

DOUGLAS COUNTY PORT COMMISSION

Tuesday, May 11, 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
Thad Brewer, Maintenance Manager
Mel Henkle, CPA
Ron Russ, Pangborn Memorial Airport
Jeff & Char Smith, Orondo River Park Concessionaires
Lee Fehrenbacher, Wenatchee Business Journal
Yvette Davis, Wenatchee Business Journal

Commissioner Spurgeon called the meeting to order at 8:35 a.m.

Consent Agenda

- Meeting Minutes April 28, 2010
- Warrant Register 2010-05-1 Warrants # 1004622 – 1004648 \$ 40,954.76
- Payroll Register May 15, 2010 Warrants # 1004649 – 1004655 \$ 10,346.80

Motion 05-11-1

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

PMA Requesting Authorization for Airport Way Bid

Mr. Russ reported Douglas County Planning Department provided an estimate for the construction of the Airport Way Realignment and requested authorization to proceed with soliciting bids for the construction.

Motion 05-11-2

Motion: To accept the engineer’s estimate for realignment of Airport Way and authorize PMA Manager to solicit bids for construction.
Moved: Alan Loeb sack
Seconded: Mark Spurgeon
Motion carried unanimously.

MINUTES OF THE REGULAR PORT COMMISSION MEETING

May 11, 2010

Page Two

PMA Requesting Authorization to Sign AIP Application

Mr. Russ reported \$750,000 funding is available from the FAA. PMA has approximately \$850,000 of projects to fund and applied for Federal assistance for the airport projects. In addition to the funding request, PMA staff will request an amendment to Airport Improvement Program No. 3-53-0084-31 to cover the approved change orders associated with the Airport Terminal Expansion. The financial completion of the terminal building project should occur in June 2010.

Motion 05-11-3

Motion: To authorize the Port Director and PMA Manager to sign the AIP Application and Assurances for Taxiway A Lighting and Vault Design, Runway 12/30 Remarking Engineering, Airport Way Entrance Relocation and Phase 1 Runway 12 Extension, Preliminary Design for Environmental Study, in the total project amount of \$1,006,255.

Moved: Alan Loeb sack

Seconded: Mark Spurgeon

Motion carried unanimously.

Ron Russ out at 8:53 a.m.

Request from Mansfield to Assist in Land Acquisition for the Museum

This item tabled until the next meeting when all three commissioners and legal counsel are present for the discussion.

Monthly Budget Summary

Mr. Henkle reported \$250,737 of taxes was received in April. According to the County Treasurers tax report, \$440,000 of tax receipts still remains for the current year. Several expenditures for April consists of: \$2,927 quarterly maintenance contract payments for Waterville and Mansfield airports; contract marketing of \$1,500 for Town Toyota Center –Robertson Cup; \$3,500 quarterly payment to Washington State University for Small Business Development Center; and \$1,229 consulting fee to Jones Strategic for PMA manager recruitment.

Director Haley mentioned he is in a process of purchasing a used vehicle to replace the Port's 1995 Jeep. He has found a 1998 Jeep Grand Cherokee for \$6,500. He will have an auto mechanic inspect the vehicle before making his final decision.

Thad Brewer in at 9:02 a.m.

Mr. Henkle reported the 2009 Annual Financial Statement will be available for Board's approval at the next meeting.

MINUTES OF THE REGULAR PORT COMMISSION MEETING

May 11, 2010

Page Three

Orondo River Park Improvements

Mr. Brewer presented to the Board by slide presentation on the Orondo River Park. He discussed the maintenance and safety issues which need to be addressed. Items which need to be corrected include dock repair, new signage, new picnic tables and replacing fire rings for the fire pits. Mr. Brewer gave a detailed review of some of the regulations and policies that are necessary to implement the recently approved water system classification by the Department of Health.

Commissioner Spurgeon recommended that the Port develop a long term plan and budget items accordingly. He also suggested that staff review the concessionaire agreement with the concessionaires to clarify Port and concessionaire duties and responsibilities at the park.

Mr. Brewer proposed to take the role of Port's management of Orondo River Park; the role to include overseeing and communication with the operations of the concessionaires at the Orondo River Park. It was suggested Mr. Brewer discuss the proposal with Port staff and park concessionaire of Orondo River Park.

Orondo River Park Water Supply Resolution

The Port has hired a consultant from East Wenatchee Water District to assist with the requirements while Mr. Brewer is working on his water distribution specialist certification.

With the Cross-Connection Control Policy, the Port takes full responsibility of the water system at the Orondo River Park, meeting the water quality standards of Washington State. The Board deferred action on the Cross-Connection Control Policy until the Port has developed its water system plans.

Char & Jeff Smith in at 9:55 a.m.

Orondo River Park Update

Mrs. Smith updated the Board on Orondo River Park; reiterating the concerns of the safety and maintenance issues presented by Mr. Brewer. She reviewed the park opening plans for the concessionaire and the new sub-concessionaire. The park concessions will be up and running for the May 22nd weekend to be officially open for the Memorial Day weekend.

Recess at 10:25 a.m. – 10:45 a.m.

Char & Jeff Smith out at 10:45 a.m.

Lee Fehrenbacher, Yvette Davis, and Mel Henkle out at 10:45 a.m.

Kevin Sweepe in at 10:50 a.m.

MINUTES OF THE REGULAR PORT COMMISSION MEETING

May 11, 2010

Page Four

PMA Director Recruitment Update

Commissioner Spurgeon reported that the Pangborn governing Board selected Gregg Phillips, currently assistant airport manager at Missoula, MT for the position of Pangborn Airport Manager. The hiring of Mr. Phillips will be contingent upon successful contract negotiation. He reported that the negotiating phase is going well.

Old Business – Leadership Simulcast Update

Director Haley updated the Board of the Douglas County Leadership Simulcast held on May 7th. There were approximately 60 people who attended the simulcast and a plan to arrange a leadership simulcast as an annual event. Director Haley is in the process of collecting comments from the attendees and he reported the cost of the simulcast was within budget. He also mentioned the leadership group would like to include Chelan County agencies in the future events.

Commissioner Loeb sack relayed the message that Dave Gellatly is still seeking a location and building for the Apple Blossom Festival float and vehicle.

Action Item List

The Board reviewed the Action Item List.

Commission Schedule & Upcoming Meetings

- May 12 – 13 – WPPA Spring Meeting, - Campbell's Resort, Lake Chelan
- May 23 – 26 – 2010 Wind Power Expo Conference & Exhibition, Dallas, TX
- May 26 – PMA Governing Board and POD Commission Meeting
- May 27 – BBQ at Pangborn Airport, 12 noon
- June 9 – POD Commission Meeting
- June 16 – 18 – WPPA Finance & Administration Seminar, Leavenworth

MINUTES OF THE REGULAR PORT COMMISSION MEETING

May 11, 2010

Page Five

Commissioner Spurgeon requested that the Board go into Executive Session.

The Board went into Executive Session at 11:30 a.m. The Board was estimated to be in Executive Session for 10 minutes. The purpose of the Executive Session was to discuss a potential employment at PMA. No action was anticipated.

The Board came out of Executive Session at 11:40 a.m. No action was taken.

The Public Session was reconvened at 11:40 a.m.

There being no further business to discuss, the meeting was adjourned at 11:45 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*