

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
June 24, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on June 24, 2024 in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:02 p.m.

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

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on June 17, 2024 (M/S: Mary M. Rathbone / Shelly Rivard Detrick).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Payroll Warrant #19285 - 19290 Totaling \$14,775.12

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

**OLD BUSINESS:**

CARB Loan re Jet-A Fuel Tank – Update: The CARB loan meeting has been put on hold due to the illness of their (i.e. CARB) Executive Director and will be rescheduled as soon as possible. Until such time, the Port has enough cash reserves to self-fund this project and will be reimbursed once the loan is approved.

Jet-A Fuel Tank Project – Update: The Port has the permit approval to go ahead with this project and the RFP will be listed in the Columbia Basin Herald for the next two weeks. The official bid opening will be on July 18<sup>th</sup>. The Port will investigate putting the RFP on our website and Facebook page. Once the Port has the contractor confirmed, it is anticipated that work will commence by August.

Gun Range Environmental Assessment & Insurance Liability Coverage - Report: After talking to the Port’s insurance representative, it has been suggested by Chubb, the insurance carrier, that the Port not proceed with an assessment at this time. It is also suggested that the Port has the Ephrata Sportsmen’s Association add the Port as a named insured on their insurance policy. We are looking into ways to mitigate the risk of any contamination by having ESA perform a “lead harvesting” of the property surface every five years and to treat the soil periodically with minerals/lime to mitigate any environmental effects.

The commissioners would like to schedule a session for the next meeting to discuss this situation further.

**NEW BUSINESS:**

Capital Investment Program (CIP) for FY2025-2030 – Discussion: Executive Director Lanman is working with the FAA to get the Port’s CIP finished by August 2<sup>nd</sup>, the deadline imposed by the FAA. The Port is scheduled to initiate the runway 3/21 maintenance project next year i.e. 2025 instead of the T-Hangar project that was canceled this year. A suggestion was made by the FAA Project Manager at SEA-ADO that perimeter fencing for 2026 might be worth considering. This fencing would eventually be part of the security fencing that will enclose the airport operation area that is required to be a part 139 airport.

The commissioners would like to have a meeting to discuss our five-year project priority list and since some of the projects deal with lease information, they would like to schedule an executive session at the meeting in two weeks.

**PUBLIC/TENANT INPUT:**

Col. David Maxwell of CAP informed the commissioners about the two events they will be having next month and August. The Desert Eagle National Flight Academy July 15-27 and the Desert Eagle Glider Academy August 2-12, both events should have around 40 participants.

He also stated that they had a tour of the Work Release building and felt that it would be an excellent option to host the lodging and food service portions of their operations here at the Port.

Commissioner Moore stated that he had reached out to Senator Judy Warnick and Representative Tom Dent and was told by both that a meeting in the near future would be most acceptable. No firm dates have been set, however.

**OPERATIONS and MAINTENANCE: NONE**

**FINANCIAL UPDATE: NONE**

**FROM THE OFFICE:**

- a. Next Regular Meeting: July 1<sup>st</sup>
- b. Travel & Meetings:
  - a) **WPPA Directors Seminar**, McMenamins Kalama Lodge, Kalama, WA, July 10<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**, Icicle 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 5:05 p.m.

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Nicholas Moore, President

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Mary M. Rathbone, Vice President

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Shelly Rivard Detrick, Secretary

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

David Lanman – Executive Director

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2024