

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

April 9th, 2026, at 4:30

Minutes

CALL TO ORDER 4:30 pm 4/9/2026 Start Recording: 4:30 pm

All commissioners in live attendance. Megan Zoeller and Wes Holden on Zoom representing DOWL. One member of public in live attendance, another for a short while on Zoom.

Public Hearing to Approve BARS code adjustment on 2026 Budget

Motion to approve revised BARS codes, including:

Moving the salaries of Port officials and employees (Commissioners, Port Manager, Office Assistant, and Accountant) to the Port 6732 account. Affected BARS codes 6731.546.10.0000, 6731.546.10.0005, and 6731.546.10.1000 move to their 6732 equivalent).

Moving the BARS 6732.594.46.64.0000 budgeted allotment to 6732.546.00.48.0002. Adding a line and BARS code for Blackwater boat operation and maintenance, not capital machinery investment.

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

Public Comments:

Don Poole, in attendance, mentioned the ongoing – although improved – light from the beacon, and thanked the Commission for their efforts to mitigate the light. Would like to know if something like the shield we had originally spoken about would be more effective. Commissioners responded that we do have options available to us, particularly now that the beacon has been moved to the tilt-down pole. Also expressed concern about previous

plans for the airport to expand a hangar area to the North, which is no longer an active part of the airport's long-term plans. Finally, Don underscored the need for ongoing public outreach to the community.

Public Hearing ended at: 4:59 pm

Regular Monthly meeting beginning at: 4:59 pm

UNFINISHED BUSINESS

1. DOWL:

Tilt down pole: final pay request sent by Colvico, along with invoice from DOWL. Port can expect one more invoice from DOWL for administrative time closing out the project, then we can move on to the Seal Coat pavement refresh.

Seal Coat project: DOWL is pushing to ready the design for bidding in May, should have the initial work ready for our review later this month. Design question came up about the row of tie-downs near the picnic area, and it was decided to remove those in favor of temporary, larger-plane access.

Notes on the phasing of the seal coat work:

Phase 1A would essentially close the runway, likely to take seven consecutive calendar days, not business days. Option of proceeding with reduced runway length, instead of closed, would cost extra and take more time. Likely time frame is mid-Summer. Commissioners noted that it would be best to avoid July 4th weekend for this work, and we may need to cancel Airport Day this year.

Phase 1B would close the taxiway and connectors/Apron for another five days. After which there would be curing period before the final striping.

Wind cone tilt-down setting could happen during phase 1A, and circle marking could occur when pavement marking is happening.

Windsock: this could have a community impact, as new version has an internal lighting system that can act as a spotlight. Board is opting for external lights shining down on the windsock, to avoid the problems Anacortes is having with their internally-lit sock. Pole will be 18feet, and we'll hope to use the existing pole foundation to save cost.

2. Blackwater updates: Commissioner Henriksen reports:

Having new business cards made, along with posters/laminated signage for the pumpout service to hang in places like Mackay harbor dock and Hunter Bay, to advertise our service. We've had some issues with charges for the pumpout vessel phone, but we need to make sure keep our number because we've just had the cards printed.

Currently the house battery voltage display seems to be burned out.

Have purchased a new anchor and rode for the boat.

Brian has asked for a horn to help get the attention of boating traffic in the Bay.

Launch date still looking at late May, and Brian will be left in charge of coordinating with IMC during Commissioner Henriksen's vacation.

3. Bayview Park Progress:

Some concerns over the durability of the swing that's currently in place, but both the Manager and Commissioner Adams continue to check the function and so far it has held up.

4. Saddleback ranch cleanup.

Manager reports that most of the abandoned items, infrastructure, and trash left behind by the previous tenant, Donnie Burt Jr., has been cleaned up by the Buffums. One van remains, and the Manager will check to see if any administrative paperwork is required to legally remove the van. The bill for the cleanup will be presented to the previous tenant, and the Port will take legal action for reimbursement if the tenant is unable or unwilling to pay.

5. SAO audit follow-up.

Manager and Chairman met with the SAO office for an Audit exit conference. There were no findings, but the office noted a few areas where the Port could improve:

- 1) We need to have an inventory of 'small and attractive' items. Manager and Chair suggest setting a lower limit of \$500 for our assets, and will bring an inventory to the Board at the next meeting.

- 2) Credit card policy needs to be updated to reflect the current credit cards and usage by the Port. Credit limits, for example, are outdated. Also noted was the need to keep all receipts, even for recurring subscriptions. Meal receipts are particularly important, as we need to demonstrate that no alcohol was purchased (or was paid for separately).
- 3) Amazon purchases should not use Port cards on individual's accounts. It's preferable to use own card/account, and request reimbursement.

Public Commentary: None at this time.

REGULAR MONTHLY BUSINESS

A. Approval of Minutes from March 5th, 2026

Motion, ____ PH ____ . Second, ____ SA ____ . Vote, ____ Unanimously Approved ____ .

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

Motion, ____ PH ____ . Second, ____ SA ____ . Vote, ____ Unanimously Approved ____ .

Note that new budget, with updated BARS codes, does not yet have correct COH formulas. Those will be updated for the May meeting.

Monthly Reports

1) Review of Correspondence

- State Audit correspondence was addressed during ongoing business.
- Manager to send an update to the neighbors and beacon email list about the relocation of the beacon. Have only heard feedback from Deach after the first round of masking. He reported improvement but not resolution. Community members have also reported that the beacon now shines directly down Airport Road, which Board members can corroborate, but find that the beam is significantly weaker than a modern automobile headlight.

2) Manager's Report

- Have determined that the tenants of the Shark Reef property never signed a lease. Manager suggests that we inspect the property and formulate a lease that the tenant is willing to sign. Of particular concern is the potential number of pets (cats) at the residence. Looking for a volunteer Commissioner who is familiar with the property to accompany the inspection. Both Commissioners Adams and Aufderhar volunteered, so the manager will reach out to the tenant and work on scheduling.
- Gateway controls repaired both main and North gates this week!
- We have discovered that there are at least two different people coming to the airport in off-hours to use the camping facilities bathroom. Code has been changed to end this behavior.
- Buffums have nearly completed clean up of the North pasture / Saddleback area. Only the abandoned vehicle remains. The Manager will begin researching how to initiate small claims proceedings to seek partial compensation from Saddleback, both for the clean up and for unpaid rent.
- Anthony Parry exited hangar B-1, which he left in good shape. He has not paid for the last quarter of rent, however, which we will attempt to collect. His hangar went to the next qualifying entrant on the wait-list, which was Sam Aufderhar. We had a new wait-list applicant from someone moving to Lopez in May. Wait-list is now has five applicants, two Lopez residents, one islands resident, and two non-residents.
- Brad Clure, North hangar owner, has not responded to inquiries about the status of his aircraft. The Port believes it has not flown for years, and the Manager has alerted Clure that we would like to inspect the hangar this month. Commissioners Adams and Aufderhar volunteered to accompany the Manager in any inspection. As of the meeting, Clure had not paid annual LHT, but we received his check a few days later.

3) Commissioner's Reports

Commissioner Henriksen reports: Still trying to meet with Brandon Cowan at SJC to discuss updating all our emergency preparedness documents, procedures, etc.

Commissioner Aufderhar reports: Installed two personal cameras at the Port to test their effectiveness. So far the cameras have revealed previously unknown activity at the airport. People wandering around the grounds at night with flashlights, families walking with dogs down the taxi-way, and other weird activities. Cameras could be used to track airplane traffic, but we will wait to make any purchases in that direction until we hear

more from WSCA section on counting aircraft. The airport will purchase/reimburse Commissioner Aufderhar for the two cameras currently in operation, plus the hard drive required to save the video data.

Cameras have also revealed that the Rock Island cell tower electrical building has a faulty a/c unit, running very loudly and may impact camping experience. Manager will follow up with Rock Island.

Also noted that one of the pine trees in the camping area leans dangerously over the Apron. Recommend that we remove it before it falls.

Commissioner Adams reports: Can finally rebuild the aerator with parts that just arrived.

4) Task List/Project List Review.

Commissioner Aufderhar installed the trash-can pad backstop and moved the dumpster next to the bathroom, opening a new parking spot at the end of hangar A.

Commissioner Henriksen cleared a tree that had fallen in the office parking lot.

Ken Bair has committed to executing the controlled burn of the cleared Scotch Broom the week of April 20th.

Buffums rolled the grass landing strip this week – and created some nice new ruts.

Agenda Amendments:

None.

Public Commentary:

Don Poole noted that the faulty AC unit could be replaced with a heat pump version for greater efficiency.

Motion to Adjourn the Meeting:

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

ADJOURNMENT 6: 31 :PM Next meeting 4:30pm May 14th, 2026



Wil Catlin

Manager



Steve Adams

Commissioner



Kenn Aufderhar

Chairman



Paul Henriksen

Commissioner