

## Moses Lake Municipal Airport Commission

A regular meeting of the Moses Lake Municipal Airport Commission was held on Thursday, January 26, 2023, at 6:00 p.m. The meeting was called to order by Rod Richeson.

P = Present    E = Excused    A = Absent    C = Canceled

Name	Jan 5 26	Feb 9 23	Mar 9 23	Apr 6 20	May 4 25	Jun 8 22	Jul 6 20	Aug 3 24	Sept 7 21	Oct 5 19	Nov 2	Dec 7 28
<b>Rod Richeson</b>	P P											
<b>Richard Pearce</b>	P P											
<b>Finley Grant</b>	E P											
<b>Darrin Jackson</b>	P P											
<b>Richard Waltman</b>	P P											

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

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

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

MINUTES OF JANUARY 5<sup>TH</sup> MEETING: A motion was made by Mr. Jackson to approve the minutes of January 5<sup>th</sup>, 2023. The motion was seconded by Mr. Grant and passed unanimously.

JANUARY AIRPORT INSPECTION: Mr. Pearce did the light inspection but needs to finish the rest of the airport inspection, which will be done tomorrow and the report will be turned in.

FEBRUARY AIRPORT INSPECTION: The February airport inspection will be done by Mr. Jackson and will be reported at the February 23, 2023, meeting.

### **CHANGES TO THE AGENDA:**

Mr. Pearce asked to add item C. Leases to Old Business. Mr. Jackson noted that item D. Application to Construct a Structure-Jay Williams, needed to be added to New Business. Mr. Richeson would like to table item A. Budget Amendments from New Business for this meeting.

Mr. Pearce made a motion to table Item A. Budget Amendments. The motion was seconded by Mr. Grant. All were in favor except Mr. Jackson who was opposed. The motion passed.

**OLD BUSINESS:**

- A. FUEL STATION RFP-(TONY): Mr. Massa explained the pre-application form was filled out, but the Commission has some cleanup to do on the drawings. Once that is done and returned to Mr. Massa, he will turn the pre-application and drawings into the Community Development department and have a pre-application meeting set up.
- B. TURF RUNWAY-WATER ALLOCATION: Mr. Grant stated, Gary Whitaker suggested the Municipal Airport apply for an additional 10-acre feet of water. The airport was given 10-acre feet of water about a year ago. Mr. Grant suggested contacting Daryl Fuller and Gary Whitaker to see what was needed to apply for the additional 10-acre feet of water.
- C. Non-Commercial Leases: The non-commercial leases were discussed at the Council meeting and Mr. Pearce stated he had concerns with the requirement of having auto insurance. Mr. Pearce feels the state insurance should be sufficient. He also thinks the insurance provider and City needs to be made aware that the leases are for ground only and not leasing of buildings. Mr. Huebner explained, the WCIA makes recommendations to the City Attorney who shares those recommendations with the City Council. The City Council decides what requirements will be adopted. Mr. Huebner also clarified and assured Mr. Pearce that it has been conveyed to the WCIA by city staff, who also understand that the airport is leasing ground and not the buildings or belongings inside.

Mr. Pearce also suggested removing the 3% increase cap or change it to a different percentage number. Mr. Richeson said it was suggested to do a market analysis to determine charges for ground leases.

**NEW BUSINESS:**

- A. BUDGET AMENDMENTS: A motion was made to table this discussion for now, however, Mr. Jackson wanted to make a statement in regard to the budget. After listening to the audio recording from the April 13, 2022, Council Meeting, Mr. Jackson wanted to offer an apology to the City Manager, Assistant City Manager, and City Finance Director. In previous meetings Mr. Jackson stated he believed the motion from the April Council meeting stated a \$60,000 would be the annual budget for the airport. The audio

recording clearly states that the lease money for the airport in the amount of \$37,000 with the addition from the general fund to make an equivalent of \$60,000 budget for the 2022 year. It was also stated that the Commission could come back to Council for additions to the budget if needed.

- B. **FENCING PROJECTS:** Mr. Richeson stated grant applications are due in May and awarded in August-September. The Commission needs to get the budget in order before moving forward with fencing of the airport, but Mr. Richeson would like to find out from Mr. Massa what the cost would be to do a grant application to help with the cost of fencing the airport. Mr. Jackson pointed out they need to know where the west property boundary is before measuring what is needed for fencing before applying for a grant. Mr. Massa and Mr. Huebner stated it may need to be platted out and they will look-into what it will take to find out the boundaries.

Mr. Jackson would like the Commission's permission to have the two-rail vinyl fence project around the tie-down areas financed through local donations. The project was estimated to be around \$3800.00. Mr. Massa suggested checking with the Finance Director on the regulations for receiving donations to a public agency.

- C. **OPERATING BUILDING SCHEDULING:** It was brought up that the rental fees being charged for the airport operations building may not be covering the cleaning and finance expenses. Currently the airport does not have a fee schedule for renting out the operations building, however, they do have an agreement with the EAA Club to use the space at no charge. Mr. Huebner suggests the Commission set prices and adopt a fee schedule. Mr. Pearce volunteered to write up a rental agreement for the operations building and present it to the Commission.
- D. **APPLICATION FOR CONSTRUCTION-JAY WILLIAMS:** Jay Williams wanted to discuss the width of the taxi-way. It is stated the taxi way will be 90ft but all other taxi-ways at the municipal airport are 60ft. Mr. Williams can't build a site plan for the hangar he wants to build until he knows what width the taxi-way has to be. Mr. Richeson asked Mr. Massa and Mr. Huebner, with a resolution can they change the taxi way requirement from 90ft to 60ft. Mr. Massa and Mr. Huebner were not sure of the answer and said they would look-into it. Mr. Pearce made a motion to standardize the taxi ways to 60ft wide. The motion was seconded by Mr. Jackson and passed unanimously.

Mr. Jackson made a motion to accept Mr. Williams application to construct a structure to build a single hangar on lot 35. The motion was seconded by Mr. Grant and passed unanimously.

**MISCELLANEOUS:**

- Mr. Jackson stated the Moses Lake Air Show has meetings once a month at the Port of Moses Lake. He is asking for a volunteer to be a representative from the Municipal Airport to go to the meetings and report back to the Commission.
- It was announced that Mr. Richeson will be remote for the February 9<sup>th</sup>, 2023, meeting and asked Mr. Pearce to run the meeting. Mr. Grant will be gone for this meeting. Mr. Grant and Mr. Jackson will also be gone for the February 23<sup>rd</sup>, 2023, meeting.

A motion was made by Mr. Jackson to adjourn the meeting. The motion was seconded by Mr. Grant and passed unanimously. The meeting was adjourned at 7:46 p.m.



Trisha Kehret, Engineering Administrative Technician