

**BOARD OF COMMISSIONERS**  
**"Special" Meeting Minutes**  
 125 Easy St. - Wenatchee, WA 98801  
 Wednesday, October 18<sup>th</sup>, 2006  
 2:30 pm



- Present:** Michael H. Mackey, President  
 JC Baldwin, Vice President  
 Jim Knapp, Secretary  
 Mark Urdahl, Executive Director  
 Pete Fraley, Legal Counsel  
 Monica Lough, Internal Auditor  
 Dayle Rushing, Property/Risk Manager
- Laura Jaecks, CTC Building Manager  
 Judy Bradford, Recording Secretary  
 Carleen Elliott, Accounting Assistant  
 Pat Moore, Pangborn Airport Manager
- Jon Eberle, Real Estate Engineer  
 Chris Rader, Media Relations Consultant  
 Bill Stokes, Chelan County Citizen  
 Rich Gilmer, Cashmere Museum
- Others:** Rob Eaton, City of Leavenworth  
 Greg Taylor, Cashmere Museum  
 Jerry Paine, Chelan County Citizen

Commissioner Mike Mackey called the special meeting of the Board of Commissioners of the Port of Chelan County to order at 2:30 pm. Commissioner Mackey reminded those in attendance of the special meeting status of the session, and no items of business may be handled at the meeting except those that appear on the published meeting agenda.

**Consent Agenda\***

Minutes of September 13<sup>th</sup> and September 20<sup>th</sup> regular commission meetings  
 Resolution 2006-09 to void warrant 25433  
 Pangborn Register Pages (#1055-#1057)  
 Port Register Pages (#2016-#2025) consisting of the following:

**Motion No.** 10-01-06  
**Moved By:** JC Baldwin  
**Seconded By:** James H. Knapp  
 To approve the consent agenda consisting of the approval of the minutes of September 13<sup>th</sup> and September 20<sup>th</sup> commission meetings, Resolution #2006-09 to void warrant #25433, Pangborn register pages #1055-#1057) and Port register pages (#2016-#2025) consisting of the following:

<u>Register Page:</u>		<u>Voucher:</u>	<u>Total</u>
#2016 Special Register Page	9/20/06	#10623	\$ 1,902.00
		#25460- 25467 & electronic payroll	
#2017-SEPT 2006 Payroll	8/31/06	deposits	57,915.78
#2018-Sept Month End	9/29/06	#10624 -- 10628	7,310.98
#2019 --Special Register Pg	10/02/06	#10629	53,978.27
#2020--Capitalized	10/18/06	#10630 -- 10633	21,995.80
#2021-CTC	10/18/06	#10634 -- 10646	38,581.79
#2022-Sept bills pd	10/18/06	#10647 -- 10668	39,626.37
#2023 - Same	10/18/06	#10669 -- 10689	57,489.84
#2024-Sept Expns Reimbrs.	10/18/06	#10690 -- 10695	1,228.73
#2025-Special Register Page	10/18/06	#10696	2,230.21
			<u>\$282,259.77</u>

82 warrants totaling \$ 282,259.77 for approval **October 18, 2006.**

Motion Carried

**Pangborn Memorial Airport**  
**C&O Nursery Purchase and Sale Agreement**

Pete Fraley reported the agreement has been drafted and forwarded to Jack Snyder at C & O Nursery. Snyder needed confirmation the airport was acquiring the property to protect the protective zones for the airport. A review of the legal description is needed and a review of the appraisal to be sure all is in order.

#### ***Ray's Tractor Building Lease Update***

Fraley explained there has not been the progress made on this that was anticipated. The two ports have met to review the issues. The lease agreement is a ground and building lease between Pangborn airport and the Port of Douglas County. The Port of Douglas County will then be able to sub-lease to a tenant. The lease is now in the hands of legal counsel for the Port of Douglas County.

#### ***Interlocal Agreement with Douglas County***

Fraley reported he is currently working on how to move forward on the closing of hangar leases at Pangborn. He plans to deliver the final draft agreement to Douglas County this week.

#### ***Preliminary Airport Budget Discussion***

Pat Moore had submitted draft budgets to the commissioners prior to the meeting.

Commissioners noted the airport draft budget is very tight and well defined budget. Commissioners were concerned about potential budget shortages. Moore reported the allowance for additional staff and the reorganization of the airport office space is making a big difference. .

In response to a question about the Grant Road realignment project, Moore stated that the scope of work had not been developed as yet. The Grant Road project will not be a 2007 project as originally thought. The funding opportunity is expiring in November of this year. It is anticipated this source of funding will be renewed. Moore is researching to find out.

A discussion about other possible funding sources including WSDOT ensued. Moore will discuss possibilities with Jeff Wilkens at the WVTC about WSDOT funding possibility.

Moore reported the first of next week the new instrument landing system (ILS) will be turned on. The FAA has been a little slow on the paperwork. Pangborn Airport's work on this project is done.

Moore will check to see if Executive Flight will take local press up for a flight of the new system.

#### **Confluence Technology Center Update**

Pete Fraley announced the final walk through on the Yahoo! Inc. construction will be at the end of October for compliances with the Agreement. Laura will coordinate with Karen Kornher and Terry Johnson to make sure everything is in acceptance with the Yahoo! agreement. The construction should be completed in time for the next CTC Condo Board Association meeting in November.

Jaecks reported the incubator space on the first floor is now fully occupied. The incubator space leases are short term leases of one year.

#### **Directors Report**

##### ***Cashmere Museum & Pioneer Village Update***

Commissioner Baldwin introduced Greg Taylor and Rich Gilmer of the Cashmere Museum Board. Taylor reported on what the museum was doing to boost membership and activities taking place at the museum. The Cashmere Museum has served as a Visitor Information Center Chelan County and as such maintains brochure racks on attractions and events in Chelan County for visitors. The Museum is staffed by volunteers most of whom are longtime residents knowledgeable about the history of Chelan County.

The Museum's financial condition is significantly improved this year so projects were possible. The Board believes they are protecting their community's greatest asset. The perception of the museum and Pioneer Village has been refreshed.

Taylor briefly reviewed the significant increases in participation in Cashmere events during the last year. He expressed the Museum Board's appreciation of the funding from Port; and they have worked diligently to acquire other funding sources.

The Museum Board's goal for this year is to get healthy financially. Next year is to attract more visitors, and to expand marketing and promotion efforts. Taylor and Gilmer asked the Port Commissioners to work with museum board for another year on funding.

### ***Update of Leavenworth Train Project***

Rob Eaton, Leavenworth City Councilman thanked Commissioners for the Port's support of the Leavenworth Train Project on behalf of the City of Leavenworth.

For the last 18 months, Eaton has been working with Amtrak and Burlington Northern to get the needed commitments for a Leavenworth stop. Amtrak will send a formal request for a Leavenworth stop to BNSF. A ridership study supports the project with over 4000 riders anticipated. This is compared to Whitefish, MT which stands at 64,000 riders for a seasonal station. Eaton will forward the research impact report by RL Banks to the Port.

BNSF is moving the Leavenworth Train Project proposal through their operations. Eaton is anticipating an approval of the proposal by the end of the month. Amtrak will send the letter of request at the appropriate time.

The City of Leavenworth is doing the preliminary work at the director level. The city engineers have been working at the site, with BNFS and Amtrak approval, getting the site prepped and ready. Leavenworth is providing in-kind services for the project.

The last component of the project is the mitigation component. Local legislators are onboard with and in support of the project.

A request has been submitted to WSDOT for \$500,000 grant for the mitigation. Senator Parlette will contact WSDOT direct for funding. Senator Parlette's office is coordinating a meeting with Representatives Armstrong and Condotta on rail capacity and this project.

Eaton estimated a timetable for approval to be the spring of 2007. He requested the Port carry its portion of the funding over to 2007.

### ***2006 Budget Comparison***

Monica Lough reviewed the budgeted vs actual expenditures on the Port 2006 budget for 3<sup>rd</sup> quarter with Commissioners.

Pete Fraley noted the budget process for the 2006 supplemental and 2007 preliminary budgets will start on November 1<sup>st</sup>. The 2007 preliminary budget will be presented on Nov 1<sup>st</sup> at the regularly scheduled Commission meeting and put on file in the Port office available to the public. The November 15<sup>th</sup> regularly scheduled Commission meeting is when the 2007 budget resolutions are presented for Commission consideration and action.

The Port is required to alert the Chelan County about the levy by the end of November in order for the County to calculate what it is to be collected.

The meeting recessed for a ten minute break at 3:35 pm.

### **Executive Session**

At 3:45 pm, Commissioner Mackey announced the session would reconvene in Executive Session to discuss real estate matters and potential litigation. There may be some action taken by the Commission after executive session.

Regular session reconvened at 4:45 pm and the following actions were taken:

**Malaga Property**

**Motion No.** 10-02-06

**Moved By:** James H. Knapp

**Seconded By:** JC Baldwin

*To authorize the Executive Director to sign the purchase and sale agreement with the Housing Authority of Chelan County and the City of Wenatchee for the Malaga industrial site for housing for agricultural works subject to review and approval by legal counsel and Commissioner Jim Knapp. Motion Carried.*

**Peshastin Mill Site**

**Motion No.** 10-03-06

**Moved By:** JC Baldwin

**Seconded By:** James H. Knapp

*To authorize Port staff to start the public process to declare the Peshastin property surplus and to set a public hearing for December 20, 2006. Motion Carried.*

Meeting was adjourned at 4:52 pm.

Approved and dated this 15<sup>th</sup> day of November, 2006.

**BOARD OF COMMISSIONERS**

Michael H. Mackey, President  
JC Baldwin, Vice President-excused absence  
James H. Knapp, Secretary