

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

**July 10<sup>th</sup>, 2025, at 4:00**

## **Minutes**

CALL TO ORDER 4PM 7/10/2025 Start Recording: 4PM

All commissioners in live attendance along with one member of the public, and Wes Holden and Megan Zollers on Zoom representing DOWL joining at 5pm.

### UNFINISHED BUSINESS

1. DOWL update provided by Wes Holden and Megan Zollers via Zoom.
  - Proposed tilt-down pole for the beacon: applied for environmental review clearance without additional documentation, based on existing application for nearby AWOS wind pole. Based on current estimate, we do have amended grant capacity to add the tilt-down pole to existing grant if we're given clearance.
  - Obstruction Survey: still looking to get clarity on the status of this grant, as we appear to have met the user classification requirements.
  - CIP updates: Taxiway lighting, backup generators should be acceptable as pen and ink updates on our Long Term Plan. Airport Manager to follow up with DOWL and FAA planner to verify. Manager also will follow-up with FAA to determine what, if any, FAA requirements would pertain to an electrical back-up installation.
  - Discussed adding 4-5 hangars on the North side of the existing hangars, along the East fence. Wes will research feasibility and set-back requirements.
2. Pump-out Boat
  - IMC pump service was out of commission over fourth of July weekend, and the Blackwater was called to service 29 boats over the weekend, with a record 17 in one day. Repairs to the engine cooling circuit were completed just in time. Still missing pump-out boat volunteer driver list, which so far appears to have been sacrificed to the computer back-up gods.

Public Comment: Larry Browning offered a rough estimate for building stairs to allow access from Bayview park to the high-water mark of Fisherman Bay. Larry also expressed his desire to continue parking alongside the front of his rented hangar.

### REGULAR BUSINESS

A. Approval of Minutes from June 12<sup>th</sup>, 2025

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

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

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

C. Manager's Report

Manager found a handful of old tires dumped on Port property along Channel Road, at the mouth of our dirt access road. Will alert the sheriff's office in case of similar issues elsewhere.

Also found evidence of repeated drug and alcohol use along the shore at Bayview Park. Sheriff's office was notified.

Broken chairs left at Bayview after Fireworks ceremony.

Rundown of action items either accomplished or in-flight this past month:

- SSB5370, allowing for extension of Commissioner term limits, was signed into law by the Governor, effective as of 7/27/2025. Spoke with Eric Ffitch of WPPA and two ports will have initiates this Fall, Camas-Washougal and Port Townsend. Eric believes they are working together and will connect us to them so we can use their materials.
- Scotch Broom removal party in collaboration with the Lopez noxious weed volunteers was tremendously successful – pulled from about four acres, and we will be highlighted for our remediation efforts in their newsletter. Paul will follow-up with an official thank-you to the volunteers.
- Gates were serviced and repaired and back to full operation. To reduce traffic congestion around the main office, the new gate codes will only be shared with

emergency services and airport vendors who need regular access with larger vehicles.

- Porta-let seat semi-broken, looking into a replacement from SJ Septic.

Items still remaining high on the list for this year:

- Hangar roof leaks have an action plan, led by Commissioner Aufderhar. Quote to replace roofing screws and seals from Rob Manly is \$2500, and we'll look to have them service gutters at the same time.
- Received language to use for the class B water system permit application from the County, should be able to close that out in the next month.
- Have asked for picnic drainage and ditch area fill quote from Ken Bair.
- Still need to get a quote for extending electrical outlets in the office building – will follow up with Northsound.

#### D. Review of Correspondence

- Received a noise complaint from a neighbor to the South related to departing aircraft deviating to the West before reaching 700/500 foot altitude. Manager observed that behavior throughout the week, especially from San Juan Air commercial craft. Also observed aircraft flying low up the center of the island. Manager recommends we send a reminder note to our pilots and commercial partners to follow FAA altitude guidelines.
- Received a request from a former N. Hangar owner to make a list of all airport tenants publicly available.
- Spoke with Will Penny, director of operations at Kenmore Air. They would be interested in adding service to the airport if/when we enable instrumented flight (Rnav).

#### E. Commissioner's Reports

PH: See Pumpout boat report.

KA: Worked with Gateway service rep when they were here, learned to program gate codes.

SA:

- Grass runway improvements completed for the time being – grassy runway area has been extended and smoothed with gravel fill.

- Reports that campers over the fourth of July expressed frustration at being unable to use showers, which were monopolized by a non-camping group of family/guests of hangar B4. Manager will follow up with a letter to the tenant.
- Suggests we should make a boundary line adjustment to bring the added Port properties within one parcel. This will be added to the ongoing task list.
- Also noted that we should consider completing a four-corner survey of the water landing area on Fisherman Bay. This will also be added to the task list.

## NEW BUSINESS

1. Bayview Park Upgrades and Security. Larry Browning was in attendance to represent Acorn Trail Works and present a proposal for upgrading stair access to the shore from Bayview park. Proposal consists of cedar stairs running parallel to the shore for durability, with a cost not to exceed \$7500 for design, labor, materials, and tax. Permit costs are not included, and permit requirement is unclear. Manager to follow up with the County.
  
2. Review Airport tenant parking, access, and vehicle policies. Discussed the impacts of vehicle use/parking on aviation accessibility, and the challenges posed by mixed-use of airport facilities. The following usage rules and guidelines were adopted, and will be communicated to airport tenants:
  - Showers were constructed using a grant to support airplane campers, and these should be the priority users.
  - Attended parking in front of hangars will continue to be allowed, provided that tenants remain within earshot and are available to move their vehicle if airplane travel is impeded.
  - Unattended parking on Airport grounds is for authorized vehicles only. Authorized vehicles are those owned or operated by an airport tenant. All other unattended vehicles, including those of friends or family, should be parked outside the gated area.
  - Authorized, unattended vehicles may be parked within the gates in the areas at the ends of the hangars, but not in front of the hangars.
  
3. CIP project additions. This was discussed at length with the DOWL team.

Public Comment: None at this time.

REGULAR SESSION ADJOURNMENT 6:03 PM  
EXECUTIVE SESSION COMMENCEMENT 6:03 PM

Executive Session:

Evaluate Airport Manager role and performance, per RCW 42.30.110(1)(g)

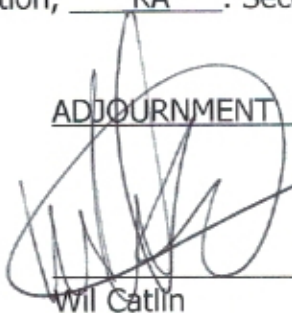
EXECUTIVE SESSION ADJOURNMENT 6:17 PM

Regular Session Continued: 6:17 PM:

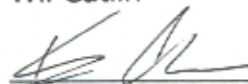
Resolution to adjust Airport Manager Pay Basis to 20 hours per week, based upon the increasing number and scope of projects undertaken by the Port. Effective immediately, monthly salary will be adjusted to \$3,870, representing 20 hours at the current \$45 per hour.

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

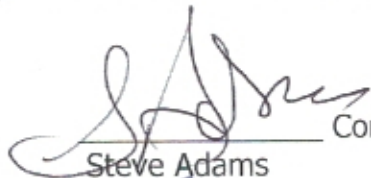
ADJOURNMENT 6:25 PM Next meeting 4pm August 14th, 2025

  
\_\_\_\_\_  
Wil Catlin

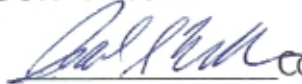
Manager

  
\_\_\_\_\_  
Kenn Aufderhar

Chairman

  
\_\_\_\_\_  
Steve Adams

Commissioner

  
\_\_\_\_\_  
Paul Henriksen

Commissioner