

**Minutes of the Blue Ribbon Farms
Airport Committee Meeting
October 22, 2025
10 AM, Mr. Baritelle's residence, 131 Maynard Rd.**

NOTE: These are action type minutes, intended to assist in tracking decisions and to provide some description of the action discussion, next steps and potential deadlines. These do not necessarily contain verbatim discussions or items not pertinent to the committee agenda.

1. Meeting was called to order at 10am. Andre Baritelle, Board Liaison to Airport Committee, host of this meeting, welcomed those attending and introduced Chairman John Cuny who also welcomed the attendees. Also present were BOD Treasurer and acting committee secretary Carmen Lynaugh, Janis Hernandez, Dennis Jennings, Mark Long, Drew Zacharias, Mickey McCorie, and Bob Bagwell. Excused absences committee members were David Woodcock and Doug Medema. Unexcused absences committee members were Rick Smith and Steve Robinson. No other POA members in attendance. A quorum was present.
2. Approval of Minutes: Approval of June 17, 2025 minutes: John made a motion to accept the minutes as provided, Mark seconded motion. Motion carried.
3. Committee Members: last meeting the list of official Airport Committee Member was reaffirmed to be: Andre Baritelle (Board Liaison), John Cuny (Chair), Carmen Lynaugh (acting Secretary), Mickey McCorie, Janis Hernandez, Drew Zacharias, Rick Smith, Dennis Jennings, Doug Medema, Dave Woodcock, Steve Robinson, Mark Long, and Bob Bagwell. It was reiterated that from the last meeting we had a list of 13 voting members of the committee. 9 members were in attendance at today's meeting and they reiterated their commitment to be on the committee.

Discussion regarding members of the Airport Committee have a vote on all items that the Airport Committee will be recommending to the Board about the operations of our airstrip and also working with the Airpark Sub-committee (a sub-committee of the Governing Document Committee) on updating our current By-Laws and CC&Rs.

Discussion regarding trying to find meeting times that work for most of the members. However, due to the size of the committee it will be difficult to find a time that works for everyone, but an attempt will be made. Also, due to the amendment of the Gov. Docs. that there will most likely be more meetings of the Airport Committee to work with the Airpark Sub-committee on changes being requested and needing review and approval by the Airport Committee on the items before they can be moved forward.

Also discussed the Board's new guidelines on how committees operate. They were as follows:

- ***Only one member of the POA be allowed on any individual committee from each household.***
- ***To be considered an active member of a committee the member must attend meetings on a regular basis. If a member has 3-unexcused missed meetings in a 12-month period, they will be considered an inactive member and therefore not have voting rights in the committee.***
- ***The Airport Committee must meet a minimum of twice a year with the recommendation to meet every quarter.***

4. Election of Officers: Nominations were made after discussing the need to have positions filled and who would be interested in the positions.

The outcome is below:

- a. Chair – Carmen nominated John Cuny for Chair and he accepted the nomination. All were in favor.
 - b. Vice Chair – Carmen nominated Drew Zacharias for Vice Chair and he accepted the nomination. All were in favor.
 - c. Secretary – John nominated Carmen for Secretary and she accepted the nomination. All were in favor.
5. Budget Discussion: The possible need for a shed and a mower for use by the pilots to mow the airstrip was discussed. John will look into the cost of a shed that is approx. 10' x 16'. There was a question about if the POA can accept gifts of physical property or money, this is a question for the POA's attorney.

FY25/26 Approved

Budget \$3,700

Budget Item Desc.	Budget Amount	Spent to Date	Notes	Remaining \$\$ in item
Fertilizer/Pre- emergent	2,200.00	1,694.81	\$505.19 remaining for fall	505.19
Water Rights	60.00	200.00	\$140 over anticipated budget amount	-140.00
Misc. Repairs	200.00			200.00
Top soil/compost	500.00			500.00
Windsock	250.00	213.43	\$36.57 Remaining	36.57
Sprinkler Rings	100.00			100.00
Safety Vests	100.00	113.96	\$13.96 over budget	-13.96
Replace cones	150.00	142.52	\$7.48 Remaining	7.48
Misc.	140.00	0.00	This amount used for Water Rights	140.00
Total	3,700.00	2,364.72	Spent to Date	1,335.28
		1,335.28	Remaining in Budget	

FY 26-27 Proposed Budget

Fertilizer/Pre-emergent	2,310
water Rights	60
Misc. Repairs-Water System	210
Materials-Top Soil/compost	1,000
Windsock	263
Misc. Other	250
Safety Vests	105
Replace Cones	157
Total	4,355

17.7% increase in budget from 2025

The FY26/27 Proposed budget was discussed but not finalized, to be discussed at the next meeting.

6. Airstrip Maintenance: The need to place the fall application of fertilizer on the airstrip was discussed and further coordination will take place by text message to the maintenance group.
7. Airport Safety Training: On August 26, 2025, 26 members of the POA met to have the first and potentially annual airport safety training. Carmen presented minutes of the training that are attached to these minutes.

Carmen made a motion to request that the Board post on the BRFP OA website under the Archive and Airstrip tabs the minutes and to have the minutes included in the next Newsletter to members. Andre seconded the motion. Motion carried.

8. Airpark Sub-committee of the GDC – Janis representing the Airpark Sub-committee, presented the Airpark Sub-committee Recommendations for changes to the CCR's – First Topic, which covers Article III, Airstrip – Section 5 and 6. The document is an attachment to these minutes.

Janis stated that the Airpark Sub-committee's document clarifies that all flight operations, safety and maintenance are the responsibility of the Airport Committee to review and make recommendations to the Board for changes to and adding new rules and policies. The suggested changes were discussed along with the process of the Airpark Sub-committee. The Sub-committee needs to get the Airport Committee approval on the document before it can go to the next step of being reviewed by the GDC and then on to the Board for Attorney review and comment to potentially amend the current CC&Rs.

Carmen made a motion to approve the Airpark Sub-Committee recommendation for change to the CCR's – First Topic, changes to Article III Section 5 and 6 as presented to the Committee. Mark seconded the motion. Motion carried.

There was a discussion on other topics that the Airpark Sub-committee will be reviewing and potentially bring before the Airport Committee for approval in the future. A possible work study session between the two committees was suggested.

9. John made a motion to adjourn the meeting, Andre seconded. Motion passed.
10. Next meeting scheduled to be determined. Mr. Cuny thanked those attending and adjourned the meeting at 12:11pm.

Attachments:

Blue Ribbon Farms Property Owners Association Airport Safety Training

Held on 8-26-25

The Airport Committee Chair John Cuny welcomed 26 members of the POA to the first Airport Safety Training. The training was held on Lot 39 by the airstrip irrigation pump house. He thanked everyone for coming out to learn about our airstrip.

Those in attendance were: John Cuny, Bonnie Medema, Doug Medema, Dennis Jennings, Mark Long, Eileen Long, Carmen Lynaugh, Jeff Hecox, Scott Blackwood, Jennifer Blackwood, Andre Baritelle, Bob Bagwell, Rick Smith, Aline(Lenie) Smith, Drew Zacharias, Jim Nichols, Natasha Nichols, John Worth, Pat Schoen, Carol Bucich, Joel Czoik, Jenn Gibbings, Janice Brady, Janis Hernandez, David Van Duine, Lia Robinson and prior POA member Jay Sakas.

John introduced Andre Baritelle, the POA Board Chair to give information about Lot 39. Lot 39 also known as the common area is owned and maintained by the POA. Andre explained that Lot 39 includes

the 64-foot-wide airstrip and on the east end from the windsock to Kitchen-Dick Rd. the property extends north to the north side of Maynard Rd., some of the pond is on Lot 39. The airstrip is approximately 2,000 ft. long and 64 ft. wide and on each side of the lot 39 is owned by private owners. These lots that abut Lot 39 have a 120 ft. building setback from the property line into their properties where building may not be built. It was also explained that Maynard Rd., Tyler View Pl. and a portion of Lands End are private roads within the POA that are also taxiways.

John started his talk with the question why is the runway here? He explained that our POA was designed around an airstrip to be used by the members. The runway is the place where acceleration and deceleration of planes using the airstrip happen. A plane when landing they can be going speed from 45-70 mph and they don't have brakes to stop the plane. This is important for non-pilots to understand that when landing at speed the plane is not easily controlled by the pilot. all pedestrians must be clear of the airstrip during take offs and landings.

Discussion regarding the windsock and what it is used for? The windsock helps to determine the direction and speed of the wind on the airstrip. The pilot uses the windsock to determine which direction to use for takeoff and landing on the airstrip. A pilot looks at the windsock and determines where the tail of the sock is, to determine the direction of the wind. Pilots usually want to take off and land into the wind. If there is no wind they can use either direction.

What is a traffic pattern? The traffic pattern for our airstrip is a left-hand pattern as required by our CC&Rs. The pattern is the path that the pilot uses to land on the airstrip. For a west landing the pattern is over the houses on Greywolf which is the south side of the airstrip, then a left turn at Lotzgesell to land.

Pilot visibility is different based on the location of the aircraft's wings. Low wing airplanes can have obstructed visibility below them when landing and taxiing the plane.

What improvements have been done on the airstrip? The airstrip has a sprinkler system; this is to maintain the grass and also water reduces the amount of dust so that plane propellers are not eroded by dust in the air.

How many pilots are there currently? We have 10-13 pilots using the airstrip. Some are more active than others. We have approximately 35 homes that have direct access to the airstrip. With a potential total of approximately 65 homes that could have access to the airstrip. Buckhorn Rd. residents can park a plane on an area next to the airstrip that is being provided temporarily on Andy Baritelle's vacant lot on Lands End side.

Can we walk dogs? The only private streets that the developer made for the whole POA are Greywolf, Maynard, Tyler View and part of Lands End, the rest of the streets are private streets for the use by the owners on the streets and not the whole POA. If you want to cross the airstrip it is private property and you should get the permission of the owners. The insurance for the POA is aware of the airstrip being unfenced with private properties on each side. Dogs must be leashed when not on owners' property in accordance with the POA rules from our website.

Do we have any alerts for airplanes using the airstrip? No, people need to look around and be aware of if a plane is landing or taking off. You need to have your head on a swivel to see planes using the airstrip. Some planes are very quiet, so you must look for them. Planes are safe and you are safe if you are aware of your surroundings, and understand planes are not very manurable when on the ground and pilots may not see you on the runway when they are using it. It is the pedestrian's responsibility to know what is going on around them and not be distracted by things. Pilots do try to look for deer and birds on the runway but they can be hard to see along with pedestrians.

Can we fly our kites and drones? Kites are discouraged in the airpark due to potentially being dangerous as the person using them can be distracted. Drone or UAS may be flown in the POA however, there needs to be an observer with a radio in addition to the person operating the UAS, this is in accordance with the rules posted on the POA's website.

Do we have crash rescue equipment on the airstrip? No, pilots may have something with them. We have had a few crashes but no injuries over the years.

When do pilots contact the FAA? We are a private airstrip so we are not required to contact anyone unless flying through controlled areas such as Whidbey Island, Seattle and the approach is over 4,000 feet or higher.

Emergency use of the airstrip? During an earthquake bridges may fall and we will be an island. Our airstrip could be used as a transfer area by DART (Disaster Airlift Response Team). DART has used the airstrip for practice dropping supplies. Also, the airstrip has been used by Life Flight emergency transportation a resident in the past.

After the questions and answers were completed Rick Smith took his airplane up and demonstrated takeoff and landing and where the pattern is located.

Airpark Sub-Committee Recommendations for changes to CCR's – First Topic

The selected priority item is to propose new language for the CCR's that "All flight operations will be under the auspices of the Airport Committee", which involves BRF CCR Article III, AIRSTRIP - Sections 5 and 6, as included below:

ARTICLE III. AIRSTRIP

Section 1. Restrictive Easement: Divisions 1 and 2 of the subdivision shall be burdened with a restrictive easement and servitude in favor of air traffic which originates or lands at the airstrip on parcel 39 of Blue Ribbon Farms subdivision. This restriction and servitude includes the right of aircraft, in full compliance with the F.A.A. regulations Part 91:127 & 91:155, to use airspace over all property within the subdivision and constitutes a waiver by each lot owner, its successors and assignees of any and all claims for damages which may be caused by the use or existence of the landing facilities, including damages claimed by reason of noise or inverse condemnation. This restriction and servitude does

not include any waiver with respect to damages sustained by any lot owner on account of the collision of any aircraft on property within the subdivision.

Section 2. Use of Airstrip Facilities:

- (a) Each lot owner within Divisions 1 and 2 of the sub-division is granted the nonexclusive right to use Parcel 39 as an aircraft landing facility and as storage for aircraft which is owned by the lot owner, provided such use may be regulated by reasonable rules and regulation promulgated by the Board of Directors in order to accommodate the interest of the subdivision. House guests of property owners may also use the airstrip facilities.
- (b) All flight operations from and to the airstrip will be conducted under F.A.A. rules and regulations
- (c) The airstrip shall be a day use facility
- (d) The use of the airstrip for commercial purposes is not permitted
- (e) Vehicles, bicycles and livestock are not permitted on the airstrip, except vehicles used for maintenance purposes.
- (f) If the airstrip is used by pedestrians or their pets, they do so at their own risk, and they shall yield to aircraft at all times.

Section 3. Maintenance of Aircraft Landing Facility.

- (a) Each lot owner within Division 1 and Division 2 of the subdivision shall bear the proportionate expense incurred by the Board of Directors for the procurement of liability insurance to insure the Association.
- (b) Major maintenance and capital improvements up to \$100, may be approved by the Board of Directors. Expenditures in excess of \$100 shall require the approval of a majority of the lot owners.
- (c) Minor maintenance shall be accomplished by those lot owners using the airstrip

Section 4. Aircraft Hangers. The use of construction materials commonly used in residential construction is encouraged as are non-reflective earth tone colors for siding, trim and roofing. Hangers shall be fully enclosed including doors.

Section 5. Airport Committee.

- (a) The airport committee shall consist of aircraft owners actively using the airstrip and a minimum of one non-flying lot owner.
- (b) The committee shall submit to the Board of Directors any safety, or maintenance problems.

- (c) The committee shall advise pilots of any infraction of rules for flight safety and operations.

Section 6. Aircraft Flight Rules.

- (a) All flights operating from and to the airstrip shall be conducted under F.A.A regulations Part 91: General Operating & Flight Rules, Subpart A – General & Subpart B- Flight Rules.
- (b) A standard left-hand flight pattern shall be used.

All complaints of flight violations should be filed by the person or persons involved to the local F.A.A office.

1) Problem Statement

a. Specify and describe the problem.

- *The CC&Rs do not provide a clear definition of responsibility for defining most flight operations rules.*
- *Having any flight operations rules specified in the CC&Rs greatly reduces flexibility in changing those flight operation rules as the flight environment changes.*

b. Provide evidence of the problem's existence.

- *Current CC&Rs don't provide guidance for handling changes related to flight operations and other items such as drone flying policies.*

c. Explain the consequences of NOT solving the problem.

- *Continued confusion about responsibilities and difficulties in changing flight operations rules and who is authorized to make changes.*

d. Identify what is not known about the problem that should be known.

- *It is not clear that the Airport Committee's current structure and processes support the orderly implementation of flight policies.*
- *The GDC Airpark Sub-Committee recommends that the BRFP OA Board of Directors strengthen the organizational structure and processes of the Airport Committee.*

2) Identify the relevant sections of the By-Laws, CCR's and BRFP OA website and any relevant Federal, State, County, or other laws, regs, codes; identify what needs to change to solve the problem.

- *CC&Rs Article III sections 5 and 6 need changes. No local, County, or other laws affect this change.*

3) Provide a By-Law and CC&Rs content update recommendation to the GDC Committee

CCR Article III Section 5(b):

Existing: *The committee shall submit to the Board of Directors any safety or maintenance problems.*

Proposed: The committee shall submit to the Board of Directors any flight operations additions or changes, safety issues, or maintenance problems.

CCR Article III Section 6:

Delete: 6(b) Standard left-hand pattern.

CCR Article III Section 6 cont'd.

Add:

6(d) The Airport Committee is responsible for making recommendations to the Board of Directors on appropriate flight operations rules and policies such as Traffic Pattern altitude, Traffic Pattern Location, run-up locations, taxiing procedures, etc.

6(e) The Airport Committee must get approval from the Board of Directors before implementing any flight operations rules or policies or changes to existing flight operation rules or policies.

6(f) The Airport Committee shall disseminate flight operations rules and policies as follows:

- a) Via the BRF website.
- b) To new home/lot owners as part of "welcome package".
- c) To the FAA, as required.
- d) Any other method they deem appropriate.

4) What are our roadblocks and open questions? (this last question was added to the GDC template on 8-29-25) These items could be for the POA/HOA or the Attorney:

These are items that were assigned to the GDC Airpark sub-committee (Lot 39) from the Governing Docs Committee surveys we received in March-April 2025. We would like to introduce these topics to the Airport Committee members for your input for further action/comment. The number of responses for each topic is in parentheses:

- **Airstrip & Area – Pedestrian Access and Safety (12)**
- **Dogs on leash when off the owner's property (5)**
- **Airport Safety (3)**
- **Airstrip – Commercial Flights not allowed (2)**
- **Airstrip – What is allowed in the 120' building setback (2)**
- **Airstrip Traffic Pattern (2)**
- **Policies and procedures for Drones, violations, committees (2)**
- **Gov Doc's – Details & Definitions clearer (1)**
- **Pilots are required to provide proof of insurance – min \$1M (1)**
- **Private Streets – Pilots pay to maintain taxiways**