

## DOUGLAS COUNTY PORT COMMISSION

Wednesday, July 14, 2010

### MINUTES OF THE REGULAR PORT COMMISSION MEETING

Bridgeport City Hall  
1206 Columbia Avenue  
Bridgeport, WA 98813

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  
Steve Jenkins, Mayor, City of Bridgeport  
Jean Hardie, Clerk, City of Bridgeport

Commissioner Huffman called the meeting to order at 3:20 p.m.

#### Consent Agenda

- Meeting Minutes June 9, 2010
- Meeting Minutes June 23, 2010
- Warrant Register 2010-07-1                      Warrants # 1004759 – 1004796      \$181,471.60
- Payroll Register July 15, 2010                Warrants # 1004797 – 1004804      \$ 10,814.79
- Approval of Resolution 10-12

#### Motion 07-14-1

Motion: To approve the consent agenda.

Moved: Alan Loeb sack

Seconded: Mark Spurgeon

Motion carried unanimously.

Commissioner Huffman noted that the Executive Session would be moved up before the dinner break.

#### Addendum #2 to Interlocal Agreement with Douglas County & PMA for Airport Way

Ron Russ, operations manager of Pangborn Memorial Airport, was available via speaker phone to request approval of the second addendum to the Interlocal Agreement between Douglas County and Pangborn Memorial Airport, Port of Chelan and Port of Douglas County for the County Road Improvement Project, originally dated April 13, 2009

#### Motion 07-14-2

Motion: To approve the "Second Addendum to Interlocal Cooperation Agreement Between Douglas County and Pangborn Memorial Airport, Port of Chelan County and Port of Douglas County - County Road Improvement Project" (Airport Way Realignment ).

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously.

## **MINUTES OF THE REGULAR PORT COMMISSION MEETING**

July 14, 2010

Page Two

### **Engineer's Estimate for Airport Way Reconstruction Project & PMA Local Match Increase for Airport Way Relocation**

Washington State Surface Transportation Program grant funding in the amount of \$250,000 has been secured for the Airport Way project. The local match is \$39,017. Douglas County will contribute \$10,000 of the local match and PMA shall contribute \$29,017 of the local match. The engineer's estimated cost is \$650,643.84 for the Airport Way Reconstruction Project. This estimate does not include construction engineering, in the amount of \$65,064.38.

#### **Motion 07-14-3**

Motion: To approve the engineer's estimate, in the amount of \$650,643.84, for the Airport Way Relocation Project, not to include construction engineering; and to approve the local match increase for the Airport Way relocation.

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously.

### **Manufacturing Summit Facilities Services**

Director Haley reported the Center for Economic Vitality (CEV) proposed to facilitate the Douglas County Manufacturing Summit scheduled for October, 2010 for a total cost of \$2,500. CEV provides services to companies by strategic planning and problem solving to improve the marketing of their products and labor recruitment. The Board discussed ways to define the proposed agenda, including interacting and networking with DC companies. The Board asked Director Haley to review, and be responsive to, last year's comments and provide another proposed agenda. Commissioner Huffman recommended Washington State Department of Commerce be included in the process and the summit. Action was deferred.

*Steve Jenkins in at 3:44 p.m.*

### **Approval to Negotiate with JUB Engineer's for Mansfield & Waterville Airports Lighting Relocation Project**

Mr. Provo reported that a Request for Qualifications were issued to eight firms on the Port's most recent roster used for the Waterville Taxiway Project. Although four firms initially expressed interest in the project, three of the four firms ultimately declined to submit statements of qualifications (SOQ). JUB Engineers was the only firm that submitted an SOQ. Noting the firm's prior experience working on projects at both airports, Mr. Provo requested the Board authorize port staff to negotiate a contract for services with JUB Engineers.

#### **Motion 07-14-4**

Motion: To approve and direct staff to enter into negotiation for engineering services with JUB Engineers for the Mansfield & Waterville Airports Lighting Relocation Project.

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously.

## **MINUTES OF THE REGULAR PORT COMMISSION MEETING**

July 14, 2010

Page Three

### **Update GIS Mapping at Pangborn Airport**

Commissioner Huffman reported that he met with USKH, Lisa Parks, Pat Moore, and DC Transportation & Land Services to review the Geographic Information System (GIS) mapping process at Pangborn Airport. The GIS mapping has substantiated data on the ground and air space approach. Commissioner Huffman noted the regulations governing the GIS process is based on the FAA criteria and is already in effect. A meeting is planned for the most affected landowners for future use.

### **Old Business – Mansfield Airport Wind Sock Update**

Mr. Provo reported that the Mansfield Airport Wind Sock project is in progress. David Ketchum of Airside, has ordered the wind sock and is drawing up the plans of the specifications and wiring of the wind sock. Mr. Provo contacted Beckstead Electric to do the wiring of the project.

The port has initiated and coordinated efforts with the county to prepare for the crack sealing of the tie – down aprons at Waterville and Mansfield Airports.

KB Electric is working at the Orondo River Park; the emergency shut off switch for the fuel dispenser has to be relocated.

### **New Business – Waterville Airport Pilot Bicycle Shuttle**

Director Haley updated the Board about providing bicycles at the Waterville Airport for transportation to Waterville. He reported legal counsel approved of the bicycle shuttle and would provide liability waivers for the riders. Phil Johnson of Johnson Air Service will oversee the use of the bicycles. Director Haley plans to purchase a couple of bicycles and helmets to be available by August 18<sup>th</sup> for the NCW Fair in Waterville.

*Jean Hardie in at 4:14 p.m.*

Commissioner Spurgeon updated the Board regarding the Wenatchee Valley Transportation Council and the projects involved with North Wenatchee Avenue Study, Sellar Bridge, and the Pedestrian Bridge.

### **Action Item Update**

The Board reviewed the action item list.

### **Commission Schedule & Upcoming Meetings**

- July 15 – WPPA Director Seminar, Richland
- July 19 & 20 – Commissioners Trip to Ports of Ephrata, Sunnyside, Walla Walla & Pasco
- July 25 – 27 – WPPA Commissioners Seminar, Leavenworth
- July 28 – PMA Governing Board & POD Meetings
- August 2 – GIS Meeting with PMA & Landowners, Pangborn Airport
- August 3 – GIS Meeting with DC & East Wenatchee Planning Commissions, City Hall
- August 11 – POD Commission Meeting
- August 18 – 22 – NCW Fair, Waterville
- August 25 – PMA Governing Board, Wenatchee & POD Meeting, Waterville

## **MINUTES OF THE REGULAR PORT COMMISSION MEETING**

July 14, 2010

Page Four

*Recess for Executive Session, 4:55 p.m.*

### **Executive Session**

The Board went into Executive Session at 4:55 p.m. The Board was estimated to be in Executive Session for 1 hour. The purpose of the Executive Session was to discuss the Port's organizational structure relative to personnel and the Port's Strategic Plan.

The Board came out of Executive Session at 6:10 p.m. No action was taken.

*Dinner Break: 5:00 – 7:00 p.m.*

*Reconvene with Bridgeport City Council: 7:00 p.m.*

### **Joint Meeting with Bridgeport City Council**

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  
Steven Jenkins, Mayor, City of Bridgeport  
Jacqueline Hentges, City of Bridgeport Council Member  
William Zweigle, Jr., City of Bridgeport Council Member  
Phil Lee, City of Bridgeport Council Member  
Janet Conklin, City of Bridgeport Council Member  
Lisa Stark, City of Bridgeport Finance Director  
City of Bridgeport Citizens

### **Discussion with Bridgeport City Council – Mission of Port of Douglas & Upper County Economic Development activities**

Commissioner Huffman made opening remarks to the City Council and presented them with a copy of the Port's Strategic Plan and Statement of Purpose. He briefly discussed the manufacturing summit held last year and its consistency with the Statement of Purpose. He noted that the success of the port is dependent on a successful constituency. Mayor Jenkins noted the importance of partnerships amongst the various communities and agencies in Douglas County in providing for a healthy and sustainable economy. He reviewed the planning commission proposal to designate a light industrial area in the city and how that designation, coupled with low infrastructure and land rates, would enhance economic vitality of the city.

The Board members and the citizens attending the meeting, exchanged ideas on issues on the following: how the permitting process hinders economic development and possible solutions to the problem; a dock at the park, tourism enhancements, and the tree sculptures along Main Street.

**MINUTES OF THE REGULAR PORT COMMISSION MEETING**

July 14, 2010

Page Five

There being no further business to discuss, the meeting was adjourned at 7: 30 p.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*