

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
March 18, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on March 18, 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; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Finance Officer; Guest: Trey Dail Ardurra.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on March 4, 2024 (M/S: Mary M. Rathbone / Shelly Rivard Detrick).

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

Airport Fund: Payroll Warrant #19172 - 19177 Totaling \$14,516.42

Vouchers # 19178 - 19186 Totaling \$56,681.23

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

**OLD BUSINESS:**

Termination of Building 52 T-Hangar Project incl. CARB/FAA loan/grant status for future use: Trey Dail from Ardurra gave the commissioners an update on why this project got so high in costs and answered questions. It was decided that we would inform our tenants that this project will have significant delays and we will be evaluating our options.

Building 405 – Equipment/Lounge Furnishings & Turbine Tenant Update: We are still working on acquiring the furniture for the new pilot’s lounge. The tug was delivered and is ready for operation.

Jet-A Fuel Tank Project – Update incl. Fuel Truck Status: The fuel truck will be delivered next week, and general fuel safety training will begin for our personnel. Additional training is required in order for our airport to become FAA-Approved Part 139-line service fuel safety certified. The commissioners agree that the Port should do mid-level training.

Insurance Liability Policies – Update/Information: Dave informed the commissioners that all insurance requirements have been addressed. He also said that a new section will be added to all our leases going forward which adds a cap to the amount that can be claimed for damage.

**NEW BUSINESS:**

Company X’s interest in purchasing Jet-A via a monthly contract re: B737-500: Dave informed the commissioners about a company that is interested in fueling up with Jet-A at our facility once a month starting in May. There are still several issues to address, and a contract will need to be written. Dave will keep the commissioners apprised as details come in.

**PUBLIC/TENANT INPUT: NONE**

**OPERATIONS and MAINTENANCE:**

Airfield Sweeping: We have completed sweeping of the airfield. Taxi-ways and runways were swept. The ramp was swept in anticipation of taxi lane stripping.

Litter: The roads and lots were cleaned up. Litter is a big problem so far, especially along Airport Street out to Highway 282.

Pre-emergence herbicide spraying: We have begun our soil active herbicide treatment and after Airport Street extended was cleared of trash, we began applying herbicide along both sides of the road. Weather permitting, we will treat around buildings and our graveled lots next week.

Spring Cleaning: We are pruning the trumpeter vines that are overgrown around the terminal building.

**FINANCIAL UPDATE: NONE**

**FROM THE OFFICE:**

- a. Next Regular Meeting: March 25th
- b. Travel & Meetings:
  - a) Public Town Hall Meeting w/all Municipal Sectors – Columbia Basin Herald, March 28<sup>th</sup> 6:00pm Ephrata High School Performing Arts Center (Dave, Nick & Shelly will attend)
  - b) Joint City Council/Port Economic Planning Meeting – Port of Ephrata Conference Room, April 8<sup>th</sup> 5:30pm (Try to move to the 10<sup>th</sup> so all commissioners can attend)
  - c) EDC Annual Banquet – Big Bend CC – ATEC Bldg. Moses Lake, WA, April 16<sup>th</sup>, 11:30am – 1:30pm (Dave & Mary will attend)
  - d) WPPA Directors Seminar, McMenamins Kalama Lodge, Kalama, WA, July 11<sup>th</sup>-12<sup>th</sup> (Dave)

**COMMISSIONER INPUT:**

The meeting scheduled for April 1<sup>st</sup> will need to be cancelled as we will not have a quorum. Mary will not be available for the April 8<sup>th</sup> meeting and Shelly will not be available for the April 15<sup>th</sup> meeting.

**ADJOURNMENT:** There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 5:47 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: \_\_\_\_\_  
David Lanman – Executive Director

\_\_\_\_\_ 2024