

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
February 26, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on February 26, 2024 in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:00 p.m.

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

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on February 20, 2024 (M/S): Mary Rathbone / Shelly Rivard Detrick).

**VOUCHERS:** No vouchers were presented.

**OLD BUSINESS:**

Policies and Procedures: Discussion commenced re: the three areas of Policies and Procedures for the Port i.e. Personnel Policies, Port District Policies & Guidelines, and Airport Regulations. Specific topics focused on Pay Dates, Holidays, Part-Time Employee (PTE) unused Personal Time Off (PTO) carry-over, Overtime Pay, Stand-By procedures, Sexual Harassment/Abuse preventive/enforcement procedures and training, FAA Order 5190.6B of the Airport Compliance Manual procedures re: overnight stay on Port property, drone use policies, aerobatic box notification policy, Emergency Plan policy including the distribution of the Facility Aircraft Accident/Incident Notification Record to all employees (so that if the Executive Director is not accessible, appropriate immediate action can be taken), updating of all community contact information e.g. medical services, law enforcement, fire, etc. The Board is requesting that a finished draft of the adjusted Policies and Procedures be developed and presented to them for review and consideration. The Board is asking that any changes to the existing version be identified in “red”. Upon review, the Board will decide on whether to accept such changes or not at a future meeting to be determined.

**NEW BUSINESS:**

Pangborn Festival of Flight: Dave announced that the sponsors for the “Pangborn Festival of Flight”, an air fair involving all types of aircraft and participants from all over the state of Washington, have invited Ephrata Municipal Airport to participate (i.e. meet and greet) in the festival’s “Poker Run”, which involves aircraft flying to three designated aircraft to satisfy a contest requirement. No specific details have been provided by the sponsors yet other than the date of the festival has been set for Saturday, June 22<sup>nd</sup>. Dave said that the sponsors will provide more information closer to the festival. Mary stated that she wants to see more detailed

information re: the Port's involvement before she could support any participation as her concern is what the cost could be and whether sufficient facilities can be provided. Shelly suggested that the Port gets the community involved to help host the event e.g. Chamber of Commerce, etc.

**PUBLIC/TENANT INPUT: NONE**

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 4:50 p.m.

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Nicholas Moore, President

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Mary M. Rathbone, Vice President

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Shelly Rivard Detrick, Secretary

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

\_\_\_\_\_ 2024

David Lanman – Executive Director