

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
February 1, 2021**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on February 1, 2021 in the Port conference room. Commissioner George Sisson called the meeting to order at 4:01 p.m.

PRESENT: Commissioners: (Via Phone) George Sisson and Shelly Rivard Detrick. Staff: Mike Wren, Executive Director; Charla Bomstad, Finance Officer.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of January 19, 2021 (M/S: Shelly Rivard Detrick / George Sisson).

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

Airport Fund: Payroll Warrant #17887 - 17895 Totaling \$12,715.89

Vouchers # 17887 – 17886 & 17896 - 17899 Totaling \$24,497.38

MOTION CARRIED unanimously to authorize payment of above Vouchers/Warrants (M/S: Shelly Rivard Detrick / George Sisson).

OLD BUSINESS:

Dallas Hintz Land Purchase Inquiry: Dallas called and said his bank was interested enough to want to see a sample of the lease. He paid a \$1000.00 deposit to start the process of having the lawyer draft it. Prior to doing that, Mike sent a 7460 request to the FAA to ensure that they would allow the building to be constructed on that site. The determination could take 30-40 days. If approved, Mike will move forward with asking our legal representative to draft a lease. Mike recommended to Dallas that he confirm with the city about what it would take to connect to the nearest sewer line.

Jurgensen Hangar Lot Line Adjustment: Mike hosted a phone meeting with Mr. Jurgensen, the Ephrata Building Department and the Ephrata City Planner to ensure that all parties were on the same page concerning the lot line adjustment and construction of the hangar. Mike is contacting a couple of survey companies and will pass that information on to Mr. Jurgensen so he can start the boundary line adjustment process.

Hangar 405 Door: This door has had an issue with sticking since last fall (though it is working at the moment) and after taking a second look at the system, Western Pacific Engineering feels that the building may be settling and causing the pinch. They want to bring a survey crew out to check for settling. This seasonal sticking has occurred off and on for years. Kurt is going to look at the door and see if further adjustment can be made. If this continues, Mike recommended that when surveyors come out for the glider runway project during design in 2022, we have them look at the building while they are already on site.

NEW BUSINESS:

T-O Engineers Contract for Fog Seal on R/W 11/29 and T/W B: Mike asked the commissioners for permission to sign this contract which includes the design, construction and Disadvantaged Business Enterprise program plan for the amount of \$85,937.13.

MOTION CARRIED unanimously to authorize Mike to sign the Fog Seal project contract with T-O Engineers (M/S: Shelly Rivard Detrick / George Sisson).

FAA Grant Application for Fog Seal on R/W 11/29 and T/W B: Mike requested authorization to submit a draft application to the FAA for funding assistance for this project.

MOTION CARRIED unanimously to authorize Mike to submit an application for funds from the FAA for Fog Seal on R/W 11/29 and T/W B and to sign the grant forms (M/S: Shelly Rivard Detrick / George Sisson).

2020 Year End Budget Review: Mike reviewed the 2020 budget. Overall, the budget went well for the year. The equipment category was overspent due to the final payment on the bridge cranes, the purchase of the first tractor (which was returned and refunded) and finally the second tractor purchased in December. The vehicle maintenance budget continues to exceed its \$10,000 mark, but Mike reminded everyone that that has been the same dollar amount since before his arrival to this position in 2005. When factoring in the age of the vehicles and the increase in the price of parts simply due to inflation, the maintenance department is really doing an incredible job getting the most value for our expenditures. Overall, we ended the year with a balance of \$1.2 million.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Building #801: The metal facia on West side of the building was detaching. The loose pieces were secured and the remaining facia was inspected.

Servicing of Port Equip: The W-24 loader was serviced. Oil and filters were changed and the frame was inspected for cracks.

Ford pickup: 1 ton Ford pickup was serviced and inspected.

Chevy cube van: The van was serviced and safety inspected.

Chevy Service truck: During a safety inspection and service, we found significant irregular front tire wear. We had a front-end alignment done and replaced the two front tires.

FROM THE OFFICE:

Mike requested removal of the Troy-Built line trimmer from the maintenance inventory sheet as it is out of service and not economically feasible to repair. The commissioners approved.

The 3-year audit looks like it will be starting on Mar 1, 2021 with much of it being done remotely.

- a. Travel & Meetings: Mike and Karen have a remote meeting with the director search consultant on Friday.
- b. Next Regular Meeting: Feb 16 (Tues)

COMMISSIONER INPUT:

Director Transition Update: None other than the previously mentioned meeting. We will have an update as part of our meeting on the 16th.

ADJOURNMENT: There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 4:19 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

Michael G. Wren

2021