# PORT OF LOPEZ
# BOARD OF COMMISSIONERS
## REGULAR MEETING

**July 9th, 2026, at 4:31**

## Minutes

CALL TO ORDER 4:31 pm 7/9/2026 Start Recording: 4:31 pm

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

**Meeting summary**
This was a regular meeting of the Port of Lopez Airport Commission held on July 9th, 2026. 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 bids received and the potential impact on budgeting and project phasing. The commission reviewed correspondence, financial reports, and operational matters including tenant issues and property maintenance. The commission approved a resolution to add a term limit proposition to the SJI general election in November.

**Agenda Amendments:**

**1)** Motion to add item to new business: Resolution 2026-2, to put before the voters a proposition to adjust Commissioner term limits from the current four years to six years, as allowed by SB5370.

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

**2)** Motion to add Executive session after Unfinished Business to discuss property acquisition.

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

UNFINISHED BUSINESS

1. DOWL:

**Pavement Rehabilitation Project Updates**

Megan provided updates on the pavement rehabilitation bids. Lowest overall bid was provided by CR Contracting, total of $663,345 for schedules A, B, and C. Dowl estimate for project management fee is $112,203, for a total of: **$775,548**.

Current FAA funds available for construction are:
AIG $270,749
AIP $335,205
Total: **$605,954**

WSDOT matching grant has been approved for a maximum of $17,425, and the Port share equals that number, for a total of **$34,850,** giving the Port a budget of **$640,804**

Projected current funding shortfall is $**134,744.**

Potential solutions to close the gap:
- AIP grant has a flex-up capacity of 15%, adding another potential **$50,218**
- Unused, expiring funds may be available from other Airport grants – Megan to follow up with Tom/Ryan at FAA.
- Windsock tower could be removed from work order, but will require FAA to approve a change order without re-bidding. This would close the gap by roughly **$63,000**.
- If necessary, Schedule C (seal coating taxi lanes between the hangars) could also be removed, saving another **$32,960.** If no additional funds are available from the FAA, removing the windsock and Schedule C, along with the 15% flex up, should be enough to close the funding gap, for $146,178, exceeding the gap by **$11,434**.

Because the only other bid, from Faber Construction, was $786,499,significantly higher than the CR bid, the Board moved to accept the CR Bid.

Motion, __SA__. Second, __KA__. Vote, __Unanimously Approved__.

Finally, Megan confirmed that CIP update period for WSDOT closes in August, while the FAA CIP update period has yet to be determined by Agnes (lead planner).

2. Blackwater updates:

The Blackwater was apparently supplied with incorrect coolant pumps, as both port and starboard pumps needed to be replaced in the last couple of weeks, impacting service hours and requiring Commissioner Henriksen, along with volunteers Brian and Doug, to spend numerous hours wrestling with diagnostics, replacement pump sourcing, and compatibility and adaptor issues. The port can bus display controller also needed replacement, bundled with a display unit (not needed, but could be a useful reserve part) for $450. The kit is ordered, and Commissioner Henriksen will install when it arrives.

Public Commentary: None

Executive Session, as per Washington **RCW 42.30.110** to review potential real estate transaction. Executive session begun at 5:23 pm for 15 minutes, to resume at 5:38.

Executive session ended at 5:38pm with no decisions made.

REGULAR MONTHLY BUSINESS

A. Approval of Minutes from June 11th, 2026

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

B. Approval of Vouchers and Payroll

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

Financial report was removed from approval motion as the manager and accountant continue to struggle with accurately determining cash on hand values and projections. Given this difficulty, and the unexpected costs already incurred for cleaning the North property, the Board recommends holding off on discretionary spending for the remainder of the year, or at least until the COH picture is clear. None of the outstanding items on the task list have reached emergency status, and should not be a problem to defer.

**Monthly Reports**

## 1) Review of Correspondence

Commissioners received an invitation to join the WS DOT Evergreen committee, which the Board judged to be not worth the expenditure of resources at this time.

During the Manager's absence, Rick Hoffman worked with Rock Island to increase the storage allotment for the Port's web page, which the Manager identified as the likely reason for recent inability to upload documents or edit the news feed.

## 2) Manager's Report

Andrew Munson and the Youth Conservation Core held a two-day Scotch Broom removal work party. Commissioner Adams oversaw the work, and served as ambassador of the Port, introducing the students to the role of the Port District in the community. Commissioner Adams reports that the work resulted in the removal of much of the Broom from along the North and East portions of the Airport.

Leases were sent to the successful applicant for the North Pasture and the tenant of the Shark Reef house. Shark Reef tenant has again fallen behind on rent, and has not returned emails asking for feedback on the lease.

Port Manager is preparing to file a small claims case against Donnie Burt Jr. and Saddleback ranch for costs incurred to clean up after his lease of the North Pasture. The Board acknowledges that the effort is worth the cost of filing and pursuing the case, while also acknowledging that there is a real possibility that even a successful judgement and lien will not guarantee that any actual funds will be collected.

## 3) Commissioner's Reports:

Commissioner Aufderhar: WSCAA Meeting is set for October 12-14, and the Manager should make sure to book four rooms at the reduced rate for the conference.

Commissioner Adams: Notes that the no parking signs have a mis-spelling (printer substituted an E for the second A in "Hangar" and we should put this on our list to fix in the future.

4) **Task List.**

Non-emergency expenditures are placed on hold for the moment, so the Manager should prioritize tasks that he can complete during normal business days.

**New Business**

1) **Resolution 2026-2**, to bring before the voters of The Port of Lopez District Proposition 1 to extend the term of Port Commissioners from four to six years.

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

Full, signed Resolution attached.

Public Commentary: None Present

Motion to Adjourn the Meeting:

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

ADJOURNMENT 6:12 PM Next meeting 4:30pm August 13th, 2026

Manager
Wil Catlin

Commissioner
Steve Adams

Chairman
Kenn Aufderhar

Commissioner
Paul Henriksen

**RESOLUTION NO. 2026 - 2**
**PORT OF LOPEZ, WASHINGTON**

**A RESOLUTION OF THE COMMISSION OF THE PORT OF LOPEZ, SAN JUAN COUNTY, WASHINGTON, PROVIDING FOR THE FORM OF A BALLOT PROPOSITION AND SPECIFYING CERTAIN OTHER DETAILS CONCERNING SUBMISSION TO THE QUALIFIED VOTERS OF THE PORT DISTRICT, AT THE NEXT GENERAL ELECTION AT LEAST SIXTY (60) DAYS AFTER ADOPTION OF THIS RESOLUTION, OF A PROPOSITION WHETHER THE TERM OF OFFICE FOR COMMISSIONERS OF THE PORT DISTRICT SHOULD BE INCREASED FROM FOUR (4) YEARS TO SIX (6) YEARS.**

**WHEREAS**, SB 5370, adopted by the Washington State Legislature and signed into law by the Governor, amends Chapter 53.12 RCW to allow a process for qualifying ports to modify port commissioner terms from four (4) years to six (6) years;

**WHEREAS**, the process to lengthen port commissioner terms requires a ballot measure to be submitted to the voters of the port district proposing to lengthen port commissioner terms to six (6) years;

**WHEREAS**, the ballot measure may be initiated by a port commission resolution;

**WHEREAS**, if a port commission passes a resolution proposing a ballot proposition to lengthen port commissioner terms, that ballot proposition must be submitted to the voters at the next general election that occurs sixty (60) or more days after the adoption of the resolution;

**WHEREAS**, if a simple majority of the voters voting on the proposition approves the ballot proposition lengthening the terms of office, the commissioner elected at that election is elected to a six (6)-year term of office, and the terms of office of the other commissioner's terms are not lengthened;

**WHEREAS**, if two (2) commissioners are elected in that election or the next subsequent general election, the commissioner elected who receives the highest number of votes is elected to a six (6)-year term of office and the other commissioner is elected to a four (4)-year term of office, and thereafter, each successor commissioner is elected to a six (6)-year term; and

**WHEREAS**, prior to the Port of Lopez's (the "Port" or "Port District") Board of Commissioners (the "Board") consideration of and vote on this Resolution, the Port (a) issued proper notice of this meeting, and (b) afforded members of the public and the individual Port Commissioners with an approximately equal opportunity for the expression of an opposing view as required pursuant to RCW 42.17A.555;

**WHEREAS**, the Board finds that port commissioners establish long-term strategies for a port district, and create policies to guide the development, growth, and operation of the port;

**WHEREAS,** the Board finds that port commissioners are also responsible for a port's annual budgets, approving tax levy rates, and hiring the executive director responsible for a port's daily functions; and

**WHEREAS,** the Board finds that six (6)-year terms, already used in many port districts, provide stability, ensure continuity for long-term infrastructure and economic development projects, and maintain institutional knowledge, especially in smaller communities where it may be difficult to recruit candidates.

**NOW, THEREFORE**, be it resolved by the Board of Commissioners of the Port of Lopez, San Juan County, Washington, as follows:

**Section 1.** Findings. The Port Commission hereby finds and declares that it shall submit for approval or rejection by the qualified voters of the Port District at the next district general election to be held at least sixty (60) days after adoption of this Resolution, the proposition whether the term of office for commissioners of the Port District should be increased from four (4) years to six (6) years.

**Section 2**. Authorization For Election. The Port Commission does hereby request that the San Juan County Elections Manager, as supervisor of elections in San Juan County, call and conduct such election to be held within the Port District at the next general election at least sixty (60) days after adoption of this Resolution, and submit to the qualified electors of the Port District the proposition set forth below. The Chairman of the Board is hereby authorized and directed to certify the proposition to said officials in the following form:

**PROPOSITION NO. 1**

PORT OF LOPEZ, WASHINGTON

TERM LENGTH OF PORT COMMISSIONERS

The Commission of the Port of Lopez adopted Resolution No. 2026-2, concerning a proposition that the term of office for commissioners of the Port District should be increased from four (4) years to six (6) years. Should this proposition be:

Approved........................................[X]
Rejected........................................[ ]

The Chairman of the Board is hereby authorized to deliver a certified copy of this Resolution to the San Juan County Elections Manager.

**Section 3.** Notices relating to Ballot Title. For purposes of receiving notice of the exact language of the ballot title required by RCW 29A.36.080, the Board hereby designates (a) Kenn Aufderhar, telephone: 360-610-1795, e-mail: kenna@portoflopez.com; and (b) general counsel, Seth A. Woolson at CSD Attorneys at Law P.S., telephone: 360-671-1796, e-mail: swoolson@csdlaw.com, as the individuals to whom the San Juan County Election Manager shall provide such notice. The Chairman of the Board is authorized to approve changes to the ballot title, if any, deemed necessary by the San Juan County Elections Manager.

**Section 4.** Qualified Voters. The persons entitled to vote on the above-mentioned proposition shall be those registered voters within the boundaries of the Port District.

**Section 5.** Required Affirmative Vote for Passage. The aforementioned proposition would pass if a simple majority of the registered voters at the aforementioned election vote "Approved" on the aforementioned proposition.

**Section 6.** Severability. In the event that any provision of this Resolution shall be held to be invalid, such invalidity shall not affect or invalidate any other provision of this Resolution, but it shall be construed and enforced as if such invalid provision had not been contained herein; provided, however, that any provision which shall for any reason be held by reason of its extent to be invalid shall be deemed to be in effect to the extent permitted by law.

**Section 7.** Effective Date. This Resolution shall become effective immediately upon its adoption.

**ADOPTED** by the Board of Commissioners of the Port of Lopez, San Juan County, Washington, this 9th day of July, 2026.

PORT OF LOPEZ
SAN JUAN COUNTY, WASHINGTON

Commission Chairman, Kenn Aufderhar

Commissioner Stephen Adams

Commissioner Paul Henriksen