

DOUGLAS COUNTY PORT COMMISSION

Wednesday, August 11, 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
Thad Brewer, Maintenance Manager
Jenny Rickel, GWATA
Amy Lewis, GWATA
Greg Phillips, Director, Pangborn Memorial Airport
Joel Rankin, Clear Focus, Inc.

Commissioner Huffman called the meeting to order at 8:40 a.m.

Commissioner Huffman introduced Mr. Phillips, new Director of Pangborn Memorial Airport, and Jenny Rickel and Amy Lewis of GWATA.

Consent Agenda

- Meeting Minutes July 28, 2010
- Warrant Register 2010-08-1 Warrants # 1004845 – 1004867 \$42,953.83
- PR2010-08-1 Payroll Register Warrants # 1004868 - 1004874 \$ 9,341.66

Motion 08-11-1

Motion: To approve the consent agenda.
Moved: Alan Loeb sack
Seconded: Mark Spurgeon
Motion carried unanimously.

Quarterly Update from Greater Wenatchee Area Technology Alliance

Ms. Rickel gave a power point presentation for a quarterly update from GWATA. The mission of GWATA is to connect people and technologies in NCW and one of the core values of GWATA is to nurture entrepreneurship. Some of GWATA’s accomplishments to-date included: educating lawmakers on the importance of data center activity in NCW in Olympia; being resourceful by connecting and outreaching for businesses as needed; hiring a part-time program coordinator, Amy Lewis, and an increase on GWATA’s membership.

Commissioner Huffman commented that the port should be more actively involved with GWATA.

Jenny Rickel and Amy Lewis out at 9:05 a.m.

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Approval of Alliance Consulting Agreement for Annexation of Waterville Airport

Director Haley reported that Alliance Consulting completed the first half of a two-part project of the Urban Growth Boundary adjustment at Waterville Airport with Douglas County. Alliance Consulting has submitted another contract for an additional amount of \$6,000 plus survey costs, estimated to be \$2,500, to complete the annexation at Waterville Airport.

Motion 08-11-2

Motion: To approve the contract with Alliance Consulting, in the amount of \$6,000.

Moved: Alan Loeb sack

Seconded: Mark Spurgeon

Motion carried unanimously.

July, 2010 Budget Review

Mr. Henkle reviewed July 2010 financial statements. The financial statements reflected the following: land lease receipts from Coca-Cola Bottling Company, payments made to PMA for land leases for Coca-Cola, Executive Flight, KB Electric; purchase of lots at Mansfield for the purpose of development of tourism; PMA Budget Supplement and ULID; payments to debt services for sewer capacity and the USFS Building; payment for SBDC service agreement; renewal of port liability insurance and expense for a trade show on wind power.

Newly hired PMA Director, Greg Phillips, briefly discussed his first several days at the airport. He and his staff will focus on emergency and security plans; transportation is a priority. He is also getting acquainted with the airport tenants and the community.

Commissioner Huffman mentioned that Douglas County has decided to honor term commitments on the planning commission. When the term of the commission expires, they are replaced by a new person. This is a good thing for economic development, to have a well-rounded planning commission.

Old Business – Waterville Airport Bike Shuttle

Mr. Brewer updated the Board on the Waterville Airport bike shuttle. The port made available 2 courtesy bicycles and helmets to pilots at the Waterville Airport to visit the Town of Waterville.

Old Business – Manufacturing Summit

Director Haley provided the Board with an amended agenda. The manufacturing summit is scheduled on October 20, 2010, 9 a.m. – 4:30 p.m. The tentative venue will be at Executive Flight. The port will be sending out “Save the Date” postcards to alert invitees of the event. The Center for Economic Vitality will be the facilitator of the manufacturing summit. They will be sending out a survey to invited participants. The survey results will be incorporated into the final agenda. Director Haley will provide the Board with a step-by-step process of the remaining tasks.

Jim Fletcher in at 9:35 a.m.

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Small Business Development Center Update

Mr. Fletcher relayed that the SBDC has submitted a CERB application for an export initiative project. He updated the Board of the status of federal funding for Small Business Development Centers. He also pointed out that the banking industry has made available funds for “worthy customers” and requires the borrower to be occupied customers; this does not include loans for lodging and restaurants. Mr. Fletcher will notify the port when the SBDC contract renewal is ready.

Greg Phillips and Thad Brewer out at 9:45 a.m.

Joel Rankin in at 9:50 a.m.

Old Business – Port E-Mail & Net Books for Commissioners

Elected officials who communicate electronically need to make the records available under the Public Records Act. It was recommended that the port commissioners use the port e-mail address on the port’s server for individual protection. The port has decided to purchase a net book for each commissioner. Mr. Rankin from Clear Focus, Inc. was available to discuss and answer inquiries about the set-up of port e-mail and the use of the net books.

Joel Rankin & Jim Fletcher out at 10:40 a.m.

Recess at 10:45 a.m.

Reconvene at 10:50 a.m.

Old Business – Organizational Review

Commissioner Huffman reported that Pat Jones of Jones Strategic has planned for a second field trip with the port commissioners to the southwest Washington ports, scheduled for September 13 and 14, 2010. Ms. McKivior will work with Mr. Jones to finalize the travel arrangements.

Commissioner Huffman noted that the port needs to develop a plan and schedule for reviewing the port’s Strategic Plan.

New Business – Lease Renewal, Commercial Millwork & Fixture

Mr. Provo briefly reviewed the lease of Bay #4 of the industrial building to Commercial Millwork & Fixture. Commercial Millwork & Fixture entered into a lease with the port in 2008. The lease is a year-to-year lease with annual renewals with a CPI increase every 5 years. The annual lease renewal term expires on August 31, 2010. Commercial Millwork would like to renew its lease with the port.

Motion 08-11-3

Motion: To renew the lease of Commercial Millwork & Fixture for the year September 1, 2010 to August 31, 2011.

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously.

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Action Item Update

The Board reviewed the action item list.

Commission Schedule & Upcoming Meetings

- August 25 – PMA Governing Board, Wenatchee & POD Meeting, Waterville
- August 26-29 – NCW Fair, Waterville
- September 6 – Labor Day, Port Office Closed
- September 8 – POD Commission Meeting
- September 13-14 – Commission Field Trip to SW Washington Ports
- October 14 – POD Commission Meeting to be followed by 7 PM meeting with Rock Island Council, Rock Island
- October 20 – Douglas County Manufacturing Summit, 9:00 AM – 4:30 PM

Recess for Executive Session 11:08 a.m.

Executive Session – Employee Performance Review

The Board went into Executive Session at 11:19 a.m. It was announced that the Board would be in Executive Session for approximately 60 minutes and that the purpose of the Executive Session was to review employee performance. It was announced that the Board might take action after the Executive Session was adjourned and the regular meeting reconvened.

The Board came out of Executive Session at 12:05 p.m.

Regular Session Reconvened at 12:05 p.m.

Commissioner Huffman reported that in Executive Session, Director Haley submitted to the Board his letter of resignation. The Board gave consideration to the letter and recognized his services to the Port of Douglas County.

Motion 08-11-4

Motion: To accept the letter of resignation as presented by Pat Haley.

Moved: Alan Loeb sack

Seconded: Mark Spurgeon

Motion carried unanimously.

Commissioner Huffman discussed a possible transition agreement. The effective date of Director Haley's resignation is August 31, 2010.

Motion 08-11-5

Motion: To appoint Jim Huffman to negotiate a transition agreement with Director Haley.

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously.

Commissioner Huffman will provide staff with a press release which is to be distributed to the media, along with the letter of resignation.

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There being no further business to discuss, the meeting was adjourned at 12:15 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*