

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
October 16, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on October 16, 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, Nicholas Moore and Mary M. Rathbone;
Staff: David Lanman, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor;
Charla Bomstad, Finance Officer.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on October 9, 2023 (M/S: Nicholas Moore / Shelly Rivard Detrick).

SPECIAL MINUTES: MOTION CARRIED unanimously to approve the minutes of the special meeting on October 11, 2023 (M/S: Nicholas Moore / Mary M. Rathbone).

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

Airport Fund: Payroll Warrant #19001 - 19005 Totaling \$11,040.97

Vouchers # 19006 - 19010 Totaling \$4,700.58

MOTION CARRIED unanimously to authorize payment of above Vouchers/Warrants (M/S Nicholas Moore / Mary M. Rathbone).

OLD BUSINESS:

Motion: Ardurra Work Order 23-03 re: Bldg 52 T-Hangar Project: The commissioners approved the work order 23-03 with Ardurra for their services on the Taxilanes and T-Hangar Construction. No motion was needed as it will now be sent to the FAA for review and approval. Once approved by the FAA we will need a motion to sign the work order. After the work order is signed, we can go to bid and seek RFPs.

Jet-A Fuel Tank Project – Update: We now have the preliminary 163 determination and the RFPs for tank manufacturers will be opened at two (2) pm on Thursday October 19, 2023. Once we have that we can put out RFPs for the contractor. We are still working out the details on how we will process credit cards at the truck or at a terminal inside hangar 405.

Tennat Lease Renewal Update: Dave presented the commissioners with lease security consideration worksheets for Trout Lake Farm, LLC and RPV Aero. The commissioners approved setting the lease security amount for Trout Lake Farm, LLC to one month rent plus leasehold in the amount of \$21,482.75.

MOTION CARRIED unanimously to approve the lease security amount for Trout Lake Farm, LLC on building 1 at one month lease amount of \$21,482.75 based upon their long-term tenure with the Port of Ephrata (M/S Nicholas Moore / Mary M. Rathbone).

The commissioners approved setting the lease security amount for RPV Aero at one month rent plus leasehold in the amount of \$513.32.

MOTION CARRIED unanimously to approve the lease security amount for RPV Aero on T-Hangar building 326 Bay 1 at one month lease amount of \$513.42 based upon their long-term tenure with the Port of Ephrata (M/S Nicholas Moore / Mary M. Rathbone).

CIAW Insurance Renewal – Update: We will not receive our updated renewal rates until November 1st and we will have until November 30th to decide if we want to change providers. Unfortunately, we would have to give them a one-year notice and our choices for pooled insurance plans are minimal. Dave will talk to Enduris representatives at the small ports meeting.

Website – Update: The website will be done next week and will go into the trial test run. They will be checking all possible issues and safeguards before the site goes live.

Interlocal Agreement – GC Public Works Dept: In order for the Port to purchase used equipment from Grant County Public Works Department, we need to have an interlocal agreement with them.

MOTION CARRIED unanimously to sign the interlocal agreement between Grant County Port District #9 and Grant County Public Works Department (M/S Mary M. Rathbone / Nicholas Moore).

NEW BUSINESS:

CIP FY2024-2029 Adjustment: Due to possible other funding for our intermodal freight facility, the FAA has suggested that we adjust our CIP FY2024-2029. More information will be forthcoming in a future meeting.

PUBLIC/TENANT INPUT:

CAP Update: Dave Maxwell and Roger Patry from the Civil Air Patrol give an update on their recent training event that was held here. They also gave tentative dates for next year's events and an informative article about the Civil Air Patrol.

OPERATIONS and MAINTENANCE:

Snow removal equipment: We are continuing to prepare our equipment for this winter. Three of our four pieces of snow removal equipment have been completed. They were greased, serviced and safety inspected.

Winter preparedness: We are preparing the remainder of our equipment for winter. Batteries charged or removed, antifreeze protection levels are checked, and mouse abatement is placed in and on the equipment. Locks are all oiled and access gates were all checked for operation. Fire suppression systems are all drained of water that condensates at their low spots in the system. Heaters are checked for operation in the valve houses in buildings 1&2, and the old Katana paint building.

The goal has always been to have all the snow removal equipment ready by Halloween.

FINANCIAL UPDATE:

Motion: Approve Preliminary Budget FY2024: Charla submitted the preliminary budget we have so far and opened it up for discussion. The commissioners would like to see several changes to the budget before approving. Charla will make those changes and email the commissioners a copy for review. A Special meeting was scheduled for October 18, 2023, at 4:00 pm to approve the preliminary budget.

FROM THE OFFICE:

- a. Special Meeting: October 18
- b. Next Regular Meeting: October 23
- 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, WA
October 25th Dave only
 - c. WPPA Small Ports Seminar – Campbells Resort, Lake Chelan, WA
October 26th – 27th Shelly, Nick, Mary & Dave
 - d. GCEDC All Ports Meeting, Nov 17th Port of Moses Lake Fishbowl 9am – 1pm

ADJOURN TO EXECUTIVE SESSION: Commissioner Shelly Rivard Detrick adjourned the regular meeting at 5:48 to executive session for approximately 15 minutes for the purpose of evaluating the qualifications of an applicant for public employment and reviewing the performance of a public employee.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Shelly Rivard Detrick reconvened to regular meeting at 6:02.

COMMISSIONER INPUT: The commissioner agreed to set the rate of pay for Eric Tannler at \$50,000.00 with an increase to \$53,000.00 as soon as he obtains his CDL with Hazmat endorsement. The Port will cover the expenses of obtaining the CDL with an employment agreement that states he will work for a set number of years or will have to reimburse the Port the costs. Example: if the cost is \$5,000 or less, he will agree to work for 2 years. Over \$5,000 but under \$10,000, he will agree to work for 3 years and anything over \$10,000 he will agree to work for 5 years. They also agreed to start Eric's employment on November 15th.

MOTION CARRIED unanimously to agree to set the rate of pay for Eric Tannler at \$50,000.00 with an increase to \$53,000.00 as soon as he obtains his CDL with Hazmat endorsement (M/S Nicholas Moore / Mary M. Rathbone).

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 6:06 p.m.

Shelly Rivard Detrick, President

Nicholas Moore, Vice President

Mary M. Rathbone, Secretary

ATTEST: _____

David Lanman

_____ 2023