

Moses Lake Municipal Airport Commission

A regular meeting of the Moses Lake Municipal Airport Commission was held on Thursday, July 06, 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 |
|------------------------|-------------|-------------|----------|-------------|----------|----------|----------|----------|-----------|----------|----------|----------|
| Rod Richeson | P P | P P | P | P P | P | P | P | | | | | |
| Richard Pearce | P P | P P | P | P P | P | P | P | | | | | |
| Finley Grant | E P | E P | P | P P | P | P | P | | | | | |
| Darrin Jackson | P P | P P | P | P P | P | P | P | | | | | |
| Richard Waltman | P P | P P | P | P P | E | P | 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, Brian Baltzell, Interim Public Works Superintendent, Rich Huebner, Assistant City Manager, Leigh Ramsey, Municipal Services Accountant, and Madeline Prentice, Finance Director.

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

MINUTES OF JUNE 08th MEETING: A motion was made by Mr. Grant to approve the minutes of the June 08, 2023, meeting. The motion was seconded by Mr. Waltman and passed unanimously.

JULY INSPECTION REPORT: Mr. Waltman stated all was in working order except the usual cracks on the runways and ongoing weed problems. He suggested addressing the lessees about maintaining their areas of the properties with weed control. He voiced concerns about unauthorized people driving across the runways and the safety issues it may cause.

CHANGES TO AGENDA:

- Mr. Huebner asked if we could move #3 Fuel System Grant Agreement from Staff Report up to #3 under New Business.
- Mr. Richeson asked to add #4 Open House to New Business.

NEW BUSINESS:

1. **ADDING PROJECTS TO THE SCIP:** Ms. Ramsey presented an info graphic packet and explained the process for adding projects to the Statewide Capital Improvement Plan (SCIP). Projects need to be on the SCIP to be eligible for funding and/or grant applications. She explained that the Commission should be adding any projects that could be a possibility in the next six years to the SCIP. The submission window begins July 1, 2023, and closes August 31, 2023. A list of projects needs to be compiled and presented to City Council before submitting to the state. The Commissioners will put together ideas for projects and forward to Ms. Kehret to compile a list to bring to the August 3rd meeting for the Commission to vote on.

Mr. Jackson stated that the fencing project had been started with state funds and is asking where they are regarding finishing the project. Mr. Huebner explained that the project needs to be added to the SCIP to apply for more grants to help with the funding to complete. Ms. Ramsey will investigate the previous description and funding for this project to make sure it is added to the SCIP properly.

2. **BUDGET TO ACTUAL REVIEW:** Ms. Prentice provided a printout of the budget to actuals report and went over it with the Commission. Wendy Parks, Accounting Division Manager, has been sending budget reports to Mr. Richeson monthly. Mr. Pearce made a motion to have Financial Report be a standing agenda item under New Business. The motion was seconded by Mr. Grant and passed unanimously. The Commission will need to give advanced notice if additional City staff will need to be present.

Mr. Richeson questioned the charges for phone services in the operations building. Mr. Huebner will investigate having the phone line terminated.

3. **FUEL SYSTEM GRANT AGREEMENT:** At the last Commission meeting there was discussion of the cost for installing the current fuel system. One option Mr. Massa presented was selling the fuel system and purchasing one with smaller capacity and correct phase power that would reduce the cost for installation. Mr. Huebner stated that the CARB loan states that the fuel system cannot be sold without the advanced approval of the state. If selling the fuel system is an avenue the Commission would like to take, it is possible as long as the state is notified ahead of time. If this is the route the Commission chooses to go, it would be easier to pay back the original loan and secure a new one.

After discussion, there was question as to if a smaller fuel system would still require all the stormwater requirements and what the potential cost savings might be. Mr.

Huebner will talk with Brad Mitchell, Stormwater System Manager, to find out more information on this topic and bring it to the next meeting.

4. OPEN HOUSE: Mr. Richeson proposed hosting an open house at the airport in the Fall and invite the community and Council Members to see what the airport is all about, the local businesses that use it and generate tax dollars, and show them around. Mr. Jackson questioned if this would be considered an event and need additional insurance. Mr. Huebner will find out from the City's insurance provider if this would be considered a special event.

OLD BUSINESS:

1. VARMINT CONTROL: The airport has a varmint problem which is causing damage to property and hangars. Mr. Baltzell will look into what measures can be taken to do varmint control at the airport.
2. WEED CONTROL: Mr. Jackson asked if he could go through the classes to get his operator's license and operate under the city's application license to spray the airport. Mr. Baltzell will find out if this would be acceptable and report back at the August 3rd meeting.
3. USE OF OPERATIONS BUILDING: Mr. Pearce stated that three groups use the operations building on a reoccurring basis. The three groups are the EAA, Moses Lake RC Modelers, and Crab Creek Riders. Mr. Pearce is suggesting making files for each group and keeping copies of there insurances in the operations building and giving a copy to the City. Mr. Huebner explained that you can't have a blanket policy for non-profit groups. However, if you have consideration on both sides, then there could be potential for the EAA to use the building at no cost because they donated the building to the city. Mr. Huebner will check with City Attorney, Katherine Kenison.

STAFF REPORT:

1. UPDATE ON APPRAISER: Mr. Huebner contacted the staff at the Port of Moses Lake and was recommended a gentleman who had done appraisal work for Grant County International Airport previously. He was interested in appraising the Municipal Airport, but he is not available until October but recommended a former business partner. Mr. Huebner has been in contact with this gentleman, and he is interested in the project. He anticipates having a contract in place for the land appraisal early next week. There

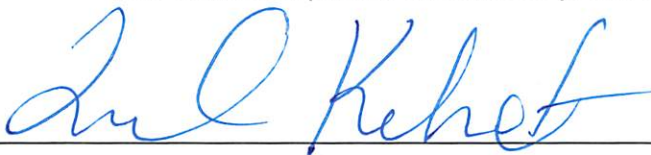
proposal indicated the work would be done within 75 days of when the contract is executed. Results should be expected mid to late September.

2. COUNCIL UPDATE: The Commission made two recommendations that were presented to the City Council at the June 27th meeting. The two items were lease insurance and board memberships. Based on a motion made by Council member Eck, both items were tabled with no action until after the results of the appraisal are finalized.

MISCELLANEOUS:

1. Jay Williams was given an application to Construct a Structure to fill out for parcel 36. Once he has it filled out, he was advised to return it to Ms. Kehret who will start the review process, and then have a lease drawn up.
2. Ward Bischoff introduced himself and expressed his desire to build at the Municipal Airport. Mr. Richeson invited Mr. Bischoff to the airport to look at open parcels. He was given an application to Construct a Structure and was explained to the process to apply.

Mr. Jackson made a motion to adjourn the meeting. The motion was seconded by Mr. Grant and passed unanimously. The meeting was adjourned at 8:21 p.m.



Trisha Kehret, Engineering Administrative Technician