

DOUGLAS COUNTY PORT COMMISSION

Wednesday, June 23, 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 (Excused Absence)
Pat Haley, Director
Doug Provo, Business Manager
Esther McKivor, Administrative Assistant
Pat Jones, Jones Strategic

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

Consent Agenda

- Meeting Minutes June 9, 2010
- Warrant Register 2010-06-2 Warrants # 1004731 - 1004745 \$15,264.48
- Payroll Register June 23, 2010 Warrant # 1004730 \$ 15.00
- Payroll Register June 30, 2010 Warrants # 1004746 – 1004758 \$15,636.80
- WSDOT Aviation Grant Approval for Waterville & Mansfield Airports

The Board pulled the June 9, 2010 Minutes from the consent agenda for motions in question and to be re-considered at the next meeting.

Motion 06-23-1

Motion: To approve the consent agenda.
Moved: Mark Spurgeon
Seconded: Jim Huffman
Motion carried unanimously.

Request from Mansfield to Assist in Land Acquisition for the Museum

This item removed from the agenda because of the motion and resolution in question.

Pat Jones in 10:15 a.m.

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Mansfield Windsock Project

Mr. Provo presented the scope of work provided by David Ketchum of Airside. The consulting fee is in the amount of \$2,250 and the estimated cost of the windsock assembly is \$2,500. Mr. Provo estimated that the total windsock project for the Mansfield Airport will be less than \$6,000.

Motion 06-23-2

Motion: Approve the consulting service contract and the purchase of the windsock assembly provided by David Ketchum of Airside, for the Mansfield Airport, not to exceed a total cost of \$6,000.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

Waterville Annexation Update

Director Haley attended the Waterville Council Meeting. The council voted to initiate a 60-day public process for annexation of Waterville Airport into the Town of Waterville.

New Business – Waterville & Mansfield Airport Promotional Proposal

Director Haley discussed ways of creating promotional ideas to provide tourism at the airports of Mansfield and Waterville. Director Haley mentioned a fleet of bicycles based at the Waterville Airport for visitors to ride into town and back. The Board concurred the idea was reasonable, and directed staff to research the subject further, including the liability conditions with the Port and parties to be involved.

Old Business – Waterville Days Update

Director Haley noted that according to legal counsel, the Port cannot contribute funds to the Waterville Chamber of Commerce for entertainment events. The Port is only allowed to provide tourism support to other public agencies. The Board asked Director Haley to contact the Town of Waterville to see if there are other promotional resources the Port could provide for Waterville Days.

Motion 06-23-3

Motion: To dismiss Motion 06-09-5 from June 9, 2010 meeting regarding contribution of \$800 to Waterville Chamber of Commerce for a Mariachi Band performance for the Waterville Days events.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

Director Haley suggested that a policy for Port contributions for tourism activities be drafted. Director Haley will research with the WPPA and Port of Chelan for samples of existing policies already in place.

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Old Business – Port of Douglas Meeting Schedule with Douglas County Communities

The Board reviewed the proposed Port of Douglas Meeting Schedule with other Douglas County Communities. Commissioner Huffman recommended setting the date for the first meeting scheduled on July 14th.

Motion 06-23-3

Motion: Move to schedule the regular commission meeting of July 14, 2010 at Bridgeport at 3 p.m. and meet with the city council at 7 p.m.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

Action Item List

The Board reviewed the action item list.

Commission Schedule & Upcoming Meetings

- 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, Bridgeport City Hall – 3 p.m.
- July 15 – WPPA Director Seminar, Richland
- July 25 – 27 – WPPA Commissioners Seminar, Leavenworth
- July 28 – PMA Governing Board & POD Meetings

Commissioner Spurgeon initiated a brief discussion regarding the status of the delegation of authority resolution for PMA.

Recess for Executive Session, 11:40 a.m.

Executive Session

The Board went into Executive Session at 11:40 a.m. for approximately 90 minutes. The purpose of the Executive Session was for discussing the Port's organizational structure relative to personnel and the Port's Strategic Plan.

No action was taken.

Executive Session out at 1:10 p.m.

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There being no further business to discuss, the meeting was adjourned at 1:10 p.m.

DOUGLAS COUNTY PORT COMMISSION

James D. Huffman, President

Mark M. Spurgeon, Vice President

Excused Absence

W. Alan Loeb sack, Secretary

Original signed copy filed at:

*Port of Douglas County
3306 Fifth Street SE
East Wenatchee, WA 98802*