



**PORT OF CHELAN COUNTY**  
**Board of Commissioners**  
**Meeting with Port of Douglas County**  
**Meeting Minutes**  
**238 Olds Station Rd, Suite A, - Wenatchee, WA 98801**  
 October 10<sup>th</sup>, 2007  
 9:00 am

- |                 |  |  |
|-----------------|--|--|
| <b>Present:</b> | <b>Port of Chelan County</b><br>Michael H. Mackey, President-via conference call<br>JC Baldwin, Vice President<br>Craig Larsen, Secretary<br>Mark Urdahl, Executive Director<br>Pete Fraley, Legal Counsel<br>Monica Lough, Internal Auditor<br>Ron Johnston-Rodriguez, Dir Economic Development<br>Dayle Rushing, Property/Risk Manager<br>Laura Jaecks, CTC Building Manager | Judy Bradford, Recording Secretary<br>Carleen Elliott, Accounting Assistant<br>Aimee Pope, Ass't to Economic Development<br>Szilvia Redig, Project Assistant<br>Pat Moore, Airport Manager<br>Ron Russ, Airport Staff<br>Jon Eberle, Real Estate consultant<br>Karen Kornher, Engineering consultant<br>Kristina Stepper, media relations consultant |
| <b>Others:</b>  | Bill Stokes, Chelan Co Citizen<br>Bruce Baguley, FANOPA<br>Sebastian Moraga, Cashmere Valley Record  | <b>Port of Douglas County</b><br>Jim Huffman, Commissioner<br>Mark Spurgeon, Commissioner<br>Alan Loeb sack, Commissioner<br>Pat Haley, Director<br>Doug Provo, Business Manager   |

Commissioner JC Baldwin called the meeting to order at 9:01 am. Commissioner President Mike Mackey joined the meeting via conference call. Mark Urdahl identified those present in the room and updated Commission Mackey on the agenda items.

Commissioner Baldwin chaired the meeting.

**Consent Agenda**

The consent agenda consisting of the minutes of September 12<sup>th</sup> and September 19<sup>th</sup>, 2007 regularly scheduled commission meetings was presented for consideration.

<b>Motion No.</b>	<b>10-06-07</b>
<i>Moved By:</i>	<i>Craig N. Larsen</i>
<i>Seconded By:</i>	<i>Michael H. Mackey</i>
	<i>To approve the consent agenda consisting of the minutes of the Sept 12 and Sept 19<sup>th</sup>, 2007 regularly scheduled commission meetings as presented.</i>
	<i>Motion Carried.</i>

Port of Douglas took action to call their meeting to order.

**Pangborn Memorial Airport**

***Access to the Terminal Building on Weekends and Holidays***

Ron Russ, Operations Supervisor at Pangborn Airport, explained about six hours a day on week ends and holidays the airport terminal is unattended. This was to accommodate Horizon's flight schedules. Airport staff has asked Horizon to begin locking the building on weekends and holidays while the airport staff works out a resolution.

Jim Huffman suggested Dick Robert at the Chelan County PUD might observe the airport and offer some suggestions.

Discussion ensued. There was a consensus to have airport staff explore options to improve security and customer service for weekends and holidays. Huffman will get back to Robert and ask him to work with the airport staff to come up with some potential solutions.

***Update - Needs Assessment Study - Future Runway Length – Discussion***

Pat Moore reported she is waiting for the contract to be returned to her. Both airport staff and Mead & Hunt have begun working on the process. The letter soliciting participation on the advisory committee will be going out this week. The list of potential members was compiled from suggestions by Commissioners.

The committee members will have a fact sheet to work from which is available to anyone who is interested. The intent is for everyone to have consistent information in keeping with what is going on with the needs assessment. Tom Schnetzer of Mead & Hunt is setting up a website that will link to the Pangborn Airport website and will include updated information and a place to post comments.

Moore is working to schedule the first meeting prior to November 1<sup>st</sup>. The advisory committee meetings will be held at the airport.

Moore provided Commissioners with an update report on the aviation portion of the airport's participation in the Wings & Wheels Festival. She also briefed Commissioners on the emergency landing occurring on Saturday as well.

***Automated Surface Observing System - Winter Operations***

Moore reported certified airport staff is responsible for visual verification of weather observation for the period while the ASOS was down. Felicity, the newest hire who works the front desk, is now certified.

***Director's Report***

***Cashmere Mill Site – Conditions of Closing***

Urdahl reported there are a few last minute issues, and the Port is not ready to close yet. There are two outstanding conditions that will be ultimately satisfied. Cedarbrook has requested an extension of time. The impacts the timing is on the issuance of the bonds.

Per the terms of the Second Addendum, the seller has until Oct 17<sup>th</sup> to finish the cleanup of the site. There is an issue with an informal lease agreement for storage with a third party. It is the seller's obligation is to provide clear title. Tenant must be gone when closing occurs.

The seller has requested an extension of time to transition the tenant to new location. The addendum provides a clause to handle the extension of time. The seller, Lysacker, has already signed the addendum.

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

*Moved By: Craig N. Larsen*

*Seconded By: Michael H. Mackey*

*To authorize the Executive Director to sign Addendum #2 to the purchase and sale agreement with Cedarbrook LLC as presented.*

*Motion Carried.*

***Resolution No. 2007-13 authorizing bond financing with Cashmere Valley Bank***

This business item is tabled to a future Commission meeting.

***Additional Information from Potential Purchaser of Peshastin Mill Site***

Mark Urdahl explained written questions he had submitted to Reppas, the potential purchase of the Peshastin mill property, with regard to his vision for development of the property and its affect on the community of Peshastin. The responses were distributed to the commissioners.

A brief discussion ensued.

**Economic Development Report**

***Update***

Ron Johnston-Rodriguez provided an update on the industry clusters development. He described the strategy approach, marketing, budget planning, and leveraging the investments. Johnston Rodriguez identified two principles: stay on the message of cultivating innovation and promote the area as a test bed; and 2) focus on unique projects newsworthy to a very wide audience. The Port will solicit free media attention for AVI, information technology, and water trail/outdoor recreation.

Johnston-Rodriguez explained the industry cluster approach was laid out as a three year program.

**Calendar**

Entrance Conference-WA State Auditor	Port	10-03-07
PNWA Annual Meeting	Vancouver	10/9-10/12
Port/PUD/County Joint MOU Facilitate Session	Port	10/11
Council of Governments Meeting	East Wenatchee	10-23
Joint Commissions Meeting-Port/PUD/County	CTC	10/23
Special Commission Meeting – video conference	CTC	10/31

Port calendar was presented for consideration.

<b>Motion No.</b>	<b>10-08-07</b>	
Moved By:	Michael H. Mackey	
Seconded By:	Craig N. Larsen	
	<i>To approve calendar for commissioners and staff as presented.</i>	<i>Motion Carried.</i>

Port of Douglas Commissioners and staff left the meeting.

**Executive Session**

Regular session was recessed at 9:52 am for a short break. Regular session was reconvened at 10:03 am and immediately recessed to Executive Session to discuss real estate matters. Regular session was reconvened at 11:05 am.

Karen Kornher reported on the Phase II permitting requirements on the Port's Stormwater system. Chelan County is proceeding with the same for the County's stormwater.

The City of Wenatchee and Chelan County are working together to implement the upgrades. The County is working to create a stormwater utility. If the County were to create a stormwater utility, it is possible the County could absorb the Port's stormwater system into the utility.

The Port will need to upgrade its stormwater system.  
Service area is defined for a commonly used system.

Pete provided a brief historical overview of the development of the Port's stormwater system.

The Port has an interlocal agreement with the County for the stormwater system.

There being no further business the meeting was adjourned at 11:20 am.

Dated and approved this 7<sup>th</sup> day of November, 2007.

## **BOARD OF COMMISSIONERS**

Michael H. Mackey, President  
JC Baldwin, Vice President  
Craig N. Larsen, Secretary