

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
August 15th, 2016**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on August 15th, 2016 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. Staff: Mike Wren, Port Manager; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Analyst. Guest: Todd Coleman, PBS Group.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of July 18th, 2016 (M/S: Karen Moore / Shelly Rivard Detrick).

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

Airport Fund: Payroll Warrant #16059 - 16067 Totaling \$10,555.92

Vouchers # 16068 - 16072 Totaling \$23,638.54

Airport Fund: Payroll Warrant #16073 - 16077 Totaling \$8,420.31

Vouchers # 16078 - 16091 Totaling \$23,271.37

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

OLD BUSINESS:

Airport Master Plan Update: Initially, there was a 27% disparity between the fee proposal by Century West and the Independent Fee Estimate (IFE) conducted by JUB Engineers. We found that the full scope document had not fully printed in the PDF file provided to JUB so there was much of the project not communicated to them for consideration. Once JUB received the full scope document, they resubmitted their IFE and there was only a 1% difference in the numbers. The FAA has reviewed the IFE information, approved the engineering fees and issued a grant.

Resolution 2016-002; Accepting FAA Grant in the amount of \$400,730 for the Airport Master Plan Update.

MOTION CARRIED unanimously to authorize acceptance of the FAA grant as offered. (M/S Shelly Rivard Detrick / Karen Moore).

Resolution 2016-003; Entering Contract for Engineering Services with Century West Engineering in the amount of \$442,756 for the completion of the Airport Master Plan Update and AGIS Survey.

MOTION CARRIED unanimously to authorize entering the contract with Century West Engineering for completion of the master plan. (M/S Karen Moore / Shelly Rivard Detrick).

Resolution 2016-004; Accepting WSDOT Aviation Grant in the amount of \$22,262.80 for the Airport Master Plan Update

MOTION CARRIED unanimously to authorize acceptance of the WSDOT Aviation grant as offered. (M/S Shelly Rivard Detrick / Karen Moore).

Transitioning Port Insurance Provider to Cities Insurance Association of Washington (CIAW) :

Resolution 2016-005; Approving Membership and Interlocal Agreement

MOTION CARRIED unanimously to approve membership and the Interlocal Agreement with the CIAW. (M/S Karen Moore / George Sisson).

Building 1 & 2 Facilities:

Fire Suppression System Design: The conceptual design has been finalized and it should be going out to bid on Monday. We are hoping for a mid-December completion.

NEW BUSINESS:

Accountability Audit: We should be scheduled for this audit within the next 6 weeks and there are no foreseeable issues.

PUBLIC/TENANT INPUT:

Todd Coleman: Mr. Coleman just stopped by to introduce himself and wanted us to know that he is now working with PBS who is a development group that should fit really well with port districts.

OPERATIONS and MAINTENANCE:

Weed Control:

We are coming to the end of our summer noxious weed control program. This has been a challenging year with the presence of new invasive species that required many hours to treat for control.

Trailer Maintenance:

Performed major maintenance on our 1977 General Equipment Trailer. This included replacing all of the wiring, inspecting the frame for cracks and other signs of fatigue and inspecting/servicing the brakes and wheel bearing assemblies.

Vehicle Maintenance:

Performed preventative maintenance and safety inspections on all of the pickups and fork lifts.

FROM THE OFFICE:

- a. Travel & Meetings:
 - i) WPPA Executive Mtg Aug 18 (Karen)
 - ii) AOPA Fly in, Aug 19-20 (Mike in Bremerton, WSSA)
 - iii) WPPA D.C. Trip Sep 11-15 (Karen)
 - iv) WPPA Small Ports, Oct 20-21 (Leavenworth)
 - v) WPPA Annual Mtg, Nov 16-18 (Tacoma)

- b. Next Regular Meeting: Sep 6 (Tuesday)

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 4:23 p.m.

George Sisson, President

Shelly Rivard Detrick, Vice President

Karen Moore, Secretary

ATTEST: _____

Michael G. Wren

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