

## DOUGLAS COUNTY PORT COMMISSION

Wednesday, July 28, 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  
Jay Johnson, Legal Counsel  
Mel Henkle, CPA

Commissioner Huffman called the meeting to order at 11:35 a.m.

#### Consent Agenda

- Meeting Minutes July 14, 2010
- Warrant Register 2010-07-2                      Warrants # 1004805 – 1004830, & 1004844      \$ 20,450.78
- Payroll Register July 31, 2010                      Warrants # 1004831 - 1004843                      \$ 14,191.89

#### Motion 07-28-1

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

#### Approval of Manufacturing Summit Facilitator Contract

Director Haley reviewed the agenda provided by the Center for Economic Vitality who has proposed to facilitate the Manufacturing Summit in October for a cost of \$2,500. The Board reviewed the agenda and recommended that the agenda include networking with the attendees for solutions to business problems and to share business successes. Director Haley will present a revised agenda at the next meeting.

#### Motion 07-28-2

Motion: To approve the contract with Center for Economic Vitality to facilitate the Manufacturing Summit in the amount of \$2,500.  
Moved: Mark Spurgeon  
Seconded: Alan Loeb sack  
Motion carried unanimously.

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

July 28, 2010

Page Two

### **Monthly Financial Report**

Mr. Henkle reviewed June 2010 financial report.

*Mel Henkle out at 11.45 a.m.*

### **SBDC Update**

The SBDC update was not given, as Mr. Fletcher had to leave before the meeting began.

### **Approval of JUB Contract for Waterville / Mansfield Airport Improvements**

Mr. Provo reviewed the contract with JUB Engineers for the Lighting Relocation Project at Waterville and Mansfield Airports. The total amount of the contract will not exceed \$15,958 for their services.

#### **Motion 07-28-3**

Motion: To approve the contract with JUB Engineers for the Lighting Relocation Project at Waterville and Mansfield Airport for services not to exceed \$15,958, and to authorize Director Haley to sign the contract on behalf of the Port of Douglas County.

Moved: Alan Loeb sack

Seconded: Mark Spurgeon

Motion carried unanimously.

### **Mansfield Wind Sock Project Update**

Mr. Provo updated the Board on Mansfield Wind Sock Project. The wind sock has been ordered and the installation of the wind sock should be completed by mid-September.

### **Waterville Airport Crack Seal Update**

Staff has completed the crack preparation of the tie-down apron at Waterville Airport. Douglas County Transportation & Land Services will be filling the cracks this week.

### **New Business – Bridgeport Carving Request**

Director Haley reported the City of Bridgeport has 2 more trees to carve to complete its tree carving tourism promotion project on Main Street, and the city needs to raise \$2,500 to retain the artist. The tree carving sculptures match what is indigenous to the area, which are wildlife, agriculture and the river. A tree sculpture cost is \$2,500.

#### **Motion 07-28-4**

Motion: To approve the allocation of \$2,500 to the City of Bridgeport for a tree carving sculpture to help complete the tree carving project, to promote tourism.

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously.

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

### **New Business – Bridgeport Carving Request - Continued**

July 28, 2010

Page Three

Legal counsel recommended that a resolution be drawn-up with a stipulation that the funds be used for the tree sculpture, to support tourism.

### **New Business – Commissioners' E-Mail**

At a commissioner's seminar it was encouraged to have separate e-mail accounts for port business. Commissioner Huffman discussed the option of utilizing net book computers for port business. The Board requested that staff research the services and hardware available.

### **New Business - Strategic Plans and Organizational Structure**

The Board made visits to other ports to review strategic plans and each port's organization. Commissioner Huffman requested for authority to work with staff to review and develop proposals to update port's strategic plan and organizational structure.

#### **Motion 07-28-5**

Motion: To authorize the Commission President to work with staff to develop proposals to review and update strategic plans, visions and organizational structure.

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously.

### **Action Item Update**

The Board reviewed the action item list.

### **Commission Schedule & Upcoming 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
- September 6 – Labor Day, Port office closed
- September 8 – POD Commission Meeting
- October 20 – Douglas County Manufacturing Summit

**MINUTES OF THE REGULAR PORT COMMISSION MEETING**

July 28, 2010

Page Four

*Recess for Executive Session 1:25 p.m.*

**Executive Session**

The Board went into Executive Session at 1:25 p.m. The Board was estimated to be in Executive Session for 30 minutes. The purpose of the Executive Session was to discuss the Port's employee evaluation.

The Board came out of Executive Session at 1:55 p.m. No action was taken.

There being no further business to discuss, the meeting was adjourned at 1:55 pm.

**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*