

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
June 3, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on June 3, 2024 in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:00 p.m.

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

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on May 20, 2024 (M/S: Mary M. Rathbone / Shelly Rivard Detrick).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Vouchers # 19261 - 19265 Totaling \$6,444.34

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

OLD BUSINESS:

Lease Security Consideration Worksheet re: Building 1: The Commissioners discussed the need to increase the minimum amount of security deposit required from only one-month up to three to six months on all future tenants. For this current tenant who has been here for several years and has been in good standing, they agree to continue only requiring one-month rental amount as a security deposit. MOTION CARRIED unanimously to set the new security deposit on Stoneway Electric, LLC's lease on building 1 to \$22,847.28 which is one month of their rental amount (M/S Shelly Rivard Detrick / Mary M. Rathbone).

Jet-A Contractor RFP timing/process: The commissioners had discussed the grading and drainage plans i.e. 99% Review Set dated 06/03/2024 developed by Precision Approach Engineering, Project Manager for the Jet-A Fuel Tank Farm project, that Director Lanman presented to them. The Port is waiting for the City to sign off on these final plans for the Jet-A tank installation. Once the Port receives the sign off, anticipated to be within a few days, the next phase of the project will be implemented i.e. the RFP for contractors. The process should take two weeks once the RFP has been issued.

More discussions were had regarding the sales figures to date of Jet-A along with what additional items that may be needed to add to the pilot's lounge, like a new laptop, or tablet, so that pilots can submit their flight plans.

NEW BUSINESS: Deferred

PUBLIC/TENANT INPUT:

Col David Maxwell from the CAP informed the commissioners that next weekend they will have a search and rescue training session.

OPERATIONS and MAINTENANCE:

Clean up: We have cleaned up around our trees located by the previous RV park. The popular trees shed when we experience high winds.

Airport Street: We formed a litter detail on Airport Street extended. High winds and careless motorists seem to make this a monthly task.

Dodge Journey: While servicing the director's vehicle a maintenance issue was noticed. The carrier bearing on the driveshaft was worn and needs replacement. A replacement part has been ordered. We are anticipating its arrival next week.

White Dodge: The anti-lock brakes will need to be worked on.

FINANCIAL UPDATE: NONE

ADJOURN TO EXECUTIVE SESSION: Commissioner Nicholas Moore adjourned the regular meeting at 5:10 p.m. to Executive Session for approximately 20 minutes to discuss land acquisition/Sale and lease opportunities.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Nicholas Moore reconvened to regular meeting at 5:30 p.m.

The Commissioners would like to have a special meeting with the Civil Air Patrol, our State Representatives and inviting the public and press on June 26th at 4:00 p.m. if that works for all parties. Executive Director Lanman will start sending out the invitations as soon as possible.

FROM THE OFFICE:

- a. Next Regular Meeting: June 10th
- b. Travel & Meetings:
 - a. **WPPA Directors Seminar**, McMenamins Kalama Lodge, Kalama, WA, July 11th – 12th
(Director)
 - b. **WPPA Small Ports Seminar**, Campbells Resort, Lake Chelan, WA, October 24th – 25th
(Commissioners and Director)
 - c. **WSCAA Annual Conference**, Icicle Village Resort, Leavenworth, WA, October 28th – 30th
(Director)

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 5:36 p.m.

Nicholas Moore, President

Mary M. Rathbone, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

David Lanman – Executive Director

_____ 2024