

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
April 17, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on April 17, 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 and Nicholas Moore. Staff: David Lanman, Executive Director; Michael Wren, Interim Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Officer; Guest Via Phone, Aaron Buob, Ardurra (T-O) Engineers.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on April 2, 2023 (M/S: Nicholas Moore / Shelly Rivard Detrick).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #18796 - 18801 Totaling \$16,257.08
Vouchers # 18795, 18802 - 18810 Totaling \$12,098.69

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

OLD BUSINESS:

FAA Lease Building 406: This lease has been approved and we are waiting for their signed copies so that we can sign them.

CAP Hangar Lease: This lease is still in discussion but has been put on hold temporarily due to illness. Once discussion resumes it is our intention to work out an evaluation discount based upon their fuel sale increases. This will show that their operations are increasing and that they are satisfying the conditions that justify a rent discount.

New T-Hangar: Aaron from Ardurra was on the phone to give the commissioners an update on their progress. The commissioners would like more detail and cost comparison before they make any decision on what size hangar doors to choose.

R/W 4/22 Update: Granite is supposed to be out here tomorrow the 18th to start the project again and plan to start paving on Wednesday and should be done by the end of the month. They will be putting the temporary paint down and coming back later to do the final paint.

Sign Installation Project: The signs will be finished tomorrow and will be installed after that. Dave has talked to Seth Woolson, our legal counsel, and we have the legal backing to enforce our OFA (object free area). It was suggested that we modify our policies to include the OFA area enforcement. Dave will communicate with all the affected tenants before the signs are installed and before any enforcement goes into effect.

NEW BUSINESS:

Dave's Notes re: Meeting with County Commissioners: Dave met with the County Commissioners and let them know that the Port is open for business and wanting open relations to work alongside the county to improve our community. The County has some rail shipments coming in and would like to use our rail spur to offload boxcars for further distribution. BNSF has already inspected the rails and they are in good shape. This will also open us up to possible rail grants.

Drone Port Project: This is in the early exploratory/data gathering stages and Dave will update the commissioners once he has more information.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Noxious Weed Control: We have our pre-emergent herbicide applied alongside our roadways, graveled lots and airfield object free zones.

The forty foot pull behind sprayer has had some minor repairs performed on it. It was rinsed, screens and nozzles cleaned and inspected.

The pull behind boom sprayer cart was thoroughly cleaned and inspected. Phase one of noxious weed control has been completed.

Buildings 1&2: The exterior lighting on building one has all been repaired or replaced with functioning fixtures. Building two is next, which appears to only have a couple exterior lights inoperative.

FINANCIAL UPDATE:

Charla informed the commissioners about the tax statement error she found on our tax statement. We have been paying property tax on the manufactured building used as a bathroom facility for building 2. The courthouse updated our tax statement to reflect the reduced amount for this year and we will also receive a refund on the back taxes we have paid.

There was also an issue where the assessor stated that we need to be giving them a copy of our leases whenever we lease a Port owned building to a tenant. The tenant would then pay property tax on that building and the Port would not collect leasehold tax. This is not how we have ever done our leases before so Mike reached out to legal counsel regarding this and was told that the way we have been doing it is the way it should be done. Mike sent a copy of the legal counsel's reply to the assessor, and we are waiting to hear back. Until then we will continue to do our lease as we have been doing them.

FROM THE OFFICE:

- a. Next Regular Meeting: May 1
- b. Travel & Meetings:
 - a) WAMA, May 8-10, Spokane (Director)
 - b) WPPA Spring Meeting, May 17-19, Spokane Shelly, Nick and Dave will all be attending this, and Dave will make the event registrations tomorrow. The hotel rooms have already been reserved and the Port will reimburse Nick for his room purchase.
 - c) WPPA Director Seminar, Jul 13-14, Everett

d) WPPA Commissioner Seminar, Jul 24-26, Alderbrook Resort, Union, WA

COMMISSIONER INPUT:

Commissioner Moore mentioned the change in the required resolution amount from \$10,000 to \$22,000. If a project is at least \$22,000 we are required to do a resolution for approval by the commissioners.

Commissioner Moore also discussed the city annexing of additional property to the Southeast by the old racetrack. The commissioners talked about how they would like to see a downtown revitalization project started. They do not want to see downtown die because the city and county are moving their operations out of the downtown area.

Commissioner Rivard Detrick wanted to know what the timeline for getting more water out to the Port was. As far as we know the city is still in the process of building a water tower near Columbia Ridge.

Commissioner Moore brought up the underground tank removal again and suggested that we move on this sooner rather than later.

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:36 p.m.

Shelly Rivard Detrick, President

Nicholas Moore, Vice President

George Sisson, Secretary

ATTEST: _____

David Lanman

_____ 2023