

PORT OF CHELAN COUNTY
Board of Commissioners
Meeting Minutes
238 Olds Station Rd, Suite A, Wenatchee, WA 98801
October 15th, 2008
8:30 am

Present: JC Baldwin, President
 Craig N. Larsen, Vice President
 Mark Urdahl, Executive Director
 Pete Fraley, Legal Counsel
 Monica Lough, Internal Auditor
 Mike Armstrong, External Affairs Director
 Dayle Rushing, Property/Facilities Director
 Laura Jaecks, CTC Building Director
 Judy Bradford, Recording Secretary
 Pat Moore, Airport Manager
 Carleen Elliott, Accounting Assistant
 Karen Kornher, Real Estate Consultant

Others:

Port Commission President JC Baldwin called the meeting to order at 8:30 am. Port Commissioner Michael H. Mackey is absent from today's meeting due to his representation of the Port of Chelan County at the Pacific Northwest Waterways annual meeting in Portland this week.

Consent Agenda*

The consent agenda was presented for consideration:

Motion No. **10-02-08**
Moved By: *Craig N Larsen*
Seconded By: *JC Baldwin*

To approve the consent agenda as presented consisting of the minutes of the October 1st, 2008 regularly scheduled Commission meeting, Pangborn Airport register pages (#1140-#1145) Port register pages (#2200-#2206) including the following:

<u>Register Page:</u>	<u>Date Issued</u>	<u>Voucher:</u>	<u>Total</u>
		#12467- 12474 & electronic payroll deposits	\$ 82,110.81
#2200 --Sept 2008 Payroll	9/30/08	#12475 -- 12482	9,045.85
#2201 -- Sept Month End	9/30/08	#12483	4,349.85
#2202 -- Capital	10/15/08	#12484 - 12496	61,489.45
#2203 -- CTC	10/15/08	#12497 -- 12518	40,824.28
#2204-- Sept bills paid	10/15/08	#12519 -- 12533	63,753.56
#2205 -- Same	10/15/08	#12534 -- 12541	1,459.69
#2206-- Sept Expnse Reimburse.	10/15/08		





75 warrants totaling \$263,033.49 for approval October 15, 2008.

Motion carried.

Pangborn Airport Update

Pat Moore reported she has been working on the 2009 budget with Lough and Urdahl.

She has also been pursuing a RNP approach for Pangborn following up and trying to build on the touch-n-go work that Boeing did at Pangborn last year. Horizon's Q400's have the technology and equipment on board to take advantage of an RNP should on get approved for

JCB  CNL  MHM  MHM 

October 15th, 2008

Page 1 of 4

Pangborn. This would virtually eliminate any missed flights at Pangborn due to low weather ceilings.

Moore has been continuing to work on the interlocal agreement needed for the eventual realignment of Grant Road.

Pete Fraley provided a brief update on the Schall transaction. The goal is to have the agreement for next week's Governing Board meeting.

Moore reported the Pangborn owned orchard is in very poor condition. She expressed concern for health of the orchard. She needs a statement from a third party for a basis to require certain correction action(s) from the current orchard management. Discussion ensued. No action taken.

Confluence Technology Center

Update

Laura Jaecks updated commissioners on tenants and recent activities at the CTC. She reported has been working on preliminary plans for build-out of the first floor space; and plans to discuss construction of the maintenance building with the Chelan County PUD in the near future.

External Affairs Director's Report

Wine Guide Project

Mike Armstrong provided a brief update to commissioners on the status of the wine guide. Initially commissioners approved \$30,000 for the development and printing of the wine guide. Port staff recommendation is to increase the funding by \$3,500 to cover the increased costs of printing and distribution. Funds are available in the economic development budget.

After some discussion, commissioner requested a distribution plan and consensually agreed to the additional funding.

Chelan Douglas County Trends Video Project*

Mike Armstrong briefly explained an additional funding request received from the Chelan Douglas Trends project committee (formerly known as Community Indicators Project). The additional funding request is for \$5,000 from each the Port and Chelan County to fund production of an area video for use with recruitment, ongoing focus groups, and the website launch event. The focus of the video will be as a PR piece to be used physician recruitment, and to add to the inventory of video footage available on the Chelan County area. Footage will also be available for use on the Port's website.

Discussion ensued. Commissioners directed staff to make sure the scope of work for the video footage would be useable as economic development recruitment, and Port staff will continue to located other sources of funding for the project.

This project is part of the overall Port's marketing and economic development budget with an increase in the project commitment to \$15,000.

Olds Station Stormwater System Transfer

Mike Armstrong reported the Chelan County Commissioners indicated in their 10/14/08 meeting they are willing to accept the Port's Olds Station Stormwater system as part of the new stormwater utility. The Port Commission stated for the record that the Port agrees to work with the County diligently to effect transfer of the system as soon as possible, perhaps even by the end of this month.

Karen Kornher has kept the County informed every step of the way in upgrading the system. The County has identified Greg Pezoldt as the County Stormwater Director.

JCB
BCNICA
MHM
MHW

October 15th, 2008

Page 2 of 4

Discussion ensued. No action taken.

Mike Armstrong handed out copies of the wine guide distribution plan. Discussion ensued. No action taken.

Property Director

Cashmere Mill Property Change Order--fencing*

This fencing was needed for security and liability purposes around the Cashmere mill site irrigation pond. The engineer's estimate I \$9,165.

Karen Kornher provided a brief history of the irrigation pond. The fencing would be to protect a Port asset for irrigation water. This is a very reasonable cost for a fence.

Motion No. 10-03-08
Moved By: Craig N. Larsen
Seconded By: JC Baldwin
To approve Change Order #1 to contract with Hurst Construction as presented and to authorize the Executive Director to sign. *Motion Carried.*

Regular session was recessed for a break at 9:40 am. Regular session was reconvened at 9:48 am.

2007 Financial Statement

Monica Lough briefly reviewed the Financial Statement prepared by Cordell Neher & Company for 2007. Lough briefly recapped the total numbers with comments from Port legal counsel.

Motion No. 10-04-08
Moved By: Craig N. Larsen
Seconded By: JC Baldwin
To accept the 2007 Financial Statement as presented. *Motion Carried.*

2008 Third Quarter Budget Review

Monica Lough briefly reviewed the 2008 third quarter budget versus actual with commissioners. Discussion ensued. No action taken.

The first discussion of the 2008 supplemental budget is scheduled for October 22nd and the first discussion of the 2009 preliminary budget for November 5th. The Port's 2009 preliminary budget will be placed on file after the November 5th meeting, and the budget hearing scheduled for a special commission meeting November 17th.

Loomis Update

Pete Fraley briefly updated the commissioners on the Loomis rent delinquency. The parent company has been bought and the new company is in the process of assuming management. Fraley will notify the new owners/managers the delinquent payment must be received by the Port by the end of October.

Dayle Rushing reported the Port has received a request for a minor height variance from the Steven and Tanya Tramp who have purchased Penny Road property from the Port.

Executive Session

No executive session was needed.

Calendar*

Governor's Workforce Development Conference	Lynnwood	09/03-04
Tri-Commission Meeting	CTC	09/09
CTC Condominium Assn Meeting	CTC	09/09
WVTC Meeting	Wenatchee	09/10
Meeting with Commissioner Candidate	Wenatchee	09/15
Grant Funding Meeting	PMA	09/15

JCB *UKENLCA MHM NIAW*

October 15th, 2008

KOZI Interview & Lunch Meeting
Leavenworth Chamber Board Meeting
Meeting with City of Chelan
NCW Realtors' Assn Luncheon
Staff Requested Meeting

Chelan
Leavenworth
City of Chelan
Wenatchee
Wenatchee

09/16
09/18
09-27
09/29
09/30

Motion No. 10-05-08

Moved By: Craig N. Larsen

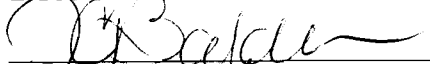
Seconded By: JC Baldwin

To approve calendar for commissioners and staff as presented. Motion Carried.

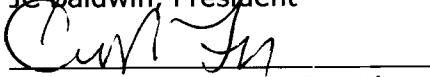
The commission meeting was adjourned at 10:34 am with no further action taken.

Approved and signed this 5th day of November, 2008.

BOARD OF COMMISSIONERS



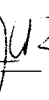


JC Baldwin, President



Craig N. Larsen, Vice President



Michael H. Mackey, Secretary

JCB  CNL  MHM  MHM

October 15th, 2008

Page 4 of 4