

MINUTES of the regular meeting of the Port of Moses Lake Commission conducted on Monday, May 13, 2019 at the Terminal Building, Grant County International Airport.

PRESENT WERE: Commissioners Darrin Jackson, David K Jones and Stroud Kunkle; Port staff: Jeffrey Bishop, Kim Detrollo, Carol Crapson, Loretta St Andre, Milton Miller, Greg Becken, and Bonnie Petersen.

ALSO, PRESENT: Commissioner Cindy Carter, Grant County Commissioner, Frank Chmelik, Port Counsel, Juliann Dodds, Banner Bank, Charles Featherstone, Columbia Basin Herald, Brant Mayo, Grant County EDC, Pat Marshall, MITAC, and Chief John Hoyt, Port Fire.

Commissioner Jackson called the meeting to order at 10:00 a.m.

The minutes of the previous regular meetings held on April 22, 2019 were approved as read, Commissioner Kunkle and Commissioner Jones voted to approve, Commissioner Jackson abstained from voting.

The Commission, by a unanimous vote, approved for payment those vouchers described as follows: Warrant No. 6102051944 through 6102051949 including direct deposits in the total amount of \$183,140.57. Motion carried.

Commissioner Cindy Carter briefed the Commissioners regarding a recent trip to Grant County's Sister City Gunpo, South Korea.

Commissioner Jones moved approve Authorize Executive Director to sign a 10-year lease agreement with Columbia Pacific Aviation, Inc. for Building 404. Motion carried.

Commissioner Kunkle authorized the Executive Director to sign a 40-year lease agreement with Columbia Pacific Aviation, Inc. for approximately 0.41 acres of bare ground for a tenant-constructed warehouse. Motion carried.

Commissioner Jones authorized the Executive Director to sign a 1-year lease agreement with Columbia Pacific Aviation, Inc. for approximately 0.75 acres of bare ground for truck parking. Motion carried.

Commissioner Jones moved to accept a proposal from Ma Media (Reina Endo) for Japanese consulting for the amount of up to \$60,000.00 plus all expenses. The Port received one (1) bid. Motion carried.

Commissioner Kunkle moved to approve on-call contract with Open Gate Consulting to provide consulting and educational development services on a case by case need in the amount not to exceed \$50,000.00. Motion carried.

Commissioner Jones moved to authorize Airport Director to sign a contract with AMR for Standby Medical and Ambulance Services at the 2019 Air Show in the amount of \$1,200.00. Motion carried.

Commissioner Kunkle moved to approve spending of an additional amount not to exceed \$3,500 for Centerra Group to provide Standby ARFF Services at the 2019 Air Show and to approve spending not to exceed \$7,200 for insurance for the 2019 Air Show. Motion carried.

Commissioner Jones moved to approve one commissioner and one staff to support AeroTEC announcements by attending the Paris Air Show June 17-20, estimated cost \$13,000. Motion carried.

Commissioner Kunkle moved to approve and sign letters to 13th District Legislators. Motion carried.

Commissioner Jones moved to approve change order No. 02 for Project #19-010 with Tommer Construction for the amount of \$6,596.00 including WSST. Motion carried.

Commissioner Kunkle moved to approve a yearly subscription to the cloud-based product ProDIGIQ Asset Management System for \$50,000 a year. This system will bring Airport Self-Inspection, Operations Management, Lease Management, Maintenance Management, Asset Management, Training Management and ARFF Management into one database with advanced analytics and reporting. Motion carried.

Commissioner Jones moved to approve the final draft of the Strategic Plan. Motion carried.

Commissioner Kunkle moved to accept bid for Project # 19-006 Bldg. 4006 New Roof from Spokane Roofing Company in the amount of \$106,939.69 including WSST. Two additional buildings (bldg. 2113 & bldg. 3401) were also included in the bid, with these two additions the total cost will be \$112,334.69. Motion carried.

The Commission, by a unanimous vote, chose the day of May 30<sup>th</sup>, 2019 at 8:30 a.m. as the date for a one-day study session for planning capital projects for 2020.

Commissioner Jones moved to accept substitute credit card receipt for missing/lost credit card receipt for Rich Mueller in the amount of \$41.02. Motion carried.

The Commissioner adjourned the meeting at 11:00 a.m. to watch the arrivals of B-52's with the U.S. Airforce and for lunch.

The Commissioner called the regular meeting back to order at 12:10 p.m.

The Board was informed that, under the delegation of authority resolution, the Executive Director and/or Acting Executive Director

- Signed 1-month contract (with possibility of one (1) additional month extension) with Del Sol, Inc. for Bldg. 1202 – Terminal Building for a total amount of \$9,948.10.
- Awarded Project #19-010 Memorial Park to Tommer Construction in the amount of 44,321.00.
- Awarded Project # 19-019 Airfield Lighting Control System Upgrade to Airside Solutions, Inc. in the total amount of \$46,430.45.
- Accept as complete Project # 19-014 Bldg. 2101 Carpet with Skaug Brothers Carpet in the total of amount of \$7,177.41 including WSST.
- Accepted as complete #19-018 Bldg. 429 Asbestos Removal from A1 Asbestos Environmental Services in the amount of \$5,130.43 including WSST in accordance with the agreement.
- Signed proposal with Western States Fire Protection for fire alarm system deficiency repairs for an amount not to exceed \$1,203.00.
- Signed Task Order #15 with Century West Engineering for a Development Standards Appendix to address airport development or improvements in an amount not to exceed \$9,478.

- Signed Work Order #11 with Western Pacific Engineering for Comprehensive Plan Amendment is the amount of \$22,460.00.
- Signed Work Order #2018 with Western Pacific Engineering for Sewer Utility Extension Project in the amount of \$40,550.00.
- Signed Task Order #18008BG02 with Western Pacific Engineering for Phase 2 of the Clyde Owen Park in the amount of \$7,885.00.
- Signed agreement with Washington State Dept. of Transportation for the Westgate Project Assignment /Delegation of Utility Permit/Franchise Rights and Operations.

The Acting Executive Director gave his report to the Commissioners to update them on the following items:

- Approval of Senate Bill 5370
- New Siting Committee

The Port Commission recessed to Executive Session at 12:20 a.m. for 35 minutes to discuss PERSONNEL RCW 42.30.110g items. No action taken.

There being no further business, the Port Commission adjourned the meeting at 12:55 p.m.

PORT OF MOSES LAKE

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David K. Jones, Secretary

ATTEST: \_\_\_\_\_

Darrin M. Jackson, President