

Moses Lake Municipal Airport Commission

A regular meeting of the Moses Lake Municipal Airport Commission was held on Thursday, August 18, 2022, at 6:00 p.m. The meeting was called to order by Finley Grant.

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

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

COMMISSION MEMBERS PRESENT/ABSENT/EXCUSED: Present: Finley Grant, Darrin Jackson, Richard Pearce, Rod Richeson, Richard Waltman.

OTHERS PRESENT: Tony Massa, Public Works Superintendent; and Trisha Kehret, Engineering Administrative Technician.

VISITORS: None

MINUTES OF JULY MEETING: Mr. Pearce motioned to approve the July 21, 2022, minutes. The motion was seconded by Mr. Jackson and passed unanimously.

AUGUST AIRPORT INSPECTION: Mr. Jackson completed the inspection and reported 1-6 and 3-4 signage were broke again, PAPI was out of service on runway 3-4 with a blown fuse, which was fixed, Mr. Fuller fixed the power to the wind-tee, the bathrooms were okay, and the lights were in working order.

Mr. Richeson announced that he asked Hochstatter Electric to come look at the air-conditioning unit at the operations building. The technician diagnosed that the condenser fan motor was burned up, so they ordered a new one and got the unit back in service. The invoice went to the City and Mr. Massa advised the commission to make sure when hiring for work done, to announce that it is a prevailing wage job on city property, so a bid packet can be put together.

SEPTEMBER INSPECTION: The September inspection will be done by Mr. Waltman.

OLD BUSINESS:

A. LEASES: COMMERCIAL/NON-COMMERCIAL: STERN & RUSSEL

Mr. Massa explained after researching the leases, the Russel lease is with Lake Bowl and is already being billed as a non-commercial lease. Mr. Massa cautioned the commission, if doing a lease with a business, the lease should be done at a commercial rate. Private leases should be under a private name. Harold Stern's lease is with Harry's Radiator Shop and was signed in 2021 as a commercial lease and was paid at the commercial rate. The Stern hangar is on property that is designated under the binding site plan as commercial. The Commission discussed making changes to the binding site plan. Mr. Massa suggested speaking with their attorney, Mr. Sonn, on the legality of making those changes. Mr. Jackson wants to ask council for flexibility in determining who would be commercial and non-commercial.

B. FUEL SYSTEM: Mr. Jackson had a meeting with a sales manager at Connell Oil, who sent out their installer from Coeur d' Alene, Idaho, to look at the system and take measurements to see what mechanically was needed to get it up and running. An issue that was found was, the airport has single-phase power, and they have a three-phase pump. An option is running single-phase to a phase inverter. The installer was impressed with the cleanliness of the system. An estimate to complete work on the system will be created by the installer and returned to the Commission next week. Mr. Jackson stated that the Commission needs to come to an agreement with the city on how the best way is to run power to the shop and the fuel system.

Mr. Jackson stated Connell Oil is willing to invest and do the work to put in the system and take on the insurance liability. He also expressed the need for the Commission to determine and write a fuel flowage fee. It was discussed that the Commission needs to figure out what they are going to charge price per gallon, based on a 30-year note, to repay the CARB loan. The Commission decided a sit down with the city finance director was needed to find out the CARB loan balance and calculate a flowage fee to present to contractors. It was suggested that two commissioners meet with the finance director and then have a study session, with no action taken, to discuss the findings.

C. GREENBELT: IRRIGATION, POWER: The Commission has decided to wait until Fall to work on the Greenbelt due to the heat. Mr. Fuller's suggestion to Mr. Grant was, if there was a pump at the Southwest corner where power is already available, and a single line from the pump to the control circuits to run the 4 sprinkler systems, then the water and electrical line can be run in the same trench. Mr. Grant stated the power for the control

system has several dead heads that are available in that area. It appears there is not enough power in the airport system for the pump, it was suggested to have the PUD put another service in for it. Mr. Jackson proposed doing the preparation work in the Fall and having it ready for seed in the Spring.

- D. STRIPING TAXI-WAYS: The Commission decided to go with the Port of Moses Lake to stripe the taxi ways. Mr. Richeson suggested picking a date and putting out a notice for a work party. He thought they could do an appreciation barbeque afterwards for those that volunteer to help. The Commission decided on the date of September 24, 2022, to hold the work party. They will get the equipment from the Port of Moses Lake on September 23, 2022. Mr. Jackson will set up a meeting to do the equipment operating training.
- E. SIGNAGE FOR AIRPORT ROADS: Mr. Richeson will make it a priority to talk to the city about signage before the next meeting. Mr. Massa announced he has already asked the streets crew to put up dead-end signs, and he will double check to make sure they are up.
- F. FENCING: Mr. Richeson has a grant packet he has started working on for next year to help pay for fencing. One of the requirements to apply for the grant is an estimate of the expenditure. Discussion of what type of fence and estimates will have to be collected when it is closer to submitting the application.
- G. STOL COMPETITION: Mr. Richeson wants to remove the word "competition" and replace it with "training". September 2023 has been targeted for this event. Mr. Richeson wants to coordinate with EAA to put in a fire pit and patio before the event. He spoke about some of the people interested in being part of the STOL Committee:
 - Seth Troutman: Committee Chair
 - Cale Russell: Hospitality
 - Dennis Love: Camping/Sight Seeing
 - Jon Counsel: Operations
- H. FIRE HYDRANTS: Mr. Pearce spoke of fire hydrants that need to be moved for additional paving to be done. Mr. Massa proposed, himself and Mr. Grant speak with Chad Strevy as to if the hydrants are city or private and what it will take to have them moved.

NEW BUSINESS:

- A. **FINANCIAL REPORT FOR AIRPORT:** Mr. Grant requested a financial report for the airport, at the last City Council Meeting. Mr. Pearce suggested when Mr. Grant goes to talk to the city finance director about the CARB loan, he also asks her for a financial report. Mr. Pearce voiced concerns about not having access to their financial reports and feels the commission should contact the City Manager and let her know they expect a financial report at least quarterly. Mr. Pearce also was concerned about where their money was going and stressed that the Commission should “watch” the city and make sure their money was being directed properly. Mr. Grant said he would schedule an appointment with Madeline Prentice to discuss the Commissions questions and concerns.

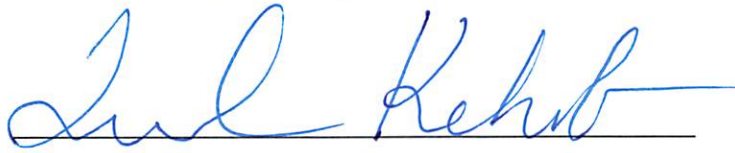
- B. **ADDED PARKING AT MUNICIPAL AIRPORT BUILDING:** Mr. Jackson’s suggestion was to move some concrete curbing and adding more gravel to increase parking lot size. Mr. Pearce’s suggestion was to organize the layout of the parking lot with blocks and or paint to utilize the parking area. Mr. Pearce offered to make a scale drawing of his proposed parking lot idea.

- C. **JIM WILLIAMS: COMMERCIAL LEASE:** Mr. Williams is applying for a commercial lease for lot 23. Mr. Grant handed out a copy of Mr. Williams application. Mr. Jackson made a motion to move this applicant forward to city planning. The motion was seconded by Mr. Richeson and passed unanimously.

- D. **POSSIBLE SURPLUSSED 5-6’ MOWER DECK FOR TRACTOR:** It was recommended to Mr. Grant to look-into getting a surplus mower deck for the tractor. They are wanting something that cuts the grass better than what they have now. Mr. Grant will get with Mr. Massa and look-into it. Mr. Pearce asked if Mr. Massa can also look-into a surplus car to use as a courtesy car for the airport.

- E. **OTHER CLEAN-UP IDEAS FOR AIRPORT:** Mr. Jackson proposed painting the bases of telephone poles to make them more visible and to clean up the strip between the road and the grass in the aircraft parking area. Putting up a two-rail vinyl fence would help turn it into an official viewing area. Mr. Jackson mentioned he may be able to get some vinyl fencing donated and Mr. Grant received some pricing from Home Depot. Mr. Richeson suggested planting trees for shade. Some concerns of planting trees were discussed. Other sun break ideas were discussed such as sunshades.

A motion was made by Mr. Richeson to adjourn the meeting. Mr. Waltman seconded the motion and it passed unanimously. The meeting was adjourned at 7:49 p.m.

A handwritten signature in blue ink, appearing to read "Trisha Kehret", is written over a horizontal line.

Trisha Kehret, Engineering Administrative Technician