

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
September 11, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on September 11, 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: Tyler Chase, Ty Cobb, David Maxell, Ben Hesse & Roger Patry.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on September 5, 2023 (M/S: Nicholas Moore / Shelly Rivard Detrick).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Vouchers # 18965 - 18972 Totaling \$26,161.97

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

**OLD BUSINESS:**

New T-Hangar – Update: We are at the point where we are getting the independent fee estimate from Precision Approach Engineers. If that is within 10% of Ardurra’s bid, then the project can move forward. If not, they have two weeks to adjust. Then it will move on to the design phase, but only on the site and not the building because that was already completed. Once that is done, we will do the contractor selection and completion is expected to be May of 2024.

Jet-A Fuel Tank – Update: Seth Woolson our legal counsel is looking over the agreement between us and Precision Approach Engineers. Work has already started in that the FAA has been told who the project manager will be, and the Airport Layout Plan is being adjusted to include the T-Hangar in this new location. Then we will wait for the 163-determination letter from the FAA. The project is expected to be completed by March 2024 and will be a 20,000-gallon tank.

Draft Lease Agreements – Update:

- a. Trout Lake: We are waiting on the lease to come back from Amway with the renewal wording added back in. Amway is seeking options for multiple three-year renewal terms.
- b. Stoneway: They have agreed to an extension for one (1) year in Building 1. Expiration of lease now will be September 30, 2024.
- c. VECA: They have stated that they may need anywhere from 70 – 100 thousand additional sq. ft. in the near future. Dave is looking at funding options to be able to

construct one or two additional warehouse buildings. We have had several inquiries into warehouse space.

**NEW BUSINESS:**

Janitorial Search: We have had two quotes from local businesses so far and are expecting a third by Wednesday.

Tenant Lease Rate Adjustments FY2024: Based upon calls made to other airports, WPPA and WAMA, as well as an internet search, we found that T-Hangars are running around \$300.00. We will work on developing a lease rate list to be approved by the commission at a future meeting. We are also still working on a way to make the electricity costs as fair as possible to all tenants and whether it is better to just add the cost into the base rent or as a separate item. The question was asked if leasehold tax applies to electricity charges. If not, then the electricity should be a separate line item.

We have worked out a formula to that takes the actual charges we have seen over the last year and divide the costs between all the hangars that are on a single meter. With the inline meters installed, we can now watch for outliers and adjust the charges as needed.

Jet-A Fuel Dispensing RFP Selection: We are still working on negotiating the fee for providing this service for us. This discussion is deferred to a later date.

**PUBLIC/TENANT INPUT:**

CAP Washington All Mission Academy Training: David Maxwell and Roger Patry talked about the successful training that was held here at the Port this past weekend.

We were informed that the mobile version of our website is not functioning correctly. We will check into this, but we also should have our new website up and running in the next few weeks.

**OPERATIONS and MAINTENANCE: NONE**

**FINANCIAL UPDATE:**

Budget Report: Charla gave the commissioners the year-to-date report and asked if they had any questions. Overall, the budget is looking good and we are still expecting to receive \$446,817 in grant funding on the RW 4/22 project once all the Delphi requests for reimbursements are submitted.

**FROM THE OFFICE:**

- a. Next Regular Meeting: September 18
- b. Travel & Meetings:
  - a) WSCAA Fall 2023 Conference, Icicle Village Resort, Leavenworth  
October 25<sup>th</sup>. Dave only
  - b) WPPA Small Ports Seminar – Campbells Resort, Lake Chelan, WA

October 26 – 27<sup>th</sup> Shelly, Nick & Dave

**COMMISSIONER INPUT:**

The commissioners thank our guests for coming to the meeting.

**ADJOURNMENT:** There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:02p.m.

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Shelly Rivard Detrick, President

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Nicholas Moore, Vice President

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, Secretary

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

David Lanman

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