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# **MEETING AGENDA**

**December 16, 2024, 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=VkhBWVl5QUt6NTNGMWRkVzVuUDhsQT09>

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) 10/28/2024 Regular Meeting
  - b) 11/25/2024 Regular Meeting
  
- 2) Approval of Vouchers
  - a) 2024\_12\_03\_a-aofe \$2,472.27

## **MONTHLY REPORTS**

1. Manager's Report – to be posted online.
2. Financial Report – to be posted online.
  - a. DOR Sales Tax Update – table until January

## **OLD BUSINESS**

1. Adopt Through the Fence (TTF) Fee Resolution – Commissioner Hamilton
2. ESWD/Port Drainage Cost Share – Commissioner Hamilton
3. ESWD Use of Road and Property, Update on contact with ESWD – Chip

4. Projects and Planning
  - a) CIP Update – Chip/Mason, PAE
  - b) EV Charge Project– Bruce Benton
5. Bi-Plane Hangar Roof

**NEW BUSINESS**

**PUBLIC ACCESS**

**ADJOURNMENT**

**UPCOMING MEETINGS:**

**Special Meeting January 6, 2025?**

PORT OF ORCAS  
REGULAR MEETING MINUTES

October 28,2024

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

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

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

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

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

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

MONTHLY BUSINESS;

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

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

(00:11:00)

Approval of Voucher;

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

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

MONTHLY REPORTS;

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

(00:14:50)

## OLD BUSINESS

### 1. 2025 Draft Budget and Financial Review Process:

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

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

(01:06:50)

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

(01:22:30)

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

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

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

(01:40:52)

#### NEW BUSINESS;

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

PUBLIC COMMENT;

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

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

Robert adjourned the meeting at 6:49PM

Respectfully Submitted,

Michael Triplett, Secretary

**CLAIMS PAYMENT REQUEST**

DISTRICT: PORT OF ORCAS

FUND # 6723

Page 1 of 3

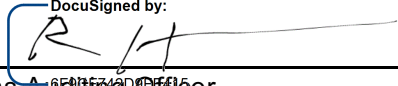
DATE: 3-Dec-24

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$2,472.27

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.

DocuSigned by:



12/3/2024

Signed as Accounting 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 \$ 2,472.27 for the period ending December 3, 2024 We approve payment with our signatures below.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

apInAVnn  
12/03/2024 4:17:54AM

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

**Vendor Number:** eas310                      **Name:** EASTSOUND SEWER & WATER DIST

<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 11/30/24	E 6723.00.546.10.47.0003	66.31	in
0229	1	Sewer 11/30/24	E 6723.00.546.10.47.0003	153.56	in
				<b>Vendor Total:</b>	219.87

**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	78.54	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>
202411	1	Janitorial	E 6723.00.546.20.41.0001	965.51	in
	2	Tax - Janitorial	E 6723.00.546.20.41.0001	81.10	in
	3	Landscaping	E 6723.00.546.20.48.0006	263.13	in
	4	Tax - Landscaping	E 6723.00.546.20.48.0006	22.10	in
				<b>Vendor Total:</b>	1,331.84

**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>
20241203	1	Amazon - fence maint	E 6723.00.546.20.31.0011	104.32	in
	2	Print It 4 less	E 6723.00.546.10.31.0001	181.99	in
	3	Amazon - office supplies	E 6723.00.546.10.31.0002	153.07	in
	4	Starr Excavation - Oct sanican	E 6723.00.546.10.47.0005	160.00	in
				<b>Vendor Total:</b>	599.38

**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>
RI00002976	1	Internet 11/25/24	E 6723.00.546.10.42.0030	189.75	in



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12/03/2024 4:17:54AM

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

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**Vendor Number:** sou125      **Name:** SOUND PUBLISHING. INC

<u>Invoice Number</u>	<u>Line No</u>	<u>Line Description</u>	<u>Account Number</u>	<u>Amount</u>	<u>Type</u>
82415725	1	2025 Budoet hearing ad	E 6723.00.546.10.41.0044	52.89	in
				<b>Grand Total:</b>	<u>2,472.27</u>



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## Manager's Report 12/16

1. Thanks for the opportunity to attend the annual Washington Public Ports Association (WPPA) conference in Bellevue last Wed through Friday. Great organization offering all kinds of “port support”, worth the time!
2. PAPI – We continue to work on scheduling the FAA PAPI Flight Check
3. Roofing contractor Esary contacted from the County Small Works Roster reference adding “ORCAS” to the biplane hangar roof, quote expected soon.
4. Eastside Hangar Drainage – Discussions with individual hangar owners and OHA reps continue...
5. EV Charger project Phase 1 installation (Port, OIHS and Exchange) continues, Port transformer for Lvl 3 ordered,
6. Final details continuer being worked through with the FAA/ADO office and PAE reference our '25 CIP project.
7. Westside Development – Tabled
8. Airport Neighbors – Contact continues

**FUND: 6721.00 PORT OF ORCAS**

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
<b>101</b>	<b>BEGINNING CASH BALANCE</b>			655,418.76	
310	TAXES	21,007.48			
320	LICENSES AND PERMITS				
330	INTERGOVERNMENTAL REVENUE	70.22			
340	CHARGES FOR GOODS AND SERVICES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES				
390	OTHER FINANCING SOURCES				
	<b>TOTAL RECEIPTS</b>		21,077.70		
580	NONEXPENDITURES				
	<b>TOTAL DISBURSEMENTS</b>		0.00		
<b>101</b>	<b>ENDING CASH BALANCE</b>				676,496.46
			<b>GL ENDING CASH BALANCE</b>		676,496.46
			<b>NET VARIANCE</b>		0.00
<b>241</b>	<b>PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)</b>			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	<b>NET CHANGE</b>		0.00		
<b>241</b>	<b>BONDS OUTSTANDING (ENDING BALANCE)</b>				0.00
<b>151</b>	<b>BEGINNING INVESTMENT BALANCE</b>			0.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
<b>151</b>	<b>ENDING INVESTMENT BALANCE</b>				0.00

**FUND: 6723.00 PORT OF ORCAS - AIRPORT OPERATIONS**

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
<b>101</b>	<b>BEGINNING CASH BALANCE</b>			188,572.77	
212	SALARY PAYABLE	16,843.01			
231	OTHER ACCRUED LIABILITIES	8,457.06			
320	LICENSES AND PERMITS	164.25			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	6,566.17			
360	MISCELLANEOUS REVENUES	38,014.91			
380	NONREVENUES	7,623.52			
	<b>TOTAL RECEIPTS</b>		77,668.92		
212	SALARY PAYABLE	16,843.01			
231	OTHER ACCRUED LIABILITIES	8,457.06			
540	TRANSPORTATION	32,299.57			
590	DEBT SERVICE AND OTHER				
	<b>TOTAL DISBURSEMENTS</b>		57,599.64		
<b>101</b>	<b>ENDING CASH BALANCE</b>				208,642.05
			<b>GL ENDING CASH BALANCE</b>		208,642.05
			<b>NET VARIANCE</b>		0.00
<b>241</b>	<b>PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)</b>			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	<b>NET CHANGE</b>		0.00		
<b>241</b>	<b>BONDS OUTSTANDING (ENDING BALANCE)</b>				0.00
<b>151</b>	<b>BEGINNING INVESTMENT BALANCE</b>			895,000.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
<b>151</b>	<b>ENDING INVESTMENT BALANCE</b>				895,000.00

**FUND: 6727.00 PORT OF ORCAS CAPITAL PROJECTS**

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
<b>101</b>	<b>BEGINNING CASH BALANCE</b>			15,378.37	
310	TAXES				
330	INTERGOVERNMENTAL REVENUE	315,629.88			
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	92.28			
	<b>TOTAL RECEIPTS</b>		315,722.16		
590	DEBT SERVICE AND OTHER	30,016.28			
	<b>TOTAL DISBURSEMENTS</b>		30,016.28		
<b>101</b>	<b>ENDING CASH BALANCE</b>				301,084.25
				<b>GL ENDING CASH BALANCE</b>	301,084.25
				<b>NET VARIANCE</b>	0.00
<b>241</b>	<b>PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)</b>			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	<b>NET CHANGE</b>		0.00		
<b>241</b>	<b>BONDS OUTSTANDING (ENDING BALANCE)</b>				0.00
<b>151</b>	<b>BEGINNING INVESTMENT BALANCE</b>			25,000.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
<b>151</b>	<b>ENDING INVESTMENT BALANCE</b>				25,000.00



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## PORT OF ORCAS RESOLUTION 2024 12 16 INCREASING TARIFF #7 TTF USE FEE

**WHEREAS** in accordance with Federal Aviation Administration requirements, the Port of Orcas provides Through-The-Fence (TTF) access for parcels adjacent to Orcas Island Airport; and

**WHEREAS**, as ordered by Declaratory Judgement on January 13<sup>th</sup>, 2014, in San Juan County Superior Court case No. 11-2-05032-8, the Port of Orcas is prohibited from charging an access fee, but may charge a use fee; and

**WHEREAS** the Port of Orcas Through-The-Fence (TTF) use fee has been set at \$240 since March 26<sup>th</sup>, 2013, without increase; and

**WHEREAS** the Port of Orcas Board of Commissioners have held discussion regarding increase of Through-The-Fence (TTF) use fees at every regular open public meeting in 2024; and

**WHEREAS** the Board of Commissioners approved increase of the Tariff #7 Through-The-Fence (TTF) fee on November 25<sup>th</sup>, 2024, at a meeting open to the public, and that fee was authorized to be set at \$300, effective January 2025, with an annual increase to be based on the CPI-U for Seattle-Tacoma-Bellevue.

**NOW, THEREFORE BE IT RESOLVED** Tariff #7 be updated effective January 1<sup>st</sup>, 2025.

**BE IT FURTHER RESOLVED** this Resolution supersedes Resolution 04-08-2014 and does not prohibit discretion of future commissions.

**Adopted this 16<sup>th</sup> day of December 2024**

\_\_\_\_\_  
Mia Kartiganer, Commissioner

\_\_\_\_\_  
Robert Hamilton, Chair

\_\_\_\_\_  
Annalies Schuh, Commissioner

\_\_\_\_\_  
Jason Laursen, Commissioner

\_\_\_\_\_  
Michael Triplett, Commissioner

Attest: \_\_\_\_\_  
Chip Long, Executive Director