# MINUTES OF THE REGULAR MEETING OF THE PORT OF EPHRATA COMMISSIONERS
# August 14, 2023

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on August 14, 2023 in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:01 p.m.

**PRESENT:** Commissioners: Shelly Rivard Detrick and Nicholas Moore. Staff: David Lanman, Executive Director; Charla Bomstad, Financial Officer. Guests: Roger Patry, CAP; Tim Ike JUB Engineers; Randy Tyler.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meeting on August 7, 2023 (M/S: Nicholas Moore / Shelly Rivard Detrick).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.
Vouchers # 18931 - 18939 Totaling $10,546.63

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

**OLD BUSINESS:**
Jet-A Fuel Tank Project – Update: The requests for qualifications RFQ have been sent to the Columbia Basin Herald and the Spokane Business Journal and will run for two weeks. The deadline to get the RFQs back to us is August 25th at 12:00 pm. Once the engineer is selected, the Requests for Proposals RFPs on tank manufacturers will be advertised. We are hoping to have the new tank installed and up and running no later than March. Until then we will lease a truck that will supply Jet-A to the new tenants and transients. We will be piggy backing on fuel deliveries to Moses Lake and will have access to fuel every 48 hours.

Guest Randy Tyler stated that it is a great idea to have Jet-A available and that these planes use thousands of gallons of fuel versus the smaller planes that run on AVGAS and only use small amounts.

Flight Tracking Installation – Update: Dave is in the process of getting the mechanical details of our account setup. He hopes to have this installed within the week and to start receiving data soon after. He stated that it was interesting to note from what he saw so far that the Port of Ephrata has three times more fly over traffic than Moses Lake does. The commissioners would like to have an overview of the data after the system has been running for a month.

Bldg. 405 & 734 Inspections/Lease Update: All the inspections have been completed and we are waiting on the official reports, but so far all both of the building have passed the inspections. Due to all the modifications on those two buildings they will not be listed as historical buildings. They do want to list us as a historical district because of all the old 1940 buildings that are still standing. This could create issues in securing funds via grants.

New T-Hangars – Update: We are waiting for the 163 determination letter from the FAA. It has already been approved and is just waiting for a signature. Once we have that we can restart the design phase with completion scheduled for May 2024.

**NEW BUSINESS:**
Port Property Projects and Opportunities (All Sector): The City is interested in property to the NW and we are open to cash bids that we could then use to purchase land to the NE.

We have had a private developer who is interested in a land swap, but the land they want to swap is not land we can utilize in the near future. We are open to cash bids that we could use to purchase lands that we can utilize sooner.

A private party is interested in some form of team up to help us and them develop land and increase our revenues. They are very interested in the proposed intermodal freight project.

Dave has a meeting scheduled for Wednesday with Amway to try and pin down what exactly they are wanting/needing. Whatever is decided with them for building 1 will determine what changes to other tenants will need to be made.

AWAA Fly-In Request: Dave was approached from this AG association in regard to holding their National Convention here at the Ephrata Airport on October 6th. Dave has a meeting with them on Tuesday and the commissioners want to make sure this is all followed up with insurance and use agreements are all in place.

**PUBLIC/TENANT INPUT:** Our guests introduce themselves to the commission. Randy Tyler stated that he is very thankful for the Civil Air Patrol and all they have done here at the Port. He also cautions the Port to be careful with future dealing with tenants so as to not lose them.

**OPERATIONS and MAINTENANCE: NONE**

**FINANCIAL UPDATE: NONE**

**FROM THE OFFICE:**

a. Next Regular Meeting: Aug 21
b. Travel & Meetings: Check when the WPPA Small Ports Meeting will be.

**COMMISSIONER INPUT:** Commissioner Rivard Detrick would like to propose additional hours being approved for Charla due to her workload during the audit and the upcoming budget. This will be discussed further at a later meeting.

**ADJOURN TO EXECUTIVE SESSION:** Commissioner Shelly Rivard Detrick adjourned the regular meeting at 4:37 p.m. to executive session for approximately 15 minutes for the purpose of evaluating the qualifications of a candidate for appointment to elective office.

**RECONVENE FROM EXECUTIVE SESSION:** Commissioner Shelly Rivard Detrick reconvened to regular meeting at 4:55 p.m. No decisions were made in the executive session.

**ADJOURNMENT:** There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 4:55 p.m.

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Shelly Rivard Detrick, President

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Nicholas Moore, Vice President

_____
, Secretary

ATTEST: _____ _____2023

David Lanman