

Moses Lake Municipal Airport Commission

A regular meeting of the Moses Lake Municipal Airport Commission was held on Thursday, February 23, 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 5 26	Feb 9 23	Mar 9 23	Apr 6 20	May 4 25	Jun 8 22	Jul 6 20	Aug 3 24	Sept 7 21	Oct 5 19	Nov 2	Dec 7 28
Rod Richeson	P P	P P										
Richard Pearce	P P	P P										
Finley Grant	E P	E P										
Darrin Jackson	P P	P P										
Richard Waltman	P P	P P										

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

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

VISITORS: Council Member David Eck and Jay Williams.

MINUTES OF FEBRUARY 9TH MEETING: A motion was made by Mr. Pearce to approve the minutes of the February 09, 2023, meeting. The motion was seconded by Mr. Jackson and passed unanimously.

FEBRUARY AIRPORT INSPECTION: Mr. Jackson turned in an inspection report from February 2nd and reported everything was in working order. Mr. Waltman turned in an inspection report from February 23rd and reported he had to remove some loose gravel from the east taxi way and fix a loose sign on 1-6.

CHANGES TO THE AGENDA:

The airport operations building use request contract was added to old business item B.

OLD BUSINESS:

- A. **SPRAYING/FERTILIZING AT THE AIRPORT:** Fred Meise with Northwest Agriculture will take over responsibility for spraying at the airport. The Commission will be reimbursing Mr. Meise for the chemicals purchased but not for the spraying services.

- B. **AIRPORT OPERATIONS BUILDING USE CONTRACT:** After discussion of the use request form, the commission decided to remove the section pertaining to unauthorized users and adding the Commission President's contact number to page 3 of the form. Mr. Jackson made a motion to implement the changes. The motion was seconded by Mr. Waltman. After further discussion, the Commission decided to put the contact number on page 1. Mr. Jackson emended his motion to strike the section of unauthorized users, change first heading on second page 2 to say Priority For Use, add item F-Other private entities or users to the priority list, and add the Commission President's name and contact number to page 1 of the request form and then forward it to the city for review. The motion was seconded by Mr. Grant and passed unanimously.

NEW BUSINESS:

- A. **FUELING STATION:** Mr. Richeson delivered a drawing to Mr. Massa and Mr. Huebner earlier in the week. Mr. Massa stated he filed the pre-application meeting form with Community Development and is waiting to hear back about a date and time for a meeting.

Mr. Jackson stated that after reviewing the audio recording from April 2022 Council Meeting, there was a motion about the fuel station clearly stating that the city is to do all the prep site work and installation of the fuel system except for the electrical hook-up. The Commission would have to go out and find a contractor under bid to do the electrical system hook-up.

Mr. Pearce expressed he would like to see the fuel system set up by the operations building for two reasons, 1) not sure what the building at the current location is like or if it is usable, 2) pilots would have an office and bathroom to use while fueling planes.

Mr. Richeson suggested to continue with the pre-application process where the fuel system is currently located and see what information they get back. After reviewing the information, the Commission can discuss moving of the fuel system.

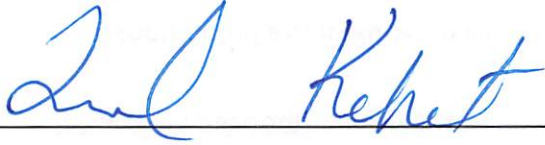
- B. **IRRIGATION PROJECT:** Mr. Massa mentioned at the last meeting that it might be a good idea to link the cultural study with the fuel system pre-application process to find out what all needs to be done. To do that they would need drawings of the whole system, where the pump is going to go, and where it is going to hook into the canal. Mr. Massa said he would look-into getting the original set of documents produced for this project to go out to bid or a staff report. Mr. Grant presented to Mr. Massa, a drawing of the system. Mr. Massa stated they still needed a detail drawing of the pump house.
- C. **SIGNAGE:** It was brought to Mr. Waltman's attention that unauthorized vehicles/traffic have been on taxi ways and going across runways. There was discussion of adding signs or shutting down roads to unauthorized vehicles. Mr. Massa stated he had talked with the City Engineer about putting up signage to limit access to roads at the airport. The City Engineer does not have the authority to shut down access to city roads and it was stated it would need to be an action from the Airport Commission and taken to Council.
- D. **STOL EVENT:** Basin Pacific donated some time with their marketing people. They recommended changing the name from STOL event to the May Day STOL. It was voted to change the name. The Commission has a good start on a website where people can pre-register and they will be publishing a flyer as well. The EAA will do the breakfast and Jackson Flight Center will host the classes.

STAFF AGENDA:

- A. **MARKET ANALYSIS UPDATE:** Mr. Huebner reported he received responses from seven airports in Washington state on lease rate comparisons. Out of the seven airports, Brewster, Chewelah, Colville, Othello, Yakima, Cle Elum, and Tonasket , only two of them have more than one rate and those are broken up by aviation related and non-aviation related. Mr. Huebner averaged the aviation and non-aviation related rates just for information. Our current commercial rate is \$0.0759 per SF and non-commercial rate is \$0.1392 per SF. The average of comparable airports is, aviation related, \$0.18 per SF and non-aviation, \$0.226 per SF. This information will be presented to City Council for review.
- B. **SCHEDULING AIRPORT COMMISSION QUARTERLY REPORT:** Moses Lake Municipal Code 2.08.830-H the Airport Commission shall provide a quarterly report to the City Council. Mr. Huebner invited the Commission to provide a first quarter report to the City Council in March. There are two meetings scheduled for March and they are the 14th and the

28th. Mr. Richeson asked Mr. Huebner to put the Airport Commission on the City Council Agenda for March 14th to present the quarterly report.

A motion was made by Mr. Grant to adjourn the meeting. The motion was seconded by Mr. Jackson and passed unanimously. The meeting was adjourned at 7:23 p.m.



Trisha Kehret, Engineering Administrative Technician