

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
August 5, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on August 5, 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; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Finance Officer; Guests: Col David Maxwell & Lt. Col. Sid Wiggs, CAP; Randy Tyler, Tenant.

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

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #19337 - 19346 Totaling \$19,699.62
Vouchers # 19347 - 19354 Totaling \$220,955.12

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 language: The commissioners would like to see a draft form of the new wording before the motion for approval. This was deferred to the August 19th meeting.

General Ground Lease Structure/Parameters for Commercial & Non-Profit Tenants – Discussion:
This discussion was moved to an executive session at the next meeting.

Building 4 Roofing/Siding Project – Update: After talking to our legal counsel, Director Lanman informed the commissioners that as long as a project is under the \$40,000 threshold, we can solicit three bids from businesses on the small works roster without having to go through a formal bid process. With this in mind, we have solicited three bids to redo the siding on building 4. We are doing the roof repairs in-house. The commissioners would like Director Lanman to check with MRSC to see if they have the templates and forms available for use in this process.

NEW BUSINESS:

Review of Road/User Fee Policies re: Trespassing of Port Property – Discussion: Director Lanman mentioned to the commissioners about a tenant who had cleared some of the Port land adjacent to their property that now could be a potential weed problem in the future. He mentioned that a Road/User Fee policy may need to be implemented or changed. The commissioners would like to have a deeper discussion regarding this issue and would like to have more information including maps and pictures of the roads/land impacted.

Current and forthcoming Commercial Lease Extensions – Report: Deferred

Avgas Fuel Contamination Event – Report: Director Lanman informed the commissioners about a fuel contamination event that happened last Monday after we received a load of 100LL fuel. Tuesday morning Port staff tested the fuel in the tank after the required 24-hour time to allow the tank to settle and it was found that two quarts of sludge was present. AvFuel was contacted and the tank was taken off-line until further testing could be conducted. On Wednesday, further tests showed that the tank was clean, and the tank was brought back on-line. One airplane was fueled before the initial testing, and they were contacted. After testing the fuel in their plane it was deemed clean.

It was determined that the pump of a third-party trucking company that was contracted to deliver us fuel was the cause of the contamination.

Development of Financial Budget re: Excess Funds due to CARB – Discussion: Director Lanman would like to discuss the approximately \$700,000 in excess funds that are available in this year's budget due to the cancelation of the T-hangar project and the CARB loan for the Jet-A fuel tank installation. He would like to retain most of it for our future projects like the roof replacement on hangar 405, but he would like to use some of it for smaller projects like asphalt next to the T-hangars, a few more security cameras around the Port and maybe a security fence/gate stopping traffic onto the apron through Eagle Ave. Kurt also would like to have some additional weed control funds to purchase chemical to be used in aerial application in the fall.

The commissioners would like to have an extra meeting to solely discuss the budget and suggest Tuesday August 20th or Wednesday August 21st. This will be decided, and notices will be posted on our website, Facebook page and on our reader sign.

PUBLIC/TENANT INPUT:

David and Sid from CAP gave an update on the events that are happening here at the port. They also discussed where things stand regarding the possibility of moving into the old work release building owned by the county.

Randy Tyler, a tenant, asked for an executive session with the commissioners but was told that they could only call an executive session for very specific reasons. He was given a copy of RCW 42.30.110.

OPERATIONS and MAINTENANCE:

Weed Control: We have been hard at trying to control Rush Skeleton weeds that are widespread throughout our grass fields.

Bathroom: We have removed the fascia from the bathroom. The drip edge was also removed. The process involves nailing a 2X6 where the old fascia was removed. This will give it more of an overhang for the metal.

Painting: We have painted the jams on roll-up and personal door openings at warehouses 2001, 2003, 2005 and Stacy's meats.

Hangar #405: Repairs were made to the ceiling at Scott Glassburn work area. An airplane taxied into the hangar which blew the insulation off a portion of the ceiling from the frame of the of the structure.

Lawn Care: We have aerated our lawns which will improve fairy ring which has become prevalent in our lawns.

FINANCIAL UPDATE:

Budget Review: Charla gave the commissioners an update on the Audit, SinglePoint and the Budget. Overall, the budget looks good with only a few items that are expected to exceed the 2024 budgeted amount.

FROM THE OFFICE:

- a. Next Regular Meeting: August 12th, 2024
- b. 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:

Commissioner Rathbone will be absent from the next meeting but will be here for the August 19th Meeting. Then she will potentially be gone through September 30th due to her work schedule.

ADJOURNMENT: There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 5:20 p.m.

Nicholas Moore, President

Mary M. Rathbone, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

_____ 2024

David Lanman – Executive Director