

MINUTES of the regular meeting of the Port of Moses Lake Commission conducted on Monday, December 16, 2024, at the Terminal Building, Grant County International Airport.

PRESENT WERE: Darrin Jackson, David K Jones and Stroud Kunkle, Port staff: Dan Roach, Carol Crapson, Richard Hanover, Rich Mueller, Milton Miller, Mitchell Gindhart, Frank Chmelik, Port Council (via Teams), Rod Richeson, and Bonnie Petersen.

ALSO, PRESENT: Kristin Butterfield, Universal Field Services, Janie Aarons, Dan Leavitt, Western Pacific Engineering, Victor Lomardi, Moses Lake City Council, David Eck, and Mark Bonaudi, Million Air.

Commissioner Jones called the Public Hearing for the Port of Moses Lake Public Corporation to order at 10:00 a.m.

The Public Hearing for the Public Hearing for the Port of Moses Lake Public Corporation closed with no further comments or questions from the public at 10:05 a.m.

Commissioner Jones called the Regular Meeting to order at 10:05 a.m.

The minutes of the previous regular meeting held on December 9, 2024, were approved as read.

The Commission, by a unanimous vote, approved for payment those vouchers described as follows: Warrant No. 6102050246 through Warrant No. 61020502 including direct deposits in the total amount of \$1,564,151.27, Warrant No 6102050239 through Warrant No. 6102050242 including direct deposits in the total amount of \$126,494.86, and Warrant No 6102050244 through Warrant No. 6102050245 including direct deposits in the total amount of \$106,122.08. Motion carried.

Commissioner Jones called for the nominations for the Port Officers for 2025. Commissioner Jackson nominated Commissioner Jones for Secretary and Commissioner Kunkle for Vice President and Commissioner Kunkle nominated Commissioner Jackson as President. Motions carried.

Executive Director Dan Roach held the Washington State mandated discussion regarding Conflict of Interest and the Commission. All Commissioners signed their acknowledgement.

Commissioner Kunkle moved to approve the 2025 Port of Moses Lake Regular Meeting Schedule. Motion carried.

Commissioner Jackson moved to approve the 2025 Port of Moses Lake Employee Holiday Schedule. Motion carried.

Commissioner Kunkle moved to authorize the Executive Director to award and execute a contract for up to \$200,000.00 to the lowest responsive bidder for project #24-010 Terminal Canopy Repair. Motion carried.

Commissioner Jackson moved to approve the write-off of outstanding receivables in the amount of \$16,984.28. Motion carried.

Commissioner Kunkle moved to authorize the Executive Director to sign modification #5 to professional services agreement with Universal Field services for project 17-098 Norther Columbia Basin Railroad. The modification would increase the contract amount by \$11,626.00, increasing the contract to the not-to-exceed amount of \$356,451.00. Motion carried.

The Board was informed that, under the delegation of authority resolution, the Executive Director:

- Executed Task order #41 “Environmental on Call” with Jacobs Engineering extending services to December 31, 2025.

The Executive Director asked staff to give a report to the Commissioners to update them on the following:

- Dan: attended the WPPA Annual conference with Commissioner Jones and Commissioner Kunkle where the Port of Moses Lake was awarded the Port of the Year by the WPPA.
- Richard: site visit for solar manufacturer.
- Milton: canopy
- Rod: audio upgrade complete
- Victor: completion of first round of interviews for new city manager
- Rich: Faa and ongoing discussions regarding the airfield.
- Frank Chmelik: congratulations to the entire Port staff on the award.
- Commissioners Jackson, Jones, and Kunkle all thanked the staff for their hard work and dedication.

There being no further business, the Port Commission adjourned the regular session at 10:28 a.m.

PORT OF MOSES LAKE

Stroud Kunkle, Secretary

ATTEST: _____
David K. Jones, President