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www.portoforcas.com

REGULAR MEETING AGENDA

May 18, 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=cxvrnYazIsJGJpKrhVCdmG7IFevbLf.1>

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

CALL TO ORDER

AGENDA AMENDMENTS

PUBLIC ACCESS

Consent Agenda

1. Approval of Payroll and Vouchers
 - a. 04/30/2026 6721 \$21,963.53
 - b. 05/12/2026 6723 \$17,287.11
 - c. 05/12/2026 6727 \$47,753.89

2. Approval of Minutes: April 27, 2026

MONTHLY REPORTS

1. Manager's Report
2. Financial Report

OLD BUSINESS

1. Marine Subcommittee-Rick
2. Projects and Planning
 - a) Pavement Rehab/Drainage Project-PAE/Mason
 - b) Advanced Air Mobility (AAM) Update-Chip
 - c) EV Charger Project-Update-Chip
 - d) Virtower – Chip
 - e) Tariff Assignment – Chip
 - f) Janitorial and Landscaping services contract

NEW BUSINESS

1. 276 Aviator Dr update

PUBLIC ACCESS

ADJOURNMENT

UPCOMING MEETINGS:

Regular Meeting June 22, 2026



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: 05/12/2026

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

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

Total amount: \$21,936.53

BARS code: 6721 .00.589.40.00.0000

Request type: Payroll EFT

Description of claim(s):

Accounts Payable - 6721 General Fund

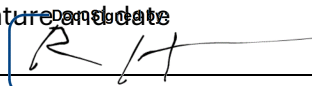
Last four digits of bank account (EFT's ONLY): *1085

Warrant delivery: EFT (Not Applicable)

Auditing Officer Certification:

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

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

Name and title Robert Hamilton
Signature and date  5/12/2026

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

April 01, 2026 to April 30, 2026

Item	Amount
Total pay	
Paycheck wages	\$ 19,148.38
Non-paycheck wages	\$ 0.00
Reimbursements	\$ 0.00
Subtotal	\$ 19,148.38
Company contributions	
PERS Employer	\$ 961.35
Subtotal	\$ 961.35
Employer taxes	
Social Security Employer	\$ 1,187.19
Medicare Employer	\$ 277.64
FUTA Employer	\$ 0.97
WA SUI Employer	\$ 70.17
WA Employment Administrative Fund	\$ 5.70
WA Paid Family and Medical Leave ER	\$ 61.85
WA Workers' Compensation Tax Employer	\$ 223.28
Subtotal	\$ 1,826.80
Total payroll cost	\$ 21,936.53



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Date of request: 05/12/2026

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

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

Total amount: \$17,287.11

BARS code: 6723 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

Accounts Payable - 6723 Airport Operations Fund

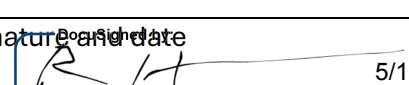
Last four digits of bank account (EFT's ONLY): *1093

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  5/12/2026

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 05/12/2026		
AvCom	\$ 1,016.32	AWOS
CenturyLink	\$ 296.78	Phone
Heather Lee	\$ 3,510.00	Professional Services
Island Petroleum	\$ 207.27	Fuel
Island Hardware	\$ 37.25	Maintenance Supplies
Midnight Venture	\$ 1,353.43	Janitorial and Lanscaping
Napa	\$ 4.64	Maintenance Supplies
OPALCO	\$ 1,917.03	Power
Port of Orcas - WaFed	\$ 2,211.07	Various
Rock Island	\$ 199.65	Internet
San Juan Sanitation	\$ 471.67	Refuse
Starr Excavation	\$ 100.00	Sanican
Squalicum Mtn Eco	\$ 5,962.00	Professional Services
Total:	\$17,287.11	



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Date of request: 05/12/2026

District name: Port of Orcas

Requestor name: Kim Ihlenfeldt

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

Total amount: \$47,753.89

BARS code: 6727 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

AP - 6727

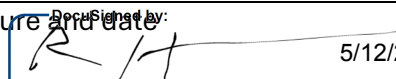
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Name and title Robert Hamilton
Signature and date:  5/12/2026

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 05/12/2026		
Colvico	\$15,930.81	AIP - PAPI closeout
CSD	\$1,080.00	AIP - Overlay
PAE	30,743.08	AIP
Total:	\$47,753.89	

PORT OF ORCAS COMMISSION MEETING, April 27th, 2026

MEETING MINUTES (DRAFT version 10May2026)

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

CALL TO ORDER

- *Chair Kartiganer called the meeting to order at 4:02 pm.*
- *All commissioners attended with Kartiganer, Fant, Tone, Schuh, and Hamilton in person. Staff present were Long. Lee attended online.*
- *Guests attending were Mike Foglin, Rebekah, and Mason Parks on video.*

AGENDA AMENDMENTS

- *None were offered.*

PUBLIC ACCESS

Mike Foglin asked about the county East Sound public dock. Fant explained its in-op status.

MONTHLY BUSINESS

1. Payment of Claims

- *The Payroll and Vouchers as presented on the website were approved with five Ayes.*

2. Previous Minutes from March 23rd, 2026

- *The March 23rd, 2026 minutes were approved with five Ayes.*

MONTHLY REPORTS

1. Manager's Report

See the monthly report published on the website. A few specific notes:

- *Long is connecting with most neighbors monthly.*
- *It's Spring, and James is mowing almost fulltime. Also working on office refurb.*
- *The AWOS anemometer and windsock have been repaired.*
- *Ferry Advisory Committee, Long is now on the FAC having replaced Justin Paulsen.*
- *The 2026 annual fly-in, planned and run by the local EAA chapter, is progressing smoothly.*
- *We are selling an average of 35 gallons of fuel per day.*

- *Advanced Air Mobility demonstrations are still being planned for circa June 19th, around the world cup match. Joby and Beta seem like they will participate. Beta wants to demo their “PowerCube” for portable recharging.*
- *On the previous Wednesday the 15th the power went out. The two airport backup generators (oil and propane) worked smoothly.*

2. Financial Report

- *Lee reported that the 2023 and 2024 annual reports are done, and the 2025 Report will be done by May 31st. She will provide financials for us to review at the next meeting, as well as motions such as instituting a petty cash policy. She recommends that we place more money into county investment funds. She also wants us to amend the budget mid-year and at the end of each year to have actuals match budget.*

OLD BUSINESS

1. *PAPI Update – The 34 PAPI is now working and approved, with the FAA making four fly-bys to test. The monthly charge for the meter for the old system is going away, saving us \$135/month.*

2. *Marine Subcommittee- Fant reported that the subcommittee met with Collin from the County Public Work, and he is “anxious to give us the facilities if we want them as they use part of their road budget.”*

The Subcommittee focus continues to be:

- Marine access for Eastsound village, either to the south in East Sound or to the north.*
- Looking at the current ramp that is used for hazardous cargo, which because of its location forces cargo to be transported through Eastsound.*
- Target of opportunity, such as Westsound Marina and Rosario Harbor.*

The subcommittee will have a more complete report at the July Meeting.

4. Projects and Planning

- *Parks gave an update on the pavement project. “September is coming. September 8th is the runway shut-down date.” Kenmore Air has been communicated with.*
- *Drainage project is spooling up, with a cultural resource and ground studies being done.*
- *197 Aviator is all done but some final paperwork. There were several comments to the effect “it looks great, you can’t even tell a house was there.”*

- *EV Chargers- Deer Harbor just may get a charger. Roy Stanton may rent space across from the Dance Hall.*
- *Virtower – System should be up and running soon. Discussed concerns about using ADS-B for billing purposes.*

NEW BUSINESS

- *Janitorial and Landscaping services contract. Current contract is up May 1st. A request for bids have been published. We can just approve the current contractor, who are requesting an 8% raise (there have been no raises for the past four years.) We will choose at the next meeting.*
- *Fant reported about ADS-B billing. He wrote a report which will be added to these minutes.*
- *Long served brownies.*

PUBLIC ACCESS

No comments were made.

ADJOURNMENT *At 5:33*

UPCOMING MEETING: Next Regular Meeting date has been moved to May 18th 2026.

Respectfully Submitted,

Robert Hamilton, Secretary

ATTACHMENT: Fant's ADS-B billing report.

Port of Orcas.

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - December 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
6721.300.0000.0000 General Fund Revenues		0.00	0.00	
6721.311.1000.0001 GF Property Tax Revenue	36,450.68	287,190.33	-250,739.65	12.69 %
6721.337.0000.0001 GF LHT Received from County	42.31	200.00	-157.69	21.16 %
6721.337.0000.0002 GF Timber Harvest Tax Received from County		35.00	-35.00	
6721.389.60.00.0001 GF LGIP	72.86		72.86	
Total 6721.300.0000.0000 General Fund Revenues	36,565.85	287,425.33	-250,859.48	12.72 %
6723.300.0000.0000 Airport Operations Revenues		0.00	0.00	
6723.321.8000.0001 AOF Vending Machine		1,781.90	-1,781.90	
6723.341.7000.0001 AOF Sales of Coffee Mugs		0.00	0.00	
6723.343.2000.0001 AOF Utility Reimbursement	180.00	7,500.00	-7,320.00	2.40 %
6723.344.5000.0001 AOF Aviation Fuel Sales	14,953.82	133,900.00	-118,946.18	11.17 %
6723.344.5000.0002 AOF Sale of Airplane Oil		175.10	-175.10	
6723.344.6000.0001 AOF Landing Fees		12,669.00	-12,669.00	
6723.344.6000.0002 AOF Tiedown Fees - Transient				
Aircraft Tiedown, 4-wk grass		14,935.00	-14,935.00	
Aircraft Tiedown, daily		0.00	0.00	
Total 6723.344.6000.0002 AOF Tiedown Fees - Transient		14,935.00	-14,935.00	
6723.344.6000.0003 AOF Tiedown Fees - Annual		6,077.00	-6,077.00	
6723.344.6000.0004 AOF Fence Access Fee		500.00	-500.00	
6723.344.6000.0005 AOF TTF Fees		3,600.00	-3,600.00	
6723.361.1000.0001 AOF Investment Interest - LGIP	8,109.15	32,500.00	-24,390.85	24.95 %
6723.362.0000.0001 AOF Auto Parking, transient		14,935.00	-14,935.00	
6723.362.0000.0002 Auto Parking - Annual	3,000.00	13,390.00	-10,390.00	22.40 %
6723.362.0000.0003 AOF Hangar Lease	3,292.80	10,164.00	-6,871.20	32.40 %
6723.362.0000.0004 AOF Land Lease	24,870.06	79,500.00	-54,629.94	31.28 %
6723.362.0000.0005 AOF Terminal Rentals	16,711.67	15,800.00	911.67	105.77 %
6723.367.0000.0001 AOF Donations		2,200.00	-2,200.00	
6723.389.0000.0001 AOF Sales Tax Collected		12,840.00	-12,840.00	
6723.389.0000.0002 AOF Leasehold Tax Collected	5,610.82	15,260.00	-9,649.18	36.77 %
Total 6723.300.0000.0000 Airport Operations Revenues	76,728.32	377,727.00	-300,998.68	20.31 %
6727.300.0000.0000 Capital Revenue				
6727.331.2000.0001 Capital Direct Federal Grants - FAA		394,200.00	-394,200.00	
6727.334.0360.0001 Capital State AIP Grants		8,000.00	-8,000.00	
6727.334.0420.0001 Capital State Commerce Grant - EV Charger		281,572.64	-281,572.64	
6727.361.1000.0001 Capital - LGIP Investment Interest	219.16	900.00	-680.84	24.35 %
Total 6727.300.0000.0000 Capital Revenue	219.16	684,672.64	-684,453.48	0.03 %
A/C Fuel		0.00	0.00	
Service	2,614.18	2,609.18	5.00	100.19 %
Transit of Airport		0.00	0.00	
Unapplied Cash Payment Income	824.02	824.02	0.00	100.00 %
Total Income	\$116,951.53	\$1,353,258.17	\$ -	8.64 %

Port of Orcas.

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - December 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
			1,236,306.64	
GROSS PROFIT	\$116,951.53	\$1,353,258.17	\$ -	8.64 %
			1,236,306.64	
Expenses				
6721 General Fund Expenditures	-0.01		-0.01	
6721.5000.0000.0000a General Fund Expenditures		0.00	0.00	
6721.546.0010.0001w GF Commissioners	3,542.00	36,090.00	-32,548.00	9.81 %
6721.546.0010.0002w GF Executive Director	43,826.09	137,338.54	-93,512.45	31.91 %
6721.546.0010.0003w GF Operations Assistant	14,588.05	46,257.30	-31,669.25	31.54 %
6721.546.0010.0004b GF Finance Manager	18,675.00	27,725.00	-9,050.00	67.36 %
6721.546.0020.0005b GF FICA & Medicare	11,649.19	22,109.33	-10,460.14	52.69 %
6721.546.0020.0005c GF Payroll Adjusts	-0.03		-0.03	
6721.546.0020.0006b GF Dept of Labor & Industries	910.16	3,676.00	-2,765.84	24.76 %
6721.546.0020.0007b GF Retirement/PERS	5,052.26	11,710.18	-6,657.92	43.14 %
6721.546.0020.0009 GF Medical Stipend	5,059.00	13,377.00	-8,318.00	37.82 %
6721.546.0020.0010 GF Unemployment	396.54	1,308.82	-912.28	30.30 %
6721.546.0020.0011 GF PFML / CARES	279.21	823.10	-543.89	33.92 %
6721.546.0040.0001 GF Election Services	8,073.43	8,073.43	0.00	100.00 %
6721.546.0040.0002 GF Business & Occupation Taxes	1,331.76		1,331.76	
Total 6721.5000.0000.0000a General Fund Expenditures	113,382.66	308,488.70	-195,106.04	36.75 %
6723.500.0000.0000 Airport Operations Expenditures		0.00	0.00	
6723.532.0040.0001 AOF Website, Software	2,178.76	4,020.00	-1,841.24	54.20 %
6723.532.0040.0002 AOF Telephone	1,442.25	3,605.00	-2,162.75	40.01 %
6723.532.0040.0003 AOF Internet, Email Hosting	608.85	2,266.00	-1,657.15	26.87 %
6723.532.0040.0004 AOF Stormwater Utility Tax		1,500.00	-1,500.00	
6723.532.0040.0005 AOF Water	1,623.93	3,790.50	-2,166.57	42.84 %
6723.532.0040.0006 AOF Electricity	8,641.92	22,743.00	-14,101.08	38.00 %
6723.532.0040.0007 AOF Sewer	2,968.95	4,600.00	-1,631.05	64.54 %
6723.532.0040.0008 AOF Refuse	722.27	2,707.50	-1,985.23	26.68 %
6723.532.0040.0009 AOF Sanican Service	1,280.00	2,800.00	-1,520.00	45.71 %
6723.546.0030.0001 AOF Signs/Fee Boxes Supplies	142.05	2,000.00	-1,857.95	7.10 %
6723.546.0030.0002 AOF Office Supplies	137.50	825.00	-687.50	16.67 %
6723.546.0030.0005 AOF Janitorial Supplies	126.74	1,030.00	-903.26	12.30 %
6723.546.0030.0006 AOF Meeting Supplies		500.00	-500.00	
6723.546.0030.0007 AOF - Fuel Station Supplies		375.00	-375.00	
6723.546.0030.0008 AOF - Fuel / Petrol Product	107.75	1,490.00	-1,382.25	7.23 %
6723.546.0030.0009 AOF - Aviation Fuel for resale	23,801.93	98,000.00	-74,198.07	24.29 %
6723.546.0030.0010 Postage and Delivery	181.60	200.00	-18.40	90.80 %
6723.546.0030.0011 AOF Vehicle and Facility Maintenance Supplies	1,503.01	14,935.00	-13,431.99	10.06 %
6723.546.0030.0012 AOF Small Tools & Equipment		1,250.00	-1,250.00	
6723.546.0030.0013 AOF Pop for Resale	363.65	1,266.90	-903.25	28.70 %
6723.546.0030.0014 AOF Cost of Airplane Oil for Resale		90.00	-90.00	

Port of Orcas.

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - December 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6723.546.0040.0001 AOF SJC Auditor	55.59	1,000.00	-944.41	5.56 %
6723.546.0040.0002 AOF State Auditor	765.05	1,000.00	-234.95	76.51 %
6723.546.0040.0003 AOF Security	103.56	2,000.00	-1,896.44	5.18 %
6723.546.0040.0004 AOF Legal Fees	2,488.00	10,000.00	-7,512.00	24.88 %
6723.546.0040.0005 AOF Professional Services	18,948.77	6,490.00	12,458.77	291.97 %
6723.546.0040.0006 AOF Bonding/Fire/Liability Insurance	930.00	30,000.00	-29,070.00	3.10 %
6723.546.0040.0007 AOF Janitorial Services	4,254.28	13,600.00	-9,345.72	31.28 %
6723.546.0040.0008 AOF AWOS M&O Service	1,838.51	5,000.00	-3,161.49	36.77 %
6723.546.0040.0009 AOF Landscaping Services	1,159.44	3,563.80	-2,404.36	32.53 %
6723.546.0040.0010 AOF Snow Removal		5,400.00	-5,400.00	
6723.546.0040.0011 AOF Wetland Maintenance		12,000.00	-12,000.00	
6723.546.0040.0013 AOF Travel		2,600.00	-2,600.00	
6723.546.0040.0014 Airport Operations - Barge Service	739.00	4,000.00	-3,261.00	18.48 %
6723.546.0040.0015 AOF Business & Occupation Taxes		20,000.00	-20,000.00	
6723.546.0040.0016 AOF Memberships	986.00	1,000.00	-14.00	98.60 %
6723.546.0040.0017 AOF Continued Education Workshops	500.00	6,437.50	-5,937.50	7.77 %
6723.546.0040.0018 Service Fees, Finance Charges, Licenses, Permits	560.78	400.00	160.78	140.20 %
6723.589.3000.0001 AOF Leasehold Tax Remitted to State		15,260.00	-15,260.00	
Total 6723.500.0000.0000 Airport Operations Expenditures	79,160.14	309,745.20	-230,585.06	25.56 %
6727.500.0000.0000 Capital Expenditures		0.00	0.00	
6727.594.4660.0001 Capital - AIP/RW/Apron Improvements	118,355.56	438,000.00	-319,644.44	27.02 %
6727.594.4660.0002 Capital - EV Charge Expenditures	542.79	124,385.99	-123,843.20	0.44 %
Total 6727.500.0000.0000 Capital Expenditures	118,898.35	562,385.99	-443,487.64	21.14 %
Payroll Expenses		0.00	0.00	
Company Contributions		0.00	0.00	
6721.546.0020. Retirement - Employer (deleted)		0.00	0.00	
Total Company Contributions		0.00	0.00	
Taxes	3,873.38	6,315.54	-2,442.16	61.33 %
Total Payroll Expenses	3,873.38	6,315.54	-2,442.16	61.33 %
QuickBooks Payments Fees	0.05		0.05	
Unapplied Cash Bill Payment Expense	-1.50	-1.50	0.00	100.00 %
Total Expenses	\$315,313.07	\$1,186,933.93	\$ -871,620.86	26.57 %
NET OPERATING INCOME	\$ -	\$166,324.24	\$ -364,685.78	-119.26 %
	198,361.54			
NET INCOME	\$ -	\$166,324.24	\$ -364,685.78	-119.26 %
	198,361.54			