

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
July 7, 2025**

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on July 7, 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), Shelly Rivard Detrick and Nicholas Moore; Staff: David Lanman, Executive Director; Charla Bomstad, Finance Officer; Guests: Jeremy Burns, Fire Chief; David Maxwell and Garrett Clemetson, CAP.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on June 16, 2025 (M/S: Shelly Rivard Detrick / Mary Rathbone).

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

Airport Fund: Payroll Warrant #19746 - 19755 Totaling \$19,249.85

Vouchers # 19756 - 19766 Totaling \$42,754.32

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

OLD BUSINESS:

CAP Ground Lease re: Building 301 – *Determining whether to provide a Landlord Consent transfer of existing ground lease with J3 Land Company to CAP or secure a new lease:* Director Lanman and staff discussed with the commissioners the options available to the Port on extending a ground lease to CAP beyond what is stated in the lease.

Different options were suggested, and it was decided that the Port would talk with legal counsel and the CAP would decide what exactly they need and get back to the commission before a decision is made.

Washington State Aviation Fuel Tax Coalition – *Decision to have the Port join the coalition to participate in the investigation and possible legal action against the Department of Revenue (DOR) and Department of Transportation (WSDOT) for misappropriation of funds per U.S. Code Section 47107(b)(1) criteria:* Director Lanman provided the commissioners additional information about the Coalition and there was much discussion. Commissioner Rathbone stated that the Port needs to decide if it is willing to go to litigation and spend two plus years. The commissioners would like additional information regarding the larger port in the Port's area and why they are supporting or not supporting the coalition.

This topic was deferred to the next meeting on July 21st.

Airport St Detour – Round a Bout (RAB) Project Arrangement: *Details of the forthcoming arrangement between the County, City and the Port re: the allowance of using Airport St as a detour during the construction of the RAB for eight (8) weeks starting July 21, 2025:* The County is requesting to detour traffic from Nat Washington Way to Airport Street during the construction of the round-about. It is the only option available for a detour so the commissioners

are generally in favor of allowing the detour but would like Port staff to do a pre-walk through before the walk-through with the County to determine if there are any areas that need to be addressed prior to the road taking on a much larger amount of use. They want the interlocal agreement to address repairs to the road if there is damage as a result of the detour. Director Lanman will get with legal council on the wording of the interlocal agreement.

Ephrata North Railroad Crossing Planning Grant – *Review of design plans of the City's truck detour project that would require the route to go through the Port. The city is seeking Port support via a letter to be presented to Mayor Bruce Reim:* Director Lanman presented a sample letter that the City is asking the Port to sign in support of the northern railroad crossing and truck detour onto Port roads. This letter is needed to apply for grant funds that are required to complete this project. The commissioners are generally in favor of this project but there is much that will need to be finalized before any agreement with the City is signed.

MOTION CARRIED unanimously to authorize a general letter of support for the City's railroad crossing and truck route onto Port roads (M/S Nicholas Moore / Shelly Rivard Detrick).

Building 405 Roof Repair – *Project completed, post-project summary:* The project is complete and we are waiting for a good rain to determine if the leaks have been fixed. All Intents and Affidavits have been filed with the L&I but the affidavit is still in review by L&I. Once the affidavit is approved then payment for the remaining ninety-five percent of the project will be issued to the contractor. Then a notice of completion will be submitted and once approved by the three agencies, the remaining five percent retainage will be released.

NEW BUSINESS: DEFERRED

PUBLIC/TENANT INPUT:

David Maxwell from CAP informed the commissioners that the National Flight Academy starts next week and will go for 10 days and will have around 20 students from all over. David gave the commissioners and staff CAP hats

OPERATIONS and MAINTENANCE:

Terminal Building: The terminal building is about halfway completed. The South portion of the building has been painted along with the East side. Winds have been high the last week, so painting is not possible. The building is prepared for painting; staff are just waiting for a good day to finish spraying the building.

Gator: The Gator, which is used to spray our fields and roadsides, threw a drive belt. Since we were waiting for parts. It received a service of its oil and filters along with a new drive belt.

FINANCIAL UPDATE:

2nd qtr. 2025 Budget Review: Staff presented the commissioners with the QuickBooks data for Jan. 1 to June 30, 2025. The Port is showing a \$164,584 profit but that will decrease once some of the project and repair invoices are paid. The commissioners asked a few questions which were answered by staff.

FROM THE OFFICE:

- a. Next Regular Meeting: July 21st
- b. Travel & Meetings:

COMMISSIONER INPUT: Commissioner Rivard Detrick would like a twenty (20) minute executive session added to the next meeting to review the performance of a public employee.

ADJOURNMENT: There being no further business to conduct, Commissioner Mary M. Rathbone declared the meeting adjourned at 5:15 p.m.

Mary M. Rathbone, President

Shelly Rivard Detrick, Vice President

Nicholas Moore, Secretary

ATTEST: _____

David Lanman – Executive Director

2025