

**MINUTES OF THE SPECIAL MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
July 20, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on July 20, 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; Charla Bomstad, Financial Officer.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on July 17, 2023 (M/S: Nicholas Moore / Shelly Rivard Detrick).

OLD BUSINESS:

- a. Website – ADA Compliance: Dave gave the commissioners information to look over for later discussions on updating the website.
- b. Building 405 & 734 timelines: Ardurra has stated that the timeline stated in the work order is still on schedule with all the studies and evaluations completing by the end of September at the latest.
- c. New T-Hangars construction process & timeline: The FAA is working on making sure all the boxes are checked and then Ardurra will work with the City of Ephrata to get the boundary lines adjusted.

NEW BUSINESS:

- a) FAA – Public Authorization Certificate re Bldg 406 Lease: The FAA requires a signed Public Authorization Certificate in order to prove that Dave is the authorized signature of their lease. Commissioner Shelly Rivard Detrick signed this document.
- b) FAA – Tenant Waivers per SEA ADO: Dave informed the commissioners about his conversation with Karen Miles from the FAA regarding the two tenants that might need FAA waivers.
- c) VirTower – Aircraft Tracking System: Dave gave the commissioners information to look over to be discussed at a later meeting.
- d) Turbine Tenants for Building 405: Dave has been in contact with a company that is looking for a home for several Turbine planes. The only requirement will be that we have jet fuel available. This topic will be discussed at a future meeting.

PUBLIC/TENANT INPUT: NONE

FROM THE OFFICE:

- a. Next Regular Meeting: July 31
- b. Travel & Meetings:

ADJOURN TO EXECUTIVE SESSION: Commissioner Shelly Rivard Detrick adjourned the regular meeting at 5:11 p.m. to executive session for approximately 20 minutes for the purpose of evaluating the qualifications of a candidate for appointment to elective office.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Shelly Rivard Detrick reconvened to regular meeting at 5:31 p.m. No decisions were made in the executive session.

Change Commission Meetings to every Monday: The commissioner would like to change our regularly scheduled meetings to every Monday starting July 31, 2023.

MOTION CARRIED unanimously to approve changing the regular commission meetings to every Monday beginning July 31, 2023, starting at 4:00pm and ending at 5:00pm (M/S: Nicholas Moore / Shelly Rivard Detrick).

COMMISSIONER INPUT:

Budget 2024: The commissioners would like to start looking at next year’s budget as soon as the audit is over.

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:50 p.m.

Shelly Rivard Detrick, President

Nicholas Moore, Vice President

, Secretary

ATTEST: _____

_____ 2023

David Lanman