

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
January 17, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on January 17, 2023, in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:00 p.m.

PRESENT: Commissioners: Shelly Rivard Detrick, Nicholas Moore and George Sisson. Staff: Michael Wren, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Officer.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on January 3, 2023 (M/S: Nicholas Moore / George Sisson).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #18699 - 18703 Totaling \$9,478.78
Vouchers # 18698, 18704 - 18712 Totaling \$9,739.81

MOTION CARRIED unanimously to authorize payment of above Vouchers/Warrants (M/S: George Sisson / Nicholas Moore).

OLD BUSINESS:

Director Search: We have applications trickling in but so far only one has had some of the qualifications to fulfill the job. Mike recommends weekly meeting dates to have pre-screenings of potential candidates to ensure responsiveness. The commissioners decided on Thursdays at 5:00. Mike will let them know if we have any candidates that week and will advertise the Special meetings.

NEW BUSINESS:

Remove Items from Inventory: We have two inoperable handheld radios, ICOM IC-A3, Ser. # 21622 & 22977.

MOTION CARRIED unanimously to remove the inoperable items from the inventory (M/S: Nicholas Moore / George Sisson).

PUBLIC/TENANT INPUT: NONE

FINANCIAL UPDATE:

Charla stated that she has been working on quarterly reports and has started on the annual report.

OPERATIONS and MAINTENANCE:

Backhoe: We have a problem with engine oil transferring into the cooling system. There are only two areas where this can occur, the oil cooler and the block where oil and antifreeze pass beside one another. The cooler was taken to Harry's radiator where it passed the pressure test. Unfortunately, the other area where this is likely to occur would be in the block or head of the engine. This is a 1972 John Deere 500B series that has seen limited use over the last few years.

International 784: The fuel pump that was sent out to be rebuilt has been repaired and returned. The pump was installed, but before the tractor could be run the starter failed. A new starter will be arriving next week. The technician can time the engine and inspect the installation when the engine can be started.

The tractor has been serviced and greased and the three-point hitch has been repaired.

FROM THE OFFICE:

- a. Next Regular Meeting: Feb 6 Shelly will be gone for this meeting.
- b. Travel & Meetings:

Mike did not make it to Wenatchee to meet the new WPPA Director due to complications with the T-Hangar project. The FAA thought the R.V. park we need to remove to accommodate the new T-Hangars was designated for use by the general public. Had this been true, we would have been prohibited from removing it to make a reasonable safety area for our T-Hangar, therefore we would be unable to construct the hangar. After multiple discussions which included Mike showing them the posted sign that states that the R.V. park is for aviation use only during events, we received the go-ahead to proceed with the project. T.O. Engineers has started on their Scope of Work and will be submitting that to the FAA this week. Once approved, work can proceed on the design and construction.

Mike also suggested an R.V. park transition period where we turn on the water only for the region 8 soaring contest at the end of June and remove everything immediately afterward. The commissioners agreed with this transition.

COMMISSIONER INPUT:

Shelly Rivard Detrick asked about the status of the Niessner quit claim deed. Mike said that our legal council Seth Woolson reached out to Niessner's Lawyer and was told that Randy has been out of town and so has not heard back from him.

Nicholas Moore asked about the status of the insurance changes that were discussed in prior meetings. Mike said that he talked to them last week and that the annualized equipment breakdown premium could not be removed. He will set up a meeting with the adjuster to go over our modified insured values to ensure we haven't missed anything.

ADJOURN TO EXECUTIVE SESSION: Commissioner Shelly Rivard Detrick adjourned the regular meeting at 4:29 p.m. to executive session for approximately 15 minutes for the purpose of evaluating the qualifications of an applicant for public employment.

EXTEND EXECUTIVE SESSION: Commissioner Shelly Rivard Detrick extended the executive session for another 30 minutes.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Shelly Rivard Detrick reconvened to regular meeting at 5:15 p.m. No decisions were taken during the executive session.

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:16 p.m.

Shelly Rivard Detrick, President

Nicholas Moore, Vice President

George Sisson, Secretary

ATTEST: _____

Michael Wren

2022