MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
October 23, 2023

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on October 23, 2023, in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:02 p.m.

PRESENT: Commissioners: Shelly Rivard Detrick, Nicholas Moore and Mary M. Rathbone; Staff: David Lanman, Executive Director; Charla Bomstad, Finance Officer; Guest Roger Patry, CAP.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on October 16, 2023 (M/S: Nicholas Moore / Mary M. Rathbone).

SPECIAL MEETING MINUTES: MOTION CARRIED unanimously to approve the minutes of the special meeting on October 18, 2023 (M/S: Nicholas Moore / Mary M. Rathbone).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Vouchers # 18873, 19011 - 19020 Totaling $338,048.62

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

OLD BUSINESS:
MDJ Contractors – Bldg.2 Lease Renewal Update: Dave and Kurt did a walk-through and there were several issues to be addressed prior to signing the new lease in June of 2024. Some things we will need to repair and some things they will need to repair. Two of the cranes are not working correctly and they do not want to include those in the new lease. Dave called Lampson to verify what the going rate for the two cranes they want included in the lease. The commissioners would like to know exactly how the cranes are broken before they approve the new terms to the lease. They also want Dave to contact Seth Woolson, our legal counsel, to verify what recompense we have in regard to the damaged cranes as well as unauthorized changes were made to the bath house. This discussion is tabled until more information is obtained.

Trout Lake Farm – Bldg. 1 Lease Update: We are waiting for approval of the security deposit amount that was approved at the October 16 meeting.

PBY Auction – Scheduled for November 3: The auction has been advertised and is scheduled for noon on November 3. Dave will conduct the auction and we already have several parties that have indicated they will be in attendance.

New T-Hangars Project – Update: We are waiting for the FAA to approve the scope of work and fee proposal. Once we receive that this project can move forward.

Jet-A Fuel Tank Project – Update: We had a winning bidder for the fuel tank and are in the process of qualifying the bid. Once the bid is qualified we can award the contract to the bidder.

1. <u>Jet-A Insurance Premium Notification:</u> The Jet-A premium will add an additional $6,670.00 to our CHUBB Airport insurance.

NEW BUSINESS:
<u>Big Bend Community College – Career-Night Discussion w/ Students (Dave Speaking on Advisory Board):</u> Deferred

PUBLIC/TENANT INPUT: Roger Patry states that the CAP wants to expand their operations here at the port as they can afford to.

OPERATIONS and MAINTENANCE: NONE

FINANCIAL UPDATE:
<u>Jan 1-Oct 19,2023 Budget Review:</u> Charla presented the commissioners with the review with comments and the commissioners discussed areas of the budget.

FROM THE OFFICE:
    a. <u>Next Regular Meeting:</u> Oct 30th, there will be a short meet and greet with Senator Judy Warnick at the beginning of the meeting. Dave and Mary will give her a tour of the facilities prior to the meeting.
    b. <u>Travel & Meetings</u>:
        a. WSCAA Fall 2023 Conference – Icicle Village Resort, Leavenworth, WA
            October 25th   Dave only
        b. WPPA Small Ports Seminar – Campbells Resort, Lake Chelan, WA
            October 26th – 27th   Shelly, Nick, Mary & Dave
        c. GCEDC All Ports Meeting, Nov 17th Port of Moses Lake Fishbowl 9am – 1pm

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:35 p.m.

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Shelly Rivard Detrick, President

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Nicholas Moore, Vice President

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Mary M. Rathbone, Secretary

ATTEST: _____   _____2023

David Lanman – Executive Director