

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
August 7, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on August 7, 2023 in the Port main office. Commissioner Shelly Rivard Detrick called the meeting to order at 4:00 p.m.

PRESENT: Commissioners: Shelly Rivard Detrick and Nicholas Moore (Via Phone). Staff: David Lanman, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Officer; Guests, Roger Patry and David Maxwell, Civil Air Patrol.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on July 31, 2023 (M/S: Nicholas Moore / Shelly Rivard Detrick).

OLD BUSINESS:

- a) Jet-A Fuel Tank Farm: Dave is working with our legal counsel to make sure we are allowed to do an RFQ to use a different engineer for this project. This subject is deferred until the next meeting.
- b) Website – Motion to approve website re-building and designer contract: Of the three proposals for updating our website, Dave feels that Inspirable.com would be the best option. MOTION CARRIED unanimously to accept the proposal from Inspirable.com to update our website (M/S: Nicholas Moore / Shelly Rivard Detrick).
- c) Flight Tracking – Motion to approve to install flight tracking technology: After researching the options available to us, Dave feels that FlightAware would be our best option since there is no cost upfront and only a small monthly cost. MOTION CARRIED unanimously to install flight tracking equipment from Flight Aware (M/S: Nicholas Moore / Shelly Rivard Detrick).
- d) Bldg. 405 Aircraft Space Lease Candidates: Our first Turbine plane i.e. Citation F550 will be here Aug. 21-28 to hangar while the runway in Wenatchee is closed. Dave is sending out an e-mail to our current tenants letting them know what is going on so that they can be preparing for the move into the new T-hangars next spring as well as the temporary displacement come January when the Turbine planes move into 405.
- e) Aircraft Space Lease Adjustments: After reading over the lease, we found a few items that need to be adjusted to correspond with the current fees and dates that we use versus the amounts and dates that Legal used in the templates. We also added a couple of clarifying notes. The section on insurance should be adjusted to reflect the difference between privately owned recreational use aircraft versus the corporate commercial use aircraft. The commissioners would like to see the small planes required to have at least some insurance in case of damage to nearby aircraft. Dave will check with Legal regarding the minimum amount of insurance we should require and this subject will be continued at the next meeting.

NEW BUSINESS:

Deferred until next meeting.

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

RV lot Removal: Trees, roots and grass have all been removed at the RV park. Power will be disconnected by the PUD soon. The pole and panel box will be removed after the power is removed. We are currently working at relocating the irrigation line to our existing trees, as well as capping the sewer line to the existing sites.

Rail Replacement: A thirty-foot piece of railroad track located near the propane farm was replaced, re-spiked and gauged within specifications.

Garbage cleanup: The winds we had last week produced a lot of garbage on our roadsides and lots. We had a litter pickup day.

Electric Meters on the T-hangers: The bid to install these meters has been awarded to Hochstetter Electric in the amount of \$3,818.83. They will be starting installation soon and when finished they will need to be read each month so that we can apply the appropriate charges to the correct T-hangar.

FINANCIAL UPDATE: NONE

FROM THE OFFICE:

- a. Next Regular Meeting: Aug 14
- b. Travel & Meetings:

COMMISSIONER INPUT:

Commissioner Rivard Detrick would like to have an executive session for approximately 15 minutes added to the end of the next meeting to evaluate the qualifications of a candidate for appointment to elective office.

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 4:31 p.m.

Shelly Rivard Detrick, President

Nicholas Moore, Vice President

, Secretary

ATTEST: _____

_____ 2023

David Lanman