



PORT OF DOUGLAS COUNTY
Board of Commissioners
Agenda
Tuesday, October 9, 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 2012-10-1
 - B. Payroll Register PR2012-10-1
 - C. Payroll Register PR2012-10-2
 - D. Minutes of September 25, 2012 Commission Meeting

- II. GUEST REPORTS
 - A. Pangborn Memorial Airport
 - B. SBDC
 - C. Regional Labor Market and Economy
 - D. Financial

- III. NEW BUSINESS
 - A. North End Study – Public Infrastructure Needs Assessment
 - B. Preliminary Draft Budget
 - 1. 2012 Supplemental
 - 2. 2013 Draft
 - C. Budget Workshop Schedule
 - D. PABP Construction Update and Tour

- IV. REPORTS
 - A. Maintenance (*attached*)
 - B. Commission
 - C. Executive Director

- V. EXECUTIVE SESSION

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

Tuesday, October 9, 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
Thad Brewer, Property & Maintenance Manager
Esther McKivor, Accountant & Administrative Assistant
Allan Galbraith, Legal Counsel
Jim Fletcher, Small Business Development Center
Mel Henkle, CPA
Mark Berreth, Employment Security Dept.
Erik Howe, RH2 Engineering
Navonne McDaniels, Wenatchee Business Journal
Bruce Baugely, Citizen

Commissioner Loeb sack called the meeting to order at 9:00 a.m.

Consent Agenda

Warrant Register 2012-10-1	#1006599 – 1006624	\$ 65,947.24
Payroll Register PR2012-10-1	#1006580 – 1006590	\$ 11,654.03
Payroll Register PR2012-10-2	#1006591 – 1006598	\$ 12,108.08
Meeting Minutes – September 25, 2012		

Motion 10-09-1

Motion: To strike Warrant No. 1006620 in the amount of \$625.00 payable to Washington Economic Development Association for 2013 membership dues-\$400.00 and 2013 ADO special assessment-\$225.00. The revised total of Warrant Register 2012-10-1 is \$65,322.24.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

Motion 10-09-2

Motion: To approve the Consent Agenda, as amended.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

GUEST REPORT – Pangborn Memorial Airport, Ron Russ

Mr. Russ was not available.

GUEST REPORT – SBDC, Jim Fletcher

Mr. Fletcher gave a brief update on the services he provided during the 3rd Quarter. He serviced 15 clients; one being an export client. The other clients are in food service, manufacturing, start-up wineries and custodial services. His services included business planning, marketing, and problem solving.

MINUTES OF THE REGULAR PORT COMMISSION MEETING

October 9, 2012

Page Two

GUEST REPORT – Regional Labor Market Economy, Mark Berreth

Mr. Berreth reported that from their current press release, unemployment is 7.2 %. It is the same as last year, at the same time, because of a late agriculture season experienced in 2011. Professional business services which faced losses at the start of the recession are rebounding including: engineers; architects; and scientists. The government, retail trade, hospitality and transportation sectors are struggling.

Mr. Fletcher added that there are 60 containers of apples from the area that will be shipped to Cuba. The apples are usually shipped from Virginia, but were not available this year due to poor growing season weather there.

GUEST REPORT – Financial, Mel Henkle

Mr. Henkle reviewed the September 2012 Financial Statement. 60% of the tax revenue has been received to date. The water usage for the CWICC building was very high compared to the previous months and Director Parks noted that there was a spike in the water usage last year, during the same time. It was also mentioned that the usage is probably used for their landscaping. The utilities are being monitored for future re-negotiation for reimbursement from the US Forest Service.

NEW BUSINESS – North End Study – Public Infrastructure Needs Assessment

Mr. Howe gave an update on the coordination efforts of the Port with a group of engineers, utility companies and the Department of Transportation to identify and document the transportation, capital facilities and utilities needs and plans for the development of the Odabashian North End Commercial Area. Director Parks and Mr. Howe agreed that the meeting was good and successful. The preliminary draft of Task 1 &2 is available and an executive summary will be provided to BERK, the selected consultant, for the North End Economic/Market Feasibility Study.

NEW BUSINESS – Preliminary Draft Budget, 2012 Supplemental

Director Parks issued copies and reviewed the draft preliminary 2012 supplemental budget.

NEW BUSINESS – Preliminary Draft Budget, 2013 Draft

The 2013 Draft Budget was not available for review.

NEW BUSINESS – Budget Workshop Schedule

The Commission scheduled the Preliminary 2013 budget workshop on Tuesday, October 23rd at noon, after the regular Commission meeting.

REPORTS – Commission

Commissioners Spurgeon and Huffman reported that they attended the Aviation Day at the airport and observed that the attendance was good. It was also mentioned that Mr. Provo represented the Port at the Port exhibition.

Commissioners Huffman and Spurgeon, and Director Parks met with the Chief Economist, Joe Elling, and Mr. Berreth. They were very pleased for the opportunity to meet Mr. Elling. Mr. Elling was genuinely interested in the importance of the Port's operation.

Commissioner Loeb sack reported that he and Director Parks had meetings with each of the Commissioners of the Port of Chelan County to discuss and review the long range plan of the Port's finances and the process of a new interlocal agreement for the operation of Pangborn Memorial Airport.

MINUTES OF THE REGULAR PORT COMMISSION MEETING

October 9, 2012

Page Three

REPORTS – Executive Director

Director Parks met with Jennifer Korfiatis of the NCW Economic Development District in regards to the Procurement Technical Program (PTP). The PTP is a part of the Department of Defense and the PTP is interested in establishing an office in NCW. The PTP helps businesses find and register for local, state or federal government contracts.

NEW BUSINESS – PABP Construction Update and Tour

Mr. Howe gave an update on the construction of the business park project. The roads are paved and the sidewalks are complete. The project will be completed by the end of October.

Mr. Howe and Director Parks guided a walking tour with the Commission and staff through the Phase II Construction of the Business Park.

EXECUTIVE SESSION

No Executive Session.

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

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

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