

# MINUTES OF THE REGULAR MEETING OF THE PORT OF EPHRATA COMMISSIONERS

August 19, 2024

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on August 19, 2024 in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:00 p.m.

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

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on August 12, 2024 (M/S: Shelly Rivard Detrick / Nicholas Moore).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Vouchers # 19355 - 19359 Totaling \$7,243.46

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

## **OLD BUSINESS:**

**Motion:** Section V – Commission Policies and Guidelines, para 1 – 3: MOTION CARRIED unanimously to authorize updating the Port Policies: Section V – Commission Policies and Guidelines, para 1-3 as submitted (M/S Mary M. Rathbone / Shelly Rivard Detrick).

**Motion:** County & City Proposals for Airport St./Railroad St repairs: The City has agreed to split the costs of repairs to Airport St./Railroad with the Port up to but not to exceed \$7000.00. The City will need to add this cost into their 2025 budget, so reimbursement will not occur until January 2025. These repairs will be done by the County and have a proposed cost of \$13,570.38.

Jet-A Fuel Tank Farm Complex – Update/City Permit Status: The Port is still waiting for the building permit from the City but expects to receive that shortly once the final design specifications have been submitted by Precision Approach Engineering (PAE) within the next few days. The situation as it pertained to IFC table 2306.2.3 regarding the 25-foot rule has been resolved by repositioning the storage shed within the complex. Additional fencing will result along with the development of an asphalt walkway to the shed although the cost will be negligible. A Change Order will be developed to provide the specific adjustments in both the Scope of Work and to the related cost. Director Lanman felt that additional fencing along with a manual gate extending from the fuel tank complex to the gravel parking area just south of Eagle Avenue be considered as an add-on to the project. He cited security reasons by reducing unauthorized vehicular traffic access to the Airport Operation Area (AOA) as a core reason for installing the structure. By installing the structure now versus in 2027 when the perimeter fencing project construction is scheduled to begin, will save the Port thousands of dollars in construction costs. The commissioners instructed the director to investigate this option and report back.

Commercial/Ground Base Rent & Security Deposit Parameters for tenant seeking sub-lease extension. This item was moved to discussion in executive session.

**ADJOURNMENT TO EXECUTIVE SESSION:** Commissioner Moore adjourned the regular meeting at 4:20 pm to Executive Session for approximately fifteen (15) minutes to discuss land lease opportunities.

**RECONVENE FROM EXECUTIVE SESSION:** Commissioner Moore reconvened to regular meeting at 4:35 pm.

**NEW BUSINESS:**

Runway 3/21 Project – FAA & Engineering Pre-Design – Discussion: Director Lanman had a meeting on Friday, August 16<sup>th</sup> with Karen Miles, FAA (SEA-ADO), Trey Dail, Project Manager and Caleb Lindquist, Staff Engineer, both with Ardurra Engineering, to go over the pre-design Scope of Work regarding the forthcoming Runway 3/21 project scheduled to commence in 2025. The work will include removal of existing pavement markings, asphalt pavement crack sealing, asphalt pavement seal coat application, and installation of new pavement markings. The project will enhance safety and extend the life of the pavement. There is no legal commitment by the Port to utilize Ardurra for this project but from a cost-standpoint, due to an existing services agreement with Ardurra, it may make sense to go ahead and utilize their services so as to avoid another Request For Qualification (RFQ) bidding process with other engineering firms. Final approval of the engineering services contract for this project will need to be approved by the commissioners before formal engagement of Ardurra as the Project Manager commences, scheduled for September 2024. Due to the length of the project, with construction scheduled to start by July 2025 and completed by late August 2025, the Port will also need to decide whether to extend or not the existing services agreement with Ardurra that is due to expire in September 2025 since the final close-out of the project isn't expected to take place until April 2026.

**PUBLIC/TENANT INPUT: NONE**

**OPERATIONS and MAINTENANCE:**

Bathroom: We have installed the new facia on the bathroom next to building #2. We have removed the damaged facia and installed a 2x6. We wrapped the facia boards with open jam metal trim. Installed a 1x4 on top of it with new drip edge.

Servicing: We have begun servicing forklifts. They had their fluids and filters exchanged; tires and safety inspected.

Engine Removal: We have removed the engine from our warehouse forklift. We use this small forklift to remove parts in the bin located on our warehouse racking in our shop. The four-cylinder engine was dumping water into the oil pan. It is presently a Jerrys Auto parts locally to have the engine looked at

**FINANCIAL UPDATE: NONE**

**FROM THE OFFICE:**

Director Lanman informed the commissioners that Jet-Set Management with its Cessna Citation 550 is scheduled to return to Building 405 as a tenant in September.

Director Lanman also announced that the Association of Washington Aerial Applicators (AWAA) will be conducting their second annual Fly-In at KEPH on October 5<sup>th</sup>.

- a. Next Regular Meeting: August 26<sup>th</sup>, 2024
- b. Travel & Meetings:
  - a) **WPPA Small Ports Seminar**, Campbells Resort, Lake Chelan, WA, October 24<sup>th</sup> – 25<sup>th</sup>, 2024 (Commissioners and Director)
  - b) **WSCAA Annual Conference**, Icicle Village Resort, Leavenworth, WA, October 28<sup>th</sup> – 30<sup>th</sup>, 2024 (Director)

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 5:18 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: \_\_\_\_\_

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David Lanman – Executive Director