

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
October 7, 2024**

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on October 7, 2024 in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:02 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, CAP; Simon & Ila Rathbone

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on September 30th, 2024 (M/S: Mary M. Rathbone / Shelly Rivard Detrick).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.

Airport Fund: Payroll Warrant #19401 - 19410 Totaling \$19,589.74

Vouchers # 19394, 19411 - 19421 Totaling \$26,320.78

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

**OLD BUSINESS:**

Motion: Lease Security Consideration Worksheet re: Ephrata Sportsmen's Association: The commissioners agree to one month security deposit in the amount of \$849.23

MOTION CARRIED unanimously to approve a one-month security deposit in the amount of \$849.23 for the Ephrata Sportsmen's Association (M/S Mary M. Rathbone / Shelly Rivard Detrick).

Motion: Grant County Repair Cost Estimate Adjustments re: Airport St; T-Hangar Approach; VECA Approach; A-1 Water Line projects: The commissioners agreed to go ahead with Airport Street at a cost of \$10,840.15 with the City of Ephrata paying for \$7,000.00 and the VECA Approach at \$10,343.50. A-1 will cover the costs of repairing the road damage from the installation of their water line. They decide to wait on the T-Hangar Approach.

MOTION CARRIED unanimously to authorize the repairs to Airport Street at a cost of \$10,840.15 with the City of Ephrata paying for \$7,000.00 and the VECA Approach at \$10,343.50. (M/S Shelly Rivard Detrick/ Mary M. Rathbone).

Motion: Rail Spur Inspection Proposal and Rail Transloading Potential Operations: Seeking approval to move forward with inspection via contractor to be selected: This was deferred until we have actual rail contracts signed.

**NEW BUSINESS:**

Annual Service Contract w/Computer Solutions re Security Camera installation and on-going IT services. – Report: The proposed annual service amount was higher than what we annually spend on IT services, so it was decided to go on a per call basis.

**PUBLIC/TENANT INPUT:**

CAP gave the dates for their events for 2025 season and informed us the SGC is planning a cross-country camp for late June and early July. Director Lanman will get with SGC to confirm their dates and we will hopefully be able to work the RW-3/21 work around all the events.

**OPERATIONS and MAINTENANCE:**

Airfield Mowing: We have completed the mowing of our airfield safety zones and around abandoned runway 16-34. Fields around Division Street and Corporate have also been mowed. The most cost-effective way to control noxious weeds is with a mower, it also promotes new grass development. The trees located by the Learning Center had their trunk bases all string trimmed.

Obstruction Lights: The obstruction lights that are installed on the top of our hangars have been replaced with new bulbs. The lenses were cleaned, inspected and checked for operation

Snow Removal: Our snow removal equipment is ready. The trucks and the rotary snow blower were serviced, greased and fluids checked, inspected. We had some lift cylinders that were leaking and needed replacement. Rubber shoes were adjusted along with the carbide bits. Our winter equipment is ready for operation.

Water System Leak in Building 2 (201 Airport St SE) Report - Emergency call-out of Fire Department: The fire control sprinkler system in building 2 has a fault in one of the risers and leaked water all over the pump house. The system was shut down overnight and a service person from Fire Control Sprinkler Systems came out the next day and repaired the problem at their expense. No damage was done to the building or to the tenant's property.

**FINANCIAL UPDATE:**

2025 Annual Budget Draft Discussion: The commissioners asked for a couple of changes to the preliminary budget. They would also like to start planning for roof repairs in the next couple of years.

**ADJOURNMENT TO EXECUTIVE SESSION:** Commissioner Moore adjourned the regular meeting at 4:57 pm to Executive Session for approximately fifteen (15) minutes to discuss employee evaluations.

**EXTEND EXECUTIVE SESSION:** Commissioner Moore extended the executive session for another sixty (60) minutes.

**RECONVENE FROM EXECUTIVE SESSION:** Commissioner Moore reconvened to regular session at 6:12 pm.

Motion: 2025 Preliminary Annual Budget Approval: The commissioners set the wages for 2025 and approve the 2025 Preliminary Budget.

MOTION CARRIED unanimously to approve the 2025 Preliminary Budget as discussed above and with the increases in wages (M/S Shelly Rivard Detrick/ Nicholas Moore).

**FROM THE OFFICE:**

The AWAA second annual fly-in was a success, although the temperature was a bit chilly.

- a. Next Regular Meeting: October 14<sup>th</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)
  - b. **WSCAA Annual Conference**, Icicle Village Resort, Leavenworth, WA, October 28<sup>th</sup> – 30<sup>th</sup>, 2024 (Director)
  - c. **EDC Grant County Summit**, County Fairgrounds, Moses Lake, WA November 12<sup>th</sup> – 13<sup>th</sup>, 2024, *10:00am – 6:00pm* (Director and one (1) Commissioner)
  - d. **Ephrata Forward Meeting**, Port of Ephrata (host) November 21st, 2024, *11:30am – 1:30pm* (Director)

**COMMISSIONER INPUT: NONE**

**ADJOURNMENT:** There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 6:20 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: \_\_\_\_\_

\_\_\_\_\_ 2024

David Lanman – Executive Director