

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
January 4, 2022**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on January 4, 2022 in the Port conference room. Commissioner Karen Moore called the meeting to order at 4:01 p.m.

**PRESENT:** Commissioners: Karen Moore, George Sisson and Shelly Rivard Detrick. Staff: Greg Becken, Executive Director; Charla Bomstad, Financial Officer.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting of December 20, 2021 (M/S: George Sisson / Shelly Rivard Detrick).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Payroll Warrant #18268 - 18277 Totaling \$16,199.73  
Vouchers # 18278 - 18279 Totaling \$5,293.12

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

**OLD BUSINESS:**

Runway 11-29 and Taxiway B/B1 Project Update:

1. Request Authorization to Sign Payment Application: MOTION CARRIED unanimously to authorize Greg to sign the payment application (M/S Shelly Rivard Detrick / George Sisson).
2. Request Authorization to Amend the Grant Maximum 15%: The allowed maximum grant amendment is 15% and we would like to do an addition crack sealing totaling \$20,000 which brings the grant total to \$530,277 MOTION CARRIED unanimously to amend the grant to the 15% maximum of \$530,277 (M/S Shelly Rivard Detrick / George Sisson).
3. Port Property (4 Locations) Appraisals: We received a quote of \$5,500 from Pacific Appraisal Associates to appraise 4 parcels of land. MOTION CARRIED unanimously to have Pacific Appraisal Associates appraise 4 parcels for \$5,500 (M/S Shelly Rivard Detrick / George Sisson).

**NEW BUSINESS:**

Commission Office Selection:

1. Nomination and Approval: The nomination of officers for 2022 are as follows: George Sisson as President, Shelly Rivard Detrick as Vice-President, and Karen Moore as Secretary. MOTION CARRIED unanimously to elect George Sisson as President, Shelly Rivard Detrick as Vice-President, and Karen Moore as Secretary (M/S Shelly Rivard Detrick / Karen Moore).
2. Authorization to sign the lease with Barrett Aircraft: MOTION CARRIED unanimously to allow Greg to sign the Barrett Lease on Hangar 304 (M/S Karen Moore / Shelly Rivard Detrick).

3. Hangar 405 Rental Rates for 2022: The hangar leases have not had an increase in over 10 years. Greg proposed a 7% or 15% increase. The commissioners agree to a 15% increase to be competitive with area hangar rates. MOTION CARRIED unanimously to raise the hangar rental amount to 15% (M/S Karen Moore / Shelly Rivard Detrick).
4. GRH1 LLC/J3 Land Company LLC Lease Assignment and Negotiation for Additional Time: GRH1 has sold the building to J3 Land Company and requested a lease assignment. J3 Land Company has requested a lease extension on the building. Greg proposed increasing the monthly ground rent to include the additional time requested based upon a .25 cents per square foot amount. This is the amount we could rent the building for once the existing lease ends and the building reverts back to the Port of Ephrata. MOTION CARRIED unanimously to give the option of lease extension based upon the proposed amounts (M/S Karen Moore / Shelly Rivard Detrick).
5. Authorization to sign the lease renewal with VECA: Greg asks for permission to sign a one-year lease renewal that will change to month to month after that. MOTION CARRIED unanimously to give Greg permission to sign the VECA lease renewal (M/S Karen Moore / Shelly Rivard Detrick).

#### **EXECUTIVE UPDATE:**

Atomic Helicopter Hangar Lease: They will do a three-week lease with us that will get them to the time that Barrett Aircraft will take over the hangar.

#### **PUBLIC/TENANT INPUT: NONE**

#### **OPERATIONS and MAINTENANCE:**

Heaters in the shop: One of the heaters at the maintenance shop has become in-operable. After troubleshooting the system, it was determined that a contact for the heater was not functioning properly. We cleaned up the contactor points and replaced the wiring. With all of the heaters now operating properly the building maintains more even heat.

Snowplowing: The roads along with the terminal parking lot were cleared of our first measurable snow.

Cleanup: Return of the tumbleweeds, weeds, and garbage were cleaned up along our fenced lots.

Shop cleanup: Because of the bitter cold we are working inside our shop. The organization of our seasonal parts and pieces that we use include fittings for irrigation lines, pop-up sprinklers, and hardware was sorted for easy access when the season begins.

#### **FROM THE OFFICE:**

We had two applicants for the administrative assistant position. Jordan Shipley will start next week.

a. Next Regular Meeting: January 18th, 2022 (Tues)

b. Travel & Meetings:

i) Vacation Feb. 14<sup>th</sup> – 18<sup>th</sup>

- ii) WAMA Aviation Conference Puyallup Feb. 26<sup>th</sup> – 27<sup>th</sup>
- iii) WAMA Annual Conference May 9<sup>th</sup> – 11<sup>th</sup>

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 4:32 p.m.

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George Sisson, President

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Shelly Rivard Detrick, Vice President

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Karen Moore, Secretary

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

Gregory W Becken

\_\_\_\_\_ 2022