

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

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on April 3, 2023 in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:05 p.m.

PRESENT: Commissioners: Shelly Rivard Detrick and Nicholas Moore. Staff: David Lanman, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on March 20, 2023 (M/S: Nicholas Moore / Shelly Rivard Detrick).

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

Airport Fund: Payroll Warrant #18778 - 18788 Totaling \$19,319.00

Vouchers # 18789 - 18794 Totaling \$33,315.82

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

OLD BUSINESS:

FAA Lease Building 406: Dave gave an update re: the proposed lease with the FAA that has been tentatively approved, subject to legal review by the FAA Legal Team. Dave covered some of the key changes including the fact that most of the proposed changes The Port sought have been adopted. Dave presented a copy of the letter he had sent to Ryan Schneider, Realty Specialist with the FAA overseeing the lease review, to the commissioners to illustrate what the Port had proposed versus what pushback the FAA had given. Dave said Mr. Schneider could not give a date when Legal will authorize the lease for signing. October 1, 2023 is the target lease renewal date.

CAP Hangar Lease: Dave gave an update re: the proposed lease with the Civil Air Patrol re: the new hangar. Dave said that in general terms there appears to be a consensus of the proposed terms but nothing firm yet. In a recent meeting, CAP and Dave had agreed to a .15 per sq ft rent (51.2 basis points rate), ten (10) year lease term, a five (5) year periodic rate adjustment beginning in 2030, an annual rate adjustment using the CPI-U West – Size Class B/C index. It was also suggested that a “bonus” program be offered to the CAP in the form of reducing lease rent based on flight operation activity. The concept was brought up to the CAP but they have not pursued it with Dave as of yet. Dave will follow up this week with the CAP to suggest that finalization of terms commence.

PUD Meeting Report re Future Power for Growth: Dave presented notes from his most recent meeting with PUD i.e. Louis Szablya, Large Customer Care Team, and Shane Lunderville, Large Customer Care Team – Business Development, re: the ability, amount and timing of providing the infrastructure to power Port properties on the tarmac both to the north e.g. near the rail warehouse area and along runway 4/22 and to the south e.g. along runway 11/29, north of Airport Rd. According to these gentlemen, PUD, upon receipt of a formal request from the Port,

could offer sufficient power to these locations within 12-18 months. The cost of the request would be \$7,000.00 per. The Port would only need to provide a reasonable expectation of a planned project to accompany a request for PUD to begin the design, planning phase,

New T-Hangar: Dave presented notes from his video conference with Ardurra i.e., Aaron Buob, Project Manager, and a design engineer named Wayne Reiter, re: the new T-Hangar project. In the discussion there was the examination of various configurations and placement of the proposed structure in relation to the property that had been set aside for such i.e. just south of the fuel tank/Terminal area Also, the possibility of a larger hangar(s) to extend beyond the existing plan is to be evaluated with both the manufacturer and the FAA. Mr. Buob will coordinate with both and get back to Dave with a suggested plan on which to proceed. The FAA will need to sign off on any adjustments. Displacement of the hangar facility re: the Object Free Area (OFA) was discussed and a determination as to how far from such will be determined after review with the FAA. It's estimated that construction can commence by September/October 2023 if a final plan can be approved by all parties within the forthcoming 60 days.

Runway 4/22: Dave stated that Ardurra i.e., Aaron Buob, Project Manager, confirmed that Granite Construction will be on site to start/finish construction on the runway starting April 10, 2023. It will take less than two weeks to complete the work.

Grant Co Sheriff / EVOG access road construction offer: Dave stated that Chief Deputy Josh Sainsbury of Grant Co Sheriff Dept came by the office to update The Port re: where they stand currently on the project. Deputy Sainsbury said that there is support from the County Commissioners for such project and that he is currently working with the other municipal law enforcement agencies that would be coming in with Grant Co to cover the cost (including maintenance) of such project. Dave did state that both he and Kurt Oxos drove around on the Port property to evaluate the area where the road would be constructed and felt that it was doable, meaning that sufficient distance (i.e., 150 ft from runway centerline and 1,500 ft from the end of the runway threshold) was available to construct the road.

AED – Obsolete, Replacement details: Dave said Mike Wren is working on the project to replace the kits and an order has been made. No further details were made available re: timing. The cost of such is \$6,000 previously approved by the Commissioners.

NEW BUSINESS:

City Council Meeting Notes: Dave and Nicholas briefed the rest re: their attendance and personal take of the City Council “Planning Session” by the City planners.

Airport Sign Replacement/Additions (e.g. “No Trespassing”, etc.): Dave proposed that the Port place nine (9) new signs throughout selected areas on airport grounds that state: NO TRESPASSING - Only Persons assigned to duty or authorized by the Port Authority allowed beyond this point.... to help address the growing problem of Obstacle Free Area (OFA) incursions by both tenants and guests. The signs, with a bright fluorescent red background and white lettering, with a dimension of 30” x 20” at a cost of \$100.00 each, would be much more noticeable and ensure that users of the airport are aware of the regulation.

MOTION CARRIED unanimously to approve funding and placement of signs. (M/S: Nicholas Moore / Shelly Rivard Detrick)

Dave Lanman: Planned trip to AZ re: Phase II move (April 13-16): Dave asked to be given permission to complete his move up from Arizona via a pre-agreed to arrangement made with Mike Wren during the job interview process. Dave will be in the office early Thursday (13th) before departing.

MOTION CARRIED unanimously to approve Dave being able to make the trip. (M/S Shelly Rivard Detrick / Nicholas Moore)

PUBLIC/TENANT INPUT: NONE

FINANCIAL UPDATE:

February Budget Review: Charla was absent due to illness, but the commissioners had no comments on the budget report that was provided to them.

OPERATIONS and MAINTENANCE:

Weed Control: We are continuing to control weeds with a pre-emergence herbicide. We have completed about two thirds of our early application of herbicide control. Wind is our biggest enemy right now.

We are hoping to have the pre-emergent herbicide all applied by next week.

Building #1: When it's been too windy to spray weeds. We have been over at building one on our Genie lift. The outside security lighting is being repaired or replaced. From burnt wiring to bad capacitors, to bulb replacement we have repaired nine outside wall packs. Six lights will be replaced with new LED exterior lights.

FROM THE OFFICE:

- a. Next Regular Meeting: April 17
- 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

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:30 p.m.

Shelly Rivard Detrick, President

Nicholas Moore, Vice President

George Sisson, Secretary

ATTEST: _____

David Lanman

_____ 2023