

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

September 11th, 2025, at 4:00

Minutes

CALL TO ORDER 4pm 9/11/2025 Start Recording: 4pm

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

UNFINISHED BUSINESS

1. DOWL update provided by Wes Holden and Megan Zollers via Zoom

- Beacon/tilt down update. Quotes in-hand for the work. FAA has approved the final number, Colvico subcontractor plus DOWL. Projected DOWL fee includes in-person, five-day oversight of the work. Motion needed to instruct manager to approve the work.

Motion to approve the Colvico Change Order #2, total additional cost \$73,579.20 (Port responsibility \$7,357.92) and DOWL Task Order #1, total additional cost of \$25,823 (Port Share \$2,583) for the purchase and installation of a tilt-down pole beacon mounting.

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

Discussion of Five-year CIP updates:

- For 2026 runway projects, we'll try to add a tilt-down windsock pole to ease sock replacement. Wes will investigate.
- Current CIP project for 2027 is the AGIS obstruction survey. Wes notes that, per previous study, this will require a survey, markings, and likely a number of follow-up obstruction removal efforts that are not currently in the plan for CIP grants.

- For the two planned 2028 backup power projects, FAA has responded that they will not approve more than one generator, and will not approve a solar or battery backup. Wes suggested the Airport ask the County if they have an extra generator in inventory which could be donated to the Port. Manager will follow up. Need to confirm with the FAA if a backup system is required for Instrument Approach certification. This could be an important factor in determining the relative worth of making the generator investment.
- The taxiway lighting and runway flush-mount lighting upgrade cost estimate is likely high, but will serve as a maximum-cost placeholder for a CIP project in 2030.
- Wes and Megan presented a possible new location for hangar additions, on the West side of the present North hangars, adjacent to the runup area. This location would require much less investment in tarmac than the current ALP location much further North.
- The current 2027-2030 projects can be reconsidered and adjusted for the next round of CIP submissions in Summer of 2026.
- Wes and Megan indicate that the required updates to the ALP for these CIP projects can be executed as pen-and-ink updates fairly quickly, and should be done for the taxi-way lighting, which is not currently on the plan.

2. Blackwater updates

- Commissioner Henriksen reports that more than 200 boats have been serviced so far this season, far eclipsing previous years' counts. We will need to purchase a trickle charger for the house batteries this Winter, as they were compromised by lack of charging over the past Winter.
- Target out-of-the-water date for the Blackwater is October 2nd.
- Port can recoup much of the operational costs of Blackwater (75%) by applying for State grant monies, with which the Manager will assist.
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3. Bayview Park Access Progress

- Commissioner Henriksen has toured the park with consultant Scott Rosenbaum and is working with the County to determine if the proposed Bayview access stairs are above the Ordinary High Water Mark. If so, we can likely qualify for the permit exemption.

Public Comment: One member of the public requested explanation of the rights and responsibilities of the current hangar wait-list members, which the commission acknowledged has not been put into writing. The attendee then noted that some current practices at the Airport appear to subvert the intent of the wait-list, like unofficial

'subletting' or loaning of hangar space by tenants without airplane, effectively sidestepping the wait-list. He then provided results of research into other local airport policies and procedures around their hangar leases and waiting lists, which he provided in full to the Manager for reference, to be distributed to the Commissioners.

REGULAR MONTHLY BUSINESS

A. Approval of Minutes from August 14th, 2025

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

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

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

Monthly Reports

1) Review of Correspondence

- We received confirmation from San Juan County elections official that the term limit adjustment referendum can only occur during a normal election, thus November of 2026 will be the first opportunity to put this before the voters.
- Commissioner Henriksen and the Manager cancelled plans to attend the Small Ports conference in October, due to irrelevant agenda items.
- Have sent a letter to tenant of B5 to underscore the rules and regulations of the Airport and put them on notice of our intent to end their lease if infractions by anyone associated with B5 continue.
- We've received notice from the state Auditors office to schedule our three-year audit. Helen will take point on this, aiming for an October date.

2) Manager's Report

- We determined correct rent for Shark Reef tenant – budget had been prepared incorrectly – and Helen sent a note of apology to the tenant.
- Have been unable to find record of payment from North Pasture tenant since 2018. Still working to determine date of last payment, due to difficulty of QuickBooks turnover from Rick to the accountant.

- Have sent a beacon update email to all those who have expressed interest in/concern about the beacon in the last year. Response has been positive, but people are still waiting to see our light-reduction efforts.
- Commissioners noted that there were also expressions of concern about both low-flying aircraft and the beacon from attendees of our Airport Day.

3) Commissioner's Reports

PH: See Blackwater and Bayview updates

KA: Spoke with our attorney about the wait list, see New Business

SA: Has sourced a seeder plus screen for our re-seeding project in the North Pasture, and suggests we also purchase a soil aerator to facilitate broader seeding projects in the future. Reports that the compliance issues associated with hangar B5 seem to have been resolved after the manager's letter.

4) Task List/Project List Review.

- See task list and expenditure estimate. Project notes: Manager to look for economic development grant opportunities for E-bikes purchase and Bayview park upgrades. Push Lean-to construction for tractor and lawn mower out to 2026.

NEW BUSINESS

1. Hangar Wait-list Policy Discussion

Commissioner Aufderhar spoke with the Port Lawyer and reports that the current paid waitlist has the drawback of implying a contract without specifying actual contract terms. The lawyer recommended removing the fee – and possibly returning deposit money - henceforth, allowing the Airport to institute wait-list policies that best fit the community at any given time. Some thoughts on the policies that we might adopt:

- Prioritizing Lopez residents was one suggestion, and we discussed how residency might be defined and if it should be interpreted narrowly (Lopez is primary residence) or broadly (having a residence on Lopez).
- Current aircraft ownership was also mentioned as a criteria for hangar allocation.

- Time on list should remain a factor.
- Existing hangar tenants should be given first opportunity when new hangars become available (as a move option, not for an additional hangar).
- Commissioner Aufderhar will create a working draft of new hangar wait list policies to be discussed / reviewed at our next meeting.
- Two current hangar tenants are currently without airplanes, and the Manager will alert each of our intent to end their leases at the end of this quarter (Sept). The airport will offer short-term (three month) leases to the owners of the airplanes currently stored in the two hangars (Geoff Heard and Sam Aufderhar) while the Port is updating the wait list policies.

2. Establishing Minimum balances in AP and Payroll Accounts to avoid monthly bank fees. Resolution 2025-3.

- Due to the pass-through nature of the Ports' AP and Payroll accounts, we are currently paying penalties for falling below minimum account balances on each account, every month. County treasurer needs a Resolution asking for deposits to be made into each account to meet the threshold minimum. Resolution 2025-3, adopting minimum account balances, was approved and signed by all commissioners.

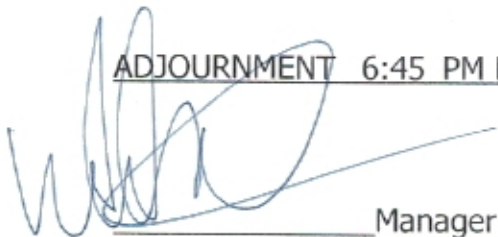
Agenda Amendments: none

Public Comment: none

Motion to Adjourn the Meeting:

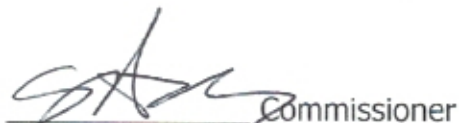
Motion, PH. Second, KA. Vote, Unanimously Approved.

ADJOURNMENT 6:45 PM Next meeting 4pm October 9th, 2025



Manager

Wil Catlin



Commissioner

Steve Adams



Chairman

Kenn Aufderhar



Commissioner

Paul Henriksen