MINUTES OF THE REGULAR MEETING OF THE PORT OF EPHRATA COMMISSIONERS November 2, 2026

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on November 2, 2026, in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:00 p.m.

PRESENT: Commissioners: Shelly Rivard Detrick, Nicholas Moore and Tyler Chase; Staff: Michael Wren, Interim Manager; Charla Bomstad, Finance Officer; Guests: Dave Bren, City of Ephrata.

AGENDA CHANGE: MOTION CARRIED unanimously to approve the change of the agenda (M/S: Nicholas Moore / Tyler Chase).

MINUTES: MOTION CARRIED unanimously to approve the minutes of the meetings on October 15, October 19, October 22 and October 26, 2026 (M/S: Nicholas Moore / Tyler Chase).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #20328 - 20335 Totaling $22,516.40
Vouchers # 20336 - 20349 Totaling $130,211.68

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

OLD BUSINESS:
Building 405 Door Rehabilitation: Mike has signed the agreement with Tri-Ply Construction. Mike has requested a meeting with Morrish Design and Tri-ply to determine the path forward.

Building 1 Restroom: Tyler is confident that we could produce a better outcome by constructing the facility inside the existing building envelope vs bringing in a modular structure placed outside. He also believes that this work can be completed in-house except for the excavation needed for the water/sewer lines and saw cutting the concrete floor to bring the lines into the facility. He is verifying with the city what the potential permitting requirements would be.

Courtesy Van – Tracker: Mike has checked out 3 companies and will analyze which package is the least expensive to include equipment and annual fees while providing the capabilities we are looking for. He will also check with legal counsel regarding privacy laws.

Hertz Agreement: Mike reached out to Hertz to clarify the details of our signed agreement. It was confirmed that the Port was expected to process the rentals as opposed to simply being a drop off point. This was not how the arrangement was originally presented to the commissioners. The agreement, which expired in July 2026 will not be renewed and Hertz will send someone to pick up their equipment.

Building 734 Roof Repair Update: We received 8 bids for the roof coating solicitation. After seeing the proposals, the commissioners agreed that a new membrane placed over the current

roof would be a bit more expensive, but a much better value. This project will be re-bid as a small works project via the MRSC roster. Contact will be made with all previous bid to ensure that they have the opportunity to bid on it again if they choose.

Organizational Restructure: Mike presented an updated Organizational Chart with the minor change of the "Finance Officer" to Finance and Administration. The Commissioners agreed with the change. The next part of this process is to review and adjust Job Descriptions.

North Sky Lease Extension: Connected with them and they agreed to a 1-year term with a 1-year option. Mike is going to ask them if they would be satisfied with a simple lease amendment vs negotiating the language of an entire new lease. Mike will produce whichever document North Sky prefers and submit it to them for completion.

Executive Director Separation Agreement: We did not receive any communication from Mr. Lanman indicating that he changed his mind about accepting the agreement. Charla will cut the final payment check for him and send it out.

Office / 734 Camera Proposal: Due to the significant costs involved with this project, it was determined that it should be approached from a phased, port-wide effort as opposed to just airport-related assets. We will have a future meeting to evaluate all buildings or areas for which we intend to improve the security environment via cameras and prioritize the entire effort with a progress schedule established to ensure commonality of equipment across the entire system.

NEW BUSINESS:
Grant County EDC 2027 Municipal Services Agreement: The commissioners ask Mike to write a letter of intent and then put this item on the December meeting for payment in January.

2027 State Accountability Audit; Entrance Interview November 3rd, 1pm: Mike and Charla will attend this meeting.

Fire District 12 Vehicle Storage: Mike asked the commissioners if they were aware of the possibility of storing fire trucks in building 734. The commissioners responded that they were not aware of this, and it was noted that there is still a tenant in 734. Mike will contact Fire District 12 and let them know that storage is not possible at this time.

Jet A Fuel Out of Service: Mike informed the commissioners that local testing of the fuel produced some outcomes that required communication with AVFUEL. They had Ethan do a few other tests and AVFUEL is concerned that fuel is out of specification primarily due to low turnover of fuel. They are going to send a sampling container; we will draw a 1-gallon sample of the fuel and transport it to a lab for testing. Our Jet A fuel station has been NOTAM'd out of service until we receive the test results. If the fuel fails the lab tests, it will need to be completely removed and disposed of.

General Services Engineer – Industrial – ***Motion:*** *Selection of Candidate per RFQ:* Mike and the commissioners each reviewed and scored the 3 submittals received. It was unanimous in scoring that JUB be retained as our General Services Engineer.

MOTION CARRIED unanimously to select J-U-B Engineers, Inc as the General Services Engineer – Industrial (M/S Nicholas Moore / Tyler Chase).

OPERATIONS and MAINTENANCE: Deferred

FINANCIAL UPDATE: Deferred

PUBLIC/TENANT INPUT:
Dave Bren with the City stated that they had two successful meetings with Mike and he is looking forward to collaborating further with the Port and Century West on the Industrial Revitalization Economic Plan (IREP)

FROM THE OFFICE:

a. Next Regular Meeting: November 9th, 2026

b. Travel & Meetings:
   a. WPPA Executive Director Visit, Nov 5th, Mike, Shelly and Tyler
   b. Port of Moses Lake Visit, November 9th, 10am, Mike
   c. Economic Plan Meeting w/City and JUB, Nov 10th 1pm
   d. Salcido Site Visit Nov 13
   e. WPPA Winter Meeting, December 9-11, Hilton, Vancouver

COMMISSIONER INPUT:
Director Search: Mike informed the commissioners that according to RCW 53, the Port can enter into a Personal Services Contract under $50,000.00 without having to do an RFP.
MOTION CARRIED unanimously to pursue contact with WBCP recruitment, who is currently under contract with the City on a search, and see if it makes sense for us to utilize their services. If the services provided and costs are determined to be reasonable, we will enter into a Personal Services Contract with WBCP to conduct the search for a new Executive Director (M/S Nicholas Moore / Tyler Chase).

ADJOURNMENT: There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:17 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