

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
May 1, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on May 1, 2023 in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:00 p.m.

**PRESENT:** Commissioners: Shelly Rivard Detrick and Nicholas Moore. Staff: David Lanman, 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 April 17, 2023 (M/S: Nicholas Moore / Shelly Rivard Detrick).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Payroll Warrant #188313 - 18821 Totaling \$20,102.09  
Vouchers # 18811 – 18812 and 18822 - 18830 Totaling \$67,953.12

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

**OLD BUSINESS:**

New T-Hangar: We have a new timetable on this project. We are holding firm on wanting the T-hangars set back instead of right up to the OFA (object free area) which causes problems with tenants parking their vehicles in front of their hangar. We are waiting for Adurra to come and map where exactly the new hangars will sit so that we can get an estimate of how much paving we will need to do around it as well as other access areas that are gravel which causes issues of transferring out onto the taxiways and runways when vehicles cross over it. Shelly asked if we could use BST or Chip Seal instead on some areas to cut costs.

The discussion moved into whether this project was the best use of port resources or not and the commissioners would like to have a special meeting dedicated to this discussion. They requested additional information to be gathered so that they could make an informed decision.

R/W 4/22 Update: The runways and taxiways are still closed due to project delays. They are saying that they should be done but 5:00 pm tomorrow. Kurt would then take two days to sweep all the runways for a possible runway opening by Friday.

It was discussed as to whether we need to start charging Granite liquidated liabilities on their delays. Dave will check into that.

Sign Installation Project: The new signs are up and there are nine restricted access signs scattered around as well as two no parking signs.

We ordered heavy duty pushcart to be attached to the corner of the T-Hangars for the tenants to use if they need to move heavy objects from their vehicles to their hangars. Dave has also had a request to be able to park their vehicles in the t-hangar when they take their planes out overnight or for the weekend. Dave told them that that would be fine as long as they use a flashing light on top of their vehicle and monitor the radio for traffic when they are on the OFA.

**NEW BUSINESS:**

Lease Agreement Templates: Dave received the new lease templates with the new verbiage regarding the no parking in the OFA and our possible recourse of \$100.00 fine for each infraction.

The commissioners would like to see this be added to our policies before we start implementing this action.

MOTION CARRIED unanimously to authorize the use of the new lease templates (M/S Nicholas Moore / Shelly Rivard Detrick).

**PUBLIC/TENANT INPUT: NONE**

**OPERATIONS and MAINTENANCE:**

New Signage: We have begun installing replacement signs at various locations near the ramp to inform vehicle and foot traffic of restrictions.

We have taken the existing sign stands, reinforced them, straightened, and painted the stands.

There are nine new signs that are being installed at various locations. We are over fifty percent complete with this project.

Lawns: The Port grasses were all cut and trimmed. Leaves were raked and branches were picked up from shedding poplar trees. We anticipate the water will be turned on next week.

General Cleanup: We have been cleaning up around the Port. Trash along the roads was bad and in the fences.

**FINANCIAL UPDATE:**

Charla went over the budget through March 31<sup>st</sup> and says the budget is looking very good with a few adjustments we should make on next years budget.

She also informed the commissioners that she finished the annual report today and will have it for the commissioners' approval at the next meeting.

**FROM THE OFFICE:**

- a. Next Regular Meeting: May 15
- 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

David will get with the commissioners about scheduling pickup times so they can drive to the WPPA spring meeting.

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:08 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: \_\_\_\_\_

David Lanman

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2023