jun3 11, 2023.

Public notice regarding airport closures on May 9, 10 and 11, 2023 for PAPI installation between the hours of 8am and 4pm on those days has been posted, with commercial users notified directly. NOTAMs will also be published.

Changes in dates for bidding/removal/clarification of the biplane hangar will open on May 3, 2023, with reminders to all relevant parties. No bids had been received by the notification date.

Page 2 of 2

04/24/23

A roundabout legal opinion affirmed that the port may charge for use of the public/private funding of chargers so long as they remain accessible to the public.
The remaining hangar is still month-to-month.

2. Financial Reports

These have been posted online.

NEW BUSINESS

1. Janitorial/Landscaping Contract

Jason moved, Michael seconded renewing the janitorial/landscaping contract with Midnight Ventures for a second year, and the motion passed.

PUBLIC ACCESS

Sadie encouraged competent citizens need to register and run for the open post commission seats which will be on the ballot this fall.

Jason Laursen inquired about the corrugated roofing panels on the biplane hanger, as they might have some historical significance and should be salvaged somehow.

Bea offered that the 99s (international women pilots association) paints airport names and compass roses at no cost to airports. Donations of paint are accepted.

NEXT MEETING/ADJOURNMENT

The next regular meeting is scheduled for Monday, May 22, 2023 at 5:00pm in the port conference room, available both in-person and via zoom.

The meeting was adjourned at 5:27pm.

Respectfully submitted,

Bea vonTobel, Secretary

**PORT OF ORCAS
REGULAR MEETING MINUTES
MAY 22, 2023**

Page 1 of 2

Commissioners Present: Robert Hamilton, Mia Kartiganer, Michel Triplett, Jason Laursen, Bea vonTobel (all present in person)

Staff Present: Kim Kimple

Public Present: Bruce Benton, James Richardson, Pierrette Guimond, Ed Addicks, Bob Phalan, Annelies Schuh, Bob Waunch, Rick Fant, Stephen Schrader, et al not verified

CALL TO ORDER

Chair Hamilton called the zoom and in-person meeting to order at 5:00pm and noted a quorum.

AGENDA AMENDMENTS

None made.

PUBLIC ACCESS

The chair, noting that candidates who had registered to run for open commission seats were present, thanked them for their interest in the port and expressing their desire to become commissioners. He wondered whether the LWV (league of Women Voters) would again host public meetings to become acquainted with candidates for various positions.

MONTHLY BUSINESS

1. Approval of Vouchers

Mia moved, Jason seconded approval of vouchers a.-d. as presented, and the motion passed.

- a. 05/16/2023 Port Operations \$10,096.89
- b. 05/16/2023 Port Operations \$98,906.51
- c. 05/16/2023 Port Capital \$5,649.00
- d. 05/16/2023 Port Operations \$25.00

Discussion involved payments to WHPacific and delivery of services and supervision of same.

MONTHLY REPORTS

1. Manager's Report

The report, posted online, was supplemented with the following information:

- The FAA has accepted the bid approvals for the removal of the biplane hangar, and bid awarding is imminent.
- There is no date of arrival yet for the PAPI units. A lack of communication with WHPacific and oversight of same was noted.
- Scotch broom was removed from port property on 5/13, with a second 'pulling' to occur 6/11.
- Fuel will arrive Thursday.

2. Financial Reports

These will be posted online upon completion before the end of the current month.

OLD BUSINESS

1. EV Charger Grant Status

Bruce Bennett, who is overseeing this large island-wide grant submission, was present to update the commissioners and public about the status of this submission. He noted that it will be completed Thursday and sent Friday so as to arrive before the EOM submission date. He has assembled endorsements from OPALCO, state and federal elected officials, letters from all site hosts. The budget elements are yet TBD, but the grant ask is for \$343+K. A commitment of \$16-17K from the port will be needed if and when the grant is awarded and the port goes ahead with the next steps, which would need to be reflected in the 2024 budget. The commissioners and Kim gave Bruce wholehearted thanks for his diligent work in moving this application through the many hurdles to bring it this far.

2. Eastsound Sewer and Water Use of Port Property

ESW is working on a proposal which should be ready for presentation at the June meeting.

NEW BUSINESS

1. Resolution 2023 05 22a – Planning Grant

After a public reading and discussion by commissioners, this resolution was adopted and signed by the commissioners, and deals with a grant application to WSDOT/Aviation for study of westside development requirements.

2. Introduction of Port Commissioner Candidates

Chair Hamilton introduced Rick Fant, Annelies Schuh, Bob Phalan and current commissioner Mia Kartiganer as candidates for port commission positions and asked each to introduce himself/herself and say a few words. All offered introductions except Bob Phalan, who had technical difficulties with his connections into the online meeting.

3. Schedule Community Port Candidate Q&A

Chair Hamilton noted that unless the LWV schedules such a forum, the port will entertain such a session at the July 24, 2023 meeting, which precedes the August primary vote.

PUBLIC ACCESS

Bob Waunch asked about public use of the proposed charging station, which was answered by Bruce Benton.

Chair Hamilton noted that in his business travels, he has learned that Representative Rick Larsen is highly-respected as a leader in transportation issues.

NEXT MEETING AND ADJOURNMENT

The next regular meeting is scheduled for in-person and zoom at 5:00pm June 26, 2023. The meeting was adjourned at 6:13pm.

Respectfully submitted,

Bea vonTobel, Secretary

DATE: 5/25/23


PAYROLL WORKSHEET

MAY 2023

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	2	\$541.00	
128.00	Michael Triplett	TRI150	6723.00	546.10.10.2001	5306-07	2	\$541.00	
128.00	Bea vonTobel	VON100	6723.00	546.10.10.2001	5306-07	2	\$541.00	
128.00	Robert Hamilton	HAM300	6723.00	546.10.10.2001	5306-07	2	\$541.00	
128.00	Mia Kartiganer	KAR100	6723.00	546.10.10.2001	5306-07	2	\$541.00	
8916.67	Kimberley Kimple	KIM250	6723.00	546.10.10.2002	5306-07	176	\$8,916.67	
	Kimberley Kimple	KIM250	6723.00	546.10.10.2002	N/A	0		PTO-Holiday
	Kimberley Kimple	KIM250	6723.00	546.10.10.2002	N/A	0		PTO-Sick
	Kimberley Kimple	KIM250	6723.00	546.10.20.0005	N/A	x	\$535.14	\$9,451.81 Medical
60.00	Jeannie Frank Sharpe	SHA125	6723.00	546.10.10.2002	5306-07	3.5	\$210.00	
27.17	James Reid	REI200	6723.00	546.10.10.2003	4201-02	120.5	\$3,273.99	
	James Reid	REI200	6723.00	546.10.10.2003	N/A	0	\$0.00	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	\$3,592.56 Medical
TOTALS						310.00	\$15,959.37	

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.

DocuSigned by:

 Signed 7A3A63078A7C443...

Port 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.

DocuSigned by:

 Signed 3F8FD357254A3...

Chairman

5/25/2023

Date

CLAIMS PAYMENT REQUEST

DISTRICT: PORT OF ORCAS

FUND # 6723

Page 1 of 11


DATE: 13-Jun-23

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$3,998.15

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.

DocuSigned by:



6/13/2023

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 \$ 3,998.15 for the period ending June 13, 2023 We approve payment with our signatures below.

Commissioner

Date

Commissioner

Date

Commissioner

Date

Commissioner

Date

aplAVnn
06/13/2023 9:11:08AM

Invoice Accounting Report by Vendor Name
San Juan County

Page: 1

Vendor Number: cen657 **Name:** CENTURY LINK

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
300515092	1	Phone 6/6/2023	E 6723.00.546.10.42.0020	247.68	in

Vendor Number: eas310 **Name:** EASTSOUND SEWER/WATER DISTRICT

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
0005	1	Sewer 5/31/2023	E 6723.00.546.10.47.0003	63.65	in
0229	1	Sewer 05/31/2023	E 6723.00.546.10.47.0003	147.40	in
0707	1	Sewer 05/31/2023	E 6723.00.546.10.47.0003	83.75	in
Vendor Total:				294.80	

Vendor Number: isl730 **Name:** ISLAND HARDWARE & SUPPLY

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
40846	1	Janitorial supplies	E 6723.00.546.10.31.0004	16.55	in
	2	Vehicle maintenance	E 6723.00.546.20.31.0007	27.77	in
Vendor Total:				44.32	

Vendor Number: isl144 **Name:** ISLAND PETROLEUM SERVICES

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
PortOrcas	1	Fuel 06/01/2023	E 6723.00.546.10.32.0001	280.89	in

Vendor Number: mid002 **Name:** MIDNIGHT VENTURE

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20230531	1	Janitorial - May	E 6723.00.546.20.41.0001	965.51	in
	2	Tax - Janitorial May	E 6723.00.546.20.41.0001	80.14	in
	3	Landscaping - May	E 6723.00.546.20.48.0006	263.13	in
	4	Tax - Landscaping May	E 6723.00.546.20.48.0006	21.84	in
Vendor Total:				1,330.62	

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Invoice Accounting Report by Vendor Name

San Juan County

Page: 2

Vendor Number: orc830

Name: OPALCO

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2493001	1	05/30/2023	E 6723.00.546.10.47.0002	474.08	in
2493003	1	05/30/2023	E 6723.00.546.10.47.0002	121.12	in
2493007	1	05/30/2023	E 6723.00.546.10.47.0002	60.95	in
2493008	1	05/30/2023	E 6723.00.546.10.47.0002	62.31	in
2493009	1	05/30/2023	E 6723.00.546.10.47.0002	63.20	in
2493010	1	05/30/2023	E 6723.00.546.10.47.0002	61.41	in
2493011	1	05/30/2023	E 6723.00.546.10.47.0002	186.49	in
Vendor Total:				1,029.56	

Vendor Number: pet513

Name: PETTY CASH - PORT OF ORCAS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
20230530	1	Amazon - Office supplies 4/21/23	E 6723.00.546.10.31.0002	32.48	in
	2	Todoist - office calendar and task	E 6723.00.546.10.31.0002	48.00	in
	3	MRSC - Roster	E 6723.00.546.30.49.0010	135.00	in
	4	Island Market - meeting supplies 5/13/23	E 6723.00.546.10.31.0005	94.54	in
Vendor Total:				310.02	

Vendor Number: roc201

Name: ROCK ISLAND COMMUNICATIONS INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
RI00002976	1	05/25/2023	E 6723.00.546.10.42.0030	129.95	in

Vendor Number: san275

Name: SAN JUAN SANITATION. INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
2905665-SJ	1	Trash 05/31/2023	E 6723.00.546.10.47.0004	253.57	in

Vendor Number: off003

Name: THE OFFICE CUPBOARD

Invoice Number	Line No	Line Description	Account Number	Amount	Type
5285	1	Janitorial supplies	E 6723.00.546.10.31.0004	76.74	in

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06/13/2023 9:11:08AM

Invoice Accounting Report by Vendor Name
San Juan County

Page: 3

Grand Total: 3,998.15



JUNE 2023 MANAGER'S REPORT

- 1. EV Charging Stations** – The Phase 2 Application for EV Charging has been submitted. At this time we have no news on awards.
- 2. Bi-Plane Hangar** – We are seeking authorization from the Board to proceed with signing a contract with Boss Construction for the removal of the Bi-Plane Hangar. Once contracts are signed, we will receive a timeframe for completion.
- 3. PAPI project** – The Runway 34 PAPI arrived this week and has been installed. However, we are still awaiting the arrival of a few items that will put it online. Next steps will include calibration and an FAA flight check. The old units will remain operational until installation of the new units.
- 4. Wetland Maintenance** – The south end wetland areas have been clear of noxious weeds and are looking great. While we are hopefully to be on the SJC Youth Conservation Corp schedule for westside work, their program may not be running this summer due to staffing issues. (If you know of anyone who may be a good fit in the field, send them to the SJC Conservation folks!). Port staff will also continue to conduct work in accordance with goals.
- 5. Planning Grant** – The FAA planning grant agreement for the Floodplain Analysis and Westside Study/ALPU is ready for signing. The language in last month's resolution covered only the state grant, so we are seeking approval this month for the FAA portion.
- 6. Commissioner Seats #3 and #5** – The two seats on the November ballot have candidates in both. The League of Women Voter's is hosting a candidate forum on July 12th at 6pm at the Eastsound Fire Station.
- 7. Annual Audit** – We are still working on the 2022 Annual Audit with a deadline of June 30th.

**Port of Orcas
Resolution 2023 06 26a
June 26, 2023**

***Accept FAA AIP Grant 3-53-0023-022-2023 Westside Development Study, Airport Layout
Plan Update, and Floodplain Analysis***

WHEREAS, the Port of Orcas owns and operates Orcas Island Airport, and

WHEREAS, the Port Commission recognizes the need for a Westside Development Study/ALP Update and Floodplain Analysis Study related to the general development of the airport and specific development of the undeveloped west side airport property, and

WHEREAS, the Port Commission supports the agreement and application with the FAA and WSDOT for financial assistance for this project, and

WHEREAS, the FAA grant amount equals 90% of the project total, the WSDOT grant amount, if awarded, equals 5% of the project total, and the Port is responsible for the remaining project total, and

WHEREAS, the Port has sufficient matching funds available to support this grant.

NOW THEREFORE, BE IT RESOLVED by the PORT OF ORCAS BOARD OF COMMISSIONERS, to proceed with the FAA AIP Grant 3-53-0023-022-2023 Agreement.

Adopted this 26th day of June, 2023 by the PORT OF ORCAS BOARD OF COMMISSIONERS.

Approved:

Jason Laursen, Commissioner 1

Michael Triplett, Commissioner 2

Bea vonTobel, Commissioner 3

Robert Hamilton, Commissioner 4

Mia Kartiganer, Commissioner 5

Kimberley Kimple, Port Manager

Date Signed

**Orcas Port District
Resolution #23-XXX
by the Orcas Port Commission
Date**

Greenhouse Gas Reduction Policy for the Port of Orcas

WHEREAS many local governments throughout the Nation, both large and small, are reducing global warming pollutant production through programs that provide economic and quality of life benefits, such as reduced energy bills, green space preservation, air quality improvements, reduced traffic congestion, improved transportation choices, and economic development and job creation through energy conservation and new energy; and

WHEREAS all state agencies must consider whether Ports receiving capital funds have adopted policies to reduce greenhouse gas emissions per Revised Code of Washington (RCW) 70.235.070; and

WHEREAS the Port of Orcas finds adoption of this resolution to be in the public's interests.

NOW THEREFORE BE IT RESOLVED the Port of Orcas hereby adopts the policies as described in Exhibit A, attached hereto and incorporated by reference, for the benefit of its natural resources and the reduction of greenhouse gas emissions.

Jason Laursen, Commissioner Position 1

Michael Triplett, Commissioner Position 2

Bea vonTobel, Commissioner Position 3

Robert Hamilton, Commissioner Position 4

Mia Kartiganer, Commissioner Position 5

Kimberley Kimple, Port Manager

Date Signed

EXHIBIT A
Port of Orcas
Greenhouse Gas Reduction Policy

Public Buildings Policies

- Incorporate cost-effective, energy efficient design and construction in new publicly funded buildings.
- Initiate energy efficiency and weatherization programs for existing buildings, where possible.

Equipment Oriented Policies

- Manage lighting needs by applying lighting standards and using lamps that will assure safe and effective illumination at minimum cost and energy usage.
- Continue migration to an energy-sensitive ground fleet focused on electrification and fuel efficiency.

Waste Reduction & Use Oriented Policies

- Implement a solid waste strategy which:
 - Reduces the solid waste stream by recycling and other means.
 - Investigates ways to facilitate effective on-island recycling/reuse.

Other Policies

- Pursue opportunities and partnerships to expand the use of solar panels, electric charging stations, and/or other means to reduce the Port's energy footprint.
- Coordinate with other agencies in the district to develop and implement effective waste management strategies and waste-to-energy technologies.
- Install water-efficient landscapes and irrigation, including:
 - Plant drought-tolerant, native species, and cover exposed dirt with moisture-retaining mulch.