

## Moses Lake Municipal Airport Commission

A regular meeting of the Moses Lake Municipal Airport Commission was held on Thursday, June 08, 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	Apr 6 27	May 4	Jun 8	Jul 6	Aug 3	Sept 7	Oct 5	Nov 2	Dec 7
<b>Rod Richeson</b>	P P	P P	P	P P	P	P						
<b>Richard Pearce</b>	P P	P P	P	P P	P	P						
<b>Finley Grant</b>	E P	E P	P	P P	P	P						
<b>Darrin Jackson</b>	P P	P P	P	P P	P	P						
<b>Richard Waltman</b>	P P	P P	P	P P	E	P						

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

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

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

MINUTES OF MAY 04th MEETING: A motion was made by Mr. Jackson to approve the minutes of the May 04, 2023, meeting. The motion was seconded by Mr. Grant and passed unanimously.

JUNE INSPECTION REPORT: Mr. Waltman stated all was in working order, but he would like to address the cracks on the runways when time and money permits.

**CHANGES TO AGENDA:**

- Mr. Jackson added #4. Commission Members to New Business.

## **STAFF REPORT:**

1. **FINANCIAL PROCEDURE/SCIP:** A grant application was submitted to WSDOT for a fencing project and had to be retracted due to the project not being on the Statewide Capital Improvement Plan-SCIP. Before any grants can be submitted, the project needs to be added to the SCIP, city staff needs to review the grant application, and it needs to be approved by City Council.

The next opportunity to add projects to the SCIP would be the 2024 update with an opening date of August 1<sup>st</sup> and closing date of September 30<sup>th</sup>. City Council needs to approve projects before they can be added to the SCIP. It was recommended by Mr. Huebner to add to the July Commission meeting agenda, discussion of adding the fencing project and any other projects to the SCIP. Adding projects to the SCIP would open opportunities to apply for grants in 2024.

2. **AUTOMOBILE INSURANCE REQUIREMENTS:** Mr. Huebner brought up a motion made by the Commission in the May meeting to propose to the City Council that airport lessees do not pay more than the state requirements for automobile insurance. Mr. Huebner pointed out that the current lease only requires the state minimums for automobile insurance. Mr. Jackson made a motion to propose to City Council to remove all automobile insurance requirements from the lease. The motion was seconded by Mr. Pearce and passed unanimously.

Mr. Pearce made a motion to petition to City Council to drop the building insurance requirements from the current lease. Mr. Waltman seconded the motion. During discussion Mr. Jackson stated that it would be a good idea to have the City Attorney and representative from Basin Pacific available to give input on the motion before it was voted on. After discussion the motion passed with three in favor and Mr. Jackson and Mr. Richeson opposed.

3. **LEASE FOLLOW-UP:** Mr. Huebner stated after reviewing leases and insurances, Michael Counsell was contacted for insufficient insurances for the lease signed by himself and Justin Good. Mr. Counsell's response was that Justin Good no longer owns any part of the hangar. The city notified Mr. Counsell that a notarized letter from Justin Good stating he no longer had interest in the lease was needed. Mr. Counsell nor Justin Good have responded with a notarized letter. Mr. Jackson stated that he doesn't believe Mr. Good has ever been on the tax document for the County. Mr. Huebner asked Ms. Ramsey to investigate the County tax records for verification. If Mr. Good is not on the

County tax documents, then Mr. Counsell will need to sign a new lease only under his name.

It was also discovered that building permits were issued to Justin Good for buildings on parcel 34 without a signed lease. Mr. Jackson stated that David Bren, former Municipal Services Director, and the Planning department signed off on the building permits, but Mr. Bren was hoping the new lease would be ready for Mr. Good to sign. The new lease is still not accepted or in effect and Mr. Good has not signed the current lease. Mr. Huebner will reach out to Mr. Good to have him sign the current lease for parcel 34.

The Russell family received a notification letter for the lease held by Lake Bowl, stating that if they wanted to keep their lease in the name of Lake Bowl then they would have to change their lease to a commercial rate. If they wanted to keep their lease at a non-commercial rate, then they would need to change to an individual's name and sign a new lease. There was discussion of what make a lease non-commercial vs commercial. Mr. Jackson suggested having a business license to determine if it is a commercial lease instead of non-commercial. Mr. Huebner will talk with the City Attorney to determine if that can be a consideration.

Mr. Huebner pointed out that JJ Daggoret with Two J's Aviation was waiting on building plans. Ms. Kehret pointed out that an application to construct was filled out by Mr. Daggoret but there was no record that the Commission had accepted the application and forwarded it to the city. Mr. Jackson made a motion to accept JJ Daggoret with Two J's Aviation, LLC application to build a hangar at the airport. The motion was seconded by Mr. Grant and passed unanimously.

All sale documents have been received from Mr. & Mrs. Meise regarding the sale of their hangar to Mr. Richeson. Mr. Richeson request that the lease be issued in his business name. Mr. Richeson will contact Ms. Kehret with his information to have a new lease drawn up.

#### **OLD BUSINESS:**

1. **PRE-APPLICATION REPORT:** Mr. Massa and Mr. Richeson went to a pre-application meeting for the fuel station. The report came back stating what was required to install and operate the fuel system. The extensive stormwater requirements appear to be a big hurdle due to the expense. Mr. Massa stated that SEPA was required because of the larger tank. Mr. Massa wants to look-into whether selling the larger tank and getting a

smaller tank would lower the cost. Mr. Massa is still awaiting word back from the Mascot representative if they can bring the fuel system up to code.

There were three options discussed at this point for the fuel system:

- I. The city help get the fuel system completed so the grant can start being paid back, or
- II. Default on the loan, or
- III. Re-sell the fuel system to pay back the loan with the revenue of the sell and look for an opportunity to purchase a smaller fuel system that would relieve the city from some of the requirements.

Mr. Huebner will check with the Finance Director for the fuel system grant agreement to see what options are available.

2. WEED CONTROL: Mr. Massa needs to know where the spraying is needing to be done at the airport. Mr. Jackson stated everything needs to be sprayed and will take about 4 hours, but concerned there isn't money in the budget to have it done. Mr. Massa said he will get an estimate on what it would cost to have his guys do the spraying. It was suggested to get a budget update from the Finance Director to see if there was any money in the budget for spraying.

#### **NEW BUSINESS:**

1. MODIFICATIONS TO HANGAR APPLICATION FOR COLORS: Mr. Jackson made a motion to keep the colors that are existing in the pre-application packet, adding in addition green and red. Mr. Waltman seconded the motion. All passed except Mr. Pearce opposed.
2. VARMINT CONTROL: Complaints of varmints and rabbits at the airport. Mr. Jackson asked if the city has a predation license. Mr. Massa answer was no. Tony will see what options are available and get back to the Commission.
3. MOSES LAKE AIRSHOW TFR: The airshow has a new air boss this year and she wanted the Municipal Airport to shut down for the entire duration of the TFR. Through email conversations, Mr. Richeson explained that it was unacceptable, she then presented a plan that anyone flying in or out of the Municipal Airport would need to be in contact with Grant County ATC, which Mr. Richeson felt was also unacceptable since the Moses Lake Municipal Airport was outside of the TFR boundary. Mr. Richeson finally got consensus that operations in and out of Moses Lake Municipal Airport for the TFR duration, which is Friday-Sunday 12:00 - 5:00 pm will be standard operating procedures

with the caveats. There will be no pattern work and you will have to arrive from the East and land to the North on 3-4. If you depart, you will need to depart from the South on 1-6. Mr. Richeson asked Mr. Jackson if he would file an informational NOTAM for the Municipal Airport for those days stating the operations procedures during the TFR that will keep the airport open.

4. COMMISSION MEMBERS: Mr. Jackson announced that part of Representative Dent's legislation passed. The portion that concerns the Commission is the make-up of commissions in city's less than 60,000<sup>1</sup> people. It means that if you live in the county, you can still sit on the commission even if you are not a citizen of the governing body. Mr. Jackson made a motion to except two more commissioners on the board and run it through City Council for ratification. He would like to recommend Tim Prickett and Tom Dent. The motion was seconded by Mr. Grant. After discussion the motion was amended to be, we ask City Council to expand the board to seven members and to consider Tim Prickett and Tom Dent to fill those two new seats. After further discussion the motion was amended again to say, we would like to ask City Council to expand the Airport Commission to seven seats and consider Mr. Tim Prickett and representative Tom Dent for those two seats if they shall apply. The motion was seconded by Mr. Grant. Mr. Pearce has concerns of having a board of seven being too many. After final discussion, the motion passed 4 to 1 with Mr. Pearce opposing.

Mr. Jackson made a motion to adjourn the meeting. The motion was seconded by Mr. Pearce and passed unanimously. The meeting was adjourned at 8:01 p.m.



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Trisha Kehret, Engineering Administrative Technician

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<sup>1</sup> While Mr. Jackson stated 60,000, the legislation that passed and has been enacted into law set the applicable population level at 35,000.