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REGULAR MEETING AGENDA

September 22, 2025
Scheduled at 4:00 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. 07/28/2025 Regular Minutes
2. Payment of Claims
 - a. 08/05/2025 6723 Airport Operations \$16,019.46
 - b. 08/19/2025 6723 Airport Operations \$10,907.00
 - c. 08/19/2025 6727 Capital \$11,940.17
 - d. 09/02/2025 6721 General \$28,219.37
 - e. 09/02/2025 6723 Airport Operations \$1,866.63
 - f. 09/09/2025 6723 Airport Operations \$38,226.93
 - g. 09/16/2025 6723 Airport Operations \$5,867.43

MONTHLY REPORTS

1. Manager's Report
2. Financial Report

OLD BUSINESS

1. PAPI Update – Chip
2. Projects and Planning
 - a) Pavement Rehab Project and Motion-PAE/Mason

- b) Westside Hangar Update- PAE/Mason
- c) CIP review-PAE/Mason
- d) Vierthaler Property – Chip/Commissioner Kartiganer
- e) EV Charger Project –Chip

NEW BUSINESS

1. 2026 Budget Planning Schedule

PUBLIC ACCESS

ADJOURNMENT

UPCOMING MEETINGS:

Regular Meeting Oct 26, 2025

PORT OF ORCAS COMMISSION MEETING, July 28th 2025

MEETING MINUTES (DRAFT version 18August2025)

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 portoforcas.com.

CALL TO ORDER [02:48]

- *Chair Kartiganer called the meeting to order at 4:01pm.*
- *A quorum of commissioners with Hamilton, Schuh, and Laursen attending in person, plus Kartiganer attending via video. Staff present was Long.*
- *Citizens attended both in person and online, including Alan Tone, Dwight Gus, Paul Vierthaler, Loren Ahrens, and Mason Parks.*

PUBLIC HEARING on Changes to Comprehensive Scheme [aka Plan]

Long was asked to lead the Public Hearing.

1. Background on Property Acquisition and proposed changes
2. Public Comment on changes
3. Close Public Hearing

Long gave a brief history on the Comprehensive Scheme (aka Plan), and that to change an element two public notices must be in the prior two weeks. This was accomplished.

At last month's meeting it was asked whether the Vierthaler house had to be removed or demolished according to the terms of the FAA Grant, and after research Long reported that this is a requirement of the grant.

Long walked everyone through the rules of a public hearing, including that: People wanting to make comments must identify themselves, disclose if they have any financial interest in the outcome, and disclose whether any Commissioner had discussed the topic with them and/or asked them to appear.

PUBLIC COMMENTS:

- *Paul Thiervalier expressed gratitude for the clarity on the removal and appreciated moving forward.*
- *Dwight asked whether the Master Plan still required widening of the runways and taxiways. Hamilton, Kartiganer and Long explained it was still in the plan, however the FAA has allowed deferment of widening until the runway is rebuilt. The current overlay project will forestall that need for another 10 to 20 years.*

REGULAR MEETING [00:20]

1. Resolution 20250728

The Secretary read the Resolution out loud. After discussion, the Resolution passed unanimously with four Ayes.

AGENDA AMENDMENTS [00:25]

The “Old Business” resolution was moved to be immediately after the Public Hearing.

The “New Business” 1. EWUA Brief and 2. Orcas Fly-in were moved to immediately after public access.

PUBLIC ACCESS [00:26]

- *No comments were offered.*

NEW BUSINESS [00:27]

1. EWUA Brief- Cory Harrington

Harrington explained that he was attending on behalf of the EWUA Manager. He gave background on water memberships:

- * The Vierthaler property is associated with 1 “impact unit”*
- * A new membership costs \$15,000*
- * There is a \$45/month membership fee even if no water is used.*
- * A membership cannot be “put on hold”*
- * A membership cannot be sold to another unrelated property owner*

He explained that the Port has three options other than keeping the membership:

- 1. Potentially sell back to the EWUA, but that has never been done and doubts it would be accepted*
- 2. Vacate and buy a new membership if we ever want to in the future (for the then price, currently \$15,000)*
- 3. Move to a new parcel that the Port owns (i.e. the potential hangar site)*

The consensus among the Commissioners was that it seemed prudent to hold onto the current water membership, even at \$45/month.

2. ORS/EAA Fly-In – Dwight Gus [00:41]

- *Dwight Gus discussed the fly-in that the EAA is sponsoring this coming weekend. He mentioned that historically the tie-down fees were waived during the fly-in, and requested that they be waived this year.*

A motion was made to waive the tie-down fees for this year, and the motion carried unanimously with four Ayes.

MONTHLY BUSINESS

1. Previous Minutes [00:48]

1. June 23, 2025

With the correction of minor typos, the minutes were approved with three Ayes and one abstention (Kartiganer) due to being absent from the June 23rd meeting.

2. Approval of Vouchers [00:50]

- 03/30/2025 GFE Payroll \$21,175.30
- 07/01/2025 AOFE \$4,588.69
- 07/22/2025 GFE Payroll \$22,948.05
- 07/22/2025 AOFE \$27,880.51
- 07/22/2025 CFE \$153,896.60

Vouchers a., b., c., d., and e. were approved unanimously with four Ayes.

MONTHLY REPORTS

1 Manager's Report [00:53]

Long made comments and updates on:

- *The Seismic Sensor on the property was calibrated.*
- *Our gas tank is now over 30 years old, new insurance was required, and the rates increased. However Long found the Pollution Liability Insurance Association (PLIA) linked to the Washington State environmental office and is working on a new policy at a lower rate.*
- *Our new EV Charger generated \$610 of revenue in its first month.*
- *Long reported on the ongoing discussions with neighbors.*
- *We need to stabilize the ground around the AWOS weather station to allow safer access by the inspector.*
- *The ESWD offered a proposed addendum to the Interlocal Agreement. It will be reviewed at our next meeting.*
- *The runway needs restriping. Long is looking for low-cost quotes or doing it ourselves.*

- *Long and staff have interviewed two potential bookkeepers to fulfill part of the finance job. It was discussed that this level of position does not need to be posted.*

Mason reported on the Westside Development and Runway update projects.

2. Financial Report [01:07]

No additional updates.

OLD BUSINESS [01:07]

1. Papi Update – Long

Good news, the FAA has turned it back over to John Shute to design the new design with the 3deg angle, and most likely on the same footings or with minimal modifications.

2. Projects and Planning

a. Pavement Rehab Project – PAE – Mason

Mason gave a quick update that the FAA is releasing grants and we are on track.

b. Vierthaler Property – Kartiganer

Covered earlier.

c. EV Charger Project – Long

Covered earlier in Manager's Report.

NEW BUSINESS [01:09]

Covered earlier.

PUBLIC ACCESS [01:11]

Dwight Gus asked if WiFi could be extended down near the camping area for the Fly In.

Long answered that he would look into it. A hangar owner also has StarLink access set up.

Dwight Gus reiterated that we should get above ground fuel storage. Long mention that it is being researched, and Kartiganer will get it back on the agenda.

ADJOURNMENT at [01:19]

UPCOMING MEETINGS:

~~Regular Meeting August 25, 2025 at 4:00pm~~ [NOTE: The August meeting has subsequently been cancelled. The next Regular meeting will be September 22nd at 4:00pm.]



SAN JUAN COUNTY
Auditor's Office

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 Tuesday morning.

Date of request: 08/05/2025

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

Requestor phone & email address: 360-298-4465 / finance@portoforcas.com

Total amount: \$16,019.46

BARS code: 6723 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

Accounts Payable - 6723 Airport Operations Fund

Last four digits of bank account (EFT's ONLY): *1093

Warrant delivery: EFT (Not Applicable)

Auditing Officer Certification:

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.

Auditing Officer or Commissioner Signature(s) for Approval of Claims:

Name and title Robert Hamilton Signature and date 8/5/2025	Name and title Signature and date
Name and title Signature and date	Name and title Signature and date
Name and title Signature and date	Name and title Signature and date

6723 Port of Orcas Accounts Payable Summary 08/05/2025		
Vendor	Amount	Category
Century Link	292.88	Phone
CSD	1164	Legal
Island Hardware	207.74	Facility Maintenance Supplies
Midnight Ventures	1353.43	Janitorial and Landscaping
Petty Cash	\$ 377.90	Pop for resale
Rock Island	189.75	Internet
WA DOR	\$ 8,375.91	Excise, Leasehold Tax
WA SAO	4057.85	Audit
Total:	\$16,019.46	



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Date of request: 08/19/2025

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

Requestor phone & email address: 360-298-4465 / finance@portoforcas.com

Total amount: \$10,907.00

BARS code: 6723 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

Accounts Payable - 6723 Airport Operations Fund

Last four digits of bank account (EFT's ONLY): *1093

Warrant delivery: EFT (Not Applicable) ▼

Auditing Officer Certification:

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Auditing Officer or Commissioner Signature(s) for Approval of Claims:

Name and title Robert Hamilton Signature and date 8/19/2025	Name and title Signature and date
Name and title Signature and date	Name and title Signature and date
Name and title Signature and date	Name and title Signature and date

6723 Port of Orcas Accounts Payable Summary 08/19/2025		
Vendor	Amount	Category
Alliant Insurance	\$2,403.03	Storage Tank Pollution Ins.
CenturyLink	\$306.30	Phone
ESWD	\$640.64	Sewer
EWUA	\$401.01	Water
Island Petroleum	\$68.27	Fuel
Office Cupboard	\$103.54	Janitorial and Office supplies
OPALCO	\$4,113.59	Power
Petty Cash	\$172.44	Various
QTPod	\$1,675.00	Fuel Station Data
Rock Island	\$189.75	Internet
San Juan Sanitation	\$316.13	Refuse
State Auditor	\$417.30	Audit
Wa. Ports Assn	100	No Show Fee - conference
Total:	\$10,907.00	

EWUA	
Total	Invoice #
\$ 148.89	10831.01
\$ 112.69	10832.01
\$ 50.89	11222.01
\$ 88.54	10833.01
\$ 401.01	

Petty Cash		
\$ 31.40	Amazon	Facility Maintenance
\$ 141.04	Microsoft	Software
\$ 172.44		

ESWD	
Total	Inv
\$ 138.32	0005/
\$ 320.32	0229/
\$ 182.00	707/
\$ 640.64	

OPALCO	
Total	Inv
\$ 1,618.93	2493000
\$ 971.28	2493001
\$ 212.76	2493002
\$ 276.68	2493003
\$ 126.40	2493007
\$ 129.88	2493008
\$ 132.56	2493009
\$ 127.66	2493010
517.44	2493011
\$4,113.59	



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Date of request: 08/19/2025

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

Requestor phone & email address: 360-298-4465/ finance@portoforcas.com

Total amount: \$11,940.17

BARS code: 6727 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

AP - 6727

Last four digits of bank account (EFT's ONLY): *1093

Warrant delivery: EFT (Not Applicable) ▼

Auditing Officer Certification:

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.

Auditing Officer or Commissioner Signature(s) for Approval of Claims:

Name and title Robert Hamilton Signature and date 8F9CF742D9FE415... 8/19/2025	Name and title Signature and date
Name and title Signature and date	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 08/19/2025		
Vendor	Amount	Category
Wetland Resources	\$900.00	AIP Wetland Monitoring
Blacklight Electric	\$10,500.00	EV Charger - Orcas Pottery
Sea Island Sand	\$390.17	EV Charger - Airport
Frank Gates	\$150.00	EV Charger - Airport
Total:	\$11,940.17	



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Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on Tuesday morning.

Date of request: 09/02/2025

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

Requestor phone & email address: 360-298-4465 / finance@portoforcas.com

Total amount: \$28,219.37

BARS code: 6721 .00.589.40.00.0000

Request type: Payroll EFT

Description of claim(s):

Accounts Payable - 6721 General Fund

Last four digits of bank account (EFT's ONLY): *1085

Warrant delivery: EFT (Not Applicable)

Auditing Officer Certification:

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.

Auditing Officer or Commissioner Signature(s) for Approval of Claims:

Name and title Robert Hamilton Signature and date 9/2/2025	Name and title Signature and date
Name and title Signature and date	Name and title Signature and date
Name and title Signature and date	Name and title Signature and date

Port of Orcas.

Total Cost
From Aug 01, 2025 to Aug 01, 2025 from all locations

Item	Amount
Total pay	
Paycheck wages	\$ 23,957.37
Non-paycheck wages	\$ 0.00
Reimbursements	\$ 0.00
Subtotal	\$ 23,957.37
Company contributions	
PERS Employer	\$ 2,033.61
Subtotal	\$ 2,033.61
Employer taxes	
Social Security Employer	\$ 1,485.37
Medicare Employer	\$ 347.38
FUTA Employer	\$ 3.86
WA SUI Employer	\$ 101.00
WA Employment Administrative Fund	\$ 0.00
WA Paid Family and Medical Leave ER	\$ 62.76
WA Workers' Compensation Tax Employer	\$ 228.02
Subtotal	\$ 2,228.39
Total payroll cost	\$ 28,219.37



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Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on Tuesday morning.

Date of request: 09/02/2025

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

Requestor phone & email address: 360-298-4465 / finance@portoforcas.com

Total amount: \$1,866.63

BARS code: 6723 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

Accounts Payable - 6723 Airport Operations Fund

Last four digits of bank account (EFT's ONLY): *1093

Warrant delivery: EFT (Not Applicable) ▼

Auditing Officer Certification:

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Auditing Officer or Commissioner Signature(s) for Approval of Claims:

Name and title Robert Hamilton Signature and date 6F9CF742D9FE415... 9/2/2025	Name and title Signature and date
Name and title Signature and date	Name and title Signature and date
Name and title Signature and date	Name and title Signature and date

6723 Port of Orcas Accounts Payable Summary 09/02/2025		
Vendor	Amount	Category
AvCom	\$772.54	Prof. Svc AWOS inspection
Pye Barker	\$254.09	Prof. Svc Fire extinguishers
Sterr Excavation	\$840.00	Sani Can
Total:	\$1,866.63	



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Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on Tuesday morning.

Date of request: 09/09/2025

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

Requestor phone & email address: 360-298-4465 / finance@portoforcas.com

Total amount: \$38,226.93

BARS code: 6723 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

Accounts Payable - 6723 Airport Operations Fund

Last four digits of bank account (EFT's ONLY): *1093

Warrant delivery: EFT (Not Applicable) ▼

Auditing Officer Certification:

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Auditing Officer or Commissioner Signature(s) for Approval of Claims:

Name and title Robert Hamilton DocuSigned by: 6F9CF742D9FE415... 9/9/2025	Name and title Signature and date
Name and title Signature and date	Name and title Signature and date
Name and title Signature and date	Name and title Signature and date

6723 Port of Orcas Accounts Payable Summary 09/09/2025		
Vendor	Amount	Category
Alliant Insurance	\$9,155.68	Tank Liability
Enduris	\$13,042.00	GL Insurance
Midnight Venture	\$1,353.43	Janitorial and Landscaping
Port of Orcas - Petty Ca	\$3,329.77	Various
San Juan Enterprise	\$1,399.00	Fuel Barge
WA DOR	\$9,947.05	Tax
Total:	\$38,226.93	



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Submit completed form to San Juan County Payroll Deputy by 10:00 A.M. on Tuesday morning.

Date of request: 09/16/2025

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

Requestor phone & email address: 360-298-4465 / finance@portoforcas.com

Total amount: \$5,867.43

BARS code: 6723 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

Accounts Payable - 6723 Airport Operations Fund

Last four digits of bank account (EFT's ONLY): *1093

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Name and title Robert Hamilton Signature and date 6F9CF742D9FE415... 9/16/2025	Name and title Signature and date
Name and title Signature and date	Name and title Signature and date
Name and title Signature and date	Name and title Signature and date

6723 Port of Orcas Accounts Payable Summary 09/16/2025		
Vendor	Amount	Category
Starr Excavation	\$80.00	Sanican
Island Hardware	\$137.03	Facility Maintenance
CSD	\$92.00	Legal
ESWD	\$273.00	Sewer
San Juan Sanitation	\$221.07	Refuse
EWUA	\$450.48	Water
Office Cupboard	\$96.90	Janitorial Supply
Island Petroleum	\$119.81	Fuel
WA DOR	\$1,547.63	Leasehold Tax
WA DOR	\$2,849.51	Excise Tax
Total:	\$5,867.43	