

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
May 20, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on May 20, 2024 in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:01 p.m.

**PRESENT:** Commissioners: Nicholas Moore, Shelly Rivard Detrick and Mary Rathbone; Staff: David Lanman, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Finance Officer; Guests: Col David Maxwell & Lt. Col. Sid Wiggs, CAP

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on May 13, 2024 (M/S: Shelly Rivard Detrick / Nicholas Moore).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Payroll Warrant #19247 - 19252 Totaling \$14568.08  
Vouchers # 19253 - 19260 Totaling \$60,587.92

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

**OLD BUSINESS:**

PBY Removal Date Announcement: We have had confirmation that Yanks Air Museum personnel will be here on June 20<sup>th</sup> to start disassembling the PBY. Yanks estimates it should take three (3) to four (4) days to complete the job. The parts will be trucked out.

Flowage Fee: Director Lanman has been in contact with our legal council regarding the implementation of a flowage fee for anyone who dispenses their own fuel on airport property. The FAA has confirmed the legality of such via FAA Order 5190.6B, Section 11.5(d) of the Airport Compliance Manual.

Jet-A Tank Installation Update: The Port should have the Seismic Engineering Study report back this Friday. Upon receipt, Precision Approach Engineering will develop the Site Development Bid Package which should be completed and presented to Director Lanman by May 29<sup>th</sup>. The package will serve as a basis for the required specifications of the project per a Request For Proposal (RFP) to be sent out within a week after that. The process will take two weeks. The distributor i.e. Mascot Equipment, has confirmed that the Jet-A fuel tank will be ready for delivery and installation by the first week of August.

**NEW BUSINESS: Deferred**

**PUBLIC/TENANT INPUT:**

Col. David Maxwell and Lt. Col. Sid Wiggs from the Civil Air talked about the training event they had at KEPH on the weekend. Around sixty (60) participants attended this event and it was considered a success.

The Civil Air Patrol (CAP) also wants to start discussions on their lease renewal and are asking for a longer lease. The commissioners would like to have a special session to discuss this and ask them to bring their long-term vision for the CAP operations here at the Port.

**OPERATIONS and MAINTENANCE:**

Weed Control: We are nearly complete on our application of select herbicides on our roadsides and fields. The weather hasn't been the best for spraying due to high winds.

Airfield Painting: The aerobatic corners on the airfield were scraped and treated with concrete conditioner, painted and weeds cleared from around them. The four corners of the aerobatic box now are highly visible from the air.

The wind T's segmented circle was scraped of old paint. The concrete conditioner was applied and then painted with high visibility yellow and white.

Terminal: The curb that runs from the West entrance of the terminal building was painted with red paint making it more visible.

**FINANCIAL UPDATE:**

Budget Review: Charla presented the commissioners with a budget review showing where the Ports stands as of this month.

**ADJOURN TO EXECUTIVE SESSION:** Commissioner Nicholas Moore adjourned the regular meeting at 4:17 p.m. to Executive Session for approximately 20 minutes to discuss land acquisition opportunities.

**EXTEND EXECUTIVE SESSION:** Commissioner Nicholas Moore extended the executive session for another 30 minutes.

**RECONVENE FROM EXECUTIVE SESSION:** Commissioner Nicholas Moore reconvened to regular meeting at 5:06 p.m. No decisions were made.

**FROM THE OFFICE:**

- a. Next Regular Meeting: The commissioners would like to cancel the meeting on Tue. May 28<sup>th</sup> if it is alright with everyone. The next meeting will be Mon. June 3<sup>rd</sup>
- b. Travel & Meetings:
  - a. **WPPA Directors Seminar**, McMenamins Kalama Lodge, Kalama, WA, July 11<sup>th</sup> – 12<sup>th</sup> (Director)
  - b. **WPPA Small Ports Seminar**, Campbells Resort, Lake Chelan, WA, October 24<sup>th</sup> – 25<sup>th</sup> (Commissioners and Director)
  - c. **WSCAA Annual Conference**, Iccle Village Resort, Leavenworth, WA, October 28<sup>th</sup> – 30<sup>th</sup> (Director)

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 5:06 p.m.

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

\_\_\_\_\_  
Mary M. Rathbone, Vice President

\_\_\_\_\_  
Shelly Rivard Detrick, Secretary

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

David Lanman – Executive Director

\_\_\_\_\_  
2024