

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
February 7, 2022**

The Board of Commissioners for the Port District No. 9 of Grant County met in a regular session on February 7, 2022, in the Port conference room. Commissioner George Sisson called the meeting to order at 4:00 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. Guests: JR Norvell from T-O Engineers & Nick Moore, Area Resident.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of January 18, 2022 (M/S: Shelly Rivard Detrick / Karen Moore).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #18306 - 18315 Totaling \$13,308.67472,603.08
Vouchers # 18300 – 18305 & 18316 – 18603.08 Totaling \$472,603.08

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

OLD BUSINESS: NONE

NEW BUSINESS:

T-O Presentation and Runway 4-22 Project Discussion: JR gave comments on the performance of T-O and the Contractors on the last project and presented a plan and resolution to successfully move forward on this next project. He is still hopeful that we will receive the additional funding to complete additional crack sealing for Runway 11-29.

1. Runway 4-22 Project Design Discussion & Contract Authorization to Execute: The project was estimated to be \$1.2 M in the Master Plan, current estimates now range from \$1.5 M to \$2.0 M. The project is currently set to be completed in 3 phases; JR explained how they would move through the project while still being able to keep landing access for runway 3-21. Greg informed the commission that T-O's bid for design and construction management was \$312,295.00 versus the Independent Fee Estimate (IFE) of \$331,531.25. Greg requested the commission authorize him to negotiate and execute a contract with T-O not to exceed the amount of \$312,295.00.

MOTION CARRIED unanimously to authorize Greg to execute the design contract. (M/S) Karen Moore/Shelly Rivard Detrick.

EXECUTIVE UPDATE:

Presentation to Ephrata Rotary: Greg will present to the Ephrata Rotary with an update from the Port and what projects are underway.

Retreat Dates: Greg will also compile the dates he received that are not conflicting for the Port Commissioner retreat.

PUBLIC/TENANT INPUT: NONE

FINANCIAL UPDATE:

Financial Update: Charla explained that the QuickBooks ownership was never placed in her name, the payroll authorization will need to be transferred to Charla with the signed approval of the commissioners.

WA Cares Changes: Charla informed the commission that the WA CARES will all be reimbursed per the legislature, in July of 2023 they will begin the program again.

Runway 11-29 Financial Update: Charla also mentioned that we have received most of the grant funding for project RW 11-29.

OPERATIONS and MAINTENANCE:

Servicing of Equipment: The warehouse forklift (TCM) was serviced and inspected. The small Clark forklift was also completely serviced and inspected. The John Deere Gator six by six had a new clutch installed and was serviced.

Pickup Servicing: The 2001 Ford one ton was serviced; its tires were rotated and the front end was aligned and inspected. The Chevy one-ton also had its fluids exchanged; new rear tires were installed. The 1985 cube van was serviced and inspected. The back of the van which is used for tools and hardware for our job sites was cleaned and restocked of items that were used throughout this past year. 2000 Dodge pickup was serviced and inspected.

Glider runway: Runway 4-22 was plowed of its snow. The engineers will survey this runway for the upcoming project.

FROM THE OFFICE:

- a. Next Regular Meeting: February 22, 2022 (Tues)
- b. Travel & Meetings: Greg will be on vacation the coming week 2/14-2/18

COMMISSIONER INPUT:

The commissioners thanked J.R. from T-O Engineers for coming to the meeting and presenting. They also thanked Nick Moore for attending the meeting.

ADJOURNMENT: There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 4:42 p.m.

George Sisson, President

Shelly Rivard Detrick, Vice President

Karen Moore, Secretary

ATTEST: _____

Gregory W Becken

_____ 2022