

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
May 19, 2025**

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on May 19, 2025, in the Port conference room. Commissioner Mary Rathbone called the meeting to order at 4:00 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, David Maxwell, Roger Patry, CAP; Ray Towry, City of Ephrata; Jeff Phillips, IAC; Stephen Northcraft, SGC.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on May 5, 2025 (M/S: Nicholas Moore / Shelly Rivard Detrick).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Vouchers # 19697 - 19705 Totaling \$11,785.68

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

**OLD BUSINESS:**

City of Ephrata/Ephrata Sportsmen's Association Gun Range Lease: *New lease agreement requested to replace outdated lease with City to ensure RCW compliance.* Discussion: Director Lanman informed the commissioners that he had a good talk with Ray Towry from the City and since we have come to a stalemate with the Ephrata Sportsman's Association (ESA), Director Lanman recommends maintaining the agreement as is with the exception of requiring the ESA to put the Port as additionally insured on their insurance policy as is required in the agreement now. The Port would authorize the City to extend the sublease with ESA until December 31, 2034 when the current lease with the City expires.

The commissioners asked several questions and decided that they want to have further discussions on this topic. They all state that they value what the ESA brings to the community but would like to make sure that all parties and their constituents are being fairly represented.

Commissioner Rathbone would like to see an outline historically on how we got here and then see how we want to handle it so that we have a permanent solution.

Ray Towry apologized to the commissioners for his part in the confusion of this issue. He did not think about the gifting of public funds when he questioned why the City is involved in this lease. He stated that the City is committed to working with the Port to reach a solution.

Commissioner Rathbone called the meeting to order and moved on to the next agenda item.

Dry Camping re: Seattle Glider Council Events: Request to authorize a swath of land NW of the Rail Warehouse Complex (off airport) to house dry camping RVs during events (and council designated activities): Director Lanman informed the commissioners that the SGC has requested additional dry camping RV spots to use during their events and that he has a request into the FAA for clarification if it is alright for the Port to provide such spaces but there has been no word back yet. Director Lanman stated that Arlington Airport, also a federally obligated airport, has been authorized to allow camping on Airport land during events and is not sure why the Port of Ephrata is not. More discussion on this subject will occur when we hear back from the FAA.

**Resolution 2025-004:** Building 405 Roof Repair – Rescind Resolution 2025-003 due to contractor unable to secure a Performance Bond: The commissioners agree to rescind resolution 2025-003 MOTION CARRIED unanimously to rescind resolution 2025-003 due to the contractor being unable to secure a performance bond (M/S Nicholas Moore / Shelly Rivard Detrick).

Director Lanman informed the commissioners that we have identified three contractors that can perform the work to the roof of hangar 405 and are waiting to hear back which option will be the best.

**Resolution 2025-005:** Runway 3/21 and Taxiway A Rehabilitation Project – Approve Resolution to allocate funds in the 2025 budget to fulfill the local match contribution requirement: MOTION CARRIED unanimously to guarantee the funds for the local match amount of \$15,447.00 for the RW 3/21 rehab project (M/S Shelly Rivard Detrick / Nicholas Moore).

Hertz Rental Car Agency Agreement – Review of agreement parameters presented by Hertz and policy procedures: Director Lanman informed the commissioners that a draft of the agreement is being looked at by all parties including our legal counsel and are close to working it out. The Port's insurance agency is on board, and it will be covered by our existing policy. There will be two to three cars available to start on an appointment basis, Monday through Friday, during normal business hours from seven to four pm. The Port will be an attachment to the Wenatchee Hertz and as such will be supported by personnel if needed.

The commissioners asked several questions and want to make sure that prior to going live standard operating procedures are created, implemented, and followed by the port employees who will be handling the Hertz rental forms and keys.

#### **NEW BUSINESS:**

Items to be sold at public auction & removed from inventory: Two items are no longer cost effective to repair and as such are being requested to be removed from inventory and sold at public auction. A John Deere Garden tractor and a Galion ground grader. MOTION CARRIED unanimously to sell the two items above at public auction and remove them from the inventory list (M/S Shelly Rivard Detrick / Nicholas Moore).

#### **PUBLIC/TENANT INPUT:**

David Maxwell from CAP informed the commissioners that they had a good training weekend with around seventy people from all over the state participating.

On the topic of a twenty-year ground lease on the building that the CAP is attempting to purchase from our current tenant, David Maxwell asked what is needed from the CAP to have that item decided upon. The commissioners would like the item to be put on the agenda of a meeting sooner rather than later so that CAP has what they need when the Commerce Department requests it. Items can be requested to be added to the agenda by noon on Thursday prior to the next Monday meeting.

Roger Patry from the CAP asked if there is a commissioner position available and that he would like to be considered for the position. Port Staff informed him that he would need to contact the Grant County election office to be added to the ballot, but that the deadline to be added for the November ballot has passed and that there are two candidates already on the ballot.

#### **OPERATIONS and MAINTENANCE: NONE**

Building #526: The O&M department is preparing the block outbuilding for painting at building 526. Doors were repaired and stalls swept out. The loose paint was scraped, and the building was washed with water. Staff are painting the structure this week to match building 526 white with blue trim.

Weed Spraying: Staff are spraying a few weeds along our roadsides that escaped during the beginning of our spray season. Kochia was the targeted plant. Staff treated the lawns for the clover and dandelions that have popped up on the terminal lawn and green belt.

Navigational Aids: During an airfield inspection a REIL (runway end identification light) at runway 21 was not operating. Staff replaced the bulb and the trigger assembly which usually fix these REILs, in this case it did not. Staff went to Airfield Solutions for a little help but have yet to hear a reply.

#### **FINANCIAL UPDATE:**

The port finance officer informed the commissioners that the final payment from the CARB loan has been received which puts the budget back in balance.

#### **COMMISSIONER INPUT:**

Commissioner Rathbone informed the other commissioners and guests that she made the decision not to run for reelection since she is a governor on the Washington State Bar Association and they have a policy that prevents her from running for any other office. Commissioner Rathbone stated that she will finish out her current commissioner position that she was appointed to through December 31, 2025.

The other commissioners said that they cannot replace the talent that commissioner Rathbone brings to the table and they are sorry to see her go.

**ADJOURN TO EXECUTIVE SESSION:** Commissioner Rathbone adjourned the regular meeting to executive session at 4:48 pm for fifteen (15) minutes to discuss a potential litigation issue.

**RECONVENE FROM EXECUTIVE SESSION:** Commissioner Rathbone reconvened from executive session at 5:03 pm and no decisions were made.

**COMMISSIONER INPUT:**

The commissioners would like to offer the finance officer the opportunity to attend the WPPA Finance Seminar in June in Walla Walla, WA. The finance officer will look over the agenda and determine if the conference would be of benefit to attend.

**FROM THE OFFICE:**

- a. Next Regular Meeting: Monday, June 2<sup>nd</sup>, 2025
- b. Travel & Meetings:

**ADJOURNMENT:** There being no further business to conduct, Commissioner Mary M. Rathbone declared the meeting adjourned at 5:05 p.m.

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Mary M. Rathbone, President

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Shelly Rivard Detrick, Vice President

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Nicholas Moore, Secretary

ATTEST: \_\_\_\_\_

David Lanman – Executive Director

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