

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
December 7th, 2015**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on December 7th, 2015 in the Port conference room. Commissioner George Sisson called the meeting to order at 3:59 p.m.

PRESENT: Commissioners: George Sisson and Shelly Rivard Detrick. Staff: Mike Wren, Port Manager; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Analyst; Guests, Kurt Addicot & Karla Kendall of Reid Middleton and Steve Koffman of Koffman and Associates.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting of November 16th, 2015 (M/S: Shelly Rivard Detrick / George Sisson).

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

Airport Fund: Payroll Warrant #15779 - 15787 Totaling \$12,747.03

Vouchers #15788 - 15797 Totaling \$8,965.82

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

OLD BUSINESS:

Port Entry Sign: We received a bid from Graybeal Signs of Wenatchee for the amount of \$36,761.74 including tax and one from Columbia Sign for \$42,178.11 including tax.

MOTION CARRIED unanimously to accept the lower bid of \$36,761.74 for the sign and design from Graybeal Signs of Wenatchee (M/S George Sisson / Shelly Rivard Detrick).

The colors were decided upon and Mike will make a trip to Wenatchee to finalize the design with Graybeal.

BBCC UAV Program: According to BBCC they are not allowed to use the grant funds on leasing of a building. They are looking at other ways of obtaining the funds needed to lease our hangar.

Mike met with the FAA who approved the proposal to lease the hangar for the UAV training program as long as it was in time periods of 5 years or less. It is still considered a non-aeronautical use, but as long as we do a formal request every 5 years they will allow it.

The FAA was also in agreement that we not build a T-hangar until we have commitments to rent at least 3 units.

NEW BUSINESS:

ULBFIT Proposal to Rent Building 526: Mike met with Christine and Glenn Quantz from Soap Lake who are looking to run a fitness business in bldg 526 that would include strength training, martial arts, a climbing wall and a bicycle shop. They would like to do a 6 month lease with an

option for another 6 months. The Commissioners agreed that this would be a great use of that building and approved the proposed lease terms.

Building 1 & 2: Olympic Steel is still interested in renting half of building 1 on a 12 month lease with an option to extend. We need to work out the details on a split rental, such as the sharing of the break room/bathroom facility and the electricity if we were to get a second tenant for that building, but the Commissioners agree that renting out half is a good start.

Mike will meet with the owner of the overhead cranes on Thursday in Kennewick to discuss the terms of use and well as getting documentation for proof of ownership.

PUBLIC/TENANT INPUT:

Reid Middleton: They are happy to be here and look forward to visiting with Mike in the morning about the upcoming Master Plan.

OPERATIONS and MAINTENANCE:

Building 2 Breakroom:

- Water line to the bathhouse has been repaired.
- Urinals and toilets have been repaired.
- Bathroom exhaust fans were replaced.
- Lighting repaired.

Building 1 & 2:

- 5 large dumpsters have been filled with scrap wood and debris.
- Scrap metal is being cleaned up and sent to the recyclers.
- Locks have all been re-keyed, 5 locks were replaced.
- Trip/fall hazards such as bolts in the floor are being removed.

Wind damage:

- High winds did extensive damage to the dock roof of building 2003. Mike has notified the insurance company and will be going out to bid for the repairs.
- Replaced the shingles blown off of building 305.

FROM THE OFFICE:

- a. Travel & Meetings:
 - i) WPPA Legislative Day, Jan 27, Olympia
- b. Next Regular Meeting: Dec 21

COMMISSIONER INPUT:

Commissioner Shelly Rivard Detrick wanted to express her deepest sympathies to Commissioner Karen Moore on the loss of her father in-law. Everyone wishes her and her family well during this difficult time.

ADJOURNMENT: There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 4:24 p.m.

Karen Moore, President

George Sisson, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

Michael G. Wren

_____ 2015