

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
July 22, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on July 22, 2024 in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:00p.m.

PRESENT: Commissioners: Nicholas Moore, Mary Rathbone and Shelly Rivard Detrick; Staff: David Lanman, Executive Director.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on July 15, 2024 (M/S: Mary Rathbone / Shelly Rivard Detrick).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Vouchers # 19322 - 19327 Totaling \$14,715.27

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

OLD BUSINESS:

Motion: Capital Improvement Plan FY 2026-2030: Director Lanman presented the updated CIP to reflect FY2026-2030 that includes the perimeter fencing project (2026) and the new Airport Master Plan project (2030) for approval by the commissioners via motion.

MOTION CARRIED unanimously to authorize the submittal of the revised CIP as presented to the FAA (August 2, 2024) and WSDOT (August 31, 2024) for review and approval of both agencies (M/S Mary Rathbone / Shelly Rivard Detrick)

Section V – Commission Policies and Guidelines: Director Lanman presented recommendations regarding adjustment of language to replace the current language in paragraphs 1 thru 3. Commissioners felt Director Lanman’s wording was too limiting but instead wanted to insert the word “reasonable” to describe parameters i.e. broker commissions and fair market valuation (FMV). In addition, the commissioners want to get rid of specific dates and the number of commercial brokerage firms to be consulted. The insertion of “industry standard” shall be required regarding performance parameters with the final figures to be used as the mandated objectives at the discretion of the commissioners via a case-to-case basis. Further revisions will be performed and presented at the next meeting for review and perhaps a vote by the commissioners.

Airstrip Exhibition Event Process/Status: Director Lanman announced that the FAA (Seattle ADO) dis-approved the application presented by the Port to allow the event to take place. The FAA stated that due to the need of the event to use the “main runway i.e. Runway 3/21”, it is felt that this would cause “significant impact of operations”. Furthermore, the FAA said that no non-

aeronautical event would be approved at KEPH unless only runway 11/29 is used by the event organizer with runway 3/21 being left open.

Jet-A Fuel Tank Project: Director Lanman announced that the bids for the contractor job to develop the base for the tank and the farm/refueler parking area will be closing on January 24th at 2:00pm via the opening of any/all bids presented. Everything is ready to go as the Jet-A tank is scheduled to be ready for delivery sometime during the first week of August. However, the actual delivery cannot be performed until the base/farm area is completed. Due to the late timing of the RFP/contractor selection process, the timing for such most likely has been pushed back to sometime in September 2024.

NEW BUSINESS: Deferred

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE: NONE

FINANCIAL UPDATE: NONE

FROM THE OFFICE:

- a. Next Regular Meeting: July 29, 2024
- b. Travel & Meetings:
 - a) **WPPA Small Ports Seminar:** Campbells Resort, Lake Chelan, WA, October 24th-25th, 2024 (Commissioners and Director)
 - b) **WSCAA Annual Conference:** Icicle Village Resort, Leavenworth, WA, October 28th-30th (Director)

Consideration of joining NBAA and attend the annual conference: Director Lanman brought up the idea of the Port joining the National Business Aviation Association (NBAA) to have better access for marketing purposes to prospective tenants and users of the Port. Being a member of the NBAA will provide some status and credibility to the Port's efforts to expand its Jet-A fueling and commercial hangar operations. The annual conference in October 2024 would be attended by Director Lanman to follow up and meet personally with representatives of jet management companies, turbine aircraft owners and commercial charter operations. In addition, government representatives and certified flight dispatch/planning companies would be accessible via the conference. It was agreed that discussion will commence at the next meeting regarding this suggestion. The cost of joining the association and participating in the conference would be covered by the funds already allocated in the annual budget, which has yet to be utilized.

COMMISSIONER INPUT: Spacing out future Commissioner Meetings: Commissioner Rathbone brought up the suggestion of spacing out future commissioner meetings in part due to personal reasons. Commissioner Moore stated that if the meetings were able to stay under one (1) hour, that he would be open to considering the return to the two (2) meeting per month schedule. All the commissioners agreed that a "special" meeting could be called whenever there were situations needing to be addressed ASAP within the two (2) week gap. Another option is to

schedule a “retreat” which with notice could be utilized if a meeting on a timely subject were to be needed. The commissioners did not make any decisions as further discussion regarding this request by Commissioner Rathbone will commence at the next meeting.

ADJOURNMENT: There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 4:53p.m.

Nicholas Moore, President

Mary M. Rathbone, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

_____ 2024

David Lanman – Executive Director