MINUTES OF THE REGULAR MEETING OF THE PORT OF EPHRATA COMMISSIONERS February 20, 2024

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on February 20, 2024 in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:01 p.m.

PRESENT: Commissioners: Nicholas Moore, Mary M. Rathbone and Shelly Rivard Detrick; Staff: David Lanman, Executive Director; Kurt Oxos, Operations and Maintenance Supervisor; Charla Bomstad, Finance Officer.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on February 12th, 2024 (M/S: Mary M. Rathbone / Shelly Rivard Detrick).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #19140 - 19145 Totaling $14,655.92
Vouchers # 19146 - 19151 Totaling $9,927.49

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

OLD BUSINESS:
Policies and Procedures – Discussion: The commissioners talked about the few remaining policy changes that still need to be approved. They would like the Holidays section to be rewritten to address the weekend employees we will have. This will be researched and will be addressed at the next meeting.

AvFuel Aviation Fuel Supply (incl. truck) Agreement – Update: Dave is working with Seth Woolson our legal council to modify this agreement. This will be addressed in a later meeting. The truck will be delivered on March 15th and the trainer will be on hand to train anyone that will be, or potentially will be, using the truck. The commissioners would like further conversations regarding having additional support for weekend fueling.

New T-Hangar "Bldg 52" Project – Update: The sealed bids for the building construction will be opened at 2:00 pm on February 27th, here in the Port conference room. Once the bids are opened, the lowest bid will be looked over and then sent on to Karen at the FAA for approval. Once approved construction on the building can begin. Once we know the exact specifications for the building we can apply to the city for a permit and the call for bids for the perimeter area and water lines and hydrants will be sent out. They are still estimating completion of this project in June.

NEW BUSINESS: Deferred

PUBLIC/TENANT INPUT: NONE

OPERATIONS and MAINTENANCE:

Tumble Weed roundup: We gathered all the Russian Thistle that had been gathering in and around our fenced lots. They were brought to a safe location and set on fire. We do this process at least three times a year, depending on the severity of the wind throughout the year.

Weed Control Equipment: We have begun servicing our weed control equipment. The gators have been serviced with fresh oils and filters. The replacement tank has been installed, calibrated and water tested.

Dodge Pickup: The parts arrived for the water pump for the half ton pickup. All hoses were replaced along with the serpentine belt. No leaks, it is good to go.

Chevrolet 1 ton: This pickup was greased, fluids and filters exchanged, inspected.

John Deere Mower: Our John Deere riding lawn mower was serviced, greased, and blades sharpened.

FINANCIAL UPDATE: NONE

FROM THE OFFICE:

a. Next Regular Meeting: Feb 25
b. Travel & Meetings:
    a) City of Ephrata City Council Workshop Meeting, TBD (late March)
    b) Public Town Hall Meeting w/all Sectors – Columbia Basin Herald, TBD (late March/early April)
    c) WAMA Annual Conference at Muckleshoot, WA, May 6th-8th
    d) WPPA Spring Meeting, Skamania Lodge, Stevenson, WA, May 15th-17th
    e) WPPA Directors Seminar, McMenamins Kalama Harbor Lodge, Kalama, WA, July 11th-12th
    f) WPPA Commissioners Seminar, Courtyard by Marriott – Richland Columbia Point, WA, July 22nd-24th

The chairs that were ordered for the new pilot's lounge were way too small, so Dave presented two new quotes to the commissioners. The commissioners would like Dave to get a local price quote on recliners and present the 3 quotes to them at the next meeting.

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 5:22 p.m.

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Nicholas Moore, President

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Mary M. Rathbone, Vice President

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Shelly Rivard Detrick, Secretary

ATTEST: _____ _____2024

David Lanman – Executive Director