

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
August 1, 2022**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on August 1, 2022, in the Port conference room. Commissioner George Sisson called the meeting to order at 4 p.m.

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

Commissioner Shelly Rivard Detrick read the oath of office to Nicholas Moore for his appointment to the 2-year term at Port District # 9, Commissioner Position 3.

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

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

Airport Fund: Payroll Warrant #18514 - 18522 Totaling \$13,379.39

Vouchers # 18523 - 18529 Totaling \$6,664.66

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

OLD BUSINESS:

- a. **T-Hangar (current tenants)** - All leases have been issued for tenants intending to remain. Those tenants who are required to move out have either done so or are in the process of doing so. Mike has already received inquiries for pilots desiring to move in. Mike also mentioned Hangar 10's non-aeronautical use with the storing of drones etc. There is no reason that an aircraft cannot utilize that hangar. Drones or other things that though they may be aeronautically "related", don't qualify in the FAA policy as they are not required to be in an aircraft hangar with ramp access. That tenant, Pat Ford, will be vacating and consolidating into his hangar 1 where he does have an aircraft stored. Mike stated that there are only 3 power meters installed in the building for 10 hangars, which makes accurate or equitable tracking of power use and payment impossible— in the long term it would be better to have each hangar individually metered. This will be an investment, but the most equitable solution. Mike suggested monitoring the bill for a year before making the decision to see if the electrical use is such that it justifies the expense.
T-Hangar Construction – Mike posed a question for consideration to commissioners regarding the study on hangar roof replacement. When we host the hangar, airplanes can only be placed on the outer perimeter of the hangar using approximately 35% of it. This is done to minimize the damage of aircraft being moved out of each other's way to enter or exit the hangar. The study completed in 2021 by Wolfe Architectural Group estimated a price range of \$516k - \$668k to install a new membrane roof on building 405, which is currently approximately 80 years old. Mike posed the question of whether that is a wise

investment versus taking that money and investing in a new T-hangar. If pursued, you would ultimately stop maintaining building 405 until it was removed (which would also have a significant cost unless you could find someone wishing to salvage it). Mike pointed out that the CARB Loan process has already been started, so it is worth giving some thought to accommodating pilots with a useable T-Hangar. Mike will provide financial analysis for the September 6th meeting. Finally, Mike stated that along with the financial consideration was the emotional one. There may be many in this community with a sort of historic tie to the old hangar. These concerns will most likely have their time to be addressed.

- b. **4/22 & A2 Project-** The Port received grants 23 (\$335k) and 24 (\$159K). The final \$1.13 million grant will not happen until at least the end of August. The complication comes with the fact that the bids are only good until August 13. Mike had a conference call with the FAA and the T-O Engineer project manager. The plan going forward is to request a bid price extension from Granite Construction. Karen Miles (FAA) pointed out that we can give a Letter of Award contingent upon receipt of the final grant, but that the Order to Proceed cannot be given until the grant has been received from the FAA. This is estimated to occur by September 6th. Mike asked the commissioners how they felt about “leaning forward” as much as possible to get the project done in 2022. Mike pointed out that there is minimal risk, however, the risk is not zero. We will be reaching out to the Granite tomorrow. Their response will quickly determine if anything moves forward at all. If they choose not to extend their bid prices, the project would be dead for 2022 and be rebid in early spring next year. The Commissioners gave Mike their support to move forward with his best judgment.
- c. **Fence Gate (5th Ave)** - This project has been successfully completed.
- d. **Internal Audit Progress Update – Insurance:** Mike has confirmed that all Port tenants are currently insured. However, VECA is working to provide proof of excess insurance. The PUD is also self-insured and needs to provide their COI as well for \$2 million. **Leases:** Leases are still in the process of getting cleaned up and will be finished up once Mike returns. **Depredation Permit:** The Wildlife Depredation Permit was allowed to expire at the end of 2021. Mike contacted the Federal Fish and Wildlife Service (FWS) to reapply. Mandy Lawrence of the FWS recommended that we try the abbreviated application process since our permit had been in place for several years before expiration. Mike submitted the appropriate application and is waiting to hear back. In the meantime, we may use non-lethal methods to harass or scare wildlife. Canadian Geese may be lethally controlled from April 1st through September 15 without a permit under 50 CFR.21.49. **Property Inventory:** Mike is gathering information (such as the commissioner Chrome Books) to conduct a property inventory. Mike expects to complete this by the end of September.
- e. **Salcido Construction** – Mike explained the excavation they have performed for construction will force drainage off of 5th directly into North sky. Mike has spoken with them regarding not only flooding North sky but flooding themselves as well depending on severity of spring runoff. Mike discussed plans with them about piping the water down to a catch pond where it will soak into the ground. The other option would be a dry well about 6 feet down. Salcido was receptive to the ideas, and they accepted the responsibility to create the catch basin and berm up the ground heading to North Sky.
- f. **CAP Hangar Project** – Mike found the point of contact (POC) from commerce. The state agency that we will coordinate with. This is a legislative appropriation and Mike wanted to confirm the requirements for administering their grants. The POC was out this

week but will reach out to Mike when she returns. The CAP considers this project to be phase 1 of their long-term plans. Phase 2 would be renovating the building they currently rent from the port. Mike suggested they contact the Civil Air Patrol Headquarters to consult with the FAA regarding crew rest and flight encampment issues which the FAA may consider an incompatible residential use prior to risking their investment. It was Mike's understanding that they were going to pursue and resolve the issue.

- g. **Copier Replacement-** Mike presented the quotes that had been received and made his recommendation to go with the Kelly Connect Option, including the service contract.

MOTION CARRIED unanimously to authorize approval to purchase the printer/copier from Kelley Connect to include the service contract as well. (M/S Shelly Rivard Detrick/Nick Moore).

NEW BUSINESS:

I. Name Tags- We have been doing some investigation into name tags for recognition when attending meetings. Mike presented the suggested nametags – lanyards and magnetic plastic holders that can be strategically placed. Commissioners agreed that these were good options. Port staff will put together a template and print off a few options for review.

PUBLIC/TENANT INPUT: Retired Commissioner Karen Moore thanked Mike Wren for stepping up to take the interim position as Port Director.

FINANCIAL UPDATE:

- a. **DRS Audit** – Charla included the report in the meeting packet for review. She explained that the Port was audited by The Department of Retirement Systems (DRS), and it was discovered that there were a couple of errors. Charla's position became eligible for retirement in 2016. This occurred as the DRS includes vacation time in the monthly count of employment hours. The Port will be responsible for covering the premiums back to 2016. DRS will be assigning an employer support person to help with sorting out the payment plan. Also, Mike and Gordy are owed their first week's pay from 2005 and 2007 respectively when they first began work at the Port. Each will receive one more week's pay and commissioners agreed that it should be at this current pay rate. DRS will also include that time as credit toward their DRS accounts. Charla also mentioned that the hours we have been crediting employees for a straight 80 hours per pay period. Sometimes there are other than 80 hours in a pay period and DRS wants the exact number of hours reflected on their paychecks in the future, even if they are salaried employees.

MOTION CARRIED unanimously to correct the errors that were discovered in the recently conducted DRS Audit and to pay the amounts owed to both Mike Wren and Gordon Grenier at their current wage. (M/S Shelly Rivard Detrick/Nick Moore).

OPERATIONS and MAINTENANCE:

- a. Request for items to be removed from inventory for auction (see listing). Kurt presented the list for consideration. These items will be moved to the upcoming auction.

MOTION CARRIED unanimously to authorize the surplus of the items that Maintenance Director, Kurt Oxos had listed in his attachment. (M/S Nick Moore/ Shelly Rivard Detrick).

FROM THE OFFICE:

- a. Next Regular Meeting: August 15
- b. Travel & Meetings: Mike will be out of the office, August 3-10.
- c. EDC All Ports Meeting, August 25.

COMMISSIONER INPUT: New Commissioner Nick Moore reviewed his new commissioner materials including the personnel policies. He had a question regarding the rate at which employees accrue vacation time after they reach 22 years in service. Charla explained that it is the number of years' service multiplied times 8 hours for the annual amount. You would then divide this by 12 for the monthly entitlement. There is a cap set of 200 hours of vacation time that can be accrued, regardless of service time.

ADJOURNMENT: **There** being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 5:08 p.m.

George Sisson, President

Shelly Rivard Detrick, Vice President

Nicholas Moore, Secretary

ATTEST: _____

_____ 2022

Michael Wren