

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
July 18, 2022**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on July 18, 2022, in the Port conference room. Commissioner George Sisson called the meeting to order at 4:00 p.m.

**PRESENT:** Commissioners: George Sisson and Shelly Rivard Detrick. Staff: Michael Wren, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Officer; Jordan Shaw, Administrative Assistant. Guest; Nick Moore

**MINUTES: MOTION CARRIED** unanimously to approve the minutes of the regular meeting on July 7, 2022 (M/S: Shelly Rivard Detrick/George Sisson).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Payroll Warrant #18500 - 18506 Totaling \$14,852.64  
Vouchers # 18499,18507 - 18507 Totaling \$26,403.42

**MOTION CARRIED** unanimously to authorize payment of above Vouchers/Warrants (M/S Shelly Rivard Detrick/George Sisson).

**OLD BUSINESS:**

- a. **T-Hangar** – Omar Fulton did follow up and he has requested a new lease, which has been sent to him. Canfield was sent a 30-day notice via certified mail. The notice will also be posted to his hangar unit.
- b. **Salcido Construction**- Mike explained that the way they have begun excavating is going to cause a drainage issue. Mike has reached out to them for a meeting to rectify the problem.
- c. **Runway 4/22, Taxiway A2 Project** – funding is coming in the form of 3 grants as listed, Mike will need authority to be able to accept the funds.
  - i. **MOTION CARRIED** unanimously to approve resolution 2022-003 authorizing the Acceptance of FAA Grants 023, 024 & 025 (M/S: Shelly Rivard Detrick/George Sisson).
  - ii. **MOTION CARRIED** unanimously to approve resolution 2022-004 authorizing the award of the construction project to Granite Construction upon receipt of FAA funds and FAA concurrence to award. (M/S: Shelly Rivard Detrick/George Sisson).
- iii. **WSDOT Matching Funds Grant** – Mike found the WSDOT grant offer amongst the paperwork on the desk. It was originally due back not later than July 1<sup>st</sup>. Mike was able to contact the WSDOT and negotiate a late submission.
  - d. **Civil Air Patrol (CAP) Hangar Project** – Mike has an upcoming meeting with representatives from the CAP this week. It is expected that they will request an increased term on their current facility lease, so Mike asked that the commissioners begin to think about that discussion. Mike also pointed out that there will be a need for a ground lease for the construction of the new hangar. Mike will also research how the funds flow from

the state through the Port for project payment. Shelly reiterated that she would like to see a line item for costs associated with the management of the project by our office staff.

**NEW BUSINESS:**

- a. **Office Copier Replacement** - Mike has been reviewing the quotes and will research who he finds the most capable and cost-effective. He will present his final request at the next meeting.
- b. **COVID Leave Policy**- Mike asked what the current thinking was in reference to COVID leave. It was confirmed by the commissioners that COVID-related time off would be considered a regular sick leave event.
- c. **Interim Director Terms of Employment** – Commissioners approved and signed the employment agreement. Mike accepted it and signed it as well.
  - i. **Delegation of Authority**- Mike recommended that due to his previous time in the director position, the delegation of authority be defined by the more expansive one adopted by the commissioners in 2018.

**MOTION CARRIED** unanimously to authorize approval of the delegation of authority for the director to the previously adopted delegation from 2018. (M/S Shelly Rivard Detrick/George Sisson).

**PUBLIC/TENANT INPUT: NONE**

**FINANCIAL UPDATE:** Charla was able to complete quarterlies. Mike mentioned that Greg will be the first significant unemployment claim the Port has experienced. The Port is currently self-insured for unemployment claims. With the probability of retirements and rehires coming in the next several years, it may be worthwhile to switch to the unemployment insurance program. Mike will research the costs and report back to the commissioners.

**OPERATIONS and MAINTENANCE:**

Kurt had been out sick, so Gordy focused on spraying weeds throughout the property. He made note of an area of approximately 100 acres east of runway 11/29 that has a significant population of Rush Skeletonweed. Kurt has obtained a verbal quote for aerial spraying and will reach out soon for a written quote. Kurt would like to see this spraying done in the fall as it produces the best results for this situation. Kurt saw that the rope on the flagpole was sun damaged, so he replaced it.

The meeting was adjourned at 4:19 for Executive Session for the purpose of evaluating the qualifications of an applicant/candidate for appointment to elective office for 10 minutes.

The public meeting was reconvened from Executive Session at 4:29 pm. No decisions were taken during the executive session.

Commissioner Sisson voiced his opinion that the letter of interest submitted by Mr. Nick Moore showed him to be the most desirable candidate to fill the vacant commissioner position #3. Commissioner Rivard Detrick also voiced that Nick has shown continued interest over the last few months, consistently attending the commission meetings.

**MOTION CARRIED** unanimously to appoint Mr. Nicholas Moore to fill the vacant commissioner position #3. (M/S Shelly Rivard Detrick/George Sisson). Mr. Moore was

contacted via speaker phone in the meeting. He was notified that he was appointed to the position. Mr. Moore accepted the appointment.

**FROM THE OFFICE:** Mike explained that the fence gate on Grumman will be repaired this week. There have been a few challenges getting the current IT interface nailed down, but staff is working together to overcome them. Finally, Mike revisited the T-hangar subject listed in “Old Business”. He voiced his concern in pursuing funding for this new construction over the need of repairing the 3 large hangar roofs that we know will cost over a million dollars. In light of that more critical need, he recommended that the new T-hangar construction project be put on hold indefinitely. The commissioners agreed.

- a. Next Regular Meeting: Aug. 1
- b. Travel & Meetings:
  - a) Mike out of the office, Aug. 3-12;
  - b) EDC All Ports Meeting, Aug. 25 (Thursday)

**COMMISSIONER INPUT:** Mike was asked to draft a letter to the other 2 Commissioner applicants thanking them for their interest and notifying them that the position has been filled.

**ADJOURNMENT:** **There** being no further business to conduct, Commissioner George Sisson declared the meeting adjourned at 4:48 p.m.

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George Sisson, President

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Shelly Rivard Detrick, Vice President

\_\_\_\_\_  
Secretary

ATTEST: \_\_\_\_\_

\_\_\_\_\_ 2022

Michael Wren