

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
September 2, 2025**

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on September 2, 2025 in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:07 p.m.

PRESENT: Commissioners: Shelly Rivard Detrick and Nicholas Moore; Staff: David Lanman, Executive Director; Charla Bomstad, Finance Officer; Guests: Phil Borck, Ephrata City Council; Jeremy Burns, Ephrata Fire Chief; Ray Rowry, Ephrata City Administrator.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on August 18th, 2025 (M/S: Shelly Rivard Detrick / Nicholas Moore).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #19814 - 19819 Totaling \$14,736.59
Vouchers # 19820 - 19825 Totaling \$15,875.12

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

OLD BUSINESS:

Runway 3/21 & Taxiway A Rehabilitation Project: *Project Phases I & II Completed.* – *Report:* As of Friday, at five p.m., phases one and two are completed. Phase 3 will be completed next spring at the same time RW 11/29 paint striping will be done.

North Taxi-Lane Project: *Report:* The FAA has formally approved the project up to seven hundred fifteen thousand in AIP and BIL grant funds. The project will replace and repair asphalt up to the hangar doors of Building 734 and the painting of the taxi lane from A-2. WSDOT will cover two- and one-half percent and the Port will cover the remaining two- and one-half percent. This project is scheduled to begin construction after July 2026.

Bldg. 2006 Failed Truss Repair – *Update:* Building 2006 had major failure of its trusses and so an emergency repair was determined to be necessary. A local contractor was contacted, and repairs were completed as per RCW 39.04.280.

NEW BUSINESS:

Trout Lake Farm Commercial Lease re: Building 801: ***Motion request for approval:*** Director Lanman asked for approval of the new lease with a one-month security deposit based upon their long-term tenancy and good standing.

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

AWAA Fly-In 2025: Request for event approval: AWAA is requesting to hold a fly-in here at the Port on October 3rd and 4th. They want to expand the event this year to include a pancake breakfast and hamburger lunch on Saturday and invite the public and the other organizations based on the Port to participate. The commissioners ask that Director Lanman make sure they obtain all the necessary permits they need, such as food handlers.

The commissioners are in favor of this event taking place on the Port of Ephrata.

PUBLIC/TENANT INPUT:

Ray Towry, Ephrata City Administrator, asked the commissioners about the SWOT analysis that was discussed in the joint work session. Commissioner Rivard Detrick stressed that it is important that the Port Commission be of one mind and that with one commissioner being gone at past meetings they have not been able to complete the survey yet. They plan to add it to next meeting's agenda. Ray Towry stated that it was meant to be filled out individually and not as a group.

OPERATIONS and MAINTENANCE:

Gordy is out sick, but the commissioners reviewed his report.

Building Maintenance: On August 18th Phil Honeycutt of Veca informed Port Authorities that a rafter in building 2006 had failed. Rick Baxter was called in and to make emergency repairs. The rafter had dropped 6 inches and had widened by approximately 3 inches. The rafter was repaired, leveled and squared up with large plywood gussets. Building 2006 is back to safe and working order.

Trim and wood surfaces on Hangar 405: needed to be scraped, primed and painted.

Vehicle Maintenance: 2005 Ford Explorer was serviced and new rear struts installed.

FINANCIAL UPDATE:

2026 Draft Budget: Staff presented the commissioners with an initial draft budget to review. Discussions were had about various items and staff will make modifications and the draft budget will be discussed in the next few meetings.

FROM THE OFFICE:

- a. Next Regular Meeting: September 15th, 2025
- b. Travel & Meetings:
 - a) **WPPA Small Ports Seminar** – Lake Chelan, WA
Thursday, October 23rd - Friday, October 24th
(Commissioners, Director)
 - b) **WSCAA Fall Conference** – Leavenworth, WA
Wednesday, October 29th
(Director)

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Nicholas Moore 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