

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
September 18, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on September 18, 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. Guests: David Maxwell & Roger Patry, CAP; Mary Rathbone.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on September 11, 2023 (M/S: Nicholas Moore / Shelly Rivard Detrick).

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

Airport Fund: Payroll Warrant #18973 - 18977 Totaling \$11,040.97

Vouchers # 18978 Totaling \$1,068.40

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

OLD BUSINESS:

Motion: T-Hangar & Bldg 405 Tenant Lease Rate Adjustments FY2024: Based upon research of other T-Hangar lease rates in the area, Dave presented his proposal for new rates to be established starting January 1, 2024. These new rates will have an additional electrical fee separate from the base rent so that CPI increases will only be calculated upon the base rent.

MOTION CARRIED unanimously to authorize the new lease rates for T-hangars and Bldg. 405 (M/S Nicholas Moore / Shelly Rivard Detrick).

New T-Hangars (Bldg. 52) – Update: The new building number of 52 has been established and the location has been approved and we are out for an independent fee estimate. Once that is completed we will officially be back in the design phase. Bids for contractors is scheduled to open in January with construction starting in March. The base construction could possibly start even sooner. Completion of the project is expected to be in May of 2024.

Jet-A Fuel Tank – Update: The 163 determination letter has been approved by the FAA and Dave has already talked to the City and Fire Marshal to start the process of obtaining the necessary permits. We will advertise for RFPs soon and completion of the project is scheduled for March 2024.

Motion: Janitorial Proposals: Upon discussion regarding the hiring of a fuel dispenser/maintenance support tech. it was decided to add these tasks to that position.

AWAA – Fly-in Leaders Mtg Report: Dave met with all the people involved with this event, including Barrett Aircraft who will be holding the pancake breakfast in hangar 304. It was stressed to them that all safety procedures need to be followed to ensure this event has no

accidents. They are still working on obtaining their liability insurance before the event can even take place. The City has stated that they will need to get an event permit in order to ensure fire and emergency services are available. Dave has also informed our tenants of this event and that two of our runways will be closed during that time.

NEW BUSINESS:

Budget FY2024 Update/discussion: Dave informed the commissioners that work has started on adjusting the numbers for next year's budget. He discussed the current project and expected costs as well as possible increased revenues. We should have a preliminary budget for the commissioners to look over by the next meeting. The commissioners would like a timeline of when expenses for the projects will need to be paid out.

Hiring Fuel Dispenser/Maintenance Support Tech/Discussion: After reviewing the proposed cost of having Barrett Aircraft be our fuel dispenser, it was decided that the Port should look into hiring another person who would dispense the Jet-A fuel as well as be our third maintenance person. They would also have the duties of cleaning the main office building instead of contracting with an outside janitorial company. This person could possibly work Tuesday through Sunday in order to be available for weekend fueling requests and maintenance tasks as needed when not fueling. It was discussed that Kurt and Gordy also become trained in the fueling process so that they could do fueling on Monday and Tuesday or as a backup as needed.

A new job description will need to be created and advertising for the position will need to be started as soon as possible. The commissioners would like an executive session scheduled for the next meeting to discuss this.

PUBLIC/TENANT INPUT:

CAP Update: David and Roger from the CAP state that it was a fairly quiet week for them. They are still working on finalizing plans for their Hangar.

OPERATIONS and MAINTENANCE:

Genie Engine: The Genies 4-cylinder engine is being rebuilt. We took the motor out last week. It is already at Napa's for the rebuild. The S-80 Genie is a very valuable piece of equipment here at the Port to be in-operable. It reaches to the tops of our hangars for repairs as well as reaching up the walls and roofs of our industrial buildings. Lately, it has been difficult to start. It has been losing power and smoking from the exhaust. We pulled a compression test on it. 80 to 100 lbs. what it came to. It is supposed to be 140 lbs.

Roof Leak and Lights: Work was done to repair leaks in roofs as well as on lights that were not working.

Runway Signs: We have completed fitting our existing runway signs with an LED conversion kit. We are cleaning the frames and the Lexan lenses, some of the signs needed their frames adjusted, as well as epoxying tabs back onto the frames.

FINANCIAL UPDATE: NONE

FROM THE OFFICE:

Dave has an interview scheduled with the Columbia Basin Herald on Thursday.

- a. Next Regular Meeting: Sep 25

- b. Travel & Meetings:
 - a) Chamber Meeting September 29th Dave Only
 - b) GCEDC Partners in Prosperity 5-Year Campaign Kickoff
October 18th 4:00pm-6:00pm Moses Lake, WA
 - c) WSCAA Fall 2023 Conference - Icicle Village Resort, Leavenworth
October 25th. Dave only
 - d) WPPA Small Ports Seminar – Campbells Resort, Lake Chelan, WA
October 26th – 27th Shelly, Nick & Dave

COMMISSIONER INPUT:

Grant County EDC commitment: The commissioners approve a one-year commitment to the EDC in the amount of \$5000.00 with a good faith commitment to pay this for the next four years as well. MOTION CARRIED unanimously to authorize payment of \$5000.00 to the Grant County EDC for a one-year commitment (M/S Nicholas Moore / Shelly Rivard Detrick).

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:01 p.m.

Shelly Rivard Detrick, President

Nicholas Moore, Vice President

, Secretary

ATTEST: _____

_____ 2023

David Lanman