

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
March 20, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on March 20, 2023 in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:01 p.m.

PRESENT: Commissioners: Shelly Rivard Detrick, Nicholas Moore and George Sisson. Staff: David Lanman, Executive Director; Michael Wren, Interim 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 March 6, 2023 (M/S: Nicholas Moore / George Sisson).

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

Airport Fund: Payroll Warrant #18760 - 18766 Totaling \$16,257.08

Vouchers # 18767 - 18777 Totaling \$31,671.31

MOTION CARRIED unanimously to authorize payment of the above Vouchers/Warrants (M/S: George Sisson / Nicholas Moore).

OLD BUSINESS:

FAA Lease Building 406: This lease is in a month-to-month state at the moment, but Dave talked to them, and we have reached an agreement that is a much fairer lease for the Port going forward. Its currently in the FAA's legal department now and once approved; we'll have in place a lease that will consist of five (5) year adjustments, based on MAI appraised market value, in addition to several loopholes being closed. We are looking to sign this lease by October 1, 2023, which is FAA's fiscal year start date.

CAP Hangar Lease: Mike and Dave had a meeting with the representatives for CAP and Dave feels we are all on the same page. They have agreed to the use of the CPI-U West-Size Class B/C index and the five (5) year periodic market adjustment. We should have the revised wording complete this week and the new lease will go through July 31, 2026 and will then start and coincide with the building #627 lease that will expire at that time.

NEW BUSINESS:

Commissioner Sisson Leave of Absence Request: Commissioner Sisson asks that he be allowed to take a leave of absence until the end of May. The commissioners approved his request. Commissioner Sisson also retired from the board of CIAW.

MOTION CARRIED unanimously to allow Commissioner George Sisson to take a leave of absence through the end of May (M/S: Nicholas Moore / Shelly Rivard Detrick).

Director Transition Schedule: Mike has given the commissioners and staff a schedule of the days he will be in the office and which days he will be using vacation time to finish off his transition days. He hopes to be able to return to retirement by the end of April. He will still be available to answer any questions that anyone may have.

PUD Meeting Report re: Future Power for Growth: Dave met with representatives of the PUD and has another meeting to discuss when power will be available for future growth.

Removal of Items from Inventory for Disposal (See List): There are several IT items to be removed and disposed of with our new operating systems now in place.

MOTION CARRIED unanimously to remove the items from the inventory list and to destroy (M/S: Nicholas Moore / George Sisson).

Resolution 2023-001 Authorizing Financial Account Signers: The Commissioners approve adding David Lanman to the authorized signers.

MOTION CARRIED unanimously to approve resolution 2023-001 which adds David Lanman to the authorized account signers (M/S: George Sisson / Nicholas Moore).

Resolution 2023-002 Appointing Agent to Accept Claims for Damages: The Commissioners approve appointing David Lanman as the agent to accept claims for damages as per RCW 4.96.020 requirements.

MOTION CARRIED unanimously to approve resolution 2023-002 appointing David Lanman as the Port's agent to accept claims for damages (M/S: Nicholas Moore / George Sisson).

New Port T-Hangar: Dave talked to T-O Engineers, and they said that it will be a few weeks, estimated to be sometime between April 10th and 21st, before they have specific dates for the engineering of this project.

R/W 4/22 Update: T-O expects the project to re-start by the end of April. Dave met with the SGC to let them know.

5-Year Lease Rent Plan – 2023 Appraisal of Existing Lease Properties: Dave is working on creating a Standard Operating Procedure to capitalize on market values of Port properties. All leases going forward will use this standard, which will be based upon the appraisal of three (3) specific property “zones” performed every 5 years.

Grant Co. Sheriff's Office – EVOC Access Road Construction Offer: We were approached by a representative for the GCSO i.e. Chief Deputy Josh Sainsbury wanting to be able to go back to using the abandoned runway, that that had been previously used, to do high speed pursuit training. They say that the abandoned taxiway they are using now is not wide enough to accommodate the high-speed maneuvers. They are proposing that they would build a new access road that would bypass the existing runway and allow them to safely reach the abandoned runway.

It was also discussed about possibly creating a new location to do EVOC that is well away from the runways. This new location could possibly be used for motorcycle training, the ultralights and any other operations that would need a location like this to function. It could fill a void in our area.

The commissioners are in favor of continued discussions on these issues.

AED – Obsolete, Replacement Details: The batteries were changed last year but the pads are expired. When Mike looked into replacing them, he found out that they are obsolete, so our units need to be replaced with updated versions at approximately \$2000.00 each. We have three (3) units now but Mike suggested that we only purchase two. One for the maintenance building and one for downstairs in the Office building. Commissioner Rivard Detrick would prefer it if we keep a third unit in the upstairs Office building.

MOTION CARRIED unanimously to approve the purchase of three (3) new AED units at an approximate cost of \$6000.00 (M/S: George Sisson / Nicholas Moore).

PUBLIC/TENANT INPUT: NONE

FINANCIAL UPDATE: Working on the Annual Report and the February Budget Review will be at the next meeting.

OPERATIONS and MAINTENANCE:

Weed Control: Weed control has begun. We had a few good days the last couple of weeks to begin applying a pre-emergent herbicide. The side boom sprayer was the first machine to apply herbicides. We have completed our roadsides, including Airport extended. The airfield and the railroad have yet to be completed. The forty-foot sprayer is being inspected, water tested and calibrated. The sprayer is used to apply our large areas, graveled lots, lay down areas, and the airfield.

LN-9000: The Ford LN-9000 which is used as a nurse truck, carries a 1,600 gallon water tank on it for tendering our sprayers is ready for operation. Hoses were installed, engines oils were serviced, and water tested.

FROM THE OFFICE:

- a. Next Regular Meeting: April 3
- b. Travel & Meetings:
 - a) WAMA, May 8-10, Spokane (Director)
 - b) WPPA Spring Meeting, May 17-19, Spokane
 - c) WPPA Director Seminar, Jul 13-14, Everett
 - d) WPPA Commissioner Seminar, Jul 24-26, Alderbrook Resort, Union, WA

CAP Facility Tour/Mission Briefing at Bldg 627: The Commission and staff were given a program overview and taken on a tour of the CAP facilities.

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:52 p.m.

Shelly Rivard Detrick, President

Nicholas Moore, Vice President

George Sisson, Secretary

ATTEST: _____

David Lanman

_____ 2023