

# MINUTES OF THE REGULAR MEETING OF THE PORT OF EPHRATA COMMISSIONERS

March 4, 2024

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on March 4, 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 (Via Phone); 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 special meeting on February 22, 2024, the minutes of the regular meeting on February 26, 2024, and the minutes of the special meeting on February 27<sup>th</sup>, 2024 (M/S: Mary M. Rathbone / Shelly Rivard Detrick).

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

Airport Fund: Payroll Warrant #19152 - 19161 Totaling \$20,254.46

Vouchers # 19162 - 19171 Totaling \$54,245.22

MOTION CARRIED unanimously to authorize payment of above Vouchers/Warrants (M/S Shelly Rivard Detrick / Mary M. Rathbone).

## **OLD BUSINESS:**

Motion: Port District Policies & Guidelines, Personnel Policies, and Airport Regulations: The commissioners went through the policy changes line by line and verified the exact wording to be used. Subject to the changes discussed the commissioners approve the changes to be made to the policies.

- a. Airport Regulations: MOTION CARRIED unanimously to approve the changes to the Airport Regulations to supersede all previous editions (M/S: Mary M. Rathbone / Shelly Rivard Detrick).
- b. Port District Policies & Guidelines: MOTION CARRIED unanimously to approve the changes to the Port District Policies & Guidelines to supersede all previous editions (M/S: Mary M. Rathbone / Shelly Rivard Detrick).
- c. Personnel Policies: MOTION CARRIED unanimously to approve the changes to the Personnel Policies to supersede all previous editions (M/S: Mary M. Rathbone / Shelly Rivard Detrick).

Termination of Building 52 T-Hangar Project: Dave recommends cancelling this project after the one bid (unqualified) for the construction of the building came in at twice what we were expecting. This would bring the project up to a cost of over 2.4 million dollars, which if the other bid awards come in high like that the total project could end up costing the Port more than 3 million dollars.

The commissioners would like to hold off on voting to cancel this project until they have more information. They would like to have representatives from Ardurra come and address the board and help explain how the costs escalated so much. They would also like to have further discussions on what other options there are so that the Port is not kicking tenants out of our current hangar spaces.

Jet-A Fuel Tank Project – Avfuel Fuel Supply (truck rental) Agreement Review, Insurance Policy Rate Adjustment re: Jet-A Review, CARB Loan Application/Use of BIL Funds re: Jet-A project – Discussion, Project Update (90% Review)/Timing/Upcoming RFP.

MOTION CARRIED unanimously to authorize signing the lease agreement with Avfuel for the rental of the fuel truck and skid (M/S Shelly Rivard Detrick / Mary M. Rathbone).

Dave informed the commissioners that we should be able to start the RFPs next week. Dave also informed the commissioners about the month-to-month rental of the tug and the purchase of the two towbars that will be needed for the PC12 and Citation.

Building 405 – Equipment, Pilot Lounge & Tenant Update:

Dave is still looking into the different types of lockers to purchase for the pilot's lounge, as well as the recliners. Perspective tenant Alpha is still trying to see if they can move their operations to our port. Tenant Bravo has signed a lease effective April 1, 2024

**NEW BUSINESS:**

Paint Striping Project: We have been able to piggyback onto the County's striping project to schedule to have our taxi lanes done the week of March 25<sup>th</sup>. This will cost the Port around \$9,700.00 and was already budgeted in this year's budget.

**PUBLIC/TENANT INPUT: NONE**

**OPERATIONS and MAINTENANCE:**

John Deere 731: The JD model 7130 has been serviced. Filters were replaced along with fresh oil. The tractor was greased, and lights were checked. This tractor we use to pull our ground sprayer. The tractor is also used to smooth out berms that occur during snow plowing. Assisting with general cleanup and structural concrete removal.

Forty-foot sprayer: We are mostly complete on preparing our forty foot pull behind sprayer. The sprayer is a labor saver in its ability to spray our large gravel lots along with the airfield. We have inspected the frame for cracks, hoses were inspected. Hydraulic cylinders and hoses were inspected for leaks and cracks. Weather permitting, we will water test soon and begin our pre-emergence weed control program.

**FINANCIAL UPDATE:**

Budget Review Jan -Feb: Charla informed the commissioners that the budget is quite fluid at the moment and is going through several changes as we find out more information on current and prospective tenants and our projects. After reworking the budget with the most current data available we will still have a net increase of \$29,267.44.

**FROM THE OFFICE:**

Dave will be out of the office Wednesday – Friday this week as he travels to Arizona, but he will be available by phone.

- a. Next Regular Meeting: March 11
- b. Travel & Meetings:

- a) Public Town Hall Meeting w/all Sectors – Columbia Basin Herald, District Schools Auditorium – Ephrata March 28<sup>th</sup> 6:00pm
- b) Joint: City Council/Port - Economic Planning Meeting, Port of Ephrata Conference Room April 8<sup>th</sup> 5:30pm
- c) EDC Annual Banquet – Big Bend CC - ATEC Bldg, Moses Lake, WA, April 16<sup>th</sup>, 11:30am-1:30pm
- d) WPPA Directors Seminar, McMenamins Kalama Lodge, Kalama, WA, July 11<sup>th</sup>-12<sup>th</sup> (Dave)

**EXECUTIVE SESSION:** The executive session was cancelled.

**COMMISSIONER INPUT:**

Both commissioners Rathbone and Moore will be unable to attend the April 1<sup>st</sup> meeting so lacking a quorum the meeting will need to be cancelled.

**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: \_\_\_\_\_

\_\_\_\_\_ 2024

David Lanman – Executive Director