

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
July 6, 2017**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on July 6, 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 June 19, 2017 (M/S: Karen Moore / George Sisson).

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

Airport Fund: Payroll Warrant #16448 - 16458 Totaling \$13,748.99

Vouchers # 16459 - 16471 Totaling \$41,197.71

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

**OLD BUSINESS:**

Perimeter Fence/Post Installation Bid: 82 bid requests were sent out and we received 3 back. The low bid was for \$61,200.40 from Fencing and Awning Inc.

- a. Resolution 2017-002: Resolution 2017-002; Awarding the contract to Fencing and Awning Inc. for \$61,200.40 MOTION CARRIED unanimously to award the contract to Fencing and Awning Inc. for \$61,200.40 (M/S Karen Moore / George Sisson).

Side note: Mike walked the western boundary perimeter and there has been significant progress made on the encroachment issues. There are 4 people now in compliance and 1 that just has a tree to remove and a few stumps to cut to ground level. Mike changed the date for full compliance for the residents to September 1<sup>st</sup> since the survey didn't occur until almost a month later than expected.

**NEW BUSINESS:**

FAA Grant 3-53-0027-18:

- a. Resolution 2017-003; Authorizing the acceptance of a grant in the amount of \$102,577 for the purpose of Updating the FAA DBE Program Plan, purchasing crack sealing materials and installing a partial perimeter fence. MOTION CARRIED unanimously to authorize the acceptance of a grant in the amount of \$102,577 for the purpose of Updating the FAA DBE Program Plan, purchasing crack sealing materials and installing a partial perimeter fence (M/S George Sisson / Karen Moore).

Mike sent a package to the FAA regarding the land currently contained on the Exhibit A and will go over to discuss it with them soon.

Crack Sealant Material Purchase:

- b. Resolution 2017-004; Authorizing the purchase of crack sealant materials for the amount of \$49,381.92 from Special Asphalt Products. MOTION CARRIED unanimously to authorize the purchase of crack sealant materials for the amount of \$49,381.92 from Special Asphalt Products (M/S Karen Moore / George Sisson).

Concrete Repair in Bldgs. 1 & 2: Mike will send out the request for bids next week.

**PUBLIC/TENANT INPUT: NONE**

**OPERATIONS and MAINTENANCE:**

Painting: We are continuing to prepare the terminal building for paint. Some broken siding has been replaced. Windows have been resealed. We have been delayed in completing our prep work on this building due to our thirty-foot genie is out for repairs. We hope to have it back within two weeks or so. The block wall that is in the back of the building had compromised grout between the blocks and is in the process of being repaired. We have prepared and are in the process of painting the two small buildings that are behind the fueling station. The paint shed was in need of paint and our night light vault will be painted to match.

Snow Plow: We have installed a replacement blade for our runway plow. The blade was screened thru surplus a few years back. The plow blade is sixteen-foot-wide and taller in height than the blade we are replacing. We are anticipating less maintenance and more efficient plowing with the newly installed blade.

Noxious Weed Spraying: We are spot spraying Rush Skelton plants as they emerge above the tall grasses.

Seasonal Help: The two men that we hired are working out well.

**FROM THE OFFICE:**

- a. Travel & Meetings:
  - i) WPPA Director Seminar, Jul 13-14, Long Beach, WA. Mike will be out of the office next Tuesday through Friday, Jul 11 – 14
  - ii) Civil Air Patrol Flight Encampment, Jul 16-29
  - iii) Karen may have to go to the executive meeting but will let us know

- b. Next Regular Meeting: Jul 17

**ADJOURN TO EXECUTIVE SESSION:** Commissioner Shelly Rivard Detrick adjourned the regular meeting at 4:15 p.m. to executive session for approximately 30 minutes to discuss potential litigation. The commissioners were joined via teleconference with Frank Chmelik, Tim Schermetzler and Holly Stafford; legal counsel.

**EXTEND EXECUTIVE SESSION:** At 4:45, the executive session was extended for 15 additional minutes.

**RECONVENE FROM EXECUTIVE SESSION:** Commissioner Shelly Rivard Detrick reconvened to regular meeting at 5 p.m.

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:02 p.m.

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Shelly Rivard Detrick, President

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Karen Moore, Vice President

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George Sisson, Secretary

ATTEST: \_\_\_\_\_

Michael G. Wren

\_\_\_\_\_ 2017