

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
August 18, 2025**

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on August 18, 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 (Via-Phone); Staff: David Lanman, Executive Director; Gordon Grenier, Operations and Maintenance; Charla Bomstad, Finance Officer; Guests: David Maxwell, Roger Patry and Garrett Clemetson, CAP; Phil Borck, Ephrata City Council.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on August 4, 2025 (M/S: Nicholas Moore / Mary Rathbone). Commissioner Detrick Abstained.

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

Airport Fund: Payroll Warrant #19795 - 19804 Totaling \$19,044.88

Vouchers # 19805 - 19813 Totaling \$39,837.82

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

OLD BUSINESS:

Rwy 3-21 and Taxiway A Rehabilitation Project – Update, Phase I construction start date August 18th, runway closure schedule released: Work has started today, and the runway is closed 24/7 until the 24th. The next phase will begin October 10th and is expected to take a week to complete.

The commissioners would like Director Lanman to inform them if the project is on schedule or not by the 25th of August.

Rwy 11-29 Stripe Painting Project – *Motion request for approval of funds to be included with Rwy 3-21 project:* The paint on RW 11-29 is in really bad condition and needs to be painted as soon as possible. This will be added onto the project for RW 3-21 but will be funded by the Port in the amount of \$34,091.80. Director Lanman stated that the Port has a WSDOT inspection tomorrow and this issue may impact the outcome of that inspection.

This work will likely not be completed until spring of 2026. The commissioners discussed whether this would fit into the 2026 budget and agreed that the costs are necessary.

MOTION CARRIED unanimously to authorize the addition of the painting of RW 11-29 to the RW 3-21 project with Port funding the \$34,091.80 (M/S Shelly Rivard Detrick / Nicholas Moore).

The commissioners would like a forecast for the 2026 budget asap and staff assured them that they will be starting on the budget as soon as next week and will have a preliminary budget for them at the next meeting.

FAA Capital Improvement Program (CIP) re FY26 change plus FY27 to FY31 Projects – Outline of adjusted project plan re: (AIP) funding: Director Lanman is working with the FAA to complete the five-year CIP plan. The next two projects are scheduled are the building 734 taxiway construction and the perimeter fencing project which will include five gates with three of them being automatic. There are no projects scheduled for years 2029 through 2031 because that is when our master plan is scheduled to be renewed.

CAP Ground Lease re: Building 301 – Review/Discussion of proposed Ground Lease Agreement – **Motion** request for approval: Director Lanman gave the commissioners and the CAP a copy of the draft lease that was created by legal. Both parties agree on the terms of the lease and the commissioners approved the lease terms to include a one-month security deposit based upon the service that the CAP offers to the public and youth, as well as the length of time (75 years) they have been a tenant of the Port.

MOTION CARRIED unanimously to approve the lease with CAP with a one-month security deposit (M/S Shelly Rivard Detrick / Nicholas Moore).

NEW BUSINESS:

RPV Aero Commercial Lease re: Building 304NE - **Motion** request for approval: RPV Aero has been leasing an office space in hangar 405 and would like to renew that lease for fifteen months. That time frame coincides with the lease the Port has with Barrett Aircraft. Due to the fact that Barrett Aircraft has been paying a reduced amount as an incubator business that benefited the Port, and that this reduced rate time will be ending in fifteen months and will be adjusted to match fair market values and that both businesses are in the same building, it was requested by RPV Aero that their lease is not increased substantially until the rate is set for Barrett Aircraft.

Commissioner Rathbone suggested that the Port consider extended periods for future leases. Director Lanman stated that the determination of a lease period is based on multiple factors with the objective of benefiting both parties on a case-by-case basis. Longer isn't necessarily better, in fact, could be counter-productive especially with the rapidly growing commercial property values escalating per square foot base rates. RCW requires that the Port stay within reasonable parameters of current market rates being experienced in the region throughout the lease term.

MOTION CARRIED unanimously to approve the fifteen-month lease with RPV Aero with a one-month security deposit (M/S Nicholas Moore / Shelly Rivard Detrick).

Homestead Group Commercial Lease re: Building 526 – **Motion** request for approval: Director Lanman is recommending a two-year lease with a two-month security deposit. The commissioners discussed what type of business this is as well as how many people will be employed and how long the company has been in business. After discussions it was decided that they would approve the two-year lease but increase the security deposit to three months but give them an additional month to pay the third month deposit.

MOTION CARRIED unanimously to approve the two-year lease with a three-month security deposit (M/S Nicholas Moore / Shelly Rivard Detrick).

PUBLIC/TENANT INPUT:

Garrett Clemetson of CAP stated that the organization has been at EPH for nearly seventy-five (75) years.

OPERATIONS and MAINTENANCE:

Weed control: We are coming to the end of weed control.

Vehicle Maintenance: We have started our fall maintenance program. Oil, filters, greased and inspected. Dodge 1500, Chev. Runway vehicle, Clark forklift, Ford Explorer.

3-21 Runway Project: Lighted-X's have been serviced and inspected for operation.

FINANCIAL UPDATE: Staff stated that the Port is still showing a \$49,480.49 profit for the year but that will more than likely turn into a loss as the rest of the year progresses. The port still has just under three million in its combined accounts. It was also stated that work will begin on the 2026 budget as soon as this week and a preliminary budget will be made available at the next commission meeting.

FROM THE OFFICE:

- a. Next Regular Meeting: September 2nd, 2025
- b. Travel & Meetings:

COMMISSIONER INPUT: NONE

ADJOURN TO EXECUTIVE SESSION: Commissioner Mary Rathbone adjourned the regular meeting at 5:02 p.m. to executive session for approximately 20 minutes to discuss the performance of a public employee.

EXTEND EXECUTIVE MEETING: Commissioner Mary Rathbone extended the executive meeting for an additional 20 minutes.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Mary Rathbone reconvened to regular meeting at 5:42 p.m.

The commissioners agree to rehiring Eric Tannler into the O&M Assistant 2 position with a starting salary of \$60,000.

ADJOURNMENT: There being no further business to conduct, Commissioner Mary M. Rathbone declared the meeting adjourned at 5:43 p.m.

Mary M. Rathbone, President

Shelly Rivard Detrick, Vice President

Nicholas Moore, Secretary

ATTEST: _____

2025

David Lanman – Executive Director

081825 Meeting Minutes