

MOSES LAKE MUNICIPAL AIRPORT ADVISORY BOARD

A regular meeting of the Moses Lake Airport Advisory Board was held at the Airport Operations Building, Friday, noon, 8, February, 2019.

	P = Present		E = Excused		A = Absent		C = Canceled					
Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov.	Dec
Tom Dent	P	E										
Finley Grant	P	P										
Darrin Jackson	P	E										
Richard Pearce	E	P										
Tim Prickett	P	P										

BOARD MEMBERS PRESENT/ABSENT/EXCUSED: Present: Richard Pearce, Finley Grant, and Tim Prickett. Excused: A motion was made by Tim to excuse Tom Dent and Darrin Jackson and was seconded by Finley. The motion was approved unanimously.

OTHERS PRESENT: Fred Snoderly, Municipal Services Director; Mike Moro, Public Works Superintendent; Tracey Law, Public Works Clerk, Darel Fuller and Ron Piercy.

MINUTES: A motion was made by Tim to approve the minutes from January 11, 2019. The motion was seconded by Finley and unanimously approved.

AIRPORT INSPECTION: The February inspection was done by Richard and Finley. The March inspection will be done by Finley.

OLD BUSINESS:

A. AIRPORT OPERATIONS MANUAL & SECURITY AND EMERGENCY RESPONSE PLAN REVIEW: Mike reported that WSDOT suggested a map showing the locations of all fire hydrants, AEDs, first aid kits, and fire extinguishers be added to the Security and Emergency Response Plan. It was decided to only add the fire extinguisher and first aid kit located in the Airport Operations Building. The second draft of the Operations Manual and Security and Emergency Response Plan will be emailed for review for possible approval at the March meeting. The Board also felt that a copy of the local emergency medical and fire locations be displayed outside the Operations Building. Mike said that Building Maintenance could do that.

B. STATUS OF WEB CAMERA, STATE WEATHER AND LOCAL SECURITY: Darel Fuller reported that the web camera was fixed and working. The security camera is not working due to gopher damage. Richard would like to have gophers and weeds as old business on the agenda for March. Tim wanted to know who buys the chemicals for the Airport. Fred said Tim could purchase chemicals and turn in receipts to the City for reimbursement. A motion was made by

Finley to have Tim buy pre-emergent for the Airport and to apply it when the weather permits. The motion was seconded by Richard and approved unanimously.

C. **COMPUTER IN OPERATIONS BUILDING:** Darel reported that the computer now has UPS and Wi-Fi.

NEW BUSINESS:

A. **REVIEW OF LEASES:** The Board discussed the memo Richard sent Fred regarding suggested changes to the rent/lease agreement. Richard asked Fred where it goes from here. Fred said he would take their suggestions to the City Attorney to discuss and then get back to the board. Richard asked if he could attend the meeting. Fred said he would call him. Tim made a motion to accept the memo Richard put together for the City to review. The motion was seconded by Finley and passed unanimously.


B. **BUDGET - ENDING 2018:** A copy of Revenues and Expenditures for the year ending 12/31/2018 was review by the Board members. Fred mentioned that the labor for the irrigation was adjusted off. It was donated by the Parks Department. Tim wondered why they needed to upsize the water meter. Mike said it was for the irrigation system. A motion was made by Tim to accept the budget as written. The motion was seconded by Finley.

C. **VOLUNTEER TIME SHEETS:** Volunteer timesheets were turned in by Richard, Tim and Finley.

D. **OTHER:** Fred said if the Airport needs snowplowing after the expected storm this weekend it will probably not happen until Monday. Fred said the vehicle was checked out and they have a crew. Richard will put out any needed NOTAMs and then let Mike know.

Mike noted that the Fire Chief suggested that any fuel and hazardous materials locations be added to the map for the Security and Emergency Response Plan. Three locations were determined to have fuel, Parcels 2, 17 and 25. The Board members also noted that all the hangers have one or more aircraft in them that have fuel in them.

A motion was made by Tim to adjourn the meeting and it was seconded by Finley and approved unanimously.



Tracey Law, Public Works Clerk