

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
September 5, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on September 5, 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; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Officer; Mike Wren via phone. Guests: Doug Croft & Brant Mayo Grant County Economic Development Council.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on August 28th (M/S: Nicholas Moore / Shelly Rivard Detrick).

VOUCHERS: The following Vouchers/Warrants were approved for payment.

Airport Fund: Payroll Warrant #18953 - 18961 Totaling \$16,784.82

Vouchers # 18962 - 18964 Totaling \$445.92

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

OLD BUSINESS:

New T-Hangars – Update: Dave has been working with Ardurra and Karen Miles to get where all the money is coming from worked out. Besides the \$700,000.00 loan from CARB, we will use \$300,000.00 in AIP Grant money and \$300,000.00 in BIL Grant money over the next two years. The Port will have to come up with the remaining balance which is around \$200,000.00 so far. We will need to budget \$500,000.00 to be spent in 2024 on this project. This project still has a completion date of May – July 2024.

Jet-A Fuel Tank – Update: The engineer is working on the specification sheet which we will use to advertise for RFPs. Once we have the contractor selected it will take about 18 to 24 weeks for completion depending on the weather, which should be around March. We are still looking at using a truck to tank delivery system starting January. Dave has been in contact with AvFuel regarding the rental of the truck. He has also been looking into QTPod systems to replace the outdated FuelMaster system we are using now.

AWAA Fly-In – Update: This event is scheduled for October 6th. Dave checked with our insurance and as long as they have liability insurance then the Port will be covered for this event. Dave is working out details to include which runways will be closed and which ones, if any, can remain open.

Recent Draft Lease Agreements – Update: Trout Lake has requested that renewal options be added back into the lease. We will still need to figure out a bathroom facility for building 1.

Dave has meetings with VECA and Stoneway to discuss what their long-term plans are. Dave also needs to talk to MDJ about their plans as well.

NEW BUSINESS:

Approve Capital and Attractive Asset Policy: Mike Wren talked about this policy that he created after our audit showed we needed to have a more detailed policy in place to determine which expenses are considered capital expenditures as well as how we add, remove, and track those assets. The commissioners set the thresholds for capital assets at \$50,000.00 and small and attractive at \$250.00. The commissioners state that the department supervisors will be responsible for reporting any new items, or items to be removed, to the executive director who will be responsible for maintaining the asset identification database.

MOTION CARRIED unanimously to approve the implementation of the Capital and Attractive Asset Policy into the existing policies (M/S: Nicholas Moore / Shelly Rivard Detrick).

PUBLIC/TENANT INPUT:

Grant Co EDC Presentation: Doug Croft and Brant Mayo presented what the EDC has been doing and what the goals for the next 5 years will be. They asked for the Port's continued support and to increase our membership amount from \$4,000 a year up to \$5,000. The commissioners state that they will continue to support the GCEDC.

OPERATIONS and MAINTENANCE:

Building #1: We have made the necessary repairs to the exterior lights at building one that were not functioning.

Building #1: We are beginning to repair leaks that surfaced during the showers that occurred last week.

North Sky interior/exterior lighting: North Sky informed us that they had no interior lighting in their building (Katana paint booth). We troubleshot the problem by replacing a faulty electrical breaker. The lights are up and functioning properly. The exterior lights needed the photocell replaced. They are also working as they should.

Weed Control: I think we are finally done spraying noxious weeds around the Port. The Rush Skelton plant is a difficult weed to control.

FINANCIAL UPDATE: NONE**FROM THE OFFICE:**

- a. Next Regular Meeting: Sep 11
- b. Travel & Meetings:
 - a) WSCAA Fall 2023 Conference, Icicle Village Resort, Leavenworth
October 25-26 - Dave will attend this conference.
 - b) WPPA Small Ports Seminar – Campbells Resort, Lake Chelan, WA
October 26 – 27th (Director/Commissioners)

COMMISSIONER INPUT: Commissioner Rivard Detrick asks if we have made any progress on finding a janitorial service company for the main building. Dave will look into it.

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: _____

David Lanman

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