

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
December 09, 2024**

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on December 09, 2024 in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:01 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: David Maxwell, CAP, Ila Rathbone.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on November 25, 2024 (M/S: Shelly Rivard Detrick / Mary Rathbone).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #19481 - 19490 Totaling \$18,699.51
Vouchers # 19491 - 19499 Totaling \$18,394.36

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

OLD BUSINESS:

Track Assessment Report – Coast Rail: The rail inspection was positive. There are no areas where the Port is out of FRA compliance. There were several suggested repairs listed but they do not need to be completed yet and can be done a few items at a time. The total cost of repairs should be just under Thirty Thousand. The commissioners would like a breakout of costs for each item as well as a list of priority.

Security Camera Installation – Update: Computer Solutions was here on Friday getting started on this project. All hardware has been ordered and they will be back on Wednesday to continue the work of installing additional security cameras on key locations around the Port. The system will be on a 24-hour loop. The commissioners ask that the retention schedule be checked to make sure the Port is following retention requirements.

Jet-A Fuel Tank Installation Project – Update: The Tank is scheduled to be delivered on the 17th of December. All fuel has been moved from the pup trailer into the refueling truck and Director Lanman has called to have the pup trailer, skid and fencing returned. He also ordered an extra 1000 gallons of Jet-A to make sure we have enough on hand until the new tank is up and running in January.

NEW BUSINESS:

Motion: Removal of equipment from inventory – List: The fuel office monitor quit working and needed to be replaced. MOTION CARRIED unanimously to approve the removal of the Dell fuel computer monitor (M/S: Shelly Rivard Detrick / Mary Rathbone).

NorthSky Communications “Bldg 8” property damage claim – Report: A connection pipe under the sink in the men’s bathroom burst its seal and was caught after about two hours. Major flooding occurred in the building and preliminary reports show about seventy thousand worth of damage. This has been turned into our insurance provider as well as the lease for determination if the Port’s insurance will need to cover this expense or if NorthSky will need to.

“Building 1” Heating & Lighting Acquisition/Installation – Report: During the initial walk-through with Stoneway Electric to take over the entire building 1, it was found that there are a few lights that need to be updated as well as a couple of heaters that need repaired. Stoneway is sourcing the lights and heaters and will install the heaters, and the Port will install the lights. The Port will then give Stoneway credit on their rent in exchange. The commissioners would like to see the cost proposal before anything is installed.

Project Hydra (proposed joint project w/City of Ephrata) – Discussion: The EDC brought a proposal from a company that would like to set up a manufacturing facility in Washington State. They have several major requirements that need to be provided before they can consider Ephrata as a possible location including land. There will be a joint meeting on December 18th between the EDC, City of Ephrata, Port of Ephrata and possibly Grant County. The details of this meeting will be shared in a future Port commission meeting.

PUBLIC/TENANT INPUT:

Col. David Maxwell from CAP let the commissioners know about the Orientation rides that were given on Saturday. They are also having their annual banquet at the ERC and everyone is invited. The annual Wreaths Across America will be on December 14th and they will be participating in the Bells on Basin Parade also on December 14th.

OPERATIONS and MAINTENANCE:

S-80 Genie Lift: We have serviced the Genie lift. Oil and filters were exchanged. The chassis was greased. A few worn and missing warning stickers were replaced, boxes for tool storage were built and attached to the basket for cordless drills etc.

Garbage on Airport Road: The litter was picked up along Airport Road. A pickup box full of trash was taken from the road.

Jet A sign: A new sign was installed on the two red poles that are East of the terminal lawn above our existing directory sign.

Bldg. 1: We have been over at building 1 installing or repairing lights before Stoneway occupies the area. Door rollers and springs were oiled. The outside lot was cleared of small nuts, bolts, and washers that were all over the ground.

FINANCIAL UPDATE: NONE

FROM THE OFFICE:

- a. Next Regular Meeting: Dec. 16th

b. Travel & Meetings:

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 4:59 p.m.

Nicholas Moore, President

Mary M. Rathbone, Vice President

Shelly Rivard Detrick, Secretary

ATTEST: _____

David Lanman – Executive Director

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