

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
October 2, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on October 2nd, 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: Dave Maxwell, CAP; Mary Rathbone, Commissioner Nominee.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on September 25th, 2023 (M/S: Nicholas Moore / Shelly Rivard Detrick).

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

Airport Fund: Payroll Warrant #18984 - 18992 Totaling \$15,043.40

Vouchers # 18993 - 18995 Totaling \$5,787.46

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

OLD BUSINESS:

MDJ Contractors – Discuss/confirm lease terms to be proposed re June 2024 renewal: MDJ has expressed their interest in staying in Building 2. The commissioners made comments on the lease sample and Dave will make the changes and submit it to MDJ for approval.

AWAA Fly-In Update: As of today, they still had not gotten event insurance.

New T-Hangars – Update incl. Review of IFE, PAE Agreement: Eighteen out of the nineteen hangars have been reserved. The work order has been released and will be reviewed. The IFE was not within the ten percent range required and will need to be reviewed. The hangars have been moved back towards the flightline in order to allow the necessary room for the access road.

Jet-A Fuel Tank – Update incl. Review of Professional Services Agreement, size change of fuel tank, Tank Mfr RFP: The tank has been reduced to fifteen thousand gallons to save forty thousand in costs. The service agreement with Precision Approach Engineering has been approved by Seth Woolson our attorney.

FAA Compliance Inspection Report – Suggested actions: We received the final report from the FAA and we passed and they complimented our maintenance team for doing such a great job keeping the airport clean and maintained. There were only two suggestions that they would like us to make changes on and one has already been completed.

Trout Lake Farm – Update re Lease Document status: There are still three areas of the lease that the lawyers are working on back and forth. Once those points have been cleared up this lease can move forward.

NEW BUSINESS:

FAA Oct. 11th Conference Call re: CIP FY2024-2028: Dave has a meeting with Karen Miles and her bosses to discuss our plans for the next several years.

PUBLIC/TENANT INPUT:

David Maxwell from CAP states that they had ten new cadets and three adults recruited at their open house.

OPERATIONS and MAINTENANCE:

Mowing: We have begun the mowing operation. The airfield is being mowed with safety zones of our runways. The abandoned portion of 11-29 and between Bravo and the abandoned taxiway. Weather permitting, it should take a couple of weeks to have all the mowing completed. Mowing promotes new grass by spreading the seed. Discourages wildlife, makes it cover diminished, allows trash and noxious weeds to blown through.

Snow removal equipment: The snow removal equipment is being inspected and serviced. We have one snowplow completed. Our goal is to have all the removal equipment ready for operation by Halloween.

FINANCIAL UPDATE:

Total Compensation Statement Draft: The commissioners approve the draft and approve the posting of the Fuel Dispenser – Maintenance Support Tech position now.

Janitorial Services: The company we chose to come in and do carpet cleaning and a deep clean has postponed due to the L&I prevailing wage affidavit process. We will check with other local agencies to see who they use.

Audit Exit Conference: The auditor would like to have the exit conference at our next scheduled meeting on Monday Oct. 9th. There was some confusion as to whether we had a meeting on Monday the 9th as that is Columbus Day, but it was determined after the meeting that that is not one of the holidays the Port observes. This will be discussed and cleared up at a later meeting.

FROM THE OFFICE:

- a. Next Regular Meeting: Oct. 9
- b. Special Meeting: There will be a special meeting on Oct. 11th to swear in the new commissioner.
- c. Travel & Meetings:
 - a) GCEDC Partners in Prosperity 5-Year Campaign Kickoff
October 18th 4:00pm-6:00pm Moses Lake, WA
 - b) WSCAA Fall 2023 Conference - Icicle Village Resort, Leavenworth
October 25th. Dave only
 - c) WPPA Small Ports Seminar – Campbells Resort, Lake Chelan, WA
October 26th – 27th Shelly, Nick & Dave

COMMISSIONER INPUT:

Commissioner Moore asks if there is anything we should try to obtain now from the FAA in case the Government has to shut down.

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 4:53 p.m.

Shelly Rivard Detrick, President

Nicholas Moore, Vice President

, Secretary

ATTEST: _____

David Lanman

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