

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
September 16, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on September 16, 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; Simon & Ila Rathbone.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on September 9, 2024 (M/S: Shelly Rivard Detrick / Nicholas Moore).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Vouchers # 19259, 19385 - 19393 Totaling \$15,063.10

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

**OLD BUSINESS:**

1. Runway 3/21 & Taxiway A Rehabilitation Project – Scope of Work/Schedule: We have received the initial scope of work from Ardurra which has yet to be formally approved by the FAA. Work should start on the project in July 2025 with completion in August or September.
2. Building 1 Water/Sewer Project – Discussion: Amway has requested a delay on moving out of bldg. 724 until April 2026. They have agreed in principle to build the bathroom/breakroom at 100% cost to them as long as the Port covers the cost to get water/sewer to the location.
3. Yanks Air Museum re PBY – Update: Work has started on the disassembly of the PBY with completion by the end of the week.
4. Jet-A Fuel Tank Complex – Update: We received the permit from the City today so work can begin.
5. Tenant Lease Renewals – Update: VECA has agreed to one-year renewals on all their current leases and the addition of bldg. 526 with all leases converting to month to month after that. They are still hoping to build and consolidate all their operations to the new building as soon as possible.

**NEW BUSINESS:**

1. Security Camera Project re: Rwy 3/21 & Bldg 405 – Cost Analysis/Proposal for Discussion: Director Lanman has been working with Computer Solutions to see what it will take to add additional security cameras at key locations on the Port. The commissioners want to make

sure all our existing cameras can be integrated into the new system and all the recordings can be uploaded to a server that will retain them to be in compliance with the record retention requirements. They also want to make sure that staff receive the training they will need in order to access the data.

2. Rail Transloading Contract Candidates – Discussion: We have been approached by a local company who wants to lease land next to the rail and start shipping out around 230 cars a month. The commissioners would like to defer this to executive session at the next meeting.
3. Airport, Rail and Industrial Infrastructure Funding – Consultant Proposal for Discussion: This discussion was deferred to executive session at the next meeting.

#### **PUBLIC/TENANT INPUT:**

CAP informed the commissioners about last weekend's activities they had at the Port. They had around 70 participants with 19 glider flights. This concludes the glider flights for this year.

They had a meeting with the County Commissioners, and it has moved on to legal for review.

They will also get next year's dates for their events so that we can hopefully work the rehab of RW 3/21 around them.

Simon and Ila Rathbone inform the commissioners about a couple community events that they will be taking part in.

#### **OPERATIONS and MAINTENANCE:**

Work has concluded on the bathhouse roofing and siding.

Work has started on getting our snow removal equipment services and in good working order by the end of October.

#### **FINANCIAL UPDATE:**

2023 Federal Audit Report: Charla presented the commissioners with the final audit report that has been published.

#### **FROM THE OFFICE:**

We had a jet come in on Friday with passengers for the event at the Gorge. They purchased a large quantity of jet fuel. The commissioners would also like to add to executive session the litigation risks of our courtesy vehicle.

- a. Next Regular Meeting: September 23<sup>rd</sup>
- 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) Rooms have been reserved.
  - b) **WSCAA Annual Conference**, Icycle 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 4:58 p.m.

\_\_\_\_\_  
Nicholas Moore, President

\_\_\_\_\_  
Mary M. Rathbone, Vice President

\_\_\_\_\_  
Shelly Rivard Detrick, Secretary

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

David Lanman – Executive Director

\_\_\_\_\_  
2024