# MINUTES OF THE REGULAR MEETING OF THE PORT OF EPHRATA COMMISSIONERS November 16, 2026

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on November 16, 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 & Administration.

**MINUTES:** MOTION CARRIED unanimously to approve the minutes of the regular meetings on November 2nd & November 9th, 2026 (M/S: Nicholas Moore / Tyler Chase).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #20350 - 20360 Totaling $19,425.60
Vouchers # 20361 - 20370 Totaling $97,862.15

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

**OLD BUSINESS:**
Building 1 Modular Breakroom/Restroom: This project will now be a small works project and put out for bid since Lucas is no longer here, and Gordy has physical limitations leading up to knee surgery in January. Commissioner Chase will write up the scope of work and Mike will list the project on MRSC. It was agreed to go ahead and put in two bathrooms at this time.

Building 734 Roof Repair Update: This project was advertised for bid on and site visits are scheduled for November 19th and November 24th. Bids are due on the 30th of November and once the project is awarded and a start date established, they will have 33 days for completion. The tenant in building 734 is projecting to be out by the end of November with a chance of it taking until December.

Jet A Fuel Status: The fuel passed all tests and is back online. This was a valuable test to have completed to ensure the fuel was safe to dispense. The goal is to empty the tank completely before any new fuel is purchased.

Economic Plan Meeting w/City and JUB Held Nov 10th: Mike met with the City and JUB to get updates on the Comprehensive Scheme of Harbor Improvements (CHSI), the Economic Development Strategic Plan (EDSP) and the Industrial Revitalization Economic Plan (IREP). Mike described the meeting as going very well with enough information given on each effort by JUB to improve confidence that the various projects are making progress. We intend to have another update around mid-December.

Hangar 405 Door Project: Mike has contacted Century West and asked them to review the data provided by Morrish Design Architects and start over with them managing the repair effort. They will look at it and give us a proposal.

**NEW BUSINESS: NONE**

**OPERATIONS and MAINTENANCE:**
Lucas Whipple Release from Employment: Lucas left work on 11 November and didn't return on the 12th. Gordy found Lucas' Port phone, keys and credit card left on his desk.

Supplemental Snow Removal: Mike voiced concern about our snow removal capability with us being down to one qualified plow operator. He will begin to look for supplemental support from either qualified private individuals, the City or Grant County Public Works.

Homeless Encampment: Gordy was notified of several blue tarps set up on Port property. He contacted Ephrata Police Department and had them escort them to the site. There was nobody around, so we began removing all the debris. There will need to be a couple of dumpsters brought in the remove all the garbage and a loader to fill in a large hole that has been dug.

**FINANCE and ADMINISTRATION:**
2027 State Accountability Audit: Charla informed the commissioners that the audit is ongoing and she is uploading information as the auditor requests it.

**PUBLIC/TENANT INPUT: NONE**

**FROM THE OFFICE:**
Mike informed the commissioners that the estimated insurance premium for next year is $121,000. This amount will be finalized by our insurer in December.

a. Next Regular Meeting: November 23rd, 2026

b. Travel & Meetings: WPPA Winter Meeting, December 9-11, Hilton, Vancouver

**COMMISSIONER INPUT:**
Commissioners Moore and Chase discussed the meeting with Salcido on Friday. The meeting went very well, and this project is moving forward.

a. Director Search (as required): Mike contacted WBCP and was informed that they received our notification of wanting to retain their services. They said we will be contacted soon to start the director search process.

**ADJOURNMENT:** There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 4:52 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