

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
May 4th, 2015**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on May 4th, 2015 in the Port conference room. Commissioner Karen Moore called the meeting to order at 4:00 p.m.

PRESENT: Commissioners: Karen Moore, George Sisson (via phone) and Shelly Rivard Detrick. Staff: Mike Wren, Port Manager; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Analyst; Anna Franz, Legal Counsel.

ADJOURN TO EXECUTIVE SESSION: Commissioner Karen Moore adjourned the regular meeting to executive session at 4:02 p.m. to discuss potential litigation for approximately 30 minutes.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Karen Moore reconvened from the executive session at 4:33 p.m. No decisions were taken.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of April 20th, 2015 (M/S: Shelly Rivard Detrick / George Sisson).

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

Airport Fund: Payroll Warrant #1515521 - 15529 Totaling \$12,030.04

Vouchers #15530 - 15536 Totaling \$11,618.85

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

OLD BUSINESS:

Port Entry Design: Commissioner Karen Moore opened a discussion as to whether any potential litigation costs should have an impact on our current project plans. Commissioners Shelly Rivard Detrick and George Sisson felt that since we have no idea how long the litigation process could take or potential financial impacts, we should go ahead with our plans of improvement. Mike agrees and noted that Columbia Sign is doing some mockups and they should be available to look at by the next regular meeting.

Airport Policies Approval: MOTION CARRIED unanimously to accept the changes to the Airport Policies (M/S George Sisson / Shelly Rivard Detrick).

NEW BUSINESS:

1st Quarter 2015 Budget Review: Mike walked the commissioners through the quarterly budget vs actual report which indicates that the budget was on track. The road maintenance budget was exceeded due to the late receipt of billing for the 2014 Airport Street work. The equipment budget was high for the time of year, but that was due to the cost of the gearbox that we had purchased for the personnel lift.

Erevno Aerospace Corp Lease: Mike was approached by Erevno about renting building 305. They would have a one year lease with monthly payments of \$1,100 plus lease hold tax. This is an aviation consulting firm that wants to partner with BBCC aviation programs and would be a good fit for the airport. They would rent the building as is, with the exception of a few minor maintenance items that were found when we turned the water back on. The commissioners unanimously agreed to allow Mike to offer and sign a lease with Erevno Aerospace Corp. to rent building 305.

IDC Annual Report Review: The IDC annual report was given to the commissioners showing no income and no expenditures in 2014. The commissioners approved filing the report.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Weed Control: They are done with the pre-emergence spraying and are moving on the actual season of weed control.

Katana Office: They replaced washers in the sinks, toilet control valves and did a few other minor maintenance repairs to get building 305 ready for a new tenant.

Hangar Doors: All the rubber door seals have been installed and they are prepping for paint.

FROM THE OFFICE:

a. Travel & Meetings:

- i) WPPA Exec Meeting, May 12
- ii) WPPA Spring Meeting, May 13-15 Karen would like Mike to sign her up for the real estate class.
- iii) Glider "Dust Up", May 23-24
- iv) Aerobatic Training Camp, Jun 1-6
- v) Fly In, Jun 6
- vi) Great Northwest Air Race, Jun 13
- vii) Region 8 Contest, Jun 14-20
- viii) Apple Cup, Jun 24-27

b. Next Regular Meeting: May 18 in upstairs conference room.

COMMISSIONER INPUT:

Commissioner Shelly Rivard Detrick would like to say again how thankful she is at all the hard work everyone did on the office remodel and how nice it turned out.

Commissioner George Sisson will be unable to attend the extension of the regular meeting on Wednesday.

Commissioner Karen Moore asked if there was any new information on the Service Steel buildings. Mike commented that he found out that as of now, Service Steel is still our tenant. The letter of default has gone out to Service Steel and they have 30 days to cure the defaults. Legal counsel is checking the title for lienholders as they must be notified as well. He talked to the owner of the cranes to assure him that as far as we are concerned, we will not hinder access to his equipment. He also stated that Umpqua Bank has not taken any legal action on the buildings.

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 4:59 p.m. and extended to Wednesday May 6th at 4:00 p.m.

RECONVENE MAY 4TH REGULAR MEETING: Commissioner Karen Moore called the meeting to order at 4:00 p.m.

PRESENT: Commissioners: Karen Moore and Shelly Rivard Detrick. Staff: Mike Wren, Port Manager; Anna Franz and Katherine Kenison, Legal Counsel.

ADJOURN TO EXECUTIVE SESSION: Commissioner Karen Moore adjourned the regular meeting to executive session at 4:03 p.m. for 30 minutes to continue the discussion on potential litigation.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Karen Moore reconvened from the executive session at 4:36 p.m. No decisions were taken.

Washington Tire: The commissioners discussed whether either believed that it would be productive in filing a petition for review of the recently released court opinion concerning Washington tire. Neither Commissioner Moore nor Commissioner Rivard Detrick felt that it would be a good investment of time or funds.

MOTION CARRIED unanimously to not file petition for review of the appeal court opinion in regards to Washington Tire (M/S Shelly Rivard Detrick / Karen Moore).

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 4:45 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

Michael G. Wren

_____ 2015