

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
April 17, 2017**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on April 17th, 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; Charla Bomstad, Financial Analyst; Attorney Frank Chmelik via Teleconference.

ADJOURN TO EXECUTIVE SESSION: Commissioner Shelly Rivard Detrick adjourned the regular meeting at 4:01 p.m. to executive session for approximately 20 minutes to discuss potential litigation.

EXTEND EXECUTIVE SESSION: Commissioner Shelly Rivard Detrick extended the executive session for an additional 15 minutes.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Shelly Rivard Detrick reconvened to regular meeting at 4:36 p.m.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of April 3rd, 2017 (M/S: Karen Moore / George Sisson).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #16359 - 16362 Totaling \$6,580.00
Vouchers # 16357, 16358, 16363 - 1616378 Totaling \$33,519.05

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

OLD BUSINESS:

Gun Range Lease Extension: (Continuation from July 18, 2016 discussion) The commissioners agreed to grant a 20-year lease extension to the City for the operation of the gun range with the stipulations that there will be no aerobatic box conflicts or operations that would cause contamination to the property north of the property they purchased. The commissioners also reiterated that they wanted Frank Chmelik to review the new lease.

Frank Chmelik General Counsel Engagement Letter: We received 60 day notification from Katherine Kenison terminating our agreement for services as general counsel. We received a general counsel engagement letter from Chmelik, Sitkin & Davis and the commissioners agreed to retain Frank Chmelik as our general counsel.

MOTION CARRIED unanimously to retain Frank Chmelik as the Port's general counsel (M/S Karen Moore / George Sisson).

NEW BUSINESS:

Residential Property Boundary Encroachment: While surveying for our master plan, the surveyor found significant encroachment onto port property on the western boundary between Division Ave and 5th Ave. Due to the strict regulations of the FAA, this encroachment must be dealt with immediately. The commissioners agree that a formal letter should go out and individual meetings between Mike and the homeowners be made available to assist in resolving the problem. Mike is notifying them that all structures, greenery etc. must be removed by 1 August and the ground restored to its original condition. Mike is communicating with the FAA seeking assistance with the finances relating to installing a fence along that boundary to ensure we remain within FAA compliance.

Conducting Port Business process review (Resolution No. 1): Resolution 1 spells out how the Port Commission shall conduct its business. Robert's Rules of Order are not part of our procedures.

2016 Annual Report Review: The annual report is finished and went very well. Due to the construction we had last year (primarily the fire suppression system installation), the Port's cash balance dropped \$463,318.00 for the year, but is already rebounding in this first quarter. We have adjusted our processes to address the issues that surfaced due to new requirements in the 2015 annual report. These processes will also ensure consistent and correct preparation for future reports.

Hangar Use by Aerobatic Planes: A use agreement and process is being developed that will minimize liability of the Port in relation to aerobatic pilots utilizing our hangars.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Weed Control: We have begun our spring spraying. The EVOC course cracks in the pavement have all been treated with a soil active herbicide. Abandoned taxiways A3 & A4 have been sprayed. We will continue to spray as weather permits.

New Garden Shed: We leveled our new garden shed and have begun filling it with tools and lawn care equipment.

Sweeping: We have finished our sweeping operation of the ramp, runways, and taxiways.

Remove Arborvitaes: We will be removing the two from the east end to allow a better view of possible traffic coming from the alley.

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FROM THE OFFICE:

a. Travel & Meetings:

- i) WPPA Spring Meeting, May 17-19, Suncadia Resort. Mike will not be present as there are no rooms available. Commissioner Moore will be the only one attending.
- ii) SGC “Dust up” Cross Country Soaring, May 27-28
- iii) Aerobatic Training Camp, Jun 11-16

b. Next Regular Meeting: May 1

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:08 p.m.

Shelly Rivard Detrick, President

Karen Moore, Vice President

George Sisson, Secretary

ATTEST: _____

_____ 2017

Michael G. Wren