

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
May 16, 2022**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on May 16, 2022 in the Port conference room. Commissioner George Sisson called the meeting to order at 4 p.m.

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

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

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #18426 - 18431 Totaling \$10,526.58
Vouchers # 18423 - 18442 Totaling \$68,228.72

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

OLD BUSINESS:

- a. Update: Niessner Hangar Progress
 - i. Status Update – All paperwork has been signed and the check has been mailed, this will be filed with the county as soon as possible. Greg has received a list of all of the tenant contact information and letters will be going out soon for new leases and/or notices to vacate. The currently designated property manager will begin turning over lease checks to us, and the new leases and/or notices to vacate will be out to each tenant by the end of the month. We will follow up by reevaluating the use of the hangar.

- b. Building 2 Rental Options

Mike from MDJ construction has made a rental offer on building 2, Greg explained the financial breakdown including the investment of the installation of new lighting in the building, and the Port has obtained a couple of quotes on lights. Greg asked commissioners for their input on the offer. Commissioners discussed the option to not renewing should a prospective tenant offer more money for the space in the future. One year with the promise of renewal for the second will be guaranteed with the inclusion of CPI and reevaluation of rent each year thereafter. Shelly requested a spreadsheet with the breakdown of the numbers.

Kurt was able to work with a local electrician at Absolute Electric, he was able to repair the switches that were disconnected for a fair price.

MOTION CARRIED unanimously– To approve the rental rate for MDJ Construction to be 18,000 – monthly including leasehold tax, with the option to renew for year 2. The lease allows

for three more one-year renewals at commissioner's discretion. (M/S Karen Moore/Shelly Rivard Detrick)

NEW BUSINESS:

a. WPPA Spring Conference Report

Greg reported on the conference and in regard to the lack of remote outreach provided by the recently excused executive director caused a disappointment in members. The Port districts have requested that the search for a new director process please be done thoroughly without rushing the timeline. Greg expressed concerns on behalf of the Port of Ephrata for representation of the smaller Ports. Greg explained some of the other issues that other Ports had with the WPPA that caused upset with some legislators. Greg attended the breakouts and said he found that they were useful. Greg was also able to speak with the Ports Attorney Seth and cover other business items.

b. WAMA Conference Report

Greg said this was a good conference with a lot of educational benefits. WSDOT has the CARB program, Port of Othello has utilized this and is doing well. Greg was asked and will be speaking at the Fall WSCAA Conference about our recent hangar purchase following the example use of the CARB program funds in Othello. There is no match required on the loan and it allows for a 3-year break to begin making the loan payments. The repayment term is 20 years with a 2% interest rate. Greg shared successful CARB loan scenarios as they are focused on revenue-generating projects. Applications can be submitted and if awarded still can be refused.

EXECUTIVE UPDATE:

a. Commerce Lead Submitted

Greg did submit a lead, they are specifically non-greenfield, designed, and already built.

b. CAP Hangar Update

Greg met with Senator Jim Honeyford on Saturday as he is in charge of ways and means and was able to acquire the money for the CAP hangar restoration. The program is extremely grateful for the support of the port of Ephrata. Shelly asked that a press release be put together to announce the award.

PUBLIC/TENANT INPUT:

Phil Stout who works at the BBCC Flight department maintenance was in attendance as well as Nick Moore. Phil mentioned that perhaps as far as the new school being built so close to industrial and Port land would there be any complaint issues? Greg responded that whenever someone builds nearby, we do have an easement in regards to airplane noise overhead. Nick questioned the possibility of utilizing the CARB program as a way of bringing alternative fuel options to Ephrata.

OPERATIONS and MAINTENANCE:

Weed Spraying: We are continuing to treat our noxious weeds.

Genie Lift: We called the Genie tech from Pape's material handling to troubleshoot why the lift would not operate on gas. He found a relay terminal that was bad. I repaired the connection and it started immediately. The Genie operates properly now.

Building #2: I called electricians for bids on the operation of turning the building lights on from the switches by each entry door. Absolute Choice Electric (local) was the first to respond. After inspecting the controller, he said he could fix it. He found that the switches and the light controller were not wired correctly. He had the system fully operational in about 3 hours. No other electricians responded.

Roof Repair: We replaced some of the roof shingles that blew off from the NorthSky office building.

FROM THE OFFICE:

- a. Next Regular Meeting: June 6th.
- b. Travel & Meetings: Greg is planning to go to Othello in order to take a look at their T Hangar project.

COMMISSIONER INPUT:

Shelly asked if there had been any conversation with the tenants in the building that will be requiring a new roof? Greg has plans to speak with the tenants this week about their future plans and whether or not it is the best fit for them or if there is an option for growth.

Karen Moore submitted her resignation as commissioner after eighteen years of service.

Nick Moore expressed his interest in the now open position and submitted a formal letter of intent that he provided to the commission.

ADJOURNMENT: There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 4:51 p.m.

George Sisson, President

Shelly Rivard Detrick, Vice President

Karen Moore, Secretary

ATTEST: _____

_____ 2022

Gregory W Becken