

DOUGLAS COUNTY PORT COMMISSION

Wednesday, October 14, 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
Jay Johnson, Legal Counsel
Mel Henkle, Accountant
Jim Fletcher, SBDC Advisor

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

Consent Agenda

Meeting Minutes September 23, 2009		
Warrant Register 2009-10-1	Warrants 1004194 - 1004233	\$201,091.94
Payroll Register October 15, 2009	Warrants 1004189 - 1004193	\$ 8,486.56

Motion 10-14-01

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

**Termination of the Interlocal Agreement with Port of Chelan County for Sewer Extension Payments
Modification of Land Lease Agreement for Pangborn Memorial Airport Business Park**

Director Haley reviewed the history of the sewer project financing and the associated Interlocal Agreement with the Port of Chelan County which provided for a 38% contribution by the Port of Chelan to the local match of the sewer financing. An in-depth discussion ensued examining the two draft agreements which had recently been sent from the Port of Chelan to the Port of Douglas for review. The Board expressed concern regarding the Port of Chelan’s reason for drafting the document “Termination of the Interlocal Agreement”. Director Haley reviewed the genesis of the Cherry Harvest Tent Camp noting that if sewer service had not been available at Pangborn Airport Business Park, the Cherry Harvest Tent Camp lease would not have come to our location. As a result of that lease, the Port was able to receive \$300,000 in lease revenues, of which \$100,000 was paid to PMA, under the terms of Joint Operating Land Lease Agreement #1 from 1997. The Board instructed staff to further discuss these proposals with the Port of Chelan and their respective attorneys.

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Pat Moore in 9:18 a.m.

Pat Moore visited to mention that the Special Board Meeting scheduled for November 5th, is cancelled. The meeting is to review Pat Jones Study on Sharing of Port Services.

Pat Moore out at 9:30 a.m.

Monthly Budget Summary

Mr. Henkle reviewed the September 2009 Financial Statements and provided the following comments: tax receipts were minimal and real property tax is due in October; payments for Waterville Taxiway Project were not final; and the vehicle expense was higher than usual, due to the replacement of a new clutch for the truck.

Director Haley commended Thad Brewer, Port Maintenance Manager, for purchasing and installation of the new awnings for the Port Building. Mr. Brewer purchased the awnings from a vendor who was able to make only the canvas awnings and utilize the existing frame at a fraction of the cost of the original bid received.

Mr. Henkle repeated that the Commissioners should be receiving monthly operating PMA reports. The Port is making supplemental contributions to the airport and should be aware of the details of operation. Mr. Provo reported that the Airport has not prepared any monthly operational reports for several years and they are trying to restore this level of budget reporting.

Mel Henkle out at 9:40 a.m.

Small Business Development Center Update

Mr. Fletcher of the SBDC distributed background reports dealing with the aviation industry in Washington State. The first phase of his study is on the demand for airport property. He reported and discussed the marketing potential for businesses that need to be at an airport. Mr. Fletcher recommended that the Port interview potential businesses to find out their needs, to develop a customer base to match up with long term recruitment. He also recommended that the Port focus on the businesses in the Valley and how they can be helped. Director Haley will share the information to Jon Eberle of Development Partners.

Jim Fletcher out at 10:16 a.m.

Recess at 10:16 a.m.

Reconvene at 10:27 a.m.

Executive Session – Tenant Issues (10 minutes)

Session in at 10:27 a.m.

Session out at 10:32 a.m.

Jay Johnson out at 10:35 a.m.

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Old Business – Washington Public Ports Association Environmental Seminar Update

Commissioner Huffman gave a brief update on the WPPA Seminar he attended in Winthrop. There was discussion on the marketing effort that the Port of Seattle is doing on energy. Port of Seattle is one of the cleaner ports on the west side coast. Commissioner Huffman also reported that the discussions included storm water and the cleanup of discharged waste in the Puget Sound area. There is a good momentum in the green ports initiative.

New Business – State Audit

Mr. Provo reported that the state audit on the Port of Douglas County is scheduled to begin on Thursday, October 15th.

Action Item List

The Board reviewed the Action Item List.

Commission Schedule & Upcoming Meetings

October 14 – Port of Douglas County Commission Meeting
October 22-23 – WPPA Small Ports Seminar, Enzian Hotel, Leavenworth, WA
October 28 – PMA Governing Board Meeting (Airport Conference Room)
& Port of Douglas County Commission Meeting
November 10 – Port of Douglas County Commission Meeting
November 11 – Port of Douglas Office Closed for Veteran's Day
November 12 – Special PMA Governing Board Meeting
November 18 -20 – WPPA Annual Meeting, Renaissance Seattle Hotel

There being no further business to discuss, the meeting was adjourned at 11:20 a.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*