

## DOUGLAS COUNTY PORT COMMISSION

Wednesday April 9, 2008

### MINUTES OF THE REGULAR PORT COMMISSION MEETING

Port of Douglas County Conference Room  
3306 5<sup>th</sup> Street SE  
East Wenatchee, WA 98802

Present: Mark Spurgeon, Commission President  
Alan Loeb sack, Commission Vice President  
Jim Huffman, Commission Secretary  
Doug Provo, Business Manager  
Mandy McCaw, Administrative Assistant  
Pat Moore, PMA Manager  
Mark Urdahl, Director - Port of Chelan County  
Mel Henkle, Port Accountant  
Dawn Collings, East Wenatchee Events Board  
Bruce Baguley, Friends & Neighbors of Pangborn Airport  
Josh Coldiron, Potential Waterville Airport Tenant  
Wenatchee High School Students

Mr. Spurgeon called the meeting to order at 8:36 a.m.

#### Consent Agenda

- |                                   |                          |             |
|-----------------------------------|--------------------------|-------------|
| 1. March 26, 2008 Meeting Minutes |                          |             |
| 2. Warrant Register 2008-04-01    | Warrants 1003076-1003098 | \$22,168.13 |
| 3. Payroll Register               | Warrants 1003099-1003114 | \$18,259.93 |

#### Motion 04-09-01

Motion: To approve the consent agenda.

Moved: Jim Huffman

Seconded: Alan Loeb sack

Carried Unanimously

#### Authorization to Expand the PMA Fencing Project

Ms. Moore requested that the Board authorize her to sign an existing supplemental engineering agreement in order to expand the scope of work for the Pangborn fence installation project. She noted that the airport risks losing 2007 funds already appropriated for the project if not used in 2008. The additional cost of the expanded project is uncertain but could be as much as an additional \$30,000. The reason for the additional engineering for the project is due to the fencing alignments necessary in order to comply with TSA requirements.

#### Motion 04-09-02

Motion: To approve the expansion of the scope of work for engineering services in the form of a supplemental agreement for the fence installation project at Pangborn Memorial Airport.

Moved: Jim Huffman

Seconded: Alan Loeb sack

Carried Unanimously

Bruce Baguley out at 9:15 a.m.

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### **Update on the PMA Land Acquisitions**

The Board went into Executive Session at 9:20 a.m. for the purpose of discussing payment options for neighboring land acquisitions for Pangborn Memorial Airport.

The Board came out of Executive Session at 9:35 a.m.

There was no action taken on this item.

Ms. Moore out at 9:35 a.m.

### **Waterville Airport Lease Issues**

The Board discussed the issue of the extension of electrical service to the Parcell's hangar at Waterville airport. Mr. Parcell is requesting compensation for the delay in extending electrical service to his hangar. The Board felt that there was not enough information to take action on this item and requested that Mr. Haley obtain more information from the Douglas County PUD on this matter.

Mr. Urdahl briefly discussed with the Board the PMA Governing Board meeting which will be held on April 23, 2008 at the Port of Chelan conference room.

### **Forest Service Letter of Understanding for Maintenance Tasks**

The Board discussed the issue of the Forest Service Letter of Understanding. The issue, in regards to the Port's maintenance of the USFS building, is the requirement for repainting and re-carpeting at specified intervals. They felt that Supplement #4 to the Lease Agreement provided for adequate lease revenue increases to provide for all possible maintenance issues and referred the matter to Director Haley for resolution.

### **Financial Report**

Mr. Henkle presented the monthly financial statements for March 2008. He noted that the only major expense for the month of March was the Alaska/Horizon Air magazine advertisement.

Mr. Henkle out at 9:40 a.m.

### **Travel Plans to WPPA Spring Conference**

Ms. McCaw discussed potential travel options with the Board for the WPPA Spring meeting in Vancouver, Washington. There was no final decision made regarding this item.

### **Action Item Update**

The Board discussed and updated the action item list.

Mr. Huffinan suggested that the Port of Chelan enter its hybrid car, utilized for the Advanced Vehicle Initiative Program, in the Classy Chassis parade. He noted that he had mentioned the idea to Ron Johnston Rodriguez and that the Port of Douglas would be willing to pay a portion of the costs for the car to be in the parade.

Mr. Urdahl noted that the Port of Chelan will be discussing the promotion of the wine industry at its next commission meeting on April 16, 2008 at 8:30 a.m. A brief discussion followed.

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Dawn Collings in at 9:58 a.m.

**East Wenatchee Events Board Tourism Brochure**

Ms. Collings presented the Board with the updated version of the "Roads Less Traveled" brochure. Ms. Collings and the Board reviewed the brochure and the Board suggested some corrections and changes before the brochure goes to publication. She also prepared a proposal for the professional printing of the brochure. Mr. Huffman suggested that the map be put on Google maps online.

**Motion 04-09-03**

Motion: To fully fund the first increment of 5,000 brochures in the amount of \$1,106 plus tax.

Moved: Jim Huffman

Seconded: Alan Loeb sack

Carried Unanimously

Ms. Collings out at 10:40 a.m.

**Event Schedule & Next Meeting**

The next regular Port Commission meeting will be held on Wednesday April 23, 2008 at 8:30 a.m. at the Port of Chelan County conference room. This meeting will also function as the Governing Board meeting for Pangborn Memorial Airport.

The Wednesday May 14, 2008 Commission meeting has been moved to Monday May 12, 2008 at 12:00 p.m. and will be held in Bridgeport. The Board will meet with the Douglas County PUD and the Mayor of Bridgeport. Wednesday May 14, 2008 is the beginning of the WPPA Spring meeting.

There being no further business to discuss the meeting was adjourned at 10:50 a.m.

DOUGLAS COUNTY PORT COMMISSION

  
Mark M. Spurgeon, President

  
W. Alan Loeb sack, Vice President

  
James D. Huffman, Secretary