

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
June 26, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on June 26, 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 June 5, 2023 (M/S: Nicholas Moore/ Shelly Rivard Detrick).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Payroll Warrant #18861 - 18865 Totaling \$11,176.87  
Vouchers # 18866 - 18880 Totaling \$48,621.63

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

**OLD BUSINESS:**

CAP Hangar Lease: To be signed pending legal description of the property. Hope to have this resolved this week.

New T-Hangar Update – Change of Location: This project is on hold until we are all on the same page as to where the T-Hangars will be located. Karen Miles from the FAA, based on information provided by Ardurra, stated that there will need to be a change of Scope of Work if we move the location from the initial site (next to the Terminal). Dave will contact Karen tomorrow to speak with her about this project.. He will also contact CARB to make sure this adjustment will not impact our loan. Dave re-iterated the importance of re-locating the T-Hangar site to better serve the airport’s long-term growth. There is only one piece of property left on the valuable apron strip that can be leased to a commercial operation that has the ability to produce a significant revenue stream. As the Port is struggling to find resources to cater to existing tenants’ needs while attracting new companies that offer jobs to the community, selective development placement is critical. As the project cannot be terminated without severe repercussions, the choices are limited to either moving the T-Hangars to a site that won’t offer a negative affect on growth (that already has been FAA approved via 7460), albeit the financial cost to build such will be somewhat higher, versus the existing proposed site that if pursued, will have a much greater cost overall when taking into consideration lost commercial opportunities being forfeited.

Engineering Inspection of Bldgs 405 & 734 – Cost/Timing Estimates: Ardurra has informed us that the cost estimate is expected to run in the neighborhood of \$58,000 for both hangars. We do not have an estimated time when this will be scheduled. Dave will request again to Ardurra for a proposal that includes the date of inspections.

Funding Assistance Work Order: The commissioners were told previously in person by the Project Manager of Ardurra that the Port would not be charged for this assistance until such time Ardurra successfully secures funding for our projects i.e. Performance Fee. Contrary to that, we received an invoice in the amount of \$599.75 for 3.25 hours of work in funding assistance for us, with no results. Dave has tried to contact Ardurra to get a breakdown of what they have done for us so far and to date no response has been received. As such, Dave has ordered Ardurra to cease this funding assistance until the commissioners can decide whether to accept or not this new interpretation of the Work Order.

The commissioners would like to have a special meeting to discuss the issues we are having with Ardurra, to include: New T-hangars, 405 & 734 engineering inspection, funding assistance, and the RW 4/22 issues. Dave advised it wasn't necessary that instead utilize the opportunity to focus on developing a "Growth Plan" to ensure the Port has a specific goal going forward. This had previously been brought up tentatively referred to as the "Phoenix Plan" but put off by the commissioners. Recent developments however have necessitated focusing on such.

Update of Tenant Lessees that May Switch Bldgs in 2024/2025: Multiple tenants are looking to make adjustments in buildings. One key tenant is currently discussing a proposal presented by the Port offering them a bigger, newer facility and should have a decision within a couple of weeks. Depending on that decision will affect three other tenant plans re: their facility plans for 2024.

T-Hangar Electrical Metering/Billing Project: Kurt is looking into this for us and will get back to us when he knows more.

Annual Audit to be Scheduled: We have been scheduled for a start date of July 10<sup>th</sup> and Mike Wren will be here to help with this Audit.

Grant PUD Power/Utility Expansion Update: Dave was informed that we should have power available to the south side of the airfield within six to eight months.

#### **NEW BUSINESS:**

Commercial Insurance Broker Proposal: Dave has a proposal from Scott Davis to be our broker to help us find a better price for our insurance. The commissioners would like Dave to present two more proposals before they make a decision.

Dave will present the other proposals he had received as a basis for his recommendation at a future meeting so the commissioners have those documents in hand before authorizing Dave to proceed with his selection.

Website Development Proposal: We have a proposal from Revize LLC to update our website. Commissioner Moore thinks we are not in a position to update the website yet and both commissioners would like to see two more proposals before they make a decision. Dave disagreed regarding the Port not being in a position as that is a matter of opinion. He stated that the Port requires a significant change in its website to better market the Port and to collect data to more effectively assess where the Port needs to focus on to attract more business. A professional website also would provide a candidate tenant/user assurance that the Port is serious about growth and offering critical infrastructure and services to the Port community. In compliance with the commissioners' request, Dave will produce at a future meeting the two other proposals he secured that served as a basis for his recommendation.

Airport Layout Plan Revision: This has been tabled until the July 17<sup>th</sup> meeting so that Commissioner George Sission can be there to discuss any changes to be made.

Revised Lease/Rental Templates Adjusted, Renamed and Additions: Dave received updated lease templates that address all possible situations. This has been tabled until the July 17<sup>th</sup> meeting.

PBY – Derelict Aircraft Legal Action Taken: A letter has been sent out to Mark Robson regarding his requirement to pay his fees and to move the plane. If he doesn't respond with full payment of back pay and remove the aircraft from the premises by Saturday, July 1, 2023, the Port will secure the aircraft and proceed according to RCW with its right to sell the aircraft at auction.

Jet-A Fuel Farm Project: This discussion was moved to the July 17<sup>th</sup> meeting.

### **PUBLIC/TENANT INPUT: NONE**

### **OPERATIONS and MAINTENANCE:**

Weed Control: We are continuing to spray noxious weeds on our lots and roadsides. This should be our last application of herbicide. Mowing of the fields will happen in late fall, which is our least expensive method of weed control.

Airfield Lighted Signage: Airside Solutions was called in to help us evaluate why several signs were not functioning. We spent several hours troubleshooting each of the signs and were able to get a couple of them working. We are waiting for parts to arrive. We will repair the remaining signs in-house. The signs were installed in 2008 and have been trouble free until recently.

The commissioners would like to see the billing breakout and the other bids and make the decision at the July 5<sup>th</sup> meeting.

Runway Sweeper: We noticed a couple of things while inspecting the sweeper before being put away. Hydraulic lines were leaking and replaced. A roller chain pulley had to be made and was installed.

Cranes Building 2: The cranes were inspected and passed.

### **FROM THE OFFICE:**

WA Cares Starts Collecting Premiums July 1: Charla informed everyone that if they have an exemption form to get it to her so that she can have them on file. The premiums of .58% will start being deducted from our first paycheck in July.

### **FROM THE OFFICE:**

- a. Next Regular Meeting: July 5 Thursday (Date changed from July 3)
- b. Travel & Meetings:
  - a) WPPA Director Seminar, Jul 13-14, Everett – Dave will not be attending
  - b) WPPA Commissioner Seminar, Jul 24-26, Alderbrook Resort, Union, WA  
Neither Dave nor the commissioners will be attending these meetings.

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:32 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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