

MINUTES of the regular meeting of the Port of Moses Lake Commission conducted on Tuesday, August 11, 2025, at the Terminal Building, Grant County International Airport.

PRESENT WERE: Darrin Jackson, David K Jones, and Stroud Kunkle; Port staff: Dan Roach, Kim DeTrollo, Richard Hanover, Milton Miller, Carol Crapson, Richard Davis, Port Council, via Teams, Rod Richeson, and Bonnie Petersen.

ALSO, PRESENT: Daniel Leavitt, WPE, Kevin Richards, WPE, Victor Lombardi, City of Moses Lake, Cheryl Schweizer, CBH, and Mike Connelly.

Commissioner Jackson opened the Regular Meeting at 10:00 a.m.

The minutes of the previous regular meeting held on July 28, 2025, were approved as read.

The Commission, by unanimous vote, approved for payment those vouchers described as follows: Warrant No. 6102050801 through Warrant No. 6102050803 including direct deposits in the total amount of \$3,494.24. Motion carried.

Commissioner Jones moved to approve the finalized Scheme of Harbor Improvements. Motion carried.

Commissioner Kunkle moved to Approve the following additions to the Port Administrative Code (PAC) Manual: Section 2.1 Add Section for Personal Package Delivery and Section 2.2 Add the following language to Holidays - Holiday pay is calculated based on the number of hours that the employee would be regularly scheduled to work on that day. Motion carried.

Commissioner Jones moved to Authorize the Executive Director to Sign Task Order No. 37 with Century West for Phase I Design, Aircraft Rescue Fire Fighting (ARFF), Snow Removal Equipment, and Maintenance Facility for the total amount of \$538,536.00. Motion carried.

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

- Signed Modification #11 with Jacob's Engineering to extend the term of the contract to December 31, 2025.
- Signed a Consent for Access to Collect Collateral between the Port, STOKE Technologies, Inc. and First Citizens Bank & Trust.
- Executed service agreement with Johnson Controls for fire alarm monitoring for buildings 1202, 2101, and 2205 in the yearly amount of \$622.41.

The Executive Director gave his report to the Commissioners to update them on the following:

- Dan: Tenant Appreciation Day, meetings with potential clients, leadership roundtable, upcoming mediation meeting, joint meeting with city on water, power, and rail.
- Kim: budget
- Milton: Tracon building bids due
- Richard: new power partners, meetings with potential opportunities, meeting with county commissioner Rob Jones, follow up meeting with new PUD manager.
- Victor: City budget reviews, revenue, met with Grant County Outreach, donations to animal shelter, carve out for national security.
- Commissioner Jones: requested Airshow follow up
- Commissioner Jackson: Yonezawa Sister City visit, JATCB group at BBCC

The Port Commission recessed to Executive Session that they anticipated lasting approximately 15 minutes at 10:23 a.m. for Legal RCW 42.30.110 (i) (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. The Commission returned to the Regular Meeting after 21 minutes at 10:44 a.m. with no action taken.

There being no further business, the Port Commission adjourned the regular session at 10:44 a.m.

PORT OF MOSES LAKE

David K Jones, Secretary

ATTEST: _____
Darrin M Jackson, President