

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
January 7, 2019**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on January 7, 2019 in the Port conference room. Commissioner Karen Moore called the meeting to order at 4:04 p.m.

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

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting of December 17, 2018 (M/S: Shelly Rivard Detrick / George Sisson).

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

Airport Fund: Payroll Warrant #17082 - 17090 Totaling \$12,101.80

Vouchers # 17081, 17091 - 17102 Totaling \$21,589.93

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

**OLD BUSINESS:**

Walmart Lease Building 2: We received the draft lease for the approximate 3-month lease of building 2 for Jan. 31 through May 8<sup>th</sup>. Mike has sent the lease back for approval/signature with some corrections and the snow removal policy.

The city of Ephrata is using building 2 this week to change out a damaged radiator in their ladder fire truck.

North Sky Lease Building 1 & 305: We have received the signed copies of these leases from them and they are now tenants.

Land Appraisal: Mike checked in with the second appraisal company and they should be able to complete the appraisal by the end of this week.

**NEW BUSINESS:**

Commission Officer Selections for 2019: The nomination of officers for 2019 are as follows: George Sisson as President, Shelly Rivard Detrick as Vice-President, and Karen Moore as Secretary. MOTION CARRIED unanimously to elect George Sisson as President, Shelly Rivard Detrick as Vice-President, and Karen Moore as Secretary (M/S: Karen Moore / Shelly Rivard Detrick).

**PUBLIC/TENANT INPUT: NONE**

**OPERATIONS and MAINTENANCE:**

Chevy Airfield support vehicle: Our recent acquisition from GSA a 1994 Chevy 3500 is completed.

- Airfield radio was installed.
- Locks on the service box that were missing were replaced.
- Obstruction light was installed.
- Transmission and transfer case fluids were replaced.
- Broken or non-functioning exterior lighting were repaired.
- The service boxes were outfitted with tools and hardware to make necessary repairs to the airfield lighting and pilot visual aids.

Chevy cube van: We have this in for maintenance. Its primary function is for storage of tools and hardware for job sites. We are adding shelving to make the van more efficient. We will repair or replace the existing lighting and receptacles that are inoperative.

**FROM THE OFFICE:**

- Travel & Meetings: IDC Meeting, Jan 22 (immediately following the regular meeting)
- Next Regular Meeting: Jan 22 (Tues)

Commissioner Moore will not be attending next meeting.

**COMMISSIONER INPUT:**

Commissioner Moore expressed her thanks to Charla for her consistent, expeditious completion of her many tasks.

**ADJOURNMENT:** There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 4:23 p.m.

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George Sisson, President

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Shelly Rivard Detrick, Vice President

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Karen Moore, Secretary

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

\_\_\_\_\_ 2019

Michael G. Wren