

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
October 17, 2022**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on October 17, 2022, in the Port conference room. Commissioner George Sisson called the meeting to order at 4:01 p.m.

PRESENT: Commissioners: George Sisson, Shelly Rivard Detrick, and Nicholas Moore. Staff: Michael Wren, Executive Director; Charla Bomstad, Financial Officer.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on October 3, 2022 (M/S: Shelly Rivard Detrick / Nicholas Moore).

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

Airport Fund: Payroll Warrant #18596 - 18600 Totaling \$10,202.80

Vouchers # 18601 - 18617 Totaling \$51,747.24

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 rock passed the acid test and so they are doing two paving test strips from which they will cut samples and test the asphalt mix. If it passes the test, they plan to pave the remainder of the first section by the end of the week. That will open up access to 3/21 via Taxiway A2 so that they can then grind out the remainder of the old asphalt to the south, reconstruct the base, then finish paving; weather permitting.

CAP Hangar: This project is on track, and they have agreed to use T-O as the engineer. Mike has contacted Seth Woolson, legal counsel, to discuss creating an agreement to make sure we are covered as we obligate funds on behalf of the CAP.

Octagon Towers Cell Tower Lease Buyout: This appears to be going forward and we should see an agreement for a 50-year lease for \$200,000 before the end of the year.

NEW BUSINESS:

Bomstad PERS Repayment Agreement: MOTION CARRIED unanimously to approve and allow Mike to sign the reimbursement agreement between the Port and Charla for the PERS repayment schedule in the amount of \$4,302.26 (M/S: Shelly Rivard Detrick / Nicholas Moore).

2023 Draft Budget Review: Mike went over the changes he expects to have for next year's budget. A major change currently has the cost of a new T-hangar over the million-dollar mark. With the second year of high CPI increases in rents, we discussed ways we can help our tenants. Commissioner Moore suggested the option for a percentage of the CPI forgiven in exchange for a lease extension. This would give the tenants a break on the rent increase while giving us more guaranteed income. The commissioners will look over the draft budget and discuss it further at the special meeting planned for the WPPA small ports conference in Leavenworth this week. Mike will advertise that the draft budget is available for public comment.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Tetrahedron: We performed annual maintenance on the Tetrahedron. We have inspected the brushes and commutator for wear and checked the spring tension and cleaned/greased the pivot points. We also replaced bulbs that had burnt out with new LED bulbs.

Snow Removal Equipment: We have begun performing maintenance on our snow removal equipment. Our goal is to have all the snow removal equipment ready by Halloween. The street plows have already been completed.

Aerial application: We have contacted an aerial applicator to fly a quarter section of herbicide on noxious weeds. These 160 acres near the gun range and south of Airport St. SE has a large infestation and is too rough to access with ground equipment. We have worked with this applicator before, and he is very professional. He will apply the herbicide when it looks like rain is in the forecast to enhance the performance of the chemical.

FINANCIAL UPDATE:

2022 Budget Report:

Charla talked about how Mike is training her on the budget and doing budget reports. She will do monthly reports beginning in November to help familiarize her with the process and to better understand the elements of the budget and how they perform throughout the year.

FROM THE OFFICE:

- a. Next Regular Meeting: Nov 7
- b. Travel & Meetings:
 - a) WSCAA Conference, Leavenworth, Oct 19 (Mike)
 - b) WPPA Small Ports, Leavenworth, Oct 20-21
 - c) WPPA Annual Meeting, Tacoma, Dec 7-9 Depending on whether Karen receives the lifetime membership, some, or all, of the commissioners may attend. The commissioners would like to have a public presentation for Karen here in Ephrata as well.

COMMISSIONER INPUT: None

ADJOURNMENT: There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 4:52 p.m.

George Sisson, President

Shelly Rivard Detrick, Vice President

Nicholas Moore, Secretary

ATTEST: _____

Michael Wren

2022