

MOSES LAKE MUNICIPAL AIRPORT ADVISORY BOARD

A regular meeting of the Moses Lake Airport Advisory Board was held by remote access only on Friday, noon, May 14, 2021. The meeting was called to order by Tim Prickett.

P = Present E = Excused A = Absent C = Canceled

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tom Dent	E	E	E	P	P							
Finley Grant	P	P	P	P	P							
Darrin Jackson	P	P	P	P	P							
Richard Pearce	P	P	P	P	P							
Tim Prickett	E	P	P	P	P							

BOARD MEMBERS PRESENT/ABSENT/EXCUSED: Present: Tim Prickett, Richard Pearce, Finley Grant, Darrin Jackson, and Tom Dent.

OTHERS PRESENT: Public Works Division Director, Mike Moro and Tracey Law, Public Works Technician.

MINUTES OF APRIL MEETING: A motion was made by Mr. Prickett to approve the April minutes. The motion was seconded by Mr. Grant and approved unanimously.

AIRPORT INSPECTION FOR MAY: The monthly inspection was done by Mr. Prickett.

JUNE INSPECTION: The June inspection will be done by Mr. Jackson.

OLD BUSINESS:

- A. **LEASES:** Mr. Prickett asked when the new leases would be going out. Mr. Moro has been working on property descriptions and reviewing calculations for last year's lease amounts. There are some he has questions on because of the mix-up with commercial and non-commercial rates. Mr. Moro asked the Board's recommendation to allow the relinquishment of Rod Richeson's lease on Parcel 23 and whether we need to bill Mr. Richeson for any portion of that. A motion was made by Mr. Prickett to relinquish Mr. Richeson's lease. The motion was carried 4-1. Mr. Pearce opposed. Mr. Moro asked the Board how a tenant is determined commercial or non-commercial. Mr. Pearce said the City has a definition for what is commercial. If you are providing a service or selling products you are commercial. The airport has designated certain parcels for commercial use. Mr. Jackson said all the parcels on the east side and all the parcels on the west side between Parcel 21 to Crosswind Aviation are designated commercial. Mr. Dent also has a commercial lease. After additional discussion on whether to charge Mr. Richeson for any of his lease a motion was made by Mr. Prickett to relinquish Mr. Richeson's from his lease and not charge him from the time he signed the lease. Mr. Jackson seconded it. The motion was carried 4-1 with Mr. Pearce opposed. It was recommended by the Board that the wording in the lease for determination of the commercial and non-commercial leases should be by recommendation of the City and not the Advisory Board.

Mr. Jackson read his relinquishment letter for all portions of Parcel 20 and Parcel 21 except the north 15 feet of Parcel 20. Mr. Moro requested a copy of the letter for the City's file.

- B. **FUEL SYSTEM:** Mr. Moro has not been able to contact the consultant, Chevy Bailey. Mr. Moro will continue to try to contact him. Mr. Prickett felt we needed to move forward with someone else if there is no answer by June.
- C. **REPAIRS TO FLASHING BEACON:** The project is complete.
- D. **CRACK SEAL ON RUNWAY AND TAXIWAYS:** The project was completed today.
- E. **WEED SPRAYING:** Mr. Prickett has not applied any sterilant. Mr. Jackson has been spraying. It is time to start mowing.
- F. **WATER FOR INFIELD AND MOVING HYDRANT:** Mr. Moro does not have a schedule from Water Division. It has been surveyed and staked. When hydrant is moved a 2" meter and service will be installed to infield. Then it will be turned over to Parks Dept. for the irrigation part. Mr. Moro is hoping to have it done this month depending on Water Division's schedule.
- G. **SWEEPING SCHEDULE:** Street Division will sweep monthly unless called by the Board. Staff time will be charged. The schedule can be adjusted.
- H. **"NO DUST" SIGN ON MUNICIPAL HANGAR RD.:** Mr. Prickett asked if the crushed asphalt being removed from the construction by the ice rink be spread on road to keep the dust down. Mr. Moro would need to discuss this with the City Engineer. Mr. Moro explained there could be some issues with the Dept. of Ecology if the broken asphalt is used. Mr. Moro will discuss this with the City Engineer.
- I. **REPAIR RUNWAY 16 SIGN:** Sign was repaired.
- J. **GRAVELING MUNICIPAL HANGAR RD.:** Mr. Moro felt the 1 1/4-minus would be preferable if rock is used. The Board discussed the costs to gravel the road.

NEW BUSINESS:

- A. **RUNWAY SIGNS:** There was some damage to runway sign 16 after it was repaired but all signs are now up. Mr. Moro asked the Board to let Public Works know if any signs need repair.
- B. **ADDRESSING OFF MUNICIPAL AIRPORT RD. AND MUNICIPAL HANGAR RD.:** Development Engineering is tasked with addressing the new parcels at the airport. The Municipal Code is written that the address will be the main address on Road 4 and then parcel number. The Board recommended they continue to be address by the current code.

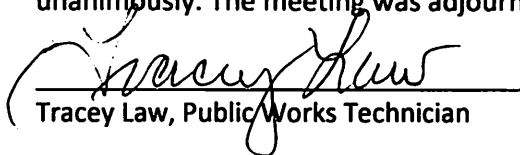
- C. **MEETING LOCATION FOR ADA:** Meeting locations need to meet ADA requirements. There are other facilities available for meetings. The Board meetings will continue to be held via Zoom.
- D. **VOLUNTEER TIME:** Turn volunteer sheets in.
- E. **OTHER:** Mr. Prickett spoke to Travis Grigg on relinquishment of lease. Mr. Grigg's lease was not fully executed. No relinquishment is necessary. The Airport Board would like to have a form for relinquishments. Mr. Moro has that on his list to prepare.

Mr. Jackson reported the airport's tar pot is missing. He shared information on the costs of purchasing a new one. Mr. Moro said the City will not sell tar to the airport for leased property. The Board was provided Information on the product the City purchases. Mr. Jackson made a motion to purchase the \$330.36 tar pot plus shipping. Mr. Prickett seconded the motion. The motion was carried 4-1 with Mr. Dent abstaining. The Board would like to store the tar pot and other equipment in the shop acquired from Mr. Dent. Mr. Moro said Building Maintenance is working on getting a coded key entry to facility. Mr. Moro requested that the volunteers not do work on the facilities. City facilities need to meet required standards. Mr. Moro would like a plan of improvements the Board would like so they can be budgeted for and scheduled accordingly.

The PAPI lights on 34 are still on dim during the day. Mr. Pearce reported the photo light is missing. Mr. Jackson said there is a part that is no longer available to repair it. Mr. Moro has tried to contact Darel Fuller and meet with him and the Building Maintenance Manager. He will continue to try to meet with Mr. Fuller. The Board will also try to contact Mr. Fuller.

Mr. Pearce had two leads on a courtesy car for the airport. One has dissolved and one is in limbo.

A motion was made by Mr. Prickett to adjourn the meeting. Mr. Grant seconded the motion and it passed unanimously. The meeting was adjourned at 12:51 p.m.


Tracey Law, Public Works Technician