

## DOUGLAS COUNTY PORT COMMISSION

Wednesday, July 22, 2009

### MINUTES OF THE REGULAR PORT COMMISSION MEETING

Waterville Town Hall  
Waterville, WA 98858

Present: Alan Loeb sack, Commission President  
Jim Huffman, Commission Vice President  
Mark Spurgeon, Commission Secretary  
Pat Haley, Director  
Doug Provo, Business Manager  
Esther McKivor, Administrative Assistant  
Mark Napier, JUB Engineers, Inc.  
Chris Hanson, Waterville Airport Hangar Tenant  
Michael Morgan, Waterville Airport Hangar Tenant  
Leroy Gormley, Waterville Resident

Commissioner Loeb sack called the meeting to order at 11:04 a.m.

#### Consent Agenda

Meeting Minutes June 24, 2009

Meeting Minutes July 8, 2009

Warrant Register 2009-07-2                      Warrants 1004028 - 1004053                      \$ 46,758.75

#### Motion 07-08-01

Motion: To approve the consent agenda.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

Commissioner Huffman inquired about the Leasehold Excise Tax audit. Mr. Provo briefly discussed the nature of the audit findings and will be conferring with Mr. Henkle. Leasehold taxes were collected but there was an omission of remitting some of the taxes to the Department of Revenue. Additionally, leasehold taxes were collected from two public agencies in error and the credits will be issued to the agencies for the amount of the leasehold taxes collected.

Commissioner Loeb sack mentioned a letter written to the Port's commissioners from an East Wenatchee resident inquiring about the lack of children playgrounds in East Wenatchee. Commissioner Spurgeon sent a response letter and recommended business contacts for accurate information to pursue her desire for more playgrounds in East Wenatchee.

#### Urban Growth Boundary Relocation at Waterville Airport Update

Director Haley and Vivian Peterson, from Alliance Consulting Group, Inc., attended two meetings in Waterville for support of the relocation of the Urban Growth Boundary at the Waterville Airport. There was discussion of the reconstruction of the airport taxiway. Taxiway A lies within the city limits of the town of Waterville, but the hangar pad area and the eastern end of the runway do not lie within the city limits. The Port has requested that Waterville amend the UGB to include those areas. If the UGB is

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successfully amended, the next step will be to request that those areas be annexed into the city limits. The meetings were well received by the Town Planning & Zoning Committee and the Town Council. The town approved the 60-day review process which began July 15<sup>th</sup>. The town will make a decision in September whether to request formal action by the Douglas County Planning Commission. Director Haley mentioned that the final process of the UGB and Annexation will be in 2010.

**Waterville Taxiway Improvement Project Update**

Mark Napier, of JUB Engineers, presented the Board with some options regarding the transient parking apron. The apron was to be constructed in the low spot area, south of Taxiway A. The State did not provide grant funding to fully renovate that area and create a transient parking apron. The option Mr. Napier provided, in lieu of raising that area up to the grade of the surrounding area, is to bring in an adequate amount of gravel and construct a drainage system for runoff from the taxiway. The initial cost estimate for this project change order is \$4,000. The Board concurred with this option and will proceed accordingly. Mr. Napier will notify the contractor and will write up the change order for approval.

A pre-construction meeting will be held Wednesday, July 29<sup>th</sup> at the airport.

**Hangar Construction at Waterville Airport Update**

Mr. Morgan updated the Board on his hangar construction and noted the county's building permit requirement for the oil and water separator is still pending. He conveyed his interest in extending the waterline to the hangars. An in-depth discussion ensued on these issues.

Director Haley reported the trenches are being dug, in preparation of installing electrical power to service the present and future hangars. There was discussion of the digging of trenches in front of Parcell's hangar.

Hanson's hangar is complete, but without the floor. Mr. Hanson intends to install the floor at a later date.

**Hangar Demolition at Waterville Airport**

Director Haley informed the Board that the Hanson's hangar will be demolished within a couple weeks. He is interested in hiring a person to dismantle the hangar and separating the materials to the landfill as well as salvaging the sheet metal items. The Board was adamant that the Port has liability coverage for an experienced hire. Mr. Provo commented that the Port has liability coverage and he will consult with Jay Johnson regarding our liability, should the employee hurt himself.

**Old Business – Review of Delegation of Authority Policy**

Mr. Haley presented the Delegation of Authority Policy to the Board for an annual basis review. The review was deferred to the next commission meeting.

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### **New Business – Additional Service Contract with Small Business Development Center**

Director Haley reported that the Port's contract with the SBDC for business assistance services is up for renewal July 1, 2009. Jim Fletcher, advisor of the SBDC, is proposing to provide additional services as a market researcher for the Port. Mr. Fletcher would like to include advising and consulting research on economic development projects and attend the Port's commission meetings to provide updates. The additional cost to the contract is \$1,000 per quarter or a total of \$3,500 per quarter. The commissioners are interested and recommended the contract to include the new proposal and further discussion will continue at the next commission meeting.

### **Action Item List**

The Board reviewed the Action Item List.

The Board held an in-depth discussion with Director Haley, and gave him direction, regarding the proposed meeting with elected officials from all agencies and municipalities within Douglas County. The purpose of the meeting will be to gain a mutual understanding of strategies and purposes to help Douglas County to meet the challenges of future growth, business development and economic vitality.

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

August 4 – E Wenatchee Shoreline Trail Public Meeting, - TS & L Conference Room, 4 - 8 p.m.

August 5 – GWATA Tech Stomp at Martin Scott Winery

August 7 – WPPA Public Relations Seminar – SeaTac Airport

August 12 – Port of Douglas County Commission Meeting

August 26 – PMA Governing Board & Port of Douglas County Meeting

### **Executive Session for Staff Review**

Executive Session for staff review is deferred for a future meeting.

There being no further business to discuss, the meeting was adjourned at 12:45 p.m.

### **DOUGLAS COUNTY PORT COMMISSION**

W. Alan Loeb sack, President

James D. Huffman, Vice President

Mark M. Spurgeon, Secretary

Original signed copy filed at:

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