

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
March 25th, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on March 25th, 2024 in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:04p.m.

**PRESENT:** Commissioners: Nicholas Moore, Mary M. Rathbone and Shelly Rivard Detrick (on the phone); Staff: David Lanman, Executive Director.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on March 18<sup>th</sup> (M/S: Mary M Rathbone / Shelly Rivard Detrick).

**VOUCHERS:** None

**OLD BUSINESS:**

- a) Dave requested that a motion be made and approved formally terminating the CARB Loan of \$700K designated for the Building 52 T-Hangar project. Given the cost-overruns due to the rising costs of materials, prevailing wages, etc. along with not receiving a qualified bid from candidate contractors, only a non-qualified bid from one, which that one was over \$1.3M, \$600K above projections bringing to total cost of the project closer to \$2.4M, that proceeding with the project didn't make financial sense. As such, since the Jet-A project was moving forward, it would be better to cancel the T-Hangar CARB loan so that a new CARB loan could be applied for thus relieving the Port of significant cash outlay for 2024. Motion was made by Commissioner Rathbone and seconded by Commissioner Detrick. Commissioners approved the motion unanimously.
  
- b) Dave requested that a motion be made to expand the size of the Jet-A fuel tank from 15,000 gallons to 20,000 gallons. Citing that Jet-A fuel can be purchased at a much cheaper rate if in quantities of 10,000 gallons or more and with a 15,000 gallon tank (actually 14,500 useable) the Port would be pushed into waiting until the fuel level was below 4,500 gallons before it could order more fuel to get the cheaper price. Less than 10,000 gallons also requires the Port to do a split load which also lessens the reliability of deliveries within a 48 hour period which could be problematic with turbine operations requiring more fuel in quantity and potentially frequency. Dave also said that the contract with Mascot Equipment allows for a change in tank size and that RCW regulations would not be violated per the Port's attorney. Motion was made by Commissioner Rathbone and seconded by Commissioner Detrick. Commissioners approved the motion unanimously.
  
- c) Dave requested that a motion be made to apply for a CARB Loan in the amount of \$1.1M to help cover the cost of the Jet-A project, now estimated to be around \$1.0M with the

expanded tank, all inclusive. The application for the loan needs to be submitted by not later than April 19<sup>th</sup>. Motion was made by Commissioner Rathbone and seconded by Commissioner Detrick. Commissioners approved the motion unanimously.

- d) Dave requested that a motion be made to allow him to work out new leases for warehouse Clients A & B within the same financial parameters as currently in place to include adding applicable CPI. The net result would be preventing the loss of Client B in September 2024 whereas this move would retain that client for at least another year. Motion was made by Commissioner Rathbone and seconded by Commissioner Detrick. Commissioners approved the motion unanimously.
- e) The Avfuel training report, Building 405 tenant/equipment update and Paint Striping of apron/taxilane report were all deferred due to the lack of time.

**NEW BUSINESS:**

- a) Deferred

**PUBLIC/TENANT INPUT: NONE**

**OPERATIONS and MAINTENANCE: NONE**

**FINANCIAL UPDATE: NONE**

**FROM THE OFFICE:**

- a. Next Regular Meeting: April 8<sup>th</sup>, 2024
- b. Travel & Meetings: Deferred

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 6:36p.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