

**PORT OF LOPEZ
BOARD OF COMMISSIONERS
REGULAR MEETING**

August 14th, 2025, at 4:00

Minutes

CALL TO ORDER 4:03PM 8/14/2025 Start Recording: 4:03Pm

All commissioners in live attendance, with Zoom attendees Wes Holden representing DOWL and one member of the public.

UNFINISHED BUSINESS

1. DOWL update provided by Wes Holden via Zoom.
 - RSA/AWOS project closure – Any remaining weather pole grounding issues to be dealt with when Colvico is on-site for the tilt-down pole work.
 - Beacon/tilt down update – Quote for the pole, pad, and installation work is approximately \$67K for the subcontractor (Colvico), with DOWL fee still to be determined.
 - Obstruction Survey/CIP updates – FAA deadline is 9/1 for CIP updates. Candidate projects to be included are taxiway lighting installation (to include upgrade of W runway lights to flush-mount for mowing), backup power for lights/AWOS, obstruction survey, runway seal coating, and additional North hangar location.
2. Blackwater updates – Brian reports that so far this season 127 boats had been serviced by Blackwater, compared to a total of 30 last year!

Public Comment: None at this time.

REGULAR MONTHLY BUSINESS

A. Approval of Minutes from July 10th, 2025

Motion, SA. Second, KA. Vote, Unanimously Approved.

B. Approval of Vouchers, Payroll and Financial Report (See Helen's report)

Motion, PH. Second, KA. Vote, Unanimously Approved.

MONTHLY REPORTS

1. Review of Correspondence

- The Airport has received approval of our class B water permit application. Need to have that notarized and recorded. After discussion it was determined that the Manager will proceed with the filing, and we noted that the board is not exactly sure what actions the Manager, as an appointed officer, is empowered to take on behalf of the Board. Manager will follow up to see what guidance exists in the Port documents.
- We heard from our accountant that the Shark Reef house tenant has not been paying increased rent and has fallen behind. She offered an accelerated payment plan to get them back on track this year. Manager will investigate the rent increase to make sure it aligns with what the commissioners approved.
- Also heard from the accountant that the tenant of the North pasture property has not paid this year, and is racking up late fees. Manager will follow up to make sure the assessed amounts and timing are correct.

2. Manager's Report

- We received materials for SSB5370 resolution and voters' guide from both the Port of Camas-Washougal and Port Townsend. Port Townsend did not ratify their resolution, as there was some opposition and the timing didn't require a rush. They are looking to solidify community support before voting again. Port Manager will follow up with County elections to determine the soonest available election for putting this resolution before the district voters.
- A window broken by passport-stamping visitor! Will repair and replace all the main room windows with tempered glass, likely next week. Cost projected to be under \$1000.
- Gate is malfunctioning occasionally once again, Gateway is looking to replace the main board. Timing is yet to be determined but aiming for ASAP. Note from Commissioner Aufderhar that we still need directions for updating N gate code.

- Manager has registered and booked rooms for the WSCAA conference October 29-30. Everyone should have received their hotel confirmations. Still waiting for the small ports seminar to open their registration.
- Commissioner Adams reminded us of the near-miss runway collision between an Island Air pilot landing 16 and a private pilot landing 34 after being asked to remain under Whidby control. Island Air pilot performed an emergency evasive maneuver to avoid the 34 aircraft. We are following up with a conversation with Whidby traffic control and possible NASA report.

Items still remaining high on the list for this year:

- Manager is meeting with contractors to quote cement pad for new dumpster location, marking corners on the grass runway, and concrete extensions on the hill in front of C-1 hangar.
- In the same time will include the drainage and ditch fill behind D hangars in the quote.
- Still need to get a quote for extending electrical outlets in the office building – will follow up with Northsound.
- Commissioner Adams noted that the airport should consider separating a portion of the 5 acre parcel 253313004000 if/when we merge the airport parcels into a single property, thus allowing for possible sale or other use of the portion not required for the airport.

3. Commissioner's Reports

PH: See Blackwater report in ongoing business

KA: Observed multiple B5 parking violations, for follow up. Also suggested the Port contact the Spencer's Landing manager, who has suggested an opportunity for Port presence on their waterfront.

SA: Will research seeder equipment for re-seeding project where Scotch Broom was removed.

NEW BUSINESS

1. Bayview Park Upgrades and Security: we heard from the county that our project could likely receive an exemption from an SSDP permit, cost of that exemption \$1250. However, still need to demonstrate no impact on shoreline, which could require a Geotech report. See letter. Commissioner Henriksen

and the Manager will follow up with Scott Rozenbaum, shoreline permitting expert, for a consultation on feasibility and cost.

Also discussed a future possibility of adding a dock at the Bayview Park access.

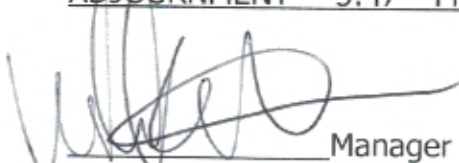
Agenda Amendments:

None.

Public Comment: None at this time.

Motion to adjourn the meeting, PH. Second, SA. Vote, Unanimously
Approved.

ADJOURNMENT 5:47 PM Next meeting 4pm September 11th, 2025




Wil Catlin Manager



Steve Adams Commissioner



Kenn Aufderhar Chairman



Paul Henriksen Commissioner