

**MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
October 6, 2025**

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on October 6, 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; Gordon Grenier, Operations and Maintenance Supervisor; Charla Bomstad, Finance Officer; Guests: David Maxwell, CAP; Ray Towry, City of Ephrata.

MINUTES: MOTION CARRIED unanimously to approve the amended minutes of the regular meeting on September 15, 2025 (M/S: Shelly Rivard Detrick / Nicholas Moore).

MINUTES: MOTION CARRIED unanimously to approve the minutes of the special meeting on September 29th, 2025 (M/S: Nicholas Moore / Shelly Rivard Detrick).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #19843 – 19848 & 19849 - 19858 Totaling \$31,679.81
Vouchers # 19842 & 19859 - 19872 Totaling \$114,201.86

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

OLD BUSINESS:

AWAA Fly-In – *Report:* Director Lanman stated that the Fly-in met its expectations. The IAC will be able to do an acrobatic display next year once they get the permit from the FAA. David Maxwell from CAP said it was a good event, and he learned a lot. Commissioner Moore said his kids enjoyed it and appreciated the van that drove them out to the spraying site. It was suggested that they start the planning and advertising of the event earlier in the year next year.

CAP Building 301 Commercial Ground Lease (Pending) – *Section 3.2.2 Discussion/Lease Terms Review* – **Motion** to Approve Terms: There are two areas of the draft lease that CAP's lawyer would like removed. The five-year reviews and the ability of the port to modify the lease at the renewal. The commissioners stated that they are not comfortable limiting the future commission from making modifications to leases that market rates or legislation dictate. They further stated that if the terms of the CAP's grant is in jeopardy due to these terms that they welcome the CAP to come and present the reasons and they will re-address this discussion.

MOTION CARRIED unanimously to authorize leave both terms in the draft lease (M/S Nicholas Moore / Shelly Rivard Detrick).

NEW BUSINESS:

Grant PUD Large Power Application Fee – *Discussion/Motion* to Approve Payment to remain in the Queue: The commissioners would like to revisit this in a few weeks.

OPERATIONS and MAINTENANCE: NONE

Vehicle Maintenance: Antifreeze coolant has been tested in all Port Vehicles. Tires have also been inspected.

Building Maintenance: Hangar 304, painting of trim is ongoing.

Fall mowing: Mowing has started with hope of completion by third week of October.

FINANCIAL UPDATE:

Approve 2026 Draft Budget: Staff presented the updated draft budget to the commission with all the changes that were discussed at the special meeting.

MOTION CARRIED unanimously to approve the 2026 draft budget as submitted (M/S: Shelly Rivard Detrick / Nicholas Moore).

PUBLIC/TENANT INPUT: NONE

FROM THE OFFICE:

- a. Next Regular Meeting: October 20th, 2025
- b. Travel & Meetings:
 - a) **Wildfire Aviation Caucus and Firefighting Aircraft Seminar** – Spokane, WA
Aero-Flite - Thursday, October 9th (Director)
 - b) **WPPA Small Ports Seminar** – Lake Chelan, WA
Campbells Resort Thursday, October 23rd – Friday, October 24th
(Commissioners, Director)
 - c) **WSCAA Fall Conference** – Leavenworth, WA
Iceicle Village Resort Wednesday, October 29th (Director)
 - d) **WPPA Annual Meeting** – Tacoma, WA
Marriott Tacoma Downtown Wednesday, November 19th – Thursday, November 20th
(TBD)

COMMISSIONER INPUT:

Commissioner Moore would like to add an executive session to the agenda for 15 minutes to discuss the potential selling or leasing of public land to a tenant.

MOTION CARRIED unanimously to amend the agenda to include an executive session (M/S: Nicholas Moore / Shelly Rivard Detrick).

ADJOURN TO EXECUTIVE SESSION: Commissioner Mary Rathbone adjourned the regular meeting at 4:35 p.m. to executive session for approximately 15 minutes to discuss potential selling or leasing of public land to a tenant.

EXTEND EXECUTIVE MEETING: Commissioner Mary Rathbone extended the executive meeting for an additional 25 minutes.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Mary Rathbone reconvened to regular meeting at 5:15 p.m. No decisions were made.

ADJOURNMENT: There being no further business to conduct, Commissioner Mary M. Rathbone declared the meeting adjourned at 5:17 p.m.

Mary M. Rathbone, President

Shelly Rivard Detrick, Vice President

Nicholas Moore, Secretary

ATTEST: _____

David Lanman – Executive Director

2025