

## DOUGLAS COUNTY PORT COMMISSION

Wednesday, February 10, 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  
Jay Johnson, Legal Counsel  
Jim Fletcher, SBDC  
Baba Moussa, Employment Security Department  
Yvette Davis, Wenatchee Business Journal  
Steve Hair, KOHO Radio  
Mark Urdahl, Port of Chelan County  
Pat Moore, Pangborn Airport

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

### Consent Agenda

Mr. Johnson reviewed the Promotional Hosting Policy and made recommendations. He will modify and present a revised version to the Board. Commissioner Huffman deferred adopting the Promotional Hosting Policy until the next meeting.

Meeting Minutes January 27, 2010

Warrant Register 2010-02-1

Warrants #1004440 - 1004469 \$26,483.15

Payroll Register February 15, 2010

Warrants #1004470 - 1004474 \$ 8,625.95

### Motion 02-10-01

Motion: To approve the consent agenda.

Moved: Alan Loeb sack

Seconded: Mark Spurgeon

Motion carried unanimously.

### Renewal of Lease of Real Property for Johnson Aviation at Waterville Airport

Mr. Provo reported that Johnson Air Service at Waterville Airport and Okanogan Air Service at Mansfield Airport are scheduled for another 5-year lease renewal for land used for business purposes. The lease provides an automatic renewal and an option to terminate with a 30-days notice. Johnson Air Service has agreed to renew their lease. The lease renewal for Okanogan Air Service is still pending.

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### **Amendment to Waterville Airport ALP**

Mr. Provo briefly discussed the amendment to the Waterville Airport Layout Plan for a transient parking apron. The amendment will be ready in a couple weeks for Board approval.

### **Building Relocation Proposal Update**

Director Haley updated the Board on a proposal for the relocation of a building from Wenatchee onto Port property. Mr. Johnson reported that after reviewing all of the gathered information there may be challenging issues in order to properly administer the lease agreement. The age of the metal structure will require structural and engineering assessments. The developer is interested in a contract with the Port.

### **Monthly Budget Summary**

Mr. Henkle reviewed January 2010 financial statements. The statements reflected a transfer of \$5,000 for economic development from Douglas County Development Corporation, renewals of membership dues for 2010 in the amount of \$8,563 and a purchase of a used commercial refrigerator in the amount of \$540. There was a brief discussion on tax receipts from previous years. Mr. Henkle mentioned the balances of the previous year's taxes are not all collected in the same year and taxes to be collected are recorded in the receivable account.

### **Letter of Support for Link Transfer Station**

Director Haley gave a brief history of the Link Transit Transfer Station Project in East Wenatchee. The owner of the Wenatchee Valley Mall recently approached Link Transit with their development plans, which includes a 3-level parking garage, various new retailers and a theatre. The WVM looked to Link Transit for shared interest in a parking garage that will also serve as a transfer station with an electric bus plug-in station on the ground level entrance. Douglas County PUD plan to provide solar panels for charging of the electric buses. Link Transit is applying for a \$5.75 million Livability Initiative Grant from the federal government. Another \$12.1 million of private funding will be used for the project. Link Transit has requested for a letter of support from the Port as part of their grant application. The proposed Link Transit Transfer Station will reduce traffic and add jobs. Link Transit will also receive an increase of tax revenues as a result of the new retail development.

### **Motion 02-10-02**

Motion: To approve the letter of support for the Link Transit Wenatchee Valley Mall Transfer Station grant application and to be sent.

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously.

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### **Regional Economic Update**

Mr. Moussa updated the Board of the regional economic climate. He noted that the employment rate will always lag behind in the economic slowdown. Creditors will be more available when the labor market is improved and the pay-back factor will be less risky. The key is to improve the labor market.

*Baba Moussa out at 9:10 a.m.*

*Pat Moore in at 9:18 a.m.*

### **SBDC Report**

Mr. Fletcher updated the Board with his report on business recruitment in the area. His recommendation is to work with the existing small businesses in the community who may need to expand and may want to relocate to the Pangborn Airport Business Park.

### **PMA Director Salary Range Approval**

Pat Jones of Jones Strategic is under contract for recruiting a new airport manager for the Pangborn Airport. Ms. Moore relayed that the candidate for the position should participate and be part of the DC Planning Commission, work with the staff operations, know the granting process and undertake more responsibilities working with the budget for the future growth in the airport.

#### **Motion 02-10-03**

Motion: To move to concur with the salary range for the Pangborn Airport manager set as \$74,000 - \$105,000.

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously.

*Mel Henkle out at 9:35 a.m.*

Ms. Moore reported an update on the FAA extension for the airport

Commissioners Spurgeon and Mackey, Ms. Moore and Mr. Russ met with Rural Metro who provides coverage for Moses Lake Airport to discuss outside fire services for Pangborn. They provide a wide spectrum of fire and security services. Commissioner Spurgeon reported that the proposal from Fire District #2 of Douglas County is still pending. He will report and update on the process to the PMA Governing Board.

*Jay Johnson & Pat Moore out at 9:48 a.m.*

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**New Business – ADO Funding Update**

The state has proposed a new ADO funding structure.

**New Business – Port Day in Olympia**

Commissioner Spurgeon gave a brief update on Legislative Port Day in Olympia. The Commissioners and Director met with Senator Parlette and Representatives Armstrong and Condotta.

**Action Item List**

The Board reviewed the Action Item List.

**Commission Schedule & Upcoming Meetings**

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 4 – Chamber of Commerce Banquet

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

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

There being no further business to discuss, the meeting was adjourned at 10:30 a.m.

**DOUGLAS COUNTY PORT COMMISSION**

*Excused Absence*

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*