

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
February 21, 2023**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on February 21, 2023 in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:00 p.m.

**PRESENT:** Commissioners: Shelly Rivard Detrick, Nicholas Moore and George Sisson. Staff: Michael Wren, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Financial Officer.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on February 6, 2023 (M/S: Nicholas Moore / George Sisson).

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

Airport Fund: Payroll Warrant #18730 – 18734 Totaling \$11,323.70

Vouchers # 18735 - 18746 Totaling \$10825.10

MOTION CARRIED unanimously to authorize payment of above Vouchers/Warrants (M/S George Sisson / Nicholas Moore).

**OLD BUSINESS:**

Director Search: The background check on David Lanman came back without any issues to make note of. He could start work on March 1, 2023 but would need to take a few days off later to fly back down to Arizona to pick up the last of his things and vehicle. Mike asked the commissioners if they would be willing to allow him to carry a negative leave balance to cover these days if needed. MOTION CARRIED unanimously to hire Dave Lanman as the Executive Director for The Port of Ephrata at an annual salary of \$92,000 with a \$5,000 moving expense allowance and to allow him to carry a negative leave balance to retrieve the rest of his things if necessary (M/S George Sisson / Nicholas Moore).

Niessner Hangar: All documentation has been completed and the ownership of this building has been recorded and changed to The Port of Ephrata.

Port T-Hangar Construction: We received the independent fee estimate back and it was \$40,000 higher than Ardurra's (formerly T-O Engineers) engineering fee proposal. The FAA reviewed the documentation and approved Ardurra's fee of \$222,766.82. MOTION CARRIED unanimously to approve the Engineering Fees/Workorder from Ardurra in the amount of \$222,766.82 for the design and construction engineering of the T-Hangar and associated Taxiway (M/S: Nicholas Moore / George Sisson).

CAP Hangar Construction: The commissioners had a discussion about the Port's future support of the Civil Air Patrol's activities here on the Airport. The commissioners all express their acknowledgement of the benefits that the CAP brings to the port as well as the aviation industry's future in general. They also discuss the increasing contribution that the port has given them by keeping the rent at \$600.00 a year since pre-2005. In keeping with all the other leases on

the Port, the commissioners would like to see a CPI increase added to this lease to insure the future monetary value remains current.

The commissioners would also like representatives of the CAP to come and give them a proposal and a walk-thru of the current facility to give them a better understanding of what their operations look like. The commissioners want to ensure that the CAP can continue to operate here at the Port of Ephrata and negotiate a path in good faith that is a benefit to both parties.

Insurance Values Discussion: Mike had a meeting with our insurance representative to discuss the cost and fees of our existing policies. It was recommended that we consult with a third-party broker to negotiate a better rate for us. Commissioner Rivard Detrick suggested that we contact three independent brokers and not just one. It is agreed that this will be readdressed once the new executive director, Dave Lanman, gets here so that he can look at our requirements and be a part of this decision.

#### **NEW BUSINESS:**

Wind Damage: The fence between the SGC and us as well as the roof of building 1 sustained damage from the 50-60 mph winds we had last night. We have reported the damage to our insurers and are seeking someone to expedite the temporary and final repair actions on the roof to prevent further damage when the winds come back up.

Underground Heating Oil Storage Tanks (Hangars): The construction of the new Port T-Hangars brought the underground heating oil tank (exempt) back to the forefront. This issue was put on hold during the Washington Tire Lawsuit several years ago due to the significant legal fees that were being paid as well as a possible protracted legal process and potential settlement cost. We intend to readdress this issue and decide if we need to take action to pump out and remove, or fill, any old storage tanks that we discover.

#### **PUBLIC/TENANT INPUT: NONE**

#### **OPERATIONS and MAINTENANCE:**

8' rotary cutter: We have the eight-foot cutter in the shop now. The main drive shaft bearing failed, and we are in the process of replacing that large bearing and rebuilding the frame it attaches to. We will also sharpen the blades, service the gearboxes and grease appropriate fittings in preparation for mowing season.

Bathroom Building #2: We were called over to fix a dripping faucet at the bathhouse. The faucet was replaced, and a new supply line was installed. We inspected the remainder of the plumbing and noticed a P trap was busted on one of the sink drains so we replaced it

Dodge 150: The Dodge half ton was serviced and safety inspected.

Pesticide re-certification: I attended classes in Spokane on February 13 and 14 for continuing education for weed & pest management. Chemicals have taken a huge jump in price along with everything else this season. One of our main weapons at the Port for weed control might possibly be banned (carcinogen) Diuron 4L. They talked about possible substitutes which are more expensive. Compliance issues were discussed along with pesticide record keeping. It was very informative meeting and well worth the time spent.

**FINANCIAL UPDATE:**

Charla asked the commissioners if they have any questions on the January budget review that was included in the packet. Commissioner Moore would like to see the extraordinary items removed from future reports in order to make the budget review easier to understand. It is agreed that the FAA grant amounts for 4/22 project will be removed from future budget reports, like we do the non-profit profit and non-expense expense items since they skew the numbers so significantly. These amounts will be discussed during the budget reviews to ensure accountability, they just won't be on the spreadsheet budget overview.

**FROM THE OFFICE:**

- a. Next Regular Meeting: March 6
- b. Travel & Meetings:
  - a) WAMA, May 8-10, Spokane (Director) A room has already been booked for Dave.
  - b) WPPA Spring Meeting, May 17-19, Spokane
  - c) WPPA Director Seminar, Jul 13-14, Everett
  - d) WPPA Commissioner Seminar, Jul 24-26, Union

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:02 p.m.

\_\_\_\_\_  
Shelly Rivard Detrick, President

\_\_\_\_\_  
Nicholas Moore, Vice President

\_\_\_\_\_  
George Sisson, Secretary

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

\_\_\_\_\_ 2023

Michael Wren