



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

# **REGULAR MEETING AGENDA**

**June 22, 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=cxvrnYazlsJGJpKrhVCdmG7IFevbLf.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
2. Approval of Minutes: May 18, 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) Tariff Assignment – Chip

## **NEW BUSINESS**

1. RMG EV Shuttle discussion and motion to Formally Apply

**PUBLIC ACCESS**

**ADJOURNMENT**

**UPCOMING MEETINGS:**

**Regular Meeting July 27, 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: 06/02/2026

District name: Port Of Orcas

Requestor name: Heather Lee

Requestor phone & email address: finance@portoforcas.com

Total amount: 23164.84

BARS code: 6721 .00.589.40.00.0000

Request type: Payroll EFT

Description of claim(s):

Payroll EFT for May payroll


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
DocuSigned by: Signature and date  6/2/2026

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 May 01, 2026 to May 31, 2026 from all locations

<b>Item</b>	<b>Amount</b>
<b>Total pay</b>	
Paycheck wages	\$ 20,222.18
Non-paycheck wages	\$ 0.00
Reimbursements	\$ 0.00
<b>Subtotal</b>	<b>\$ 20,222.18</b>
<b>Company contributions</b>	
PERS Employer	\$ 1,030.26
<b>Subtotal</b>	<b>\$ 1,030.26</b>
<b>Employer taxes</b>	
Social Security Employer	\$ 1,253.77
Medicare Employer	\$ 293.23
FUTA Employer	\$ 0.96
WA SUI Employer	\$ 72.26
WA Employment Administrative Fund	\$ 5.87
WA Paid Family and Medical Leave ER	\$ 65.32
WA Workers' Compensation Tax Employer	\$ 220.99
<b>Subtotal</b>	<b>\$ 1,912.40</b>
<b>Total payroll cost</b>	<b>\$ 23,164.84</b>

Port of Orcas.

## Payroll summary report

From May 26, 2026 to May 26, 2026 for all employees from all locations

Pay date	Name	Hours	Gross pay	Pretax deductions	Other pay	Employee taxes	Aftertax deductions	Net pay	Employer taxes	Company contributions	Total payroll cost
<b>Total</b>		<b>386.43h</b>	<b>\$20,222.18</b>			<b>-\$3,619.65</b>	<b>-\$993.33</b>	<b>\$15,609.20</b>	<b>\$1,912.40</b>	<b>\$1,030.26</b>	<b>\$23,164.84</b>
05/26/2026 Direct deposit	Fant, Richard	1h	\$161.00			-\$14.65		\$146.35	\$14.60		\$175.60
05/26/2026 Direct deposit	Hamilton, Robert	1h	\$161.00			-\$14.64		\$146.36	\$13.64		\$174.64
05/26/2026 Direct deposit	Ihlenfeldt, Kimberley	61h	\$2,745.00			-\$500.79	-\$147.68	\$2,096.53	\$236.73	\$153.17	\$3,134.90
05/26/2026 Direct deposit	Kartiganer, Mia	1h	\$161.00			-\$14.65		\$146.35	\$13.65		\$174.65
05/26/2026 Direct deposit	Long, Kenneth	173.33h	\$11,716.22			-\$2,164.69	-\$599.63	\$8,951.90	\$978.94	\$621.93	\$13,317.09
05/26/2026 Direct deposit	Reid, James	138.1h	\$4,816.96			-\$867.45	-\$229.88	\$3,719.63	\$614.52	\$238.42	\$5,669.90
05/26/2026 Direct deposit	Selwyn, Rebekah	10h	\$300.00			-\$28.13	-\$16.14	\$255.73	\$26.67	\$16.74	\$343.41
05/26/2026 Direct deposit	Tone, Allan	1h	\$161.00			-\$14.65		\$146.35	\$13.65		\$174.65



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: 06/02/2026

District name: Port of Orcas

Requestor name: Heather Lee

Requestor phone & email address: finance@portoforcas.com

Total amount: 1834.20

BARS code: 6723 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

AP May 2026

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	Name and title Robert Hamilton
DocuSigned by: Signature and date R. Hamilton, 2 June 2026 6/2/2026	Signature and date
Name and title	Name and title
Signature and date	Signature and date
Name and title	Name and title
Signature and date	Signature and date

Vendor	Bill No.	Bill Date	Category	Due Date	Bill Amount
Eastsound Sewer Water District	197 Aviator	05/21/2026	--Split--	05/31/2026	1024.10
Eastsound Water Users Associator		05/21/2026	--Split--	05/31/2026	186.78
San Juan Sanitation		05/21/2026	AOF Refuse	06/20/2026	372.14
Sound Publishing - Legal	ISJ1029539	05/21/2026	Capital - AIP/RW/Apron Improvements	05/31/2026	144.66
CenturyLink		05/21/2026	AOF Telephone	05/31/2026	6.52
Starr Septic	I34706	05/21/2026	--Split--	06/20/2026	100
					1834.2



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: 06/06/2026

District name: Port of Orcas

Requestor name: Heather Lee

Requestor phone & email address: 801 824 9868 finance@portoforcas.com

Total amount: \$32,984.71

BARS code: 6727 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

EFT

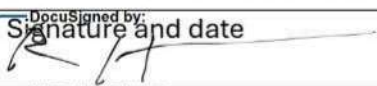
Last four digits of bank account (EFT's ONLY): 1093

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 Comissioner
Signature and date  6/6/2026

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.

Expenses by Vendor Summary  
June 2-7, 2026

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	Total
BlackLight Electric	11,376.75
Colvico	8,561.10
Environmental Science Associates	9,198.36
Precision Approach Engineering	3,848.50
<b>TOTAL</b>	<b>\$32,984.71</b>

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Date	No.	Payee	Category	Total	Fund
06/06/2026		Washington State Department of Revenue	--Split--	\$14,172.09	6723
06/06/2026		Island Petroleum Services	AOF - Fuel / Petrol Product	\$335.45	6723
06/06/2026	May 2026	Midnight Ventures	--Split--	\$1,353.43	6723
06/06/2026		Island Hardware	AOF Vehicle and Facility Maintenance Supplies	\$190.05	6723
06/06/2026	136566	CSD Attorneys at Law	AOF Legal Fees	\$1,116.00	6723
06/06/2026	134787	Starr Septic	AOF Sanican Service	\$100.00	6723
06/06/2026		Rock Island	AOF Internet, Email Hosting	\$199.65	6723
06/06/2026		Eastsound Sewer Water District	--Split--	\$865.58	6723 \$18,332.25
06/05/2026	5727	Colvico	Capital - AIP/RW/Apron Improvements	\$8,561.10	6727
06/05/2026	219668	Environmental Science Associates	Capital - AIP/RW/Apron Improvements	\$9,198.36	6727
06/05/2026	BLE609	BlackLight Electric	Capital - EV Charge Expenditures	\$11,376.75	6727
06/05/2026	7303	Precision Approach Engineering	Capital - AIP/RW/Apron Improvements	\$3,848.50	6727 \$32,984.71



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: 06/06/2026

District name: Port of Orcas

Requestor name: Heather Lee

Requestor phone & email address: 801 824 9868 finance@portoforcas.com

Total amount: \$18,332.25

BARS code: 6723 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

EFT

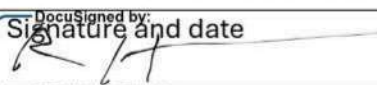
Last four digits of bank account (EFT's ONLY): 1093

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 Comissioner
DocuSigned by: Signature and date  6/6/2026

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.

Expenses by Vendor Summary  
June 2-7, 2026

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	Total
CSD Attorneys at Law	1,116.00
Eastsound Sewer Water District	865.58
Island Hardware	190.05
Island Petroleum Services	335.45
Midnight Ventures	1,353.43
Rock Island	199.65
Starr Septic	100.00
Washington State Department of Revenue	14,172.09
<b>TOTAL</b>	<b>\$18,332.25</b>

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Date	No.	Payee	Category	Total	Fund
06/06/2026		Washington State Department of Revenue	--Split--	\$14,172.09	6723
06/06/2026		Island Petroleum Services	AOF - Fuel / Petrol Product	\$335.45	6723
06/06/2026	May 2026	Midnight Ventures	--Split--	\$1,353.43	6723
06/06/2026		Island Hardware	AOF Vehicle and Facility Maintenance Supplies	\$190.05	6723
06/06/2026	136566	CSD Attorneys at Law	AOF Legal Fees	\$1,116.00	6723
06/06/2026	134787	Starr Septic	AOF Sanican Service	\$100.00	6723
06/06/2026		Rock Island	AOF Internet, Email Hosting	\$199.65	6723
06/06/2026		Eastsound Sewer Water District	--Split--	\$865.58	6723 \$18,332.25
06/05/2026	5727	Colvico	Capital - AIP/RW/Apron Improvements	\$8,561.10	6727
06/05/2026	219668	Environmental Science Associates	Capital - AIP/RW/Apron Improvements	\$9,198.36	6727
06/05/2026	BLE609	BlackLight Electric	Capital - EV Charge Expenditures	\$11,376.75	6727
06/05/2026	7303	Precision Approach Engineering	Capital - AIP/RW/Apron Improvements	\$3,848.50	6727 \$32,984.71



SAN JUAN COUNTY  
Auditor's Office

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Junior taxing districts (JTD) must complete this form to request claims payments for all accounts payable and payroll disbursements.

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

Date of request: 06/16/2026

District name: Port Of Orcas

Requestor name: Heather Lee

Requestor phone & email address: finance@portoforcas.com

Total amount: \$8559.71

BARS code: 6723 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

AP EFT 6-16-2026

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 Commissioner
Signature and date  6/16/2026

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.

Expenses by Vendor Summary  
June 12-16, 2026

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	Total
Eastsound Water Users Association	214.81
Guardian Security	103.56
Heather Lee	3,780.00
OPALCO	1,623.94
Port of Orcas	1,424.27
Progressive Insurance	1,057.00
San Juan Sanitation	356.13
<b>TOTAL</b>	<b>\$8,559.71</b>

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Due Date	amount	balance	Status	Vendor
06/24/2026	1057.00	\$1,057.00	Due later	Progressive Insurance
06/24/2026	1623.94	\$1,623.94	Due later	OPALCO
06/24/2026	214.81	\$214.81	Due later	Eastsound Water Users Association
06/24/2026	368.90	\$0.00	Due later	Swire Coca-Cola, USA
6/14/2026	103.56	\$103.56	Due later	Guardian Security
6/14/2026	356.13	\$356.13	Due later	San Juan Sanitation
6/14/2026	\$1,424.27	\$1,424.27	Due later	WAFD Bank
6/14/2026	\$3,780.00	\$3,780.00	Due later	Heather Lee
Total:		\$8,559.71		

AP Date 6/14/2026

Incorrect amount sent to Robert Hamilton on 6/14/2026

Cocal Cola was paid by credit card

Add Heather Lee

Add WAFD

## PORT OF ORCAS COMMISSION MEETING, May 18th, 2026

# MEETING MINUTES (DRAFT version 19June2026)

Note: A video recording of the meeting is available at [portoforcas.com](http://portoforcas.com).

### CALL TO ORDER - 04:03pm

- *Chair Kartiganer called the meeting to order at 4:03 pm.*
- *Four commissioners attended with Kartiganer, Fant, and Tone in person, and Hamilton on video. Staff present were Long plus Lee on video.*
- *Guests attending were Mason Parks on video.*

### AGENDA AMENDMENTS

- *Robert requested that Fant's ADS-B report to be published on the website.*

### PUBLIC ACCESS

- *No comments were made*

### MONTHLY BUSINESS

#### 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

*The Payroll, vouchers, and minutes were approved with four Ayes.*

### MONTHLY REPORTS

#### 1. Manager's Report

- *See printed report online. [note, is it printed online?]*

#### 2. Financial Report

- *2025 Annual Report has been submitted.*
- *We should plan to update the budget in July with a Resolution.*

- *The budgeting process, purposes, and reasons for adjusting the budget during the year were discussed.*

## **OLD BUSINESS**

*1. Marine Subcommittee- Fant made a short report, with nothing new this month but progress is being made.*

### *2. Projects and Planning*

*a) Pavement Rehab/Drainage Project- Parks is worried about the cash flow on the last 10% of the grant, since the striping will come one or more months later after the actual surfacing is done. The striping process is to paint temporary stripes, then come back after a month, when the surface is dry, to put down permanent striping. Mason, Long, Ihlenfeld, and Lee had a meeting to discuss the closing schedule and payments. They report the FAA is helping to make it as easy as possible. Parks will create one of his famous timelines to help us all understand the details.*

*b) EV Charger Project-Update- Fant reported that Camp Orkila will have a charging station.*

*c) Virtower – The Virtower system is in place and Long is learning how to use the data. Already he has been able to track San Juan Air flights and show them both the majority good approaches and departure, and also the few bad one flying directly over the village.*

*e) Tariff Assignment – Long is working on the draft of the new tariff schedule and will present it at the July meeting.*

*f) Janitorial and Landscaping services. A motion was made to contract again with Midnight Ventures, agreeing to an 8% increase. The motion passed with four Ayes.*

## **NEW BUSINESS**

- 1. 276 Aviator Dr update. Long discussed the Property, a house and large hangar, for sale at 276 Aviator Drive. The Commissioners discussed that while the house wasn't particularly interesting, replacing it with a hangar, along with the existing hangar, could give us some additional hangar rentals at a reasonable cost.*

## **PUBLIC ACCESS**

*No comments were made.*

**ADJOURNMENT** At 5:56

**UPCOMING MEETING:** Next Regular Meeting June 22<sup>nd</sup> 2026.

*Respectfully Submitted,*

*Robert Hamilton, Secretary*

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**FUND: 6721.00 PORT OF ORCAS**

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
<b>101</b>	<b>BEGINNING CASH BALANCE</b>			664,250.29	
<b>310</b>	TAXES	27,980.74			
<b>320</b>	LICENSES AND PERMITS				
<b>330</b>	INTERGOVERNMENTAL REVENUE	9.93			
<b>340</b>	CHARGES FOR GOODS AND SERVICES				
<b>360</b>	MISCELLANEOUS REVENUES				
<b>390</b>	OTHER FINANCING SOURCES				
	<b>TOTAL RECEIPTS</b>		27,990.67		
<b>540</b>	TRANSPORTATION				
<b>580</b>	NONEXPENDITURES	21,936.53			
<b>590</b>	DEBT SERVICE AND OTHER				
	<b>TOTAL DISBURSEMENTS</b>		21,936.53		
<b>101</b>	<b>ENDING CASH BALANCE</b>				670,304.43
				<b>GL ENDING CASH BALANCE</b>	670,304.43
				<b>NET VARIANCE</b>	0.00
<b>241</b>	<b>PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)</b>			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	<b>NET CHANGE</b>		0.00		
<b>241</b>	<b>BONDS OUTSTANDING (ENDING BALANCE)</b>				0.00
<b>151</b>	<b>BEGINNING INVESTMENT BALANCE</b>			0.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
<b>151</b>	<b>ENDING INVESTMENT BALANCE</b>				0.00

**FUND: 6723.00 PORT OF ORCAS - AIRPORT OPERATIONS**

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
<b>101</b>	<b>BEGINNING CASH BALANCE</b>			233,311.71	
320	LICENSES AND PERMITS				
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	22,393.36			
390	OTHER FINANCING SOURCES				
	<b>TOTAL RECEIPTS</b>		22,393.36		
540	TRANSPORTATION				
580	NONEXPENDITURES	17,287.11			
590	DEBT SERVICE AND OTHER				
	<b>TOTAL DISBURSEMENTS</b>		17,287.11		
<b>101</b>	<b>ENDING CASH BALANCE</b>				238,417.96
				<b>GL ENDING CASH BALANCE</b>	238,417.96
				<b>NET VARIANCE</b>	0.00
<b>241</b>	<b>PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)</b>			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	<b>NET CHANGE</b>		0.00		
<b>241</b>	<b>BONDS OUTSTANDING (ENDING BALANCE)</b>				0.00
<b>151</b>	<b>BEGINNING INVESTMENT BALANCE</b>			895,000.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
<b>151</b>	<b>ENDING INVESTMENT BALANCE</b>				895,000.00

**FUND: 6727.00 PORT OF ORCAS CAPITAL PROJECTS**

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
<b>101</b>	<b>BEGINNING CASH BALANCE</b>			245,513.02	
310	TAXES				
330	INTERGOVERNMENTAL REVENUE				
360	MISCELLANEOUS REVENUES				
380	NONREVENUES	74.03			
390	OTHER FINANCING SOURCES				
	<b>TOTAL RECEIPTS</b>		74.03		
580	NONEXPENDITURES	47,753.89			
590	DEBT SERVICE AND OTHER				
	<b>TOTAL DISBURSEMENTS</b>		47,753.89		
<b>101</b>	<b>ENDING CASH BALANCE</b>				197,833.16
				<b>GL ENDING CASH BALANCE</b>	197,833.16
				<b>NET VARIANCE</b>	<u>0.00</u>
<b>241</b>	<b>PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)</b>			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	<b>NET CHANGE</b>		0.00		
<b>241</b>	<b>BONDS OUTSTANDING (ENDING BALANCE)</b>				0.00
<b>151</b>	<b>BEGINNING INVESTMENT BALANCE</b>			25,000.00	
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
<b>151</b>	<b>ENDING INVESTMENT BALANCE</b>				25,000.00