

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
September 25, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on September 25, 2023 in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:08 p.m.

**PRESENT:** Commissioners: Shelly Rivard Detrick and Nicholas Moore. Staff: David Lanman, Executive Director; Charla Bomstad, Financial Officer. Guests: David Maxwell CAP, Mary Rathbone.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on September 18, 2023 (M/S: Nicholas Moore / Shelly Rivard Detrick).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Vouchers # 18979 - 18983 Totaling \$40,958.70

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

**OLD BUSINESS:**

FY2024 Budget Preliminary Review/Discussion: Charla went over the preliminary budget with the commissioners and asked for comments. The beginning balance is based upon costs associated with the T-Hangars and Jet-A fuel tank projects that will come out of this years budget.

Bldg. 52 T-Hangars – Update: We are expecting the independent fee estimate back within the week. We have fifteen lease confirmations so far with an additional three expected soon. Pat Ford has requested a one-year lease instead of the month-to-month lease the other tenants will sign.

MOTION CARRIED unanimously to allow Pat Ford to sign a one-year lease per his request (M/S Nicholas Moore / Shelly Rivard Detrick).

Jet-A Fuel Tank – Update: The specification document is finished and is being sent to Dave to review. Once that is approved, we can advertise the requests for proposals for the required two weeks.

Janitorial Deep Cleaning Selection: NCW Prestige Cleaning Services, LLC has been selected to do the deep cleaning. They were scheduled to be here on Tuesday but have had to reschedule due to a delay on the L&I intent process.

Fuel Dispenser – Maintenance Support Tech: Dave presented the commission with a preliminary job description and summary for them to look over. Further discussion on the salary will be discussed in the executive session.

## **NEW BUSINESS:**

FAA Compliance Inspection Report: We had our annual inspection last week and The Port passed with only a couple of minor requests which have both been addressed. One being the number of pebbles found on the runway and the other being the removal of the old gas truck that was sitting outside Barrett Aircraft. The runways will be inspected more often and once the new Maintenance Support Tech is hired; they will inspect the runways on the weekends.

Cash Offer Pending re. Port Property: We have had an offer to purchase port land and Dave is doing further research to see if this is a viable option for The Port.

## Tenant Report:

1. Trout Lake Farm: The red-lined version of the lease has been received by our attorney and will then be sent back to their attorney for final approval.
2. Bldgs 405 & 734: We received the 160-page report from WAG and Dave is concerned that they may have over-inflated the cost numbers. The commissioners would like to have this discussion moved to a future meeting and possibly a project meeting.

## **PUBLIC/TENANT INPUT:**

David Maxwell from CAP stated that their project manager is putting together the package and should be completed within a couple of weeks.

## **OPERATIONS and MAINTENANCE: NONE**

## **FINANCIAL UPDATE: NONE**

## **FROM THE OFFICE:**

- a. Next Regular Meeting: Oct 2<sup>nd</sup>
- b. Travel & Meetings:
  - a) GCEDC Partners in Prosperity 5-Year Campaign Kickoff  
October 18<sup>th</sup> 4:00pm-6:00pm Moses Lake, WA
  - b) WSCAA Fall 2023 Conference - Icicle Village Resort, Leavenworth  
October 25<sup>th</sup>. Dave only
  - c) WPPA Small Ports Seminar – Campbells Resort, Lake Chelan, WA  
October 26<sup>th</sup> – 27<sup>th</sup> Shelly, Nick & Dave

**ADJOURN TO EXECUTIVE SESSION:** Commissioner Shelly Rivard Detrick adjourned the regular meeting at 4:45 p.m. to executive session for approximately 15 minutes for the purpose of evaluating the qualifications of an applicant for public employment and evaluate the qualifications of a candidate for appointment to elective office.

**RECONVENE FROM EXECUTIVE SESSION:** Commissioner Shelly Rivard Detrick reconvened to regular meeting at 5:00 p.m.

**COMMISSIONER INPUT:**

Commissioner Position Vacancy: The commissioners would like to nominate Mary Rathbone to the vacant Board of Commissioners position.

MOTION CARRIED unanimously to authorize nominate Mary Rathbone to the vacant Board of Commissioners position (M/S Nicholas Moore / Shelly Rivard Detrick).

As per RCW 42.12.080, this nomination and position will be published in the Columbia Basin Herald, Source One News, on our reader board as well as our website for 15 days. After 15 days, the commissioners will appoint a qualified person to the vacant position at the next commission meeting.

Fuel Dispenser – Maintenance Support Tech: The commissioners approve the job description and summary at the salary listed, with the addition of the wording “Other duties as assigned”.

Commissioner Rivard Detrick would like a total compensation report added to the job description.

MOTION CARRIED unanimously to approve the job description and summary with the salary range of \$48,000 – \$53,000 (M/S Nicholas Moore / Shelly Rivard Detrick).

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

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Shelly Rivard Detrick, President

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Nicholas Moore, Vice President

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

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

David Lanman

\_\_\_\_\_ 2023