



PORT OF DOUGLAS COUNTY
Board of Commissioners
Agenda
Tuesday, August 14, 2012

REGULAR PORT COMMISSION MEETING – 9:00 am

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

- I. CONSENT AGENDA (*attachments*)
 - A. Warrant Register 2012-08-1
 - B. Payroll Register PR2012-08-1
 - C. Payroll Register PR2012-08-2
 - D. Meeting Minutes June 26, 2012
 - E. Meeting Minutes July 10, 2012
 - F. Meeting Minutes July 25, 2012

- II. GUEST REPORTS
 - A. Pangborn Airport – Ron Russ
 - B. SBDC – Jim Fletcher
 - C. Financial Report – Mel Henkle

- III. NEW BUSINESS
 - A. PMA Agreement with FAA re: ILS Fill and Re-grade Project
 - B. NCW Economic Development District – NCWconnect.org web site
 - C. Travel Guide Advertisement
 - D. Budget Schedule

- IV. REPORTS
 - A. Commission
 - B. Executive Director

- V. EXECUTIVE SESSION

**DOUGLAS COUNTY PORT COMMISSION
MINUTES OF THE REGULAR PORT COMMISSION MEETING**

Tuesday, August 14, 2012

Port of Douglas 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
Lisa Parks, Executive Director
Doug Provo, Business Manager
Esther McKivor, Accountant & Administrative Assistant
Allan Galbraith, Legal Counsel
Mel Henkle, Accountant
Tina Flohr, Pangborn Memorial Airport
Jim Fletcher, SBDC
Nevonne McDaniels, Wenatchee Business Journal

Commissioner Loeb sack called the meeting to order at 9:15 a.m.

Consent Agenda

Warrant Register 2012-08-1	# 1006461 – 1006492	\$ 417,639.66
Payroll Register PR2012-08-1	# 1006442 – 1006452	\$ 11,542.10
Payroll Register PR2012-08-2	# 1006453 – 1006460	\$ 12,132.27
Meeting Minutes – June 26, 2012		
Meeting Minutes – July 10, 2012		
Meeting Minutes – July 25, 2012		

Motion 08-14-1

Motion: Approve the Consent Agenda.

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously.

Jim Huffman in at 9:10 a.m.

GUEST REPORT – Ron Russ, Pangborn Memorial Airport

Mr. Russ was on vacation. No report available.

NEW BUSINESS – PMA Agreement with FAA re: ILS Fill and Re-grade Project

The FAA agreed to fund a project to fill and re-grade the terrain in front of the ILS localizer antenna, which is a few inches too close to the runway and doesn't meet FAA design standards. Ms. Flohr reported that PMA received the reimbursement agreement from the FAA, in the amount of \$280,000, for the design and construction associated with this project, which must be completed by October 31, 2012.

Motion 08-14-2

Motion: To authorize the Interim Airport Director to sign the FAA reimbursable agreement with Pangborn Memorial Airport from the FAA to re-grade the terrain in front of the ILS localizer antenna, in the amount of \$280,000.

Moved: Mark Spurgeon

Seconded: Alan Loeb sack

Motion carried unanimously.

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Tina Flohr out at 9:25 a.m.

GUEST REPORT – Jim Fletcher, SBDC

Mr. Fletcher briefly explained crowd funding and the securities laws for small businesses.

GUEST REPORT – Mel Henkle, Financial Report

Mr. Henkle reviewed the July 2012 Financial Report. He reported no extraordinary transactions in the Port operation for the month of July.

NEW BUSINESS – NCW Economic Development District – NCWconnect.org Website

The North Central Washington Economic Development District has developed a comprehensive website for regional entrepreneurs to start, grow and diversify a business. The NCWconnect.org website is a regional collaborative effort. NCW EDD is requesting partnership with the Port for 1 year, in the amount of \$1,500 for ongoing maintenance.

Motion 08-14-3

Motion: To support the NCWconnect.org website in the amount of \$1,500 for the fiscal year October 2012 – September 2013.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

NEW BUSINESS – Travel Guide

Director Parks presented the North Central Washington Travel Displays. The advertisement is in a form of a wall map and is a guide for travelers looking for services and tourist attractions. The Commission agreed that they would like to place the Orondo River Park on the map. Director Parks suggested that the Pangborn Memorial Airport should be on the map. The Commission recommended that Port of Chelan County and Pangborn Airport should make that decision.

NEW BUSINESS – Budget Schedule

Director Parks reviewed the statutory timeline of the 2013 Budget Schedule.

REPORTS – Commissioners

Commissioner Loeb sack noted that the Waterville Airport is looking great.

Commissioner Huffman reported that he traveled to the Stafford Creek Correctional facility in Aberdeen and met with the Correctional Industries Board. His appointment to the Board is on track and the travel expenses and per diem will be paid for by Correctional Industries when Commissioner Huffman is appointed.

Commissioner Spurgeon reported that he attended the GWATA Tech Stomp and it was valuable. He also reported that he and Commissioner Larsen, of the Port of Chelan, made a presentation at the Hispanic

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REPORTS – Commissioners, Continued

Chamber of Commerce meeting on the Pangborn Memorial Airport. He suggested that the Port increase its involvement with the Hispanic Chamber. The Port is a member of the Hispanic Chamber of Commerce.

REPORT – Executive Director

Director Parks gave an update on upcoming events. She also reported on the Orondo River Park operations and the concerns of the appearance of the landscape and the complaints regarding the Recreation Resource Management reservation system. She noted that RRM may not continue as the Concessionaire at ORP for 2013.

Director Parks gave a brief report on the HVAC situation at the CWICC building. The Port has already spent approximately \$24,000 to date, on maintenance and utilities for the CWICC building.

Commissioner Huffman requested that we create an internal calendar of Port events and meetings to share among the Port Staff and Commissioners.

Recess at 10:45 a.m.

Reconvene at 10:50 a.m.

Director Parks continued with her report and included the following: Steve Maher is working on all of the contents of the Port's new website; the website will be up and running in time to present it at the NCW Fair including the time lapse web cam of the PABP Phase II Construction.

The process of modifying the JOA is still ongoing. She will be meeting with Mark Urdahl for the next step of the process.

Director Parks received notification from the Department of Commerce that Paine Electronics submitted a grant request and received \$85,000 for work force training. Director Parks was offered the opportunity to be a part of the process. The Port is the (ADO) Associate Development Organization for the county.

Director Parks plan to attend the IACC (Infrastructure Assistance Coordinated Council) Conference. Groups of federal and state funding agencies will meet with the local government representatives about opportunities for infrastructure funding.

EXECUTIVE SESSION

The Commission went into Executive Session at 11:17 a.m. It was announced that the Commission would be in Executive Session for approximately 45 minutes and that the purpose of the Executive Session was to discuss matters relating to the review of the performance of the Executive Director per RCW 42-30-110(1)(g). It was announced that the Commission would not take action after the Executive Session was adjourned and the regular meeting reconvened.

At 12:02 p.m. it was announced to extend the Executive Session for 10 minutes.

The Commission came out of Executive Session at 12:12 p.m.

The public session was reconvened at 12:14 p.m.

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There being no further business to discuss, the meeting was adjourned at 12:14 p.m.

**PORT OF DOUGLAS COUNTY
APPROVED COMMISSION
MEETING MINUTES**

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