



BOARD OF COMMISSIONERS

Meeting Minutes

125 Easy St. - Wenatchee, WA 98801

Wednesday, January 18th, 2006

9:00 am

Present:	James H. Knapp, President Michael H. Mackey, Vice President JC Baldwin, Secretary Mark Urdahl, Executive Director Pete Fraley, Legal Counsel Monica Lough Internal Auditor Ron Johnston-Rodriguez, Economic Development	Laura Jaecks, CTC Building Manager Dayle Rushing, Property Manager/Risk Manager Pat Moore, Pangborn Airport Manager Carleen Elliott, Accounting Assistant Judy Bradford, Recording Secretary Jon Eberle, Real Estate Consultant Karen Korhner, Engineering Consultant
Others:	District Court Judge Tom Warren Randy Baldwin, Citizen Blake Baldwin, Citizen Steve Hair, KPQ Radio Station Bill Stokes, Chelan County Citizen	Guy Valdes, GTC Technical Support Nathan Sherwood, GTC Technical Support Brandon Burke, GTC Technical Support Brenda McGowan, GTC Technical Support Jill Valdes, GTC Technical Support

Commission President Jim Knapp called the meeting to order at 9:00 am. Commissioner Knapp welcomed the several guests and asked that introductions be made for the Commission.

Item for Commissioner

Chelan County District Court Judge Tom Warren administered the T Oath of Office to Commissioner JC Baldwin for her new six-year term of office as Port Commissioner for District #2 beginning January, 2006.

Consent Agenda*

The consent agenda consisting of the approval of the minutes of the December 21st, 2005 regularly scheduled Commission meeting, the minutes of January 5th, 2006 special joint commission meeting, the Pangborn Memorial Airport register pages (#1024 - #1027)and the Port register pages (#1950-#1957) consisting of the following:

<u>Register Page</u>	<u>Warrants</u>	<u>Amount</u>
#1950 --Dec 2005 Payroll	#25382- 25388 & electronic payroll deposits	\$ 49,667.38
#1951 – Dec Month End	#10053 -- 10057	10,524.54
#1952 -- Special Register Pg	#10058	3,329.10
#1953-- Capitalized	#10059 -- 10061	3,429.48
#1954 – CTC	#10062 -- 10074	109,877.51
#1955– Dec bills paid	#10075 -- 10096	52,203.79
#1956 – Same	#10097 -- 10107	23,031.10
#1957--Expns Reimbrs 12-05	#10108 -- 10112	1,046.69
		\$253,109.59

67 warrants totaling **\$ 253,109.59** for approval **January 18, 2006**.

Motion No. 01-01-06
Moved By: JC Baldwin
Seconded By: Michael H. Mackey
Motion:

To approve the consent agenda consisting of the approval of the minutes of the December 21st, 2005 regularly scheduled Commission meeting, the minutes of January 5th, 2006 special joint commission meeting, the Pangborn Memorial Airport register pages (#1024 - #1027)and the Port register pages (#1950-#1957) consisting of the following:

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Motion Carried.

Pangborn Memorial Airport - Update

Airport Manager Pat Moore has contracted with USKH to explore the possibility of extending the runway to the south. The cost of this final analysis of extending the runway to the south is \$8,527.00 of which Moore is requesting \$5,968.90 from the Port of Chelan County as its 70% share split with the Port of Douglas County. The Port of Douglas County approved the expenditure at its meeting last week.

Moore explained that the runway can not go north without addressing the Grant Road issue due to safety areas.

The analysis report should be to Moore by the first part of next week. If the report indicates that it is feasible for the runway to be extended to the south, Moore will review the report with both Port Commissioners. If it is not feasible, will Moore will report back to the Commissioners.

Motion No. 01-02-06
Moved By: Michael H. Mackey
Seconded By: JC Baldwin

To approve the Port of Chelan County share expenditure of \$5968.90 for the feasibility study on a Pangborn Memorial Airport south end runway extension.

Motion Carried.

Moore noted landings at Pangborn for December, 2005 were way down. Sherrie Burgess Station Manager at Horizon Airlines calculated that Horizon had a 42% loss on its Pangborn flights during December.

Pat reported Pangborn is working more closely with the Portland office for Horizon Airlines. When Pangborn is having trouble with its observation system at the airport updating there

are up to a 15 to 20 delay in the update. Moore and her staff are taking visual observations and then reporting to Horizon's Portland office to supplement the system's observations. Horizon is working diligently to get aircraft into Pangborn in the morning. Airport staff and Horizon are trying to work around the weather.

Urdahl commented that the Port should show appreciation to Sherry Burgess, Station Manager with Horizon Airlines at Pangborn. Urdahl and Moore find an appropriate way to express the Port's appreciation of Burgess's efforts including the possibility of recognizing Horizon at the next joint meeting of Ports.

Commissioner Mackey reported that Craig Larsen gave a very informative presentation to the WVTC about Pangborn and explained the huge opportunity that the Ports and the community have to develop the airport. Mackey reported Larsen is being a real ambassador for the two ports on the airport development issue. The Wenatchee Valley Chamber has accepted the leadership on airport development issue, and has agreed to add development of the Lake Chelan Airport to the project scope.

Urdahl reported that Pangborn will participate in the small airports development program in WA and Idaho.

In other business, Moore reported that the Pangborn staff gets its first look at the new airport website this afternoon, she will be moving forward with the kiosk changes at the airport, and the airport overlay issue is moving forward slowly.

Confluence Technology Center - Update

Urdahl explained Laura Jaecks has asked for guidance from the Commission on a request she received from one of the political parties to rent meeting space at the CTC for a meeting in support of a particular candidate.

Pete Fraley commented that this invokes the possibility of the general prohibition of using public facilities for promotion of a specific candidate. Fraley referenced the Port guide "Knowing the Waters" that if the port commission regularly rents for public events that may allow for political meetings as well as availability is for all candidates/parties., or both parties. The availability must be even handed.

Jaecks reported that currently the CTC does not have rules and regulations in place for this type of use. Some discussion ensued.

Urdahl, Jaecks and Fraley will research other Ports, the state auditor and other public entities that may have policies set and bring information back to the Commissioners.

Directors Report

Election of Commission Officers for 2006

The following slate of officers was presented to the Commission for approval as the Port of Chelan County Board of Commission Officers for 2006: President-Michael H. Mackey, Vice President-JC Baldwin, and Secretary-James H. Knapp. After some discussion, the following action was taken:

Motion No. **01-03-06**
Moved By: **Michael H. Mackey**

MHM ___ JCB ___ JHK ___

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Seconded By: JC Baldwin
To approve the Port of Chelan County Commission Board officers for 2006 as:
Michael H. Mackey-President, JC Baldwin-Vice President, and James H. Knapp-
Secretary. Motion carried unanimously.

AcuPak lease amendment

Pete Fraley reviewed with Commissioners a summary of the terms of the final lease submitted to Acupak for approval including square footage, location of space in the JanSport building, and base rent increase on April 1st this year.

Fraley reported Acupak has been in possession of the space since last fall. The lease includes several accommodations of issues since Acupak's occupation including the electrical grounding issue. The lease rent escalates over time. As a very material significant part, Acupak is waiving any and all claims against the Port associated with its claim on the grounding issue. There is a "no warranties" clause in the lease amendment. Acupak's puncture of the roof is addressed, and it is required to reimburse the Port for the roof repair. With the unauthorized entry issue, Acupak is paying for the repair. The Port is requiring reimbursement on these last two items to set a precedent for Acupak accepting responsibility for the unauthorized actions. The production/manufacturing noise issue is recognized in the lease with a requirement that all other noise cease, and not be audible to neighboring tenant units.

The final lease amendment has been delivered to Acupak. It is anticipated the lease amendment will be signed and returned by the first of next week. Jon Eberle does not anticipate any problems with Acupak signing the lease amendment. The Port will sign the amendment only after Acupak signs.

Motion No. 01-04-06
Moved By: JC Baldwin
Seconded By: Michael H. Mackey
To approve the amendment to the Port lease with Acupak, LLC and to authorize the Executive Director to sign the document after Acupak's authorized representatives sign the lease amendment. Motion Carried.

Status of Current Job Descriptions

Mark Urdahl made brief comments about current Port staff job descriptions and the need, especially in certain cases, to update them. No action was requested, other than concurrence that job descriptions need to be reviewed, with some of them updated or rewritten. This will probably be accomplished within the next 60 days, or possibly sooner, depending upon the status of other projects and priorities.

The updated job descriptions will be brought to the Commission for approval.

Commissioners acknowledged that Port staff has stepped up to the rapidly changing challenges the Port faces, and understands that compensation is not an issue. Commissioners requested that an organizational chart outlining reporting responsibilities be developed as the job descriptions are completed.

Schedule Incubator Study Session (Mark/Dayle)

Dayle Rushing provided a brief review of the Port's history with incubator buildings.

Rushing reported that nine of the companies were originally signed as lessees as incubator tenants. The Port exhaustively babysat these businesses through the term of their leases. All the incubator leases were short term leases with a graduated scale of rent increases encouraging and allowing the businesses to grow strong enough to move to commercial property.

Rushing reported that five of the nine incubator businesses grew into successful businesses.

The Commission discussed briefly and then scheduled a special Commission meeting for an incubator study session for January 25th @ 10:30 am. This meeting will also include a discussion of the Port's inventory of buildings and future facilities,

Monica Lough briefly reviewed the state auditor's report on the Port of Seattle. The major items were the unsupported credit card charges and the Port's sponsorship of a not-for-profit conference with out a legal contract which eliminated a course of recouping the funds from the organization when the conference was called.

Lough briefly reported to the Commissioners on the status and potential of Port investments. She reported that the Port is limited in what can be done with public funds, and there really are not many options that would be good for the Port.

Pete Fraley explained that land acquisition for economic development must be pursuant to a comprehensive plan. A Port land acquisition needs to have a rationale; it cannot be for investment and eventual sale.

After some discussion, Lough reported that the Port is doing well with its investments. She will contact other Port districts and inquire about their investment strategies.

Calendar*

Port calendar for Commissioners and staff was presented for approval with the addition of a CTC Condo Association Board meeting scheduled for January 24, 2006 at the CTC and the Port Special Commission meeting scheduled for January 25th at 10:30 am in the Port conference room.

Joint Mtg with NC Technical Skill Center Council	CTC	01-05-06
Lake Chelan Chamber Meeting	Campbell's	01-09-06
Port Presentation to Lake Chelan Rotary	Campbell's	01-10-06
Wenatchee Valley Transportation Council	Columbia Station	01-12-06
Special Commission Meeting	Port	01-12-06
CTC Condominium Assn Board Meeting	CTC	01-17-06
Commission Meeting	Port	01-18-06
CTC Condo Assn Board Meeting	CTC	01-24-06
Special Commission Meeting	Port	01-25-06

Motion No. **01-05-06**
Moved By: *Michael H. Mackey*
Seconded By: *JC Baldwin*

To approve the Port calendar for Commissioners and staff as corrected.

Motion Carried.

Ron Johnston-Rodriguez reported that he and Commissioner Mackey will not be attending the February 8th Commission meeting. They will be at a regional preparation meeting for the PNWA Mission to Washington DC. Commissioner Knapp announced that he may be participating in the Mission to Washington DC this year.

Executive Session

To discuss real estate matters

Regular session was moved to Executive Session at 10:15 am to discuss real estate issues.

Regular session was reconvened at 11:15 with no action taken and the meeting was immediately adjourned.

Dated and approved this 15th day of February, 2006.

BOARD OF COMMISSIONERS

Michael H. Mackey, President

JC Baldwin, Vice President

James H. Knapp, Secretary