

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
January 18, 2022**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on January 18, 2022 in the Port conference room. Commissioner George Sisson called the meeting to order at 4:01 p.m.

**PRESENT:** Commissioners: Karen Moore, George Sisson and Shelly Rivard Detrick. Staff: Greg Becken, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Officer; Jordan Shaw, Administrative Assistant.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting of January 4, 2021 (M/S: Karen Moore / Shelly Rivard Detrick).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Payroll Warrant #18280 - 18285 Totaling \$10,122.51  
Vouchers # 18286 - 18299 Totaling \$26,644.19

MOTION CARRIED unanimously to authorize payment of above Vouchers/Warrants (M/S: Shelly Rivard Detrick / Karen Moore).

**OLD BUSINESS:**

Runway 11-29 and Taxiway B/B1 Project Update: Greg informed the commissioners that Karen Miles from the FAA is not willing to approve the additional \$20,000.00 for crack sealing based upon the fact that this is something that should have been addressed much earlier in the project. She was also dissatisfied with T.O. Engineers' performance on this project and stated that the scope for the next project, RW 4/22 should have been received sometime in November or December and they just got that to her this week.

Niessner T-Hangar Legal Letter: We received a letter from Niessner's legal counsel which gave two possible resolutions to the issue.

1. Renew the lease for 12 years at a fair market rate.
2. Continue on a month-to-month lease until the Port can purchase the building for \$120,000.00.

After discussion, the commissioners decide to have our legal counsel reply with an offer to purchase the building for \$65,000.00, pending inspection. They will not take any counter offers and if this number is not acceptable then we will continue with our legal recourse.

**NEW BUSINESS:**

New Business Prospect for the Port: A company, which will be called Steel City for discretion purposes, is looking to build a building that will better suit their growing business of 53 employees.

Engineer Review: Based upon the performance by T.O. Engineers, the commissioners want to review whether or not to keep T.O. for the next project or to start the process of finding another engineer. Because the timeline for the next project is so tight to be able to award in 2022 and

construction in 2023, the commissioners agree to continue with T.O. Engineers. They want substantial assurances from T.O. that this next project will be handled with strict timelines and oversight. They request that T.O. come to a commission meeting in the near future to address their concerns. They also want the Port to have clear guidelines as to what reasonability Port staff will have in making sure the project is going as planned.

### **EXECUTIVE UPDATE:**

Executed Lease with Barrett Aircraft: This lease was executed on January 13<sup>th</sup> and Josiah Barrett took possession of the building on Monday the 17<sup>th</sup>.

1. Lease Security consideration: The commissioners agree to a \$2250.00 security deposit.

MOTION CARRIED unanimously to accept a security deposit of \$2250.00 for lease security on the Barrett Aircraft lease (M/S: Shelly Rivard Detrick / Karen Moore).

Dates for Planning Retreat: Greg asks the commissioners to pick a few dates that will work for them for a spring planning retreat to go over next years budget and plan for the future of the port and email them to him and he will compile a list for them to look over at the next meeting.

### **PUBLIC/TENANT INPUT: NONE**

### **OPERATIONS and MAINTENANCE:**

Snow Event: We had a significant snowfall as everybody is aware of last week. We plowed both of our runways, taxiways A1, A2, B1, and our ramp. Also, our roads, tenants, aircraft fueling station was shoveled out, and railroad switches were shoveled out. Snow accumulated so fast we ended up going over it twice in some instances. The rotary snowplow was very useful in moving snow from the ramp and our runways.

NorthSky Bldg #305: Over the weekend I received a call from NorthSky. They stated the fire suppression alarm was activated. I rushed down to the building and shut down the water valves to the system. Then began bleeding down the system that filled with water. A representative from NorthSky gave me access to the building, water was contained to the small room off of the main building. The process took several hours to complete.

JohnDeere 7130 Tractor: This tractor is getting a full service all filters changed along with the transmission, hydraulic and engine oil dropped and fresh oils installed. A few minor hydraulic leaks are being addressed on the remote hydraulics.

20 ft. Rotary Cutter: The John Deere rotary cutter is being inspected, greased. During the inspection a blade holder showed signs of failing, large cracks were appearing where the cutter blade attaches. A replacement was ordered and will be installed when the part arrives.

### **FROM THE OFFICE:**

- a. Next Regular Meeting: February 7<sup>th</sup>
- b. Travel & Meetings:
  - i) Vacation Feb. 14<sup>th</sup> – 18<sup>th</sup>
  - ii) WAMA Aviation Conference Puyallup Feb. 26<sup>th</sup> – 27<sup>th</sup>
  - iii) WAMA Annual Conference May 9<sup>th</sup> – 11<sup>th</sup>
- c. Finance Update: The Port ended the year with a healthy balance of \$1,542,126.92.

- i) December CPI Percentage: The December CPI ended up at 7.4%, this is a significant increase over the 5.6% used to establish the 2022 budget and this will add a positive amount to the budget.

**COMMISSIONER INPUT: NONE**

**ADJOURN TO EXECUTIVE SESSION:** Commissioner George Sisson adjourned the regular meeting at 4:46 p.m. to executive session for approximately 15 minutes for employee performance review.

**RECONVENE FROM EXECUTIVE SESSION:** Commissioner George Sisson reconvened to regular meeting at 5:01 p.m. No decisions were made.

**ADJOURNMENT:** There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 5:01 p.m.

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George Sisson, President

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Shelly Rivard Detrick, Vice President

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Karen Moore, Secretary

ATTEST: \_\_\_\_\_

Gregory W Becken

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2022