



# **MEETING AGENDA**

## March 24, 2025, 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

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) 01/24/25 Regular Meeting Minutes
- 2. Approval of Vouchers
  - a) 02/28/2024 Payroll \$23.233.30
  - b) 03/11/2025 aofe \$6,395.45
  - c) 03/11/2025 cfe \$1,122.50
  - d) 03/18/2025 aofe \$10,784.29
  - e) 03/18/2025 cfe \$4,145.58

### MONTHLY REPORTS

- 1. Manager's Report
- 2. Financial Report
  - a. DOR Sales Tax Update table.

### **OLD BUSINESS**

- 1. Port/ESWD Interlocal— Chip
- 2. PAPI Flight Check Chip
- 3. Projects and Planning

- a) Pavement Rehab Project-PAE-Mason/Hamilton/Schuh
- b) Vierthaler Property Kartiganer/Laursen
- c) EV Charger Project -Bruce
- 4. Bi-Plane Hangar Roof-Bids Chip
- 5. By-Laws Time change

## **NEW BUSINESS**

## **PUBLIC ACCESS**

## **Executive Session pursuant to RCW 42.30.110 1(d,g):**

- (d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
- (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

This Executive Session meeting is not open to the public; there will be no public comment or other business conducted during this session.

### **ADJOURNMENT**

### **UPCOMING MEETINGS:**

Regular Meeting April 28, 2025

### PORT OF ORCAS COMMISSION MEETING, FEBRUARY 24th 2025

## MEETING MINUTES (DRAFT version 17Mar2025)

Note: Times indicated in [brackets] are hours and minutes from the start, to the nearest minute. A video recording of the meeting is available at <u>portoforcas.com</u>.

## **CALL TO ORDER: [00:00]**

- Chair Kartiganer called the meeting to order at 5:00pm.
- A quorum of commissioners Kartiganer, Hamilton, and Schuh attended in person, and Laursen attended via video. Triplett did not attend. Staff present were Long and Ihlenfeldt.
- Kartiganer reviewed standard rules and behavior for meetings, and asked everyone to be respectful. If a commissioner is saying things rudely, they may be asked to cede the floor. If anyone acts improperly, then they may be asked to leave.
- Kartiganer issued a public apology to Jason Bradshaw (General Manager of ESWD) from the Port Commissioners for the discourteous way he had been treated at the January 27<sup>th</sup> meeting.

#### **AGENDA AMENDMENTS**

None offered

## PUBLIC ACCESS [00:03]

- At the start of the meeting there were three guests in person (Rick Fant, Eric Gourley, et al), and about four on video. (Kathi Ciskowski, Mason Parks, Allan Tone, and Cathy Vierthaler)
- Rick Fant opined that during meetings commissioners should discuss, decide, then all should commit to the decision. "Disagree then commit."
- Rick Fant thanked Long and Mason for coming to the Airhawk's meeting last night and giving an update on the airport and resurfacing project.
- Long went on the record as also apologizing to Bradshaw on behalf of the Port staff, agreeing with Kartiganer that we owe our best work to the community, and our best work means we act respectfully.
- Schuh reported that she met with Bradshaw last Thursday, that he is happy to be working with us, and that we are all here to make a better community. And also that the new fence looks "beautiful."
- Eric Gourley asked that the Manager provide a monthly fuel update in his report.

• Kathi Ciskowski asked about there being two expensive CenturyLink invoices for the previous month, and about whether the resurfacing project would expand the airport. Ihlenfeldt explained that the phone charges were for multiple phone lines and security connections, and were actually for two different months, but due to lack of access to funds for a month both appeared on the books in the same month. Kartiganer explained that the resurfacing project would not expand the runway, and that the project would lock in the runway size for fifteen or twenty years.

## **MONTHLY BUSINESS [00:12]**

- 1. Previous Minutes [00:12]
  - a) 01/13/2025 Special Meeting
  - b) 01/27/2025 Regular Meeting
  - Hamilton moved, Schuh seconded to accept both sets of minutes which were approved with four Yeas.
- 2. Approval of Vouchers [00:15]
  - a) 12/17/2024 b-aofe \$3,900.37
  - b) 12/17/2024 c-cfe \$2,161.00
  - c) 12/17/2024 d-aofe \$3,265.16
  - d) 12/23/2024 Payroll \$20,983.45
  - e) 12/30/2024 e-aofe \$2,586.79
  - f) 12/30/2024 f-aofe \$4,500.00
  - g) 12/31/2024 g-aofe \$7,088.84
  - h) 01/31/2025 Payroll \$28,238.29
  - i) 02/04/2025 a-aofe \$17,459.77
  - j) 02/18/2025 b-aofe \$12,712.20
  - k) 02/18-2025 c-cfe \$ 20,969.50
  - Line e) was corrected for a typo
  - Hamilton moved, Schuh second, and all vouchers were approved with four Yeas.

### MONTHLY REPORTS

Manager's Report [00:16]:

- Long reviewed recent events as shown online in his monthly report.
- John Schute is returning to fix the PAPI.
- The snow removal worked well by clearing the snow quickly and not letting ice form. Long performed a runway braking test to confirm that it was in good shape.

• Long report that the runway was to be closed on the night of March 5<sup>th</sup> for a house to be barged onto the island and moved to a truck on Baker Road.

## Financial Report [00:22]:

- Still working on transferring to the new accounting system.
- Ihlenfeldt mentioned that they were working on ways to receive payments via electronic means (for EV charger, parking, etc.) The Port now has a specific bank account which will be used for e-transactions.
- DOR Sales Tax Update: Ihlenfeldt reported no new news.

## **OLD BUSINESS**

- 1. ESWD/Port Drainage Cost Share[00:24]: Commissioner Kartiganer report on a discussion with Bradshaw on the current state of the project next door. Commissioners and Long offered various opinions on whether and what the Port should reimburse ESWD for the drainage work they performed, and also the fact that we should perform more ditch clearing. Hamilton moved to pay ESWD \$5,000 in compensation for drainage work they performed, Schuh seconded, and the motion passed with three Yeas and one Nay.
- 2. Port/ESWD Interlocal[00:31]: Long reported that he discussed the list of questions that Triplett had raised at the last meeting, and that Triplett now seemed satisfied. Cessna Lane is now open. Hamilton moved that Long be authorized to sign the Agreement for the Port, Kartiganer seconded, and the motion passed with four Yeas.
- 3. Vierthaler Property[00:35]: It was clarified that It was Kartiganer and Laursen who had volunteered and chosen to be on the Vierthaler Committee. [Schuh clarified that she is on the runway committee.] Long clarified that the FAA will pay up to the equivalent amount of demolition, and that our lawyer is giving advice on how to manage the building removal project correctly, that three bids are being received for the sale/move or demolition of the building, and that the ED and Committee would work on these options. Long mentioned he worked down the "hangar list", and that Eric Gourley is now renting the hangar space month to month
- 4. PAPI Flight Check[00:46]: Already covered in Manager's Report
- 5. Projects and Planning [00:47]
  - Pavement Rehab Project: Long and Mason gave a presentation the previous night to the Airhawks group on the project status, which was much appreciated. They offered feedback that a runway closure would be best if done in September, after Labor Day. Mason reported that the coring and Geotech surveys took place, and

- that in general the thicknesses were more than he expected and there were no surprises. He is looking at ways to reduce the runway closure time.
- Long reported that he is keeping aware of the FAA grant situation, has talked to Rep Larson's office, and currently has no indication of funding problems but that he will keep an eye on it.
- EV Charger Project [00:53]: Long reported that there was a lot of activity lately, and more locations were being discussed including Orcas Hotel and Doe Bay. The local car rental companies were asked about a loaner EV car being available at the airport, and they responded that it would not bother them if such loans were for ½ day or less. It would be desirable for a pilot's EV car to be reservable.
- 6. Bi-Plane Hangar Roof-Bids [00:57]: Long report that two roof replacement bids were received, which are available on the Port website. They are about \$40,000 each. The contractors believe that the existing roof is too rusty to paint, and should be replaced. However, the current roof doesn't leak and a total replacement was not the original intent, which was to paint "Orcas" on the roof. Long and Laursen will review the situation and see if a rusty roof can indeed be painted. In the meantime, there was a consensus that reroofing is not a priority at this time.
- 7. Change Meeting Time Suggestion [01:02]: Hamilton offered to withdraw his recommendation for a change in the monthly time to 4:00pm, since there was no support at the previous meeting. However, at this meeting several people spoke up and gave reasons earlier might be a better time. So it will be on next month's agenda for final determination.

**NEW BUSINESS [01:05]:** No new business.

PUBLIC ACCESS [01:05]: No additional comments.

**ADJOURNMENT:** Kartiganer adjourned the meeting at 6:06pm

UPCOMING MEETINGS: The next regular meeting is March 24, 2025 at 5:00pm

Respectfully Submitted,

Robert Hamilton, Secretary



# JUNIOR TAXING DISTRICT CLAIMS PAYMENT REQUEST FORM

Junior taxing districts (JTD) must complete this form to request claims payments for all accounts payable and payroll disbursements.

NOTE: It is the district's responsibility to maintain adequate records to substantiate claims.

Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on appropriate processing day, as outlined by the Junior Taxing District Accounts Payable & Payroll Calendar.

Date of request:

Requestor name: Requestor email address:					
Requestor email address:					
Requestor phone number:					
Total amount:					
BARS code:					
Description of claim(s):					
Warrant delivery:					
Auditing Officer Certification:  The undersigned, do hereby certify under penalty of pendered, or the labor performed as described.  Auditing Officer or Commissioner Signature(s) for Apple Name and title  Signature and date	roval of Claims:  Name and title  Signature and date				
Name and title	Name and title				
Signature and date  Signature and date					
	Name and title				
Name and title					

## Port of Orcas.

# Total payroll cost report

From Feb 28, 2025 to Feb 28, 2025 from all locations

Item	Amount
Total pay	
Paycheck wages	\$19,618.61
Non-paycheck wages	\$0.00
Reimbursements	\$0.00
Subtotal	\$19,618.61
Company contributions	
PERS Employer	\$1,697.01
Subtotal	\$1,697.01
Employer taxes	
Social Security Employer	\$1,216.36
Medicare Employer	\$284.47
FUTA Employer	\$23.66
WA SUI Employer	\$153.82
WA Employment Administrative Fund	\$0.00
WA Paid Family and Medical Leave ER	\$51.39
WA Workers' Compensation Tax Employer	\$187.98
Subtotal	\$1,917.68
Total payroll cost	\$23,233.30

## Port of Orcas.

# **Payroll summary report**

From Feb 28, 2025 to Feb 28, 2025 for all employees from all locations

Pay date	Name	Hours	Gross pay	Pretax deductions	Other pay	Employee taxes	Aftertax deductions	Net pay	Employer taxes	Company contribution s	Total payroll cost
Total		370.93h	\$19,618.61			-\$3,604.05	-\$1,184.74	\$14,829.82	\$1,917.68	\$1,697.01	\$23,233.30
02/28/2025 Direct deposit	Ihlenfeldt, Kimberley	80h	\$3,600.00			-\$588.32	-\$228.96	\$2,782.72	\$330.89	\$327.96	\$4,258.85
02/28/2025 Direct deposit	Long, Kenneth	173.33h	\$12,070.61			-\$2,330.70	-\$731.40	\$9,008.51	\$1,053.03	\$1,047.65	\$14,171.29
02/28/2025 Direct deposit	Reid, James	117.6h	\$3,948.00			-\$685.03	-\$224.38	\$3,038.59	\$533.76	\$321.40	\$4,803.16

**Date of request:** 03/11/2025



# JUNIOR TAXING DISTRICT CLAIMS PAYMENT REQUEST FORM

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Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on appropriate processing day, as outlined by the Junior Taxing District Accounts Payable & Payroll Calendar.

District name: Port of Orcas	
Requestor name: Kim Ihlenfeldt	
Requestor email address: finance@portoforca	as.com
Requestor phone number: 360-298-4465	
Total amount: \$6,395.45	
BARS code: 6723.00.589.40.00.0000	
Description of claim(s): Accounts Payable - *1093	
Warrant delivery: Select one	
Auditing Officer Certification:  I, the undersigned, do hereby certify under penalty rendered, or the labor performed as described.  Auditing Officer or Commissioner Signature(s) for A	of perjury that the materials have been furnished, the services Approval of Claims:
Name and title Robert Hamilton, Commissioner	Name and title
Signature grideline 3/11/2025	Signature and date
Name and title	Name and title
Signature and date	Signature and date
Name and title	Name and title
Signature and date	Signature and date

## Port of Orcas Accounts Payable Summary 03/11/2025

Vendor	Amount	Category
CSD	\$496.00	Legal
Enduris	\$478.00	Insurance
Island Hardware & Supply	\$358.84	Facility Supplies
Midnight Venture	\$1,331.84	Janitorial & Landscaping
Office Cupboard	\$9.07	Office Supplies
Rock Island	\$189.75	Internet
San Juan County Treasurer	\$124.00	Clean Water Tax
WA State Auditor's Office	\$3,407.95	Professional Services

**Date of request:** 03/11/2025

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt



# JUNIOR TAXING DISTRICT CLAIMS PAYMENT REQUEST FORM

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Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on appropriate processing day, as outlined by the Junior Taxing District Accounts Payable & Payroll Calendar.

Requestor email address: finance@portoforcas.co	om				
Requestor phone number: 360-298-4465					
Total amount: \$1,122.50					
BARS code: 6723.00.589.40.00.0000					
Description of claim(s): Accounts Payable - *1093					
Warrant delivery: Select one					
rendered, or the labor performed as described.  Auditing Officer or Commissioner Signature(s) for Appro	,				
Name and title Robert Hamilton, Commissioner	Name and title				
Signature and date  Signature and date					
Name and title	Name and title				
Signature and date	Signature and date				
Name and title	Name and title				
Signature and date	Signature and date				

## Port of Orcas Capital Accounts Payable Summary 03/11/2025

Vendor	Amount	Category
NV5	\$1,122.50	Airport Improvement

\$1,122.50

**Date of request:** 03/18/2025

Signature and date



# JUNIOR TAXING DISTRICT CLAIMS PAYMENT REQUEST FORM

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District name: Port of Orcas							
Requestor name: Kim Ihlenfeldt							
Requestor email address: finance@portoforcas.co	om						
Requestor phone number: 360-298-4465							
Total amount: \$10,784.29							
BARS code: 6723.00.589.40.00.0000							
Description of claim(s): Accounts Payable (6723) transmit to account end	ding in *1093						
Warrant delivery: Select one							
Auditing Officer Certification:  I, the undersigned, do hereby certify under penalty of perendered, or the labor performed as described.  Auditing Officer or Commissioner Signature(s) for Appre	erjury that the materials have been furnished, the services oval of Claims:						
Name and title Robert Hamilton	Name and title						
Signature and date  Signature and date							
Name and title  Name and title							
Signature and date	Signature and date						
Name and title	Name and title  Name and title						

Signature and date

## 6723 Port of Orcas Accounts Payable Summary 03/18/2025

Vendor	Amount	Category
Ascent Aviation	\$362.17	Fuel Station Supplies
Avcom	\$850.53	AWOS
CenturyLink	\$283.08	Phone
ESWD	\$5,000.00	Drainage reimbursement
ESWD	\$320.32	Sewer
EWUA	\$256.34	Water
Guardian	\$100.58	Security
OPALCO	\$1,993.26	Power
Petty Cash	\$796.54	Misc.
SAO	\$556.40	Audit
San Juan Sani	\$185.07	Refuse
Starr Septic	\$80.00	Sanican

Total: \$10,784.29

Name and title

Signature and date



# JUNIOR TAXING DISTRICT CLAIMS PAYMENT REQUEST FORM

Junior taxing districts (JTD) must complete this form to request claims payments for all accounts payable and payroll disbursements.

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iury that the materials have been furnished, the services
Name and title
Signature and date
Name and title
Signature and date

Name and title

Signature and date

# 6727 Port of Orcas Accounts Payable Summary 03/18/2025

Vendor	Amount	Category
NV5	\$3,451.38	AIP
Petty Cash - EV Charger	\$694.20	EV Charge

Total: \$4,145.58

glWAMonthly

MONTHLY FINANCIAL STATEMENT BY FUND Page:106

3/10/2025 10:48:42AM Fiscal Year: 2025

# **SAN JUAN COUNTY**

START DATE: 2/1/2025 END DATE: 2/28/2025

FUND: 6721.00 PORT OF ORCAS

Account I	No Account Description	Amount	Total Amount Beginning Balance	Ending Balance
101 BEGINNING CASH BALANCE			680,741.75	
310	TAXES	20,863.82		
320	LICENSES AND PERMITS			
330	INTERGOVERNMENTAL REVENUE	15.73		
340	CHARGES FOR GOODS AND SERVICES			
360	MISCELLANEOUS REVENUES			
380	NONREVENUES			
390	OTHER FINANCING SOURCES			
	TOTAL RECEIPTS		20,879.55	
102	PETTY CASH AND REVOLVING FUNDS	52,000.00		
540	TRANSPORTATION	,		
580	NONEXPENDITURES	45,698.06		
590	DEBT SERVICE AND OTHER			
	TOTAL DISBURSEMENTS		97,698.06	
101 FNDI	NG CASH BALANCE			603,923.24
101 21121	110 07 07 27 1102		GL ENDING CASH BALANCE	603,923.24
			NET VARIANCE	0.00
241 PRIO	R BONDS OUTSTANDING (BEGINNING BALANCE)		0.00	
24111110	BONDS PAID	0.00		
	BONDS ISSUED	0.00		
	NET CHANGE		0.00	
241 BONI	DS OUTSTANDING (ENDING BALANCE)			0.00
151 REGI	NNING INVESTMENT BALANCE		0.00	
.5. 5201	INVESTMENTS ACQUIRED	0.00	0.00	
	INVESTMENTS LIQUIDATED	0.00		
454 ENDI	NG INVESTMENT BALANCE	2.00		0.00

glWAMonthly

Fiscal Year: 2025

3/10/2025 10:48:42AM

# MONTHLY FINANCIAL STATEMENT BY FUND SAN JUAN COUNTY

START DATE: 2/1/2025 END DATE: 2/28/2025

FUND: 6723.00 PORT OF ORCAS - AIRPORT OPERATIONS

Account I	No Account Description	Amount	Total Amount Beginning Balance	Ending Balance
101 BEGINNING CASH BALANCE			185,779.06	
320 330 340 360 380 390	LICENSES AND PERMITS INTERGOVERNMENTAL REVENUE CHARGES FOR GOODS AND SERVICES MISCELLANEOUS REVENUES NONREVENUES OTHER FINANCING SOURCES TOTAL RECEIPTS	7,590.43	7,590.43	
540 580 590	TRANSPORTATION NONEXPENDITURES DEBT SERVICE AND OTHER TOTAL DISBURSEMENTS	12,712.20	12,712.20	
101 ENDING CASH BALANCE			GL ENDING CASH BALANCE NET VARIANCE	180,657.29 180,657.29 0.00
				0.00
	R BONDS OUTSTANDING (BEGINNING BALANCE)  BONDS PAID  BONDS ISSUED  NET CHANGE  DS OUTSTANDING (ENDING BALANCE)	0.00 0.00	0.00	0.00
151 BEGI	INNING INVESTMENT BALANCE INVESTMENTS ACQUIRED INVESTMENTS LIQUIDATED ING INVESTMENT BALANCE	0.00 0.00	895,000.00	895,000.00

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glWAMonthly

MONTHLY FINANCIAL STATEMENT BY FUND Page:108

3/10/2025 10:48:42AM Fiscal Year: 2025 SAN JUAN COUNTY START DATE: 2/1/2025 END DATE: 2/28/2025

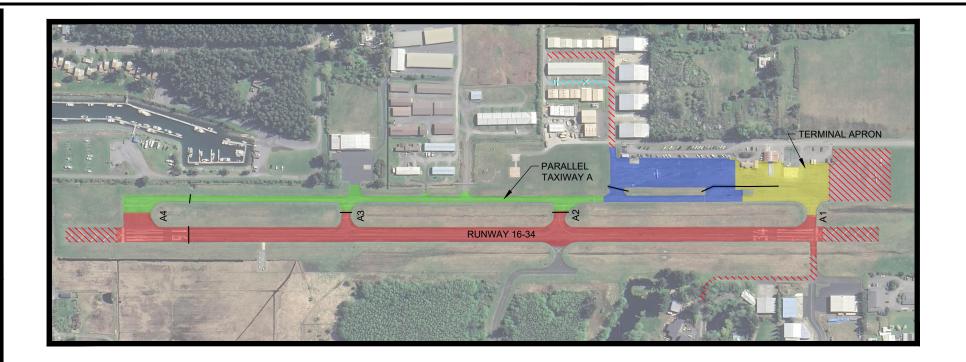
FUND: 6727.00 PORT OF ORCAS CAPITAL PROJECTS

Account I	No Account Description	Amount	<b>Total Amount</b>	Beginning Balance	Ending Balance
101 BEGINNING CASH BALANCE				294,605.98	
310	TAXES				
330	INTERGOVERNMENTAL REVENUE				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	80.66			
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		80.66		
580	NONEXPENDITURES	20,969.50			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		20,969.50		
101 ENDI	ING CASH BALANCE				273,717.14
			GL ENDIN	G CASH BALANCE	273,717.14
				NET VARIANCE	0.00
241 PRIO	PR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241 BONI	DS OUTSTANDING (ENDING BALANCE)				0.00
151 BEGI	INNING INVESTMENT BALANCE			25,000.00	
	INVESTMENTS ACQUIRED	0.00		20,000.00	
	INVESTMENTS LIQUIDATED	0.00			
151 ENDI	NG INVESTMENT BALANCE				25,000.00



# Manager's Report 3/24/2025

- Vierthaler Property Working Group, CSD guidance and demolition bids received, next steps to include Executive Session discussion.
- 2. PAPI Replacement PAPI units ordered,
- 3. Fuel delivery 3/19, \$6.85/gal, next expected July before FlyIn
- 4. Eastside Hangar Drainage Discussions with individual hangar owners continue,
- 5. EV Charger project Phase 1 installation, OIHS complete, Port and Exchange L2 installed, continuing progress
- 6. Nickel Brothers 3/5 home move complete, challenging...
- 7. Westside Development Tabled
- 8. Airport Neighbors Contact continues



SCHEDULE	WORK ITEMS	ESTIMATED COST	
BASE BID AIP	STORM PIPES, RUNWAY OVERLAY, CRACK SEAL/SEAL COAT ALL AREAS NOT OVERLAID, AND PAVEMENT MARKINGS	\$3,600,000	
NON-AIP/AIG	NON-AIP/AIG CRACK SEAL/SEAL COAT AND PAVEMENT MARKINGS		
BID ADDITIVE A STORM PIPES, APRON OVERLAY, AND HANGAR SLAB REPLACEMENT		\$1,300,000	
BID ADDITIVE B	APRON OVERLAY AND TIE-DOWNS	\$1,300,000	
BID ADDITIVE C	TAXIWAY A OVERLAY	\$900,000	
	TOTAL*	\$7,100,000	

<sup>\*</sup>EXPECTED CONSTRUCTION FUNDING: \$6.4 MILLION TO \$6.8 MILLION

#### LEGEND

- PROPOSED DRAINAGE PIPE

CRACK SEAL & SEAL COAT (BASE BID)

CRACK SEAL & SEAL COAT (NON-AIP/AIG)

PAVEMENT OVERLAY (BASE BID)

PAVEMENT OVERLAY (ADDITIVE A)

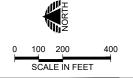
PAVEMENT OVERLAY (ADDITIVE B)

PAVEMENT OVERLAY (ADDITIVE C)

## **PRINT IN COLOR**

THIS DRAWING IS INTENDED TO BE PRINTED IN COLOR. PRINTING IN BLACK AND WHITE MAY REDUCE READABILITY AND ALTER ENTITY DEFINITION OR REPRESENTATION.

PRELIMINARY NOT FOR CONSTRUCTION 3/21/2025





PORT OF ORCAS - ORCAS ISLAND AIRPORT RUNWAY, TAXIWAY, & APRON PAVEMENT REHAB (OVERLAY, SEAL COAT, & CRACK SEALING)

## **100% DESIGN BASIS**