

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
July 1, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on July 1, 2024 in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:03 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: The approval of the minutes for June 24, 2024 was deferred to the next meeting so that corrections could be made.

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Vouchers # 19291 - 19296 Totaling \$8,961.29

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

OLD BUSINESS: Deferred

NEW BUSINESS:

Tenant Bldg. Broken Into, Theft and Bldg. Damage: Executive Director Lanman informed the commissioners about damage to one of the Port's buildings that VECA is leasing. Someone ran a vehicle into the building damaging a door and gained entry where they then stole a bunch of items. VECA's insurance should cover the cost of repairs, but it has been forwarded on to our insurance agent as well to determine what needs to be done to get the damage repaired.

Port District Policies and Guidelines Section V, para. 1 thru 4 – Discussion: This discussion was moved into the executive session because sensitive lease information is involved.

Port Property/Building Leasing Policy – Discussion: This discussion was moved into the executive session because sensitive lease information is involved.

Airstrip Exhibition Event Proposal – Discussion: Executive Director Lanman informed the commissioners about an event proposal that was brought to the Port, the City of Ephrata and the Economic Development Council (EDC). This event would be an automotive exhibition of exotic cars in a side-by-side roll race using runway 3/21. The commissioners agree to allow Director Lanman to gather more information about this event.

PUBLIC/TENANT INPUT:

Col. David Maxwell, CAP talked about how they have the National Flight Academy going on in Astoria, with 20 cadets. Commissioner Moore asks him how long in advance they would need to

know if events such as the Airstrip Exhibition should interfere with the CAP's events. Col. Maxwell informed him that they plan the next years events in September.

OPERATIONS and MAINTENANCE:

Dodge Journey: We located a new driveshaft for the Journey. It was installed and tested. The engine had its oil changed along with filters. The tires were rotated, and the vehicle was safety inspected.

Weed Control: We are still spraying our noxious weeds around the Port district.

Backhoe: The John Deere backhoe needed batteries. They are a special battery that had to be ordered. Parts are increasingly hard to locate because of the age of it. It is a 1972 John Deere backhoe 500B.

Tractor Sweeper: The John Deere Garden tractor with broom attachment was in for service. Upon inspection a driveshaft cross was compromised. We contacted the John Deere dealer for part availability. We were informed the part costs \$650 which involves removing the engine to replace the shaft. I feel it is not cost effective to repair and should be sold at auction in the future.

FINANCIAL UPDATE:

Charla informed the commissioners that the audit is ongoing. She will have a budget review for them at the July 17th meeting and will be working on quarterly reports next.

ADJOURN TO EXECUTIVE SESSION: Commissioner Nicholas Moore adjourned the regular meeting at 4:31 p.m. to executive session for approximately 20 minutes to discuss land acquisition/sale and lease opportunities.

EXTEND EXECUTIVE SESSION: Commissioner Nicholas Moore extended the executive session for another 20 minutes.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Nicholas Moore reconvened to regular meeting at 5:15 p.m.

CARB Loan Acceptance: The Port was approved for the new \$1.14M CARB loan and the Commissioners agreed to accept the loan for the Jet-A tank installation project. Executive Director Lanman will sign the loan documents and have a resolution ready at the next meeting.

FROM THE OFFICE:

- a. Next Regular Meeting: July 8th
- b. Travel & Meetings:
 - a) **WPPA Directors Seminar**, McMenamins Kalama Lodge, Kalama, WA, July 10th – 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 5:26 p.m.

Nicholas Moore, President

Mary M. Rathbone, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

David Lanman – Executive Director

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