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BUDGET HEARING **and** **MEETING AGENDA**

November 24, 2025, 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=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

BUDGET HEARING

- 1) Review and Discussion of Draft 2026 Budget
- 2) Public Comment on Proposed 2026 Budget
- 3) Resolutions
 - a) Resolution 20251124a to Adopt 2026 Budget
 - b) Resolution 20251124b Setting Tax Levy

MONTHLY BUSINESS

- 1) Previous Minutes
 - a) 09/22/2025 Regular Meeting
 - b) 10/27/2025 Regular Meeting
 - c) 11/10/2025 Special Meeting
- 2) Approval of Vouchers
 - a) 10/28/2025 – Capital \$72,549.73
 - b) 10/29/2025 – General \$24,203.94
 - c) 11/18/2025 – Airport Operations \$10,756.21
 - d) 11/18/2025 – Capital \$11,375.00

MONTHLY REPORTS

1. Manager's Report
2. Financial Report

OLD BUSINESS

1. PAPI Update – Chip
2. Projects and Planning
 - a) Pavement Rehab Project - PAE/Mason
 - b) Westside Hangar Update- PAE/Mason
 - c) 197 Aviator – Chip
 - i) Project Update
 - ii) Resolution 20251124c Approving Sale of Property
 - d) EV Charger Project –Chip
3. Tariff Schedule Update
 - a) Review Proposed Tariff
 - b) Resolution 20251124d Updating Tariff's

NEW BUSINESS

PUBLIC ACCESS

ADJOURNMENT

UPCOMING MEETINGS:

EARLY Regular Meeting December 15, 2025

Port of Orcas 2026 Budget

6721 General Fund - Expenditures

<u>Account Number</u>	<u>2025 Budget</u>	<u>2025 Projected</u>	<u>2026 Budget</u>
508.31.00.0000 Ending Net Cash and Investments	\$728,726.00	\$646,262.93	\$591,672.99
546.10.10.0001 Commissioners	\$15,000.00	\$15,000.00	\$36,090.00
546.10.10.0002 Executive Director	\$138,000.00	\$133,750.00	\$137,338.54
546.10.10.2003 Operations Assistant	\$43,100.00	\$54,620.00	\$46,257.30
546.10.10.2004 Finance Manager	\$46,800.00	\$46,800.00	\$27,725.00
546.10.10.2005 Finance Specialist	\$0.00	\$0.00	\$41,600.00
546.10.20.0001 FICA & Medicare	\$15,100.00	\$19,138.01	\$22,109.33
546.10.20.0002 Dept of Labor & Industries	\$7,100.00	\$3,252.00	\$3,676.00
546.10.20.0003 Retirement/PERS	\$15,000.00	\$18,710.00	\$11,710.18
546.10.20.0004 PERS Adjust	\$0.00	\$0.00	\$0.00
546.10.20.0005 Medical Stipend	\$12,250.00	\$12,250.00	\$13,377.00
546.10.20.0009 Unemployment	\$1,100.00	\$1,200.00	\$1,308.82
546.10.20.0010 Deferred Compensation	\$0.00	\$0.00	\$0.00
546.10.20.0012 PFML Premium Assessments	\$1,545.00	\$750.00	\$823.10
546.30.41.0149 Election Services	\$10,000.00	\$10,000.00	\$0.00
597.46.00.6723 Transfers-out to Operations Fund	\$0.00	\$0.00	\$0.00
597.46.00.6727 Transfers-out to Capital Fund	\$0.00	\$0.00	\$0.00
Grand Total	\$1,033,721.00	\$961,732.94	\$933,688.26

Port of Orcas 2026 Budget

6721 General Fund - Revenue

Account Number	2025 Budget	2025 Projected	2026 Budget
308.31.00.0000 Beginning Net Cash and Investments	\$752,882.00	\$680,676.70	\$646,262.93
311.10.00.0000 Property Tax Revenue	\$280,839.00	\$280,839.00	\$287,190.33
321.80.00.0000 Vending Machine	0.00		0.00
336.02.31.0000 DNR PILT NAP/NRCA	0.00		0.00
337.20.00.0000 Leasehold Tax - Port of Orcas	0.00	185.30	200.00
337.40.00.0000 Timber Harvest Tax - Private Land	0.00	31.94	35.00
397.46.00.6727 Transfers-in from Capital Fund	0.00		0.00
Grand Total	\$1,033,721.00	\$961,732.94	\$933,688.26

Port of Orcas 2026 Budget

6723 Airport Operations Fund - Expenditures

Account Number	2025 Budget	2025 Projected	2026 Budget
508.31.00.0000 Ending Net Cash and Investments	\$922,656.00	\$1,130,332.59	\$1,185,133.24
546.10.31.0001 Signs/Fee Boxes Supplies	\$2,000.00	\$202.27	\$2,000.00
546.10.31.0002 Office Supplies	\$800.00	\$800.00	\$825.00
546.10.31.0004 Janitorial Supplies	\$1,000.00	\$1,000.00	\$1,030.00
546.10.31.0005 Meeting Supplies	\$500.00	\$0.00	\$500.00
546.10.31.0006 Fuel Station Supplies	\$250.00	\$363.00	\$375.00
546.10.32.0001 Fuel/Petrol Products	\$1,000.00	\$1,447.00	\$1,490.00
546.10.32.0002 Aviation Fuel	\$130,688.00	\$94,962.92	\$98,000.00
546.10.41.0001 SJC Auditor	\$1,500.00	\$1,000.00	\$1,000.00
546.10.41.0002 State Auditor	\$25,000.00	\$20,000.00	\$1,000.00
546.10.41.0003 Security	\$2,000.00	\$500.00	\$2,000.00
546.10.41.0004 Website, Software	\$0.00	\$3,900.00	\$4,020.00
546.10.41.0005 Legal Services	\$10,000.00	\$10,000.00	\$10,000.00
546.10.41.0006 Professional Services	\$3,000.00	\$6,300.00	\$6,490.00
546.10.41.0044 Advertising	\$0.00	\$705.00	\$726.15
546.10.42.0010 Postage	\$50.00	\$78.00	\$200.00
546.10.42.0020 Telephone	\$3,000.00	\$3,500.00	\$3,605.00
546.10.42.0030 Internet, Email	\$2,200.00	\$2,200.00	\$2,266.00
546.10.44.0001 Storm Water Utility Tax	\$1,500.00	\$1,355.00	\$1,500.00
546.10.46.0003 Bonding/Fire/Liability Insurance	\$25,000.00	\$29,400.00	\$30,000.00
546.10.47.0001 Water	\$3,500.00	\$3,500.00	\$3,790.50
546.10.47.0002 Electricity	\$12,000.00	\$21,000.00	\$22,743.00
546.10.47.0003 Sewer	\$3,000.00	\$4,200.00	\$4,600.00
546.10.47.0004 Refuse	\$2,500.00	\$2,500.00	\$2,707.50
546.10.47.0005 Sani cans	\$1,400.00	\$2,700.00	\$2,800.00
546.20.31.0006 Facility and Vehicle Maintenance Supplies	\$10,000.00	\$14,500.00	\$14,935.00
546.20.35.0001 Small Tools & Equipment	\$1,250.00	\$0.00	\$1,250.00
546.20.41.0001 Janitor	\$13,200.00	\$13,200.00	\$13,600.00
546.20.41.0002 AWOS M & O Service	\$2,625.00	\$4,803.00	\$5,000.00
546.20.48.0006 Landscaping	\$2,500.00	\$3,460.00	\$3,563.80
546.20.48.0007 Snow Removal	\$5,400.00	\$3,200.00	\$5,400.00
546.20.48.0008 Ditch/Tree Clearing	\$0.00	\$0.00	\$10,000.00
546.20.48.0009 Wetland Maintenance	\$12,000.00	\$7,100.00	\$12,000.00
546.30.34.0001 Pop for Resale	\$1,230.00	\$1,230.00	\$1,266.90
546.30.34.0002 Airplane Oil for Resale	\$90.00	\$0.00	\$90.00
546.30.43.0001 Travel	\$2,500.00	\$2,500.00	\$2,600.00
546.30.43.0002 Barge services	\$3,200.00	\$3,410.00	\$4,000.00
546.30.44.0002 Business & Occupation/Sales Tax	\$19,840.00	\$19,840.00	\$20,000.00
546.30.49.0010 Memberships	\$1,000.00	\$1,000.00	\$1,000.00
546.30.49.0030 Continued Education Workshops	\$6,250.00	\$6,250.00	\$6,437.50
546.30.49.0090 Svc Fees, Finance Chgs, Lics, Permits	\$300.00	\$382.00	\$400.00
589.30.00.0000 Leasehold Tax Remitted to State	\$13,500.00	\$13,500.00	\$15,260.00
594.46.62.0012 Buildings & Other Improvements	\$0.00	\$0.00	\$4,000.00
597.46.00.6727 Transfers-out to Capital Fund	\$0.00	\$0.00	\$0.00
Grand Total	\$1,249,429.00	\$1,436,320.78	\$1,509,604.59

Port of Orcas 2026 Budget

6723 Airport Operations Fund - Revenue

Account Number	2025 Budget	2025 Projected	2026 Budget
308.31.00.0000 Beginning Net Cash and Investment	\$827,000.00	\$1,065,749.56	\$1,130,332.59
321.80.00.0000 Vending Machine	\$2,500.00	\$1,730.00	\$1,781.90
341.70.00.0000 Sales of Coffee Mugs	\$0.00	\$55.00	\$0.00
343.40.00.0000 Utility Reimbursement	\$1,003.00	\$5,200.00	\$7,500.00
344.50.00.0000 Aviation Fuel Sales	\$154,653.00	\$130,000.00	\$133,900.00
344.51.00.0000 Sale of Airplane Oil	\$100.00	\$170.00	\$175.10
344.61.00.0001 Landing Fees	\$12,000.00	\$12,300.00	\$12,669.00
344.61.00.0002 Tiedown Fees - Transient	\$14,000.00	\$14,500.00	\$14,935.00
344.61.00.0003 Tiedown Fees - Annual	\$4,500.00	\$5,900.00	\$6,077.00
344.61.00.0004 Fence Access Fee	\$0.00	\$1,076.22	\$500.00
344.61.00.0005 TTF User Fees	\$3,600.00	\$3,600.00	\$3,600.00
362.30.00.0000 Auto Parking Transient	\$15,000.00	\$16,000.00	\$16,480.00
362.50.00.0001 Auto Parking Annual	\$16,000.00	\$13,000.00	\$13,390.00
362.50.00.0002 Hangar Lease	\$37,500.00	\$12,000.00	\$10,164.00
362.50.01.0003 Land Lease	\$87,500.00	\$77,200.00	\$79,500.00
362.50.01.0004 Terminal Rentals	\$13,033.00	\$15,400.00	\$15,800.00
367.11.00.0000 Donations	\$2,200.00	\$2,000.00	\$2,200.00
389.30.00.0000 Leasehold Tax Collected	\$13,000.00	\$15,100.00	\$15,260.00
389.30.00.0001 Sales Tax Collected	\$12,840.00	\$12,840.00	\$12,840.00
389.60.00.0001 Investment Interest - LGIP	\$33,000.00	\$32,500.00	\$32,500.00
397.46.00.6721 Transfers-in from General Fund	\$0.00		\$0.00
397.46.00.6727 Transfers-in from Capital Fund	\$0.00		\$0.00
Grand Total	\$1,249,429.00	\$1,436,320.78	\$1,509,604.59

Port of Orcas 2026 Budget

6727 Capital Fund - Expenditures

Account Number	2025 Budget	2025 Projected	2026 Budget
508.31.00.0000 Ending Net Cash and Investments	\$20,000.00	\$329,724.36	\$452,011.01
592.14.89.0000 Statutory Interest (Tax Refund)			
594.46.60.0001 Capital Contingency Reserve			
594.46.61.0001 AIP/RW/Apron Improvements	\$1,600,000.00	\$386,479.44	\$438,000.00
594.46.61.0002 Fence Upgrade			
594.46.61.0050 Land Acquisition			
594.46.62.0001 Buildings and Structures			
594.46.62.0003 Tractor/Shed			
594.46.62.0060 FedEx Buildings / Install			
594.46.63.0001 Auto Parking Area Reconstruction			
594.46.64.0001 Wx/Navigation Aids			
594.46.64.0002 GPS Approach			
594.46.64.0003 Vehicle Purchase			
594.46.64.0004 Machinery and Equipment			
594.46.64.0005 EV Charge project	\$395,499.00	\$271,113.01	\$124,385.99
597.46.00.6723 Transfers-out to Operations Fund			
Grand Total	\$ 2,015,499.00	\$987,316.81	\$ 1,014,397.00

Port of Orcas 2026 Budget

6727 Capital Fund - Revenue

<u>Account Number</u>	<u>2025 Budget</u>	<u>2025 Projected</u>	<u>2026 Budget</u>
308.31.00.0000 Beginning Net Cash and Investments	\$100,000.00	\$319,516.20	\$329,724.36
311.10.00.0000 Property Tax Revenue			
331.00.00.0000 AP Overlay Project			
331.20.10.0000 Direct Federal Grants - F.A.A.	\$1,440,000.00	\$553,010.63	\$394,200.00
334.03.60.0000 State AIP Grants	\$80,000.00		\$8,000.00
334.xx.xx.xxxx. State Commerce Grant EV Charge	\$395,499.00	\$113,926.36	\$281,572.64
337.40.00.0000 Timber Harvest Tax - Private Land			
337.46.00.1951 County PFFAP Grants			
369.91.00.0095 Refunds of Prior Year Expenditures			
389.60.00.0000 Investment Interest - LGIP		\$863.62	\$900.00
395.10.00.0000 Proceeds from Sales of Capital Assets			
397.46.00.6721 Transfers-in from General Fund			
397.46.00.6723 Transfers-in from Operating Fund			
Grand Total	\$2,015,499.00	\$987,316.81	\$1,014,397.00



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PORT OF ORCAS

RESOLUTION 2025 11 24a

Resolution Adopting the 2026 Budget

WHEREAS, the Port of Orcas held a public hearing on November 24th 2025 to discuss the adoption of its 2026 budget; and

WHEREAS, the Port of Orcas has determined the cash on hand plus all anticipated revenues and did fix the appropriate amount for each expenditure line item.

NOW THEREFORE BE IT RESOLVED that the Port of Orcas set the final budget for the year 2026 as attached hereto and incorporated as if fully set forth.

DATED THIS 24th DAY OF NOVEMBER 2025.

2025 General Fund Budget	\$933,688.26
2025 Airport Operations	\$1,509,604.59
<u>2025 Capital Fund Budget</u>	<u>\$1,014,397.00</u>
2025 TOTAL BUDGET	\$3,459,495.52

2025 General Fund Levy Appropriation	\$287,190.33
<u>2025 Capital Fund Levy Appropriation</u>	<u>\$0</u>
2025 TOTAL LEVY APPROPRIATION	\$287,190.33

Mia Kartiganer, Commissioner

Michael Triplett, Commissioner

Annalies Schuh, Commissioner

Robert Hamilton, Chair

Jason Laursen, Commissioner

Attest: _____
Chip Long, Executive Director



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PORT OF ORCAS RESOLUTION 2025 11 24b RCW 84.55.120

WHEREAS, the Commissioners of the Port of Orcas have met and considered its budget for the calendar year 2026; and

WHEREAS, the Port of Orcas actual levy amount from the previous year was \$280,839; and

WHEREAS, the Port of Orcas has a banked capacity of \$3,507.86 reserved from previously levied funds; and

WHEREAS, the Port of Orcas is allowed a 1% increase over last year's highest lawful levy, totaling \$2,843.47; and

WHEREAS, the population of this district is less than 10,000; and now, therefore

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$6,351.33 which is a percentage increase of 2.2616% from the previous year.

This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 24th day of November 2025

Mia Kartiganer, Commissioner

Robert Hamilton, Chair

Annalies Schuh, Commissioner

Jason Laursen, Commissioner

Michael Triplett, Commissioner

Attest: _____
Chip Long, Executive Director

PORT OF ORCAS COMMISSION MEETING, September 22nd 2025

MEETING MINUTES (DRAFT version 20November2025)

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.

(The August 2025 meeting had been cancelled.)

CALL TO ORDER [00:00]

- *Chair Kartiganer called the meeting to order at 4:00 pm.*
- *A quorum of commissioners with Kartiganer, Schuh, Laursen, and Triplett attending in person, plus Hamilton attending via video. Staff present was Long.*
- *Citizens attended both in person and online, including Mason Parks, Eric Gourley, and Robin Watson.*

AGENDA AMENDMENTS [00:01]

- *Add above-ground fuel tank to agenda? Response: In Manager's Report.*
- *Add asphalt discussion. Response: In Mason update.*
- *Discussed holding an executive session. Commission declined to do so at this time. Response: Added Interlocal Agreement, Airport Security, and Property Acquisition and Removal. Add Brants Landing.*

PUBLIC ACCESS [00:06]

- *No comments were made.*

PREVIOUS MINUTES [00:06]

- **July 28th minutes**

With a typo correction (one spelling of Vierthaler), the motion was made, seconded, and passed with one abstention by Triplett.

MONTHLY BUSINESS [00:09]

1. 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

Motion was made, seconded, and passed to accept these vouchers with four Ayes and one Nay by Triplett

MONTHLY REPORTS [00:11]

1. Manager's Report [00:12]

Posted on line. Specifics:

- *1,2,3,8 discussed elsewhere.*
- *AVCOM – Performed AWOS inspection, passed. Thanks to ESWD for leveling and graveling the AWOS sensor site.*
- *Enduris/Pollution Liability Insurance. Switching providers to lower cost. Regardless, Long has priority for us to replace the underground tank with an above-ground.*
- *EV Level 3 Charger generated \$803 in August at cost of \$350.*
- *Eastside hangar parking. Approached by some pilots wanting a new gravel area to help keep transient airplanes from sticking into the taxiway.*
- *Runway striping: quote for \$6,300. Still looking at doing it ourselves.*
- *State Auditor Office: Audit complete, paperwork being finalized and will schedule an out-brief. Department of Retirement Systems audit out-brief was held last week, with only two minor errors noted.*
- *Fuel report: YTD we've sold 148 more gallons than last year. Two short loads delivered. Deliveries are being carefully managed to avoid holding stale fuel.*
- *Tariffs for using runway for house transits are being charged at new rates adjusted for inflation.*

2. Financial Report

No other financial information reported.

Interviewed and hired Rebekah Selwyn for bookkeeping job. A transition is starting now.

OLD BUSINESS [00:22]

1. PAPI Update – Chip

FAA and NV5 have approved PAPI rotation on existing pad. \$7,000 to complete work, which is included in FAA grant.

2. Projects and Planning

a) Pavement Rehab Project - PAE/Mason

Mason has issued notice to award the project, and FAA has approved. Grants approved. WASHDOT in contributing funds. Granite is being awarded the contract. Discussed working with school district about them (and others) using Granite while they are on-island. Long has contacted them, and District is talking to Granite. Quarry still seems preferred location for the temporary batch plant.

Motion on AIP# 3-53-0023-024-2025 and AIG #3-53-0023-023-2025 to formally award Runway and Taxiway Apron Project in the amount of \$6,494,674.18 to Granite Construction Company was made by Kartiganer and seconded by Laursen, was approved with a vote of four Ayes and one Nay by Triplett.

b) Westside Hangar Update- PAE/Mason

Mason presented a draft plan for ten t-hangars and twelve box hangars. The plan is based on meeting wetland restrictions. Idea floated to have airport fund the t-hangars and private developers develop the box hangars. Discussion followed, but no action is asked for at this time. Triplett made a motion to ask Precision Approach to stop work on this new hangar study. The motion died for the lack of a second.

c) CIP review-PAE/Mason

Capital Improvement Fund, draft submitted to FAA for review. Formal meeting with FAA has not been held yet. It was noted that the FAA re-authorization bill lowered the number of enplanements needed to higher funding levels, with calculation done differently. The result is that our annual funding has more than doubled to about \$1,255,150 (based on flat number of enplanements.) Discussion about how to measure all enplanements. Discussion about various potential projects over the next six years.

d) Vierthaler Property – Chip/Commissioner Kartiganer

Public notices occurred letting the public know that the property was available. Three inquiries of interest were received. Actual offers are not expected until the last day, September 30th. Long discussed the appraisal process with experts, and the consensus is that since the building is to be destroyed or moved that a “fair-market” appraisal would not apply. Our lawyers are being asked to clarify.

e) EV Charger Project –Chip

No additional comments.

f) Interlocal Agreement

Reviewed history of the interlocal agreement with ESWD. Discussed the agreement details, and Long explained how both parties have been in compliance as a result of good communications and cooperation between the entities. Surfaces and FOD inspections are held every day.

NEW BUSINESS [01:28]

1. 2026 Budget Planning Schedule

- *A draft will be presented at the October meeting.*
- *A completed budget is due the end of November.*
- *An extra budget meeting will probably be needed, which will be decided at the October meeting*

2. Airport Security

- *Triplett is concerned about security on the west side, with a chain needing to be reinstalled. Also, Cessna Lane is not secured, and perhaps we should create a new gate. Long reminded us that the fences are only for animal control. Emergency responders need unrestricted access to the airport. Commissioners agreed that more signage is appropriate.*

3. Discussion on Property Acquisition and Removal.

- *Discussion on the history of the Vierthaler purchase.*

4. Discussion on Brandts Landing

- *Long related that Brandt's is worried about the silting at the entrance to the Marina. Robin Watson further explained that it is becoming difficult for emergency boats to have access to the harbor at all times. They are asking for our support in any initiative to restore its entrance to its former depth.*

PUBLIC ACCESS [01:57]

- *Robin Watson commented that...*
- *AirHawks would volunteer to help paint the runway stripe,*
- *comments about how to encourage hangar ownership,*
- *comments about how to count enplanements,*
- *And, commented about being careful adding expensive security measures. Signs are fine.*

ADJOURNMENT at [02:01]

UPCOMING MEETINGS:

Regular Meeting October 27th, 2025 at 4:00pm

PORT OF ORCAS COMMISSION MEETING, October 27th 2025

MEETING MINUTES (DRAFT version 20Nov2025)

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 [00:00]

- *Chair Kartiganer called the meeting to order at 4:00 pm.*
- *A quorum of commissioners with Kartiganer, Laursen, and Triplett attending in person, plus Schuh and Hamilton attending via video. Staff present was Long.*
- *Citizens attended both in person and online, including Mason Parks, Eric Gourley, Cathy Vierthaler, and Robin Watson.*

AGENDA AMENDMENTS [00:05]

- *No changes were made.*

PUBLIC ACCESS [00:05]

- *No comments were made.*

PREVIOUS MINUTES [00:07]

- **July 28th minutes**

Since the minutes had only been disseminated on Saturday, a motion was made and carried to table the Minutes approval until the next regular meeting.

MONTHLY BUSINESS [00:08]

1. *Payment of Claims*
 - a. *09/23/2025 Airport Operations Fund \$47,950.97*
 - b. *09/23/2025 Capital Fund \$47,730.71*
 - c. *9/23/2025 General Fund \$24,139.43*
 - d. *10/07/2025 Airport Operations Fund \$6,150.60*
 - e. *10/14/2025 Airport Operations Fund \$6,216.68*
 - f. *10/21/2025 Airport Operations Fund \$1,965.05*

A motion was made by Hamilton, seconded by Laursen, and passed to accept these vouchers with four Ayes and one Nay by Triplett.

MONTHLY REPORTS [00:10]

1. **Manager's Report [00:10]**

Posted on line. Specifics:

- *Met with FAA. It was mentioned by Kartiganer and Triplett that one or two commissioners should attend meetings with the FAA. Long stated that he will invite commissioners in the future.*
- *Modifications to the 34 PAPI should be performed next week.*
- *The PAPI 16 is not working due to apparent electrical issues including burned-out relays. The FAA came out with electricians to work on the problems, and will complete the work on November 13th. It was suggested that the PAPI 16 outage should be mentioned on AWOS, however comments made by local pilots indicated that they do not want us to burden the AWOS message with this information. However, people agreed it would be a good idea to send out an announcement to the pilot email list.*
- *EV Charger project. 28 installed. 39 committed. Long will report monthly on payment receipts.*
- *Brandt's Landing Marina is asking for support for the entrance to be dredged, to guarantee emergency vehicle access even at low tides. Long will modify and submit a letter of support.*
- *No audit updates.*
- *Amazon would like to stage vans at the airport. The pros and cons were discussed, particularly whether there is enough room, and whether hosting Amazon matched with the airport's mission to support flight operations. (In a later update external to meeting, Amazon came and reviewed spacing with Long, and it was determined that there was not enough room.)*
- *Rebekah Seywyn will be back in December to start learning bookkeeping duties.*
- *Gas Storage Insurance switched to PLIA, recommended by DOE.*
- *Fuel, no truck this month, next one in January. Selling about 40gallons per day.*
- *Striping, none planned at this time. It turned out to be complicated and not practical for us to do it ourselves.*
- *Update on carpeting in the pilot break room. The room has been painted, and next to paint is the office and room behind after being cleaned out, and then everything will be carpeted.*
- *Open House. None are planned at this time, however, the repaving project will be a good topic to do some early in 2026.*

2. Financial Report [00:40]

The Finance Report is online, no other financial information reported.

Question to be answered, why is there a -\$90 in one of the revenue line items? (In a later update external to the meeting. The -\$90 revenue was found to be a mistake by the county accounting department.)

OLD BUSINESS [00:42]

1. PAPI Update – Chip

Covered in Manager's Report.

2. ESWD Interlocal Letter [00:43]

A motion was made by Hamilton to append the submitted appendix to the Interlocal Agreement, seconded by Kartiganer. After discussion the motion was carried with four Ayes and one Nay by Triplett.

3. Projects and Planning [00:46]

a) Pavement Rehab Project - PAE/Mason & Long *Granite Construction is under contract. The temporary batch plant is being planned for the Island quarry site. The permit application to the county should be complete by the end of November.*

b) Westside Hangar Update- PAE/Mason *Discussed wetland mitigation options. Parks will start on a cost estimate and submit a report. A report is needed to meet AIP update for FAA grant, so it can be closed out.*

c) CIP review-PAE/Mason *Mason Parks and Long reviewed the CIP with the FAA. Parks showed the updated funding, including the change to the FAA funding formula. It is no longer based on 10,000 enplanements for an increased allotment and is now based on a per-enplanement pro-rata amount, resulting in us receiving much larger amounts. After the current runway project is completed next year, no more runway or taxiway projects are needed to satisfy FAA requirements, so our funds can be used on other projects.*

d) 197 Aviator Update – Long and Commissioner Kartiganer. *We received three offers for the house. They will be evaluated on: 1) ability to move the building within 120 days, 2) terms of the sale, and 3) the risk to the Port.*

e) EV Charger Project –Long *Already discussed.*

NEW BUSINESS [01:06]

1. 2026 Budget Planning Schedule

- *2026 Budget is about 90% there. Some details need completion.*
 - *A review meeting is planned for November. Triplett moved to hold it on November 10th at 3:00pm. Seconded by Hamilton. The motion carried with five Ayes.*
2. *Tariff Schedule Update Long is asking that we update our fees for Tariffs 2, 4, and 6*
- *Increase camping rate from \$20 to \$25.*
 - *Increase landing fees to \$50, \$100, and \$150 depending on aircraft size.*
 - *Add single day rate for 24 hours(overnight) from free to \$10 to regular \$10 per day.*

PUBLIC ACCESS [01:12]

- *Eric Gourley, asked a question about the potential west side hangar project schedule. (Long answered that a schedule is not set.) Eric further commented that we need more hangars, and also commented that we should not demolish the house and hangar on Aviator drive.*

197 AVIATOR OFFERS [01:19]

Long explained:

- *The only thing in Executive Session we can discuss is the price.*
- *Comments:*
 - i. *Concerning the schedule, all three say they can complete project within 120 days.*
 - ii. *One of the offers (Harrison) had a contingency that they would also be selected and paid to complete other cleanup and tree removal work. It was discussed that combining these two items in the bid would make it hard for the Port to accept, since the bids are no longer “apples-to-apples”, and we still need to open the bid cycle for the remaining cleanup and tree removal.*

EXECUTIVE SESSION [01:28] *The Commissioners went into executive session to “Consider offers submitted for the structure sale and removal at 197 Aviator Dr., Eastsound, WA 98245.”*

After Executive Session, the three offers were discussed. Laursen made a motion to sell to Christian which died for a lack of a second. Hamilton made a motion, seconded by Kartiganer, to accept the offer from Blackdog Farms. The motion carried with four Ayes and one Nay by Laursen.

ADJOURNMENT at 5:44pm.

UPCOMING MEETINGS:

Special Meeting November 10th , 2025 at 3:00pm

Regular Meeting November 24th , 2025 at 4:00pm

MEETING MINUTES (DRAFT version 20Nov2025)

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 [00:00]

- *Chair Kartiganer called the meeting to order at 3:00 pm.*
- *A quorum of commissioners with Kartiganer, Laursen, and Triplett attending in person, plus Schuh and Hamilton attending via video. Staff present was Long and Ihlenfeldt.*
- *A citizen attending in person was Eric Gourley.*

1. 197 Aviator Dr Update [00:01]

Long: Ian has started prep work. Nickle Brothers will arrive December 8th and move the house on the 11th or 12th. An access agreement was executed to ensure licensing and bonding. They will pay the standard airport access fee.

A final purchase agreement will be presented on November 24th.

Long asked the previous bidders for the final cleanup and tree removal project to update their bids. There is some concern that unprotected trees are unsteady, so he is trying to move with some urgency on the tree removal. Long expects three bids.

Kartiganer suggested that we use gravel rather than grass for the final site surface, to any potential future construction. Triplett suggested that we keep the slab, both to facilitate any future hangar construction and to offer both slab and grass tiedowns on the west side.

2. 2026 Draft Budget Review [00:15]

The Commissioners reviewed the line-item details for the:

- *6721 General Fund – Revenue*
- *6721 General Fund - Expenditures*
- *6723 Airport Operations – Revenue*
- *6723 Operations Fund – Expenditures*

- 6727 Capital Fund – Revenue
- 6227 Capital Fund – Expenditures

Ihlenfeldt has found that our new accounting system is not yet transferring ALL the numbers across from the older records. She explained some of those missing numbers as they were discussed.

No action was taken. The budget will be updated and the Public Budget Review will occur on November 24th.

ADJOURNMENT at 4:57pm.

UPCOMING MEETINGS:

Regular Meeting November 24th, 2025 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: 10/28/2025

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

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

Total amount: \$72,549.73

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:

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Name and title Robert Hamilton </div> <div style="border: 1px solid black; padding: 5px;"> Signature and date 10/29/2025 </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Name and title </div> <div style="border: 1px solid black; padding: 5px;"> Signature and date </div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Name and title </div> <div style="border: 1px solid black; padding: 5px;"> Signature and date </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Name and title </div> <div style="border: 1px solid black; padding: 5px;"> Signature and date </div>
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6727 Port of Orcas Accounts Payable Summary 10/28/2025		
Blacklight Electric	\$22,838.18	EV Charger
Precision Approach	\$49,711.55	AIP
Total:	\$72,549.73	



SAN JUAN COUNTY
Auditor's Office

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

Date of request: 10/29/2025

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

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

Total amount: \$24,203.94

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:

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Name and title Robert Hamilton </div> <div style="border: 1px solid black; padding: 5px;"> Signature and date 10/29/2025 </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Name and title </div> <div style="border: 1px solid black; padding: 5px;"> Signature and date </div>
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Port of Orcas.

Total payroll cost report

From Oct 01, 2025 to Oct 01, 2025 from all locations

Item	Amount
Total pay	
Paycheck wages	\$20,601.85
Non-paycheck wages	\$0.00
Reimbursements	\$0.00
Subtotal	\$20,601.85
Company contributions	
PERS Employer	\$1,713.26
Subtotal	\$1,713.26
Employer taxes	
Social Security Employer	\$1,277.30
Medicare Employer	\$298.72
FUTA Employer	\$4.82
WA SUI Employer	\$32.24
WA Employment Administrative Fund	\$2.62
WA Paid Family and Medical Leave ER	\$53.98
WA Workers' Compensation Tax Employer	\$219.15
Subtotal	\$1,888.83
Total payroll cost	\$24,203.94



SAN JUAN COUNTY
Auditor's Office

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 Tuesday morning.

Date of request: 11/18/2025

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

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

Total amount: \$10,756.21

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:

<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Name and title Robert Hamilton</div> <div style="border: 1px solid black; padding: 2px;">Signature and date: 11/18/2025 <small>6F9CF742D9FE415...</small></div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Name and title</div> <div style="border: 1px solid black; padding: 2px;">Signature and date</div>
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6723 Port of Orcas Accounts Payable Summary 11/18/2025		
CenturyLink	\$582.15	Phone
CSD	\$404.00	Legal
ESWD	\$0.00	Sewer
Ezra Richardson	\$5,750.78	Facility Maint - Fence repair
Island Petroleum	\$66.68	Fuel
Island Supply	51.01	Various
Midnight Venture	\$1,353.43	Janitorial / Landscaping
Napa	\$151.68	Vehicle Maint
OPALCO	\$0.00	Power
Port of Orcas - Petty	\$1,047.88	Various
Rock Island	\$379.50	Internet
San Juan Sanitation	\$250.60	Refuse
WA DNR	\$23.00	Taxes
WA SAO	695.5	Audit

Total: \$10,756.21



SAN JUAN COUNTY
Auditor's Office

JUNIOR TAXING DISTRICT CLAIMS PAYMENT REQUEST FORM

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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: 11/18/2025

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

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

Total amount: \$11,375.00

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:

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Name and title Robert Hamilton </div> <div style="border: 1px solid black; padding: 5px;"> Signature and date <div style="display: flex; justify-content: space-between;"> 6F9CF742D9FE415... 11/18/2025 </div> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Name and title </div> <div style="border: 1px solid black; padding: 5px;"> Signature and date </div>
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6727 Port of Orcas Accounts Payable Summary 11/18/2025		
Wetland Resources	\$875.00	Westside Conceptual
Blacklight Electric	\$10,500.00	
Total:	\$11,375.00	



147 Schoen Lane, P.O. Box 53
Eastsound, WA 98245-0053
360.376.5285
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www.portoforcas.com

Manager's Report 11/24/2025

1. 197 Aviator Purchase and Access Agreement
2. Pavement Rehab – Chamber of Commerce briefed, 12/7 project phasing call with local pilots
3. RW34 PAPI – Colvico mod finished, Flight Check
4. RW16 PAPI – FAA repair incomplete, returning 12/4
5. EV Charger project – Continuing progress, 28 installed, 39 confirmed/committed
6. Eastside Hangar Drainage – Considerable improvement
7. Hangar/Enderlein Fence – Clean-out quotes solicited
8. Westside Hangar Development – PAE/Wetland
9. Airport Neighbors – Contact continues
10. Amazon – Cannot support...

FUND: 6721.00 PORT OF ORCAS

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			589,713.03	
310	TAXES	79,757.20			
320	LICENSES AND PERMITS				
330	INTERGOVERNMENTAL REVENUE	20.62			
340	CHARGES FOR GOODS AND SERVICES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES				
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		79,777.82		
540	TRANSPORTATION				
580	NONEXPENDITURES	24,203.94			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		24,203.94		
101	ENDING CASH BALANCE				645,286.91
				GL ENDING CASH BALANCE	645,286.91
				NET VARIANCE	0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241	BONDS OUTSTANDING (ENDING BALANCE)				0.00
151	BEGINNING INVESTMENT BALANCE			0.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				0.00

FUND: 6723.00 PORT OF ORCAS - AIRPORT OPERATIONS

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			53,617.60	
320	LICENSES AND PERMITS				
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	150,539.81			
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		150,539.81		
540	TRANSPORTATION				
580	NONEXPENDITURES	14,332.33			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		14,332.33		
101	ENDING CASH BALANCE				189,825.08
				GL ENDING CASH BALANCE	189,825.08
				NET VARIANCE	0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241	BONDS OUTSTANDING (ENDING BALANCE)				0.00
151	BEGINNING INVESTMENT BALANCE			895,000.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				895,000.00

FUND: 6727.00 PORT OF ORCAS CAPITAL PROJECTS

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			7,959.11	
310	TAXES				
330	INTERGOVERNMENTAL REVENUE				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	346,476.80			
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		346,476.80		
580	NONEXPENDITURES	72,549.73			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		72,549.73		
101	ENDING CASH BALANCE				281,886.18
			GL ENDING CASH BALANCE		281,886.18
			NET VARIANCE		0.00
241	PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	NET CHANGE		0.00		
241	BONDS OUTSTANDING (ENDING BALANCE)				0.00
151	BEGINNING INVESTMENT BALANCE			25,000.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
151	ENDING INVESTMENT BALANCE				25,000.00



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PORT OF ORCAS

RESOLUTION 2025 11 24c

A RESOLUTION OF THE PORT OF ORCAS APPROVING SALE OF PERSONAL PROPERTY

WHEREAS, the Port of Orcas (the “Port”) is authorized by RCW 53.08.090 to sell property owned by the Port that is no longer needed for Port purposes;

WHEREAS, the Port is the owner of the personal property commonly described as an approximately two thousand two hundred and fifty square foot (2,257 ft²) single-family home, and depicted in **Exhibit A** attached hereto, located in San Juan County, Washington (the “Building”);

WHEREAS, the Building is located on real property owned by the Port, commonly referred to as San Juan County Parcel No. 271153008000 (the “Property”);

WHEREAS, the Building and the Property are located within the Port airport property;

WHEREAS, the Federal Aviation Administration (“FAA”) requires that the Port remove the Building in order to comply with FAA grant requirements;

WHEREAS, on July 27, 2025, the Port Commission passed Resolution #2025-07-28 recognizing the Building as surplus to the Port’s needs and available for sale;

WHEREAS, the Building is noted as surplus and intended to be made available for sale in the Port of Orcas Comprehensive Plan & Comprehensive Scheme of Harbor Improvements;

WHEREAS, the Port Commission has determined that the estimated cost to remove and/or demolish the Building would exceed One Hundred Thousand Dollars (\$100,000.00);

WHEREAS, the Port Commission has determined that Orcas Island residents lack affordable housing options on Orcas Island, making the sale, removal, and

relocation of the Building an appropriate use of resources over demolition of the Building;

WHEREAS, the Port announced on September 8, 2025, that it would accept offers for purchase and removal of the Building until September 30, 2025;

WHEREAS, the Port received three (3) offers, which were opened in the order received on September 30, 2025;

WHEREAS, the Port's Board of Commissioners selected Buyer's proposal in an open public meeting on October 27, 2025;

WHEREAS, the identified buyer, Ian Harlow ("Buyer"), offered to purchase the Building from the Port without appraisal; and

WHEREAS, the Port and Buyer have executed the Residential Building Purchase and Sale Agreement attached to this Resolution as **Exhibit B**, respectively, for the purchase of the Property.

NOW, THEREFORE, BE IT RESOLVED by the Port Commission of the Port of Orcas as follows:

1. The Building described in **Exhibit A** has been declared to be excess to the future needs of the Port and the Port may sell the real property.
2. The Executive Director of the Port is authorized to enter into the Residential Building Purchase and Sale Agreement to sell the Building to Buyer in the form attached hereto as **Exhibit B**.
3. The Port shall close the sale of the Building in accordance with the provisions of the Residential Building Purchase and Sale Agreement attached hereto as **Exhibit B**.

IT IS FURTHER RESOLVED that the Executive Director of the Port is authorized to execute any documents necessary to implement this Resolution and to complete the sale and conveyance of the Building by the Port in accordance with the terms of the Residential Building Purchase and Sale Agreement, including, without limitation, approval of any assignment of the Purchase and Sale Agreement by Buyer.

ADOPTED by the Port Commission of the Port of Orcas this __ day of November, 2025, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

****Signatures on Following Page****

Mia Kartiganer, Commissioner

Michael Triplett, Commissioner

Annalies Schuh, Commissioner

Robert Hamilton, Chair

Jason Laursen, Commissioner

Attest:_____
Chip Long, Executive Director

EXHIBIT A
DEPICTION OF BUILDING

