

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
June 5, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on June 5, 2023 in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:02 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 May 15, 2023 (M/S: Nicholas Moore / Shelly Rivard Detrick).

SPECIAL MEETING MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on May 15, 2023 (M/S: Nicholas Moore / Shelly Rivard Detrick).

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

Airport Fund: Payroll Warrant #18846 - 18853 Totaling \$15,061.09

Vouchers # 18854 - 18860 Totaling \$5,306.86

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

OLD BUSINESS:

CAP Hangar Lease: We are still waiting on them to agree to the terms of the ground lease.

New T-Hangar Update: The project will go out to bid later this month and RFPs will be requested. Once that is completed, we will have the final amount that this project will cost us. Construction is set to begin in September with completion sometime in January.

Building 405/734 Engineering Inspection Proposal Status Update: The inspection proposal has been put on hold for a few weeks due in part to the head engineer going on vacation, but also because Ardurra is working with the FAA to make sure we have all the necessary studies we will need for the project to become grant eligible. The commissioners feel that with the increased cost that speed is no longer an issue and would like to see a 3-4 year financial plan on this project.

Work Order 23-01 Professional Funding Assistance: MOTION CARRIED unanimously to authorize David to sign this work order allowing Ardurra to work on behalf of the Port of Ephrata to obtain funding for projects (M/S Nicholas Moore / Shelly Rivard Detrick).

NEW BUSINESS:

Report re: SGC "Dust Up": The Dust Up was a huge success with them having the largest turnout of participants they have had in many years. They had between 600-700 flight operations during the event with zero incidents.

Port Commercial Insurance Review: Dave has contacted Scott Davis with Martin Morris to get us a proposal. He will also check with our current providers and the commissioners would like him to check with Enduris, who was our previous provider and the provider of the WPPA.

Review of Tenant Leases that May Switch Buildings in 2024: Dave updated the commissioners on the various tenant building changes that might happen due to the increase in space several of our tenants are wanting. This could potentially mean that we will need to build new buildings or expand existing buildings to meet our tenants' needs. This will also give us the opportunity to adjust our leases to a more standardized lease template and comparable price per square foot.

T-Hangar Electrical Metering/Billing Project: Dave informed the commissioners of the issues we have had with the electrical costs of the Blue T-hangars we recently acquired. Due to there being only 3 meters for the entire building, the Port has been paying for all the electricity usage of all the hangars. This has cost the Port close to \$3500.00 in just the last 8 months. Dave proposes that we install separate meters in each T-hangar so each tenant would then be responsible for their own electrical costs. The commissioners ask Dave to check with the PUD to make sure that is something that can be accomplished.

Technical Interpretation Report fr. Seth Woolson – Attorney: Dave provided the commissioners with the reply from Seth regarding his interpretation of several issues that needed to be clarified.

Annual Audit to be Scheduled: After talking with Mike regarding times that will work for him to be available, Dave will schedule our audit for some time during the last three weeks of July.

Employment Agreement Consultant/Internal Auditor – Wren: The commissioners agree to the terms set forth in the employment agreement with Michael Wren. MOTION CARRIED unanimously to approve and sign the employment agreement with Michael Wren effective immediately, as well as any back hours he has incurred to date (M/S Nicholas Moore / Shelly Rivard Detrick).

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

4-22 Runway sweeping: The entire ramp area along with the newly completed runway has been completely swept. We had a little trouble with our sweeper. We were able to make the necessary repairs. The sweeper performed well after the repairs were made.

Airport Extended: Both sides of Airport extended to Hwy 282 was completely picked of litter and debris. This was a task that took us quite a bit of time, due to the volume of scattered trash.

Weed Control: We have begun spraying our noxious weeds that are scattered out along the Port's property. We are using a select herbicide that will not harm our native grass in these areas. The aerial application that was applied last fall seems to be performing well controlling noxious weeds.

FROM THE OFFICE:

- a. Next Regular Meeting: June 26th (Date changed from June 20th)
- b. Travel & Meetings:
 - a. WPPA Director Seminar, Jul 13-14, Everett – Dave will decide if it is beneficial for him to attend this and will let the commission know.
 - b. WPPA Commissioner Seminar, Jul 24-26, Alderbrook Resort, Union, WA – The commissioners are not planning to attend this seminar.

COMMISSIONER INPUT: NONE

ADJOURN TO EXECUTIVE SESSION: Commissioner Shelly Rivard Detrick adjourned the regular meeting at 5:13 p.m. to executive session for purpose of reviewing the performance of a public employee and evaluating the qualifications of a candidate for appointment to elective office. 20 Minutes

RECONVENE FROM EXECUTIVE SESSION: Commissioner Shelly Rivard Detrick reconvened to regular meeting at 5:33 p.m. No decisions were made.

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:33 p.m.

Shelly Rivard Detrick, President

Nicholas Moore, Vice President

George Sisson, Secretary

ATTEST: _____

David Lanman

_____ 2023