

## DOUGLAS COUNTY PORT COMMISSION

Wednesday, May 28, 2008

### MINUTES OF THE REGULAR PORT COMMISSION MEETING

#### JOINT SESSION WITH THE PORT OF CHELAN COUNTY

Port of Chelan County Conference Room  
238 Olds Station Road  
Wenatchee, WA 98801

Present: Port of Douglas County

Mark Spurgeon, Commission President  
Jim Huffinan, Commission Secretary  
(Commissioner Loeb sack had an excused absence)  
Pat Haley, Director  
Doug Provo, Business Manager

Port of Chelan County

JC Baldwin, Commission President  
Craig Larsen, Commission Vice President  
Mike Mackey, Commission Secretary  
Mark Urdahl, Director  
Judy Bradford, Business Manager  
Dayle Rushing, Property/Facilities Manager  
Peter Fraley, Legal Counsel  
Monica Lough, Auditor  
Laura Jaecks, CTC Manager  
Allison Williams, City of Wenatchee

Pangborn Memorial Airport

Patricia Moore, Manager  
Ron Russ, Operations Superintendent

Commissioner Spurgeon convened the joint session on behalf of the Port of Douglas County at 8:40 a.m.

Commissioner Huffman commented that the recent Power-up Summit he attended was informative and the message presented was on-point. He commended Port of Chelan staff for the successful presentation of transportation energy issues.

#### **Security Fence Contract**

Ms. Moore relayed that she had been informed by Horizon Air marketing director, Dan Russo that Q400 service will commence on August 25, 2008, with three of the four schedule flights being in Q400 equipment and the fourth scheduled flight remaining Q200 equipment.

Commissioner Larsen initiated a discussion concerning the need to notify the public of the larger aircraft, resulting in nearly twice the number of available seats. The commissioners concurred that it will be critical to publicize the increased seat capacity in order to insure that the Q400 flights in and out of Wenatchee will be profitable for Horizon, thus ensuring the continuation of those flights. The potential danger is that once Horizon transitions to an all Q400 fleet, those flights not proving profitable may be dropped. The boards agreed to meet with Horizon Air Wenatchee station manager, Jason Wyles, and possibly also with Dan Russo.

Commissioners Mackey and Spurgeon will meet Friday, June 6, 2008 with Ms. Moore to review the bid packets for the security fencing project. A special joint session will be scheduled Monday, June 9, 2008 to award the bid.

## **MINUTES OF THE REGULAR PORT COMMISSION MEETING**

### **JOINT SESSION WITH THE PORT OF CHELAN COUNTY**

May 28, 2008

Page Two

#### **Security Fence Contract (Cont)**

Mr. Fraley recommended that the special meeting include the agenda item taking action on the closing of the C&O/Snyder Property Purchase and Sale Agreement, as the closing date is set for June 13, 2008.

#### **Taxiway B Design Contract**

Ms. Moore reported that airport staff is still negotiating some contract issues and deferred authorization until the issues are resolved. Mr. Russ updated the boards on the process, noting that USKH had been selected as the design consultant, and that airport staff had been working with RH2 Engineering to prepare an estimate for the project scope and fees, which are still being negotiated with USKH.

#### **Purchase and Sale Agreement for Lindell Property**

Ms. Moore reported that Mr. Lindell had recently contacted her expressing a desire to back off a property sale until perhaps in the Fall.

#### **AIP Projects Funding**

Ms. Moore reviewed the FAA AIP Grant Funding schedule, as noted in her May 22, 2008 memo (attached). She noted that the terminal building security renovation project is the FAA's top priority for AIP funding. The TSA will allow an interim security arrangement for the introduction of Q400 service, allowing the size of the security area to remain the same for now. A third bagwell will be installed, after the removal of the existing janitor closet, to accommodate the larger baggage loads from the Q400.

Because of the funding constrictions, the Taxiway B rehabilitation project will be postponed until 2010. She has been working with FAA planners to determine maintenance measures that can be accomplished during 2009 to keep the taxiway in its current condition until the project can be funded in 2010. She also relayed that the airport is undertaking an expanded pavement maintenance program, noting that asphalt is the airport's greatest asset.

Mr. Russ updated the boards on the possibility of obtaining equipment, through an FAA pilot program, which is capable of screening checked and carryon luggage. Funding remains uncertain, but the airport continues to examine ways to accommodate the 40-foot machine for both functions in the terminal building. Commissioners Spurgeon and Huffinan had broached the subject with Walla Walla port commissioners at the recent WPPA Spring Meeting, as Walla Walla had been scheduled to receive one of the screening devices under the pilot program.

#### **Report of Washington DC Trip with Senator Murray**

Commissioners Spurgeon and Larsen reviewed their meetings with Senator Murray's staff in Washington DC to solicit support for FAA funding for terminal building renovation required by the TSA. They also had a chance meeting with Congressman Reichert, and met with an aid to Senator Cantwell. All congressional staffs were impressed that the ports and airport had successfully obtained and submitted all support letters and other documents requested by Senator Murray's staff. Senator Murray could not guarantee available funding, but did offer full support for the project and the efforts to secure the funding.

#### **Airport Retreat Update**

The PMA Manager hiring retreat is scheduled for Wednesday, June 25, 2008. John White will facilitate. He will conduct interviews of commissioners and staff on Tuesday, June 3<sup>rd</sup> in preparation for the retreat.

**MINUTES OF THE REGULAR PORT COMMISSION MEETING**

JOINT SESSION WITH THE PORT OF CHELAN COUNTY

May 28, 2008

Page Three

**Airport Retreat Update**

The retreat will be used to define the goals and needs of the port districts and airport in determining the qualifications of a new manager. The smaller general aviation airports, which the two port districts own and operate, may also be included in the overall framework in hiring a new PMA manager.

The meeting was recessed for five minutes, beginning at 9:35 a.m.

The boards went into Executive Session at 9:40 a.m. for the purpose of discussing real estate matters. The Executive Session was estimated to last 15 minutes.

The boards came out of Executive Session at 10:15 a.m.

At this time, the meeting was recessed so the Douglas County Port Commission could travel back to the Port of Douglas County Conference Room to conclude the remainder of its regular meeting.

The Douglas County Port Commission meeting was reconvened at the Port of Douglas County conference room at 10:49 a.m.

Present: Mark Spurgeon, Commission President  
Jim Huffman, Commission Secretary  
(Commissioner Loeb sack had an excused absence)  
Pat Haley, Director  
Doug Provo, Business Manager  
Mandy McCaw, Administrative Assistant  
Jim Fletcher, Small Business Development Center

Mr. Spurgeon reconvened the meeting at 10:49 a.m.

**Consent Agenda**

1. May 12, 2008 Meeting Minutes
2. Warrant Register 2008-05-02      Warrants 1003174-1003187      \$7,407.82

**Motion 05-28-01**

Motion: To approve the consent agenda.

Moved: Jim Huffman

Seconded: Mark Spurgeon

Carried Unanimously

**SBDC Presentation on Business Expansion & Retention Services**

Mr. Fletcher from the Small Business Development Center (SBDC), presented the Board with information regarding the SBDC and the services that it provides to the community. He shared his experiences and opinions about small business development and retention in Chelan and Douglas County.

## **MINUTES OF THE REGULAR PORT COMMISSION MEETING**

May 28, 2008

Page Four

### **New Business Recruitment Orientation**

Mr. Haley presented the Board with information regarding the progress of the Research On Investment program. The company would like a clear picture of what type of businesses the Port would like to recruit to Douglas County. Mr. Haley will be participating in a conference call with the company to determine these factors. Mr. Huffman suggested that the Board needs action for approval of this item, as the contract amount exceeds the limit set for the authority to approve by the director.

This will be an action item at the June 11, 2008 Commission meeting and the start date should be set for July. Please send the contract to Commissioners for review.

### **Progress Report on Website Design**

Mr. Haley presented the Board with an update and samples of the Port's new website design. The Board discussed the layout and design of the website and shared their input and suggestions.

### **Action Item Update & New Business**

The Board reviewed and updated the action item list.

Mr. Spurgeon noted that Dr. Susan Murray from Wenatchee Valley College will be present at the June 11, 2008 Commission meeting in order to make a presentation and discuss the EMSI agreement.

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

The next regular Port Commission Meeting will be held on Wednesday, June 11, 2008 at 8:30 a.m. at the Port of Douglas County conference room.

The Washington State Roundtable meeting will be held on Thursday, May 29, 2008 at 7:30 a.m., Mr. Haley has invited a number of Douglas County Businesses to attend and join him for lunch following the meeting.

The WPPA Finance & Administration Seminar will be held on June 25-27, 2008.

The WPPA Commissioner Seminar will be held on June 20-22, 2008.

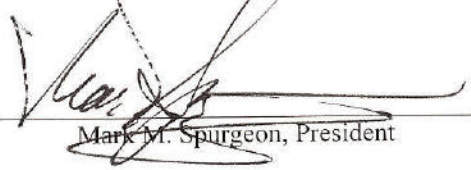
There being no further business to discuss the meeting was adjourned at 12:47 p.m.

MINUTES OF THE REGULAR PORT COMMISSION MEETING

May 28, 2008

Page Five

DOUGLAS COUNTY PORT COMMISSION



---

Mark M. Spurgeon, President

Excused Absence

---

W. Alan Loeb sack, Vice President



---

James D. Huffman, Secretary