

Moses Lake Municipal Airport Commission

A regular meeting of the Moses Lake Municipal Airport Commission was held on Thursday, October 05, 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 21	Oct 5	Nov 2	Dec 7
Rod Richeson	P P	P P	P	P P	P	P	P	E	P	P		
Richard Pearce	P P	P P	P	P P	P	P	P	P	P	P		
Finley Grant	E P	E P	P	P P	P	P	P	E	P	E		
Richard Waltman	P P	P P	P	P P	E	P	P	P	P	P		
Darrin Jackson	P P	P P	P	P P	P	P	P	P	P	----		

COMMISSION MEMBERS PRESENT/ABSENT/EXCUSED: Present: Rod Richeson, Richard Pearce, and Richard Waltman. Finley Grant had to go to Yuma AZ to pick up an airplane. Mr. Pearce made a motion to excuse Mr. Grant from the meeting. The motion was seconded by Mr. Pearce and passed unanimously.

OTHERS PRESENT: Trisha Kehret, Engineering Administrative Technician, Rich Huebner, Assistant City Manager, and Kevin Fuhr, Interim City Manager.

VISITORS: None

MINUTES OF SEPTEMBER 21ST MEETING: Mr. Richeson questioned one word in the section pertaining to the closure of the Municipal Airport. The minutes are written that Mr. Piercy stated the fees for the event application were too “extensive”. Mr. Richeson believes Mr. Piercy said “expensive”. A motion was made by Mr. Pearce to approve the minutes of the September 21st meeting including an authorization for Ms. Kehret to make a correction to the minutes if deemed appropriate after reviewing the meeting recording; the motion passed unanimously.

OCTOBER INSPECTION REPORT: Mr. Waltman reported that he has not had the opportunity to fill out the inspection report but has been walking around the airport daily and everything appears to be in working order. MR. Richeson stated that the Commission needs to find a way to capture the tie-down users more often than once a month.

CHANGE TO AGENDA:

1. New Business #2-Darrin Jackson’s Resignation, will be moved up to #1.

NEW BUSINESS:

1. **DARRIN JACKSON'S RESIGNATION:** Mr. Richeson announced that Darrin Jackson turned in his letter of resignation for his position on the Airport Commission, Wednesday, September 27, 2023.
2. **VOLUNTEER REQUIREMENTS:** Mr. Fuhr stated that he has put together a volunteer handbook. This handbook will be used for volunteers across the City. The handbook is being reviewed by Human Resources and Legal to make sure everything is good. After the reviews are completed, Mr. Fuhr is hoping to take the handbook to the October 24th City Council meeting.

OLD BUSINESS:

1. **MOVEMENT OF SURPLUSSING THE AIRPORT AND THE DONATION TO PORT DISTRICT 10, PORT OF MOSES LAKE:** Mr. Fuhr stated that the City is waiting for the results of the appraisal of the Municipal Airport to come back. After the appraisal comes back then it will go to the City Council who need to give authority to reach out to the Port of Moses Lake in a formal matter.
2. **OPS BUILDING USE RATE:** At the August 3rd, 2023, Commission meeting City staff were asked to complete an analysis of the costs associated with renting the operations building for meetings and/or events. The analysis consisted of reviewing the operations building utility costs (water and power), cost of janitorial supplies, janitorial staff time, and maintenance staff time. Based on the data reviewed, City staff recommend charging an annual rental rate of \$55.00, at minimum, which would allow for use of the operations building one time per month for one hour. A lease will need to be signed with the entities renting the building on a reoccurring basis. Mr. Richeson made a motion to accept the proposed hourly rate with staff bringing back in November a single use rate. The motion was seconded by Mr. Pearce and passed unanimously. Once a single use rate is accepted the rates need to go to the City Council for adoption.
3. **UPDATE FROM STAFF ON THE POLICY DOCUMENT:** Mr. Huebner stated he is still working on the policy document. State laws and guidelines have been discovered that need to be updated in the policy. The document is in process, however, with the possible transfer of the airport the process has been paused for the moment.

4. INSURANCE QUOTES: Mr. Fuhr stated that the City is getting quotes from three vendors for airport insurance and special event insurance. The three vendors are Marsh, Basin Pacific, and regal Aviation. City staff reached out to Mr. Richeson for information, and he stated that the City should receive the information by next week. Once the quotes are received, a summary will be put together for review by the Airport Commission.

Mr. Waltman made a motion to adjourn the meeting. The motion was seconded by Mr. Richeson and passed unanimously. The meeting was adjourned at 6:40 p.m.



Trisha Kehret, Engineering Administrative Technician