

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
June 6, 2011**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on June 6, 2011. Commissioner Rivard Detrick called the meeting to order at 4:00 p.m.

PRESENT: Commissioners Karen Moore, Robert Criss and Shelly Rivard Detrick. Staff: Mike Wren, Port Manager; Kurt Oxos, Operations and Maintenance Supervisor; Janice Hunter, Financial Analyst.

MINUTES: MOTION CARRIED to approve the minutes of the regular meeting of May 16, 2011 (M/S: Karen Moore / Robert Criss).

VOUCHERS: MOTION CARRIED to authorize payment of vouchers from the Airport Fund:
Payroll Warrant #13694 - 13701 Totaling \$9,965.01
Vouchers #13702 - 13721 Totaling \$9,775.28 (M/S Robert Criss / Karen Moore).

PUBLIC/TENANT INPUT: NONE

OLD BUSINESS:

Student visit/Young Eagles: The 80 Students that came on Friday May 27th were very excited and the pilots had a great time. There were 60 rides given to Young Eagle participants on Sunday May 29th. These events were a success for the Pilots and children that participated. IAC 67 plans on doing this again next year.

Building Demolition: The hazardous survey/sampling has been done on building 551 and 4782. This survey will be used to request bids for abatement and demolition. Mike will request the bids on the abatement and the demolition separately. Mike will also check on the longevity of the survey to insure there is no expiration.

Asphalt Plant: The commissioners were provided with pictures of the progression of the asphalt plant. Mike will be taking noise readings during production since this was one of the concerns during the permit hearings. This operation will bring in a monthly rent in addition to the improvements to the ground and road stipulated in the lease. The two acres in use will be graded and have a minimum of 2 inches of compacted gravel upon the completion of the lease. A 10 foot asphalt section will be put down where the gravel and the BST surface meet.

WTC: The depositions are scheduled for June or July with the court date slated in November.

Strategic planning: After reviewing the surveys provided to the Pilots, there are three areas that the Port will be implementing. The surveys indicated the need for the availability of aircraft engine oil and other small items which we will accomplish by setting up a store in the office area of the terminal building. The commissioners approved purchasing a laptop computer to be available in the pilots lounge to allow flight planning etc. The last item was the availability of a shower for visiting pilots. The shower will be retained in hangar 405's bathroom.

NEW BUSINESS:

Civil Air Patrol: Mike attended the formal celebration recently held by the CAP. They presented the Port with a plaque of appreciation.

Hangar 405: It was just discovered that the grounding for the building electrical system is inadequate and that there are unprotected feeder lines at the meter. After discussion about the current electrical status and what needs to be done, the Commissioners directed that the work be approached as an emergency priority due to the risk to personnel and property. The scope of work will be to properly ground the system, protect all conductors and install wiring and new circuit breaker panels on the North and South sides. MOTION CARRIED to appropriate up to \$20,000 for the emergency update to the electrical system of Hangar 405, (M/S Karen Moore / Bob Criss).

Runway 21 threshold lighting retrofit: Mike suggested that we replace the runway threshold lights on the end of runway 21. The replacement lights would be flush to the ground which would prevent loss caused by glider tow planes and greatly simplify plowing the snow during the winter months. Mike would like to replace one end of the runway to verify its effectiveness and if it works, replace 03's the following season. The expense of this would be about \$8,800 per end. The Commissioners chose to delay this request due to the unknown costs of the other projects currently in work or due to be completed this year. Once the hangar work is complete and the costs to abate and demolish building 551 are determined, it may be reconsidered for this year.

Land Sale process: Mike has been approached about having confidentiality/non-disclosure agreements for possible projects. State public disclosure laws prevent us from being able to enter into any agreement that requires non-disclosure.

Mike asked the Commissioners to determine a standard rate the Port would require for the Earnest Money Agreements. The commissioners determined that the industry standard rate of 5% should be the rate the Port uses in future agreements.

OPERATIONS and MAINTENANCE:

The weed spraying is nearing the end. The primary method of weed control for the remainder of the year will be by mechanical means such as mowing.

The hydraulic system and aircraft stairs has been taken off the step truck. The flat bed will be installed as we convert it into our new service truck.

The Shop Pole building engineering is finished. The permit will be obtained this week and framing should be done next week. A second payment of \$10,500 will be made to Winged Diamond Construction when the building is framed, leaving 1 more payment due upon completion of the building and associated paperwork.

COMMISSIONER INPUT:

The Spring Meeting attended by Commissioner Moore went well. One of the takeaways was that there is considerable momentum by ports around the state to replace the port mission catch phrase of “Economic Development” with “Economic Opportunity”.

ADJOURNMENT: There being no further business to conduct, Commissioner Rivard Detrick declared the meeting adjourned at 5:05 p.m.

Shelly Rivard Detrick, President

Robert Criss, Vice President

Karen Moore, Secretary

ATTEST: _____

DATE _____ 2011