

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
October 16, 2017**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on October 16, 2017 in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:01 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 September 18, 2017 (M/S: Karen Moore / George Sisson).

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

Airport Fund: Payroll Warrants #16559 - 16567 Totaling \$11,373.53 and Payroll Warrants #16573 - 16576 Totaling \$8,645.50

Vouchers # 16568 - 16571 Totaling \$40,548.66 and Vouchers # 16577 - 16590 Totaling \$26,203.03

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

**OLD BUSINESS:**

Perimeter Fence/Post Installation: This project is complete and the only issues during the project were a few posts that were unable to be set due to rock/landscape obstruction and a water line that was broken next to the LDS Church that has been repaired.

Commissioner Rivard Detrick stated that Cory Pickerel wanted thank Mike and the commissioners for how the encroachment issue was worked through and resolved.

**NEW BUSINESS:**

2018 Draft Budget: Mike handed out the draft 2018 budget for commissioner review. We are still waiting on the Assessor to provide updated property valuations so that we can calculate the property tax levy. Mike will do a 2017 year to date budget review next meeting as well to see if any of the standard budget categories need adjustment.

**PUBLIC/TENANT INPUT: NONE**

**OPERATIONS and MAINTENANCE:**

Building 2001: The painting and trim work on building 2001 is complete.

Hangar 405,304: These two hangars have been swept out.

Winterization: We have begun the process of getting our seasonal irrigation systems ready for winter. All systems will have all the water turned off and blown from the lines, electrical timers will be inspected and turned off. City meter boxes will be insulated.

Roof repair: We have replaced roofing shingles on buildings 3776, 305 and 731.

CRX 20' Mower: We replaced the gear box on our John Deere mower. This job required us to manufacture a puller to remove the three-foot diameter blade holder that gear box attaches to.

Airfield mowing: We have completed mowing of our runway safety zones and aprons.

Snow Plows: We have begun inspecting and servicing our snow removal equipment. We have the army truck in at the moment. After inspection of the plow, welding and strengthening is required to repair stress fractures. Our goal is to have the snow removal equipment ready by Halloween.

Vehicle Maintenance: Due to several expenses for repairs related to the airfield mower and the personnel lift, Mike will move money from the equipment budget into vehicle maintenance.

**FROM THE OFFICE:**

a. Travel & Meetings:

- i) FAA Land Use Meeting, Oct 17, Renton
- ii) WPPA Executive Meeting, Oct 25 Karen
- iii) WPPA Small Ports Seminar, Oct 26-27 Leavenworth
- iv) WSCAA, Conference, Oct 26-27, Leavenworth
- v) WPPA D.C. Trip Oct 30 – Nov 1 Karen
- vi) WPPA Annual Meeting, Nov 15-17, Seattle

b. Next Regular Meeting: Nov 6

**COMMISSIONER INPUT:** Due to schedule conflicts the Christmas dinner is moved to after the Jan 2 meeting.

**ADJOURNMENT:** There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 4:28 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

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