

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
August 26, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on August 26, 2024, in the Port conference room. Commissioner Mary Rathbone called the meeting to order at 4:07 p.m.

**PRESENT:** Commissioners: Nicholas Moore, Mary Rathbone and Shelly Rivard Detrick; Staff: David Lanman, Executive Director; Colonel David Maxwell (Civil Air Patrol).

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on August 19, 2024 (S/M: Shelly Rivard Detrick / Mary Rathbone).

**MINUTES:** Commissioner Detrick wanted to change the wording of the Minutes for the Special Meeting of August 20, 2024, line number 4 to state, "Alternative methods of weed control are being explored". Commissioner Rathbone stated that the change should be made and re-presented in written form at the next meeting for approval by the Board.

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Vouchers # 19360 - 19365 Totaling \$14,744.74

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

**OLD BUSINESS:**

Jet-A Fuel Tank Farm Complex: Director Lanman stated that the formal application for the building permit has been presented to the City of Ephrata i.e. Bill Cox, Building Official, for approval. Corley McFarland, Project Manager of Precision Approach Engineering, Inc. (PAE) confirmed that the document was submitted via email and that it should take approximately two (2) weeks to process. The cost estimate for the permit is \$8,000.00. The final figure will be determined this week.

Director Lanman presented an option for commissioner consideration regarding the installation of additional fencing to the fuel tank farm complex stretching south to include Eagle Avenue and ending at the lamp post in the northeast corner of the vacant property north of Building 405. This would involve two hundred ten (210) feet of fencing and another twenty (20) feet for the manual gate at Eagle Avenue. In addition, fencing would be added to the north of the existing Avgas tank connecting such to the existing Terminal building fence. A pedestrian gate would be installed to allow Port personnel complete 360-degree access to the tank. The cost estimate provided by PAE is anywhere from \$25,000 to \$30,000. The thinking is that this structure would be less costly to build now than in 2027 when the perimeter fencing project is scheduled to commence. To reduce the chances of transient vehicular traffic entering the Airport Operations Area (AOA), which has been an issue to date, a case can be made to make this move, especially at this time without any perimeter fencing in place. After some discussion by the commissioners, no decision was made, and the matter remains pending.

Runway 3/21 Project: Director Lanman reported that the contracting of an engineering firm for this project is tentatively assigned to Ardurra Engineering (previously T-O Engineers, Inc) based on the existing Master Agreement for Professional Services dated February 17, 2021. The commissioners will need to formally approve the assignment for Ardurra to move forward. Ardurra is working up a proposal i.e. "Work Order" for

review and consideration and should have that ready within “a couple of weeks”. Upon receipt of such Director Lanman will seek a motion from the commissioners to approve such as per his recommendation. Ardurra i.e. Trey Dail, Project Manager, did state that the FAA requires that the Port go out to re-bid for a new Master Agreement via a Request for Proposal (RFP) process in February 2026. The Port is not allowed to extend the existing Master Agreement with Ardurra. Ardurra does have the right to participate in the new bidding process. However, once the “Work Order” is signed, Ardurra, regardless of the result of the new bidding, would be allowed to fulfill the order in its entirety.

**NEW BUSINESS:**

Meeting with Executive Vice President of ElevateGA: Director Lanman reported on his meeting with David Marten, Executive Vice President of ElevateGA, a government affairs specialist that works as a representative of municipalities seeking funding for projects via federal/state loans and grants. Private sector capital interests are also accessible via ElevateGA. ElevateGA was referred to Director Lanman by U.S. Senator Maria Cantwell and endorsed by Jim Kuntz, Chief Executive Officer of Chelan Douglas Regional Port Authority. ElevateGA was responsible for securing funding for Pangborn Memorial Airport (Wenatchee, WA)’s General Aviation Terminal Project (\$7M). Director Lanman stated that Mr. Marten has extensive experience in working with airports, in particular seeking financial assistance, and has numerous contacts in the government that could open doors for funding on behalf of the Port of Ephrata. Director Lanman said that a formal proposal for services is being developed by Mr. Marten and should be presented to the Port within a week.

(Director Lanman secured permission by the commissioners to address another topic not presented on the agenda)

FCE LLC/BNSF Proposed Project: Director Lanman announced that a meeting has been set up for August 27<sup>th</sup> between himself, BNSF Business Development Manager John Adams, and the President/CEO of FCE LLC i.e. Rick Lycksell to discuss the possibility of the Port securing a contract to provide the rail facility to FCE to load open box cars to transport Rock Salt from the Port to Woodland, Washington initially with the plan to expand transport to numerous destinations nationwide. Director Lanman stated that if this materializes, this could be the foundation needed to develop a full-scale transloading facility in coordination with BNSF. If a contract is secured, the upfront benefit is that the current facility could be immediately activated without capital investment, thus providing an opportunity to develop a revenue stream strong enough to support facility upgrading down the road.

**PUBLIC/TENANT INPUT:** Col. Maxwell presented a summary rundown of the latest developments and events involving the Civil Air Patrol.

**OPERATIONS and MAINTENANCE:** NONE

**FINANCIAL UPDATE:** NONE

**FROM THE OFFICE:**

Director Lanman informed the commissioners that a meeting with the leadership of the Association of Washington Aerial Applicators (AWAA) was conducted on August 24<sup>th</sup> to review the operational plans of the proposed fly-in tentatively scheduled for October 4, 2024, by Anthony Root, President of AWAA. Director Lanman said Josiah Barrett, owner of Barrett Aircraft, was present as well and the logistics of such was discussed. A formal request has been made to the FAA for comment and approval. A Special Event Application will also need to be submitted to the City of Ephrata by AWAA.

**ADJOURNMENT TO EXECUTIVE SESSION:** Commissioner Moore adjourned the regular meeting at 5:05pm to Executive Session for approximately fifteen (15) minutes to discuss land lease opportunities.

**RECONVENE FROM EXECUTIVE SESSION:** Commissioner Moore reconvened to regular meeting at 5:20pm.

**FROM THE OFFICE (continued):**

- a. Next Regular Meeting: September 3rd, 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:** Commissioner Rathbone stated that unless it was “time sensitive”, in the discretion of the commissioners and the director, the Board should stay away from adding any agenda items during the meetings in the future. Commissioner Detrick seconded this expressing concern that the public could be disadvantaged if a topic were brought up without prior announcement.

**ADJOURNMENT:** There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 5:26p.m.

---

Nicholas Moore, President

---

Mary M. Rathbone, Vice President

---

Shelly Rivard Detrick, Secretary

ATTEST: \_\_\_\_\_

David Lanman – Executive Director

\_\_\_\_\_ 2024