

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
July 29th, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on July 29, 2024 in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:02p.m.

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

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on July 22, 2024 (S/M: Shelly Rivard Detrick / Mary Rathbone).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Vouchers # 19328 - 19336 Totaling \$33,479.01

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

OLD BUSINESS:

Motion: Jet-A Aircraft Fueling System Site Development project, the bid proposal submitted by H&H Construction Solutions, LLC to perform the construction work needed to build the base for the tank and develop the fuel farm complex and found to be qualified by Precision Approach Engineering, LLC., was presented by Director Lanman for approval and authorization to offer a contract to the company.

MOTION CARRIED unanimously to authorize the acceptance of the proposal and to proceed with the contract offer. (M/S Mary Rathbone / Shelly Rivard Detrick)

Director Lanman announced that the Port is coordinating with the City of Ephrata via Precision Approach Engineering in completing the final steps of the process to secure a building permit (#24-174) reference to the Jet-A Aircraft Fuel Tank Farm complex.

Motion: Lease Security Consideration Worksheet: Director Lanman presented a Lease Security Consideration Worksheet re: tenant in Building 3005 to apply to the new lease agreement being proposed by limiting the security deposit to that of one (1) month base rent plus State Leasehold Tax (12.84%).

MOTION CARRIED unanimously to authorize limiting the security deposit equal to one (1) month lease payment i.e. \$1,066.34. (M/S Mary Rathbone / Shelly Rivard Detrick)

Section V – Commission Policies and Guidelines, para 1 – 3: The motion being sought by Director Lanman to approve the adjustment of language to better address the parameters of fair

market valuation (FMV) and rate of return (ROR) for leased and sold properties at the Port, as presented, was postponed. This was due to Commissioner Rathbone's suggestion to change a sentence regarding FMV so as not to state that the commissioners were the ones to determine such. Instead, Commissioner Rathbone is suggesting that the sentence stating the commissioners determine what a reasonable estimation of FMV be eliminated. In a second sentence, it is suggested that it be adjusted to state the "determination of FMV may be supported by designated market indicators e.g....". Commissioner Rathbone emailed an example of her suggestions to Director Lanman to be presented in the August 5th meeting for approval of the commissioners.

NEW BUSINESS: Deferred

PUBLIC/TENANT INPUT:

Tenant Randy Tyler stated that he was not in favor of the Port moving ahead with the purchase and installation of a Jet-A tank, citing that there was no precedent to support such an investment and that the continued use of the Pup Trailer should be the plan. Director Lanman stated that long-term use (more than 120 days) of the Pup Trailer would not be authorized by the City Fire Marshal, the City (Building Permit Dept), and the supplier i.e. Avfuel (Port is a brand dealer) and that the current set-up is strictly a temporary mechanism to serve the clientele until the permanent tank was up and operational. Director Lanman also re-emphasized that the Jet-A tank was a long-term investment that will become a critical piece of revenue production to support the Port's future growth. Director Lanman did note that after the initial four (4) months most of the operating expenses to date have been covered via fuel sales and that it will take a period of time to ramp up a steady stream of sales based on data provided by other Ports. Commissioner Moore stated that the commitment has been made (including contracts) and to stop the project now would cost the Port a significant amount of money. He went on to say that a thorough due diligence process by the Port has been made and it is satisfied that this is the best move for its future.

OPERATIONS and MAINTENANCE: None

FINANCIAL UPDATE: None

ADJOURNMENT TO EXECUTIVE SESSION: Commissioner Nicholas Moore adjourned the regular meeting at 4:40 pm to Executive Session for approximately thirty (30) minutes to discuss land acquisition/sale and lease opportunities, potential litigation issue and public employee review.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Nicolas Moore reconvened to regular meeting at 6:10 pm.

FROM THE OFFICE:

- a. Next Regular Meeting: August 5th, 2024
- b. Travel & Meetings:
 - a) **WPPA Small Ports Seminar**, Campbell's Resort, Lake Chelan, WA, October 24th – 25th, 2024, (Commissioners and Director)

b) **WSCAA Annual Conference**, Icicle Village Resort, Leavenworth, WA October 28th – 30th, 2024, (Director)

COMMISSIONER INPUT: None

ADJOURNMENT: There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 6:11pm

Nicholas Moore, President

Mary M. Rathbone, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

David Lanman – Executive Director

_____ 2024