

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
January 29th, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on January 22, 2024 in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:02 p.m.

PRESENT: Commissioners: Nicholas Moore, Mary Rathbone, and Shelly Rivard Detrick; Staff: David Lanman, Executive Director

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on January 22nd, 2024(S/N) Shelly Rivard Detrick/Nicholas Moore).

VOUCHERS: Approved as presented in the January 22nd meeting. Airport-warrants: 19122 in the amount of \$22,000.00 and 19123 to 19129 totaling \$64,221.82 (S/M) Shelly Rivard Detrick/Mary Rathbone).

OLD BUSINESS:

Policies and Procedures Review/Discussion:

Port District Policies & Guidelines: Section III, para. 5 Restricted Areas – add at the end “or authorized by the Port Authority” was agreed to be added.

Port District Policies & Guidelines: Section III, para. 12 Storage – add at the end “and/or create an unsightly appearance in the opinion of the Port” was agreed to be added.

Port District Policies & Guidelines: Section III, para 29 Camping on Port Property – it was determined that revision of language be pursued, and the commissioners asked Dave to put together an example for consideration. There needs to be a standardized policy that complies with FAA Order 5190.6B of the Airport Compliance Manual but yet meets lease agreement obligations with tenants. Standardized policies would be the basis for future lease agreements. Overnight RV (recreational vehicle) parking, camping, and special purpose stay overs on Port property not covered by 5190.6B is to be addressed.

Airport Regulations: Part B, Section 5 Civil Air Patrol and Seattle Glider Council Coordination – it was determined to not specifically refer this regulation to the CAP and SGC but to make it an airport policy for all aircraft operations. Add a paragraph “d” that “limits taxing to speeds not to exceed 10 kts”.

Airport Regulations: Part B, Section 5 Civil Air Patrol and Seattle Glider Council Coordination – it was agreed to add “no cadet or student pedestrian activity can be performed on the ramp beyond the stated area that is defined in the Commercial Lease Agreement without Port Authority approval”.

Airport Regulations: Part C, Aerobatics Operations – it was agreed to add a paragraph “16” that states: “the persons responsible for activation of the aerobatic practice area must provide the Airport Manager notification of such intent at least twenty-four (24) hours in advance and then at least thirty (30) minute notice before the commencement of aerobatic activity (“box becoming hot”) in the practice area.

Airport Regulations: Drone UAV flight activity – it was agreed to add a “Part F” that reads “No drone/UAV flight activity can commence without the written authorization of the Airport Manager that designates the day/time and specific location/boundaries of such activity”.

Personnel Policies: 0.1 – Paydays, more clarification requested per when the checks must/can be distributed. Dave will follow up and provide a legal opinion re: this and forward it to the commissioners.

Personnel Policies: 6.3 – CPR Training, it was agreed that this policy will remain using the word “shall” re: an employee being required to get training as a condition of employment. Full-time employees only.

Personnel Policies: 7.6 – Life Insurance, it was agreed to leave a figure out and instead insert “per standard state requirements”.

Personnel Policies: Regular Part-Time Employees, more information needs to be reviewed prior to any decision re: changes to such.

Personnel Policies: 0.4 – Leave Without Pay, it was agreed to keep this policy status quo with no changes.

Personnel Policies: 0.5 – Jury and Witness Leave, it was agreed to get rid of the sentence “Payment provided by the courts during periods of paid jury duty leave must be paid over to the Port, excluding expense reimbursements, such as mileage.”

Personnel Policies: 0.10 – Holidays, it was agreed to consider sticking with federally declared holidays only, thus adding Columbus Day but eliminating the Day after Thanksgiving and the Floating Holiday.

The commissioners asked Dave to develop a “Sex Harassment Policy” for the Port. Currently the Port abides by federal and state policies but there isn’t a specific policy in place for the Port.

Director’s Report: Projects:

Dave gave a brief overview of the water main extension needs so that the New T-Hangar (Building 52) Project can meet fire code requirements by the City of Ephrata. A schematic drawing of the proposed water main extension piping along with the location of the fire hydrants was presented to the commissioners. Dave stated that design specs created by Ardurra are to be sent to the City Planning Commission within a few days so that review and discussion can commence for the purpose of securing a building permit on the overall T-Hangar project. Dave stated that the FAA has given approval to the Port to commence with an RFP (Request For Proposal) re: contractor selection for the T-Hangar structure itself, but not the perimeter or water main extension until a permit is issued.

NEW BUSINESS:

Deferred

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Deferred

FINANCIAL UPDATE:

NONE.

FROM THE OFFICE:

NONE

TRAVEL and MEETINGS:

- a. Next Regular Meeting: February 5th

COMMISSIONER INPUT:

NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 5:27 p.m.

Nicholas Moore, President

Mary M. Rathbone, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____
David Lanman – Executive Director

_____ 2024