



147 Schoen Lane, P.O. Box 53  
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360.376.5285  
orcasairport@rockisland.com  
www.portoforcas.com

# **REGULAR MEETING AGENDA**

**December 15, 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**

## **MONTHLY BUSINESS**

- 1) Previous Minutes
  - a) 11/24/2025 Regular Meeting
- 2) Approval of Vouchers
  - a) 11/25/25 Airport Operations \$3,895.45
  - b) 12/09/25 General \$27,009.87
  - c) 12/09/25 Airport Operations \$9,945.18
  - d) 12/09/25 Capital \$2,302.50

## **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 Update – Chip

- d) EV Charger Project –Chip
- 3. Tariff Schedule Update
  - a) Review Proposed Tariff
  - b) Resolution Updating Tariff's

#### **NEW BUSINESS**

#### **PUBLIC ACCESS**

#### **ADJOURNMENT**

#### **UPCOMING MEETINGS:**

**Regular Meeting January 26, 2026**

## PORT OF ORCAS COMMISSION MEETING, November 24<sup>th</sup> 2025

# MEETING MINUTES (DRAFT version 14DEC2025)

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](https://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 Hamilton attending in person, plus Schuh and Triplett attending via video. Staff present was Long and Ihlenfeldt.*
- *Citizens attending were Eric Gourley, Rick Fant, Bob Waunch.*

**CALL TO ORDER** *Chair Kartiganer called the meeting to order at 4:00pm.*

### AGENDA AMENDMENTS

*It was decided to move the Tariff discussion to the December meeting.*

*Triplett challenged whether two notices about the Budget Hearing were published on the required schedule. Ihlenfeldt reported that the two notices had been posted in the Islands Sounder in a timely manner on November 5<sup>th</sup> and 12<sup>th</sup>.*

### PUBLIC ACCESS

*Rick Fant gave a short report on his attendance at the WPPA Commissioner training program.*

### BUDGET HEARING

#### 1) Review and Discussion of Draft 2026 Budget

*The draft budget was reviewed and questions answered.*

#### 2) Public Comment on Proposed 2026 Budget

*No comments were made.*

#### 3) Resolutions

##### a) Resolution 20251124a to Adopt 2026 Budget

*Resolution 20251124a was discussed and adopted, with four Commissioners voting Aye and Triplett voting Nay.*

b) Resolution 20251124b Setting Tax Levy

*Resolution 20251124b was discussed and adopted, with four Commissioners voting Aye and Triplett voting Nay.*

## **MONTHLY BUSINESS**

### **1) Previous Minutes**

a) 09/22/2025 Regular Meeting

*The minutes were modified to clarify about transient parking near the hangars. The modified minutes were moved, seconded, and approved with four Ayes and one Nay by Triplett.*

b) 10/27/2025 Regular Meeting

*Minutes were moved, seconded, and approved with five Ayes.*

c) 11/10/2025 Special Meeting

*Minutes were moved, seconded, and approved with five Ayes.*

### **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

*The acceptance of vouchers a, b, c, d were moved by Hamilton and seconded by Schuh. The motion was approved with four Ayes and one Nay by Triplett.*

## **MONTHLY REPORTS**

### **1. Manager's Report**

- *Long reported that Ian, with Blackdog, the purchaser of the Aviator Drive house started work under an access agreement.*
- *Long reported that he had briefed the Chamber of Commerce, with about fifty people present, concerning the pavement resurfacing plan.*
- *PAPI 16 modifications were made, with FAA flight check pending.*
- *PAPI 34, FAA was here three times trying to fix the electrical system. They will be back.*
- *EV Charger, about 30 have been installed so far. Meeting planned with Opalco to discuss rates.*

- *The fence along the Enderline property needs repair, and will cost about \$9,000 with one quote. Long is obtaining more.*
- *New signage for Cessna Road is being investigated.*
- *Long met with Amazon, and it was decided that the Port parking lot does not have enough room for their proposed activities.*
- *For fuel, 854 gallons remaining with about 30 gallons per day being used.*
- *A support letter for Brandt's Landing was mentioned.*
- *Airport lighting was lost during the recent storm. A circuit board was discovered to have burned out. A replacement, and a spare, were purchased due to the unit being End-Of-Life. We will try to get replacement of airport lighting on the 2030-31 CIP.*
- *A question arose concerning EWSD truck being parked on Cessna road. Long explained the circumstances. The EWSD and the County are performing underground facilities and drainage work on Cessna road.*

## 2. Financial Report

*Financial documents are posted on the website. Nothing further to report. Triplett asked about the -\$90 "income" shown a previous revenue report. An explanation was made, including the fact that this was a correction to an original County error. It was recommended that Triplett can follow up with the County as to why this happened if he so chooses.*

## **OLD BUSINESS**

### 1. PAPI Update – Long reported earlier.

### 2. Projects and Planning

#### a) Pavement Rehab Project - PAE/Mason “

*Mason updated on latest developments. Current plans are for a 16-day closure, but Mason and Granite are working to make that shorter. Mason presented the updated schedule, with the four planned phases.*

#### *Public Questions:*

*Q: What are the plans for tiedowns? A: The plan is to install real in-contract regulation brackets, which are regulation. (Unlike the existing ones.)*

*Q: New lighting plans? A: New runway and taxi-way lighting is planned for CIP for 2030-2031.*

*Q: Drainage: Drainage improvements will be in CIP 2026 and beyond.*

*Q: Who owns the ditch in front of Larson's property? A. Long will investigate. Also, Mason mentioned that a right-of-way for drainage is needed at Brandt's.*

b) Westside Hangar Update- PAE/Mason

*Mason updated. Hamilton mentioned that an actual project to create hangars is not budgeted any time in the near future.*

c) 197 Aviator – Long

i) Project Update

*Discussed earlier. Long has three new bids to complete demolition and restoration of property (trees and such).*

ii) Resolution 20251124c Approving Sale of Property

*Resolution 20251124c was read by Long, discussed, and passed with three Ayes and two Nays by Triplett and Laursen.*

d) EV Charger Project – Long covered earlier.

*A motion was made and seconded to move the regular December Meeting to December 15<sup>th</sup> at 4:00pm. It passed with five Ayes.*

3. Tariff Schedule Update - Tabled

## **NEW BUSINESS**

*A motion was made by Triplett that Employees and Commissioners need to publicly disclose partnerships, such as aircraft joint-ownership. It failed due to a lack of a second. It was mentioned that existing Washington State Code-of-Ethics requirements cover business partnership disclosures.*

## **PUBLIC ACCESS**

- *Rick Fant complimented Mason Parks for his charts and clear explanations. It was recommended that Mason post schedules and updates online. Rick agreed with the comments that partnership public disclosures are already covered.*

**ADJOURNMENT** *The meeting was adjourned at 5:44pm*

**UPCOMING MEETINGS: EARLY Regular Meeting December 15, 2025**



**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:** 11/25/2025

**District name:** Port of Orcas

**Requestor name:** Kim Ihlenfeldt

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

**Total amount:** \$3,895.49

**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: 5px; margin-bottom: 5px;"> <b>Name and title</b> Robert Hamilton         </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Signature and date</b>  <div style="display: flex; justify-content: space-between;"> <span><small>6F9CF742D9FE415...</small></span> <span>11/25/2025</span> </div> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Name and title</b> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Signature and date</b> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Name and title</b> </div> <div style="border: 1px solid black; padding: 5px;"> <b>Signature and date</b> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Name and title</b> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Signature and date</b> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Name and title</b> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Signature and date</b> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Name and title</b> </div> <div style="border: 1px solid black; padding: 5px;"> <b>Signature and date</b> </div>
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6723 Port of Orcas Accounts Payable Summary 11/25/2025		
San Juan County Auditor	\$905.02	
ESWD	\$320.32	
OPALCO	\$1,974.16	
WA DOR	\$695.99	
Total:	\$3,895.49	





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**Date of request:** 12/09/2025

**District name:** Port of Orcas

**Requestor name:** Kim Ihlenfeldt

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

**Total amount:** \$27,009.87

**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.*

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Port of Orcas.

Total payroll cost report

From Dec 04, 2025 to Dec 04, 2025 from all locations

Item	Amount
Total pay	
Paycheck wages	\$23,031.41
Non-paycheck wages	\$0.00
Reimbursements	\$0.00
Subtotal	\$23,031.41
Company contributions	
PERS Employer	\$1,861.25
Subtotal	\$1,861.25
Employer taxes	
Social Security Employer	\$1,427.95
Medicare Employer	\$333.94
FUTA Employer	\$9.65
WA SUI Employer	\$40.53
WA Employment Administrative Fund	\$3.30
WA Paid Family and Medical Leave ER	\$60.32
WA Workers' Compensation Tax Employer	\$241.52
Subtotal	\$2,117.21
Total payroll cost	\$27,009.87



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**Date of request:** 12/09/2025

**District name:** Port of Orcas

**Requestor name:** Kim Ihlenfeldt

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

**Total amount:** \$9,945.18

**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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<b>6723 Port of Orcas Accounts Payable Summary 12/09/2025</b>		
Airside Solutions	\$2,566.52	Field Maintenance supplies
CSD	\$1,916.00	Legal
ESWD	\$320.32	Sewer
EWUA	\$273.67	Water
Island Hardware	\$73.72	Facility Maintenance Supplies
Napa	\$152.43	Vehicle Main supplies
Office Cupboard	\$521.85	Janitorial Supplies
Rock Island	\$569.25	Internet
Sound Publishing	\$62.22	Legal Ad Budget Hearing
WA Ports	\$1,820.00	Continuing Education
WA SAO	\$1,669.20	Audit
<b>Total:</b>	<b>\$9,945.18</b>	



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## JUNIOR TAXING DISTRICT CLAIMS PAYMENT REQUEST FORM

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**Date of request:** 12/09/2025

**District name:** Port of Orcas

**Requestor name:** Kim Ihlenfeldt

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

**Total amount:** \$2,302.50

**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:**

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6727 Port of Orcas Accounts Payable Summary 12/09/2025		
Wetland Resources	\$700.00	Westside Conceptual
Sound Publishing	\$307.50	Aviator Notice
SJC Appraisal	\$1,295.00	Aviator Appraisal
Total:	\$2,302.50	



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## **Manager's Report 12/15/2025**

1. 197 Aviator – Closed Dec 2<sup>nd</sup>, move January
2. Pavement Rehab – Airhawks/Local pilots briefed 12/7
3. RW34 PAPI – Flight Check schedule
4. RW16 PAPI – FAA repaired, 3 visits, all wiring replaced
5. EV Charger project – Continuing progress,
6. Eastside Hangar Drainage – Considerable improvement
7. Hangar/Enderlein Fence – Update
8. Westside Hangar Development – PAE closing out
9. Airport Neighbors – Continuing contact
10. '26 Staffing Update

FUND: 6721.00 PORT OF ORCAS

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
101	BEGINNING CASH BALANCE			645,286.91	
310	TAXES	18,310.65			
320	LICENSES AND PERMITS				
330	INTERGOVERNMENTAL REVENUE	74.87			
340	CHARGES FOR GOODS AND SERVICES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	8,242.44			
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		26,627.96		
540	TRANSPORTATION				
580	NONEXPENDITURES	24,203.94			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		24,203.94		
101	ENDING CASH BALANCE				647,710.93
				GL ENDING CASH BALANCE	647,710.93
				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			189,825.08	
320	LICENSES AND PERMITS				
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	41,182.01			
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		41,182.01		
540	TRANSPORTATION				
580	NONEXPENDITURES	14,651.70			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		14,651.70		
101	ENDING CASH BALANCE				216,355.39
				GL ENDING CASH BALANCE	216,355.39
				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			281,886.18	
310	TAXES				
330	INTERGOVERNMENTAL REVENUE				
360	MISCELLANEOUS REVENUES				
390	OTHER FINANCING SOURCES				
	TOTAL RECEIPTS		0.00		
580	NONEXPENDITURES	11,375.00			
590	DEBT SERVICE AND OTHER				
	TOTAL DISBURSEMENTS		11,375.00		
101	ENDING CASH BALANCE				270,511.18
				GL ENDING CASH BALANCE	270,511.18
				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

12/09/2025 10:27AM

Periods: 11 through 11

San Juan County

11/01/2025 through 11/30/2025

6721 Port of Orcas  
00 Port of Orcas

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
308.31.00.0000 Beginning Net Cash and Investments	0.00	0.00	0.00	0.00	0.00
311.10.00.0000 Property Tax Revenue	0.00	0.00	256,632.94	-256,632.94	0.00
11/3/2025 gl tax rec GJ 69223		3,937.09			
11/4/2025 gl tax rec GJ 69224		4,888.47			
11/5/2025 gl tax rec GJ 69225		6,836.01			
11/6/2025 gl tax rec GJ 69227		242.18			
11/10/2025 gl tax rec GJ 69228		212.08			
11/12/2025 gl tax rec GJ 69248		416.64			
11/13/2025 gl tax rec GJ 69249		455.77			
11/17/2025 gl tax rec GJ 69254		366.21			
11/18/2025 gl tax rec GJ 69255		670.98			
11/19/2025 gl tax rec GJ 69261		103.55			
11/20/2025 gl tax rec GJ 69262		178.27			
11/24/2025 gl tax rec GJ 69264		17.27			
11/25/2025 gl tax rec GJ 69268		106.11			
11/26/2025 gl tax rec GJ 69287		413.68			
11/30/2025 gl tax rec GJ 69295		-533.66			
311.10.00.0000 Property Tax Revenue	0.00	18,310.65	274,943.59	-274,943.59	0.00
321.80.00.0000 Vending Machine	0.00	0.00	0.00	0.00	0.00
331.20.10.0000 FAA Grant - CARES - CARES Act	0.00	0.00	0.00	0.00	0.00
336.02.31.0000 DNR PILT NAP/NRCA	0.00	0.00	0.00	0.00	0.00
337.20.00.0000 Leasehold Tax - Port of Orcas	0.00	0.00	185.30	-185.30	0.00
11/26/2025 gl cr GJ Trx 108161		66.06			
337.20.00.0000 Leasehold Tax - Port of Orcas	0.00	66.06	251.36	-251.36	0.00
337.40.00.0000 Timber Harvest Tax - Private Land	0.00	0.00	31.94	-31.94	0.00
11/26/2025 a-intrfd-r GJ Timber Tax		8.81			
337.40.00.0000 Timber Harvest Tax - Private Land	0.00	8.81	40.75	-40.75	0.00
343.40.00.0000 Utility Reimbursement (Water)	0.00	0.00	0.00	0.00	0.00

12/09/2025 10:27AM

Periods: 11 through 11

San Juan County

11/01/2025 through 11/30/2025

6721 Port of Orcas  
00 Port of Orcas

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
344.50.00.0000 Aviation Fuel Sales	0.00	0.00	0.00	0.00	0.00
344.51.00.0000 Sale of Airplane Oil	0.00	0.00	0.00	0.00	0.00
344.61.00.0001 Landing Fees	0.00	0.00	0.00	0.00	0.00
344.61.00.0002 Tiedown Fees - Transient	0.00	0.00	0.00	0.00	0.00
344.61.00.0003 Tiedown Fees - Annual	0.00	0.00	0.00	0.00	0.00
344.61.00.0004 Fence Access Fee	0.00	0.00	0.00	0.00	0.00
344.61.00.0005 TTF User Fees	0.00	0.00	0.00	0.00	0.00
361.40.00.0001 Interfund Loan Interest Income	0.00	0.00	0.00	0.00	0.00
361.40.00.0002 Finance Charges	0.00	0.00	0.00	0.00	0.00
362.30.00.0000 Auto Parking Transient	0.00	0.00	0.00	0.00	0.00
362.50.00.0001 Auto Parking Annual	0.00	0.00	0.00	0.00	0.00
362.50.00.0002 Hangar Lease	0.00	0.00	0.00	0.00	0.00
362.50.01.0003 Land Lease	0.00	0.00	0.00	0.00	0.00
362.50.01.0004 Terminal Rentals	0.00	0.00	0.00	0.00	0.00
367.11.00.0000 Donations	0.00	0.00	0.00	0.00	0.00
369.91.00.0090 Recovery of NSF Check Fees	0.00	0.00	0.00	0.00	0.00
369.91.00.0095 Refunds of Prior Year Expenditures	0.00	0.00	0.00	0.00	0.00
369.95.00.0000 Small Refunds from Vendor	0.00	0.00	0.00	0.00	0.00
381.20.00.0000 Interfund Loan Principal Received	0.00	0.00	0.00	0.00	0.00
388.30.00.0000 Error Correction	0.00	0.00	0.00	0.00	0.00
389.30.00.0000 Custodial Type Collections	0.00	0.00	0.00	0.00	0.00
389.30.00.0001 Sales Tax Collected	0.00	0.00	0.00	0.00	0.00

12/09/2025 10:27AM

Periods: 11 through 11

San Juan County

11/01/2025 through 11/30/2025

6721 Port of Orcas

00 Port of Orcas

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
389.40.00.0000 Custodial Type Deposits	(Continued)				
389.40.00.0000 Custodial Type Deposits	0.00	0.00	0.00	0.00	0.00
11/26/2025 gl cr GJ Trx 108159		8,242.44			
389.40.00.0000 Custodial Type Deposits	0.00	8,242.44	8,242.44	-8,242.44	0.00
389.60.00.0001 Investment Interest - LGIP	0.00	0.00	0.00	0.00	0.00
395.10.00.0000 Disposition of Capital Assets	0.00	0.00	0.00	0.00	0.00

San Juan County  
11/01/2025 through 11/30/2025

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6721	Port of Orcas						
Total	Port of Orcas	0.00	26,627.96	283,478.14	-283,478.14	0.00	

12/09/2025 10:27AM

Periods: 11 through 11

San Juan County

11/01/2025 through 11/30/2025

**6723 Port of Orcas - Airport Operations**  
**00 Airport Operations**

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
308.31.00.0000 Beginning Net Cash and Investments	0.00	0.00	0.00	0.00	0.00
321.80.00.0000 Vending Machine	0.00	0.00	0.00	0.00	0.00
331.20.10.0000 FAA Grant - CARES	0.00	0.00	0.00	0.00	0.00
331.20.10.6000 FAA Grant - CARES - ACRGP	0.00	0.00	0.00	0.00	0.00
336.02.31.0000 DNR PILT NAP/NRCA	0.00	0.00	0.00	0.00	0.00
337.20.00.0000 Leasehold Tax - Port of Orcas	0.00	0.00	0.00	0.00	0.00
337.40.00.0000 Timber Harvest Tax - Private Land	0.00	0.00	0.00	0.00	0.00
341.70.00.0000 Sales of Coffee Mugs	0.00	0.00	0.00	0.00	0.00
343.40.00.0000 Utility Reimbursement (Water)	0.00	0.00	0.00	0.00	0.00
344.50.00.0000 Aviation Fuel Sales	0.00	0.00	0.00	0.00	0.00
344.51.00.0000 Sale of Airplane Oil	0.00	0.00	0.00	0.00	0.00
344.61.00.0001 Landing Fees	0.00	0.00	0.00	0.00	0.00
344.61.00.0002 Tiedown Fees - Transient	0.00	0.00	0.00	0.00	0.00
344.61.00.0003 Tiedown Fees - Annual	0.00	0.00	0.00	0.00	0.00
344.61.00.0004 Fence Access Fee	0.00	0.00	0.00	0.00	0.00
344.61.00.0005 TTF User Fees	0.00	0.00	0.00	0.00	0.00
344.61.00.0006 Fuel Flowage	0.00	0.00	0.00	0.00	0.00
361.40.00.0001 Interfund Loan Interest Income	0.00	0.00	0.00	0.00	0.00
361.40.00.0002 Finance Charges	0.00	0.00	0.00	0.00	0.00
362.30.00.0000 Auto Parking Transient	0.00	0.00	0.00	0.00	0.00
362.50.00.0001 Auto Parking Annual	0.00	0.00	0.00	0.00	0.00
362.50.00.0002 Hangar Lease	0.00	0.00	0.00	0.00	0.00

12/09/2025 10:27AM

Periods: 11 through 11

San Juan County

11/01/2025 through 11/30/2025

**6723 Port of Orcas - Airport Operations**  
**00 Airport Operations**

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
362.50.01.0003 Land Lease	0.00	0.00	0.00	0.00	0.00
362.50.01.0004 Terminal Rentals	0.00	0.00	0.00	0.00	0.00
367.11.00.0000 Donations	0.00	0.00	0.00	0.00	0.00
369.91.00.0090 Recovery of NSF Check Fees	0.00	0.00	0.00	0.00	0.00
369.91.00.0095 Refunds of Prior Year Expenditures	0.00	0.00	0.00	0.00	0.00
369.95.00.0000 Small Refund from vendor	0.00	0.00	0.00	0.00	0.00
381.20.00.0000 Interfund Loan Principal Received	0.00	0.00	0.00	0.00	0.00
389.30.00.0000 Custodial Type Collections	0.00	0.00	10,296.77	-10,296.77	0.00
389.30.00.0001 Sales Tax Collected	0.00	0.00	0.00	0.00	0.00
389.40.00.0000 Custodial Type Deposits	0.00	0.00	231,597.57	-231,597.57	0.00
11/10/2025 gl cr GJ Trx 107898		3,461.67			
11/10/2025 gl cr GJ Trx 107905		2,280.07			
11/17/2025 gl cr GJ Trx 107984		5,694.08			
11/25/2025 gl cr GJ Trx 108091		6,908.01			
11/25/2025 gl cr GJ Trx 108092		22,838.18			
389.40.00.0000 Custodial Type Deposits	0.00	41,182.01	272,779.58	-272,779.58	0.00
389.60.00.0001 Investment Interest - LGIP	0.00	0.00	32,044.98	-32,044.98	0.00
395.10.00.0000 Disposition of Capital Assets	0.00	0.00	0.00	0.00	0.00
397.46.00.6721 Transfers-in from General Fund	0.00	0.00	0.00	0.00	0.00
397.46.00.6727 Transfers-in from Capital Fund	0.00	0.00	0.00	0.00	0.00



Revenue Detail Report

San Juan County  
11/01/2025 through 11/30/2025

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6723	Port of Orcas - Airport Operations					
Total	Port of Orcas - Airport Operations	0.00	41,182.01	315,121.33	-315,121.33	0.00

12/09/2025 10:27AM

Periods: 11 through 11

San Juan County

11/01/2025 through 11/30/2025

6727 Port of Orcas Capital Projects

00 Port of Orcas Capital Projects

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
308.31.00.0000 Beginning Net Cash and Investments	0.00	0.00	0.00	0.00	0.00
311.10.00.0000 Property Tax Revenue	0.00	0.00	0.00	0.00	0.00
331.20.10.0000 Direct Federal Grants - F.A.A.	0.00	0.00	0.00	0.00	0.00
334.03.60.0000 State AIP Grants	0.00	0.00	0.00	0.00	0.00
369.91.00.0095 Refunds of Prior Year Expenditures	0.00	0.00	0.00	0.00	0.00
388.30.00.0000 Error Correction	0.00	0.00	0.00	0.00	0.00
389.40.00.0000 Custodial Type Deposit	0.00	0.00	644,098.81	-644,098.81	0.00
389.60.00.0000 Investment Interest - LGIP	0.00	0.00	863.62	-863.62	0.00
395.10.00.0000 Proceeds from Sales of Capital Assets	0.00	0.00	0.00	0.00	0.00
397.46.00.6721 Transfers-in from General Fund	0.00	0.00	0.00	0.00	0.00
397.46.00.6723 Transfers-in from Operating Fund	0.00	0.00	0.00	0.00	0.00

Revenue Detail Report

San Juan County  
11/01/2025 through 11/30/2025

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6727	Port of Orcas Capital Projects					
Total	Port of Orcas Capital Projects	0.00	0.00	644,962.43	-644,962.43	0.00

**PORT OF ORCAS  
TARIFF #5**

GROUND OPERATIONS:  
TARIFF SCHEDULE – GO-ATD **No.5**

ISSUED: 12-15-2025  
Replaces: Resolution #2022 09 26A  
Effective Date: January 1, 2026

**AIRCRAFT TIEDOWN FEES**

Authority: By Motion 12-15-25

**PISTON\_SINGLE ENGINE RATES**

Camping.....	\$25.00
Overnight.....	\$20.00
Per 4 weeks .....	\$65.00
Per Year (tarmac).....	\$600.00*

**TWIN TURBINE AND JET RATES**

Overnight.....	\$40.00
Per 4 Weeks.....	\$130.00
Per Year.....	\$1200.00*

\*plus 12.84% state leasehold tax

Fees are subject to an annual consumer price index adjustment.  
(Based on the Seattle CPI)

**APPLICABILITY and CONDITIONS**

1. To obtain the reduced 4-week or annual rate, prior payment and arrangements must be made with the Airport Manager; otherwise, the overnight rate will be applicable. Only annually rented spaces will be assigned and marked appropriately (orange reserved cone). All other spaces are on a first-come, first-served basis.
2. Payments: Payment envelopes and drop boxes are located at the terminal building. Payments can be put into the supplied envelopes, requested information filled out, and deposited in the drop box. Payments can also be mailed directly to the Port of Orcas, POB 53, Eastsound WA 98245-0053. Late payments will be subject to the late charges of \$25 as stated in the Port's Overdue Accounts Receivable Policy.
3. Enforcement: The aircraft tiedown areas are monitored daily. A payment envelope will be attached to the aircraft or a tiedown rope and the N/C-number logged of aircraft tied down overnight. Aircraft not remitting payment are listed as "non-payment" with the date of offense. These aircraft owners are responsible for payment of fees due the Port

TARIFF – GO-ATD No.5 Page 2 ISSUED: 08-10-2017B

and are subject to the late charges as stated in the Port's Overdue Accounts Receivable Policy.

4. Dissemination of policy information: The requirement of overnight tiedown fees and rate are posted on signs located near the fee box. Long-term tiedowns and camping receive policy information directly from the Port staff.

5. Liabilities: Aircraft owners tie down at their own risk. The Port of Orcas assumes no responsibility for any type of damage or theft that may occur to the aircraft while on Port property.

6. Refunds of annual prepayment: Refunds will be assessed a \$25 processing fee.

8. Tiedown fees for aircraft norm

**PORT OF ORCAS  
TARIFF #6**

GROUND OPERATIONS:  
TARIFF SCHEDULE – GO-GVP No. 6

ISSUED: 12/15/2025  
Replaces: Resolution 08/22/2022  
Effective Date: January 1, 2026

**GROUND VEHICLE PARKING FEES**

Authority: By Motion in Regular Meeting

Dated: December 15, 2025

**RATE**

Per Day .....\$10.00  
Per Four Weeks.....\$100.00  
Per Year..... \$500.00 (Contact Airport  
Manager. Only active airport users will be issued an annual pass, upon availability)

Fees are subject to an annual consumer price index adjustment.  
(Based on the Seattle CPI)

**APPLICABILITY AND CONDITIONS**

1. A license to use the parking space is all that is granted to the user: No bailment or lease of the space is created.
2. The Port adopts the official position that airport parking is for the convenience of airport users, including but not exclusively airline passengers and crew, private pilots, businesses, and tradespeople flying in and out/or out for commercial reasons, and rental car agencies. Our position is that we discourage and prohibit vehicle storage in the airport parking areas if such storage is not for the convince of airport operations and usage.
3. The use of designated general parking spaces is on a first-come, first-serve non-exclusive basis. Parking in designated areas only. No parking in other areas that may or may not be posted. Vehicles must fit into the designated space, and not exceed 20 feet in length. All vehicles must be parked so as not to protrude into roadways or traffic lanes, or in any way created a dangerous situation. Users must comply with all time limits for use of the particular space.
4. No abandoned, junked, unlicensed (non-current tabs), or inoperable vehicles are to be left on the Airport property. Vehicles containing flammable, other than fuel/propane in the vehicle's fuel/propane tank, exceeding 40 gallons of propane or 150 gallons of gasoline or diesel may not be parked in the public parking area.

and are subject to the late charges as stated in the Port's Overdue Accounts Receivable Policy.

4. Dissemination of policy information: The requirement of overnight tiedown fees and rate are posted on signs located near the fee box. Long-term tiedowns and camping receive policy information directly from the Port staff.

5. Liabilities: Aircraft owners tie down at their own risk. The Port of Orcas assumes no responsibility for any type of damage or theft that may occur to the aircraft while on Port property.

6. Refunds of annual prepayment: Refunds will be assessed a \$25 processing fee.

8. Tiedown fees for aircraft normally hangered on airport property are waived for the first night of any tiedown.