

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
September 23, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on September 23, 2024 in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:01p.m.

PRESENT: Commissioners: Nicholas Moore, Mary Rathbone and Shelly Rivard Detrick; Staff: David Lanman, Executive Director; Charla Bomstad, Finance Officer; Guests: Col David Maxwell, CAP; Simon & Ila Rathbone.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on September 16, 2024 (M/S: Shelly Rivard Detrick / Mary Rathbone).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #19395 – 19400 Totaling \$14,489.12

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

OLD BUSINESS:

1. Motion: Building 1 Water/Sewer Pipeline Project – Ardurra Proposal: The commissioners approved the proposed work order with Ardurra to start the water/sewer project for Building 1 MOTION CARRIED unanimously to approve Work Order 24-01 with Ardurra to start the engineering of the water/sewer project on building 1 (M/S Shelly Rivard Detrick / Mary Rathbone).
2. Jet-A Fuel Tank Farm Complex – Update: Director Lanman had a meeting with all the parties and work is scheduled to begin next Monday with completion scheduled for early November.
3. Security Camera Project – Report (Olund Proposal): Director Lanman is working with Olund to get a service agreement and a proposal together.
4. RW 3/21 & TW A Rehabilitation Project – Update: Director Lanman asked the commissioners if they are in acceptance of the Scope of Work that has been presented. No formal Motion required. The commissioners give their support for the Scope of Work as presented.

NEW BUSINESS:

1. Hertz Car Rental Arrangement – Report: Director Lanman is working with Hertz rental car company out of Wenatchee to have a car here at the Port for pilots to rent out. The commissioners are in support of this but want to make sure all the details are covered so that the Port has as little involvement as possible but with a clear indemnification agreement.

PUBLIC/TENANT INPUT:

Col. David Maxwell informed the commissioners that things have slowed down for CAP this week but that he watched and got video of the PBY as it was being disassembled and removed from the Port.

Ila Rathbone will play Molly in Annie at the Masquers Theater in Soap Lake which starts October 17th.

OPERATIONS and MAINTENANCE: NONE

FINANCIAL UPDATE:

2025 Draft Budget & Schedule: Charla presented the commissioners with an updated 2025 draft budget and schedule.

ADJOURNMENT TO EXECUTIVE SESSION: Commissioner Moore adjourned the regular meeting at 4:21 pm to Executive Session for approximately thirty (30) minutes to discuss land/facility leasing/purchasing opportunities.

EXTEND EXECUTIVE SESSION: Commissioner Nicholas Moore extended the executive session for another 30 minutes.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Moore reconvened to regular session at 5:21 pm.

FROM THE OFFICE:

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

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 5:21 p.m.

Nicholas Moore, President

Mary M. Rathbone, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

_____ 2024