

**MOSES LAKE MUNICIPAL AIRPORT
COMMISSION MEETING
December 14, 2012**

VISITORS: None

PRESENT: All except Brent Reese

MINUTES: November 9, 2012 approved

CORRESPONDENCE: copy of Airport Financial Report, as of March 31 2012

AIRPORT INSPECTION: LEW MASON

JANUARY INSPECTION: Mr Fuller

OLD BUSINESS

A: AIRPORT INFORMATION SYSTEM UPDATE; AIRPORT OPERATIONS MANUAL; SECURITY MANUAL; AIRPORT LAYOUT PLAN UPDATE. JERRY RICHARDSON has done them.

B: CAPITAL IMPROVEMENT PLAN - We need the CIP to be done by January 31, 2013. We will probably need help from the city staff. Jerry mentioned that the city engineers are going to give us and estimate on the cost for fixing the runway cracks.

C: TRACTOR STATUS – The tractor is still at Toms lot, the estimate for a new shed is about \$9000 and that is on hold. It is ok where it is if we want to keep it there for now.

D: CONSULTANT FOR STATE PROGRAMS AND GRANTS – There was discussion on this, Updating this will take a lot of work. Tom Suggested we could ask Richard Pearce if he was interested in doing this for a fee. A phone call was made to David Ketcham of T-O Engineers. He is now a consultant for them and is doing this work, He said he would do the work for a retainer of \$400 to \$500 per month. Jerry mentioned we will need help from the city staff. There was more discussion on using the T-O Engineers to help us. Tom made a motion to accept a retainer proposed for T-O Engineers for 6 months at \$500 per month maximum. Delone seconded the motion. The motion was approved unanimously.

NEW BUSINESS

A: GOPHER CONTROL: Work is in progress to control the gophers in the grass parking area. There has been some poison put out by their holes. There will be a request to order pour pots and tar to pour in the holes. It will be paid for from our account.

B. BUILDING MAINTENANCE CONTRACT RENEWAL ACCEPTED BY CONTRACTOR. READY FOR COMMISSION ACCEPTANCE. Contract accepted by Commissioners.

C: APPLICATION FOR OPERATIONS BLDG. USE DEC. 24, 2012 4 HR USE. \$25. 1-5 PM. Approved.

D: OTHER:

The commission needs help from the city on a computer UPS in the Operations Building. Darel is looking into this.

Tom Dent said there were 2 bills submitted one for chemicals, and one for Bill Bailey for the poles used to install the security cameras.

There was a proposal to put a wooden rail fence in the tie down area for aircraft protection. The commission asked for a sketch, Lew made a motion to approve the concept. Seconded by Delone, the motion was approved by a 4-0 vote.

Submitted: Lew Mason

VOLUNTEER TIME:

Darel Fuller:	5 hours
Delone Krueger	2 hours
Jerry Richardson	16 hours
Tom Dent	4 hours
Lew Mason	3 hours

David Keelson

PROPOSAL FOR AIRPORT ADMINISTRATIVE AND PLANNING SERVICES

BACKGROUND

The growing complexities involved with management of Moses Lake Municipal Airport associated with increasing competition for Washington State grant funds creates a need for part-time professional assistance at the commission level. T-O Engineers presents the following for consideration by the Moses Lake Airport Commission and the City of Moses Lake, Washington.

SERVICES OFFERED

We suggest T-O Engineers being a supportive, non-voting member of the Moses Lake Municipal Airport Commission. Support services would be relative to the following:

- Assist with development and maintenance of the State Capital Improvement Program (SCIP)
- Assist with updates to the Washington State Airport Information System (AIS)
- Communications with the Washington State Department of Transportation/Aviation Division (WSDOT/AD) with respect to all mandates and recommendations from that agency that may impact Moses Lake Municipal Airport or the City of Moses Lake's effectiveness with respect to effectively competing for WSDOT/AD grant funds.
- Assistance with planning for and preparing of requests for grants-in-aid from WSDOT/AD.
- Participation in commission meetings by phone or in-person to assist with planning and administrative decisions as requested by the commission
- Attendance at City of Moses Lake Planning Commission meetings or Moses Lake City Council meetings as requested, to assist with explanations of and to answer questions about technical airport planning and administrative issues.
- Support advise with respect to surrounding land uses, comprehensive plans of the city and Grant County, and proposed zoning changes that may impact the continued viability of the airport.

SUPPORT ROLE

We offer the above services in a support role to the commission. It is important that this role be carefully managed so that T-O Engineers does not make comments, written or verbal, or take positions with WSDOT/AD, Grant County, the City of Moses Lake or the public that have not been agreed to by the commission.

COMPENSATION

We suggest a monthly retainer in the amount of (). This retainer includes joining portions of commission meetings by phone as requested by the commission. Additional services such as attending commission or city/county meetings will be invoiced at () plus reasonable travel charges.

NON-EXCLUSIVE REPRESENTATION

One of the benefits of such an arrangement is that T-O Engineers has a variety of skilled planners and engineers. It is assumed that an individual planner will be assigned as a primary contact to the commission with the commission's concurrence. Actual services may be conducted by whomever it appears most logical to provide those services.

MOSES LAKE MUNICIPAL AIRPORT INSPECTION REPORT

DATE 12/14/12 INSPECTED BY Lew Mann

ITEM	OK	NOT OK	REMARKS
Runway	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Big Crack</u>
East Taxiway	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
West Taxiway	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
N. Over-run	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
S. Over-run	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
PAPI on 16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
PAPI on 34	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tetrahedron	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ops Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tie down area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Storage building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
LIGHTING			
Runway	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tetrahedron	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rotating beacon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ops building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

REMARKS None

AIRCRAFT TIED DOWN: 1 N70346 2 NC7564B 3 N88136 4 N6890A
 5 N41826 6 _____ 7 _____ 8 _____ 9 _____ 10 _____
 11 _____ 12 _____ 13 _____ 14 _____ 15 _____ 16 _____