

# COMMISSIONERS' MEETING MINUTES

March 21, 2014 – 10:00 a.m.

Those present were:

Chairman, Commissioner Gary Weaver  
Commissioner Kenny Schutte  
Commissioner Terry Thompson  
Executive Director Doyle Palmer  
Admin Assistant Kim Coreson

Chairman Gary Weaver called the meeting to order.

It was moved K. Schutte, seconded by T. Thompson that the agenda be approved. T. Thompson moved, and K. Schutte seconded to approve the special meeting and last meeting's minutes. Vouchers were approved in a motion by T. Thompson, seconded by K. Schutte.

D. Palmer reported on the question about the ownership of the three gas tanks. After his research, he found that Flite Level Zero owns the two gas tanks and that the Port owns one. We own the pump island. It was reiterated that there is no Jet A fuel available at the airport at this present time.

D. Palmer solicited three bids for the development of a Spill Prevention Control and Countermeasure (SPCC) plan that is required by the State. The bids came to \$2,500, \$3,000 and \$5,500. It was determined that whichever bid was accepted, that D. Palmer would negotiate with Flite Level Zero to pay a portion of the price, due to the fact that he owns two of the three tanks. After discussion, K. Schutte made a motion to accept Bret Smith's bid of \$2,500 to do the Spill Prevention Control and Countermeasure Plan for the Port. T. Thompson seconded the motion.

*MOTION:*

Accept Bret Smith's bid of  
\$2,500 to do the Spill  
Prevention Control and  
Countermeasure Plan

K. Schutte recommended we add to the lease contracts the fact that the leaseholders, both Flite Level Zero and Conner's, need to be in compliance with the law to have a SPCC Plan and that the Port should be in possession of a copy. Mark Conner's tenancy at his hangar was discussed. Several possible solutions were discussed. It was clear that this needs to be resolved to prevent a new tenant from occupying his residence should he vacate it.

*MOTION:*

Airport water contracts be revised to mirror those at the Bruce Water System

After some discussion regarding the differences in the water contracts for the Bruce Water System and the Airport, G. Weaver made the motion that the airport water contracts be revised to mirror those at the Bruce Water System to keep matters of water consistent. T. Thompson seconded the motion.

D. Palmer said that in response to the questions that the Special Meeting revealed, he did research and spoke with many people. He was advised that we should secure an attorney to assist us with the rewriting of our Water Contract and Water Policy. If any new interest in water comes to us from outside our service area, we will tell them it is under review.

D. Palmer is in the process of looking for a contractor to change out the meters at the Bruce Water System. He met with one contractor that is not willing to bid one price for the whole job. The contractor said that several may be no problem at all, while some of them will take many hours and possibly a lot of replacement of supply lines due to the age and deterioration of the infrastructure. Palmer has an appointment with another contractor this coming week to get a competing bid. T. Thomson moved that the board authorize D. Palmer to select the contractor for the meter replacement at the Bruce Water System. K. Schutte seconded the motion.

*MOTION:*

Board authorize D. Palmer to select the contractor for the meter replacement at Bruce Water System

In review of the water contract, D. Palmer pointed out that the current contract states that each water customer have their meters calibrated every five years. To his knowledge that has never been enforced. He suggested that we send a letter out to each customer to have their meter calibrated by a certified contractor and provide the Port with a copy of the document verifying that their meter is reading accurately. If they do not comply within 60 days, that the Port will have a contractor calibrate the meters and we will send them the bill plus administrative costs.

After further discussion about the changes in the Water Contract, T. Thompson moved that the Commissioners accept the new contract. K. Schutte seconded the motion.

D. Palmer advised that we table the Policy until we are able to talk with a lawyer. He then let the Commissioner's know that he is going to follow up on the research of easement issues.

The trip to Olympia to testify on behalf of the Port, resulted in successfully securing the grant for the Feasibility and Marketing Study for the Bruce Industrial Area. The job will go out to bid and the board will review the bids at that time.

The sign for 705 E. Hemlock is currently under construction. Today the stone mason was working on it.

There are three people interested in 615 Broadway. G. Weaver suggested that each person bring in their plan for the Commissioners to review. K. Schutte agreed, noting that it was a risk, and that anything we

do, we need to make sure that the structure we put up is enough to house another business, should our initial choice fall through.

D. Palmer informed the Commissioners that Mike Crosier will be on the agenda for the April 11<sup>th</sup> meeting. He will be given 30 minutes to discuss the Port's potential involvement in helping with some things that he believes will benefit Adams County.

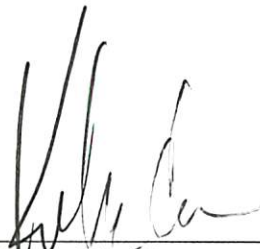
There being no further business, it was moved by T. Thompson and seconded by K. Schutte that the meeting be adjourned.

PORT COMMISSIONERS

  
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Gary Weaver

  
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Kenny Schutte

  
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Terry Thompson

  
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Attest: Kim Coreson, Clerk