

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
Dec 5, 2011**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on Dec 5, 2011. Commissioner Rivard Detrick called the meeting to order at 4:00 p.m.

PRESENT: Commissioners Karen Moore, George Sisson and Shelly Rivard Detrick. Staff: Mike Wren, Port Manager; Kurt Oxos, Operations and Maintenance Supervisor; Janice Hunter, Financial Analyst. Guest Corinne Isaak

MINUTES: MOTION CARRIED to approve the minutes of the regular meeting of Nov 21, 2011 (M/S: Karen Moore / George Sisson).

VOUCHERS: MOTION CARRIED to authorize payment of vouchers from the Airport Fund:
Payroll Warrant #13939- 13946 Totaling \$9,810.09
Vouchers #13947 - 13951 Totaling \$12,258.50 (M/S George Sisson / Karen Moore).

PUBLIC/TENANT INPUT: NONE

Corinne Isaak, Tales of Adventure Team shared a proposal for advertising in the 2012 edition of the free travel guide. The Commissioners reviewed the 2011 edition and had favorable comments about the publication. After some discussion, the Commissioners agreed that an ad in the front or back cover would be a good investment for the advertising dollars. Mike will contact Corinne Isaak and negotiate the agreement for a full page ad that show cases the aviation activities at the Port.

OLD BUSINESS:

Hangar 304: The lighting project in hangar 304 will start Dec 6th.

Hangar 405: There have been several people complementing the Port on the upgrades to the Hangar and how much it is appreciated.

NEW BUSINESS:

Trout Lake Farms: Trout Lake Farms has requested security lights to be installed near the entrance of their building for improved safety and security. Mike and Kurt inspected the area and determined that two street lights would suffice and also help the other buildings in the area. The PUD would install the lights and the Port would pay a monthly fee. Mike will contact the PUD and start the process.

Grant County Journal Story Nov 28th, Chang Property Annexation: Mike went through the article with the Commissioners to clarify some of the misconceptions outlined in the article.

- There is over a mile of protected airspace from the end of runway 29 to any area of potential development. That distance resolves any foreseeable conflict between development and the approach to the runway.
- Any utility extension expenses would be paid by the developer and not the tax payers, the Port would pursue providing an easement with rights to connect.
- The Port does not view any off-Port industrial development in the Ephrata area as competition to the Port's mission.

Membrane on roofs: There have been multiple repairs on all of the hangars due to fasteners pulling out of the underlayment. The company is beginning to state that membrane punctures that are caused by loose fasteners are not covered under warranty, even though that was part of the contractor installation. The warranties on the hangar roofs will be ending over the 3-5 years. Mike will be working to negotiate a repair that addresses the underlayment workmanship instead of allowing these ongoing membrane repairs that will continue to plague us after the warranty has expired

OPERATIONS and MAINTENANCE:

Kurt informed the Commissioners that they had cleaned out the Bay's in Hangar 405 and installed more lighting, performed regular scheduled maintenance on the specialized lift equipment, and are working on the flat bed install on the step truck he acquired from surplus.

FROM THE OFFICE:

Travel & Meetings:

Mike will be attending the WPPA Annual Meeting December 6th through the 9th.
Commissioner Sisson will be attending the WPPA New Commissioner Seminar December 6-7.
WPPA Spring Meeting, May 16-18, Spokane – Commissioners and Mike Wren
Finance and Administration Seminar, June, - Janice Hunter will attend

COMMISSIONER INPUT:

ADJOURNMENT: There being no further business to conduct, Commissioner Rivard Detrick declared the meeting adjourned at 5:15 p.m.

Shelly Rivard Detrick, President

Karen Moore, Vice President

George Sisson, Secretary

ATTEST: _____

DATE _____ 2011