

**DOUGLAS COUNTY PORT COMMISSION**

Wednesday, January 27, 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  
Yvette Davis, Wenatchee Business Journal

Commissioner Huffman called the meeting to order at 11:08 a.m.

**Consent Agenda**

Meeting Minutes January 13, 2010		
Warrant Register 2010-01-2	Warrants #1004426 – 1004439	\$ 5,858.37
Payroll Register January 31, 2010	Warrants #1004416 – 1004425	\$11,542.41

**Motion 01-27-01**

Motion: To approve the consent agenda.  
Moved: Alan Loeb sack  
Seconded: Mark Spurgeon  
Motion carried unanimously.

**Adoption of Promotional Hosting Policy**

Director Haley reviewed an updated version of the Promotional Hosting Policy. Commission Huffman reiterated that the Promotion Hosting Policy will cover only those activities associated with promotional hosting and will not overlap with routine business expenses incurred under the Travel and Business Expense Reimbursement Policy. The board concurred that the final draft of the resolution be presented for adoption and signature at the next meeting.

## **MINUTES OF THE REGULAR PORT COMMISSION MEETING**

January 27, 2010

Page Two

### **Adoption of Changes of Travel and Business Expense Reimbursement Policy**

Director Haley reviewed the final version of the Resolution 10-02 to the Travel and Business Expense Reimbursement Policy.

#### **Motion 01-27-02**

Motion: To approve Resolution 10-02, an amendment of the Travel and Business Expense Reimbursement Policy, which supersedes Resolution 07-04, Travel and Reimbursement Policy.

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously.

### **Completion of Waterville Taxiway Project**

Mr. Provo briefly reviewed the closeout summary of the Waterville Airport Taxiway Reconstruction Project. He also mentioned he will be meeting with Mark Napier of JUB Engineers to list items for the next application of WSDOT grant funding, such as the re-configuring of runway threshold lights at the Waterville and Mansfield airports and the relocating of the Precision Approach Path Indicator (PAPI).

#### **Motion 01-27-03**

Motion: To approve Resolution 10-03 to accept the Waterville Airport Taxiway Reconstruction Project as completed; and to authorize the submission of the notices of completion to the Dept. of Revenue and Dept. of L & I in order to obtain approval to release retainage in the amount of \$6,589.48 to the contractor.

Moved: Alan Loeb sack

Seconded: Mark Spurgeon

Motion carried unanimously.

### **Proposal to Lease Land in Business Park**

Director Haley informed the Board of a request from a local developer to move his pre-engineered metal building from Wenatchee onto the Port's property. The developer proposed to lease land at the Pangborn Airport Business Park and withheld full lease payment until he finds tenants for the building. There was an in-depth discussion examining land lease options for this project. The Board directed Director Haley to seek input from the port's professional consultants regarding the matter.

### **Sprint Boat Racing Update**

Director Haley reported that private land may be available for the Sprint Boat Racing project. The City of East Wenatchee is taking the lead in finding a suitable site for the project.

**MINUTES OF THE REGULAR PORT COMMISSION MEETING**

January 27, 2010

Page Three

**Action Item List**

The Board reviewed the Action Item List.

**Commission Schedule & Upcoming Meetings**

February 1 – Legislative Port Day & Reception, Olympia

February 10 – Next POD Commission Meeting

February 15 – Port office closed in observation of President’s Day

February 16 – Commissioner Spurgeon Speaker at Wenatchee Kiwanis, Red Lion Hotel

February 24 – PMA Governing Board Meeting & POD Commission Meeting

March 9 – 12 – PNWA Mission, Washington DC - Commissioner Spurgeon

March 25 – Social Media Conference, Mt. Vernon, sponsored by Center of Economic Vitality of WWU

*Yvette Davis out at 12:30 p.m.*

There being no further business to discuss, the meeting was adjourned at 12:32 p.m.

**DOUGLAS COUNTY PORT COMMISSION**

James D. Huffman, President

Mark M. Spurgeon, Vice President

W. Alan Loeb sack, Secretary

Original signed copy filed at:

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