

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
February 21, 2017**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on February 21, 2017 in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:00 p.m.

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

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of February 6, 2017 (M/S: Karen Moore / George Sisson).

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

Airport Fund: Payroll Warrant #16301 - 16304 Totaling \$6,580.01

Vouchers # 16305 - 16312 Totaling \$9,619.39

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

OLD BUSINESS:

DBE Program Study Contract: Mike received verbal approval from Karen Miles of the FAA approving the statement of work, the \$6,633.88 contract amount and the sponsor price evaluation. She also stated that she would follow up with an approval letter. Mike asked for a motion authorizing him to sign the contract with TO Engineers to have this work completed.

MOTION CARRIED unanimously to authorize signing the contract with TO Engineers to complete the DBE Program Plan and 3 year DBE goal establishment for the amount of \$6,633.88 (M/S: Karen Moore / George Sisson).

NEW BUSINESS:

2016 Budget Review: Mike provided the commissioners with the Budget vs Actual report for the 2016 budget. We did receive reimbursement for FAA projects and the roof repair on 2003 that was unscheduled. With those exceptions, our budget targets were met and there were no areas of significant deviation.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Snow removal: We have plowed our runways, roads, and tenants' parking area twice since our last meeting. We have had only a couple of minor issues with our snow removal equipment. Considering the age of our equipment and the demands we have put on it this year I am very pleased.

Courtesy Van: We had the van in the shop this week for a rear axle housing leak. We repaired the leak and fully inspected and serviced the van.

Spray Equipment: We are inspecting and servicing our tractors and sprayers for upcoming spray season.

The Ford 5610 is completed; the 340 International tractor is near completion.

FROM THE OFFICE:

a. Travel & Meetings:

- i) FAA Conference, Mar 20-22, Mike, Seattle
- ii) WAMA, May 2-4, Mike, Bellingham
- iii) WPPA Spring Meeting, May 17-19, Cascadia Resort

b. Next Regular Meeting: Mar 6

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 4:13p.m.

Shelly Rivard Detrick, President

Karen Moore, Vice President

George Sisson, Secretary

ATTEST: _____

Michael G. Wren

2017