



**PORT OF CHELAN COUNTY**  
**Board of Commissioners Meeting**  
**Joint meeting with the Port of Douglas County**  
**Meeting Minutes**  
**238 Olds Station Rd, Suite A - Wenatchee, WA 98801**  
September 19<sup>th</sup>, 2007  
**9:00 am**

- Present:** Michael H. Mackey, President  
JC Baldwin, Vice President  
Craig Larsen, Secretary  
Pete Fraley, Legal Counsel  
Monica Lough, Internal Auditor  
Dayle Rushing, Property/Risk Manager  
Laura Jaecks, CTC Building Manager  
**Port of Douglas County**  
Jim Huffman, Commissioner  
Mark Spurgeon, Commissioner  
Doug Provo, Business Manager
- Pat Moore, Airport Manager  
Judy Bradford, Recording Secretary  
Carleen Elliott, Accounting Assistant  
Aimee Pope, Ass't to Economic Development Director  
Jon Eberle, Real Estate consultant  
Karen Kornher, Engineering consultant  
Kristina Stepper, media relations consultant
- Others:** Bruce Bagley, NOPA  
Bill Stokes, Chelan Co Citizen  
Lisa Parks, Alliance Consulting
- Alan Loeb sack, Commissioner  
Pat Haley, Director
- Ryan Bentley, Wenatchee Business Journal  
Anne Knapp, Office of Regulatory Assistance  
Jim Knapp, Former Port Commissioner

*The Board of Commissioners for the Port of Douglas County is joining the Port of Chelan County Commissioner in a brief joint session to facilitate discussion and action on a number of issues of mutual importance regarding Pangborn Memorial Airport. These minutes reflect only the discussions and actions taken of the Port of Chelan County Commissioners.*

Commissioner Mike Mackey called the meeting to order at 9:05 am. Mark Urdahl announced the meeting was being video taped.

Discussion as the joint meeting status and the Governing Board meeting status

**Consent Agenda**

**Motion No.**            **09-07-07**  
**Moved By:**            JC Baldwin  
**Seconded By:**        Craig N. Larsen  
**Motion:**                To approve the consent agenda consisting of Pangborn Memorial register pages (#1094-#1096) and Port register pages (#2106-#2113) including the following:

<u>Register Page:</u>		<u>Voucher:</u>	<u>Total</u>
#2106--August 2007 Payroll	8/31/07	#11511- 11520 & electronic payroll depos	\$ 64,231.35
#2107--August Month End	8/31/07	#11521--11526	64,905.21
#2108 -- Special Register Page	9/6/07	#11527 -- 11528	11,482.61
#2109 -- Capital	9/19/07	#11529 --11530	14,765.29
#2110-- CTC	9/19/07	#11531 -- 11540	32,221.80
#2111-- August bills paid	9/19/07	#11541-- 11562	81,753.87
#2112 -- Same	9/19/07	#11563-- 11580	57,607.07
#2113 --Aug Expnse Reimburs	9/19/07	#11581 -- 11585	515.41
			<b>\$327,48:</b>

**74 warrants totaling \$ 327,482.61 for approval September 19, 2007.**

*Motion Carried.*

**Pangborn Memorial Airport  
Runway Length Feasibility Study Consultant Contract**

Mark Urdahl explained the Ports have previously committed to the total amount of the study; however, the FAA and Wenatchee Valley Transportation Council will be providing the majority of the funds needed through grants. The Ports will need to pay the balance.

Commissioners expressed the Port's appreciation to Jeff Wilkens and the WVTC for the \$130,000 grant funding.

**Motion No.** 09-08-07

Moved By: Craig N. Larsen

Seconded By: JC Baldwin

To authorize the Airport Manager to sign a contract with Mead and Hunt for professional service related to the Runway Length Feasibility Study in the amount of \$359,691.

Motion Carried.

**Passenger Facility Grant Application #8**

Pat Moore reviewed the steps in the Passenger Facility Charge (PFC) process to obtain grant funding from passenger facility charges. The purpose for the funding is needed maintenance on the main runway. The PFC grant application asks for collection authority for a specific project. The funds go directly to the airport, and are separately accounted for.

**Motion No.** 09-09-07

Moved By: JC Baldwin

Seconded By: Craig N. Larsen

To authorize the Airport Manager to sign and submit PFC Grant Application #8 in the amount of \$269,700.

Motion Carried.

**Request to Formally Reject Two (2) Jet-A Tank Bids**

Pat Moore explained the process in deciding on the Jet-A fuel tank. Ron Russ asked for the rejection of the two bids submitted, and re-bid the project next spring. The prices exceeded the Airport's estimate to handle the project on the small works process.

Pete Fraley explained the multiple reasons for recommending reject all the bids submitted and re-bidding the process.

**Motion No.** 09-10-07

Moved By: Craig N. Larsen

Seconded By: JC Baldwin

To authorize the Airport Manager to reject all bids received for the Jet-A Fuel Tank project.

Motion Carried.

**TSA Office Space lease and Co-operative Agreement for Law Enforcement Officer services.**

Pat Moore explained the airport has two contracts with TSA: one for law enforcement which TSA reimburses for and one for the office space lease which is for 400 square feet in the airport terminal building which has a five year term.

Ron Russ explained the LEO reimbursement process for the law enforcement mandated by TSA. Pangborn is at the maximum allotted dollar amount, and is currently getting the best deal possible which is about an 85% reimbursement of the cost.

**Motion No.** 09-11-07

Moved By: Craig N. Larsen

Seconded By: JC Baldwin

To authorize the Airport Manager to sign agreements with TSA for the lease of office space with the Pangborn terminal and for the reimbursement for law enforcement services.

Motion Carried.

Pat Moore explained some of the projects and anticipated generation of income for planning next spring moving toward a five year plan for the airport. A five year plan would provide staff the opportunity to advise the Ports on grant funding and income generation for funding the airport and its projects and operations.

The next Governing Board meeting is scheduled for October 23<sup>rd</sup>, 2007.

Pat Haley explained the intent of the two Ports is to have a joint meeting once per month to be more efficient for Pat Moore making her report to the Commissions Joint commission meetings will be held once per month to handle issues of mutual consideration. The next joint meeting will be held at the Port of Douglas.

### ***Governor's Office of Regulatory Assistance***

Mark Urdahl introduced Anne Knapp who is the Central Washington lead staff person within the Governor's Office of Regulatory Assistance. Knapp briefly explained the mission of the Office of Regulatory Assistance and what type of service they offer. Port staff will provide Knapp a tour of the Peshastin and Cashmere property sites at the conclusion of the commission meeting.

After some discussion about the how the Port's might take advantage of the services offered by Knapp's office, the Port of Douglas County left to continue their meeting in their own commission chambers.

### **Confluence Technology Center**

#### ***Yahoo Metering***

Mark Urdahl reported for Laura Jaecks. The issue is waste water disposal and charges to Yahoo! Yahoo uses a great deal of water and the customary means of charging for sewer does not apply since most of water evaporates.

There needed to be some type of adjustment or metering of the wastewater. Yahoo proposed they pay for the meter at an estimated cost of \$12,000, and the Port would pay for the design at an estimated cost of \$8,000. This is a tenant issue.

Urdahl committed the Port to pay the \$8,000 for design and engineering of the waste water system metering.

Yahoo has already expended funds trying to meter the usage. Once the meter is in place, it is believed there will be a refund to the CTC Condominium Association related to the overage charges for the sewer from the City of Wenatchee.

The end result is the sewer costs for the CTC will go down significantly. The water costs will be the same, but a larger percentage will be allocated to Yahoo due to the metering.

This is an equitable outcome for the Port. It is a non-budgeted item.

***Motion No. 09-12-07***

*Moved By: JC Baldwin*

*Seconded By: Craig N. Larsen*

*To ratify the Executive Director's decision to proceed with the engineering work on the sewer metering in the Yahoo space at the CTC at a cost of approximately \$8,700.*

*Motion Carried.*

### ***Property Director's Report***

#### ***Peshastin Ladder Fuels Reduction Contract***

Dayle Rushing reported the Port received 4 bids for ladder fuels reduction on the Peshastin property.

Karen Kornher explained the key item in the bid was the need for a professional service company. It is critical to make sure the company selected has a reasonable bid and achieved the end product for the port.

After qualifying the four bidders, the engineer's recommendation is Dickinson Construction at a bid of \$13,122. The grant is for 50% of the total cost.

Urdahl asked RH2 Engineering to proceed with awarding the contract to Dickinson Construction.

### **Director's Report**

Commissioners publicly thanked Jeff Wilkens/WVTC for the good work for the region on transportation issues.

JC Baldwin shared a few observations from the joint commission meeting held on Monday between Chelan County PUD and Chelan County. The two commissions met jointly to work out guidelines for a project they are working on as a result of the three way Memorandum of Understanding signed by Chelan County, Chelan County PUD and the Port.

The meeting was recessed at 10:16 am for five minutes. Regular session reconvened at 10:22 am.

### **Presentation of the Financial Statements**

Monica Lough briefly reviewed the 2006 financial statement with Commissioners. Commissioners tabled further discussion and possible action on the financial statement to a future meeting allowing them more time to review the statements.

### **Calendar**

NCW Regional Economic Summit	Chelan	09-20-07
WPPA Finance Committee Meeting	SeaTac	09-21-07
WAMA Conference	Moscow	09-26-07
GWATA Technology Seminar	CTC	09-27-07
WPPA Environmental Seminar	Seattle	09-27-07

**Motion No.**            **09-13-07**

Moved By:            JC Baldwin

Seconded By:        Craig N. Larsen

*To approve calendar for commissioners and staff as presented.*

*Motion Carried.*

### **Executive Session**

Regular session was adjourned to executive session at 11:01 am to discuss real estate matters.

Regular session was reconvened at 11.36 am and immediately adjourned with no action taken.

Dated and approved this 10<sup>th</sup> day of October, 2007.

### **BOARD OF COMMISSIONERS**

Michael H. Mackey, President

JC Baldwin, Vice President

Craig N. Larsen, Secretary