



# Moses Lake Municipal Airport Commission

Finley Grant, Chair | Richard Pearce, Vice-Chair | Darrin Jackson, Secretary  
Rod Richeson, Commissioner | Richard Waltman, Commissioner

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MOSES LAKE CIVIC CENTER-COUNCIL CHAMBERS OR REMOTE ACCESS\*

## MOSES LAKE MUNICIPAL AIRPORT COMMISSION MEETING AGENDA

DECEMBER 08, 2022, 6:00 PM

ROLL CALL AND MOTION ABOUT ABSENTEES:  
VISITORS:

**CITY MANAGER TO ADDRESS ITEMS FROM PAST MINUTES:**

MINUTES OF OCTOBER 20<sup>TH</sup>, NOVEMBER 3<sup>RD</sup>, AND NOVEMBER 17<sup>TH</sup> MEETINGS:  
DECEMBER AIRPORT INSPECTION:  
JANUARY INSPECTION TO BE DONE BY:

### OLD BUSINESS

- A. Insurance on Airport:
- B. Financial Report/Budget:
- C. Municipal Airport Commission Policy:

### NEW BUSINESS

- A. Financing three-phase power installation:
- B. Election of 2023 Commission positions:

#### **\*Join Zoom Meeting**

<https://cityofml.zoom.us/j/95983418571>

Meeting ID: 959 8341 8571

One tap mobile

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# City of Moses Lake



## Municipal Airport Commission Policy

City Council Resolution XXXX

Effective XX.XX.2022

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# CML MUNICIPAL AIRPORT COMMISSION POLICY

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The City of Moses Lake (“City”) created a Municipal Airport Commission by adopting ordinance #3003. The Commission is charged with the Administration, Operation, and Maintenance of the Municipal Airport under RCW 14.08.120. The Municipal Airport Commission is further governed by the following policy, adopted by Resolution \_\_\_\_\_ .

## **PURPOSE AND SCOPE**

This Policy (“Policy”) is intended to guide the Commission (“Commission”) with its actions to administer, operate, and maintain the airport while ensuring compliance with Federal, State, and Local laws.

This Policy applies to all employees, contractors, and volunteers supporting the Commission. Elected officials, employees, consultants, volunteers, and vendors while working on behalf of the Commission are required to comply with this Policy.

The City of Moses Lake has established FUND495 for the administration, operation, and maintenance of the airport (Airport Budget).

## **POLICY STATEMENT**

This policy was adopted by City Council Resolution. Appointed Commissioners are charged with acting faithfully and in accordance with the rules and regulations as set forth herein.

Engaging in the unauthorized activities that are inconsistent with this Policy may subject a commissioner, employee, contractor, or volunteer to discipline, up to and including termination of employment or removal from office, or applicable monetary fines and penalties. A contractor or volunteer who operates on behalf of the City in violation of this policy may be found to have materially breached its contract and may also be subject to applicable monetary fines and penalties. Nothing in this Policy shall modify or reduce any due process rights provided pursuant to the employee’s collective bargaining agreement, if applicable.

**COMMISSION GENERAL RESPONSIBILITIES**

( Comm = Municipal Airport Commission, City = City of Moses Lake Staff, Both = combination of resources )

Responsibility	Assigned	Task
Airport Administration	Both	- Airport Budgeting with Fund 495
	Both	- Annual State Audits
	Comm	- Quarterly Reports to Council
	Comm	- Conduct Commission Meeting Proceedings
	Comm	- Compliance with Open Public Meeting Act
	Comm	- Maintenance of Records
	Comm	- Airport Manager (Commission President or Budgeted Employee)
	Comm	- Airport Administrative Assistant (Commission Secretary or Budgeted Employee)
	Comm	- Airport Legal Counsel (Contracted)
	Both	- Airport Operational Insurance Coordination
	Comm	- Prepare Leasing (Legal Counsel and City Council Approved Form)
	City	- Administer Leasing (compliance reporting, insurance, fees, and rents)
	City	- Airport Procurement (State Laws and Annual State Audit)
	Both	- Prevailing Wage Contracting (State Laws for Annual State Audits)
	Both	- Construction Administration
	Both	- Grants Administration
Both	- Loans Administration	
Airport Operations	Comm	- Airport Operations Manual
	Comm	- Federal Laws Compliance
	Comm	- State Laws Compliance
	Comm	- Local Laws Compliance
	Comm	- Airport Manager (One Point of Contact for all Calls, Queries, and Operations)
	City	- Airport Administrative Assistant (Keeps Documents in Audit Ready Order)
	Both	- Contractors as needed (See City Purchasing Policy)
	Comm	- Volunteers as needed (See City Volunteer Policy and L&I Insurance)
	Comm	- City Staff, Equipment, or Materials Use (Budgeted to Fund 495)
Airport Maintenance	Comm	- Airport Operations Manual
	Comm	- Snow Removal
	Comm	- Sweeping
	Both	- Patching ( depending on size )
	Comm	- Weed Spraying
	Comm	- Lawns
	Comm	- Grounds
	Both	- Contractors as needed (See City Purchasing Policy)
	Comm	- Volunteers as needed (See City Volunteer Policy and L&I Insurance)
Comm	- City Staff, Equipment, or Materials Use (Budgeted to Fund 495)	

**SPECIAL NOTE:** Parks and Public Works are not responsible for Administration, Operations, or Maintenance of the Airport. The Commission can request help from other departments, but all labor, equipment, and materials costs shall be posted to Fund 495.

**POLICY REQUIREMENTS**

The Municipal Airport Commission policies must be consistent with other City policies and must comply with all City, State, and Federal laws and regulations.

RCW	The Commission must operate within RCW 14.08.120 guidelines.
CML	The Commission must operate within CML Ordinance #3003 guidelines.
Separate Department	The “Airport Department” is responsible for all Administration, Operation, and Maintenance of the Airport.
Separate Budget	The City of Moses Lake has established FUND495 for the administration, operation, and maintenance of the airport and future Airpark.
Airport Manager	The Commission must designate an Airport Manager to receive and respond to all Airport related emails and phone calls, in addition to directing day-to-day administrative, operations, and maintenance activities. <b>If not designated, the Commission Chair shall act as the Airport Manager.</b>
Airport Secretary	The Commission must designate an Airport Secretary that is responsible for the maintenance of all Airport Records. <b>If not designated, the Commission Secretary shall act as the Airport Secretary.</b>
Purchasing	The Commission must follow the same Purchasing Policy as other City departments.
Employment	The Commission must follow the same Employee Handbook Policy as other City departments for volunteers and employees within the Airport Department.
Information Technology	The Commission must follow the same Information Technology Policy as other City departments. Hardware, software, and email service is to be managed by the City Information Technology Department.
Records Maintenance	The Commission must follow the same Records Retention and Maintenance Policy as other City departments.
Quarterly Reports to Council	The Commission shall make quarterly reports to the Council. The Commission must provide a report on budget status, administrative status, operational status, and maintenance status to the Council.
Annual Audit	The Commission shall be subject to an annual audit by the State and/or City Staff.
Special Audit	The Council may call for a special audit at any time.

## QUESTIONS

All questions regarding this policy should be directed to the Airport Commission Chair (Airport Manager). Similarly, questions about other applicable laws governing the use of drones should be directed to Airport Commission Chair (Airport Manager).

## SUPPORTING DOCUMENTS

- RCW 14.08.120
- CML Ordinance #3003
- CML Resolution \_\_\_\_\_
- City Purchasing Policy
- City Employee Handbook

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