



**Motion No.** 12-10-07

Moved By: Craig N. Larsen

Seconded By: JC Baldwin

To authorize the Executive Director to sign the loan agreement as presented on behalf of the Port. Motion Carried.

### **Addendum on the O'Kelly Transaction**

Pat Moore updated the Commissioners on this transaction. Pete Fraley explained the primary issue is title. The property is part of a life estate which has a possessive interest in the property. With this addendum the Port is providing the seller an additional six months to clear title. The Port has requested a revised/updated appraisal for the purchase.

**Motion No.** 12-11-07

Moved By: JC Baldwin

Seconded By: Craig N. Larsen

To authorize the Airport Manager to sign the addendum to the O'Kelly transaction as presented. Motion Carried.

### **Update**

Pat Moore updated Commissioners on how the airport needs assessment study is progressing. Consultants are having difficulty getting information in a useable format from Horizon Air. The study needs data that will support the number of flights lost due to conditions at the airport.

The \$130,000 grant allotted by the Wenatchee Valley Transportation Council from WSDOT can not pay for any expenses prior to the award of the grant. Airport staff tallies of qualified funding expenses are falling short of the grant amount by approximately \$30,000. Moore has requested a Phase II to utilize all the grant funding. She will continue to work on recovering the remainder of the funds. The State staff is working to assist Pangborn with this effort.

Moore reported on the winter operations from Tuesday's snow. There were just two flights lost for the day, and they were lost due to problems in the statewide system.

She expressed a need for a new base radio for airport staff to communicate with one another during operations to clear the runway during storms. Urdahl will work with the Airport Manager to acquire the needed new radio to communications equipment.

Moore also reported a new CA storage facility is being proposed close to the airport. Issues with this facility for the Airport are height and location of the proposed facility for safety. The proposed facility would sit very close to the centerline of the landing zone. Airport staff is staying tuned into the developing decisions to build or not.

Commissioner Larsen noted the airport's numbers on enplanements and parking is up significantly from last year.

Pete Fraley, Pat Moore, Jay Johnson and Randy Asplund will be meeting with the Snyders on the acquisition of additional property for the airport. This is a very complicated transaction, and Moore is keeping communication open with the Snyders.

### **Confluence Technology Center**

#### **Update**

Laura Jaecks reported activity at CTC has been slow due to the holidays. CTC held Accor Technologies webinar recently. Technically, it went off very well. There were seventy distributors connected throughout North America. Jerry O'Neill, the CEO and President of the company, was very pleased.

Jaecks reported the kiosk project is progressing. The committee will be looking at a new product in January.

There have been five inquiries on the unfinished space at the CTC. All the inquiries are from local entities.

The CTC held sixty more meetings this year that last even with the down time for construction, and met the anticipated income of \$75,000.

### **Directors Report**

#### ***Update from Wenatchee Valley Convention & Visitor Bureau***

Roger Clute, Executive Director of the Wenatchee Valley Convention and Visitors' Bureau provided Commissioners an update on the activities and projects of the WVCVB. Report is on file in Port's WVCVB file.

Roger thanked the Port for the continued financial support for marketing the Valley to the rest of the State and beyond.

Clute reviewed the fulfillment pieces created and distributed by WVCVB, and covered the highlights of the year: events calendar is updated daily, the tourism website will be turned over to the 2% tax committee by first quarter; has taken over the visitor portion of the Apple Commission (receives almost as many visitors as downtown Wenatchee WVCVB) since October of this year. The WVCVB has handled 10,825 visitors/distributed 78,373 fulfillment pieces this year; distributed CTC information to 50 meeting planners which generated 7 requests for proposals and 2 site inspections; WVCVB also provided 59 leads to the CTC this year. Clute reviewed the STARR report for hotel occupancies in the Wenatchee Valley and room revenues.

Urdahl expressed appreciation for the good work WVCVB does.

#### ***Update from Cashmere Chamber***

Sara Urdahl, Manager of the Cashmere Chamber, provided Commissioners an update on the activities and projects of the Cashmere Chamber the past year. Sara thanked the Port for the financial support of the Cashmere community.

The Cashmere Chamber Board considered, but chose not to relocate the Chamber at the Chelan County Museum.

#### ***Port Commission Officers for 2008***

The slate of officers recommended for the 2008 calendar year is: President-JC Baldwin, Vice President-Craig N. Larsen, and Secretary-Michael H. Mackey

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

*Moved By: Craig N. Larsen*

*Seconded By: JC Baldwin*

*To approve the slate of offices of the Port Board of Commissioners for 2008 as presented.*

*Motion Carried.*

#### ***Addendum to Cashmere mill property purchase and sale agreement***

Pete Fraley briefly reviewed the terms of the addendum as previously outlined. A letter has been received signed by Mr. Lysacker, the seller, stating there are no tenants at this time. The leaseback to Lysacker is included in the third addendum.

***Motion No. 12-13-07***

*Moved By: Craig N. Larsen*

*Seconded By: JC Baldwin*

*To approve the third addendum to the Cashmere mill property purchase and sale agreement and to authorize the Executive Director to sign.*

*Motion Carried.*

**CERB Grant-Initial Offer of Financial Aid from CTED**

Urdahl explained the preliminary acceptance of the \$50,000 CERB grant on the Cashmere property, and that he has spoken with the CERB staff with regard to signing the preliminary acceptance even though the Port does not own the property at this time.

**Motion No. 12-14-07**

Moved By: Craig N. Larsen

Seconded By: JC Baldwin

To accept the initial offer of financial aid from CERB as presented and authorize that it be sign by the Commission president Mike Mackey. Motion Carried.

**Calendar**

Cashmere Wastewater Meeting	Port	11-16-07
Cashmere Mill Property Inspection	Cashmere	11-29-07
Yahoo! Data Center Ribbon Cutting	Quincy	12-03-07
Community Indicators Project	CTC	12-06-07
Staff Requested Meeting	Chelan	12-06-07
North Central RTPO Meeting	Chelan	12-12-07
MOU Working Group Meeting	Wenatchee	12-13-07
Wenatchee Valley Transportation Council	Wenatchee	12-13-07

**Motion No. 12-15-07**

Moved By: JC Baldwin

Seconded By: Craig N. Larsen

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

Regular session was recessed at 10:14 am for a ten-minute break.

**Executive Session**

Regular session reconvened and immediately adjourned to executive session at 10:22 am to discuss real estate matters with no action anticipated.

Regular session reconvened at 10:41 am.

Discussion ensued on Pangborn Memorial Airport. The meeting was adjourned at 10:52 am with no action taken.

Dated and approved this 16<sup>th</sup> day of January, 2008.

**BOARD OF COMMISSIONERS**

\_\_\_\_\_  
JC BALDWIN, President

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CRAIG N. LARSEN, Vice President

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MICHAEL H. MACKEY, Secretary