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REGULAR MEETING AGENDA

February 23, 2026
Scheduled at 4:00 P.M.

This Meeting will be on Zoom and in-person at the airport terminal conference room.

Join Zoom Meeting

<https://us02web.zoom.us/j/82435253685?pwd=cxvrmYazlsJGJpKrhVCdmG7IFevbLf.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. 01/26/2026
2. Payment of Claims
 - a. 01/27/2026 Payroll 6721 Dec. \$24,312.62
 - b. 01/27/2026 Payroll 6721 Jan. \$26,754.46
 - c. 01/27/2026 AP 6723 Airport Ops \$11,869.91
 - d. 02/10/2026 AP 6723 Airport Ops \$10,802.33
 - e. 02/10/2026 6727 Capital \$23,598.73

MONTHLY REPORTS

1. Manager's Report
2. Financial Report

OLD BUSINESS

1. PAPI Update – Chip
2. Marine Subcommittee-Rick

3. Projects and Planning

- a) Pavement Rehab Project-PAE/Mason
- b) Advanced Air Mobility (AAM)-Chip
- c) 197 Aviator-Chip
- d) EV Charger Project-Update-Chip
- e) Tariff Schedule-Review and possible action on Proposed Tariffs-Rick

NEW BUSINESS

- 1. Consider Commissioner/Staff Retreat

PUBLIC ACCESS

ADJOURNMENT - Next Meeting: Mar 23, 2026

PORT OF ORCAS COMMISSION MEETING, January 26th, 2026

MEETING MINUTES (DRAFT version 31Jan2026)

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

CALL TO ORDER At 4:02pm

- *Secretary Hamilton called the meeting to order at 4:xx pm. (Chair Kartiganer was not able to attend.)*
- *A quorum of commissioners attended with Fant, Schuh, Tone, and Hamilton in person. Staff present were Long and Ihlenfeldt. Heather Lee attended via video.*
- *Guests attending were Eric Gourley, Robin Watson, Loren Ahrens , Bruce Benton, and Mason Parks.*

AGENDA AMENDMENTS

Added:

- *Virtower to New Business*
- *Formation of Marine Facilities Subcommittee to New Business*
- *Potential Commissioner and Staff Planning Session to New Business*

PUBLIC ACCESS

No comments offered.

MONTHLY BUSINESS

1. Previous Minutes
 - a. 11/24/2025 Regular
 - b. 12/15/2025 Regular
 - c. 01/05/2026 Special

Hamilton made a motion to accept the minutes as listed, Fant seconded. The motion passed with 4 Ayes.

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

Hamilton made a motion to authorize these funds, seconded by Tone, and it passed with four Ayes.

Fant asked Ihlenfeldt about the process for which checks are processed, which she answered.

MONTHLY REPORTS

1. Manager's Report

The Manager's Report is posted online. Long reviewed the highlights.

- *Boss is moving Vierthaler house in February. It was delayed by heavy rain the end of December. The FAA is happy with this schedule.*
- *RW16 PAPI, one of the new circuit cards burned out. It has been replaced.*
- *The tri-annual AWOS inspection was accomplished, with a new sensor installed.*
- *An interstitial sensor on the underground fuel tank failed. It will be replaced.*
- *West Sound Marina owner, Mike at Northern Capital, asked Chip if the Port was interested in buying or operating the marina.*
- *A large drainage pipe in the field south of the airport popped up in the heavy rains. It has been reburied.*

2. Financial Report

There is a delay in finalizing the books for December 2025 and for the year 2025, as documents are being gathered. Lee and Ihlenfeldt are working on it. Lee reported that the County Financial Reports for 2023 and 2024 have not yet been filed. (It was thought that 2023 had been filed, based on comments from the County during an audit, but it turns out more had to be done.) 2023 is now ready to be submitted, and 2024 shortly. The 2025 report is due in May 2026.

OLD BUSINESS

1. PAPI Update – Chip Covered during Manager's Report.
2. Projects and Planning
 - a. Pavement Rehab Project - PAE/Mason

The current start date is end of August. Mason, Long, and Granite Construction will meet February 18th to hash out more details, and brainstorm ways to shorten the time the airport is closed.

b. Westside Hangar Update- PAE/Mason

The project (a planning project) is almost done and ready to be submitted to the FAA.

c. 197 Aviator Update – Chip

The completion of the move have been delayed due to the heavy rains the end of December, with the house move to now happen February 6th.

Parks reviewed the CIP plans, which for the next several years (after the resurface project) is focused on airport drainage projects.

d. EV Charger Project –Chip

Bruce Benton gave an update, and also introduced a new possible project being worked on for Community Transit using EV shuttles. The state is allocating \$63M for various such projects. He asked permission for create a “Pre-Application Phase Proposal”, which does not yet commit the Port to such a scheme but does allow it to participate in (as the official sponsor) the planning and proposals.

Fant made a motion to authorize Long to work with Benton on a “Pre-Application” investigating a Regional Mobility Project, Schuh seconded, and it passed with four Ayes.

e. Tariff Schedule Update, Review and possible action on Proposed Tariffs

Fant has been investigating tariffs at other nearby airports, and believes ours can be simplified. He is preparing a document to that effect which he will share.

NEW BUSINESS

1. Advanced Air Mobility

Long discussed an upcoming opportunity to participate in “eVTOL/Air Mobility Events” being planned for this summer during the FIFA World Football Cup 2026. Companies Joby, Beta, and Archer may participate, with their aircraft moving among five NW airports. It was suggested that Gillespie may be willing to house aircraft in his hangar.

2. Virtower

*Fant discussed the benefits of installing Virtower (ADS-B tracking system) at KORS, namely, to help monitor runway/ramp usage, identify noise complaints, and understand urgent/emergency usage. An installation would be \$500/month. It was a common consensus that we would not use ADSB data for charging landing fees. Tone commented that it would help show the public we are working toward reducing the aircraft noise footprint over Orcas. **Fant made a motion to authorize Long to organize a trial of Virtower for six months, spending a maximum of \$3,000.** It was seconded by Tone and, after discussion, approved with four Ayes.*

3. Formation of a Marine Facility Subcommittee

*A common topic for the last several years has been that the Port may be in a good position to own and/or operate a marina on Orcas Island. **Fant made a motion that he be authorized to form a sub-committee to investigate and report to the commission on water access opportunities for recreation and boating within the Port's area of economic development responsibility.** It was seconded by Tone and passed with four Ayes. Other committee members Fant may be able to induce to participate are Tone, Long, Robin, Robin Watson, and Loren Ahrens.*

4. Potential Staff Planning Retreat

Long put forth that idea for the Commissioners and Employees to have a Planning Session, similar to a retreat that the Health District held last week. The logistics would be something like:

- *Six hours at a location in town, perhaps the Orcas Community Foundation facility.*
- *The public would be invited, but there would not be any public comments taken.*
- *A facilitator would be necessary.*

Long will work on an agenda, facilities, and facilitator, and bring a proposal to the Commission.

PUBLIC ACCESS

Dwight Guss expressed concern that a post on our website discussing the Pavement Project may create anxiety, since it mentions that we are avoiding lengthening of the runway. Dwight suggests we don't even mention that as a possibility, since the Commission has made it clear over the years that that won't happen. Dwight also mentioned he has an EV, would support the EV Shuttle possibility, and noted that the Port should obtain a used Pilots' Loaner EV car, which can be obtained for \$3-\$4,000.

ADJOURNMENT At 5:57pm

UPCOMING MEETINGS: Regular Meeting February 23rd, 2026

Respectfully Submitted,

Robert Hamilton, Secretary



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: 12/27/2026 Final 13th month

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

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

Total amount: 24,312.62

BARS code: 6721 .00.589.40.00.0000

Request type: Payroll EFT

Description of claim(s):

Payroll - 6721 General Fund

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

Warrant delivery: EFT (Not Applicable)

Auditing Officer Certification:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described.

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

Name and title Robert Hamilton
Signature and date  1/27/2026

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Port of Orcas.

Total Cost

From Dec 1 - Dec 31, 2026 from all locations

Item	Amount
Total pay	
Paycheck wages	\$ 20,558.97
Non-paycheck wages	\$ 0.00
Reimbursements	\$ 0.00
Subtotal	\$ 20,558.97
Company contributions	
PERS Employer	\$ 1,724.01
Subtotal	\$ 1,724.01
Employer taxes	
Social Security Employer	\$ 1,274.65
Medicare Employer	\$ 298.09
FUTA Employer	\$ 95.07
WA SUI Employer	\$ 75.09
WA Employment Administrative Fund	\$ 6.09
WA Paid Family and Medical Leave ER	\$ 66.40
WA Workers' Compensation Tax Employer	\$ 214.25
Subtotal	\$ 2,029.64
Total payroll cost	\$ 24,312.62



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

Date of request: 02/03/2026

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

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

Total amount: \$26,754.46

BARS code: 6721 .00.589.40.00.0000

Request type: Payroll EFT

Description of claim(s):

Payroll - 6721 General Fund

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

Warrant delivery: EFT (Not Applicable)

Auditing Officer Certification:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described.

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

Name and title Robert Hamilton
Signature and date  2/3/2026

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Port of Orcas.

Total Cost

From Jan 01, 2026 to Jan 31, 2026 from all locations

Item	Amount
Total pay	
Paycheck wages	\$ 23,375.68
Non-paycheck wages	\$ 0.00
Reimbursements	\$ 0.00
Subtotal	\$ 23,375.68
Company contributions	
PERS Employer	\$ 1,179.28
Subtotal	\$ 1,179.28
Employer taxes	
Social Security Employer	\$ 1,449.30
Medicare Employer	\$ 338.96
FUTA Employer	\$ 0.00
WA SUI Employer	\$ 86.48
WA Employment Administrative Fund	\$ 7.03
WA Paid Family and Medical Leave ER	\$ 75.50
WA Workers' Compensation Tax Employer	\$ 242.22
Subtotal	\$ 2,199.49
Total payroll cost	\$ 26,754.45



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Date of request: 01/27/2026 PROCESS AS final 13th month

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

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

Total amount: \$11,869.91

BARS code: 6723 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

Accounts Payable - 6723 Airport Operations Fund

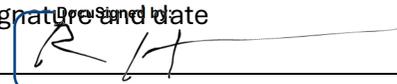
Last four digits of bank account (EFT's ONLY): *1093

Warrant delivery: EFT (Not Applicable)

Auditing Officer Certification:

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

Name and title Robert Hamilton
Signature and date  1/27/2026

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

6723 Port of Orcas Accounts Payable Summary 01/27/2026		
Century Link	\$286.21	Phone
Double D Electrical	\$920.55	Generator Service
EWUA	\$252.84	Water
Island Hardware	\$81.68	Facility Maintenance
OPALCO	\$2,199.61	Electricity
San Juan Auditor	\$55.59	Financial Services
San Juan County Elect.	\$8,073.43	General Election
Total:	\$11,869.91	



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

Date of request: 02/10/2026

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

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

Total amount: \$10,802.33

BARS code: 6723 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

Accounts Payable - 6723 Airport Operations Fund

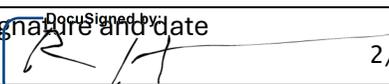
Last four digits of bank account (EFT's ONLY): *1093

Warrant delivery: EFT (Not Applicable)

Auditing Officer Certification:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described.

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

Name and title Robert Hamilton
Signature and date  2/10/2026

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

6723 Port of Orcas Accounts Payable Summary 02/10/2026		
Port of Orcas - Petty	\$1,074.60	Various
San Juan Sanitation	\$250.60	Refuse
SJC Treasurer	\$1,331.76	Property Tax
Heather Lee	\$3,780.00	Acct Svcs
Island Petroleum	\$50.00	Fuel
ESWD	\$354.53	
San Juan Enterprise	\$739.00	Fuel Barge
Starr Excavation	\$200.00	Sanican
Rock Island	\$9.90	Internet
Midnight Venture	\$1,353.43	Janitorial and Landscaping
Avcom	\$1,658.51	AWOS
Total:	\$10,802.33	



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

Date of request: 02/10/2026

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

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

Total amount: \$23,598.73

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:

Name and title Robert Hamilton
Signature and date  2/10/2026

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

Name and title
Signature and date

6727 Port of Orcas Accounts Payable Summary 02/10/2026		
Precision Approach	\$10,714.43	AIP
SJC Community Dev.	\$12,884.30	Permitting
Total:	\$23,598.73	