

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
February 20, 2018**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on February 20, 2018 in the Port conference room. Commissioner Karen Moore called the meeting to order at 4:00 p.m.

**PRESENT:** Commissioners: Karen Moore, George Sisson and Shelly Rivard Detrick. Staff: Mike Wren, Port Manager; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Analyst; Guest, Randy Tyler

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting of February 5, 2018 (M/S: Shelly Rivard Detrick / George Sisson).

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

Airport Fund: Payroll Warrant #16724 - 16728 Totaling \$9,013.40

Vouchers # 16729 - 16736 Totaling \$14,403.07

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

**PUBLIC/TENANT INPUT:** Randy Tyler wanted to commend Kurt Oxos and Gordon Grenier on their work ethic, breadth of knowledge and ability to get things done. Randy's experience over the past several years while serving as a contractor for many different power-related projects has shown that these attributes are becoming harder to find in the workforce.

The commissioners thanked him for noticing and taking the time to come and share his thoughts with them.

**OLD BUSINESS:**

FAA Response to Exhibit A Land Release: The FAA did a good job of researching this issue and responding to our questions. As per the FAA Compliance Handbook, Order 5190.6B Chapter 22 paragraph 22.16, any land that is removed from the Exhibit A must do so via a formal land release process, regardless of how it came to be on the Exhibit A or who owned it at the time. The recommended action at this time for the Master Plan would be to designate appropriate property as "non-aeronautical use" and proceed with a release when needed.

Gravel Operation East of the Gun Range: Redland LLC obtained a conditional use permit in 2012 to conduct gravel/asphalt/cement plant operations on property immediately east of the gun range. Part of that process required negotiating with us for use of the gun range road to access their property. The negotiation resulted in them agreeing to improve the road to city standards so that it can be dedicated to and maintained by the City. These improvements must be completed in stages as traffic increases. They have just begun accessing the property this week. Mike will continue monitoring the operation to ensure that the conditions of the agreement are met.

## **NEW BUSINESS:**

Aircraft Fuel Provider Change: About a year ago, a representative for Avfuel stopped in to familiarize Mike with their services. Since then Mike has been researching them and watching their prices. Their prices are consistently less than what we are paying now through City Service Valcon (Phillips 66). Charla participated in a webinar introduction covering their financial reconciliation processes to see if they would be compatible with what we use. She found that their processes and software would be far more compatible and user friendly compared to what we are using now.

Mike recommends that we initiate the process to enter into a contract establishing Avfuel as our Aviation Fuel provider.

MOTION CARRIED unanimously to authorize the switch from City Service Valcon to Avfuel and enter into a 3-year contract with them (M/S George Sisson / Shelly Rivard Detrick).

Trout Lake Farms Hangar: Jordan Hansen approached Mike regarding the possibility of installing a fire suppression system in the big hangar that they currently lease from The Port. Mike suggested that, pending commissioner approval, we pursue an agreement where The Port and Trout Lake each agrees to pay 25% of the costs and put that commitment forward in an SIP grant request for the remaining 50%.

The commissioners approve moving forward if Trout Lake Farms wishes to pursue this further.

100 Acre Property Purchase Request: The Port was approached by the Aokerola Group regarding their desire to purchase land for an industrial ceramics coatings manufacturing facility. This inquiry is really broken down into 2 decisions:

1. Do we believe that this particular project meets our criteria for the sale of property?

The commissioners are not apposed to selling land for this project provided that it produces the 150-200 family wage jobs as proposed.

2. How to proceed to prevent a circumstance similar to the WTC land sale?

It was suggested that a lease to own option be pursued. This would allow holding off on the sale until they reach phase 2 of development. This would ensure that the agreed upon employment numbers are reached before the land is actually sold. If after 5 years, the project did not reach the scope as promised, the property would remain under a long-term lease.

The commissioners agree to move forward in pursuing this request to include Mike and Commissioner Moore going to China to visit their current facilities.

## **OPERATIONS and MAINTENANCE:**

Ford 5610: The Ford tractor that we use for pulling our weed spraying equipment was inspected and serviced.

Weed spraying cart: Repacked the wheel bearings. We also resealed the pump.

Int. 734 tractor: The tractor has been serviced with fresh oil and filters.

Runway Sweeper: Inspected and serviced. It was exercised by sweeping a portion of the ramp where the CAP and Glider council are located.

Industrial Building #2: We have completed the hand sweeping of the building.

Building #2003: We have removed all of the plastic that was on the ceiling at this building. We have removed all of the non-functioning light fixtures.

**FROM THE OFFICE:**

a. Travel & Meetings:

- i) Annual Port Dinner, Reschedule (After the next regular meeting at Sisson's)
- ii) Spring Meeting May 9-11, Vancouver, WA (Mar Registration)

b. Next Regular Meeting: Mar 5

**COMMISSIONER INPUT:**

Delegation of Authority: The commissioners would like to have this topic included on the next meeting's agenda.

**ADJOURNMENT:** There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 5:01 p.m.

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Karen Moore, President

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George Sisson, Vice President

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Shelly Rivard Detrick, Secretary

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

Michael G. Wren

\_\_\_\_\_ 2018