

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
September 19, 2022**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on September 19, 2022, in the Port conference room. Commissioner George Sisson called the meeting to order at 4:02 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 September 6, 2022 (M/S: Shelly Rivard Detrick / Nicholas Moore).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #18563 - 18570 Totaling \$36,291.00
Vouchers # 18571 - 18581 Totaling \$4,299.84

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

OLD BUSINESS:

Runway 4/22 Project: The contractor has ground out the asphalt and is working on digging out the taxiway section that needs a deeper base. T-O underestimated the amount of base rock that would be needed due to variances in the thickness of the old asphalt they ground out. The surface has been surveyed so that they can calculate the remaining amount needed. There may be a slight delay as the rock crushing machine is currently out of service at the Tommer pit.

CAP Hangar Project: They had a meeting with CAP, T-O Engineers, and the Architect to discuss the details of this project. Mike asked the CAP about discretionary funds in case the bid comes in above the grant amount. They do not have any discretionary funds available, so Mike suggested the bid be broken up into two elements; the first being the minimum “have to” elements and the second phase more of the “want to” elements. T-O should have an estimated cost analysis for them this week.

T-Hangar Construction: While T-O was here about the CAP hangar, Mike asked them about our hangar. They should have an engineering estimate done this week, following all requirements as if this is an FAA-funded project from the start since we intend to seek reimbursement from them in later years.

Review of Executive Director Solicitation Package: The commissioners are basically happy with the package as is but would like to remove the word “executive” from the position title and have it just be Director. Mike will adjust that as well as add verbiage that makes it clear that this position includes necessary participation in “non-supervisory” type tasks due to the small staff

and have it ready for review at the next meeting. Once ready Mike suggested that we begin advertising locally in November and just keep advertising until the position is filled.

Ownership of 5th Ave (Grumman) and Airport/Portion of Railroad St: The meeting that was scheduled has been pushed back a bit because Ron Sell is coming back as City Planner and Mike would like to include Ron in this meeting. Hopefully, this will be rescheduled for later this week.

NEW BUSINESS:

City Administrator Selection Input: Shelly has been asked to help with the selection process and she would like input from the other commissioners. George and Nick both stated that there needs to be more communication between The Port and The City because both of our successes depend on each other. A New City Administrator that understands that and makes it a priority would be beneficial to both organizations.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Obstruction Lights: The obstruction lamps on Hangars #304 & #405 roofs were replaced with new bulbs.

Runway End Identifier Lights (REIL): We experienced a nonfunctioning REIL on runway 11. We contacted Airside Solutions who sent a technician out to troubleshoot. He determined that some resistors in one of the control boards were bad. He replaced the control board, and the system is back in operation.

T-Hangar: We have cleaned out tracks, straightened locking rods, and greased the door wheels at our T- hangar.

Lawn Care: We have fertilized all the lawns and sprayed them with a select herbicide to control clover and other undesirable vegetation.

Replaced Frost Free: The Frost-free spigot that is located on the North side of our maintenance shop was beginning to leak underground. We dug up the five-foot spigot and replaced it.

FINANCIAL UPDATE:

DRS Audit Update: The audit is finished; the corrections have been made and the Certificate of Corrections has been sent. Mike and Gordy have been paid for their missing week and they have been credited with a full month of service hours. Charla's hours and wages have all been imputed into DRS and the back compensation has been paid. The employer portion was \$14,545.17 and the employee portion is \$8,604.47.

We have confirmed with the Health Care Authority what their definition of "worked" hours are so as not to make the same mistake that was made with DRS. The health care benefit is triggered at 80 hours a month for more than 6 consecutive months. They also use sick leave, annual leave and holiday hours when calculating work hours. Temporary excess hours for training or in an emergency of less than six months are exempt.

FROM THE OFFICE:

Open Public Meetings Act Training (MRSC Video): The Commissioners, Mike and Charla completed the training requirements for the OPMA.

- a. Next Regular Meeting: Oct 3
- b. Travel & Meetings:
 - a. WSCAA Conference, Leavenworth, Oct 19 (Mike)
 - b. WPPA Small Ports, Leavenworth, Oct 20-21 (Oct 20 reservations made)
 - c. 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 5:25 p.m.

George Sisson, President

Shelly Rivard Detrick, Vice President

Nicholas Moore, Secretary

ATTEST: _____

Michael Wren

2022