

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

September 10th, 2026, at 4:30

Minutes

CALL TO ORDER 4:30 pm 9/10/2026 Start Recording: 4:30 pm

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

Meeting summary

The Port of Lopez Board of Commissioners held their regular meeting on August 13th, 2026, at 4:30 p.m. to discuss ongoing projects and business matters. Megan Zollars from Dowl Engineering joined the meeting to provide updates on the sealcoat project, including the design phase closeout report and construction timeline with CR Contracting potentially starting in early October. The board approved minutes from the previous meeting and financial reports, noting strong maintenance fund balances and discussing the transfer of salary expenses to the port fund in full in 2027. Key updates included a report of an airplane being damaged by the lawnmower operator, and plans to address maintenance needs at the shark reef house including hot water heater and drain problems. The board also approved Resolution 2026-4 to appoint an agent to receive damage claims related to the damaged airplane, and discussed upcoming WSCAA conference attendance and registration requirements.

Agenda Amendments:

- 1) Motion to add item to new business: Resolution 2026-4, to appoint agent to receive damages.

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

UNFINISHED BUSINESS

1. DOWL:

Seal Coat Project Update

Megan provided an update on the Sealcoat Project, noting that the design phase closeout report to Tom is pending final reimbursement approval from the FAA, which has conveniently closed the billing period until mid-October. The construction phase is moving forward with CR Contracting, who received the notice of award and agreed to remove the wind cone from the contract, with construction potentially starting the last week of September or first week of October.

Dowl Construction Contract Discussion and IFE discrepancy.
Megan discussed the Dowl construction contract, noting that Century West's independent fee estimate was 10% higher than their fee due to different hourly rates for engineer positions. She plans to call Brian to request an adjustment based on this clarification and will send language for review. The team discussed the construction timeline, with Megan indicating the runway would likely be closed in the second week of October, though she will confirm details with Josh and provide updates to the team.

Airport Ramp Closure Planning Meeting

The meeting focused on planning the closure of the airport ramp, with discussions about moving planes to alternative locations and implementing signage to notify pilots. The group decided to use sawhorses and signs to close the ramp, with specific dates to be determined once the runway closure timeline is confirmed. They also discussed the Blackwater pumpout schedule, aiming to coordinate the equipment removal before October 3-4 when one participant will be away. Additionally, they briefly mentioned a sailing incident involving a boat that dragged anchor and caused damage to other vessels.

2. Blackwater Updates

Commissioner Henriksen noted that the number of vessels serviced is slightly ahead of last year's count – by perhaps a handful - and history suggests demand will trail off quickly after Labor Day Weekend.

The team will coordinate to remove the Blackwater from the Bay by end of September, aiming to have it done before the weekend of October 3rd / 4th.

Public Commentary: No members of the public in attendance

REGULAR MONTHLY BUSINESS

A. Approval of Minutes from the regular board meeting on August 13th, 2026.

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

B. Approval of Vouchers, Payroll, and Financial reports

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

Port Manager noted that projected cash on hand remains similar to the previous month, and clarified that the zero income for September on line 14 was due to late payments, and that a \$10,000 state grant income was incorrectly listed in both the Airport and Port Funding sections. Manager mentioned that the next debt service bond payment of roughly \$50K is expected before the end of the year, and confirmed that the commissioners' and airport managers' salaries would be moved entirely to the Port Fund in 2027 for better budgeting accuracy.

The Board noted that maintenance expenses this year are tracking well below budget for the first time in recent history.

Monthly Reports

1) Review of Correspondence/Manager's Report

The manager spoke with a neighbor who continues to feel negatively impacted by the navigational beacon at night, which sweeps across the tops of the trees on his property.

Accident in the tie-down area

Parked airplane was struck by lawnmower operating under the wing. Owner notified, insurance claim filed, repairs are underway. No FAA report was required, as the airplane was not in motion at the time of the accident.

General Election / Proposition 1

All the Port election materials for Proposition 1 have been submitted and accepted by the County elector.

AWOS

Following up from the annual inspection, Manager replaced a lightbulb on the top of the wind speed tower. Also attempted to clean what appears to be a mineral scale from the ceilometer lens, but was only partly successful. Will continue to research cleaning options, and add this bit of maintenance to the weekly tasks.

WSCAA

Still await resolution of the question of a required additional registration.

WPPA Visit

Commissioners Henriksen and Adams, along with the Port manager, hosted WPPA Environmental Director Carly Michiele at the airport on September 9th for several hours of interesting conversation. Carly noted that Washington State has made electrification of its Ports a top priority, and thought it would be worth following up about the Lopez desire to use solar batteries as a backup source instead of fuel-based generators, as currently required by the FAA.

Rental Properties and Lease Updates

Shark reef house tenants agreed to a revised lease, should have signed for October 1st, and are now just 30 days (one payment) behind on rent. They do have maintenance issues, including an intermittent hot water heater and a non-functional kitchen drain. The group agreed to handle the immediate issues by hiring a plumber to remove the garbage disposal and replace the hot water heater, while also planning to inspect the deck and potentially have an inspector evaluate it.

Shark Reef shop tenant has not yet paid rent for the entirety of 2026. The Board suggests changing his invoice schedule to yearly, to make less collection/payment work for everyone.

Hangar Tenant and Waiting List

New tenant, Chelsea Frost, moved into hangar D2. List remains 6 deep, as previous D2 tenant returned to the waiting list.

A Combined team of Commissioners and Manager replaced the broken standpipe next to the picnic shelter. Water was off for only about 12 hours but created an unusual amount of sediment in the system for many hours after it was returned to service. Water is currently running clean, but the degree of sediment was concerning.

3) Commissioner's Reports

Commissioner Adams: Met with council nominee Katherine Bryant Ingman, who reached out to the Commissioner to learn more about the function and role of the Port.

New Business

1) Resolution 2026-4, to appoint agent to receive claim damages.

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

Full, signed Resolution attached.

Public Commentary: No public in attendance

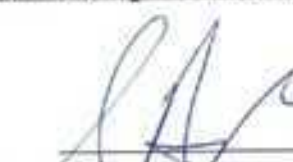
Motion to Adjourn the Meeting:

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

ADJOURNMENT 5:45 PM Next meeting 4:30pm October 8th, 2026

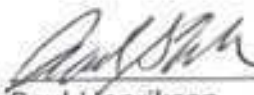


Wil Catlin
Manager



Steve Adams
Commissioner


Chairman
Kenn Aufderhar


Commissioner
Paul Henriksen