

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
February 5, 2018**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on February 5, 2018 in the Port conference room. Commissioner Karen Moore called the meeting to order at 4:02 p.m.

PRESENT: Commissioners: Karen Moore, George Sisson and Shelly Rivard Detrick. Staff: Mike Wren, Port Manager; Charla Bomstad, Financial Analyst.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of January 16, 2018 (M/S: Shelly Rivard Detrick / George Sisson).

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

Airport Fund: Payroll Warrant #16709 - 16717 Totaling \$11,874.75

Vouchers # 16706 – 16708 & 16718 - 16723 Totaling \$16, 375.18

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

OLD BUSINESS:

Airport Master Plan: Mike attended the meeting with the F.A.A. last week and they had no answers for our glider runway design questions but they are “working on it”. They were informed that the master plan project is on hold awaiting their guidance. In the process of that meeting, the FAA began asking questions about the RV parking/on airport camping. It was reiterated that those spots are restricted to pilots actively using the airport for aviation related activities. We may hear more on that subject from them in the future. They also had several questions about the fees and lease specifics related to the Seattle Glider Council. It appears that all questions were answered to their satisfaction. It was a good reminder that though we apply CPI to leases, we should update our appraisals this year to ensure that rates are staying where they should be. The Commissioners agreed though it is not currently a line item in the budget.

NEW BUSINESS:

Manufacturing Building Short Term Use Inquiries: We have had several inquiries about leasing parts or all of one of the manufacturing buildings for short-term use.

2017 Year-End Budget Review: Mike went over a few points in the budget, but overall, we not only met our targets, but increased our balance as opposed to it dropping as expected.

Building 2003 Lighting/Roll Up Door Replacement: Since this building has recently become vacant, now is a good time to update the lighting and replace the roll-up door on the south side. Mike suggested we allocate \$10,000 for the project. The commissioners agreed.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE: Mike reviewed the report as submitted by Kurt.

FROM THE OFFICE:

Market Manufacturing Buildings: Mike has recently purchased a drone that he intends to use to capture video of the large buildings and surrounding area that can be sent to potential tenants.

Delegation of Authority Letter: Mike would like to send the commissioners a copy of the initial letter for them to look over and give their edits.

Policy and Lease Reviews: These have been sent to our insurance counsel for review.

- a. Travel & Meetings:
 - a) Annual Port Dinner: Feb 20 after the regular meeting at Sisson's
 - b) Spring Meeting: May 9-11, Vancouver, WA (March Registration)

- b. Next Regular Meeting: Feb 20 (Tuesday)

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 4:29 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

Michael G. Wren

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