

DOUGLAS COUNTY PORT COMMISSION

Wednesday, June 9, 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
Thad Brewer, Maintenance Manager
Mel Henkle, CPA
Jay Johnson, Legal Counsel
Jim Fletcher, SBDC
Pat Jones, Jones Strategic
Lee Fehrenbacher, Wenatchee Business Journal

Commissioner Huffman called the meeting to order at 9:35 a.m.

Consent Agenda

- Meeting Minutes May 26, 2010
- Warrant Register 2010-06-1 Warrant # 1004695 - 1004722 \$42,586.91
- Payroll Register June 15, 2010 Warrants # 1004623 - 1004629 \$10,813.84
- Resolution 10-11, Cancellation of Warrant #1004666

Motion 06-09-1

Motion: To approve the consent agenda.

Moved: Alan Loeb sack

Seconded: Mark Spurgeon

Motion carried unanimously.

Mansfield Resolution Change

Director Haley noted that Tom Snell, Mayor of Town of Mansfield, requested a modification of Resolution 10-10. The Town requested removal of the language requiring a five-year time limit for the acquisition of the 1928 Model A Pickup. The Town has no guarantee of receipt of the pickup within the five-year time frame. The Board approved the modification.

Motion 06-09-2

Motion: To rescind Resolution 10-10 and draw up Resolution 10-12 to include the modification of removal of the language requiring acquisition of the 1928 Model A Pickup.

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously.

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Walk-In Cooler Surplus

Director Haley confirmed that the Chelan-Douglas Community Action Council accepted the transfer of the surplus walk-in cooler and freezer, in the present condition. The Board directed that the transfer of the property is documented in writing with the USDA.

Motion 06-09-3

Motion: To approve the transfer of the surplus walk-in cooler and freezer to Chelan-Douglas Community Action Council, a not-for-profit agency.

Moved: Alan Loeb sack

Seconded: Mark Spurgeon

Motion carried unanimously.

Waterville Airport Hangar Lot Lease

Peter Weinberger of Seattle, a retired airline pilot, requested a lease agreement for Hangar Site H-6 at the Waterville Airport effective July 1, 2010 and plans to build a hangar.

Motion 06-09-4

Motion: To lease Hangar Site H-6 at the Waterville Airport to Peter Weinberger.

Moved: Alan Loeb sack

Seconded: Mark Spurgeon

Motion carried unanimously.

Mel Henkle in at 10:10 a.m.

Waterville Chamber of Commerce Sponsorship of Waterville Days

Keith Soderstrom of the Waterville Chamber of Commerce requested \$800 for a Mariachi group performance on Saturday, July 10th at Waterville Days. Mr. Johnson would like to research “gifts of public funds” for further discussion. This item was tabled until the next commission meeting.

Motion 06-09-5

Motion: Move to approve \$800 for sponsorship of the Waterville Chamber of Commerce for a Mariachi group performance.

Moved: Alan Loeb sack

Seconded: Mark Spurgeon

During the discussion of the legality of the use of “gifts of public funds”, the vote was tabled for the June 23rd meeting until counsel could instruct the Port on the correct process.

Monthly Budget Update

Mr. Henkle reviewed May, 2010 Financial Statements. The expenditures included M & O – Orondo River Park \$5,164, PMA budget supplement \$23,692, advertising \$3,028 and tax receipts were \$92,669.

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Small Business Development Centers Update

Mr. Fletcher updated the Board about counseling business clients. Funding sources are still not readily available.

Old Business – Waterville & Mansfield Airport Grant Awards

Mr. Provo reported that WSDOT-Aviation Division has approved \$48,622 for the Waterville and Mansfield Airports for relocating threshold lights, relocating PAPI, design/construction engineering, crack seal tie down apron and fog seal tie down apron. The total cost of the project is \$54,023. WSDOT did not approve funding for the construction of the transient apron for Waterville and the windsock project at Mansfield. Mr. Provo recommended that the Port proceed with the windsock project in spite of the lack of WSDOT funding and the Port should consult with a professional airport planner to ensure the windsock location complies with all FAA regulations and safety criteria.

Motion 06-09-6

Motion: Move to proceed with the purchase and installation of the windsock at Mansfield Airport and consult with a professional airport planner as needed.

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously.

New Business – Manufacturing Summit Planning

Director Haley updated the Board on the manufacturing summit planned for Fall, 2010. The summit will be kept in Douglas County with a group of primary industries for primary jobs. It was also suggested that the local wineries be considered for an invitation. Director Haley reported that he had met with a public agency, Center of Economic Vitality. This organization provides informational tools of enhancing businesses to improve labor recruitment and retention, and marketing of products. Center of Economic Vitality will be providing a proposal and a template for a program for the future summit.

New Business – Research on Investments Proposal

ROI proposed a new contract for obtaining business leads for the Port. Director Haley reported that ROI would charge \$10,000 for 10 business leads, on a paid-on-delivery program. The Board agreed to further discuss the proposed contract, and different strategic plans of recruiting new businesses, at a future meeting.

Recess 11:10 a.m.

Lee Fehrenbacher out at 11:10 a.m.

Reconvene at 11:18 a.m.

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New Business – Port of Douglas Commission Meeting Locations

Director Haley provided the Board with a proposed Douglas County Community Commission Meeting Schedule.

Review & Update of Strategic Plan & Statements of Purpose

A review of the Strategic Plan & Statements of Purpose was deferred for a future meeting.

Action Item List

The Board reviewed the action item list.

Commission Schedule & Upcoming Meetings

- June 10 – Wenatchee Valley Transportation Master Plan for Elected Officials, CTC
- June 12 & 13 – Mansfield Playdays
- June 16 – 18 – WPPA Finance & Administration Seminar, Leavenworth
- June 16 & 17 – Economic Gardening Conference, Bellingham
- June 23 – PMA Governing Board & POD Commission Meeting
- June 30 – Retirement Party, Pat Moore
- July 5 – Port Offices Closed in Observance of July 4th
- July 9 & 10 – Waterville Days
- July 14 – POD Commission Meeting
- July 25 – 27 – WPPA Commissioners Seminar, Leavenworth

There being no further business to discuss, the meeting was adjourned at 11:57 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*