

**PORT OF ILWACO  
MINUTES  
December 10, 2024**

**COMMISSION MEETING**

**Chairman Smith opened the Commissioner's regular meeting at 4:00 PM. Those present were, Commissioner Bennett, Commissioner Shirley, Port Manager Lofstrom, Finance Director Hayes, and Admin/Accounting Assistant Reed. Admin Assistant Lambert was Absent.**

- **Call to Order**

Chairman Smith called the meeting to order at 4:00 PM.

- **Approval of Agenda**

Manager Lofstrom requested an amendment to the agenda, to add approval to hire a construction management team to new business.

Commissioner Shirley entered a motion to approve the agenda as changed.

Commissioner Bennett seconded; the **motion was carried** by voice vote.

- **Approval of minutes from November 19th, 2024, Commission Meeting.**

Commissioner Shirley entered a motion to approve the minutes from the November 19th, 2024, Commission Meeting.

Commissioner Bennett seconded; the **motion was carried** by voice vote.

- **Approval of vouchers 21042 through 21074 and electronic fund transfer payments in the amount of \$106,661.87.**

Commissioner Bennett entered a motion to approval of vouchers 21042 through 21074 and electronic fund transfer payments in the amount of \$106,661.87.

Commissioner Shirley seconded; the **motion was carried** by voice vote.

**PUBLIC COMMENT**

**D. Berger-** In the original airport documents there was a rule that disallowed renting personal hangers to non-residents. There has been a perceived issue with a homeowner allowing someone to rent their hanger out and allowing them use of the runway through the fence. He feels as though it is overdue to have a through the fence agreement, and believes the port is losing revenue in not having one.

**UNFINISHED BUSINESS**

- **Approve Changes to Tariff (or set a date for further review of Tariff)**

The meeting to review the changes to the Tariff was set for January 21<sup>st</sup> as 3PM.

The Commissioners discussed hiring internally for the manager position, as the last time they advertised for this position, there were not many candidates. They also discussed Tracy Lofstrom staying on as an employee with benefits through January 31<sup>st</sup>, 2024, as a transitional period helper.

Commissioner Shirley entered a motion to hire Tina Hayes as the manager of Port of Ilwaco starting January 1<sup>st</sup>, 2025.

Commissioner Bennett seconded; the **motion was carried** by voice vote.

Commissioner Shirley entered a motion to allow Tracy Lofstrom to continue employment with benefits through January 31<sup>st</sup>, 2025.

Commissioner Bennett seconded; the **motion was carried** by voice vote.

The meeting was adjourned at 5:33 PM by Chairman Smith.

Minutes submitted by Kaitlynn Reed for approval on January 7th, 2025.

Kaitlynn Reed  
Kaitlynn Reed, Accounting/ Admin. Assist.

Commissioners:

[Signature]  
Butch Smith, Chairman

[Signature]  
Mike Shirley

Alan Bennett