

## DOUGLAS COUNTY PORT COMMISSION

Wednesday, January 13, 2010

### MINUTES OF THE REGULAR PORT COMMISSION MEETING

Port of Douglas County Conference Room  
3306 Fifth Street SE  
East Wenatchee, WA 98802

Present: Jim Huffman, Commission President  
Mark Spurgeon, Commission Vice President  
Alan Loeb sack, Commission Secretary  
Pat Haley, Director  
Doug Provo, Business Manager  
Esther McKivor, Administrative Assistant  
Mel Henkle, Accountant  
Baba Moussa, Employment Security Department  
Jim Fletcher, SBDC  
Pat Moore, Pangborn Airport  
Ron Russ, Pangborn Airport  
Mark Urdahl, Port of Chelan County  
Dayle Rushing, Port of Chelan County  
Yvette Davis, Wenatchee Business Journal  
Ken Bailey, KB Electric Construction, Inc.

Commissioner Huffman called the meeting to order at 8:37 a.m.

#### Consent Agenda

Meeting Minutes December 23, 2009

Warrant Register 2009-13<sup>th</sup> Month

Warrants #1004378 – 1004398 \$ 11,006.33

Warrant Register 2010-01-1

Warrants #1004399 – 1004410 \$ 17,071.32

Payroll Register January 15, 2010

Warrants #1004411 – 1004415 \$ 8,625.96

#### Motion 01-13-01

Motion: To approve the consent agenda.

Moved: Alan Loeb sack

Seconded: Mark Spurgeon

Motion carried unanimously.

#### Official Oath of Office for Commissioner Loeb sack

Board president Jim Huffman issued the oath of office to Commissioner Loeb sack.

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**Authorization for PMA USKH Work Order 1185801– Runway Fog Seal & Repainting**

Ms. Moore updated the Board on the USKH work order for Runway 12-30 at Pangborn Airport. When the scope of work was put together, funding was not available for the fog seal and repainting of the runway. Since the runway repainting was a requirement, the fog seal portion was dropped.

**Motion 01-13-03**

Motion: To approve Work Order 1185801 with USKH in the amount not to exceed \$73,644 for the repainting, design and inspection of Runway 12-30.

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously.

**Authorization for PMA USKH Work Order 1169800– Building Inspection**

**Motion 01-13-04**

Motion: To approve Work Order 1169800 with USKH for asbestos inspection in the amount of \$1,500 in the Recchia Home on Airport Way.

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously.

**Approval for PMA Interlocal Agreement with Douglas County for Equipment Rental**

Ron Russ reported that the airport has entered into an interlocal agreement with Douglas County T & LS to rent street sweepers for snow removal on the runway after the runways have been cleared by snow plows. This is necessary because the Q-400 airplane needs a cleaner surface for landing in snow conditions. The sweepers will also remove contaminants off of the runway and may lessen the reliance of chemicals for de-icing. Charges will be based on the hours of usage.

**Motion 01-13-05**

Motion: To authorize PMA to enter into an interlocal agreement with Douglas County T & LS for rental of street sweepers for snow removal on the runway.

Moved: Alan Loeb sack

Seconded: Mark Spurgeon

Motion carried unanimously.

*Dayle Rushing, Mark Urdahl and Ken Bailey in at 8:50 a.m.*

*Pat Moore and Ron Russ out at 8:55 a.m.*

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### **Approval of Lease Agreement for “Rays Tractor” Building**

Director Haley introduced Ken Bailey of KB Electric. KB Electric Construction, Inc. has entered into a lease at 3351 2<sup>nd</sup> Street SE, on a one-year lease, with an automatic annual renewal, thereafter. KB Electric is an electrical contractor, presently in Wenatchee and has been doing business as KB Electric for 7 years.

#### **Motion 01-13-07**

Motion: To accept the lease agreement with KB Electric Construction, Inc. with Port of Douglas County to lease property at 3351 2<sup>nd</sup> Street SE, effective February 1, 2010.

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously

*Ken Bailey out at 8:59 a.m.*

### **Contract Extension for PMA Manager Search with Jones Strategic**

Mr. Urdahl reviewed the proposal from Jones Strategic to extend the current contract to include recruitment and selection services of a new manager at Pangborn Airport. The agreement will be for a period of one year, with a monthly retainer not to exceed \$3,800. Mr. Urdahl noted that there will be a retainer agreement between Port of Chelan County and Jones Strategic. Mr. Urdahl recommended that the Board authorize Director Haley to sign a letter of understanding between the two Ports for acceptance of this contract. The contract will be a 30-70% split with the Port of Chelan. The Board concurred that Mr. Urdahl proceed with the contract.

### **Green Ports Initiative**

Commissioner Huffman reviewed the issues discussed at the Green Ports Meeting in Seattle last week.

### **Trail & Wine Incubator**

Commissioner Spurgeon reported on his meeting with Rufus Woods and Mike Scott to initiate a study which identifies all the attributes and character of the area. The meeting encourages interested parties from East Wenatchee and Douglas County to continue the conversation about the preservation of the Apple Capital Loop Trail on the Douglas County side of the Columbia River, and the possibility of a wine incubator to promote the wine industry. Commissioner Spurgeon commented interested leaders should envision the future of the trail to advance the economic and social culture aspects for Douglas County.

*Dayle Rushing and Mark Urdahl out at 9:25 a.m.*

**Adoption of Personal Service Contract Policy**

Director Haley reported that effective 2010, it is required by statute that every port must create a process for a Personal Service Contract Policy. There was an in-depth discussion on the policy.

Motion: To adopt the Port of Douglas County Personal Service Contract Policy as presented and discussed.  
Moved: Alan Loeb sack  
Seconded: Mark Spurgeon  
Motion carried unanimously

**New Business – Financial Report**

Mr. Henkle briefly reviewed the December 2009 financial statements. Waterville Airport Taxiway Reconstruction Project is complete; however, several invoices for the contract and capital improvements have not been received and are not reflected on the statements.

**Advisor / Consultant Reports**

Mr. Fletcher shared his exploration of acquiring new airport businesses. He stated that the Port is not marketing land and the Port should consider targeting local businesses capable of expanding as potential tenants.

*Yvette Davis out at 10:00 a.m.  
Baba Moussa in at 10:08 a.m.*

Mr. Moussa reiterated his views that NCW will to continue to have a strong health care industry due to the ever increasing senior population.

*Baba Moussa out at 10:30 a.m.*

*The meeting was recessed, for a short break and to convene the meeting of the Douglas County Development Corporation.*

*The meeting was reconvened at 10:50 a.m.*

**Adoption of Promotional Hosting Policy**

Director Haley reviewed the draft Promotional Hosting Policy, which is required by the State RCW. The Board had an in-depth review of the policy.

Motion: To adopt the Port of Douglas County Promotional Hosting Policy as amended.  
Moved: Mark Spurgeon  
Seconded: Alan Loeb sack  
Motion carried unanimously

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### **Adoption of Changes to Travel Reimbursement Policy**

Director Haley discussed the changes in the Travel Reimbursement Policy as discussed at the December 23<sup>rd</sup> commission meeting.

Motion: To adopt the Travel Reimbursement Policy as amended.

Moved: Alan Loepsack

Seconded: Mark Spurgeon

Motion carried unanimously

*Jim Fletcher out at 11:25 a.m.*

### **Action Item List**

The Board reviewed the Action Item List.

### **Commission Schedule & Upcoming Meetings**

January 18 – Port Office closed in observation of Martin Luther King

January 27 – PMA Governing Board & POD Commission Meeting

February 1 – Legislative Port Day & Reception, Olympia

There being no further business to discuss, the meeting was adjourned at 12:20 p.m.

### **DOUGLAS COUNTY PORT COMMISSION**

James D. Huffman, President

Mark M. Spurgeon, Vice President

W. Alan Loepsack, Secretary

Original signed copy filed at:

*Port of Douglas County  
3306 Fifth Street SE  
East Wenatchee, WA 98802*