

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
January 3, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on January 3, 2023 in the Port conference room. Commissioner George Sisson called the meeting to order at 4:00 p.m.

**PRESENT:** Commissioners: Shelly Rivard Detrick, Nicholas Moore and George Sisson. Staff: Michael Wren, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Officer.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on December 19, 2022 (M/S: Shelly Rivard Detrick / Nicholas Moore).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.

Airport Fund: Payroll Warrant #18686 - 18694 Totaling \$16,501.14

Vouchers # 18695 - 18697 Totaling \$56,413.31

MOTION CARRIED unanimously to authorize payment of above Vouchers/Warrants (M/S Nicholas Moore / Shelly Rivard Detrick).

**OLD BUSINESS:**

Property Insurance Values: Mike made recommendations for new amounts on the three large hangars and has a message into the insurance providers asking what the Annualized Equipment Breakdown Premium is for each of the buildings. He will address this again at the next meeting.

CAP Hangar Project: Mike will ask if this needs an FAA 163 determination on this project since it does not include any federal funding. If it is required, hopefully, we can do it concurrently with the Port's hangar project.

Niessner Hangar Tax Records Transfer: We are still waiting to receive the signed quit claim deed back from Niessner's lawyer.

New Port T-Hangars: FAA has issued the 163 determination, however, has not been clear about what the environmental review requirement will be. Mike is working on getting better clarification on what the next step is. The contract has been signed with WSDOT and our Statewide Vendor Number (SWV) has been established. The \$700,000 CARB loan can now be issued.

**NEW BUSINESS:**

2023 Commission Officer Selections: The nomination of officers for 2023 are as follows: Shelly Rivard Detrick as President, Nicholas Moore as Vice-President, and George Sisson as Secretary. MOTION CARRIED unanimously to elect Shelly Rivard Detrick as President, Nicholas Moore as Vice-President, and George Sisson as Secretary (M/S: George Sisson / Nicholas Moore).

Director Position Advertisement: Mike set up the Port "Indeed" account and posted our position advertisement. We have already received 3 applications but none of them met our requirements.

We have 72 hours to decide if we want to accept or reject a resume. If we reject one, we are not charged for it. Mike will email the resumes that meet our requirements to the commissioners for consideration. Commissioners will individually look over and respond back directly to Mike as to if they want the candidate to have further consideration.

The advertisement will also run in the Columbia Basin Herald and the Grant County Journal for 4 weeks. Mike will remove the January 31, 2023 consideration date from all the listings so that we can respond quickly if we find the right candidate. The position will be “Open Until Filled”.

**PUBLIC/TENANT INPUT: NONE**

**FINANCIAL UPDATE:**

Charla gave the commissioners a copy of the Statement of Cash Flows which shows that the Port had a Net Income of \$555,247.24 in 2022 which brings our balance to \$2,039,853.12.

**OPERATIONS and MAINTENANCE:**

PUD Truck: We have been working on the Ford F550 line truck that we purchased this summer. This truck had developed an overheating problem. After troubleshooting, we found that the radiator cooling fan had spun itself off. We are waiting for a tool to reinstall the new fan clutch which is due in shortly.

Bathroom Building #2: During our cold spell, we received a phone call from MDJ stating that several toilets were frozen. We investigated immediately because of the history we have had with this building freezing and busting pipes along the West wall. We placed portable heaters near the stalls in the men’s bathroom. After two days of the heaters running, the pipes thawed and there were no leaks. We had a discussion with the tenant and told him the importance of keeping the heat turned up in the bathroom during cold spells.

**FROM THE OFFICE:**

- a. Next Regular Meeting: Jan 17
- b. Travel & Meetings: WPPA Director “Meet & Greet” Jan 13 Mike will attend this meeting.

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 4:30 p.m.

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Shelly Rivard Detrick, President

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Nicholas Moore, Vice President

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George Sisson, Secretary

ATTEST: \_\_\_\_\_

\_\_\_\_\_ 2023

Michael Wren