

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
December 3, 2018**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on December 3, 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.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of November 19, 2018 (M/S: Shelly Rivard Detrick / George Sisson).

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

Airport Fund: Payroll Warrant #17048 - 17056 Totaling \$11,453.80

Vouchers # 17057 - 17062 Totaling \$4,077.42

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

OLD BUSINESS:

In response to the comments by the State Auditor's Office during the audit conducted in 2018, Mike has developed a form for documenting the evaluation of lease security requirements by the commissioners. There are 3 leases for the commissioners to consider at this time.

Stoneway Electric:

1. Lease Security Evaluation for the Western Half of building 1: Commissioners established the lease security amount of \$10,786.94.

North Sky Communications:

1. Lease Security Evaluation for the SE ¼ of Building 1: Commissioners established the lease security amount of \$3,616.52.
2. Lease Security Evaluation Building 305: Commissioners established the lease security amount of \$2031.12.

Land Sale to Westland Development: Westland desires to move forward with having the second appraisal done and has provided the \$3250 deposit.

NEW BUSINESS:

Excess Leave Carryover Approval Request for Mike: Mike notified the commissioners that he had not properly monitored his vacation time this year and will finish 2019 with a leave balance of approximately 300 hours. This is 100 hours over the established carry over amount without

commissioner approval. Mike asked for permission to cash in approximately half of the excess and carry over the rest, while assuring the commissioners that he would not require excess carry over next year. The commissioners approved his request, while reiterating their belief in the importance of employees utilizing their vacation time to ensure adequate time away from the job for relaxation and recreation.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Railroad: We found broken tie bar bolts during a recent track inspection. We installed new bolts and gauged the track to BNSF specifications.

Spray Equipment: We replaced the 50-gallon spray tank on the John Deere side by side due to the original one cracking.

Runway support vehicle: We have completed the following on the recently acquired one-ton Chevrolet with service box. Had the rear main seal replaced. Repaired/plugged the many holes that were used to mount the camper and equipment on the service box. Cleaned, sanded, primed and painted the service box compartments. Removed obsolete radios and accessories from the cab.

Industrial Building 1: An electrically operated door located at the SE corner is inoperable. We diagnosed the problem and are waiting for parts to arrive for the repair.

Litter Cleanup: We picked up an entire truck bed full of bagged yard waste and household garbage that was dumped in several locations on our property.

FROM THE OFFICE:

- a. Travel & Meetings: Ports Day, Jan 29
- b. Next Regular Meeting: Dec 17 Annual All Port Dinner after at Moore's

Hugh Glassburn: Mike notified the commissioners that Hugh had passed away last Friday from a heart attack. He has maintained a presence on our airport for many years and will be missed.

Break Room Trailer Near Building 2: Mike has spoken with Frank Chmelik about getting the title properly transferred to The Port for that facility. He will begin work on that at the beginning of the year.

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 4:38 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

Michael G. Wren

_____ 2018