

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
October 4, 2021**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on October 4, 2021, in the Port conference room. Commissioner Karen Moore called the meeting to order at 4:00 p.m.

**PRESENT:** Commissioners: Karen Moore, George Sisson, and Shelly Rivard Detrick. Staff: Greg Becken, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Officer; Guests: Civil Air Patrol, Roger Patry, Cathy, and Dave Maxwell.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting of September 20, 2021 (M/S: George Sisson / Shelly Rivard Detrick).

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

Airport Fund: Payroll Warrant #18155 - 18166 Totaling \$16,547.01

Vouchers # 18167 - 18173 Totaling \$27,234.20

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

**PUBLIC/TENANT INPUT:**

Civil Air Patrol (CAP) Presentation: Roger Patry from the CAP stated that they are being given an airplane to use here for Ephrata CAP operations. He presented reasons why the CAP is an asset to the airport and why having an airplane available on site would be a benefit to all concerned. They are asking for us to give them hangar space free of charge to store this plane. The commissioners thanked them for coming and expressed their approval and enthusiasm for the work the CAP does. They would like Greg to do some investigation as to whether this is something that the Port can even do based upon the gifting of public funds restrictions. He will check with the Yakima airport to see how they are giving the CAP hangar space.

**OLD BUSINESS:**

Runway 11-29 and Taxiway B/B1 Project Update: The contractors are out this week filling cracks and fixing the crooked paint. We are still working with T.O. Engineers to decide what will be done about the areas where the old paint was not removed like it was supposed to be. Greg suggested that they give us an extended warranty that would match the expected life span of the paint if all was done to the specifications. Greg will inform the commissioners as more information is received. The final fog seal painting will most likely be late October or November if the weather allows and next year if not.

**NEW BUSINESS:**

Draft Budget and Budget Discussion: Greg informed the commissioners that the draft budget has not changed since the last meeting except for the discussed changes. Once they have the salary numbers it can be approved and submitted.

Employee Benefits Discussion: Greg says that the port should have the required number of policies to sign up for long-term care insurance so that those who wish to opt-out of the state-

mandated tax can by the deadline. The commissioners agree that this will be a cost to the employees, Greg will follow up with this and let the commissioners and staff know.

Forever-ODM Lease: They currently have 2 leases that run for 3 months for two sections in building 1. They would like to combine the two leases into one and extend it into a one-year renewal.

MOTION CARRIED unanimously to authorize combining the two leases into one and extending the lease term to a one-year renewal (M/S Shelly Rivard Detrick / George Sisson).

Niessner Ground Lease 20 Year Renewal: After reviewing the lease expiration list, Greg noticed that Randy Niessner's lease expired on August 31, 2021. After contacting Randy about this we received an extension request for the final 20-year term. After some discussion, the commissioners would like Greg to reach out to legal and discuss our options.

### **EXECUTIVE UPDATE:**

#### Current Projects:

1. Building 2 Update: Greg has been in contact with a company that does hydrogen conversions on large mining dump trucks. The only modifications this building would need to have would be an ultra-wide door and a sunken loading dock.
  - a. BitCoin/Northsky building relocation: After finding out that all the electrical components were removed from building 308, the BitCoin company is still interested in pursuing this building. Greg will keep the commissioners informed on these two projects.
2. The Wood Guys: The commissioners ask if there is any new information on this project. Greg says that they are still moving forward and he is in the process of inking a sample lease for them.
3. Marketing Material Presentation: Greg gave our marketing information to the EDC and they created two flyers for us. One is on the industrial park and shows the 4 pre-permitted sites available. The other is on the large industrial buildings.
4. Draft Job Description: Greg presented the commissioners with the two updated job descriptions for the Administrative Assistant and Finance Officer positions.
5. Mark Robson Flying Fox PBY Sale and Relocation: A non-profit organization called VIPER is looking to purchase this plane and restore it to be flown out to be used in a Veterans returning from duty program.

### **OPERATIONS and MAINTENANCE:**

John Deere Rotary Cutter: We have the cutter at the shop and are performing inspection and maintenance. We have replaced hydraulic lines on this unit, and have found significant cracks in the blade holder that needs to be repaired. Rock guards were straightened, the gearboxes were checked and the drive lines u-joints were greased. We have begun mowing our fields.

John Deere Tractor: During an inspection of our Model 7130 John Deere, we had to change the speed of our output on the PTO to match the mower input shaft. It required swapping the output

shaft end for end. During the process, we noticed significant wear on the shaft. We replaced the shaft, seal, and snap ring to prevent damage to the PTO gears.

Part-time help: We hired Eric Tannler for the part-time position. He will be helping us with the winterization of buildings, as well as picking up litter in our fields and roads before the mowing operation begins.

Railroad Patch Maintenance: The county has finished patching Railroad Street and it looks good.

**FROM THE OFFICE:**

- a. Next Regular Meeting: October 18<sup>th</sup>, 2021
- b. Travel & Meetings: WSCAA October 20-21, 2021  
WPPA October 21-22, 2021

**COMMISSIONER INPUT:** Commissioner Moore will not be at the next meeting and does not plan to call in unless there is business that requires her involvement.

**ADJOURN TO EXECUTIVE SESSION:** Commissioner Karen Moore adjourned the regular meeting at 5:03 p.m. to executive session for approximately 30 minutes to discuss employee compensation.

**RECONVENE FROM EXECUTIVE SESSION:** Commissioner Karen Moore reconvened to regular meeting at 5:39 p.m. Salaries for next year were set and will be added to the 2022 draft budget. An increase to the Finance Officer position will be added to this year's budget to compensate for the added duties that have been placed upon this position.

**ADJOURNMENT:** There being no further business to conduct, Commissioner Karen Moore declared the meeting adjourned at 5:40 p.m.

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Karen Moore, President

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George Sisson, Vice President

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Shelly Rivard Detrick, Secretary

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

Gregory W Becken

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2021