

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
June 16, 2025**

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on June 16, 2025, in the Port conference room. Commissioner Mary Rathbone called the meeting to order at 4:00 p.m.

PRESENT: Commissioners: Mary Rathbone (Via Phone), and Shelly Rivard Detrick; Staff: David Lanman, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Finance Officer; Guests: Garrett Clemetson and David Maxwell, CAP; Phil Borck, City of Ephrata.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on June 2, 2025 (M/S: Shelly Rivard Detrick / Mary Rathbone).

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

Airport Fund: Payroll Warrant #19722 - 19731 Totaling \$19,800.59

Vouchers # 19702 & 19732 - 19739 Totaling \$91,584.41

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

OLD BUSINESS:

CAP Ground Lease re: Building 301: *Seeking approval for Ground Lease to be either transferred from J3 Land Company to CAP (12 years) or a new lease to be secured (20 years).* If a new lease is secured, then the commissioners only want to do a 10-year lease with a 10-year extension so that it matches how all the Port's other leases are written. David Maxwell will contact the grant people and find out what the minimum amount the CAP needs. Director Lanman will talk with legal counsel to write up a new lease if needed.

Washington State Aviation Fuel Tax Coalition: *Request approval to have the Port join the coalition.* This item has been deferred until the next meeting on July 7th.

Runway 3/21 & Taxiway A Rehabilitation Project: *Review and authorization of Construction Contract and Notice of Award with C.R. Contracting, LLC*

Resolution No. 2025-007: Awarding the contract for the rehabilitation of a portion of runway 3/21 and taxiway A to C.R. Contracting, LLC. MOTION CARRIED unanimously to award the contract to C. R. Contracting, LLC (M/S Shelly Rivard Detrick / Mary Rathbone).

NEW BUSINESS:

City of Ephrata Rail Crossing Project: *City of Ephrata requesting Letter of Support from the Port for the proposed Rail Crossing Project Grant application.* The commissioners are generally in favor of a new rail crossing and truck route that will help traffic flow in Ephrata. They do however have caveats and questions that will need to be addressed before any final decisions are made. This topic will be deferred until the July 7th meeting to review the language of the letter of support.

County Roundabout at Nat Washington Way & Hwy 282: *The County is asking for permission to use Airport Street and 5th Ave as the detour during construction.* The commissioners have questions regarding damage and

repairs to the road. They want to see the proposal before deciding on this subject. This item is deferred to the July 7th meeting for more discussion.

PUBLIC/TENANT INPUT: NONE

COMMISSIONER INPUT: Commissioner Shelly Rivard Detrick informed the commissioners and staff that she will be using FMLA to help with her dad who is ill. This will mean that she may not be available for Port meetings. She will know more soon and will keep everyone informed. Commissioner Rathbone expressed her concern for Commissioner Detrick's father and wished for the best and stated that whatever they needed to do in order to make it easier for Commissioner Detrick to attend Port meetings.

OPERATIONS and MAINTENANCE:

Terminal Building: The process has begun on the re-painting of the terminal building. Port staff have pressure washed the entire building and will Scrape any loose paint after this process. Caulking needs to take place after staff have scraped the loose paint around doors and windows. It will then be painted white again with dark blue trim.

Weed Spaying: It continues.

Building #3005: Skirting around the dock area of the old INET building became detached. New skip sheeting was attached to secure the metal to the dock.

FINANCIAL UPDATE: NONE

FROM THE OFFICE:

- a. Next Regular Meeting: July 7th, 2025, 4:00 pm
- b. Travel & Meetings: **City Council/Port Commissioner "Workshop":** Saturday, June 28th at City Hall. 9:00am - 12:00pm (Commissioners, Director, Candidate Commissioners).

ADJOURN TO EXECUTIVE SESSION: Commissioner Mary Rathbone adjourned the regular meeting at 4:22 p.m. to executive session for approximately 15 minutes to review the performance of a public employee.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Mary Rathbone reconvened to regular meeting at 4:37 p.m. No decisions were made.

ADJOURNMENT: There being no further business to conduct, Commissioner Mary M. Rathbone declared the meeting adjourned at 4:38 p.m.

Mary M. Rathbone, President

Shelly Rivard Detrick, Vice President

Nicholas Moore, Secretary

ATTEST: _____

2025

David Lanman – Executive Director