

Moses Lake Municipal Airport Commission

A regular meeting of the Moses Lake Municipal Airport Commission was held on Thursday, January 05, 2023, at 6:00 p.m. The meeting was called to order by Rod Richeson.

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

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

COMMISSION MEMBERS PRESENT/ABSENT/EXCUSED: **Present:** Darrin Jackson, Rod Richeson, Richard Pearce, and Richard Waltman. **Excused:** A motion was made by Mr. Jackson to excuse Mr. Grant from the meeting. The motion was seconded by Mr. Pearce and passed unanimously.

OTHERS PRESENT: Trisha Kehret, Engineering Administrative Technician, Tony Massa, Public Works Superintendent, and Rich Huebner, Assistant City Manager.

VISITORS: Council Member David Eck, and Larry Wheat.

MINUTES OF DECEMBER MEETING: A motion was made by Mr. Jackson to approve the minutes of December. The motion was seconded by Mr. Pearce and passed unanimously.

JANUARY AIRPORT INSPECTION: Mr. Pearce was to do the January inspection but delayed it since it was not long since the last one was done. He will do the January inspection by the January 26th meeting. Mr. Jackson noted he replaced one light on the runway.

FEBRUARY AIRPORT INSPECTION: The February airport inspection will be done by Mr. Jackson and will be reported at the February 23, 2023, meeting.

OLD BUSINESS:

- A. **WORKING SESSION FOR 1/19/2023, 3:30 PM TENTATIVE:** The Commission did not have enough time to gather the appropriate information to make a productive working session to discuss the budget amendments. After discussion between Mr. Richeson, Ms. Williams, and Ms. Prentice, it was decided to reschedule the study session for January 19, 2023, at 3:30pm.

- B. **FUEL STATION INSTALLATION/OPERATION:** Mr. Richeson stated there was discussion at the last meeting about the possibility of separating the installation from the operation of the fuel system. Mr. Richeson reached out to Mr. Massa to see if he was able to find any work the city had already done previously with the fuel system. Mr. Massa's response was yes, he found some work that was done but it wasn't applicable to this project but may be able to be re-worked.

Mr. Massa stated he has not received any additional information regarding the concessionaires agreement nor has Mascot re-contacted him on changing the motor out. Mr. Massa suggests starting with a pre-application meeting with Community Development Building Department, so either way the Commission will know what they are putting out to bid, whether it is a concessionaire's agreement or bid documents to install the fuel system. Mr. Massa suggested could go to the front desk of Community Development to get an application and it could be worked on at the work session if the Commission had questions. Mr. Richeson asked if Mr. Huebner could invite someone from the Building Department to come to the work session.

- C. **FUEL STATION OFFICE SPACE:** At the December 20, 2022 meeting Mr. Massa presented a negative asbestos report on the office space which was formerly Tom Dent's office. Mr. Massa stated the building is clear of asbestos, now the Commission needs to come up with a plan on what they are doing with the building. If the building will be tied to the fuel station it needs to come up to energy and ADA standards as part of the loan agreement. The Commission needs to decide if its going to be contracted out to whoever is installing the fuel system, and that can be part of the work session.

- D. **EAST COLUMBIA IRRIGATION DISTRICT:** Mr. Pearce received a flyer from East Columbia Irrigation District and he called them to ask about upcoming dates and deadlines. This prompted Mr. Pearce to ask the Commission if something needs to be done while there is no water in the ditch. Mr. Pearce also asked if the airport is going to be assessed for water this year? Mr. Jackson stated that nothing was scheduled for the irrigation project because nothing was budgeted for it in 2022 or 2023. Mr. Massa stated that the

irrigation project has not been pushed forward because part of what it requires is a cultural study costing \$8,000. Mr. Pearce and Mr. Jackson would like to discuss the Irrigation project at the work session. Mr. Huebner stated the city has created some internal working groups related to water conservation and transitioning city facilities from potable water to canal/lake water. Mr. Huebner will look-into staff members from the water groups to come to the work session.

Mr. Richeson wanted to re-cap the agenda for the working session on January 19th.

- Madeline Prentice will be there to discuss budget amendments.
- Tony Massa and someone from the building department to discuss the fuel station bid and upgrade project.
- Talk about the irrigation and turf runway.
- Discussion/understanding of Commission and City jurisdiction and responsibility of the airport.

Mr. Pearce wanted to add discussion of the Airpark to the work session agenda. Mr. Richeson said the airpark wasn't abandoned it was just moved down the list of priorities at this time. Mr. Eck said the first thing that should be done is to have a discussion with the city to see if there is still interest in the airpark.

NEW BUSINESS:

- A. **FUEL REIMBURSEMENT PROCESS:** Mr. Jackson and Mr. Massa had a discussion about fuel reimbursement for snowplowing with Mr. Jackson's personal vehicle. Mr. Jackson turned in fuel receipts from fuel put into his personal truck to plow snow. It cannot be authorized to put fuel in non-city owned vehicles. An expense form for the mileage used on a personal vehicle can be authorized. For upcoming snow events whoever is plowing with a personal vehicle must keep track of mileage and fill out the travel request form. The form should be signed by the Commission President and then approved and signed off by Tony Massa for reimbursement.

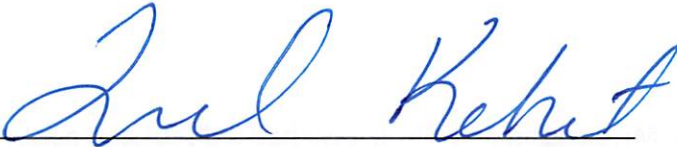
One of Mr. Massa's task from the December meeting was to check on whether Mr. Waltman could drive the snowplow with his CDL. Mr. Massa announced the insurance has okayed a volunteer driver with a CDL to drive the snowplow. The city would need Mr. Waltman to fill out some forms for a drivers check and participate in the city's CDL testing program. Mr. Waltman's CDL license and physical would have to be on file. Mr.

Massa brought the forms for the drivers check if Mr. Waltman wanted to get started on them and then Shannon Springer in Human Resources can do the rest of the paperwork. Mr. Waltman stated his CDL physical was due in November and he was unable to do the physical due to issues with his shoulders. Currently Mr. Waltman does not have a CDL and it doesn't appear with his shoulder situation that he will be renewing his CDL.

When the snow gets too deep for Mr. Jackson's truck to plow, the Commission can request for Mr. Massa to provide two city employees with the snow plow to plow the airport.

- B. 2023 COMMISSION MEETING DATES: The Commission chose dates for the 2023 meeting dates at the November 17th, 2022 meeting. The dates of May 11, August 10, November 16, and December 14 had scheduling conflicts for reserving the Council Chambers. The Commission decided to replace those four dates with the dates of May 4th, August 3rd, November 21st, and December 7th.

A motion was made by Mr. Jackson to adjourn the meeting. The motion was seconded by Mr. Waltman and passed unanimously. The meeting was adjourned at 6:47 p.m.



Trisha Kehret, Engineering Administrative Technician