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Eastsound, WA 98245-0053  
360.376.5285  
orcasairport@rockisland.com  
www.portoforcas.com

# **MEETING AGENDA**

**October 23rd, 2023, \*\* 2:30 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>

Dial-in: (253) 215-8782; Meeting ID: 829 5004 0879; Passcode: KORS

One tap mobile: +12532158782,,82950040879#,,,,\*522532# US (Tacoma)

## **CALL TO ORDER**

## **AGENDA AMENDMENTS**

## **PUBLIC ACCESS**

## **MONTHLY BUSINESS**

1. Previous Minutes
  - a. 09/25/2023
2. Approval of Vouchers
  - a. Payroll 09/25/2023 \$15,984.29
  - b. 10/04/2023 a-aofe \$64,505.42
  - c. 10/17/2023 b-aofe \$22,047.22
  - d. 10/17/2023 c-cfe \$50,220.92
  - e. 10/18/2023 d-aofe LHT \$19,533.79
  - f. 10/18/2023 e-aofe Excise \$2,302.93

## **MONTHLY REPORTS**

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

## **OLD BUSINESS**

1. Noise Abatement Update – Commissioner Triplett
2. 2024 Draft Budget Workshop – Commissioner Hamilton
3. Capital Improvement Program Plan (CIP) 2025-2029 – Fuel Options
4. Third Employee

## **NEW BUSINESS**

1. Disadvantaged Business Enterprise Program Policy
2. Automated Airport Aircraft Tracking Systems with guest Rick Fant
3. 2024 Lease – San Juan Airlines

## **PUBLIC ACCESS**

## **ADJOURNMENT.**

**UPCOMING MEETINGS:** Budget Hearing, Monday, October 30<sup>th</sup>, 2023, at 5:00 p.m.  
*Early Regular Meeting, Monday, November 20<sup>th</sup>, 2023, at 5:00 p.m.*  
*Early Regular Meeting, Monday, December 18<sup>th</sup>, 2023, at 5:00 p.m.*

**PORT OF ORCAS  
REGULAR MEETING MINUTES  
SEPTEMBER 25, 2023**

**Page 1 of 2**

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

**Staff Present:** Kim Kimple

**Guests Present:** members of the public present but not verified.

**CALL TO ORDER**

Chair Hamilton called the meeting to order at 5:00pm. A quorum of 5 commissioners present, with Commissioner VonTobel attending via Zoom.

**AGENDA AMENDMENTS**

Move "2024 Draft Budget" to after New Business; add "Helipad Location" to New Business; add "Fuel Pump" to New Business.

**PUBLIC ACCESS**

None.

**MONTHLY BUSINESS**

**1. Approval of Previous Minutes**

Mia moved, Jason seconded approval of the draft minutes of August 28<sup>th</sup> and September 13<sup>th</sup> as presented, and the motion passed unanimously.

**2. Approval of Vouchers**

After review, Michael moved, Mia seconded approval of vouchers a.-b. as presented, and the motion passed unanimously.

- a. 08/27/2023 Payroll \$15,014.27
- b. 09/19/2023 a-aofe \$11,410.80

**MONTHLY REPORTS**

**1. Manager's Report**

The airport manager elaborated on her previously submitted online report. Commissioner Triplett requested the district seek quotes and process of installing a used fuel pump.

**OLD BUSINESS**

**1. Noise Abatement Committee Update**

The Community Conversation on Noise Abatement went well with approximately 60 in attendance. The community brought great feedback.

**2. Capital Improvement Program Plan (CIP) 2025 – 2029**

The 2025-29 CIP was discussed, including potential installation of a new fuel pump using Bipartisan Infrastructure Law (BIL) funding.

**3. ESWD Use of Port Property**

Eastsound Sewer and Water District construction equipment has been encroaching on Port property. With no agreement in place, and the concern of gifting of public funds to consider, Kim will set up a meeting with ESWD to discuss.

**Page 2 of 2**

09/25/23

**NEW BUSINESS**

**1. Electronic Payment Options – parking, etc.**

The Board discussed electronic payment options for revenue sources.

**2. Helipad Location**

Some of the feedback received in the noise abatement meeting included increase of helicopter noise. Discussion of relocating the emergency medical helipad to the south end of the airport occurred.

**3. Fuel Pump**

Discussed above, in the Manager's Report and CIP plan; the board considered options for repair or replacement of the current fuel pump.

**2024 DRAFT BUDGET**

Commissioners reviewed district fund accounts and established meeting dates for budget planning and hearing. The next regular meeting will be held earlier to allow for drafting of the 2024 Budget, to be held starting at 2:30 p.m. on October 23<sup>rd</sup>. The Budget Hearing will take place on October 30<sup>th</sup> at 5:00 p.m.

**PUBLIC ACCESS**

Rick Fant spoke to fuel availability and the effect on Mercy flights and pilot training, recommending adjusting pricing to ensure fuel remains available.

**NEXT MEETING AND ADJOURNMENT**

The next regular meeting is scheduled for 2:30 pm October 23, 2023, in the airport conference room in-person and online.

The meeting was adjourned at 7:36 pm.

Respectfully submitted,

Kim Kimple, Port Manager

DATE: 9/25/23

**PAYROLL WORKSHEET**  
 SEPTEMBER 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	1	\$413.00	
128.00	Robert Hamilton	HAM300	6723.00	546.10.10.2001	5306-07	1	\$413.00	
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	160	\$8,916.67	
	Kimberley Kimple	KIM250	6723.00	546.10.10.2002	N/A	8		PTO-Holiday
	Kimberley Kimple	KIM250	6723.00	546.10.10.2002	N/A	0		PTO-Vacation
	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	2.25	\$135.00	
27.17	James Reid	REI200	6723.00	546.10.10.2003	4201-02	128	\$3,477.76	
	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	\$3,948.48 Medical
<b>TOTALS</b>						<b>311.85</b>	<b>\$15,984.29</b>	

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.

Signed Kimberley M. Kimple Port Manager  
A631AA92B315424... 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.

Signed R H Chairman  
923F8FD357254A3...

9/25/2023  
 Date

**CLAIMS PAYMENT REQUEST**

DISTRICT: PORT OF ORCAS

FUND # 6723

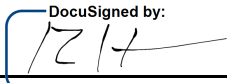
Page 1 of 5

DATE: 4-Oct-23

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$64,505.42

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:  


10/4/2023

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 \$ 64,505.42 for the period ending October 4, 2023 We approve payment with our signatures below.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

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10/04/2023 9:50:25AM

**Invoice Accounting Report by Vendor Name**  
San Juan County

Page: 1

**Vendor Number:** asc155      **Name:** ASCENT AVIATION GROUP, INC.

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
962010	1	Aviation Fuel 09/21/2023	E 6723.00.546.10.32.0002	58,882.39	in

**Vendor Number:** chm100      **Name:** CSD ATTORNEYS AT LAW

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
118689	1	Hangar lease sale	E 6723.00.546.10.41.0005	1,474.00	in
343602	1	Fuel tank	E 6723.00.546.10.41.0005	288.00	in
<b>Vendor Total:</b>				1,762.00	

**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	Building maint supplies	E 6723.00.546.20.31.0009	15.29	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>
202309	1	Janitorial service - Sept	E 6723.00.546.20.41.0001	965.51	in
	2	Tax - Janitorial	E 6723.00.546.20.41.0001	80.14	in
	3	Landscaping	E 6723.00.546.20.48.0006	263.13	in
	4	Tax - Landscaping	E 6723.00.546.20.48.0006	21.84	in
<b>Vendor Total:</b>				1,330.62	

**Vendor Number:** roc201      **Name:** ROCK ISLAND COMMUNICATIONS INC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
2976	1	Internet 09/25/23 - 10/24/23	E 6723.00.546.10.42.0030	129.95	in

**Vendor Number:** rsi144      **Name:** RSINET, LLC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
7593	1	Data service 07/2023 - 09/2023	E 6723.00.546.20.41.0002	180.00	in

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10/04/2023 9:50:25AM

**Invoice Accounting Report by Vendor Name**  
San Juan County

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**Vendor Number:** san180

**Name:** SAN JUAN COUNTY

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
03793	1	Quarterly Fees - Q3 2023	E 6723.00.546.10.41.0001	767.17	in

**Vendor Number:** san002

**Name:** SAN JUAN MARINE FREIGHT &

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
1189	1	Fuel 09/21/2023	E 6723.00.546.20.41.0002	1,438.00	in

**Grand Total:** 64,505.42

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**CLAIMS PAYMENT REQUEST**

DISTRICT: PORT OF ORCAS

FUND # 6723

Page 1 of 9

DATE: 17-Oct-23

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$22,047.22

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:  
  
Signed as Auditing Officer 10/17/2023  
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 \$ 22,047.22 for the period ending October 17, 2023 We approve payment with our signatures below.

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date



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10/17/2023 8:30:49AM

**Invoice Accounting Report by Vendor Name**  
San Juan County

Page: 1

**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 09/30/2023	E 6723.00.546.10.47.0003	63.65	in
0229	1	Sewer 09/30/2023	E 6723.00.546.10.47.0003	147.40	in
0707	1	Sewer 09/30/23	E 6723.00.546.10.47.0003	83.75	in
<b>Vendor Total:</b>				294.80	

**Vendor Number:** eas350      **Name:** EASTSOUND WATER USERS ASSN

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
10831.01	1	Water 09/30/2023	E 6723.00.546.10.47.0001	90.42	in
10832.01	1	Water 09/30/2023	E 6723.00.546.10.47.0001	104.90	in
10833.01	1	Water 09/30/2023	E 6723.00.546.10.47.0001	56.80	in
11222.01	1	Water 09/30/2023	E 6723.00.546.10.47.0001	5.00	in
<b>Vendor Total:</b>				257.12	

**Vendor Number:** end225      **Name:** ENDURIS WASHINGTON

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
R24-343-1	1	GL Insurance 2024	E 6723.00.546.10.46.0003	12,129.00	in

**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>
PortofOrcas	1	Fuel	E 6723.00.546.10.32.0001	376.43	in

**Vendor Number:** orc830      **Name:** OPALCO

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
2493001	1	Power 09/29/2023	E 6723.00.546.10.47.0002	420.68	in
2493003	1	Power 09/29/2023	E 6723.00.546.10.47.0002	122.90	in
2493007	1	Power 09/29/2023	E 6723.00.546.10.47.0002	58.86	in
2493008	1	Power 09/29/2023	E 6723.00.546.10.47.0002	60.53	in
2493009	1	Power 09/29/2023	E 6723.00.546.10.47.0002	61.67	in

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San Juan County

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2493010	1	Power 09/29/2023	E	6723.00.546.10.47.0002	59.50	in
2493011	1	Power 09/29/2023	E	6723.00.546.10.47.0002	297.59	in
<b>Vendor Total:</b>					<u>1,081.73</u>	

Vendor Number: pet513      Name: PETTY CASH - PORT OF ORCAS

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>		<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20231017	1	Island Market - meeting supplies	E	6723.00.546.10.31.0005	27.15	in
	2	AMazon - signage	E	6723.00.546.10.31.0001	58.46	in
	3	Progressive - auto insurance	E	6723.00.546.10.46.0003	785.00	in
	4	Orcas Island Hardware - Fuel station	E	6723.00.546.10.32.0000	5.29	in
	5	Orcas Island Hardware - Fuel station	E	6723.00.546.10.32.0000	5.39	in
	6	Orcas Island Hardware - Fence repair	E	6723.00.546.20.31.0011	9.94	in
<b>Vendor Total:</b>					<u>891.23</u>	

Vendor Number: roc201      Name: ROCK ISLAND COMMUNICATIONS INC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>		<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
2976	1	Registrar domain	E	6723.00.546.10.42.0030	20.00	in

Vendor Number: san275      Name: SAN JUAN SANITATION, INC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>		<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
2905665-SJ	1	Trash 09/30/2023	E	6723.00.546.10.47.0004	345.85	in

Vendor Number: san117      Name: SJI CONSERVATION DISTRICT

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>		<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
20231002	1	Wetland maintenance	E	6723.00.546.20.48.0006	6,000.00	in

Vendor Number: sta065      Name: STARR EXCAVATION &amp; ORCAS

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>		<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
22149,23401,22542	1	Sanican 06/2023 23401	E	6723.00.546.10.47.0005	140.00	in
	2	Sanican 07/2023 22542	E	6723.00.546.10.47.0005	140.00	in
	3	Sanican 08+09/2023 23401	E	6723.00.546.10.47.0005	350.00	in

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10/17/2023 8:30:49AM

**Invoice Accounting Report by Vendor Name**  
San Juan County

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Vendor Total: 630.00

Vendor Number: off003      Name: THE OFFICE CUPBOARD

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
5285	1	Office supplies	E 6723.00.546.10.31.0002	21.06	in

Grand Total: 22,047.22

**CLAIMS PAYMENT REQUEST**

DISTRICT: PORT OF ORCAS

FUND # 6727

Page 1 of 2

DATE: 17-Oct-23

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$50,220.92

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:  10/17/2023  
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 \$ 50,220.92 for the period ending October 17, 2023 We approve payment with our signatures below.

Commissioner Date

Commissioner Date

Commissioner Date

Commissioner Date

aplAVnn  
10/17/2023 9:16:24AM

**Invoice Accounting Report by Vendor Name**  
San Juan County

Page: 1

Vendor Number: whp100

Name: WHPACIFIC, INC.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
337438	1	Drainage	E 6727.00.594.46.61.0001	17,256.90	in
337697	1	BiPlane Hanoar	E 6727.00.594.46.61.0001	2,545.00	in
341046	1	PAPI	E 6727.00.594.46.61.0001	400.50	in
341804	1	Drainage	E 6727.00.594.46.61.0001	10,354.14	in
341815	1	BIPLANE	E 6727.00.594.46.61.0001	3,863.86	in
345975	1	BiPlane	E 6727.00.594.46.61.0001	222.00	in
346602	1	PAPI	E 6727.00.594.46.61.0001	1,210.50	in
348407	1	Drainage	E 6727.00.594.46.61.0001	6,902.76	in
349967	1	PAPI 34	E 6727.00.594.46.61.0001	562.50	in
352387	1	Drainage	E 6727.00.594.46.61.0001	6,902.76	in
<b>Vendor Total:</b>				<b>50,220.92</b>	
<b>Grand Total:</b>				<b>50,220.92</b>	

**CLAIMS PAYMENT REQUEST**

Batch#

FROM: Port of Orcas Fund# 6723.00

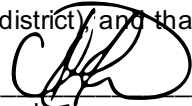
**EFT**

18-Oct-23

Page 1 of 1

Inv#/Acct#/ID	Description	Inv. Date	Vendor #	Vendor Name	Amount	Grant #	Bars #	1099
600-200-128	Leasehold Tax	10/19	sta888	Washington State Dept Rev	19,533.79		589.30.00.0000	
<b>TOTAL THIS PAGE</b>					<b>\$ 19,533.79</b>			

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, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the (city/county/district), and that I am authorized to authenticate and certify to said claim.

  
 \_\_\_\_\_  
 Signed Airport Manager  
Title

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.

\_\_\_\_\_  
 Signed Airport Manager  
Title

**Board Authorization**

As the duly elected board for this district we have reviewed the claims listed above(including original backup materials) totaling \$19533.79 for the period ending above We approve payment with our signatures below.

Commissioner	Date	Commissioner	Date
Commissioner	Date	Commissioner	Date
Commissioner	Date		

**Note: It is the DISTRICTS' responsibility to maintain adequate, original, records to substantiate these claims.**

**CLAIMS PAYMENT REQUEST**

Batch#

FROM: Port of Orcas Fund# 6723.00

**EFT**

18-Oct-23

Page 1 of 1

Inv#/Acct#/ID	Description	Inv. Date	Vendor #	Vendor Name	Amount	Grant #	Bars #	1099
601-040-478	Combined Excise Tax	10/18/23	sta888	Washington State Dept Rev	2,302.93		546.30.44.0002	
<b>TOTAL THIS PAGE</b>					<b>2,302.93</b>			



Signed \_\_\_\_\_

Airport Manager  
Title

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.

Signed \_\_\_\_\_

Airport Manager  
Title

**Board Authorization**

As the duly elected board for this district we have reviewed the claims listed above(including original backup materials) totaling \$2302.93 for the period ending above. We approve payment with our signatures below.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

**Note: It is the DISTRICTS' responsibility to maintain adequate, original, records to substantiate these claims.**



## OCTOBER 2023 MANAGER'S REPORT

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1. **Bi-Plane Hangar** – We are nearing our notice-to-proceed deadline of November 1<sup>st</sup> and are still awaiting approval of equipment height from the FAA.
2. **PAPI project** – PAPI units have shipped, and we are still awaiting installation. The PCL will need re-configuring.
3. **Wetland Maintenance** – The monitoring review of the wetland areas with Wetland Resources showed we need to conduct additional work in the westside areas each year. This will require sourcing the work out or hiring a seasonal employee to conduct the maintenance.
4. **Westside Development** – The Floodplain Analysis report is in the final review phases between the FAA and NV5; Westside Development studies can begin once this report is finalized.
5. **Federal Audit** – We continue working with the State Auditor's Office on the 2022 Federal Audit. A report will be available once complete. A federal audit will be triggered for each year that \$750k is spent in federal awards.
6. **Fuel Dispenser** – MTM has completed estimates of installation of a new system. These estimates will be available in the meeting packet.
7. **DBE** – Our Disadvantaged Business Enterprise Program has been updated, and our goal methodology meeting was held. The Board needs to approve a DBE Policy, available for review in the meeting packet.
8. **Noise Abatement Update** – The Noise Abatement brochure has been drafted and is ready for review at the meeting.

Continued.

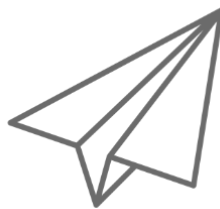




## OCTOBER 2023 MANAGER'S REPORT

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- 9. Aircraft Incident Cost Recovery** – I am seeking discussion and input on cost recovery for aircraft and on-site incursion incidents.
- 10. EV Charging Grant** – Washington State Department of Commerce is in the final stages of application review, with award announcements expected in early November.
- 11. WPPA Annual Conference** – the Washington Public Ports Association will hold its annual conference in Vancouver, WA, December 5<sup>th</sup> – 8<sup>th</sup>. All current and incoming commissioners and Port staff are encouraged to attend. Registration deadline is November 22<sup>nd</sup>; however, hotel space is limited.



# POLICY STATEMENT

## Section 26.1, 26.23 Objectives/Policy Statement

The Port of Orcas (Port), owner of Orcas Island Airport, has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The Port has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the Port has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the Port to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT–assisted contracts. It is also the Port’s policy:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT-assisted contracts;
6. To promote the use of DBEs in all types of Federally-assisted contracts and procurement activities;
7. To assist the development of firms that can compete successfully in the market place outside the DBE Program; and
8. Make appropriate use of the flexibility afforded to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

Kim Kimple, Manager Port of Orcas has been delegated as the DBE Liaison Officer (DBELO). In that capacity, the DBELO is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the Port in its financial assistance agreements with the Department of Transportation.

The Port has disseminated this policy statement to the Port of Orcas and all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts. The distribution was accomplished by posting a notice on the Port’s website <https://www.portoforcas.com/>.

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Signature of Recipient’s Chief Executive Officer

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Date

Printed Name and Title \_\_\_\_\_