

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
April 15, 2019**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on April 15, 2019 in the Port conference room. Commissioner George Sisson called the meeting to order at 4:00 p.m.

PRESENT: Commissioners: George Sisson, Shelly Rivard Detrick and Karen Moore (Via Telephone). Staff: Mike Wren, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Officer.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of April 1, 2019 (M/S: Shelly Rivard Detrick / George Sisson).

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

Airport Fund: Payroll Warrant #17191 - 17195 Totaling \$9,307.01

Vouchers # 17196 - 17214 Totaling \$58,935.11

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

OLD BUSINESS: NONE

NEW BUSINESS:

2018 Annual Report Review: Charla presented the annual report to the commissioners for their review. There were no questions and all agreed to submit the annual report as presented.

MOTION CARRIED unanimously to authorize the submission of the annual report (M/S Karen Moore / Shelly Rivard Detrick).

2019 1st Quarter Budget Review: Mike went over the budget and specifically addressed the following areas due to their overages in either income or expense:

1. Rent Income: Significantly higher due to Walmart, North Sky and Stoneway leases.
2. Fuel Income: Is down significantly and will most likely remain that way since the state troopers now only fly minimally out of Ephrata. This will also correlate to a lower fuel expense since we are purchasing less fuel.
3. Building Maintenance: Overage due to the fire suppression system repair/reset after the compressor bled off. There will be further overage for the annual sprinkler system certification. Mike suggested that an additional budget category be established and funded for the recurring expenses such as the sprinkler certification, lift equipment certification etc. so that those costs don't skew other budget areas.
4. Vehicle Maintenance: Overage primarily due to the extensive maintenance on both genie lifts in preparation for inspection and certification.
5. Outside services: Overage due to the 2 appraisals that were completed and the payout of the commission for the Walmart lease.
6. Utilities/Solid Waste: A significant portion of the overage will be reimbursed by Walmart as we reconcile the utility costs at the end of the lease. These costs for them

are very high due to the cold temperatures experienced for the majority of their tenancy.

Quiet Title: We will be moving forward pursuing quiet title on the break room trailer in May.

Telco Lease: Telco's leases are expiring in August. They are requesting a change to month to month leasing. There will be extensive work required by Telco to return the 2 facilities to an acceptable condition due to the electrical modifications they made for their use. Due to the amount of time and money that will be needed to complete the work, Mike recommends a month to month lease but with a 60-day notice of termination and a \$10,000 security bond for each building. The commissioners agreed.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Weed Control: We have begun applying pre-emergence herbicide. We have completed the airfield object free areas, between runway and taxiways, EVOC course. Fenced lots and graveled areas around our industrial buildings, bullpen and railroad lay down area have all been treated.

Lawn maintenance: The lawns at our entryway to the port office, terminal lawn and RV park have all been power raked, mowed, aerated and fertilized.

Seasonal water: All three of our seasonal water circuits have been activated and inspected. Repairs were made at the RV park where pipes were damaged.

Runway Maintenance: We spent several hours sweeping areas at runways 3-21, 11-29, where gravel was pushed onto the edge and into the taxiways from snow removal.

FROM THE OFFICE:

- a. Travel & Meetings:
 - i. WPPA Spring Meeting, May 15-17, Spokane
 - ii. Aerobatic Training Camp: May 19-26
 - iii. Glider "Dust Up", May 25-Jun 1
 - iv. WAMA Spring Meeting, Jun 4-5, Walla Walla
- b. Next Regular Meeting: May 6

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: _____

2019

Michael G. Wren