

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
July 31, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on July 31, 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, Nicholas Moore and George Sisson. Staff: David Lanman, Executive Director; Charla Bomstad, Financial Officer; Guests, Kathleen Lince and Josiah Milner, Office of the Washington State Auditor.

**STATE AUDITOR ENTRANCE CONFERENCE:** Kathleen and Josiah went over the entrance conference with the commission and staff. The commissioners thanked them for their time and the work they do for us.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the special meeting on July 20, 2023 (M/S: Nicholas Moore/Shelly Rivard Detrick).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Payroll Warrant #18917 - 18926 Totaling \$15,978.61  
Vouchers # 18927 - 18930 Totaling \$484,780.95

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

**OLD BUSINESS:**

Website ADA Compliance: Revize LLC worked on our website last week to bring it into compliance.

**NEW BUSINESS:**

1. Existing Tenant Movement & Lease Renewal Review/Discussion: Dave went over all the potential changes/moves that could happen next year based upon our current tenants' need for additional space. Some discussion was had regarding the possibility of needing to build additional warehouse buildings and the possibility of funding these with a special purpose revenue bond. Commissioner Nick Moore would like more data and further discussions before
2. New Candidate Tenant(s) Update: Dave has been contacted by a company that has 4-6 Citations that need new housing facilities. Dave feels this would be a great use for building 405 as the monthly income will far exceed the current amount we are getting from the smaller aircraft being housed in the building. The only requirement is that we have Jet-A available before January 1, 2024.
3. Jet-A Fuel Tank Farm-Project Review/Discussion: Dave talked to the commissioners about the need to install a Jet-A tank as soon as possible to accommodate the Citations that will be moving here in January. He would like to send out an RFP request for proposal right away so that we can get this project scheduled and completed by December. MOTION CARRIED unanimously to authorize Dave to send out RFPs (M/S Nicholas Moore/Shelly Rivard Detrick).

4. Website Development: This project will be discussed at a later meeting, but Dave has received some very good information from several companies.

**PUBLIC/TENANT INPUT: NONE**

**OPERATIONS and MAINTENANCE: NONE**

**FROM THE OFFICE:**

State Auditor Engagement Letter: Commissioner Shelly Rivard Detrick and staff member Michael both signed the engagement letter.

DBE Memorandum of Understanding Form: Charla will email commissioner Shelly Rivard Detrick a copy of this form so that she can sign it.

Aircraft Space Lease Adoption: Dave asks the commission to approve the use of the Aircraft Space Lease that we received from Legal. MOTION CARRIED unanimously to authorize the use of the Aircraft Space Lease on all future tenants (M/S Nicholas Moore/Shelly Rivard Detrick).

- a. Next Regular Meeting: Aug 7
- b. Travel & Meetings: None

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT**: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:57 p.m.

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Shelly Rivard Detrick, President

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Nicholas Moore, Vice President

\_\_\_\_\_  
, Secretary

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

David Lanman

\_\_\_\_\_ 2023