

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
January 3rd, 2017**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on January 3rd, 2017 in the Port conference room. Commissioner George Sisson called the meeting to order at 4:04 p.m.

PRESENT: Commissioners: George Sisson and Karen Moore. Staff: Mike Wren, Port Manager; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Analyst.

EXECUTIVE SESSION: Cancelled

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of December 19th, 2016 (M/S: Karen Moore / George Sisson).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #16254 - 16264 Totaling \$10,998.99
Vouchers # 16265 - 16267 Totaling \$36,631.86

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

OLD BUSINESS:

Enduris: Marc Antonietti was not able to make this meeting and rescheduled for Jan. 17th.

NEW BUSINESS:

Commission Office Selection 2017: The nomination of officers for 2017 was as follows: Shelly Rivard Detrick as President, Karen Moore as Vice-President, and George Sisson as Secretary. MOTION CARRIED unanimously to elect Shelly Rivard Detrick as President, Karen Moore as Vice-President, and George Sisson as Secretary (M/S: Karen Moore / George Sisson).

Canfield (TRICAN) Lease Assignment to Butler Aircraft: TRICAN is selling their hangar to Butler Aircraft and would like the lease with The Port of Ephrata to be transferred to Butler Aircraft. MOTION CARRIED unanimously to transfer the TRICAN lease to Butler Aircraft (M/S: Karen Moore / George Sisson).

Writing Off Uncollectable Accounts: We have had two accounts past due on the books for several years that have been sent to collections. We would like to remove them from QuickBooks so that the Accounts Receivable amount is not skewed by these accounts: Williams \$1,307.28 and Dunagan \$2,603.96. This will still be held on file in case money is received from Central Bonded Collectors. Any receipts will be entered as current income. MOTION CARRIED unanimously to allow the write off of the uncollectable accounts (M/S: Karen Moore / George Sisson).

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Garden Shed: Work continues on the shed. Trim is painted and roof sheathing is installed. We are hoping to have it set in place soon.

Snow Removal: We have removed snow from our roads and parking lots twice since our last meeting. We also conducted a full Port/Runway/Taxiway/Aircraft parking plow again on Monday following Sunday's snow event.

FROM THE OFFICE:

- a. Travel & Meetings: WPPA Ports Day Jan 31
- b. Next Regular Meeting: Jan 17 (Tuesday)
- c. IDC Meeting: Jan 17, will be held immediately after the regular meeting.

COMMISSIONER INPUT: None

ADJOURNMENT: There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 4:16 p.m.

George Sisson, President

Shelly Rivard Detrick, Vice President

Karen Moore, Secretary

ATTEST: _____

Michael G. Wren

2017