

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

June 11th, 2026, at 4:31

Minutes

CALL TO ORDER 4:31 pm 6/11/2026 Start Recording: 4:31 pm

Commissioners Adams and Aufderhar in live attendance. Megan Zollars on Zoom representing DOWL. One member of the public joined via Zoom.

Meeting summary

This was a regular meeting of the Port of Lopez Airport Commission held on June 11, 2026, where commissioners discussed ongoing airport improvements and new business proposals. The main focus was on a pavement rehabilitation project involving seal coating and crack sealing of runways and taxiways, with Megan (DOWL) providing updates on the bidding process and timeline. The commission reviewed correspondence, financial reports, and operational matters including tenant issues and property maintenance. The commission also discussed becoming a silver sponsor of the Washington State Community Airport Association conference for \$500. Additional topics included the cancellation of Airport Day 2026 due to ongoing maintenance work, updates on the Blackwater pump-out vessel launch, and various facility maintenance priorities.

Agenda Amendments: Motion to add item to new business: discussing sponsorship of WSCAA (Washington Small Community Airports Association) annual conference.

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

UNFINISHED BUSINESS

1. DOWL:

Pavement Rehabilitation Project Updates

Megan provided updates on the pavement rehabilitation project, also involving wind cone installations. She shared a tight timeline for the project, with plans to advertise bid requests starting on June 17th and grant application to be concluded by July 15th. Bids would be opened on July 8th via Zoom. Manager confirmed he would be available to open the bids on July 8th as he will have returned from vacation that day. The bidding will be divided between three phases, A, B, and C, to allow flexibility for proceeding with a reduced scope should the bids exceed current grant amounts. The board agreed that the plans for the pavement rehabilitation project looked good and included the requested changes to the apron design, and approved DOWL to move forward with the final design for bidding.

Sealcoat Project Funding Update

DOWL confirmed that the preliminary 90% cost estimate is within the available BIL and AIP funding amounts, with the port's financial exposure reduced to 2.5% thanks to a WSDOT matching grant and FAA funding set for 95% this cycle. Megan noted that a copy of the low bid should be sent to Garth at WSDOT to confirm their actual grant amount once the bidding is concluded.

2. Blackwater updates:

The Blackwater launch went smoothly despite challenges presented by wind. Brian discovered a pump failure for which he's already completed a repair.

Public Commentary: None

REGULAR MONTHLY BUSINESS

A. Approval of Minutes from May 14th, 2026

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

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

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

Note on uncollected funds: reduced to roughly \$9K from \$15K due to collection efforts and Constable back payments. Still needing to collect from Parry, Larson, and Saddleback. Commissioner Adams suggested visiting Larson workshop and leaving an invoice/SASE to help facilitate payment. Board agrees that Constables should have a signed lease in place by the next meeting if they would like to continue to rent the Shark Reef house.

Budget COH calculations are still not working properly, but projections suggest the Port should finish the year with at least \$50,000 cash on hand.

Monthly Reports

1) Review of Correspondence

No mention of the beacon from the community members during the past month.

A deer was reported within the airport fence but attempts to find/remove it were unsuccessful. Either the deer found its own way out (doubtful) or the report was inaccurate.

2) Manager's Report

Manager reports that the tenant at Shark Reef has been brought current to 30 days on their back rent, and have been issued a lease to sign.

Received the WSDOT matching funds grant for up to \$17,425. Just need Board Chair signature to accept.

Following up from last month's North Hangar discussion, the Port attorney is of the opinion that we probably cannot fine North hangar owners for lack of compliance with the Airport policies, but we could likely evict them for failing to comply with lease clause 35, Covenants, Ordinances and Regulations.

Manager will be on vacation from June 24th to July 8th. Rick will cover.

Andrew Munson noxious weed board would like to lead a work day with the Youth Core tackling some more Broom along the perimeter fencing. Likely be on June 24th, which may need a Commissioner volunteer if manager is out.

Gate 261 was observed to malfunction by a hangar tenant, but the issue has not been replicated or repeated.

3) Commissioner's Reports

Commissioner Adams reports:

The commissioner has seen and spoken with a North Hangar owner who has had a non-compliant aircraft in his hangar, and he reported progress toward compliance.

Commissioner Aufderhar reports:

Willow stumps in the camping area have been removed, and the area graded for grass and new plantings.

4) Task List.

The Board would like to prioritize filling the trench behind building D with French drain and gravel, making it less of a hazard to vehicles accessing those storage units. At the same time the large willows should be removed, as they represent a dropping hazard on airplanes using the NE tie-downs. The roof leak on building D is also a high priority, and both Commissioner Aufderhar and the Manager will look into contractor options.

Other items to be added to the list includes bulb replacements on lights around the runway and AWOS tower, and replacing numerous missing/damaged taxi way and apron reflectors. Installing reflectors would be a good group work-day project. Perimeter fencing is in need of repairs where trees have fallen on it, but the condition is not critical at this point.

New Business

1. North pasture lease request yielded two applicants, one for the improved fields adjacent to the shared well, and another for the unimproved fields.

Grain Farming Project Proposal

Ian Freed and Genna Gormley, via Zoom, proposed a 7-year grain farming project on 7-8 acres of Port property, working with local farmer M.R. Buffum and committing to donate any profits to Lopez nonprofits. Commissioner Adams expressed support for the proposal but suggested reducing the annual rent from \$803 to \$500 to make the project more feasible. The Port agreed to accept the proposal at the reduced lease rate and noted that while they had previously

discussed a potential Grain Hub project on the same land, the two projects were potentially symbiotic, and the Grain Hub is still on speculative footing.

Livestock Grazing and Plan

The remaining acreage will be leased to Diane Stubbs for livestock grazing (sheep and potentially goats) for \$249 annually. The lease agreement should specify and require fencing arrangements and personal liability for loose livestock.

2. Review sealcoat and pavement repair 90% design drawings and approve bid timelines.

DOWL presented a tight timeline for the bidding and approval process, based on a cutoff date for construction grants by the FAA of August 1st. Based on this, the timeline would look like:

- 100% Plans, Specs, & Estimate – June 12
- Bid Advertisement – June 17, June 24, and July 1
- Bid Deadline – July 8
- Bid Review/Recommendation of Award – July 10
- Grant application submission July 15

The Board approved the 90% design drawings and cost estimate, and recommended cancelling the August Airport Day to leave room for scheduling and preparing for the seal coat process this year.

3. Sponsoring WSCAA Meeting

Proposal to become a silver sponsor of the Washington State Community Airport Association conference for \$500. Note that the sponsorship includes a free attendant at the meeting, so actual cost to the Port would be \$350.

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

Public Commentary: None

Motion to Adjourn the Meeting:

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

ADJOURNMENT 6:05 : PM Next meeting 4:30pm July 9th, 2026



Manager
Wil Catlin



Commissioner
Steve Adams



Chairman
Kenn Aufderhar



Commissioner
Paul Henriksen