

## COMMISSIONERS' MEETING MINUTES

July 12, 2016 – 9:00 am

Those present were:

Commissioner Terry Thompson  
Commissioner Kenny Schutte  
Commissioner Gary Weaver

Executive Director, Doyle Palmer  
Admin Assistant, Angela Davis

Guests: Stephen McFadden, Adams County Economic Development Director

T. Thompson called the meeting to order.

K. Schutte moved to approve the agenda, G. Weaver second and the agenda was approved. K. Schutte moved to approve the minutes from the meeting on June 21, 2016, G. Weaver second the minutes and they were approved. G. Weaver moved to approve the vouchers for July 12, 2016, K. Schutte seconded the vouchers and they were approved.

D. Palmer reported that both the WSDOT and FAA Grants have been signed. With the FAA Grant, there was a little over \$100K short for CIP money, in order to get the project going, the Port has borrowed the money from Orcas Island. Once the federal funding is approved, we will pay back with that funding. Part of the federal funding grant requirement is to have a policy regarding texting and driving. K. Schutte made a motion to adopt a policy on no texting and driving while at work. G. Weaver second the motion and it was approved.

A preconstruction meeting is scheduled for 7/18/2016 at 10:30 am at the Port office with the contractors and the engineers. Construction is set to start August 1 and will be completed by 9/2/2016. Letters will be sent to all of the hangar tenants regarding the closure of the taxilanes.

The open window for CIP project planning is due by 10/31. The next project will be to reseal the runway which should be done every 8 – 10 years. The FAA's number one priority for CIP funds is pavement projects.

FAA did a surprise inspection last week. All went well. They suggest we get a roller and roll the pavement when it is hot (above 80 degrees) twice a year.

A discussion was held regarding the weeds at the airport. Time to spray again. We will do a sterilant on the shoulder of the runway this fall. A work crew will be out this week to pull the weeds alongside the runway.

The meter and backflow device were put on the second line at Cenex. They switched from a 4" line to a 1" line since its only used for the bathroom in the office. We are paying for the meter, and they will reimburse for the backflow device and half of the labor.

The chlorinator pump in well number 2 has quit working. D. Palmer will be contacting LAD irrigation to repair.

Hydrant testing was completed, and one of them has no water, possibly a broken valve inside the hydrant.

D. Palmer reported about the grant writing proposal requests. Fifteen invitations were sent requesting qualifications for grant writers, and there was no response. Doyle talked to a couple of engineers, and they said that their experience has been they have had to go do face to face meetings in order to get a grant writer on board. He is also going to an Executive Directors Conference in a week and will ask other Directors about grant writers.

The engineering work on the drains had been done and signed off by the Bureau. The work was done by Paul Knudson when he was with Meiers Engineering. He has now opened his own firm. He has all the old information, and had a contract estimation which had prepared to continue the work in the amount of approximately \$20,000. He said he could meet or beat that if he were to take the project on his own. If we went with Meier, or any other firm, all of the engineering would have to be redone. The Bureau recommends the work be done during the winter months when the water is turned off and there is no farming going on.

Stephen reported there will be a meeting with the engineers for the wastewater complex in his office on 7/19 at 1:00. D. Palmer will be attending.

G. Weaver and T. Thompson will be attending the Commissioner Conference August 1-3 in Union, WA.

Next meeting has been rescheduled for 7/28 at 9:00am.

There being no further business the meeting was adjourned.

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Terry Thompson, Chairman

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Gary Weaver

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Attest: Angela Davis, Clerk

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Kenny Schutte