

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
November 6, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on November 6, 2023 in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:10 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; Guest, Roger Patry, CAP.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on October 23, 2023 (M/S: Nicholas Moore / Shelly Rivard Detrick).

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on October 30, 2023 (M/S: Nicholas Moore / Shelly Rivard Detrick).

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

Airport Fund: Payroll Warrant #19021 - 19030 Totaling \$18,213.82

Vouchers # 19031 - 19038 Totaling \$29,297.66

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

ADJOURN TO EXECUTIVE SESSION: Commissioner Shelly Rivard Detrick adjourned the regular meeting at 4:15 p.m. to executive session for approximately 30 for the purpose of reviewing the performance of a public employee.

EXTEND EXECUTIVE SESSION: Commissioner Shelly Rivard Detrick extended the executive session for another 30 minutes.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Shelly Rivard Detrick reconvened to regular meeting at 5:15 p.m.

OLD BUSINESS:

2024 Budget: The Commissioners approved the proposed budget with a 3% increase to salaries and stated that this will be addressed again at the next meeting.

1. Resolution 2023-003 Adopting the General Operating Budget for 2024: MOTION CARRIED unanimously to approve resolution 2023-003 adopting the general operating budget for 2024 (M/S Nicholas Moore / Mary M. Rathbone).
2. Resolution 2023-004 Establishing the 2024 Tax Levy: MOTION CARRIED unanimously to approve resolution 2023-004 establishing the tax levy for 2024 (M/S Nicholas Moore / Mary M. Rathbone).

MDJ Adjusted Lease Agreement: After some discussion the commissioners opted to defer this topic until the next meeting.

Resolution 2023-005 Awarding Contract for Jet-A Tank: MOTION CARRIED unanimously to award the contract for the Jet-A Fuel tank to Mascott Equipment Company in the amount of \$361,261.43 (M/S Nicholas Moore / Mary M. Rathbone).

The Commissioners asked that they be given a breakout of costs and timelines at the next meeting.

NEW BUSINESS:

Dave updated the commissioners on several of the tenant changes that are still being discussed. He will keep the commissioners informed once he has more information.

Dave has a guy coming on Wednesday to see what it will take to get a true market valuation on land leases if we need to lease ground for tenants to build buildings on.

The commissioners would like to see all our leases mapped out into functionality.

PUBLIC/TENANT INPUT: Roger Patry from CAP asked if Sid Wigs had contacted Dave about setting up a meeting while Sid is here. Dave replied, not yet.

OPERATIONS and MAINTENANCE:

Snow Removal Equipment: We have equipment ready for snow removal. All removal equipment was serviced and inspected for structural integrity and function. The Norland runway plow needed a hydraulic cylinder rebuild and a rubber shoe on the plow bit. The road plow received new carbine bits. They were worn down beyond adjustment.

Building #4: We tightened up the siding on the bath house by adding wood screws. It wasn't as bad as we were told it was but does need re-sided and re-roofed due to water damage above the skirting.

Airfield: We have replaced the beacon bulbs and tetrahedron bulbs where necessary. The obstruction lights on our hangars were replaced as well.

FINANCIAL UPDATE: NONE

FROM THE OFFICE:

- a. Next Regular Meeting: Nov 13
- b. Travel & Meetings:
 - a) GCEDC All Ports Meeting, Nov 17th Port of Moses Lake Fishbowl 9am – 1pm
 - b) WPPA New Commissioner Seminar, Dec 5-6, Hilton, Vancouver WA
 - c) WPPA Annual Meeting Dec 6-8, Hilton, Vancouver WA

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:57 p.m.

Shelly Rivard Detrick, President

Nicholas Moore, Vice President

Mary M. Rathbone, Secretary

ATTEST: _____

David Lanman – Executive Director

_____ 2023