

DOUGLAS COUNTY PORT COMMISSION

Wednesday, August 12, 2009

MINUTES OF THE REGULAR PORT COMMISSION MEETING

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

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
Dave Schwab, Eastmont Parks Department
Jim Fletcher, Small Business Development Center Advisor
Baba Moussa, Employment Security Department
Pat Moore, Pangborn Memorial Airport Manager
Mel Henkle, Certified Public Accountant

Commissioner Loeb sack called the meeting to order at 8:37 a.m.

Consent Agenda

Meeting Minutes July 22, 2009

Warrant Register 2009-08-1

Payroll Register August 15, 2009

Warrants 1004055 – 1004087 \$ 40,673.48

Warrants 1004088 – 1004095 \$ 11,175.91

Motion 08-12-01

Motion: To approve the consent agenda.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

Eastmont Park's Department - Veteran's Memorial

Dave Schwab, from Eastmont Parks Department presented a plan of building a Veteran's Memorial at the corner of Grant Road and N Georgia Avenue. The Eastmont Metropolitan Parks District and the Veterans for War will work together to build a monument to recognize and honor the six branches of the US Armed Services. It will be funded by selling (small and large) embossed pavers to individuals, businesses and organizations. Any veteran who served while living or is currently living in Douglas County will be included in the memorial. The size of the monument will depend on the donations received. It is estimated to be a 2 – 3 year project.

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East Wenatchee Shoreline Trail Update

Commissioner Huffman gave an update of the Shoreline Trail meeting held on August 4th. He reported that there was a good cross-section of public input. There was discussion that the natural look of the trail verses development of the trail will be enhance to real property value along the river.

Dave Schwab out at 9:15 a.m.

Mr. Moussa from Employment Security Department shared his insight of the economy in the Valley. Tourist industry is down and the health care industry is strong. Mr. Moussa discussed the idea of enlarging Wenatchee Valley College to a 4-year school. With the computer technology, colleges and universities are competing with on-line degree programs. And even with the low cost of living in Wenatchee, college age students prefer to relocate to Seattle or other larger cities.

Director Haley gave an update on an interested prospect who manufactures products related to energy conservation. "Project Chinook" is specifically looking for a hydro power contract and need 65 acres of land. It will offer 65 – 100 jobs.

Baba Moussa out at 9:45 a.m.

Urban Grown Boundary Relocation at Waterville Airport Update

Director Haley mentioned that the public review process has begun and a meeting before the Douglas County Planning Commission is scheduled for August 20th at 6:30 p.m. Vivian Peterson of Alliance Consulting will be representing the Port. The next public meeting is scheduled in October 2009.

Waterville Taxiway Improvement Project Update

Mr. Provo reported that the Project is going well. There were four full days of work done during the week. The issue for the drainage in the apron area still needs to be addressed. After excavating the taxiway, the soil is still mushy and unstable. Mark Napier from JUB Engineers had discussed this problem with Director Haley and it was verified with the geo-tech engineer. It was agreed that placing more crushed rock in the taxiway area could be a solution. Mr. Provo also reported that the runway lights were out and during the course of the construction, wires were accidentally cut. He is working with Beckstead Electric to rectify the electrical and lighting problems. Change Order No. 1 was created to provide fill material in the hangar location for Chris Hanson.

Mr. Provo and Director Haley reported that the Hanson hangar was completely dismantled.

The Douglas County PUD installed the hand hold extension box, extending power to the current and future hangars where new hangars are being constructed on the Eastside of the Airport.

A water line was extended to the hangars, as well.

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Motion 08-12-02

Motion: To approve Change Order 1 in the amount of \$3,488.48 for the Waterville Taxiway Project for the drainage swale and authorize Director Haley to sign the Change Order. The new contract amount will increase to approximately \$132,005.16.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

Pat Moore in at 10:30 a.m.

Pangborn Memorial Airport Aviation Engineer Selection

Ms. Moore is working with TSA for a future screening baggage equipment. The new screening equipment will reduce TSA employees to check the bags. A passenger after checking in at the ticket counter will drop their baggage directly at the new screening equipment. It will eliminate opening each bag. Ms. Moore briefly reviewed the airport layout and its progress.

Ms. Moore reported to the Board that there are two good applicants for the Aviation Engineer Selection: JUB Engineers and USKH. Both companies showed good history of performance and references. USKH was selected as the Aviation Engineer Selection.

Motion 08-12-03

Motion: To approve the selection USKH as the Aviation Engineer for Pangborn Memorial Airport, for a 5-year contract.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

Mel Henkle in at 10:43 a.m.

Pat Moore out at 11:00 a.m.

Mr. Provo briefly reviewed the phone call he received from Mark Napier in regards to the Waterville Taxiway Project Improvement. Mr. Napier's suggestion to resolve the taxiway issue is to give the soil a week of drying. There is no need for further excavation if this technique works. Another issue is the drainage trench behind the old hangar, because of the concern of interference from an underground utility line.

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Old Business – Review of Delegation of Authority Policy

The Board briefly reviewed and discussed the Port's Delegation of Authority Policy. No changes were made.

Jim Fletcher out at 11:23 a.m.

New Business – Staff COLA

Mr. Haley reported that he authorized a 3.8% COLA increase for the full-time staff members, effective August 1, 2009.

The Commissioners agreed on a 3.8% COLA increase for Director Haley.

Motion 08-12-04

Motion: To approve the Director's salary to 3.8% COLA increase, effective August 1, 2009.

Moved: Jim Huffman

Seconded: Mark Spurgeon

Motion carried unanimously.

Action Item List

There was no change in the Action Item List.

Mr. Provo relayed that the Orondo River Park is having a drainage issue with the septic drain field. Mr. Provo discussed that the problem could be a result of overuse. He will be meeting with Pipken Construction, Thad Brewer, Port's Maintenance Manager and Jeff & Char Smith, Park Managers to further consider the matter. Commissioner Huffman suggested that Mr. Provo also look into the matter with the health department.

Commission Schedule & Upcoming Meetings

August 18 – PMA Improvement Study, Port of Douglas County Conference Room, 12 p.m.

August 20 – DC Planning Commission Meeting to review Waterville Airport Relocation of UGB.

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

September 9 – Port of Douglas Commission Meeting

September 17 & 18 – WPPA Trade & Economic Development Seminar, Walla Walla

July 2009 Financial Statements

Mr. Henkle reviewed the July operating statements and there are no significant changes in the finances of the Port other than capital improvements at the Waterville Airport. He reported that the State Auditor has requested for a financial statement for the Douglas County Development Corporation. It will be ready for review at the next Douglas County Development Corporation meeting.

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Executive Session for Staff Review & Tenant Lease Issues, Estimated Time 15 Minutes

Into time: 11:55 a.m.

Out of time: 12:25 p.m.

Reconvene: 12:25 p.m.

Tenant Lease Issue - Stocker Excavation

Motion 08-12-05

Motion: To pursue further legal action on the Stocker Excavation Lease based on the lack of response and non-payment of lease.

Moved: Alan Loeb sack

Seconded: Mark Spurgeon

Motion carried unanimously.

Tenant Lease Issue – Coca-Cola Bottling Company

The Coca-Cola Bottling Company Lease was discussed and no action was taken.

There being no further business to discuss, the meeting was adjourned at 12:30 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*