

DOUGLAS COUNTY PORT COMMISSION
Wednesday, March 11, 2009

MINUTES OF THE REGULAR PORT COMMISSION MEETING

Port of Douglas County Conference Room
3306 5th Street SE
East Wenatchee, WA 98802

Present: Alan Loeb sack, Commission President
Jim Huffman, Commission Vice President
Mark Spurgeon, Commission Secretary
Pat Haley, Director
Doug Provo, Business Manager
Esther McKivor, Administrative Assistant
Mel Henkle, CPA
Jay Johnson, Legal Counsel
Chris Hanson, Waterville Airport Hangar Tenant
Lisa Parks, Alliance Consulting
Steve Hair, KOHO Radio

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

Consent Agenda

- | | | |
|---------------------------------|------------------------------|-------------|
| 1. Warrant Register 2009-03-1 | Warrants #1003725 - 1003748 | \$18,570.52 |
| 2. Payroll Register March, 2009 | Warrants # 1003749 - 1003763 | \$20,255.90 |
| 3. Minutes - February 25, 2009 | | |

Motion 3-11-01

Motion: To approve the Consent Agenda.

Moved: Jim Huffman

Seconded: Mark Spurgeon

Carried Unanimously

Jay Johnson in at 8:38 a.m.

Financial Update

Mel Henkle reported that the expenditures are normal and nothing is unusual.

Steve Hair in at 8:45 a.m.

Tenant Lease Issues

The Board went into Executive Session at 8:50 a.m. to discuss tenant lease issues.

The estimated time of Executive Session was 15 minutes.

The Board came out of Executive Session at 9:12 a.m.

No action was taken as a result of the Executive Session.

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Waterville Airport Hangar Relocation

Director Haley reported that there are two bids, from Barnes Welding and Bates House Moving, to relocate Chris Hanson's hangar at the Waterville Airport. The bids are \$5,475 and \$7,500 plus tax, respectively. There was discussion as to who would be liable for the collapse of the hangar, should there be one. Mr. Hanson suggested that after several discussions of the relocation of his hangar, he has considered to sell the hangar to the Port in lieu of the Port's cost of moving the hangar. Mr. Hanson commented that he would tear down his hangar and build a new one, in order to help the Port permanently resolve the low spot/drainage issue. Mr. Provo relayed that the WSDOT will not fund the relocation of the hangar. Considering there is a risk factor of a collapsing building when relocating, the Board concurred Mr. Hanson's suggestion will be beneficial for both parties. The Board agreed that Mr. Hanson's proposal to sell his hangar is worth pursuing. The Board requested that costs for purchasing of the hangar is established with Mr. Hanson and that legal counsel prepare a draft purchase agreement.

Chris Hanson & Mel Henkle out at 9:35 a.m.

Waterville Annexation Application

Lisa Parks from Alliance Consulting met with the Board and had an in-depth discussion in regards to the Waterville and Mansfield annexation. The Port is proposing to annex the county portions of both airports into the respective towns. The current zoning designations will not change. This will simplify the permitting process. Ms. Parks conveyed that there are a couple of methods for the annexation for municipal purposes. She recommended researching the property ownership and create a map which shows the boundaries and a legal description drafted by a land surveyor. The Board suggested that Ms. Parks have discussion with David Ketchum from Airside Inc., to gather information from the airport layout plans for the Waterville and Mansfield airports. The Board will take action after staff has reviewed Alliance Consulting's Professional Services Contract.

Lisa Parks & Jay Johnson out at 10:10 a.m.

Recess 10:15 a.m.

Meeting Reconvened 10:40 a.m.

New Business – Commissioner Spurgeon: Update 2009 PNWA Mission to Washington D.C.

Commissioner Spurgeon updated the Board of his attendance at the Pacific Northwest Waterways Association to Washington D.C. with Port of Chelan Commissioner Craig Larsen. They met with legislators and discussed issues about Pangborn Memorial Airport and the runway extension. Commissioner Spurgeon also conveyed that the TSA mandates are onerous and expensive, particularly to small airports. Commissioner Spurgeon commented they made good contacts in Washington D.C. and the Ports should continue to meet with the legislators on current issues.

50th Anniversary Newsletter Review

Director Haley prepared a draft of the Port's spring 2009 newsletter. He requested that the Board review the newsletter for any comments and corrections. Director Haley reported that he would like to get permission from the Douglas County PUD to distribute the newsletter with their monthly billings to reach Douglas County citizens. He requested that the newsletter be approved at the next commission meeting.

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Old Business – Manufacturing Summit Update

Director Haley distributed to the Board a draft copy of the agenda for the manufacturing summit for their review. In addition to the comments and corrections to the agenda, there was discussion regarding the participants. Director Haley will set a final date in April 2009 for the manufacturing summit. The final agenda is to be approved at the next commission meeting.

New Business – Research on Investment Prospect Update

Director Haley reported that he will be meeting with ROI business leads in Seattle next week. The three companies are: *Digital Forest*, a Seattle-based hosting company with 22 employees; *BLR Aero Space*, an Everett-based company that produces aerodynamic enhancements for military and civilian aircraft; and *General Biodiesel*, a Seattle-based fuel renewal company that employs 9 people. Director Haley will update the Board at the next commission meeting.

Action Items

The Board review and updated the action item list.

Commission Schedule & Upcoming Meetings

March 24 & 25: WPPA Legislative Day – Director Pat Haley & Commissioner Mark Spurgeon to attend.

March 25: Next Commission Meeting

April 7: GWATA Awards Luncheon

May 13 - 14: WPPA Spring Meeting, Pasco

Motion 3-11-02

Motion: To adjourn the meeting.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Carried Unanimously

There being no further business to discuss, the meeting was adjourned at 12:15 p.m.

DOUGLAS COUNTY PORT COMMISSION

W. Alan Loeb sack, President

James D. Huffman, Vice President

Mark M. Spurgeon, Secretary

Original signed copy filed at:

Port of Douglas County

3306 Fifth Street SE

East Wenatchee, WA 98802