

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
September 6, 2022**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on September 6, 2022, in the Port conference room. Commissioner George Sisson called the meeting to order at 4:00 p.m.

**PRESENT:** Commissioners: George Sisson, Shelly Rivard Detrick and Nicholas Moore. Staff: Michael Wren, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Officer.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on August 15, 2022 (M/S: Nicholas Moore / George Sisson).

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

Airport Fund: Payroll Warrant #18547 - 18556 Totaling \$13,969.91

Vouchers # 18557 - 18562 Totaling \$15,629.22

MOTION CARRIED unanimously to authorize payment of above Vouchers/Warrants (M/S Nicholas Moore / George Sisson).

**OLD BUSINESS:**

Runway 4/22 Project: We received the final grant award giving us full funding. The notice to proceed has been issued and work will begin on Monday.

CAP Hangar Project: Mike has a meeting tomorrow with the architect and the CAP to bring both parties together.

Current T-Hangar Status: All units are now rented, and Kurt and Gordy have been working on the doors as the units switch tenants. They will need to have better seals for the bottom of the doors in the future to keep out rodents and dust.

Website Updates: All suggestions made at the last meeting have been updated.

**NEW BUSINESS:**

T-Hangar Construction/Replacement proposal for Hangar 405 vs 405 Roof Replacement: The Port is entitled to \$159,000 Bipartisan Infrastructure Law (BIL) funds each year for the next 4 years. Mike checked with the FAA and found out that this money cannot be used for roof repairs on the 80-year-old Hangar 405 but can be used for the construction of a new T-Hangar to replace 405 as Mike discussed last meeting. At an estimated cost of \$650,000 to build a new T-Hangar, the BIL funds would cover all but \$14,000 of that. We would have to fund the project upfront and submit for reimbursement over the next 4 years. Mike's questions to the commissioners are: 1. Should we pursue this project? 2. Should we 100% self-fund this project or seek funding assistance?

The commissioners agree that we should pursue this project but to at least try for 50% funding assistance in the form of a CARB loan. This would help us maintain our cash reserves for other potential needs.

MOTION CARRIED unanimously to proceed with this project and to self-fund while seeking 50 percent funding from the CARB program. (M/S: Nicholas Moore / Shelly Rivard Detrick).

T-O Engineers will be onsite to design the CAP Hangar so we will ask them to design ours at the same time to hopefully achieve some economy of scale savings.

Custom Commodities Transport Project: This company is wanting to rent rail space in order to offload chemicals to be used in Moses Lake. They will need about 300 feet of rail access to create an operation very similar to the propane offload operation already in place. Mike has contacted the Fire Department and they will coordinate any safety requirements with Custom Commodities. If after hearing the requirements, Custom Commodities chooses to move forward with the project, Mike will give them a lease for property with rail access adjacent to the propane operation.

Jordan Shaw Resignation Effective August 26, 2022: Jordan has taken a new job that is better suited to her needs. We are sad to see her go but we wish her the very best.

Review Executive Director Solicitation Package: Mike looked at the contract we had with Maul, Foster and Alongi regarding ownership of the documents that were produced for our previous search. We can use all documents that were created for us with the understanding that it is at our sole risk and without liability or legal exposure to MFA. Mike suggested that the previous package be the starting point for the next search. The Commissioners will review those materials and make notes regarding any changes at the next meeting.

Ownership of 5<sup>th</sup> Ave (Grumman) and Airport/Portion of Railroad St: Mike had a meeting with Bill Sangster (Ephrata Public Works Director) to start the discussions needed to get this issue resolved. According to the documents we have, it appears that the City has full ownership of 5th via an easement we granted to them for road improvements via Resolution 446 that was completed in August of 2001. There is an Interlocal Agreement between the City and the Port executed in May of 2005 for the construction of the water, sewer and roadway improvements that states in paragraph 5 that the “sewer and roadway improvements shall be owned and operated by the City”. Mike has challenged the City to produce additional paperwork that would legally support that the Port is the actual owner of the two roads in question. Mike would like to have this resolved before he leaves the Port so that the roads are properly maintained before they fail due to lack of maintenance. Mike also feels that resolving this issue is important for maintaining the cooperative nature of the relationship we’ve had with the City over the past decades.

Open Public Meetings Act (OPMA)/Public Records Act (PRA) Initial/Recurring Training: All staff and commissioners required to have this training are either due initial or recurrent training on both of these items. MRSC has training for both requirements available online and we could watch them as a group or individually. The commissioners agreed it would be fine to view the OPMA session on the 19<sup>th</sup> and the PRA session on October 3<sup>rd</sup>.

Buildings 1 and 2 Fire Suppression Monitoring System Upgrade Required: Mike and Kurt have been getting regular non-emergency late night/middle of the night automated calls from the monitoring center on these systems. Kurt would check the status board the next day and there were no indicated system faults. We contacted the monitoring system company and they confirmed that our communication components (they use cellular) of the system are having problems as the 5G cellular system upgrade is occurring. The cost for upgrading our equipment will be approximately \$2,200 for both buildings.

2023 Budget Schedule: Mike gave the commissioners the schedule for the 2023 budget to start with finalizing the preliminary budget on October 17<sup>th</sup> and ending with filing the budget with the County NLT November 13<sup>th</sup>.

## **PUBLIC/TENANT INPUT: NONE**

### **OPERATIONS and MAINTENANCE:**

Building Tagged: Building #3005 was heavily tagged two weeks ago with offensive writing using orange spray paint on the North side of the building. The local police were notified, and we painted over the graffiti. The area impacted was sixty feet long and ten feet in height.

Tree trimming: We removed saplings from around the trunks of our trees located at the RV park and above the Learning center.

Equipment Servicing: We have performed scheduled maintenance on our service truck, changing the Oil and filters and performing a safety inspection. The air compressor and welder/generator located on the flatbed were also serviced.

We changed the fluids and performed a safety inspection on the Chevy 3500.

The Hyster and TCM forklifts were serviced, and safety inspected.

We replaced the front calipers and brake shoes on the Dodge pickup.

The 80' Genie lift was serviced.

**FINANCIAL UPDATE:** I have sent several E-mails to our Department of Retirements (DRS) Employer Support contact and received one message back saying, "Let me look over your audit and get back to you". If we still have not heard anything by Monday, Mike will call the DRS supervision to get this resolved.

### **FROM THE OFFICE:**

- a. Next Regular Meeting: Sep 19
- b. Travel & Meetings:
  - a) WPPA Small Ports, Leavenworth: Oct 20-21 (Reservations made for Oct. 20)
  - b) WPPA Annual Meeting, Tacoma: Dec 7-9

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 5:20 p.m.

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George Sisson, President

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Shelly Rivard Detrick, Vice President

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Nicholas Moore, Secretary

ATTEST: \_\_\_\_\_

Michael Wren

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2022