

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
November 12, 2024**

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on November 12, 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; Charla Bomstad, Finance Officer; Guests: Nance Beston, Columbia Basin Herald; Col. David Maxwell, CAP; Ila Rathbone.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on November 4, 2024 (M/S: Shelly Rivard Detrick / Nicholas Moore).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #19447 - 19456 Totaling \$19,637.46

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

OLD BUSINESS:

2025 Annual Budget – Approval:

1. Resolution 2024-002 Establishing the 2025 Tax Levy: MOTION CARRIED unanimously to authorize payment of above Vouchers/Warrants (M/S Mary M. Rathbone / Shelly Rivard Detrick).
2. Resolution 2024-003 General Operation Budget 2025: MOTION CARRIED unanimously to authorize payment of above Vouchers/Warrants (M/S Shelly Rivard Detrick / Mary M. Rathbone).

Annual Track Inspection - Motion: Railworks Proposal: This motion was tabled due to a third lower bid that came in after this proposal. Coast Rail out of Tacoma will now do the inspection and no motion is required because the cost is below the threshold.

Jet-A Fuel Tank Complex Project – Update re: Construction and Tank Installation/Operation Timetable & Change Orders – Report: The tank distributor i.e. Mascott Equipment, has stated that “very likely” the tank will be here no later than December 18th. If there should be any further delay, the optional date of delivery is December 30th. The required two-week soak test will begin upon tank delivery. Based on this, the fuel station should be up and running by mid-January.

Runway 3-21 & Taxiway A Rehab Project re: Ardurra Work Order 24-02 & IFE Proposal for Precision Approach Engineering – Discussion: This project and work order has just been approved by the FAA and there will be a motion for the commissioners to approve at the November 18th meeting.

NEW BUSINESS:

Rural Business Development (RBDG) Grant Application re: Rail Complex Upgrade & Track Expansion/Repair Project – Discussion: This grant would provide up to \$50,000.00 toward planning and design costs.

USDOT Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Application re: Rail Complex Upgrade & Track Expansion/Repair Project – Discussion: This grant is a two-part process with the first part of up to \$150,000.00 for planning and the second part being up to \$5,000,000.00 for the actual construction.

Pollution Liability Insurance Agency (PLIA) Grant Application re: Building 304 Oil Tank Removal Project – Discussion: This grant could help the Port solve the underground tank leakage issue regarding a furnace oil tank buried next to building 304. This is a two-part grant process with the first part determining what type of grant the Port would need and then the second part for the grant to cover the actual work needed to remove the tank and clean up the area. The tank was installed by the U.S. Government in 1941 when the Port was an Army Air Base. If the grant is approved, funds will be made available to include an environmental assessment to ensure that the area around the tank is federally compliant and safe.

The Commissioner Rathbone asked to see the eligibility requirements of all three grants so she could review. Director Lanman stated that in speaking with the agencies involved he was informed that the Port does meet eligibility requirements but would provide the commissioners with the summary details in writing. It was noted that in the case of RBDG (Rural Business Development Grant), an exception would be made pertaining to the total annual gross maximum criteria due to the Port being a municipality with less than fifty (50) people employed. Director Lanman cautioned that if the process moves far enough along with any of the grant applications, that it would most likely be necessary to engage professional third-party support e.g. grant writer, engineering firm and/or an industry consultant to assist in ensuring that all requirements are met and the presentation to the respective selection committees are most impactful.

PUBLIC/TENANT INPUT:

Col David Maxwell from the Civil Air Patrol wanted to invite the Commission and staff to participate in the Wreaths Across America that they will be conducting on Dec. 14th and 10:00 am in Ephrata, Soap Lake and Quincy. They plan to lay around one thousand wreaths on local area veterans' graves.

Nance Beston from the Columbia Basin Herald introduced herself and asked the commissioners questions about the Port, including how we do our tax levy and how the budget process went this year. She asked about our current and upcoming projects that the Port has. The commission and staff answered her questions, gave her a copy of the 2025 budget.

OPERATIONS and MAINTENANCE: NONE

FINANCIAL UPDATE: NONE

FROM THE OFFICE:

- a. Port Staff Sexual Harassment Training: Nov 18th
- b. Next Regular Meeting: Nov 25th
- c. Travel & Meetings: None

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 4:44 p.m.

Nicholas Moore, President

Mary M. Rathbone, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

David Lanman – Executive Director

_____ 2024