

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

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on August 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 and Nicholas Moore. Staff: David Lanman, Maintenance Supervisor Kurt Oxos. Guests: Roger Patry, CAP; David Maxwell, CAP, Tim Ike JUB Engineers and an associate.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on August 14, 2023 (M/S: Nicholas Moore / Shelly Rivard Detrick).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Payroll Warrant #18940 - #18944 Totaling \$11,027.78  
Vouchers #18945 - #18949 Totaling \$28,444.92

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

**OLD BUSINESS:**

Trout Lake Farms – Building #1: MOTION CARRIED unanimously to accept draft Lease Agreement. Document is to be reviewed by Seth Woolson of CSD Attorneys-At-Law first, then if acceptable, sent to Trout Lake Farms/Amway for signature. (M/S Nicholas Moore/Shelly Rivard Detrick)

City of Ephrata – Pending Land Purchase Offer: Dave reported that Ron Sell, Planning Commission of City of Ephrata, stated that it is the City’s intent to offer a cash proposal for the 22 acre parcel (NW portion of the Port’s property) for the purpose of developing a Recreational Park. No time table was given.

FlightAware (Flight Tracking System): Dave reported that the flight tracking system purchased thru FlightAware is up and operational. He stated that a three (3) year flight activity history at EPH was now accessible and as an example, flight activity is up 192% from 2022. In addition, with the exception of August, 2023 is outpacing 2022 and 2021. Data from the flight tracking system will help tremendously in monitoring the activities at EPH and provide critical information for marketing purposes and in the providing of data to the FAA.

New T-Hangars – Update: A 163 Determination has been approved by the FAA and confirmed via email by Agnes Fisher, SEA-ADO Project Planner. Even though there are numerous steps ahead, including securing formal approval by the Project Manager i.e. Karen Miles, SEA-ADO, the design phase can officially re-start. Ardurra is working on the new Scope of Work re: the perimeter and coordinating with the City of Ephrata re: the replating of the property. Dave reviewed the time-table as stated in the Work Order and said that even though construction completion date shows July 2024, there is a good chance the project will be done by May 2024.

Jet-A Fuel Tank – Update: Dave said that the RFQ (Request for Qualification) is still outstanding for the project engineering position. The deadline is Friday, August 25<sup>th</sup> at 12:00pm. At that time Dave will review the candidates and make the selection based on the qualifications of each. The selected engineering firm will then be announced and presented to the Commissioners on Monday August 28<sup>th</sup> for formal approval.

**NEW BUSINESS:**

Insurance Coverage Review – Status: Dave reported that CIAW i.e. Stacy Lyon, Underwriter, made contact via email (a copy was sent to the Commissioners prior to the meeting) stating that CIAW is the only market they have available for the Port. If the Port wants to shop around for other markets, it will need to engage a broker to perform that task. The airport liability policy is not a part of CIAW coverage as it was placed separately by Clear Risk with ACE Property and Casualty Insurance Company and doesn't renew until December 1, 2025. Shelly asked Dave to check directly with insurance carriers and to secure opinions from other Executive Directors as to who they recommend. The airport property coverage with CIAW is up for renewal November 30, 2023.

T-Hangar Electric Fee/Base Rent Adjustments: Dave reported that he and Charla (Financial Officer) worked out a flat fee rate to cover the electric bills from Grant Co. PUD that the Port has been paying to date. The implementation of the fee to the tenants of the existing (and ultimately the new T-Hangar tenants as well) T-Hangars is to go into effect soon, most likely January 1<sup>st</sup>. This fee will be integrated into the new Base Rent which will be applied on that same date. The amount of the Base Rent hasn't been determined yet but will be very soon. An announcement of the total rent to be charged to the T-Hangar tenants will be made by NLT October 1<sup>st</sup>. The Port has provided a "heads up" to the affected tenants. An invitation will be going out to the tenants to meet with Dave one-on-one prior to the announcement and/or attend a Commissioner Meeting to provide input.

AWAA Fly-In: MOTION CARRIED unanimously offering Commissioner consent to Dave's decision to authorize the AWAA Fly-In for October 6, 2023 at EPH.

Janitorial Services for the Office Bldg: The Commissioners agreed that hiring a janitorial service for the office building would be beneficial. They ask Dave to get quotes to present at a later meeting.

Extra Hours for Financial Officer & Policy Change: The subject of allowing the Financial Officer i.e. Charla the ability to work beyond the currently restricted figure of 79 hours per month was discussed between the Commissioners and Dave. Dave said he consented to allowing Charla this option but felt she should be given full insurance compensation as opposed to limiting it to a pro-rata figure. By doing so, the Policy would not need to be changed unless such compensation were to be issued immediately. Shelly agreed that Charla should be given the opportunity to work more hours but wanted to check with Seth Woolson re: Policy Change to see if the Port would be allowed the option of utilizing a pro-rata insurance compensation arrangement right away. It was noted that the Port policy now states that Charla would need to work 80 plus hours for six consecutive months before being eligible for insurance compensation. Nick, and supported by Shelly, concurred that Seth should get involved in issuing a legal interpretation of the current Policy and whether changes can be implemented before any decision is made. Dave will contact Seth to discuss and report back to the Commissioners.

**PUBLIC/TENANT INPUT:** Our guests introduce themselves to the commission. Roger Patry and David Maxwell of the CAP re-enforced their intent to move forward with the hangar per the grant and will get together with Dave to confirm the dimensions of the structure. With this information, Dave can work with the CAP to move the process along to the next step in coordination with the FAA and Ardurra, the engineering firm assigned to this project.

**OPERATIONS and MAINTENANCE:** Kurt announced that the RV Park is no more as the work has been completed. The property has been leveled and gravel placed over it. Kurt also provided a run-down of on-going maintenance tasks to summarize his report provided to the Commissioners prior to the meeting.

**FINANCIAL UPDATE: NONE**

**FROM THE OFFICE:**

- a. Next Regular Meeting: Aug 28th

Travel & Meetings: The Commissioners have decided to have both themselves and Dave attend the WPPA Small Ports Seminar – Campbells Resort, Lake Chelan, WA on October 26<sup>th</sup>-27<sup>th</sup>. Dave was asked to make arrangements/reservations on behalf of everyone. Nick will not be staying at the resort as he has his own cabin at Lake Chelan. However, he will be attending the conference itself at the resort. Dave brought up the other conference superseding this one i.e. WSCAA’s fall 2023 conference at the Icicle Village Resort in Leavenworth. A welcome reception on the evening of October 24 is also planned with the conference taking place October 25<sup>th</sup> and 26<sup>th</sup>. The Commissioners instructed Dave to gather more information prior to making a decision as to whether the Port will be represented or not.

**COMMISSIONER INPUT:** Commissioner Rivard Detrick asked Dave to ensure that an Executive Session is scheduled for the next meeting i.e. August 28<sup>th</sup> with a ten (10) minute time allotment for such. The Session is to evaluate the credentials of a candidate for the Board of Commissioners.

**ADJOURNMENT:** There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:01pm.

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Shelly Rivard Detrick, President

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Nicholas Moore, Vice President

\_\_\_\_\_  
, Secretary

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

David Lanman

\_\_\_\_\_ 2023