

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
April 22, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on April 22, 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; Guests: David Maxwell, CAP and Ray Towry, City of Ephrata.

MINUTES:

April 8th, 2024: These minutes were deferred until a later meeting so that they can be rewritten.

April 15th, 2024: MOTION CARRIED unanimously to approve the minutes of the regular meeting on April 15th, 2024 (M/S: Mary M. Rathbone/Nicholas Moore).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #19210 - 19215 Totaling \$14,628.03
Vouchers # 19216 - 19230 Totaling \$68,998.33

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

OLD BUSINESS:

City Industrial Use Water Project – Update: Lanman, on behalf of the Port, gave the city a letter of support for this project. As of now the project is only scheduled to go up to Highway 282 and Nat Washington.

Airport St repair needs issue with City – Discussion: This is scheduled to be discussed in the Town hall meeting after the regular meeting. The commissioners agree that this topic should only be discussed in executive session.

CARB Loan Termination Letter fr. WSDOT (T-Hangar Project): This CARB loan has been terminated without prejudice which means that we can apply for another loan.

CARB Loan Application re: Jet-A Fuel Tank: Lanman has submitted a formal application for a CARB loan for the amount of \$1.14M. Attached to the application was an Excel spreadsheet that outlined the projected Jet-A fuel sales in gallons and dollars for FY 2024 plus a twelve (12) month spread taking into consideration only currently based aircraft and a forthcoming Use Agreement with a charter company.

Grant County EDC Municipal Services Agreement: Commissioner Rathbone would like the EDC to come and talk to the commissioners about what the EDC does for their members.

MOTION CARRIED unanimously to authorize payment of \$5,000.00 and signing the 2024 Municipal Service Agreement with the Grant County Economic Councils (M/S Shelly Rivard Detrick / Mary M. Rathbone).

NEW BUSINESS: DEFERRED

OPERATIONS and MAINTENANCE:

Spring cleanup: Oxos reported that the maintenance team has been cleaning up around the seventy-six trees at the Port. After the trees were trimmed, and branches picked up; they were treated to a soil active insecticide. This treatment protects them from insects and disease.

John Deere Tractor: Oxos reported that the 7130 tractor had developed a problem with the loader bucket not able to dump. After inspection Gordy Grenier contacted his source at RDO Coulee city and walked him through the repair of the joystick that operated the bucket. It has been repaired and is functioning at minimal cost to the Port.

Airfield: The windsock located in the center of our airfield had become torn by the high winds and was in need of replacement. A new windsock has been received and will replace the torn one.

ADJOURN TO EXECUTIVE SESSION: Commissioner Nicholas Moore adjourned the regular meeting at 4:45 p.m. to executive session for approximately 20 minutes to discuss the performance of a public employee and to discuss potential litigation.

EXTEND EXECUTIVE SESSION: Commissioner Nicholas Moore extended the executive session for another 15 minutes.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Nicholas Moore reconvened to regular meeting at 5:20 p.m. No decisions were made.

PUBLIC/TENANT INPUT: NONE

FINANCIAL UPDATE:

2023 Annual Report: Deferred until the next meeting.

FROM THE OFFICE:

- a. Next Regular Meeting: April 29th
- b. Travel & Meetings: **WPPA Directors Seminar**, McMenamins Kalama Lodge, Kalama, WA, July 11th – 12th (Lanman)

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 5:20 p.m.

Nicholas Moore, President

Mary M. Rathbone, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

_____ 2024

David Lanman – Executive Director