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REGULAR MEETING AGENDA

January 26, 2026, 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/82435253685?pwd=cxvrnYazlsJGJpKrhVCdmG7lFevbLf.1>

Dial-in: (253) 215-8782; Meeting ID: 824 3525 3685; Passcode: 9zr2h0

CALL TO ORDER

AGENDA AMENDMENTS

PUBLIC ACCESS

MONTHLY BUSINESS

- 1) Previous Minutes
 - a) 11/24/2025 Regular
 - b) 12/15/2025 Regular
 - c) 01/05/2026 Special
- 2) Payment of Claims
 - a) 11/25/2025 **Airport Operations Fund 6723** \$3,895.49
 - b) 12/09/2025 **General Fund 6721** \$27,009.87
 - c) 12/09/2025 **Airport Operations Fund 6723** \$9,945.18
 - d) 12/09/2025 **Capital Fund 6727** \$2,302.50
 - e) 12/16/2025 **Airport Operations Fund 6723** \$5,024.46
 - f) 12/29/2025 **Airport Operations Fund 6723** \$8,666.76
 - g) 01/13/2026 **Airport Operations Fund 6723** \$2,162.55
 - h) 01/13/2026 **Capital Fund 6727** \$11,782.22

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 and possible action on Proposed Tariffs

NEW BUSINESS

1. Advanced Air Mobility

PUBLIC ACCESS

ADJOURNMENT

UPCOMING MEETINGS:

Regular Meeting February 23rd, 2026

PORT OF ORCAS COMMISSION MEETING, November 24th 2025

MEETING MINUTES (DRAFT version 11JAN2025)

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 Hamilton attending in person, plus Schuh and Triplett attending via video. Staff presents were 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 5th and 12th.

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 34, modifications were made, with FAA flight check pending.*
- *PAPI 16, 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 15th 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

PORT OF ORCAS COMMISSION MEETING, December 15th 2025

MEETING MINUTES (DRAFT version 10Jan2026)

Note: A video recording of the meeting is available at portoforcas.com.

CALL TO ORDER

- *Chair Kartiganer called the meeting to order at 4:00 pm.*
- *A quorum of commissioners with Kartiganer and Laursen attending in person, and Schuh and Hamilton attending via video. Staff present was Long.*
- *Guests attending were Rick Fant, Eric Gourley, and Mason Parks.*

AGENDA AMENDMENTS

It was decided to postpone Vouchers and Minutes until the next regular meeting in January 2026.

PUBLIC ACCESS

It was mentioned that we will have a Special Meeting on January 5th, 2026.

MONTHLY REPORTS

1. Manager's Report

- *On December 2nd Long and Ihlenfeldt heard from the FAA (Tom and Agnes) from the Seattle ACO. They requested that we close two open grants by the end of the week due to changes within the FAA. (The Vierthaler and West Side Development grants.) Ihlenfeldt, Parks, and Long dropped everything and made it happen.*
- *197 Aviator sale closed December 2nd. The large maple tree and a few fir trees have to come down to make room for the house to move. Boss Construction is moving the house in January. The goals are to have the house moved and the lot cleared by January 31, 2026.*
- *Long briefed local pilots at an Airhawks meeting on the resurfacing project and schedule. Project updates are on the website.*
- *PAPI 34 flight check is still in the future.*
- *PAPI 16 had its wiring replaced and it is now working.*
- *EV Charger project. Bruce Benton will give a fuller update on January 26th.*
- *The drainage improvements were tested with 2.5 inches of rain at the airport, plus the King Tides. The ditches were full but worked. There was no runway, taxiway, or road intrusion. Thank you to ESWD for their work.*

- *Repairing the Enderlin Fence, including brush clearing, was quoted at \$9,000. Long decided that he and James could perform some immediate brush clearing work and complete it later.*
- *Long continues outreach with neighbors. He reported that the ditch in front of the Larson property is clearly on Port property.*
- *The fuel usage and refill plan is working well.*

2. Financial Report

- 2026 Staffing Update: Ihlenfeldt and Long spoke with Heather Lee from the County Auditor's office. There will be a Special Meeting on January 5th 2026, which she will attend, for her to present a plan for staffing the Port Finance Department.*

OLD BUSINESS

Resurfacing Project:

Mason Parks gave an update on the projects and the west side development study. He will bring an IFP Independent Fee Estimate proposal to the regular January meeting for our approval.

Tariffs Schedule Update:

- *Tiedown rates: Changing from \$20 to \$25 for tiedown plus camping.*
- *Vehicle parking rates: Changing to \$10 per night. No free nights.*
- *Hamilton made a motion, seconded by Laursen, to approve Resolution 20251215A, Revised Tariff #5, "Aircraft Tiedown Fees". The motion passed with four Ayes.*
- *Hamilton made a motion, seconded by Laursen, to approve Resolution 20251215B, Revised Tariff #6, "Ground Vehicle Parking". The motion passed with four Ayes.*

PUBLIC ACCESS

- *Rick Fant commented on the reasons for the accelerated task to close the two projects, and encouraged all projects to be closed ASAP.*
- *Rick Fant asked why the Tariffs are not all on a single page?*
- *Eric Gourley commented on how other airports are now requiring a copy of current car registration and insurance for long term vehicle parking. Also, that cars should be parked better, pulling forward all the way to the curb.*

THANK YOUs:

- *Kartiganer thanked outgoing Commissioners Laursen and Triplett for their service to the Port.*

ADJOURNMENT *The meeting adjourned at 5:44pm*

UPCOMING MEETINGS: EARLY Regular Meeting December 15, 2025

PORT OF ORCAS SPECIAL COMMISSION MEETING, January 5th 2026

SPECIAL MEETING MINUTES

(DRAFT Version 10Jan2026)

CALL TO ORDER

- *Chair Kartiganer called the meeting to order at 04:00pm. New Commissioners Allan Tone and Rick Fant were welcomed.*
- *A quorum of commissioners with Kartiganer, Tone, and Fant attending in person, plus Hamilton attending via video. Staff present were Long and Ihlenfeldt. Guests present were Dwight Guss and Heather Lee.*

1. 2026 Officer Elections

- *Robert Hamilton was nominated for Secretary. He accepted and was elected with four Ayes.*
- *Mia Katiganer and Rick Fant were nominated for Chairperson. Fant declined the nomination. Kartiganer was elected with five Ayes.*

2. 2026 Port Finance staffing, duties and responsibilities

- *Ihlenfeldt introduced Heather Lee, who is being considered for a position as a Contract Finance Coordinator to help the Port manage its finances.*
 - *Lee introduced herself and presented a “Port of Orcas Financial Plan” as her proposed path forward, with descriptions of Duties and Responsibilities for her and a Finance Specialist (Rebekah Selwyn, who was already hired by Long and is starting next week), along with short- and long-term priorities and actions. She explained her current principal job being Chief Deputy Auditor for San Juan County, and has a lot of experience with Junior Taxing District finances. She confirmed that adding this job as a Contractor for the Port would not be a conflict of interest according to her county management and legal counsel. Lee was introduced to the Port by Ihlenfeldt, with the two of them having worked together in the past.*
 - *During questions, Fant requested that “accomplishing Financial Tasks on time” be added as a top priority. This was agreed by consensus.*
 - *Hamilton asked about the reporting structure. Lee would report to the Commission (with the Chairperson as the liaison) as a contract employee. Rebekah and Ihlenfeldt continue to report to Executive Director Long.*
 - *When asked, Ihlenfeldt answered that we could vote to increase the budget, adding this Independent Contractor position.*

- *Fant made a motion to: “Hire Heather Lee as a Contract Finance Coordinator according to the ‘Port of Orcas Financial Plan’ she presented. The rate is \$90 per hour, with a nominal eight hours and a maximum of twelve hours per week. Additional hours beyond twelve must be approved by the Commission. The 2026 Port budget is to be increased by \$56,160.” The motion was seconded and approved with five Ayes.*

ADJOURNMENT at 05:06pm

NEXT MEETING: Regular Meeting, Monday January 26, 2026, at 4:00 p.m.

Minutes by:

Secretary Hamilton



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;"> Name and title Robert Hamilton </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Signature and date <div style="display: flex; justify-content: space-between;"> <small>6F9CF742D9FE415...</small> 11/25/2025 </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; margin-bottom: 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; margin-bottom: 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; margin-bottom: 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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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	



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: 12/09/2025

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

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

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; margin-bottom: 5px;"> Signature and date <small>6F9CF742B9FE415...</small> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Name and title </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Signature and date </div>
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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



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

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6723 Port of Orcas Accounts Payable Summary 12/09/2025		
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
Total:	\$9,945.18	



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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: 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:

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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	



SAN JUAN COUNTY
Auditor's Office

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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: 12/16/2025

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

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

Total amount: \$5,024.46

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:

<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 12/16/2025 </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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6723 Port of Orcas Accounts Payable Summary 12/16/2025		
Century Link	287.02	Phone
Guardian Security	\$100.54	Security
Midnight Venture	\$1,353.43	Janitorial / Landscaping
OPALCO	\$2,164.35	Electricity
Port of Orcas - WaFed	771.15	Various
San Juan Sanitation	185.07	Refuse
Starr Excavation Septic	100	Sanican
WA DOR	\$62.90	Taxes
Total:	\$5,024.46	



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District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

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

Total amount: \$8,666.76

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;"> 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... 12/29/2025 </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>
<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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6723 Port of Orcas Accounts Payable Summary 12/29/2025		
CSD	\$2,488.00	Legal
EWUA	\$283.59	Water
Midnight Venture	\$1,353.43	Janitorial / Landscaping
OPALCO	\$2,861.12	Electricity
Starr Excavation Septic	\$100.00	Sanican
WA DOR	\$815.57	Taxes
WA Auditor	\$765.05	Audit
Total:		\$8,666.76



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: 01/13/2026 PROCESS AS 13th month

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

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

Total amount: \$2,162.55

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-bottom: 1px solid black; padding-bottom: 5px;">Name and title Robert Hamilton</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Signature and date <div style="text-align: right;">1/13/2026</div> </div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Name and title</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Signature and date</div>
<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Name and title</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Signature and date</div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Name and title</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Signature and date</div>
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6723 Port of Orcas Accounts Payable Summary 01/13/2026		
Island Hardware	\$9.92	Supplies
ESWD	\$411.32	Sewer
Office Cupboard	\$126.74	Janitroial Supplies
Port of Orcas - WA Fed	\$1,429.50	Various
San Juan Sanitation	\$185.07	Refuse
Starr Excavation	\$100.00	Sanican
Total:		\$2,162.55



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: 01/13/2026 PROCESS AS 13th month

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

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

Total amount: \$11,782.22

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 1/13/2026 </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>
<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>

6727 Port of Orcas Accounts Payable Summary 01/13/2026		
Wetland Resources	\$525.00	Westside Conceptual
Precision Approach	\$10,714.43	AIP
OPALCO	\$542.79	EV Charge
Total:	\$11,782.22	