

PORT OF ORCAS COMMISSION MEETING, September 28, 2026

MEETING MINUTES (DRAFT version)

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

CALL TO ORDER - 04:0xpm

- *Secretary Hamilton filled in as Chair with Kartigarner absent, and called the meeting to order at 4:00pm.*
- *Four commissioners attended with Fant, Schuh, and Hamilton in person, and Tone on video. Staff present were Long in person and Lee on video.*
- *Guests attending were Mason Parks, Robin Watson, and Katherine Johnson in person, and Michael "Buck" Johnson on video.*

AGENDA AMENDMENTS

- *None were made*

PUBLIC ACCESS

- *None were offered.*

OLD BUSINESS

1. Project and Planning

Parks reported that the pavement rehab project is almost done, on time and on budget. The final striping and topsoil work will be done this week, depending on the weather. The second striping will occur ideally in early November, depending on weather, and will require closing the airport for two days, four hours per day. If the weather doesn't cooperate then it may have to be done in early Spring. Parks, Long, and the FAA are still discussing whether we have the funds left to coat Schoen Lane. It will cost about \$150,000. It will probably be just repair and chip-sealing, not a deep grind and replace.

The runway and taxiway have been undergoing testing to inspect for quality using a nuclear densometer. Parks will send us the reports.

Next on the CIP will be to scope a new fuel system and drainage improvements.

CONSENT AGENDA

1. Approval of Payroll and Vouchers

- a) 20260825 6721 Payroll
- b) 20260828 6727 AP
- c) 20260908 6723 AP
- d) 20260922 6723 AP

2. Approval of Minutes:

- a. July 27, 2026 Regular Meeting
- b. September 24, 2026 Regular Meeting

Fant moved to accept the Consent Agenda as written, Tone seconded, and it passed with four Ayes.

MONTHLY REPORTS

1. Manager's Report

The Manager's Report is posted online. A few highlights:

- *Two EV Chargers are being installed at Rosario. Long reported on the increase in revenue from the Cat-3 charger.*
- *We currently have 4,800 gallons fuel, which is good until the next delivery in November or December.*

2. Financial Report

Lee discovered that we do not need to make a budget amendment for 2026, as the RCW says that Ports do not have to meet exact line-item budgetary amounts.

Historically the Port has spent under its yearly budget. Tonight was the first review of the 2027 budget, in which Lee discussed each account number. Next month will be the official Public Review of the budget, with final adoption in November. It needs to be submitted to the County by the end of November.

Several items were discussed:

- *Why are building and ground lease revenues down? They should be the same as in previous years plus a CPI increase. Fant and Hamilton will review.*
- *Bothe the Water and Sewer utilities have announced major rate increases. Fant will review what our new amounts should be.*
- *A Budget Committee was approved consisting of Fant, Hamilton, Long, Ihlenfeldt, and Lee.*

OLD BUSINESS

1. Marine Subcommittee



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: 09-28-2026

District name: Port of Orcas

Requestor name: Heather Lee

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

Total amount: \$21,439.52

BARS code: 6721 .00.589.40.00.0000

Request type: Payroll EFT

Description of claim(s):

September 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:

<div style="border: 1px solid black; padding: 5px;"> Name and title Robert Hamilton Commissioner </div> <div style="border: 1px solid black; padding: 5px;"> <small>DocuSigned by:</small> Signature and date 9/29/2026 <small>6F9CF742D9FE415...</small> </div>	<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 5px;"> Signature and date </div>
<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 5px;"> Signature and date </div>	<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 5px;"> Signature and date </div>
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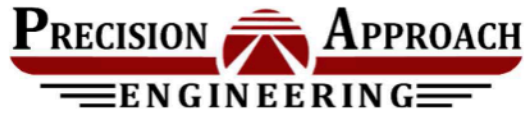
Port of Orcas.

Total pay report

From Oct 01, 2026 to Oct 01, 2026 for all employees from all locations

Name	Salary	Regular Pay	Sick Pay	Vacation Pay	Holiday Pay	Medical Stipend	Reimbursement
Fant, Richard	-	\$161.00	-	-	-	-	-
Hamilton, Robert	-	\$161.00	-	-	-	-	-
Ihlenfeldt, Kimberley	-	\$3,802.50	\$0.00	\$540.00	\$180.00	-	-
Long, Kenneth	\$10,116.78	-	\$0.00	\$514.42	\$514.42	\$570.60	\$126.59
Reid, James	-	\$3,712.80	-	\$0.00	\$173.26	\$544.15	-
Schuh, Annalies	-	\$161.00	-	-	-	-	-
Tone, Allan	-	\$161.00	-	-	-	-	-
Total	\$10,116.78	\$8,159.30	\$0.00	\$1,054.42	\$867.68	\$1,114.75	\$126.59

Name	Total
Fant, Richard	\$161.00
Hamilton, Robert	\$161.00
Ihlenfeldt, Kimberley	\$4,522.50
Long, Kenneth	\$11,842.81
Reid, James	\$4,430.21
Schuh, Annalies	\$161.00
Tone, Allan	\$161.00
Total	\$21,439.52



September 17, 2026

Port of Orcas
Attn: Chip Long
147 Schoen Lane, P.O. Box 53
Eastsound, WA 98245

**SUBJECT: Partial Pay Request No. 2 Recommendation for Payment
Orcas Island Airport – Runway, Taxiway and Apron Pavement Rehabilitation (Overlay, Seal
Coat and Crack Sealing)
Grant Project No. (AIP) 3-53-0023-024-2025 and (AIG) 3-53-0023-023-2025**

Dear Chip,

We have prepared the quantities and costs for Partial Pay Request No. 2 for work performed and completed per Section 90-06 of the General Contract Provisions through September 11, 2026. **We accept the Contractor's request for payment and recommend payment to Granite Construction Company in the amount as shown below.** Our recommended payment amount includes 8.35% Washington State Sales Tax, where applicable, and excludes retainage, given the partial federal funding and performance and payment bonds.

<u>AIP 3-53-0023-024-2025, AIG 3-53-0023-023-2025</u>	<u>Approved For Payment</u>
Base Bid Schedule – Runway Overlay	\$1,349,334.61
Additive Bid Schedule A- Southern Apron Overlay	\$ 184,748.00
Additive Bid Schedule B-Northern Apron Overlay	\$ 127,238.50
Additive Bid Schedule C-Taxiway Overlay	\$ 76,158.50
WSST 8.35%	\$ 145,079.55
Less Previous Payments	<u>\$ 377,777.17</u>
Total	<u>\$1,504,781.99</u>

Payment reflects costs per the Contract for accepted work associated with the following major construction elements: mobilization, construction survey, erosion control, Contractor Quality Control Program, demolition, pavement crack sealing, pavement cleaning, drainage infrastructure, and hot mix asphalt.

Enclosed for your records is the Contractor's pay request worksheet and the Project Quantity/Payment Accounting Worksheet, reflecting quantities and dollar amounts earned by the Contractor for this time period and totals to-date.

If you have questions, please call.

Sincerely,
PRECISION APPROACH ENGINEERING, INC.

A handwritten signature in black ink, appearing to read "Mason Parks".

Mason Parks, PE
Project Manager

Enclosures: Project Quantity/Payment Accounting Worksheet
Copies (email): Kim Ihlenfeldt/ Heather Lee, Port of Orcas
Tom Richards, FAA

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SAN JUAN COUNTY
Auditor's Office

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NOTE: It is the district's responsibility to maintain adequate records to substantiate claims.

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Date of request: 09-28-2026

District name: Port of Orcas

Requestor name: Heather Lee

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

Total amount: \$1,100,000

BARS code: 6727 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

Capital AP EFT-Runway Paving

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;"> Name and title Robert Hamilton Commissioner </div> <div style="border: 1px solid black; padding: 5px;"> <small>DocuSigned by:</small> Signature and date <div style="text-align: right;">9/29/2026</div> </div>	<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 5px;"> Signature and date </div>
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Project Quantity/Payment Accounting Worksheet

THE PORT OF ORCAS - ORCAS ISLAND AIRPORT

PAY REQUEST NO. 2

PROJECT: RUNWAY, TAXIWAY, AND APRON PAVEMENT REHABILITATION
(Overlay, Seal Coat and Crack Sealing)

AIP NO. 3-53-0023-024-2025

AIG NO. 3-53-0023-023-2025

CONTRACTOR: GRANITE CONSTRUCTION COMPANY

DATE OF PAY REQUEST 09/14/26

PERIOD START 08/19/26

PERIOD END 09/11/26

BASE BID SCHEDULE- RUNWAY OVERLAY

Bid Item No.	Description	Unit	Quantity	Contract Bid Price		Quantity Approved To-Date			Payment Approved To-Date		
				Unit Price	Total	Total	Prior	Current	Total	Prior	Current
1	Construction Survey and Staking	LS	1	\$68,200.00	\$ 68,200.00	0.50	0.25	0.25	\$ 34,100.00	\$ 17,050.00	\$ 17,050.00
2	Trenching Safety Systems	LS	1	\$84,000.00	\$ 84,000.00	1.00	0.00	1	\$ 84,000.00	\$ -	\$ 84,000.00
3	Contractor Quality Control Program (CQCP)	LS	1	\$175,000.00	\$ 175,000.00	0.50	0.25	0.25	\$ 87,500.00	\$ 43,750.00	\$ 43,750.00
4	Temporary Erosion Control	LS	1	\$19,000.00	\$ 19,000.00	0.75	0.00	0.75	\$ 14,250.00	\$ -	\$ 14,250.00
5	Mobilization	LS	1	\$751,515.00	\$ 751,515.00	0.50	0.25	0.25	\$ 375,757.50	\$ 187,878.75	\$ 187,878.75
6	Demolition	LS	1	\$107,000.00	\$ 107,000.00	1.00	0.00	1.00	\$ 107,000.00	\$ -	\$ 107,000.00
7	Geotextile Fabric	SY	225	\$5.00	\$ 1,125.00	0.00	0.00		\$ -	\$ -	\$ -
8	Asphalt or Concrete Pavement Removal, Full Depth	SY	3,600	\$16.00	\$ 57,600.00	1,191.00	0.00	1,191	\$ 19,056.00	\$ -	\$ 19,056.00
9	Pavement Crack Sealing	LF	55,000	\$4.00	\$ 220,000.00	33,441.00	0.00	33,441	\$ 133,764.00	\$ -	\$ 133,764.00
10	Removal of Foreign Substances/Contaminates	SF	25,000	\$1.00	\$ 25,000.00	22,200.00	0.00	22,200	\$ 22,200.00	\$ -	\$ 22,200.00
11	Pavement Surface Preparation/Cleaning	LS	1	\$43,000.00	\$ 43,000.00	1.00	0.00	1	\$ 43,000.00	\$ -	\$ 43,000.00
12	Unclassified Excavation	CY	75	\$320.00	\$ 24,000.00	0.00	0.00		\$ -	\$ -	\$ -
13	Aggregate Base Course	CY	330	\$210.00	\$ 69,300.00	0.00	0.00		\$ -	\$ -	\$ -
14	HMA CL 1/2" PG 58H-22	TON	3,200	\$399.00	\$ 1,276,800.00	288.89	0.00	288.89	\$ 115,267.11	\$ -	\$ 115,267.11
15	Emulsified Asphalt Tack Coat	TON	9	\$3,110.00	\$ 27,990.00	1.00	0.00	1	\$ 3,110.00	\$ -	\$ 3,110.00
16	Asphalt Surface Treatment; Blast Pads and Taxilanes, Without Aggregate	SY	12,700	\$5.00	\$ 63,500.00	0.00	0.00		\$ -	\$ -	\$ -
17	Asphalt Surface Treatment; Taxiways, Without Aggregate	SY	6,300	\$5.00	\$ 31,500.00	0.00	0.00		\$ -	\$ -	\$ -
18	Asphalt Surface Treatment; North Apron, Without Aggregate	SY	9,600	\$5.00	\$ 48,000.00	0.00	0.00		\$ -	\$ -	\$ -
19	Asphalt Surface Treatment; South Apron, Without Aggregate	SY	6,600	\$5.00	\$ 33,000.00	0.00	0.00		\$ -	\$ -	\$ -
20	Pavement Marking, White/Yellow, Two Coat	SF	22,400	\$6.00	\$ 134,400.00	0.00	0.00		\$ -	\$ -	\$ -
21	12-Inch HDPE Pipe	LF	35	\$230.00	\$ 8,050.00	33.00	0.00	33	\$ 7,590.00	\$ -	\$ 7,590.00
22	18-Inch HDPE Pipe	LF	115	\$320.00	\$ 36,800.00	116.00	0.00	116	\$ 37,120.00	\$ -	\$ 37,120.00
23	24-Inch HDPE Pipe	LF	515	\$440.00	\$ 226,600.00	503.00	0.00	503	\$ 221,320.00	\$ -	\$ 221,320.00
24	Pipe Connection to Existing Structure	EA	3	\$1,860.00	\$ 5,580.00	3.00	0.00	3	\$ 5,580.00	\$ -	\$ 5,580.00
25	Catch Basin, Type 2	EA	4	\$9,680.00	\$ 38,720.00	4.00	0.00	4	\$ 38,720.00	\$ -	\$ 38,720.00
26	Hydroseeding	per 1000 SF	34	\$310.00	\$ 10,540.00	0.00	0.00		\$ -	\$ -	\$ -
27	Topsoil	SY	3,800	\$27.00	\$ 102,600.00	0.00	0.00		\$ -	\$ -	\$ -
SUBTOTAL BASE BID SCHEDULE -RUNWAY OVERLAY					\$ 3,688,820.00				\$ 1,349,334.61	\$ 248,678.75	\$ 1,100,655.86

ADDITIVE BID SCHEDULE A - SOUTHERN APRON OVERLAY

Bid Item No.	Description	Unit	Quantity	Contract Bid Price		Quantity Approved To-Date			Payment Approved To-Date		
				Unit Price	Total	Total	Prior	Current	Total	Prior	Current
A-1	Construction Survey and Staking	LS	1	\$27,000.00	\$ 27,000.00	0.25	0.25		\$ 6,750.00	\$ 6,750.00	\$ -
A-2	Temporary Erosion Control	LS	1	\$19,000.00	\$ 19,000.00	0.75	0.00	0.75	\$ 14,250.00	\$ -	\$ 14,250.00
A-3	Mobilization	LS	1	\$130,000.00	\$ 130,000.00	0.25	0.25		\$ 32,500.00	\$ 32,500.00	\$ -
A-4	Demolition	LS	1	\$56,800.00	\$ 56,800.00	1.00	0.00	1.00	\$ 56,800.00	\$ -	\$ 56,800.00
A-5	Geotextile Fabric	SY	470	\$5.00	\$ 2,350.00	265.00	0.00	265.00	\$ 1,325.00	\$ -	\$ 1,325.00
A-6	Asphalt or Concrete Pavement Removal, Full Depth	SY	3,500	\$7.00	\$ 24,500.00	2,899.00	0.00	2,899.00	\$ 20,293.00	\$ -	\$ 20,293.00
A-7	Unclassified Excavation	CY	125	\$320.00	\$ 40,000.00	60.00	0.00	60.00	\$ 19,200.00	\$ -	\$ 19,200.00
A-8	Aggregate Base Course	CY	325	\$210.00	\$ 68,250.00	79.00	0.00	79.00	\$ 16,590.00	\$ -	\$ 16,590.00
A-9	HMA CL 1/2" PG 58H-22	TON	1,100	\$399.00	\$ 438,900.00	0.00	0.00		\$ -	\$ -	\$ -
A-10	Emulsified Asphalt Tack Coat	TON	2	\$3,110.00	\$ 6,220.00	0.00	0.00		\$ -	\$ -	\$ -
A-11	Longitudinal Joint Seal	LF	150	\$18.00	\$ 2,700.00	0.00	0.00		\$ -	\$ -	\$ -
A-12	12-Inch HDPE Pipe	LF	43	\$240.00	\$ 10,320.00	40.00	0.00	40.00	\$ 9,600.00	\$ -	\$ 9,600.00
A-13	Adjust Existing Drainage Structure	EA	4	\$1,010.00	\$ 4,040.00	4.00	0.00	4.00	\$ 4,040.00	\$ -	\$ 4,040.00
A-14	Catch Basin, Type 1L	EA	1	\$3,400.00	\$ 3,400.00	1.00	0.00	1.00	\$ 3,400.00	\$ -	\$ 3,400.00
A-15	Hydroseeding	per 1000 SF	3	\$310.00	\$ 930.00	0.00	0.00		\$ -	\$ -	\$ -
A-16	Topsoil	SY	240	\$27.00	\$ 6,480.00	0.00	0.00		\$ -	\$ -	\$ -
SUBTOTAL ADDITIVE BID SCHEDULE A - SOUTHERN APRON OVERLAY					\$ 840,890.00				\$ 184,748.00	\$ 39,250.00	\$ 145,498.00

Project Quantity/Payment Accounting Worksheet

THE PORT OF ORCAS - ORCAS ISLAND AIRPORT

PAY REQUEST NO. 2

PROJECT: RUNWAY, TAXIWAY, AND APRON PAVEMENT REHABILITATION
(Overlay, Seal Coat and Crack Sealing)

AIP NO. 3-53-0023-024-2025

AIG NO. 3-53-0023-023-2025

CONTRACTOR: GRANITE CONSTRUCTION COMPANY

DATE OF PAY REQUEST 09/14/26

PERIOD START 08/19/26

PERIOD END 09/11/26

ADDITIVE BID SCHEDULE B- NORTHERN APRON OVERLAY

Bid Item No.	Description	Unit	Quantity	Contract Bid Price		Quantity Approved To-Date			Payment Approved To-Date		
				Unit Price	Total	Total	Prior	Current	Total	Prior	Current
B-1	Construction Survey and Staking	LS	1	\$6,990.00	\$ 6,990.00	0.25	0.25		\$ 1,747.50	\$ 1,747.50	\$ -
B-2	Temporary Erosion Control	LS	1	\$19,000.00	\$ 19,000.00	0.75	0.00	0.75	\$ 14,250.00	\$ -	\$ 14,250.00
B-3	Mobilization	LS	1	\$130,000.00	\$ 130,000.00	0.25	0.25		\$ 32,500.00	\$ 32,500.00	\$ -
B-4	Demolition	LS	1	\$7,310.00	\$ 7,310.00	1.00	0.00	1.00	\$ 7,310.00	\$ -	\$ 7,310.00
B-5	Geotextile Fabric	SY	225	\$5.00	\$ 1,125.00	0.00	0.00		\$ -	\$ -	\$ -
B-6	Aircraft Tie-Down Anchor	EA	36	\$1,630.00	\$ 58,680.00	36.00	0.00	36.00	\$ 58,680.00	\$ -	\$ 58,680.00
B-7	Asphalt or Concrete Pavement Removal, Full Depth	SY	870	\$7.00	\$ 6,090.00	793.00	0.00	793.00	\$ 5,551.00	\$ -	\$ 5,551.00
B-8	Aircraft Tie-Down Anchor Removal	EA	36	\$200.00	\$ 7,200.00	36.00	0.00	36.00	\$ 7,200.00	\$ -	\$ 7,200.00
B-9	Unclassified Excavation	CY	75	\$320.00	\$ 24,000.00	0.00	0.00		\$ -	\$ -	\$ -
B-10	Aggregate Base Course	CY	125	\$210.00	\$ 26,250.00	0.00	0.00		\$ -	\$ -	\$ -
B-11	HMA Cl. 1/2" PG 58H-22	TON	1,260	\$399.00	\$ 502,740.00	0.00	0.00		\$ -	\$ -	\$ -
B-12	Emulsified Asphalt Tack Coat	TON	4	\$3,110.00	\$ 12,440.00	0.00	0.00		\$ -	\$ -	\$ -
B-13	Longitudinal Joint Seal	LF	90	\$18.00	\$ 1,620.00	0.00	0.00		\$ -	\$ -	\$ -
B-14	Hydroseeding	per 1000 SF	10	\$310.00	\$ 3,100.00	0.00	0.00		\$ -	\$ -	\$ -
B-15	Topsoil	SY	1,030	\$27.00	\$ 27,810.00	0.00	0.00		\$ -	\$ -	\$ -
SUBTOTAL ADDITIVE BID SCHEDULE B - NORTHERN APRON OVERLAY					\$ 834,355.00				\$ 127,238.50	\$ 34,247.50	\$ 92,991.00

ADDITIVE BID SCHEDULE C- TAXIWAY A OVERLAY

Bid Item No.	Description	Unit	Quantity	Contract Bid Price		Quantity Approved To-Date			Payment Approved To-Date		
				Unit Price	Total	Total	Prior	Current	Total	Prior	Current
C-1	Construction Survey and Staking	LS	1	\$5,950.00	\$ 5,950.00	0.25	0.25		\$ 1,487.50	\$ 1,487.50	\$ -
C-2	Temporary Erosion Control	LS	1	\$10,000.00	\$ 10,000.00	0.75	0.00	0.75	\$ 7,500.00	\$ -	\$ 7,500.00
C-3	Mobilization	LS	1	\$100,000.00	\$ 100,000.00	0.25	0.25		\$ 25,000.00	\$ 25,000.00	\$ -
C-4	Demolition	LS	1	\$7,310.00	\$ 7,310.00	1.00	0.00	1.00	\$ 7,310.00	\$ -	\$ 7,310.00
C-5	Geotextile Fabric	SY	225	\$5.00	\$ 1,125.00	0.00	0.00		\$ -	\$ -	\$ -
C-6	Asphalt or Concrete Pavement Removal, Full Depth	SY	365	\$71.00	\$ 25,915.00	491.00	0.00	491.00	\$ 34,861.00	\$ -	\$ 34,861.00
C-7	Unclassified Excavation	CY	50	\$350.00	\$ 17,500.00	0.00	0.00		\$ -	\$ -	\$ -
C-8	Aggregate Base Course	CY	75	\$350.00	\$ 26,250.00	0.00	0.00		\$ -	\$ -	\$ -
C-9	HMA Cl. 1/2" PG 58H-22	TON	890	\$399.00	\$ 355,110.00	0.00	0.00		\$ -	\$ -	\$ -
C-10	Emulsified Asphalt Tack Coat	TON	3	\$3,110.00	\$ 9,330.00	0.00	0.00		\$ -	\$ -	\$ -
C-11	Hydroseeding	per 1000 SF	20	\$310.00	\$ 6,200.00	0.00	0.00		\$ -	\$ -	\$ -
C-12	Topsoil	SY	2,320	\$27.00	\$ 62,640.00	0.00	0.00		\$ -	\$ -	\$ -
SUBTOTAL ADDITIVE BID SCHEDULE C - TAXIWAY A OVERLAY					\$ 627,330.00				\$ 76,158.50	\$ 26,487.50	\$ 49,671.00

THE PORT OF ORCAS - ORCAS ISLAND AIRPORT

AIP NO. 3-53-0023-024-2025
AIG NO. 3-53-0023-023-2025

PAY REQUEST NO. 2

CONTRACT SUMMARY		
Base Bid		\$3,688,820.00
Additive Bid A		\$840,890.00
Additive Bid B		\$834,355.00
Additive Bid C		\$627,330.00
Change Orders		\$0.00
Total		\$5,991,395.00
WSST	8.4%	\$503,277.18
TOTAL		\$6,494,672.18

ORS004_Pay Request_Wksht_Master.xlsx



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Auditor's Office

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Requestor name: Heather Lee

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

Total amount: \$21,675.65

BARS code: 6727 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

Capital AP

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;"> Name and title Robert Hamilton Comissioner </div> <div style="border: 1px solid black; padding: 5px;"> <small>DocuSigned by:</small> Signature and date 10/13/2026 <small>6F9GF742D9FE415...</small> </div>	<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px;"></div>
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Due Date	amount	Vendor	Category	Bill No.
10/13/2026	13868.80	BlackLight Electric	Capital Expenditures:Capital - EV Charge Expenditures	BLE728
10/13/2026	1409.50	Precision Approach Engineering	Capital Expenditures:Capital - AIP/RW/Apron Improvements	7204
10/13/2026	6397.35	Precision Approach Engineering	Capital Expenditures:Capital - AIP/RW/Apron Improvements	7203
Total	21675.65			
Fund	6727			



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: 10-17-2026

District name: Port of Orcas

Requestor name: Heather Lee

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

Total amount: \$5978.02

BARS code: 6723 .00.589.40.00.0000

Request type: Accounts Payable EFT

Description of claim(s):

AP Operations

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;"> Name and title Robert Hamilton Comissioner </div> <div style="border: 1px solid black; padding: 5px;"> <small>DocuSigned by:</small> Signature and date 10/18/2026 </div>	<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 40px;"></div>
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Due Date	amount	Vendor	Category	Bill No.	
10/17/2026	154.63	Island Hardware	Airport Operations Expenditures:AOF Vehicle and Facility Maintenance Supplies	766515	
10/17/2026	1459.48	Midnight Ventures	--Split--	September	
10/17/2026	54.50	Eastsound Water Users Associatic	Airport Operations Expenditures:AOF Water	197 Aviator	
10/17/2026	74.59	Eastsound Water Users Associatic	Airport Operations Expenditures:AOF Water	N Beach	
10/17/2026	174.40	Eastsound Water Users Associatic	Airport Operations Expenditures:AOF Water	107 Schoen Ln	
10/17/2026	71.16	San Juan County Auditor's Office	Airport Operations Expenditures:AOF SJC Auditor	04104	
10/17/2026	180.00	RSINet	Airport Operations Expenditures:AOF AWOS M&O Service	BREPSRR3-0003	
10/17/2026	23.00	Washington Dept of Natural Resou	Airport Operations Expenditures:AOF Stormwater Utility Tax	9194916	
10/17/2026	199.65	Rock Island	Airport Operations Expenditures:AOF Internet, Email Hosting	INV-000701224	
10/17/2026	100.00	Starr Septic	Airport Operations Expenditures:AOF Sewer	I36424	
10/17/2026	53.37	San Juan County Auditor's Office	Airport Operations Expenditures:AOF SJC Auditor	4083	
10/17/2026	71.16	San Juan County Auditor's Office	Airport Operations Expenditures:AOF SJC Auditor	4063	
10/17/2026	55.59	San Juan County Auditor's Office	Airport Operations Expenditures:AOF SJC Auditor	04043	
10/17/2026	578.02	Heather Lee	Reimbursement for PoO Quikbooks		6
10/17/2026	5400	Heather Lee	Professional Services		6
Total	5978.02				
Fund	6723				