

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
November 5, 2018**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on November 5, 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; Guest: Emily Smith, Grant County E.D.C.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of October 15, 2018 (M/S: Shelly Rivard Detrick / George Sisson).

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

Airport Fund: Payroll Warrant #17013 - 17021 Totaling \$12,069.48

Vouchers # 17008 – 17012 & 17022 – 17024 Totaling \$30,425.56

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

PUBLIC/TENANT INPUT: Emily Smith with the E.D.C. gave a brief overview of what has been happening this year in the county. She also stated that they have submitted our site for a potential project that came from the Department of Commerce. They are awaiting a response.

OLD BUSINESS:

2019 Budget: The Budget is out to ad this week and next and will be on the agenda for approval at the November 19th regular meeting.

Land Appraisal for Parcel Under Consideration for Sale: Mike contacted two MAI appraisers and the quotes to do the appraisal were \$2,500.00 and \$3,200.00. We will pay \$2,500.00 to have the first appraisal done to give us a ballpark figure for the sale. This will also help us set our lease prices for other similar properties. If we can reach a more formal agreement with the potential buyer after they see the appraised price of the parcel, we would move forward with the second appraisal that would be required for the sale.

NEW BUSINESS:

Walmart Interest in Building 2 for Another Project: Mike was contacted by the 3rd party broker that Walmart uses to set up their leases informing us of interest in leasing building 2 from January through May of next year. Mike has a meeting with them at 9:00 AM on Tuesday to inspect the building.

Stoneway Electric Interest in a Portion of Building 1: Stoneway Electric has expressed interest in leasing about ¼ of building 1.

North Sky Communications Interest in a Portion of Building 1: One of the fiber build-out contractors for the PUD has expressed interest in leasing a portion of building 1, as well as the

office building 305. This would also be on a yearly basis and is dependent upon them being awarded a 5-year contract with the PUD. Issues with how to split up the electrical utility costs in the building will have to be addressed.

OPERATIONS and MAINTENANCE:

Building #727: Missing asphalt shingles were replaced.

Building #526: We replaced loose or missing shingles on this building. We used a half of a square of new material to repair this roof.

Tetrahedron: We replaced bulbs and lenses on the Tetrahedron that were inoperable or broken.

Snow removal equipment: Our snow removal equipment is ready for this winter.

- Oil and filters were changed.
- Plows were inspected for leaks and signs of fatigue.
- Trucks were safety inspected.
- Plow was mounted on the dump truck.

Surplus Truck: We have our new acquisition from Federal surplus in the shop. It is a 1994 Chevrolet 3500 dually 4X4 with a service box. It is in very good condition. It will be used as a support vehicle at job sites and for airfield maintenance. We have completely serviced the truck, replaced exhaust manifold gaskets and fixed exterior lighting issues. It runs and drives well. We are presently battling an oil leak from either the motor or transmission. The truck is certainly worth the investment considering its condition.

FROM THE OFFICE:

Letter: We received a letter from Judy Gerisch expressing her thanks for the help Mike gave her when she was here looking into her father's time spent stationed here back in the 1940's. Once again, this shows how important our airport is in the history of so many people.

- a. Travel & Meetings:
 - a) WPPA Annual Meeting, Dec 5-7 Karen will attend this meeting
- b. Next Regular Meeting: Nov 19

COMMISSIONER INPUT: None

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 4:44 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

_____ 2018

Michael G. Wren