MINUTES OF THE REGULAR MEETING OF THE PORT OF EPHRATA COMMISSIONERS October 26, 2026

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on October 26, 2026 in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:01 p.m.

PRESENT: Commissioners: Shelly Rivard Detrick, Nicholas Moore and Tyler Chase; Staff: Mike Wren, Interim Manager; Charla Bomstad, Finance Officer.

NEW BUSINESS:

Lanman Termination Agreement: This agreement was signed on October 23rd, and David Lanman has seven days (October 30th) to revoke the agreement.

Interim Manager Appointment Announcement: Michael Wren was appointed as Interim Manager on October 22nd, 2026.

Delegation of Authority for Interim Manager: With an assumption added to the existing delegation of authority that inserts "Interim Manager" where "Executive Director" was used, Michael was given powers and delegations as adopted on February 27, 2024.
MOTION CARRIED unanimously to authorize Michael Wren with the powers and delegations adopted February 27, 2024, with the attached assumption (M/S Nicholas Moore / Tyler Chase).

Building 1 Modular Breakroom/Restroom: Commissioner Chase talked to the tenant and was informed that all that is required at this time is a simple bathroom on the S.E. corner of the building. Commissioner Chase feels that most of this work can be done in-house with only the trenching and concrete saw cutting contracted out. The Port will continue to pursue options for this project.

Courtesy Van – Tracker: Several visiting pilots have complained that it is hard to obtain the courtesy van to use after hours, and Commissioner Chase asks if there is any way that the key can be put back into the pilot lounge. Commissioner Detrick stated her concerns about not knowing where the van is actually being driven. Commissioner Moore suggested using a GPS vehicle tracker to maintain more positive awareness of the vehicle usage. The commissioners agreed that this would be a valid investment and would like more research to be done.

Offer from City of Ephrata to Partner in Recruitment Effort: Commissioner Detrick was approached by the City regarding the possibility of co utilizing their recruitment consultant chosen for their Police Chief search to find a new Executive Director for the Port. This co utilization would result in cost savings due to shared travel related costs. The Commissioners are interested in pursuing this and Commissioner Detrick will send out the packets for review.

Organizational Structure Discussion: Commissioner Detrick suggested changing the structure of the staffing of the Port to move the Finance Officer as a direct report under the commissioners resulting in a more independent communication channel with respect to financial and office operation matters. The commissioners also want to move one of the maintenance FTE allocations to an Airport Operations Specialist reporting to the Executive Director with the understanding

that some of the work hours would be shared with the Operations and Maintenance department. Overall, these changes were seen as a significant gain in operational capability and efficiency while improving the essential checks and balances needed in a small organization.
MOTION CARRIED unanimously to approve the restructuring of the staffing chart as presented (M/S Nicholas Moore / Tyler Chase).

OLD BUSINESS:
General Services Engineer – Industrial – ***Motion:*** *Selection of Candidate per RFQ:* Mike created and provided a consultant scoring sheet that ensures consistent evaluation of candidates to go with the submittals. The commissioners will take the packets home, review and score them so that the selection can be made at the next meeting.

Bldg 405 Door Rehabilitation – ***Motion:*** *Construction Consultant Agreement:* The commissioners authorized Mike to sign the agreement with Tri-Ply Construction not to exceed $15,000 to help develop a repair scope for the door upper rail support. The actual construction services will need to be procured in a separate process.
MOTION CARRIED unanimously to allow Mike Wren to sign the agreement with Tri-Ply Construction in an amount not to exceed $15,000 (M/S Nicholas Moore / Tyler Chase).

Bldg 734 Roof Rehab – RFP: The Port received 6 RFPs with costs ranging from $172,550 to $299,000 for the applied "liquid" sealant that came with a 10 year warranty on material. A discussion was had about the effectiveness of applying that material over a 26 year old membrane that remains to be the structural element of the roof protection barrier. There were also two alternate bids proposing different levels of rehabilitation by installing a new membrane which cost wise competed very well with the sealant application. The new membrane would be more structurally sound and could provide a "No Dollar Limit" 20 year warranty. Mike's recommendation was that we reject all bids, rework the specification for a new roof membrane and proceed via the Small Works process. The commissioners agreed proceed in that direction.

#2002 Vacant Property Vinyl Warehouse: Commissioner Chase received an informal estimate of $260,000 on a vinyl warehouse structure that could be constructed on vacant property/existing concrete slab next to the warehouses that VECA is leasing now. This would really help their need for additional warehouse space. The commissioners discussed how long of a lease they would need to sign to make this a practical expense for the Port. Staff will contact VECA and further discussion will be held at future meetings.

OPERATIONS and MAINTENANCE: Deferred

FINANCIAL UPDATE: Deferred

PUBLIC/TENANT INPUT: None

FROM THE OFFICE:

a. Next Regular Meeting: November 2nd, 2026

b. Travel & Meetings:

COMMISSIONER INPUT:
Commissioner Moore stated that the North Sky lease expires on December 31, 2026, and they would like to have six renewal options. Mike suggested that they should have a renewal option duration equal to the lease commitment so that they don't have the capability to restrict our resource planning for its use for 6 years total with such a limited time commitment on their side. So, if they have a lease for 18 months then they could have an 18-month extension broken into whatever increments they prefer. Discussions will be had with the tenant.

Century West is working on the grant for the security fencing project and will let us know.

The commissioners asked about the cameras that are not functioning and where we are regarding getting them repaired or upgraded. Staff will continue to research and get the cameras back to at least where they were before.

Mike asked for clarification about the agreement with Hertz and what exactly the Port and staff are required to do. The commissioners stated that we are basically a car pick up and drop off and accepting and handing out the keys. Mike informed the commissioners that from what he has found, staff would have a much larger role to include using Hertz computer equipment and software to actually handle the leasing of cars. The commissioners ask Mike to contact Hertz to verify take action as needed.

Commissioner Detrick stated that she has contacted Representative Dent's office and left a message with Representative Judy Warnick about the change in staff.

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 6 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

Michael Wren – Interim Manager