

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
October 15, 2018**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on October 15, 2018 in the Port conference room. Commissioner Karen Moore called the meeting to order at 4:00 p.m.

PRESENT: Commissioners: Karen Moore, George Sisson and Shelly Rivard Detrick. Staff: Mike Wren, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Officer; Guests: Nick Tommer and Andrew Whalen, Westland Development LLC.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of October 1, 2018 (M/S: George Sisson / Shelly Rivard Detrick).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #16992 - 16997 Totaling \$9,026.91
Vouchers # 16998 - 17007 Totaling \$10,895.51

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

OLD BUSINESS:

5 Acre Land Purchase Proposal, Westland Development LLC: Nick Tommer gave a presentation relating to the project they intend to build if the land purchase was to go through. Their intent is to build a “next generation office complex” similar to what the Yahoo offices are like in Quincy. It would be built in two phases with the first phase being around 12,500 sq. ft. and eventually expanding to 25,000 sq. ft. The approximate number of jobs that would be generated is between 75 and 100 and they would not have a significant amount of related client-based traffic. The expected move in time frame would be somewhere between 6 months and 1 year after the purchase is completed. The commissioners agree that this sale falls within the port’s sales criteria as established in our policies and would be a good fit for the community. Mike will move forward with ordering an appraisal to establish the sale price.

Airport Master Plan: We just had a 2-hour conference call with the FAA about the proposed glider runway/taxiway reconstruction project. The estimate on this project is around 4.5 million of which we would have to pay up to \$450,000.00. The commissioners are hesitant to approve a project of that magnitude based upon declining glider use in the last several years. They agree to keep it in the master plan provided that the FAA confirms that the project would be eligible for federal funding. Actual construction would be dependent upon glider flight activity levels in the next few years

2019 Draft Budget: The budget is currently in its 90% completed form and will be available for public review and comment for the next several weeks.

NEW BUSINESS:

Vehicle Damaged by Rodent Activity: We incurred \$1000.00 in damage to the Dodge Journey caused by rabbits chewing wires to the oxygen sensors and Anti-lock Brake system. Mike has since exterminated several that were in the area.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Industrial Building # 1: We removed the existing roof vent covers that were leaking and installed new covers made of steel for a rain-tight seal.

Building # 727: Rain gutter was installed over the entry door.

Security Lighting: Installed additional outside security lighting at 2004, 2006.

Air compressor: Serviced and inspected our portable air compressor that we will use to winterize our seasonal irrigation systems. The systems will be blown out next week.

Freeze protection: All vehicles and equipment cooling systems have been checked for freeze protection and PH. Mowers, weed eaters and other two cycle engines were treated with fuel stabilizer.

Snow Plows: We have begun work on snow removal equipment. The International dump truck has been completed. Our deadline is to have all of our snow removal equipment completed before Halloween.

Field mowing: We have serviced and inspected the John Deere twenty-foot rotary cutter and the Case tractor. We have begun mowing our lots. Areas above the daycare, Division Ave and south of Railroad Avenue have all been completed.

FROM THE OFFICE:

Due to the delay in receiving our monthly financial reports from the county, we will need to pay the quarterly liabilities and the bill for an aviation fuel delivery prior to the next meeting. The total will be approximately \$23,000.00.

a. Travel & Meetings:

- i) Retirement System Training, Wenatchee, Oct 17 (Mike)
- ii) WPPA Small Ports Seminar, Leavenworth Oct 18-19
- iii) WSCAA, Leavenworth Oct 25-26 (Mike)
- iv) WPPA Annual Meeting, Dec 5-7

b. Next Regular Meeting: Nov 5

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 4:56 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

Michael G. Wren

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