# MINUTES OF THE REGULAR MEETING OF THE PORT OF EPHRATA COMMISSIONERS December 1, 2025

The Board of Commissioners for Port District No. 9 of Grant County met in regular session on December 1, 2025 in the Port conference room. Commissioner Shelly Rivard Detrick called the meeting to order at 4:01p.m.

**PRESENT:** Commissioners: Shelly Rivard Detrick, Nicholas Moore and Tyler Chase; Staff: David Lanman, Executive Director; Charla Bomstad, Finance Officer; Guests: Phil Borck, City Council; Ray Towry, City Administrator.

**APPROVE UPDATED AGENDA:** MOTION CARRIED unanimously to approve the updated agenda (M/S Nicholas Moore /Shelly Rivard Detrick).

**OATH OF OFFICE:** Port Commissioner # 1 Short Term – Tyler Chase.
Commissioner Rivard Detrick administered the oath of office to newly elected commissioner Tyler Chase for the 6 -YR Short Term through December 31, 2025.

**MINUTES:** MOTION CARRIED unanimously to unofficially approve the minutes of the regular meeting on November 17, 2025, due to uncontrollable circumstances where only one commissioner could sign them. (See attached letter) (M/S: Nicholas Moore/Tyler Chase).

**VOUCHERS:** The following Vouchers/Warrants were approved for payment.
Airport Fund: Payroll Warrant #19921 - 19928 Totaling $11,334.32
Vouchers # 19929 - 19940 Totaling $136,598.51

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

**OLD BUSINESS:**
Salcido Enterprises Request for Land Lease (40 acres) – *Report incl. "Non-Aeronautical Use Authorization" designation evaluation re: 14 acres & Land Appraisal (selection process re: land appraiser):* Director Lanman informed the commissioners that the FAA has approved the use of non-aeronautical on the 14 acres that was listed as aeronautical use only. Salcido still needs to submit a design plan with a 7460-1 form to the FAA for final approval. This could take up to 90 days to be approved and may come back with a list of restrictions.

This project will potentially break ground in February or March.

Director Lanman also stated that he has received 3 of 4 quotes from appraisal companies that the Port will choose from to appraise the value of the land based on a 5-, 10- and 15-year projection on how a data center will affect the value of Port land.

Property & Airport/General Liability Policy Renewals – *Report*: Director Lanman informed the commissioners that both the Property & Airport Liability insurance policies have been renewed with only a small increase over the previous year.

**NEW BUSINESS:**
Master Engineering Services (Industrial & Airport Development Projects) – ***Motion*** *for approval to proceed and the selection process:* Director Lanman requested approval to put an RFQ together to select a Master Engineering Firm to handle all the Port's projects that will be upcoming in the next few years.

MOTION CARRIED unanimously to approve putting out an RFQ to select a master engineering firm (M/S Nicholas Moore/Tyler Chase).

**OPERATIONS and MAINTENANCE:**
General Maintenance Report/Overview: Staff have been working on replacing lights that are not functioning in all the warehouses. There was also some damage done to the roof on building 801by a contractor. This will be repaired at the cost of the contractor and staff is monitoring closely to ensure repairs are done correctly.

Hangar 734 has some leaking, and a contractor has been contacted to come and patch it as best as possible until this roof can be redone like was done on Hangar 405. This project is scheduled to be budgeted and completed in FY 2027.

Purchase of Chevy ½ ton Pick-Up for Maintenance Operations – *Report:* Director Lanman informed the commissioners that this pick-up truck was purchased and in now in our fleet. He also mentions the need to purchase additional equipment that is needed to be able to service planes that land at the Port including a GPU, De-Icing, a Lavcart and a vehicle to carry them all to and from the planes. Director Lanman would also like to have a storage building with electricity and heat on the flightline to make storing and accessing the equipment easier.

The commissioners ask for a complete packet of all the items he is suggesting with costs and order of priority for them to look over.

**FINANCIAL UPDATE: NONE**

**PUBLIC/TENANT INPUT: NONE**

**FROM THE OFFICE:**
a. Next Regular Meeting:
b. Travel & Meetings:

**COMMISSIONER/DIRECTOR INPUT:**
The commissioners welcome Tyler Chase to the board and thank everyone at the Port for their work.

**ADJOURN TO EXECUTIVE SESSION:** Commissioner Shelly Rivard Detrick adjourned the regular meeting at 4:45 p.m. to executive session for approximately 20 minutes to consider the minimum price at which real estate will be offered for lease and to review the performance of a public employee.

**EXTEND EXECUTIVE MEETING:** Commissioner Shelly Rivard Detrick extended the executive meeting for an additional 40 minutes.

**RECONVENE FROM EXECUTIVE SESSION:** Commissioner Shelly Rivard Detrick reconvened to regular meeting at 5:45 p.m.

**COMMISSIONER/DIRECTOR ANNOUNCEMENT(s)/INPUT:** The commissioners set the wage salary of the Maintenance Tech 2 at $62,500 effective starting on the December 1st pay period.

**ADJOURNMENT:** There being no further business to conduct, Commissioner Shelly Rivard Detrick declared the meeting adjourned at 5:46 p.m.

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Shelly Rivard Detrick, Acting President

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Nicholas Moore, Acting Vice President

_____
Tyler Chase, Acting Secretary

ATTEST: _____ _____2025

David Lanman – Executive Director