

**MINUTES OF THE REGULAR MEETING OF THE  
PORT OF EPHRATA COMMISSIONERS  
December 15, 2025**

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on December 15, 2025 in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:03 p.m.

**PRESENT:** Commissioners: Shelly Rivard Detrick, Nicholas Moore & Tyler Chase; Staff: David Lanman, Executive Director; Charla Bomstad, Finance Officer; Guests:

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on December 1, 2025 (M/S: Nicholas Moore /Tyler Chase).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.  
Airport Fund: Payroll Warrant #19941 - 19948 Totaling \$14,495.16  
Vouchers # 19949 - 19964 Totaling \$62,602.96

MOTION CARRIED unanimously to authorize payment of above Vouchers/Warrants (M/S Nicholas Moore /Tyler Chase).

**OLD BUSINESS:**

Salcido Enterprises Proposed Land Lease (40 acres) – JLL Valuation & Advisory Services, LLC., *draft Engagement Agreement for parcel appraisal & market analytics services*; **Motion for approval:** Director Lanman updated the commissioners on the progress of this project and stated that the draft engagement agreement is with legal for the final version.

MOTION CARRIED unanimously to authorize signing the Engagement Agreement with JLL Valuation & Advisory Services LLC (M/S Nicholas Moore /Tyler Chase).

North Apron, Taxiway & Taxilane Rehabilitation Project – Ardurra Work Order 25-01 (Phase I – Design & Bidding), **Motion for approval:** Director Lanman updated the commissioners on the progress of this project and requested approval to sign the work order with Ardurra.

MOTION CARRIED unanimously to authorize signing the Work Order 25-01 with Ardurra for the North Apron, Taxiway & Taxilane Rehabilitation Project (Phase 1 – Design & Bidding) (M/S Nicholas Moore /Tyler Chase).

Grant PUD Large Power Solution (LPS) - Phase II Application Fee; **Motion for approval:** Director Lanman informed the commissioners that the Phase II application fee of \$2,500 needs to be paid by December 31, 2025. This will give the Port \$5,000 on deposit and keep us in the queue.

MOTION CARRIED unanimously to authorize payment of the Phase II application fee to Grant PUD to remain on the Large Power Solution queue in the amount of \$2,500 (M/S Nicholas Moore /Tyler Chase).

CERB Planning Grant Application w/City – Report: Director Lanman is working with Dave Bern to complete the application and get it submitted by the deadline. The commissioners expressed their appreciation with the City for collaborating with us.

#### **NEW BUSINESS:**

Master Engineering Services (Industrial & Rail Development Projects) – Request for Qualification – Report: Director Lanman stated that the RFQ has been advertised in the Columbia Basin Herald and we have already received several requests for the RFQ information sheet. Staff have been working with the Web Hosting company to get the RFQ information listed on the Port website.

Potential Federal Funding Opportunities – Review of potential federal funding opportunities for airport, rail and/or industrial infrastructure development projects. Discussion re: possible future engagement of Elevate GA as a port representative/grant writer should the Port of Ephrata qualify as a candidate for any of these programs: Director Lanman discussed with the commissioners about potential federal grant money that the Port could qualify for. He is in the process of developing a Visionary Development Plan to be submitted in January. If the Port is approved and deemed qualified, then we would need to engage a grant writer to help us submit our applications.

Commercial Lease of Bldg 304 – VECA – Motion for approval: Due to the moving of current tenants into different buildings, VECA will not be able to continue their current sublease after March 2026. We were also informed that Barrett Aircraft will not be renewing their lease when it expires in 2027 but are willing to give up the building earlier if another opportunity arises for the Port. It was decided that it is in the Port's best interest to allow Barrett Aircraft to terminate their lease early to allow VECA to lease the building on a month-to-month basis until they can build a permanent facility on port land in the near future. Director Lanman recommends a two-month security deposit on this lease due to VECA being a long-standing current tenant.

MOTION CARRIED unanimously to approve a two-month security deposit in the amount of \$12,007.98 on the month-to-month temporary lease of building 304 (M/S Nicholas Moore /Tyler Chase).

#### **PUBLIC/TENANT INPUT: NONE**

#### **OPERATIONS and MAINTENANCE:**

Director Lanman informed the commissioners about a major leak in building 734 that is above electronic equipment of the tenant. Calls have been made and Frontier Roofing has come out and looked at the roof. It was decided that we should apply the acrylic compound that was applied to building 405 to that area of the building as soon as possible. We have a tentative quote of \$25,000 from Frontier Roofing to complete that one section. This would reduce the amount of roof that needs to be completed when we include that roof repair project in the 2027 FY budget. The contractor is requesting that the Port pay for the supplies and materials needed in advance and staff requests permission to write a check out of cycle.

MOTION CARRIED unanimously to approve paying for supplies and materials in advance and out of cycle once the L&I paperwork is completed (M/S Nicholas Moore /Tyler Chase).

**FINANCIAL UPDATE:**

Staff informed the commissioners that based on expectations the Port should end 2025 with around \$150,000 to 170,000 in profit.

**FROM THE OFFICE:**

- a. Next Regular Meeting: Monday, January 5<sup>th</sup>, 2026
- b. Travel & Meetings:

**COMMISSIONER INPUT:**

Commissioner Chase asked about the status of the courtesy vehicle and why the key is not available on weekends anymore. Director Lanman informed him that we were having people take the vehicle on Friday and not returning the car until late Sunday, as well as taking it out of the local area and not filling it up with gas. This has caused the Port to tighten up the availability of the courtesy car to business hours only and the need to come to the office to check out the key.

It was then asked where the Port stands on the Hertz car rental process. The Port is still waiting on a locator code, signs and training.

**ADJOURNMENT:** There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:00 p.m.

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Shelly Rivard Detrick, President

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Nicholas Moore, Vice President

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Tyler Chase, Secretary

ATTEST: \_\_\_\_\_ 2026

David Lanman – Executive Director

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