

PORT OF LOPEZ BOARD OF COMMISSIONERS REGULAR MEETING

May 14th, 2026, at 4:30

Minutes

CALL TO ORDER 4:31 pm 5/14/2026 Start Recording: 4:31 pm

All commissioners in live attendance. Megan Zoeller on Zoom representing DOWL. One unidentified member of the public joined late via Zoom.

Agenda Amendments: none

Meeting Summary:

The Lopez Island Port Commission held their monthly meeting on May 14th to discuss various airport operations and business matters. The meeting covered updates on the AWOS RSA project with Megan from Dowl, who reported that closeout paperwork had been submitted and final reimbursement requests were pending FAA approval. The board reviewed feedback on the airport beacon, with mixed public reactions but no significant complaints, and discussed pavement maintenance plans including tie-downs and taxi lane improvements. A significant portion of the meeting focused on addressing non-compliant aircraft in North Hangars, with the board discussing potential fines and enforcement measures. The commission also reviewed the status of the Shark Reef Road property rental, noting that current tenants were in arrears by \$5,537.65, and discussed plans for renting the North Pasture property, considering whether to separate it into agricultural and potential dog park areas. The conversation ended with scheduling discussions for the next meeting on June 11th.

UNFINISHED BUSINESS

1. DOWL:

Tilt down pole:

Megan reports that closeout paperwork has been submitted and final reimbursement requests were pending FAA approval.

Seal Coat project:

On the pavement maintenance project, DOWL engineers Jack and Wes completed an on-site assessment, with key recommendations including adding tie-downs on the north side, creating eastern taxi lanes between hangars, and adding transient labels to tie-downs. Megan committed to providing draft final plans and specifications for the pavement project the following week, with a structural analysis underway regarding the windsock foundation's adequacy.

2. Blackwater updates:

Commissioner Henriksen discussed ongoing boat maintenance and launch preparations. Reviewed tide levels for potential launch dates between the 27th and 31st, with specific attention to a 6.9 tide on the 28th that would provide sufficient depth of 5 feet required for launching. We noted that trailer winch strap needs repair due to breakage last season (possible UV damage).

Commissioner Aufderhar will Schedule/coordinate with Brian regarding Blackwater boat launch day and confirm date.

3. Saddleback Ranch property cleanup.

Port Manager reports that the Saddleback Ranch cleanup was completed for \$13,543.75, slightly over the estimated amount. The Commissioners discussed potential options for recovering the cost, including placing a lien on the property owner's assets and exploring an insurance claim. Manager will present the invoice to Saddleback for payment while investigating the best follow-up action.

Public Commentary: None at this time.

REGULAR MONTHLY BUSINESS

A. Approval of Minutes from April 9th, 2026

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

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

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

Port Manager discussed financial reports and budget adjustments, noting discrepancies in cash projections and expenses. He highlighted an issue with port salaries appearing on both the Airport and Port accounts, due to previously paid expenses that cannot be relocated. Salaries will move completely for 2027. Manager also mentioned a projected final cash on hand of \$66,800 and discussed unanticipated expenses, including gate maintenance costs and a large bill for the controlled burn and North pasture clean-up work.

Monthly Reports

1) Review of Correspondence

We received a complaint from a neighbor on Shark Reef Road about low-flying airplanes doing touch-and-go landings. Commissioners clarified that while we can communicate concerns to pilots, the airport doesn't have jurisdiction over flights outside the airport pattern, and FAA regulations only require 500 feet clearance from residences. Commissioners emphasized that while managing neighbor relationships is important, we shouldn't punish pilots for following proper procedures.

We also heard from two residents that the beacon continues to be an annoyance, although follow-up conversations with the residents indicated that it is less of an issue during the Summer months, and highly variable with atmospheric conditions.

2) Manager's Report

Manager reports that the tenant at Shark Reef has not paid rent since January, totaling \$5,537.65 in arrears. The Board agreed to send a registered letter to the tenant, informing them of the outstanding amount and setting a deadline for payment, followed by a 14-day eviction notice if not paid. Rick The Board is open to considering a payment plan if the tenant reaches out with a reasonable proposal.

The permit closure for the bathroom shower house was finally received after three years of work, though there is some question about whether the covenant still needs to be formally recorded with the County. Will wait for the Health Department to advise.

3) Commissioner's Reports

Commissioner Henriksen reports:

Gathering of Eagles porta-let donation is greatly appreciated, although the invoice is slightly above initial estimate (closer to \$600 than the estimated \$500).

Commissioner Henriksen also discussed his meeting with Brandon Cowen regarding **emergency management plans**. Brendan reviewed their existing plan and suggested removing unnecessary details about housing, as it would not be the port's responsibility during emergencies. Henriksen found a 256-page FAA airport emergency plan template and Cowan offered to help review future drafts. The group also discussed potential challenges with helicopter landings during emergencies, particularly in winter, and the need for policies regarding crashes and fuel leakage. Commissioner Henriksen plans to work on completing the emergency plan in the coming months and will consult with Chief Bigby about responsibilities and procedures.

Commissioner Adams reports:

Removed and cleared three pines that were leaning dangerously over the Apron or the picnic tables.

Purchased new maple trees to replace the pines: one has been planted, the second awaits removal of the willow stump.

Also purchased and spread top dressing for existing plantings.

New Business

1. Response to North Hangar owners in violation of FAA airport policy.

The Board discussed two North Hangars owners who were given six-month notices to make their aircraft compliant with FAA requirements. After much consideration, the Board agreed to impose a \$300 monthly fine on North Hangar owners who have not brought their hangars into compliance after the 6 month warning period (with the

caveat that we would not fine an owner for failing to rent their hangar to an active pilot if there is no actual rental demand). The Board understands that the existing contracts may not allow for penalties, and Manager will follow up with the Port attorney.

2. Motion to accept FAA Grant S31-NMG-3-53-0037-022-20026 Design Grant

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

Design grant for the seal coat project was previously approved and signed by the Chairman, motion unanimously approved. Work is set to begin this Summer.

3. Rental of North Pasture Property

The Board discussed the rental of a 28-acre North Pasture property, which includes wetland areas and a pond. They debated whether to lease the entire property or separate it, with current tenants interested in approximately 14 acres for agricultural use. The discussion also touched on potential concerns about livestock accessing wetlands and the possibility of creating a dog park on the property, though some expressed skepticism about the need for a dog park on Lopez Island. The group noted that while the property is within an RPZ (Runway Protection Zone), agricultural activities and livestock are permitted under FAA regulations.

The Board decided to advertise the opportunity to rent up to 28 acres for farming to ensure transparency and gather proposals, with potential rental rates of \$800 for the more developed farmland and \$250 for the less developed area. The Board also noted concerns about maintaining the land, including managing Scotch broom and considering livestock impact. The Manager will post a notice of rental opportunity on Lopez Rocks, and hope to review rental applications during the next meeting.

Public Commentary: None at this time.

Motion to Adjourn the Meeting:

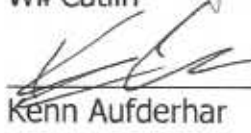
Motion, KA. Second, SA. Vote, Unanimously Approved.

ADJOURNMENT 6: 18 :PM Next meeting 4:30pm June 11th, 2026



Wil Catlin

Manager



Kenn Aufderhar

Chairman



Steve Adams

Commissioner

Paul Henriksen

Commissioner