MINUTES OF THE REGULAR MEETING OF THE
PORT OF EPHRATA COMMISSIONERS
December 30, 2024

The Board of Commissioners for the Port District No. 9 of Grant County met in regular session on December 30th, 2024, in the Port conference room. Commissioner Nicholas Moore called the meeting to order at 4:01p.m.

PRESENT: Commissioners: Nicholas Moore and Shelly Rivard Detrick; Staff: David Lanman, Executive Director; Guests: Phil Borck, City of Ephrata Councilman; Garrett Clemetson, Civil Air Patrol.

MINUTES: MOTION CARRIED unanimously to approve the minutes of the regular meeting on December 16th, 2024 (S/N: Shelly Rivard Detrick / Nicholas Moore).

VOUCHERS: The following Vouchers/Warrants were approved for payment.
Airport-Payroll #19509 - 19514 Totaling $14,489.15 and Airport-Warrants #19508, 19515 – 19518 Totaling $15,130.56

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

OLD BUSINESS:
Jet-A Fuel Tank Installation Project - *Update*: Director Lanman presented an update of the project stating that on Tuesday, December 31st, the new 20,000-gallon Jet-A tank, now in place and installed, will take on 10,000 gallons of fuel that will be used for the SOAK testing as a process for certification. The SOAK testing will take about two (2) weeks to complete. Upon successful completion of such, the tank will go "commercial" and be available for service. The QT Pod credit card payment system and the fuel recycling system for the AVGAS 100LL tank have also been installed and is targeted to be fully operational on December 31st.

Security Camera Installation Project – *Update*: Director Lanman stated that Computer Solutions will proceed on December 31st with "Phase II" of the three-phase project by working on new cameras to be installed on top of the terminal building. These cameras will focus on the thresholds of runways 3/21. Phase III will be conducted sometime during the week of January 6th.

Runway 3/21 & Taxiway Rehabilitation Project – *Update*: Director Lanman said the "Pre-Design" work by Ardurra has been accomplished and as such within the next few weeks the "Pre-Bid Conference" will be conducted in preparation for the forthcoming RFP (Request for Proposal) re: contractor(s) to perform the work. Director Lanman said that the FAA came out to inspect the runway and taxiway areas and recommended that in addition to the previously approved Scope of Work (SOW), that the Port should add Taxiway B1 to the SOW since it has large cracking in the asphalt. In addition, the FAA is recommending that runway 11/29 edge and centerline markings be re-painted, and it too should be added to the SOW. Director Lanman will discuss this with Ardurra to get an estimate of cost re: the additional work.

Bldg 1 Modular Building Water & Sewer Connection Project – *Update*: Director Lanman stated that the Project Manager i.e. Ardurra, has been in contact with the City of Ephrata (Bill Cox and Rob Harris) about applying for a Utility Construction Permit re: water and sewer connections in the right-of-way. There will be a fee that the Port will need to pay (2.5% of the cost of all construction). This process should be completed within the forthcoming two (2) to three (3) weeks.

Bldg 405 Roof Repair Project – *Update*: Director Lanman said that the process of securing proposals from three (3) contractor candidates is on-going with an estimated cost of $300K to include all four (4) levels of the building e.g. Standard, Flat, Low and High. Director Lanman stated that the proposals being sought are to include all three (3) WWII-era hangars i.e. Bldgs 405, 734 and 304 so that the cost of materials will be less and avoid going through this process again. The Port would be given up to five (5) years to complete the three-building project to be initiated by not later than March 2025 (Bldg 405).

PLIA Underground Storage Tank Loan and Grant Program Application – *Report*: Director Lanman announced that the application for a grant of up to $200K will be submitted to the Pollution Liability Insurance Agency (PLIA) with the State of Washington for the purpose of securing funds to cover 100% of the cost to remove the underground fuel/oil tank near Building 304 that is leaking. The cost is estimated to be from $68,000 upward to $120,000. There could be additional environmental cost related to the removal as well. Director Lanman has been working in coordination with PLIA and has been informed that the port is a qualified candidate for the grant. The application will be submitted within the forthcoming week with a decision due by PLIA no later than April 2025. If the project is approved for the grant, funding will commence in July 2025.

NEW BUSINESS:

Citation F550 (Reg. #N550CZ) Bird Collision Incident – *Report*: Director Lanman announced that on December 12th at approximately 5:30pm, a Citation F550, flown by Dale Devereaux, a tenant of KEPH, was in the process of landing the aircraft on runway 3. Shortly after touchdown Mr. Devereaux noticed a group of pigeons on the runway clustered together. As the aircraft approached the birds, none moved, and as such the aircraft ran over about ten to fifteen (10-15) birds of which eight (8) "paid the ultimate price". Mr. Devereaux stated in a written letter that "all blood and guts were on t he left tire and wheel/gear door and underwing/flap area". He went on to say that there was "no damage" and that he "taxied back and the copilot got out and threw the dead carcasses off the runway". A thorough post flight was conducted on shutdown. No injuries to either crew members. Director Lanman stated he reported the incident with the FAA and the Department of the Interior.

U.S. Dept of Homeland Security FEMA / Memorandum of Agreement – *Report*: Director Lanman stated that he is coordinating with FEMA to renew the Agreement with the agency so that KEPH is prepared to serve in the event of a Presidential Disaster Declaration.

Flight Tracker/Fuel Price Analysis - KEPH re 2024 – *Report*: Director Lanman gave a summary report of the flight activity at Ephrata Municipal Airport and Jet-A fuel price comparison with other regional airports for 2024. It was noted that flight activity has increased by 18% since 2022. In addition, the most active day of the week for all types of aircraft was Sunday. Turbine-specific traffic's most active days of the week were Tuesdays and Thursdays with a slight increase i.e. 5% since 2022.

Ephrata Forward Funding for Community Survey Analysis: Director Lanman introduced the committee's recent program to solicit Ephrata community residents to participate in a survey to determine what growth efforts should be focused on by the leaders of the community. The Port, being one of the members, is being asked to financially contribute $2,550.00 to cover the cost of the survey. The commissioners discussed this and had a few questions that Director Lanman will seek answers to with the leaders of the committee. A motion will be made at the next meeting to authorize the use of funds for this purpose.

PUBLIC/TENANT INPUT: There was no input from the two guests.

OPERATIONS and MAINTENANCE:
Refueling Truck/Jet-A Delivery System Repair – *Report*: Director Lanman informed the commissioners that the compressor on the refueling truck has gone out and needs to be replaced. Maintenance has solicited an estimate from the local International dealer which should be received on December 31st. The delivery system on the truck is operational. It is expected that the truck will be down for at least a week.

FINANCIAL UPDATE: NONE

FROM THE OFFICE:

a. Next Regular Meeting: January 6th, 2025
b. Travel & Meetings: NONE

ADJOURNMENT TO EXECUTIVE SESSION: Commissioner Moore adjourned the regular meeting at 4:39pm to Executive Session for approximately twenty (20) minutes to discuss land acquisition/sale opportunity and potential litigation issue.

RECONVENE FROM EXECUTIVE SESSION: Commissioner Moore reconvened to regular meeting at 4:59pm.

COMMISSIONER INPUT: NONE

ADJOURNMENT: There being no further business to conduct, Commissioner Nicholas Moore declared the meeting adjourned at 5:00p.m.

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Nicholas Moore, President

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Mary M. Rathbone, Vice President

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Shelly Rivard Detrick, Secretary

ATTEST: _____ _____2025

David Lanman – Executive Director