

Moses Lake Municipal Airport Commission

A Study Session of the Moses Lake Municipal Airport Commission was held on Thursday, January 19, 2023, at 3:30 p.m. The meeting was called to order by Rod Richeson.

COMMISSION MEMBERS PRESENT/ABSENT/EXCUSED: **Present:** Finley Grant, Darrin Jackson, Richard Pearce, Richard Waltman, and Rod Richeson.

OTHERS PRESENT: Trisha Kehret, Engineering Administrative Technician, Tony Massa, Public Works Superintendent, Rich Huebner, Assistant City Manager, and Madeline Prentice, Finance Director.

VISITORS: Council Member, David Eck, Tim Prickett, Larry Wheat, and Jay Williams.

Budget: Mr. Richeson started with asking if Ms. Prentice could provide the Commission with monthly budget reports and a breakdown of city employee time being billed to the airport. He also asked if the airport snowplow truck was being used only for the airport. The answer was yes, the airport snowplow truck is only used at the Municipal Airport.

Mr. Richeson pointed out that there was nothing in the budget for capital improvements. He acknowledges \$175,000 was in the budget but this is earmarked for one specific project, the airport fuel system. Ms. Prentice stated that council did approve a transfer of \$60,000 from the general fund to the 2022 airport budget. Ms. Prentice and Mr. Massa had the understanding this was a one-time transfer. Mr. Eck believes it to be an annual transfer to the airport budget. Mr. Jackson presented a Columbia Basin Herald Newspaper, dated April 14, 2022, which had an article from the Council meeting from when this topic was discussed. Mr. Jackson suggests the Commission request from the City, the voice recordings from the April 12, 2022, Council meeting to verify the motion that was actually made in regards to the \$60,000 budget.

After discussion of the budget, Mr. Eck asked Ms. Prentice what the best way would be for the Commission to move forward with a ground zero beginning. Ms. Prentice replied with, she would ask Mr. Huebner for assistance with the finding of facts. Mr. Huebner and Ms. Prentice will gather more research for a resolution that the City Council might adopt.


Ms. Prentice stated the cash balance from December 2022, for the airport, was \$138,514.00 which includes the CARB loan.

Discussion of Fuel Station Bid and Upgrades: Mr. Massa passed around a pre-application meeting application form for the Community Development Department. The first step for the fuel system bid and upgrades is to fill out the pre-application to find out what all needs to be done to install the fuel system. This will be the information and requirements that will be put into the concessionaire's agreement or what will go out to bid. Mr. Massa pulled as much information as he could but needs additional information such as the physical address for the building formerly belonging to Tom Dent. Mrs. Kehret stated seeing a physical address listed on the front page of the asbestos report that was done on the building and would provide Mr. Massa with that information. Mr. Massa and the Commissioners went through the pre-application form and filled in the information on the front page. The second page was a checklist. The Commission will work on number 1-3 of the checklist while Mr. Massa works on the number 4 of the checklist, project description. Mr. Massa provided 5 copies of an overhead print of the airport property at Tom Dent's old office. Mr. Massa would like the Commission to go out and do measurements and then draw where tank is going and add measurements to the print. There are questions of where water/sewer lines and shutoffs are? Those need to be found and noted as well. It was also suggested to make a floor plan of the little building if that building is going to be used for the fuel system. If the little building is not going to be used for the fuel system, then another panel and circuit breaker will need to be added to the outside of the little building to comply with the fuel system loan.

Miscellaneous: Mr. Huebner and Mr. Richeson have gathered together to work on the Commission Policy. The Commission will utilize a lot of the Skagit County Policy in putting together the Moses Lake Municipal Airport Policy and should be wrapping up the paperwork for it next week.

Mr. Richeson announced he plans on going to the council meeting to give an update on the progress being made on the policy document and, also to let the public know how the Commission is doing thus far.

Adjournment: The meeting was adjourned at 4:33pm.



Trisha Kehret, Engineering Administrative Technician