

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
August 12, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on August 12, 2024, in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:00 p.m.

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

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on July 29, 2024 (S/N: Shelly Rivard Detrick / Nicholas Moore).

VOUCHERS:

None

OLD BUSINESS:

Section V – Commission Policies and Guidelines, para 1 – 3: Director Lanman presented a draft form of the new wording. The commissioners decided to defer any discussion/motion on the language until Commissioner Rathbone has a chance to review and comment on such.

Commercial/Ground Base Rent & Security Deposit Parameters for renewing tenant: Director Lanman presented seven (7) Lease Security Consideration Worksheets re: VECA’s separate properties being leased to include the proposed lease of Building 526. The Commissioners deferred discussion to Executive Session.

County Proposal for Airport St. repairs: Director Lanman presented a proposal from Grant County re: Airport St. repairs. The proposal included the cost for Hot Mix, Equipment, and Employees (Labor). The amount presented also covers the repair/addition of Hot Mix to address the gap in the access road from Airport St. and the T-Hangars. Discussion was deferred to Executive Session due to possible legal ramifications.

NEW BUSINESS:

Deferred

PUBLIC/TENANT INPUT:

None

OPERATIONS and MAINTENANCE:

None

FINANCIAL UPDATE:

None

ADJOURNMENT TO EXECUTIVE SESSION: Commissioner Moore adjourned the regular meeting at 4:18pm to Executive Session for approximately twenty (20) minutes to discuss land lease opportunities and a potential litigation issue.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Moore reconvened to regular meeting at 4:38pm.

Commercial/Ground Base Rent & Security Deposit Parameters for renewing tenant: The commissioners, after discussing the matter in Executive Session, have addressed two motions re: VECA's proposed lease security considerations. The **first motion** approved limiting the up-front security deposit for the two (2) proposed Ground Leases to thirty (30) days. MOTION CARRIED unanimously to approve limiting the security deposit for VECA's two (2) ground leases to thirty (30) days (S/N: Shelly Rivard Detrick / Nicholas Moore).

The **second motion** approved limiting the up-front security deposit for the five (5) proposed Commercial Leases to thirty (30) days. MOTION CARRIED unanimously to approve limiting the security deposit for VECA's five commercial leases to thirty (30) Days (S/N: Shelly Rivard Detrick / Nicholas Moore).

These approvals are specific to VECA. Future lease security considerations will be addressed on a per case basis that will be based on the tenant's good standing, length of history with the Port, and type of operation e.g. use of forklift equipment, truck traffic, etc.

PBY Removal Date Confirmed: Director Lanman announced that Yanks Air Museum, owner of the PBY, has confirmed that they will have a crew at KEPH starting September 16, 2024, to disassemble and load the parts on to trucks to be removed and transported back to California. The process will take about "a week" according to Yanks.

Jet-A Fuel Tank Project – Update: Director Lanman stated that there is one final step to complete before construction can commence on the development of the fuel farm complex. The Notice of Contract Award dated August 12, 2024, was signed by Director Lanman on behalf of the Port officially awarding the contract to H&H Construction Solutions, LLC. Now, the Port is waiting on the City to issue a building/fire permit. The one issue with the City that is holding up this issuance has to do with the International Fire Code i.e. IFC table 2306.2.3 that requires twenty-five (25) feet of separation between above ground tanks and fuel dispensers for a fuel dispensing facility. Director Lanman stated that overwhelmingly throughout the state waivers are issued by municipalities to airports since this restriction would increase the cost of construction or cause the FAA to remove approval of the project if outside of the Airport Layout Plan parameters. The FAA references the National Fire Protection Act (NFPA) that authorizes placement of tanks at closer distances due to airports' unique needs. As such, Director Lanman, in conjunction with the Project Manager i.e. Precision Approach Engineering, Inc. (PAE), is gathering documentation of precedent to support a formal request for a waiver to be issued by the City on this. The Port has gone above and beyond requirements to add a more advanced drainage system within the fuel complex to ensure safety and compliance.

FROM THE OFFICE:

- a. Next Regular Meeting: August 19th, 2024
- b. Special Meeting 2024/2025 Budget Discussion, August 20th, 2024
- c. Travel & Meetings:
 - a) **WPPA Small Ports Seminar**, Campbells Resort, Lake Chelan, WA, October 24th – 25th (Commissioners and Director)
 - b) **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 5:08p.m.

Nicholas Moore, President

Mary M. Rathbone, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

_____ 2024

David Lanman – Executive Director