

## DOUGLAS COUNTY PORT COMMISSION

Wednesday, April 14, 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  
Yvette Davis, Wenatchee Business Journal  
Lee Fehrenbacher, Wenatchee Business Journal  
Pat Jones, Jones Strategic

Commissioner Huffman called the meeting to order at 10:00 a.m.

#### Consent Agenda

- Meeting Minutes March 24, 2010
- Warrant Register 2010-04-1                      Warrants # 1004559 – 1004592    \$43,512.81
- Payroll Register April 15, 2010                Warrants # 1004593 – 1004597    \$ 8,796.88
- Resolution 10-06 to Amend PMA Land – Lease Agreement
- Approval of WSDOT- Aviation Division Grant Application for Runway 7-25 Improvements at PMA
- Resolution 10-07 Matching Funds for WSDOT-Aviation Division Grant Application for Improvements at Waterville Airport
- Resolution 10-08 Matching Funds for WSDOT-Aviation Division Grant Application for Improvements at Mansfield Airport

#### Motion 04-14-01

Motion: To approve the consent agenda, including Resolutions 10-06, 10-07, 10-08 and WSDOT-Aviation Division Grant Application for Runway 7-25 Improvements at PMA.

Moved: Alan Loeb sack

Seconded: Mark Spurgeon

Motion carried unanimously.

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### **Wenatchee Wild Robertson Cup Sponsorship**

Director Haley reported that instead of funding promotional efforts of the Wenatchee Wild Robertson Cup, he proposed to place a banner at the Pangborn Airport, welcoming players, fans and visitors at a cost of \$500 and utilize the internet media at a cost of \$1,500 to promote “flying to Pangborn Airport instead of driving to Wenatchee”. The Board recommended Director Haley review the details of the advertisement before it is posted on the website.

*Jim Fletcher in at 10:05 a.m.*

#### **Motion 04-14-02**

Motion: To authorize Director Haley to proceed with the promotional campaign for the Robertson Cup recommended by the Board not to exceed \$2,000, for the purpose of urging participants to fly to Wenatchee rather than drive.

Moved: Alan Loeb sack

Seconded: Mark Spurgeon

Motion carried unanimously.

*Pat Jones, in at 10:15 a.m.*

### **Cascade Valley Wine Country Promotional Support**

The Board agreed to contribute \$6,000 for 2010, towards the Cascade Valley Wine Country advertising and marketing program.

#### **Motion 04-14-03**

Motion: Authorize \$6,000 for 2010 towards the Cascade Valley Wine Country.

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously.

### **Greater Wenatchee Area Technology Deliverable Agreement**

GWATA has requested \$10,000 to expand its services with the hiring of a new manager. GWATA would assist the Port with compilation of technology industry data. The Board reviewed and discussed the Agreement and Scope of Work defining the services GWATA would perform for the Port of Douglas with Mr. Johnson. It was agreed that several insertions be included to the documents. The service for GWATA is \$2,500 per quarter to continue through December 31, 2010.

#### **Motion 04-14-04**

Motion: To accept GWATA Deliverable Agreement and authorize Director Haley to execute the agreement as amended.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

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Mr. Jones, of Jones Strategic, updated the Board on the recruitment of the PMA manager. The candidates have been reduced to 8 persons, many of whom with an AAE Certification. The screening for a finalist is scheduled through early May, 2010.

### **Monthly Budget Summary**

Mr. Henkle reviewed March 2010 Budget Summary. He reported an increase in the tax revenues and increases in the advertising, engineering and consulting fees expenditures.

Director Haley reported that the Port is looking into a purchase of a used vehicle to replace the Port's 1995 Jeep. The purchase will be made after comparing quotes from the auto sales companies in the area.

*Mel Henkle out at 10:58 a.m.*

### **New Business – Request from Mansfield to Assist in Land Acquisition for the Museum**

The Town of Mansfield is seeking assistance in acquiring 5 lots in Mansfield. The land will be used to situate the Puckett One-Room School House, donated by John and Kay Thoren and to erect a building for a 1928 Model A pickup, donated by Mary Jane (Thomsen) Cahil. The cost of the land is estimated at \$4,000. The Port is seeking legal counsel for appropriate direction in the matter.

*Jay Johnson out at 11:10 a.m.*

### **Small Business Development Centers Update**

Mr. Fletcher updated the Board about the small business activities in the area. During the first quarter of 2010, there were twice as many clients seeking for growth funding instead of survival funding, as they did a year ago. Clients are looking into buying more assets and are increasing on their marketing efforts.

*Jim Fletcher out at 11:30 am.*

### **Old Business – Leadership Simulcast Update**

Director Haley updated the Board on the Leadership Simulcast which will air on May 7, 2010.

### **Action Item List**

The Board reviewed the Action Item List.

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**Commission Schedule & Upcoming Meetings**

The Port's regular commission meeting is scheduled for Wednesday, May 12, 2010 which would conflict with the WPPA Spring Meeting. The Board agreed to reschedule the commission meeting to Tuesday, May 11, 2010.

April 20 – “Cold Train” Grand Opening, Port of Quincy Intermodal Center

April 22 – 23 – Community Airport Association Spring Conference, Red Lion Hotel

April 28 – PMA Governing Board Meeting & POD Commission Meeting

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

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

May 23 – 26 – 2010 Windpower Expo Conference & Exhibition, Dallas, Texas

There being no further business to discuss, the meeting was adjourned at 11:55 a.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*