

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
January 6, 2025**

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on January 06, 2024, in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:02 p.m.

PRESENT: Commissioners: Mary Rathbone, Shelly Rivard Detrick and Nicholas Moore; Staff: David Lanman, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Finance Officer; Guests: Garrett Clemetson, Civil Air Patrol; Phil Borck, City of Ephrata Councilman; Ila Rathbone.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on December 30, 2024 (M/S: Shelly Rivard Detrick / Nicholas Moore).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #19519 - 19528 Totaling \$22,814.33
Vouchers # 19529 - 19538 Totaling \$147,220.39

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

OLD BUSINESS:

Ephrata Forward Funding: Director Lanman informed the commissioners about the survey analysis that the Ephrata Forward Committee is wanting to give to the community. The commissioners would like to see the list of questions as well as see if the other local government districts will be participating, before they decide.

NEW BUSINESS:

Refueling Truck Repairs: The Jet-A refueling truck being leased by the Port broke down and needs about \$7,000 in repairs.

MOTION CARRIED unanimously to authorize payment of the repairs to the refueling truck (M/S Mary M. Rathbone / Shelly Rivard Detrick).

Commissioner Meeting Timetable – Discussion: Director Lanman asked the commissioners if the Port could cut down to two meetings a month, thus saving the Port \$11,664.00 annually in commissioner pay. The commissioners, however, want to wait until things slow down to the point that no more than one (1) hour of meeting length is needed before reducing the frequency. Commissioner Moore stated that the Port should give it another thirty (30) days to evaluate. Meetings will continue to be held weekly unless there are no time sensitive matters. If so, the Port can cancel the meeting twenty-four (24) hours in advance.

Commission Officer Selections for 2025: The nomination of officers for 2025 are as follows: Mary M Rathbone as President, Shelly Rivard Detrick Vice-President, and Nicholas Moore as

Secretary. MOTION CARRIED unanimously to elect Mary M Rathbone as President, Shelly Rivard Detrick as Vice-President, and Nicholas Moore as Secretary (M/S: Shelly Rivard Detrick / Nicholas Moore).

PUBLIC/TENANT INPUT:

Garrett Clemetson would like to see if anything can be done to make the crossing into taxiway B-1 from the ramp any clearer. Director Lanman invited Mr. Clemetson to contact him at his office to evaluate the issue. Director Lanman stated that the layout is FAA compliant, and no complaints have been received.

Phil Borck from the City Council wanted to let the commissioners know that the City Council is here to help the Port in any way that they can. The commissioners thanked him.

OPERATIONS and MAINTENANCE:

TCM forklift: Maintenance had the engine on the TCM forklift rebuilt and has been installed back in the lift. Maintenance has bolted on the accessories and are nearing completion of this project.

Clark forklift: The Clark forklift was serviced. Oils and filters were exchanged.

Dodge pickup: The half ton dodge was serviced.

Building #1: Building 1 required a few repairs after Stoneway took possession of the building. The insulation was taped where it was separated, lighting was evaluated. Four metal heaters were not operating. A arrangement for a permanent solution re: the lighting in this building has been agreed to in principle between Stoneway and the Port. Details of such are being worked out.

Building #526 This building is now unoccupied effective January 1, 2025. The Port will take advantage of the vacancy by framing the west door opening that is not functional. Tracks are shot, opening of the door is too close to the fence. Performing this process now, while vacant, should save the Port a fair amount of dollars on the overall cost. A new candidate tenant has emerged, so the timing is good.

FINANCIAL UPDATE:

2024 Year-End Report: Charla gave the commissioners the 2024 profit and loss report from QuickBooks, as well as the Statement of cash flows. The Port saw an increase of \$979,915.96 in 2024 due to the CARB loan that the Port obtained to finance the installation of the Jet-A fueling station.

FROM THE OFFICE:

- a. Next Regular Meeting: Jan 13th, 2025
- b. Travel & Meetings: NONE

COMMISSIONER INPUT: Commissioner Rathbone would like to point out the CAP Open House that is scheduled for Jan 16th at 6:00pm to be held here at their Port location.

ADJOURN TO EXECUTIVE SESSION: Commissioner Mary M. Rathbone adjourned the regular meeting at 4:42 p.m. to executive session for approximately 15 minutes to discuss potential litigation.

EXTEND EXECUTIVE SESSION: Commissioner Mary M. Rathbone extended the executive session for another 10 minutes.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Mary M. Rathbone reconvened to regular meeting at 5:07 p.m.

ADJOURNMENT: There being no further business to conduct, Commissioner Mary M Rathbone declared the meeting adjourned at 5: 10 p.m.

Mary M. Rathbone, President

Shelly Rivard Detrick, Vice President

Nicholas Moore, Secretary

ATTEST: _____

_____ 2025

David Lanman – Executive Director