

## DOUGLAS COUNTY PORT COMMISSION

Wednesday, February 24, 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 (Excused Absence)  
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 Spurgeon called the meeting to order at 11:53 a.m. and noted that Commissioner Huffman was absent.

#### Consent Agenda

Meeting Minutes February 10, 2010  
Warrant Register 2010-02-2  
Payroll Register February 28, 2010

Warrants #1004475 – 1004487 \$10,177.55  
Warrants #1004488 - 1004497 \$10,768.10

#### Motion 02-24-01

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

#### Adoption of Promotional Hosting Policy

Director Haley briefly reviewed the final revision of the Promotional Hosting Policy. A fifth recital was added to distinguish expenses covered in Resolution 10-02, Travel and Business Reimbursement Expenses.

#### Motion 02-24-02

Motion: To adopt the final revision of Resolution 10-04 Promotional Hosting Policy.  
Moved: Alan Loeb sack  
Seconded: Mark Spurgeon  
Motion carried unanimously.

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### **Approval of Joint Agreement with Port of Chelan County for Jones Strategic Consulting Services**

Director Haley reported the total cost for Jones Strategic consulting fees to recruit airport director for Pangborn Memorial Airport is \$45,600, of which Port of Douglas cost is \$13,860. Director Haley researched the executive search fees with the Chelan County PUD and found this cost is reasonable. The term of the agreement is from January 1, 2010 through December 31, 2010. The Port of Chelan will be the lead agency for administering the agreement.

#### **Motion 02-24-03**

Motion: To approve the Joint Agreement with Port of Chelan for Jones Strategic Consulting Services to recruit a new PMA Director for a total cost not to exceed \$45,600, of which Port of Douglas 30% share is \$13,680.

Moved: Alan Loeb sack

Seconded: Mark Spurgeon

Motion carried unanimously.

### **Discussion of SBDC Report for Area New Business Marketing**

Director Haley reviewed with the Board possible East Wenatchee businesses which met the criteria for expansion relocation to the Pangborn Airport Business Park. He will continue to work with Jim Fletcher to target possible expansion/relocation businesses as noted in Mr. Fletcher's study on increasing revenues for Pangborn Airport.

### **Update on Port of Quincy Intermodal Open House**

Commissioner Spurgeon and Director Haley gave a brief update of the intermodal open house held in Quincy last week. The facility is essentially a shipping terminal involving multiple transportation entities. The project provides non-stop rail shipping of refrigerated containers eastbound to Chicago. The rail has a priority over other train shipments due to the fact that it carries UPS trailers. Return rail shipments bring in meat and produce from the Midwest. The facility was established through USDA grant funding which reduced large capital outlays for Quincy.

*Yvette Davis out at 12:15 p.m.*

### **New Business**

Commissioner Spurgeon noted the letter from Airport Manager Moore regarding the Ms. Veedol project. The hangar is being purchased by the East Wenatchee Rotary. The hangar will provide a location for public viewing of the Spirit of Wenatchee.

Commissioner Spurgeon briefly noted the spreadsheet for the USFS 2009 maintenance and utility expenses. Director Haley pointed out that the Port will review and adjust the monthly maintenance contract amount with the USFS when the contract is up for renewal at the end of 2010.

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**Action Item Update**

The Board reviewed the Action Item List.

**Commission Schedule & Upcoming Meetings**

March 4 – Chamber of Commerce Banquet

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

March 10 – POD Commission Meeting

March 24 – PMA Governing Board Meeting & POD Commission Meeting

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

May 7 – Douglas County Together Leadership Simulcast, Eastmont Junior High

May 12 – 13 – WPPA Spring Meeting - Campbell's Lodge, Lake Chelan

**Motion 02-24-04**

Motion: To adjourn the meeting.

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously.

There being no further business to discuss, the meeting was adjourned at 12:45 p.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*