

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
April 4, 2022**

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

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

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on March 21,2022 (M/S: Shelly Rivard Detrick / George Sisson).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.

Airport Fund: Payroll Warrant #18374 - 18383 Totaling \$13,542.42

Vouchers # 18372,18373 & 18384,18388 Totaling \$23,850.33

MOTION CARRIED unanimously to authorize payment of above Vouchers/Warrants (M/S Shelly Rivard Detrick / George Sisson).

**OLD BUSINESS:**

Update: Niessner Hangar Progress-

- i. Hangar inspection – Greg asked Kurt to give a brief overview of repairs that were noted upon inspection which include a sliding door that may need to be repaired, bifold hangar door repairs, locks to utility room will need to be changed as well as outdoor lights.
- ii. Non-Aeronautical Use - Two of the units appear to be filled with debris, some with floor to ceiling shelves full of items. Another unit has been converted into an indoor driving range complete with heat. Pat Ford, the renter of the largest of the units and his has both a restroom as well as heat and encompasses the power bill for most of the building.
- iii. Rent Forgiveness – At this time three of the tenants have been identified. Niessner has not paid rent for the building itself this calendar year, but he has continued to receive rent payments from the various tenants he has sublet to. Also, Niessner has yet to provide the Port of Ephrata with a list of all the current tenants. Greg emphasized the lack of cooperation that we have received on Niessner’s behalf, as well as the loss of revenue we have, and continue to suffer. Greg proposed to the commissioners potential rent prices for the different sized units to recoup the revenue loss and deduct the amount from the \$65,000. With some discussion the commissioners decided on: \$250 for the smaller unit, \$275 for the heated space and \$400 for the larger space with heat and restroom, utilities will be included as well. There was further discussion on how to reallocate the power in the future and how it should be charged to the tenants in the future or if the Port should just pay it and accept reimbursement from each tenant.

MOTION CARRIED unanimously to approve the proposed rental fees. (M/S Shelly Rivard Detrick / George Sisson)

- iv. Building Damage – All 5 outdoor bulbs are exposed and will need to be replaced with something much more substantial.

Update: Runway 4-22 Project

- i. Project is advertised – The ad has run in The Journal. Greg stated that there will be a pre-bid walk-through and then applicants can put together their numbers. He is hoping to have as many bidders as possible arrive on site but will also put together web accessibility as well.

**NEW BUSINESS:**

Howard Jorgensen Ground Lease for Hangar -

Hangar is under construction, with all permits having been approved. The lease has been signed, however, with further research it is in the process of being revised and reissued for signature. Staff felt that there should be clearer verbiage regarding the surrender of the building upon the end of or termination of the lease. An additional clause was also added in the event of a total loss of the structure, the lessee will be responsible to utilize the insurance funds recovered to rebuild the structure as it were.

Greg will need the Commissioner's approval for the deposit amount on the lease security worksheet. Greg asked for half of the annual lease amount upfront (\$366.50). Commissioners agree that this would be acceptable.

Kurt added that he had been called out to go speak to the construction crew after they had driven out on the runway unannounced without proper safety procedures in order to capture pieces of construction materials and debris that had blown out onto the runway. He suggested providing the crew with an airport safety briefing for the remaining time they are here.

**EXECUTIVE UPDATE:**

Meeting with Raquel Crowley –

Raquel will be escorting Amanda Berkley from the federal transportation bureau. On a tour and the Port of Ephrata will be one of their scheduled stops on Friday, April 15 around 8:30 am. To discuss the opportunity of how potential federal dollars may be available to assist the Port. Greg asked that one of the commissioners please try to be present. Greg will also work with Tom Dent and Brant Mayo to hopefully have them in attendance.

Email Transfer –

Greg has completed the transfer of all emails to the .gov site. The office is also working on navigation of the transition to Office 365, it has presented a few hiccups but will be a useful tool moving forward.

**PUBLIC/TENANT INPUT: NONE**

**FINANCIAL UPDATE:**

Annual Report –

Charla reported that she was able to get the coding done for the annual report and all the lines have green flags thus far. All documents have been prepared and are ready to be uploaded.

**OPERATIONS and MAINTENANCE:**

Weed Control: The side boom application of herbicides has been completed. This piece of equipment is a valuable tool in our ability to control weeds around our buildings and structures. The amount of labor we save by using this type of equipment versus applying the product by hand is insurmountable.

40' Pull behind Sprayer: The forty-foot sprayer has begun to apply our pre-emergent herbicides. The frame was inspected for cracks and fatigue, the foam marker was installed along with the ground driven pump. The tips and screens were all cleaned, and water tested. This sprayer is used on our large, graveled lots and airfield. We have already sprayed the lots around building one and two.

Ford L -9000: The Ford was brought to the shop where the fluids were checked. The 1600-gallon poly tank with pump was installed and it is ready to go. The Ford flatbed is the truck we use to fill our ground sprayer. It is extremely fast and efficient.

**FROM THE OFFICE:**

a. Next Regular Meeting: April 18, 2022

b. Travel & Meetings:

WPPA Spring Conference May 4<sup>th</sup> -6<sup>th</sup> - Greg mentioned that there are some breakouts that he is looking to attend, however, they are an additional cost to the conference fee itself. The breakout pertains to data backup, destruction, and retention. The topic is pertinent to the Port as we will be approaching an audit soon. However, Greg will also reach out to our legal team who is putting on the breakout and see if all our staff might be able to attend via zoom as it would be beneficial information for all.

WAMA Annual Conference May 9<sup>th</sup> – 11<sup>th</sup>

**COMMISSIONER INPUT:** The originally scheduled tour of Barrett Aircraft will be rescheduled so all commissioners can be present.

**ADJOURNMENT:** There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 4:34 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: \_\_\_\_\_

\_\_\_\_\_ 2022

Gregory W Becken