

**DOUGLAS COUNTY PORT COMMISSION**

Tuesday, November 10, 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
- Mel Henkle, Accountant
- Jay Johnson, Legal Counsel
- Jim Fletcher, SBDC
- Heather Ostenson, Eastside Shoreline & Trail Assessment & Visioning Effort
- Jamie Weir, Douglas County Transportation & Land Services
- Jenny Rickel, GWATA
- Andy Metcalfe, GWATA

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

**Consent Agenda**

Meeting Minutes October 14, 2009

Meeting Minutes October 28, 2009

Warrant Register 2009-11-1

Warrants 1004260 - 1004281 \$64,101.58

Payroll Register November 15, 2009

Warrants 1004282 - 1004286 \$ 8,326.11

**Motion 11-10-01**

Motion: To approve the consent agenda.

Moved: Jim Huffman

Seconded: Alan Loeb sack

Motion carried unanimously.

There was discussion in regards to the latest Pangborn Memorial Airport supplemental budget contribution in the amount of \$45,434 and the concern that the contributions will be exceeding the 2009 budget.

**Lease Renewal for North Central Washington Educational Service District**

Director Haley reviewed the renewal of the two leases for NCS ESD. The two leases for Bays 1 & 3 are combined into one lease at a rate of \$.40/ft. effective January 1, 2010. The renewed lease is an annual lease and includes an advance notice of 30 days to renew. An annual review of the rate will be based on the annual CPI rate.

**Motion 11-10-02**

Motion: To approve of the lease renewal for North Central Washington Educational Service District.

Moved: Jim Huffman

Seconded: Alan Loeb sack

Motion carried unanimously.

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### **Monthly Budget Summary**

Mel Henkle reviewed the receipts and expenses for October 2009. Most of the real property tax receipts have been received. Significant budget expenditures include: \$2,500 for engineering fee for the Pedestrian Bridge Study; a fence constructed at the Waterville airport cost \$1,900; additional awning for the port building cost \$480, and a weed cutter in the amount of \$340 was purchased. Otherwise, Port operational expenses were normal.

Director Haley briefly outlined the tax levy process in regard to our 2010 Budget. He relayed the Assessor's notification that since there is negative rate of inflation and since the district has a population of more than 10,000 people, that the levy limit factor will be 99.152% of last year's value, unless there is a finding of substantial need, in which case the levy limit factor may be increased to 101%.

The 2009 Supplemental Budget and 2010 Budget are scheduled for review on December 9<sup>th</sup>. The Final 2010 Budget is scheduled for final approval on December 23<sup>rd</sup>.

*Heather Ostenson and Jamie Weir in at 9:00 a.m.*

*Mel Henkle out at 9:05 a.m.*

*Jenny Rickel and Andy Metcalfe in at 9:20 a.m.*

### **Small Business Development Center Update**

Jim Fletcher held a general discussion about assisting existing businesses with their marketing strategies and training small businesses interpret their financial reports. He reported many small businesses wait until their business is in complete financial hardship before seeking for help. He also discussed other means of advertising such as with Twitter, Facebook and Blogs verses maintaining a website.

### **Update on East Wenatchee Shoreline Development Plans**

Heather Ostenson updated the Board about the outreach campaign for the development of the East Wenatchee Shoreline Development. They are seeking public comment in order to provide a use assessment and recommendations for the WSDOT right of way when the property is ultimately surplus. Her group is working with our state legislators on this endeavor and will continue to work with the Port Commission.

*Heather Ostenson & Jamie Weir out at 9:50 a.m.*

### **Greater Wenatchee Area Technology Alliance Support Proposal**

Ms Rickel presented an overview of GWATA's activities and solicited annual financial support from the Port in the amount of \$10,000.

*Jenny Rickel and Andy Metcalfe out at 10:45 a.m.*

The board discussed funding strategy for GWATA, agreeing that any funding should be used toward GWATA activities that provide benefit to its members rather than "praise-and-honor" events. The funding level will be discussed at the next Port Commission Meeting.

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### **New Business – Meeting with Jim Trunzo of Specialty Chemical Products**

Director Haley reported on his recent discussion with Jim Trunzo of Specialty Chemical Products. That discussion explored options for an environmental assessment of the site where Specialty Chemical Products is located in Rock Island. Following an in-depth discussion, the Board concurred that the Port should not be involved with any environmental issues at the site, unless the site was owned by the Port.

### **Old Business – Waterville Taxiway Improvement Grant Modifications**

Mr. Provo reported that WSDOT Aviation Division had approved Grant Agreement Supplement #1, allowing the Port to proceed with the additional drainage construction in conjunction with the Waterville Airport Taxiway Project and request the Board's approval and to authorize Director Haley to sign Supplement #1.

#### **Motion 11-10-03**

Motion: The authorize Director Haley to sign Supplement #1 to WSDOT Grant Agreement, to increase funding to the Waterville Taxiway Improvement Project in the amount of \$9,571.83.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

*Jay Johnson out at 11:00 a.m.*

### **Action Item List**

Director Haley reviewed with the Board the Action Item List.

A brief discussion was held pertaining to the possibility of leasing the Cherry Harvest Tent Camp site to a private company in order to utilize that site for an RV overnight accommodations facility. This would require a re-zoning of the property. Director Haley reported his discussion with Mark Kulaas of Douglas County Transportation and Land Services on the re-zoning process. The board urged Director Haley to discuss the re-zone issue with the Douglas County Commissioners, as well.

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

November 11 – Port of Douglas Office Closed for Veteran's Day

November 17 – RH2 Dinner Invitation

November 18 -20 – WPPA Annual Meeting, Renaissance Seattle Hotel

November 25 – PMA Governing Board Meeting & POD Commission Meeting  
Exit Conference for Recent Port Audit, 11:30 a.m.

November 26 & 27 – Port Office Closed for Thanksgiving

December 9 – Port of Douglas County Commission Meeting

December 17 – Special PMA Governing Board Meeting to Discuss Building & Grounds Study & PMA  
Airport Manager Replacement

December 23 – PMA Governing Board Meeting & POD Commission Meeting

December 25 – Port Office Closed for Christmas

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There being no further business to discuss, the meeting was adjourned at 11:50 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*