

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
August 28, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on August 28, 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. Guests: Corley McFarland, Precision Approach Engineering; David Maxwell and Roger Patry, CAP.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on August 21, 2023 (M/S: Nicholas Moore / Shelly Rivard Detrick).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Vouchers # 18950 - 18952 Totaling \$11,651.35

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

**OLD BUSINESS:**

New T-Hangar Status: The 163 determination has been formally approved by the FAA and the Airport Layout Plan within the Master Plan has been updated to approve the addition of the new T-hangars in the to be developed land on the south end of the ramp. The project is now in Karen Miles's hands, and we will be moving back into the Pre-Design Stage.

Jet-A Fuel Tank Status: We are making progress on this project, and we are still looking at March 2024 completion. We will be using a tanker to truck that will be launched by no later than January 2024.

**Motion:** Approval of Engineer Selectee re Jet-A Fuel Tank Project: Dave has recommended selecting Precision Approach Engineering as the engineering company to oversee the Jet-A Fuel Tank installation. MOTION CARRIED unanimously to approve the selection of Precision Approach Engineering as the engineers to complete the Jet-A Fuel Tank Installation (M/S Nicholas Moore / Shelly Rivard Detrick).

**Motion:** Approval of draft Lease Agreement re: Stoneway Electric Bldg 1: Stoneway would like to have a lease extension through September 30<sup>th</sup>, 2024, and Dave asks the commissioners for approval to execute the draft lease he sent to the commissioners to look over. MOTION CARRIED unanimously to authorize the extension of Stoneway's lease through September 30<sup>th</sup>, 2024, using the proposed draft lease (M/S Nicholas Moore / Shelly Rivard Detrick).

**Motion:** Approval of draft Lease Agreement re: Trout Lake Farms Bldg 1: Dave has negotiated terms with Trout Lake Farms and asks the commissioner's approval to use the draft lease he sent to the commissioners to look over. MOTION CARRIED unanimously to authorize the use of the draft lease as the Trout Lake Farms lease for building 1 (M/S Nicholas Moore / Shelly Rivard Detrick).

On another note, Dave has a meeting with MDJ next month to discuss what they are thinking regarding their continuation of leasing with the Port of Ephrata or not.

**NEW BUSINESS: DEFERRED**

**PUBLIC/TENANT INPUT: NONE**

**OPERATIONS and MAINTENANCE: NONE**

**FINANCIAL UPDATE:**

Audit Update: Charla informed the commissioners about how the audit is going and informed them that we need to create a Capital Expenditures and Asset Management policy. The commissioners approve asking Mike Wren to come in and write this policy for us.

**FROM THE OFFICE:**

- a. Next Regular Meeting: Sep 5, (Tuesday)
- b. Travel & Meetings:
  - a) WPPA Small Ports Seminar – Campbells Resort, Lake Chelan, WA  
October 26 – 27<sup>th</sup> (Director/Commissioners) Dave will reserve rooms and register for the seminar.
  - b) WPPA 2023 Annual Meeting – Hilton, Vancouver, WA  
December 6 – 8<sup>th</sup> (Director/Commissioners)

**COMMISSIONER INPUT:** Commissioner Moore has concerns about having video on the main page of the new website due to it causing slow load times for people who have low bandwidth.

**ADJOURN TO EXECUTIVE SESSION:** Commissioner Shelly Rivard Detrick adjourned the regular meeting at 4:52 p.m. to executive session for approximately 10 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 5:02 p.m. No decisions were made in the executive session.

**ADJOURNMENT:** There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:03 p.m.

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Shelly Rivard Detrick, President

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Nicholas Moore, Vice President

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

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

\_\_\_\_\_ 2023

David Lanman