PORT OF LOPEZ
BOARD OF COMMISSIONERS
REGULAR MEETING

AUGUST 13th, 2026, at 4:30

Minutes

CALL TO ORDER 4:30 pm 8/13/2026 Start Recording: 4:30 pm

Commissioners Adams, Aufderhar, and Henriksen in live attendance. Megan Zollars and Wes Holden on Zoom representing DOWL. No member of the public attending.

Meeting summary

The Port of Lopez Board of Commissioners held their regular monthly meeting on August 13th to discuss ongoing projects and business matters. The meeting covered several key topics including the sealcoat and wind-cone project funding updates, with Megan and Wes from DOWL reporting on grant applications and the need for an Independent Financial Evaluation (IFE) before proceeding with construction administration. The board approved Resolution 2026-3 to proceed with FAA and WSDOT grant funding for the sealcoat project. Financial reports were reviewed showing projected year-end cash on hand at approximately $47,000, with discussions about budget variances and FAA unfunded vs. funded BARS coding. The board also addressed updates on various facility matters including pump-out vessel operations, roof cleaning at the terminal building, and tenant issues. An executive session was held to discuss potential real estate transactions.

Agenda Amendments:

1) Motion to add item to new business: Resolution 2026-3, to proceed with FAA and WSDOT grant funding for the seal coat and wind cone project.

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

UNFINISHED BUSINESS

1. **DOWL:**

Seal Coat Project Design Update

Megan discussed the seal coat project design phase and mentioned she would finalize a draft closeout report to be sent next week. Commissioner Aufderhar confirmed receiving one grant (AIG grant for $274K) and reported an expected AIP amount of $300,645, and the Friday Harbor donation of $75K is still pending. The team discussed the process for signing off on recommendations and awards, and they noted the possibility of requesting an amendment to the WSDOT grant due to increased project costs.

Contract and Project Updates Meeting

The team discussed contract updates, including the removal of the windcone tower from the contract via change order and the completion of an Independent Financial Evaluation (IFE) by Century West, which will be expensed to the grant. The Board and DOWL reviewed CIP update deadlines for WSDOT (August 31st) and FAA (August 28th), and discussed combining the two backup generator projects into a single 2028 design phase and 2029 construction phase, for simplicity and potential cost savings. The DOWL team also clarified funding mechanisms, explaining how NPE funds accumulate and are allocated across future years.

Airport Infrastructure Funding Planning

The group discussed funding projections and project planning for airport infrastructure, including a $1.5 million State (FAA) apportionment for taxiway lighting in 2031 and ongoing non-permanent entitlements of $150K annually that can be rolled over. They debated whether to include an environmental assessment for instrument approach procedures and obstruction removals in the 2032 outyear projections, with Wes expressing uncertainty about future environmental regulation requirements and noting that FAA would need to review any new projects through updated forms. The discussion highlighted the multi-year nature of instrument approach procedures and the need to balance timing and expense with environmental requirements. The team asked DOWL if the WSDOT grant could be amended upward to reflect the project bid, to which Wes answered probably not, but may be worth asking.

Tree Removal Project Timeline Discussion

The Board discussed potentially moving tree removal work to 2029 and getting FAA input on whether an Environmental Assessment (EA) would be needed. They agreed to consult with the FAA about phasing changes, with Wes noting that moving design and generator work to 2029 would not require new environmental forms since the initial forms are already submitted. The team also reviewed unspent AIG funding from 2023, with Megan explaining that while some money remained available, Tom was unable to recover it before the grant closed.

A few follow-up notes for DOWL work:

The Port should have an IFE for the grant oversight work back from Century West by the 21st of the month.

Design Grant 10% closeout close-out documents coming from Megan by end of next week.

Federal CIP amendments due by August 28th. Need to decide whether or not to update wording/phasing of the backup generator grants.

2. Blackwater

Pump-Out Service and Financial Review

The group also reviewed Blackwater updates from Commissioner Henriksen, including the installation of new CAN bus equipment and replacement coolant tanks, and discussed a special case where a 133-foot schooner needed emergency pump-out services outside of Fisherman Bay, which was approved after consulting with state parks and rec about the commercial vs. recreational boat classification. Commissioner Henriksen discussed maintenance issues with the pump-out vessel and a discontinued phone service due to an erroneous credit card fraud suspension. Commissioner Henriksen noted that this would likely be the busiest Summer in the history of Blackwater operations.

Public Commentary: No members of the public in attendance

REGULAR MONTHLY BUSINESS

A. Approval of Minutes from the regular board meeting on July 11th, 2026, and the special meeting on July 29th, 2026.

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

B. Approval of Vouchers, Payroll, and Financial reports

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

Notes for financial follow-up:

1) Check with Orcas for better budget layout/organization options.
2) Verify the airport solar credits are being accurately captured/credited (Manager has done so already and it appears that they are).

Monthly Reports

1) Review of Correspondence/Manager's Report

General Election / Proposition 1
The Boards' Proposition One has been accepted by SJC Elector for inclusion in the general election on November 4th. Ballot title, explanatory statement, and advocacy statements are all ready to be approved after multiple revisions from the County auditor.

WSCAA
Arrangements have been made for the WSCAA conference. Manager has reserved and made initial payments for four rooms. Conference fees have been paid by Commissioner Aufderhar, although there was a potential issue with one additional payment that needs clarification with Corley.

New Taxi Service on-island
Lopez Island Taxi is up and running since May, have brought folks to/from the airport, and have a live a web presence. They are a badly-needed transportation option, and the Port has listed them now on our website.

AWOS Annual
AWOS annual inspection was completed with only one issue identified - a burned-out traffic signal bulb that the Manager has already purchased and will replace once he sources a climbing harness to employ in the task (Commissioner Adams volunteered his).

WPPA Visit
Carly Michiele, Senior Director of Environmental Policy from WPPA, is scheduled to visit the Port on September 9th at 1 PM, arriving by ferry from Friday Harbor.

Rental Properties and Lease Updates
Regarding the Shark Reef House, the Manager visited the property and gave workshop tenant Jacob Larson an updated invoice, as the Port has not received a payment from him in 2026. Manager also spoke with the Shark Reef tenant, offering continued residency with the condition that they must sign the lease by end of August and catch up on 60

days of missed rent by year-end. The Manager expressed concerns about the property's condition and suggested scheduling an inspection once the lease is signed, noting issues with numerous cats on the property and a potential need to address animal restrictions in the lease.

Hangar Tenant and Waiting List
The board discussed a potential hangar tenant departure and reviewed the current hangar waiting list.

3) **Commissioner's Reports:** no additional reports this month

4) **Task List.** The Manager removed the moss from the roof of the terminal/office building, and Commissioner Aufderhar noted that we should keep an eye on the condition of the roof and be ready to resurface it when necessary.

New Business

1) **Resolution 2026-3**, to proceed with FAA and WSDOT grant funding for the sealcoat project.

   Motion, <u>KA</u>. Second, <u>PH</u>. Vote, <u>Unanimously Approved</u>.

Full, signed Resolution attached.

<u>Public Commentary:</u> No public in attendance

Executive Session, as per Washington **RCW 42.30.110** to review potential real estate transaction. Executive session begun at 6:06 pm for 30 minutes, to resume at 6:36 pm.

Executive session ended early at 6:17 pm with no decisions made.

Motion to Adjourn the Meeting:

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

ADJOURNMENT 6:17 PM Next meeting 4:30pm September 10th, 2026

Manager	Commissioner
Wil Catlin	Steve Adams
Chairman	Commissioner
Kenn Aufderhar	Paul Henriksen