

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
May 2, 2022**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on May 2, 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: Randy Niessner and guest, Mike Jackson, Nick Moore

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

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #18406 - 18415 Totaling \$12,931.84
Vouchers # 18416 - 18424 Totaling \$74,664.83

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

OLD BUSINESS:

- a. Update Hangar Progress- Greg stated that the previously discussed rates will need to be established so that the letters can begin to go out to tenants. Greg reviewed the pricing that had previously been discussed of \$225 for a small hangar, \$ 275 for medium hangar and hangar with heater, and \$400 for large hangar with restroom and heater.

MOTION CARRIED unanimously to approve the rates for varying sizes of rental spaces - (M/S: Karen Moore/ Shelly Rivard Detrick).

Upon discussion of the Niessner rental rates, Randy Niessner, present at the meeting and the owner of the hangar expressed his apologies regarding falling short on his renewal obligation. Randy stated that he had one question, "Why wouldn't his lease be renewed?" Commissioner Moore responded by indicating that the decision was a unanimous decision made by the Commissioners in the best interest of the Port. Commissioner Sisson stated that the commission had thoroughly discussed the case, and Randy was presented with the offer, to which he agreed.

NEW BUSINESS:

- a. Resolution 02-2022 Committing the Ports 5% for runway 4-22 and requesting a WSDOT Aviation's match of 5% - Greg asked if the commission had any questions before making a motion and signing the resolution.

MOTION CARRIED unanimously to approve signing Resolution 02-2022 for Runway 4-22 funds - (M/S: Karen Moore/ Shelly Rivard Detrick).

- b. MDJ Contractors Lease of Building 2 – Mike Jackson, present at the meeting and owner of MDJ Contractors explained his construction business and the need they are facing for a space in which to process steel to build homes at Cave B and Crescent Bar. His request regarding the length of the lease would be a One (1) year agreement with Four (4) One (1) year of extensions. They currently employ around 20-30 workers and have an office located in downtown Ephrata. Commissioners would like to see various options explored, including subleasing, leasing only part of the building or just perhaps the cost effectiveness of the purchase of all new LED lights. Kurt did point out that approximately 50 lights in the building would need to be replaced (at \$1000 per bulb). Kurt also stated that the building's lighting control system would need to be repaired as well. Shelly pointed out that it would be a great idea to encourage Mike to venture to CBTech and BBCC to potentially source employees who may be currently taking welding courses.
- c. Trout Lake Farm Roof Conversation – Greg explained that if it were possible to put a roof over the currently occupied building, the cost would be around 400k, however, this might require an engineer to sign off on the structure. Commissioners requested that a conversation be held with the tenants as to their long-term ambitions with their business and the use of the building before moving forward. This way the Port can make the best most informed decision on how to support their future needs.

EXECUTIVE UPDATE:

- a. WPPA Executive Director Resignation - Greg Informed the Commission that the WPPA's Executive Director resigned. According to reports, due to the two years during COVID Ports felt that they were not receiving adequate support, interaction and or networking from the WPPA. Greg explained that it sounded like there was difficulty in shifting to virtual options set in place because of COVID and this reflected poorly on the WPPA. Because of this change, Greg will plan to attend the upcoming WPPA meeting as this change in personnel is proposed to be on the agenda.
- b. Octagon Towers Purchase of Future Billing Rights – Greg stated that Octagon will be pursuing the purchase of their billing rights.
- c. Quarterly Report – Greg gave a financial update, the Port is tracking well on the budget at this time with the one exception of grant funds, because these funds are often billed and funded over two calendar years this year's budget is funding a grant from last year still.
- d. Salcido Building: Greg stated that they have all the permits and approvals from the City and are ready to start building. Approval from the FAA (Federal Aviation Administration) is the last thing they need. Greg asks for permission to sign the lease with Salcido as discussed once approval from the FAA comes through.

MOTION CARRIED unanimously to approve the package for Salcido - (M/S: Karen Moore/ Shelly Rivard Detrick).

Karen requested Greg provide an update of the city's water tower plans and location. Greg explained that the FAA has changed how it reviews easements, stating that the FAA will allow easements if the utilities are just for the Port, otherwise it would need to be paid for or it would be interpreted as a gift. The newly chosen site for the water tower will be near Columbia Ridge and will be more cost effective as well as a better location overall.

PUBLIC/TENANT INPUT: NONE

FINANCIAL UPDATE:

- a. Annual Report Submitted – Charla stated that the annual report has been submitted once she received a response to her question regarding whether the CARES grant money should be on the schedule 16 or not.
- b. Paid family medical leave reimbursement has been refunded and everyone will see it as an adjustment on this paycheck.

OPERATIONS and MAINTENANCE:

- a. Weed Control- We have continued to apply select herbicides along our roadsides and grass fields. There will be a pause in weed spraying for a couple of weeks shortly. Then back at it, to control our more stubborn noxious weeds.
- b. 80' Genie Lift- We have been trying to diagnose the starting problem in cold weather with our lift. We recently started it and runs fine. The only issue that has developed when switched to gas from propane the fuel delivery system becomes inoperable. We checked for the obvious and could not find the problem. We will have Pape' material handling out to certify both of our lifts and have them look at the fuel delivery problem.
- c. Roof repair – We reattached roofing screws that had backed out during our high winds we experienced earlier this month. Building 2006 had several screws that needed refastened. The office building of North Sky lost several shingles that need to be replaced.

FROM THE OFFICE:

- a. Next Regular Meeting: May 16th
- b. Travel & Meetings: WPPA Spring Conference May 4th -6th
WAMA Annual Conference May 9th -11th

COMMISSIONER INPUT:

Commissioner Sisson may need to miss the next meeting, he will keep us informed.

ADJOURNMENT: There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 5:13 p.m.

George Sisson, President

Shelly Rivard Detrick, Vice President

Karen Moore, Secretary

ATTEST: _____

Gregory W Becken

_____ 2022