

DOUGLAS COUNTY PORT COMMISSION

Wednesday, January 14, 2009

MINUTES OF THE REGULAR PORT COMMISSION MEETING

Port of Douglas County Conference Room

3306 5th Street SE

East Wenatchee, WA 98802

Present: Alan Loeb sack, Commission President
Jim Huffman, Commission Vice President
Mark Spurgeon, Commission Secretary
Pat Haley, Director
Mel Henkle, CPA
Jay Johnson, Legal Counsel
Doug Provo, Business Manager
Esther McKivor, Administrative Assistant
Pat Moore, Airport Manager
Ron Russ, Operations Superintendent
Baba Moussa, Employment Security Department
Jon Eberle, Development Partners

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

Consent Agenda

- | | | |
|--|----------------------------|-------------|
| 1. Warrant Register 2008-12-3 | Warrants 1003602 - 1003627 | \$69,491.67 |
| 2. Warrant Register 2009-01-1 | Warrants 1003628 - 1003636 | \$ 8,975.93 |
| 3. Payroll Register January 2009 | Warrants 1003637 - 1003651 | \$19,355.42 |
| 4. Minutes – December 10, 2008 | | |
| 5. Minutes – December 17, 2008 | | |
| 6. 2009 Commission Officers are as follows: W. Alan Loeb sack - President, James Huffman - Vice President, Mark Spurgeon - Secretary | | |
| 7. Port of Douglas County Commission Meeting Date for 2009: 2 nd & 4 th Wednesday of each month beginning at 8:30 a.m. | | |

Motion 1-14-01

Motion: To approve the Consent Agenda.

Moved: Jim Huffman

Seconded: Alan Loeb sack

Carried Unanimously

Jon Eberle in at 8:45 a.m.

FAA Grant Application Authorization

Pat Moore communicated to the Board about the airport improvement projects that she has prioritized in the event additional funds become available from a federal stimulus package. She is requesting FAA funding for the Phase III Terminal Modifications and 3 Airpacs for ARFF Personnel. If a stimulus federal package became available, she would like to add several 2010 projects to include Phase 1 Airport Way Design and EA, Phase II Rehab of Taxiway B and Phase III Security Gates/Coded Locks. Ms. Moore requested from the Board authorization to sign the application for the FAA funding and to request authorization for Director Haley to sign the FAA Grant Assurances.

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Motion 1-14-02

Motion: To authorize Pat Moore to sign the FAA Grant Application No. 20-106 in the amount \$2,476,800; and to authorize Director Haley to sign the Grant Assurances which are part of the application process.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Carried Unanimously

Mel Henkle in at 9:15 a.m.

PMA Update

Ron Russ updated the Board on the Pangborn Memorial Airport. Ron and the staff at PMA have encountered several challenges during the winter storms, causing the staff to accumulate a substantial amount of overtime. He has also communicated that they have been cross training on the equipment and tasks involved to avoid future staff burnout. Both Ms. Moore and Mr. Russ discussed installing a credit card machine for the parking and placing additional advertisements for the airport in the local newspapers and at the travel agents.

Pat Moore & Ron Russ out at 9:25 a.m.

Jay Johnson in at 9:36 a.m.

Orondo River Park Contract Renewal for 2009

Director Haley informed the Board that Jeff and Char Smith, operators of the Orondo River Park, expressed that they intend to renew the concessionaire contract for 2009. As of this date, they have not fulfilled their obligation of the remaining \$700 for the 2008 concession fee. The Board agreed to renew the contract upon receiving their payment in full.

Motion 1-14-03

Motion: To renew the Orondo River Park concessionaire contract for 2009 with Jeff and Char Smith, DBA Columbia River Concessions upon their fulfillment of their 2008 concession fee to the Port.

Moved: Jim Huffman

Seconded: Mark Spurgeon

Carried Unanimously

Resolution to Cancel Warrant

The Board approved Resolution 09-01, to cancel Warrant 1003536 payable to Clear Focus, in the amount of \$79.90.

Motion 1-14-04

Motion: To approve Resolution 09-01 to cancel Warrant 1003536 payable to Clear Focus, in the amount of \$79.90.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Carried Unanimously

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December Financial Statement

Mr. Henkle reviewed the December financial statement and made note of the end of year expenses and revenues for the Waterville / Mansfield fog seal project as well as the expenses and revenues of the advertising and contracting marketing accounts.

New Business – New Building Discussion

Jon Eberle, from Development Partners, held an in-depth discussion about real estate relating to the Port of Douglas County. He relayed options of leasing property and building new structures to appeal to new business prospects to help increase revenues for the Port as well as for the Pangborn Memorial Airport. The discussion to help strategize the Port's efforts to bring new tenants to the business park included some of the following topics: customer service call center, the need for skilled labor force, the importance of recruiting economically diverse businesses to minimize the negative impact of economic downturns, and partnering with the private sector in facility development.

Baba Moussa out at 10:40 a.m.

Additional discussion ensued on how to minimize the Port's financial risk in its efforts to attract new businesses to the business park. Mr. Eberle suggested in lieu of building a facility in hopes of gaining a prospective tenant, the Port should do all preliminary planning such as building designs, modeled for diverse business prospects, planning permits for building and land infrastructures to allow interested parties to construct and build a business in a minimal time frame.

Review of Port of Douglas County Statement of Purpose / Strategic Plan

The Board reviewed elements of the strategic plan. Item 1, Bullet 2 was stricken from the plan since the Chilled Pork Project has been concluded. There was general discussion of other elements of the strategic plan. Further review of the Statement of Purpose and Strategic Plan was tabled for future discussion until February, 2009.

Jay Johnson out at 11:57 a.m.

Mel Henkle & Jon Eberle out at 12:05 p.m.

The meeting was recessed at 12:05 p.m.

The meeting reconvened at 12:15 p.m.

Update of Waterville and Mansfield Airports Supplemental Funding Request

Doug Provo disclosed to the Board that WSDOT – Aviation Division approved the supplemental funding request for the Runway Preservation Project for Waterville / Mansfield Airports. The supplemental funding was requested due to the fact that there were a significant number of cracks which exceeded the original bid by 11,726 linear feet. The total project amount is \$82,157. The local match is 10% or \$8,216. Mr. Provo also mentioned to the Board that Mark Napier of JUB Engineering will be in on Friday at Waterville for an update on the ongoing taxiway reconstruction project.

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Old Business – NHThree Ammonia Update

Director Haley relayed to the Board that he met with Doug McKinley of NHThree and Jim Kellingsworth of Western Farms in the Tri-Cities and the issue of distribution of the ammonia were discussed. Another meeting on Thursday, January 22 is planned in Quincy with Terry Brewer, Grant County EDC.

Old Business – Manufacturing Summit

Director Haley concluded that the manufacturing summit will most effective if it is confined to Douglas County businesses. The Board concurred with the concept. The summit will be a half day event and is tentatively scheduled for February.

New Business – Research on Investments (ROI) New Business Prospects

Director Haley reported that ROI will be meeting with the Port business prospects in Vancouver B.C. Mr. Haley will attend the meeting that will take place in the first week of February and he will update the Board.

Commissioner Loeb sack noted that Mr. Eberle would be a good resource for the Port's recruitment efforts as he has a good rapport with both port districts and he would be a good person to consult with on gaining potential tenants. The Board concurred with Commissioner Loeb sack.

Commission Schedule & Upcoming Meetings

January 28, 2009: PMA Governing Board Meeting, Port of Chelan County
Port of Douglas Commission Meeting

New Business – Wenatchee Valley Transportation Council Representative

Motion 1-14-05

Motion: To appoint Commissioner Spurgeon as Port of Douglas representative to the WVTC, Commissioner Huffman as the alternate and Director Haley, 2nd alternate. (Resolution 09-02)

Moved: Jim Huffman

Second: Mark Spurgeon

Carried Unanimously

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Motion 1-14-06

Motion: To adjourn the meeting at 12.48 p.m.

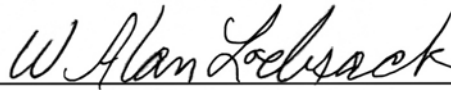
Moved: Mark Spurgeon

Second: Jim Huffman

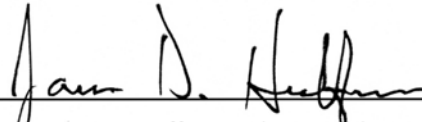
Carried Unanimously

There being no further business to discuss, the meeting was adjourned at 12:48 p.m.

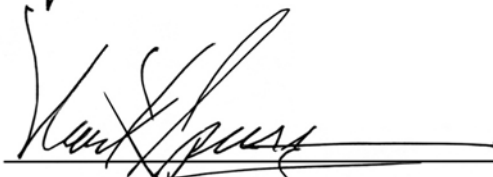
DOUGLAS COUNTY PORT COMMISSION



W. Alan Loeb sack, President



James D. Huffman, Vice President



Mark M. Spurgeon, Secretary