



**January 17, 2017**

**MEDIA NOTICE: For Immediate Use**

The Board of Commissioners of the Port of Chelan County and the Pangborn Memorial Airport Governing Board will meet in regular session on Thursday, January 19th, 2017 at 9:00 am in the conference room at the Port of Chelan County located at 238 Olds Station Rd. Suite A, Wenatchee, WA 98801. The meeting agenda is attached.

For more information, please contact:

Patrick Jones, Executive Director  
(509) 663-5159



**PORT OF CHELAN COUNTY**  
**Board of Commissioners**  
**Meeting Agenda**  
**238 Olds Station Road, Suite A, Wenatchee, WA 98801**  
**January 19th, 2017**  
**9:00 am**

Open Port of Chelan County Commissioners Meeting  
 Open Pangborn Memorial Airport Governing Board meeting

**PANGBORN MEMORIAL AIRPORT GOVERNING BOARD**

**PANGBORN MEMORIAL AIRPORT**

**I. CONSENT AGENDA**

- A. 2017 Slate of Officers: President Donn Etherington, Vice President Rory Turner, Secretary JC Baldwin.
- B. Approval of Pangborn Register Pages (#1760-#1763)

WARRANT REGISTER LISTING					
DATE ISSUED	REGISTER PAGE		WARRANT BEGINNING #	WARRANT ENDING #	PAYMENT TOTAL
12/15/2016	Payables	1760	22389	22413	\$ 68,038.28
12/15/2016	Sales Tax/FBO	ACH	-	-	\$ 2,142.95
12/28/2016	Payroll	1761	22414	22417	\$ 60,946.27
12/28/2016	Payroll Tax	ACH	-	-	\$ 14,992.44
12/29/2016	Payables	1762	22418	22439	\$ 29,594.97
1/5/2017	AIP 37	1763	22440	22440	\$ 12,212.40
1/13/2017	Sales Tax/FBO	ACH	-	-	\$ 1,891.68
For approval January 19th, 2017, 52 warrants in the amount of					\$ 189,818.99

**II. PANGBORN**

- A. Runway Extension Project Change order #9
- B. Approval of Pangborn engagement letter for preparation of financial statements
- C. Update on Sixel Agreements
- D. End of Year Activity Report

Close Pangborn Memorial Airport Governing Board meeting

**NOTE:** Regularly scheduled meeting agendas are subject to change. The Commission reserves the right to move agenda items as needed, even during the meeting. Port of Chelan County Commission meeting agendas and minutes are available on the port website: [www.portofchelancounty.com](http://www.portofchelancounty.com)

**PORT OF CHELAN COUNTY**

**I. CONSENT AGENDA**

- A. 2017 Slate of Officers: President Donn Etherington, Vice President Rory Turner, Secretary JC Baldwin.
- B. Approval of Minutes of August 30, 2016 & December 13, 2016 Tri Commission Meetings
- C. Approval of Port of Chelan County Register Pages (#2995-#2998)

PORT OF CHELAN COUNTY			
<u>Register Page:</u>	<u>Date Issued</u>	<u>Warrants:</u>	<u>Total</u>
#2995 - December 2016 Month End Payables	1/19/2017	#20199 thru 20224	\$253,316.26
#2996 - December 2016 Payroll	1/19/2017	#1775 thru 1780 & electronic payroll deposits	\$95,157.07
#2997 - January 2017 Mid Month Payables	1/19/2017	#20225 thru 20257	\$324,344.38
#2998 - January 2017 Mid Month Payables	1/19/2017	#20258 thru 20280	\$177,217.27
			<b>\$850,034.98</b>
<b>88 warrants totaling \$850,034.98 for approval January 19, 2017</b>			

- D. Approval of a 2% Cost of Living salary increase for Port of Chelan County staff effective January 1<sup>st</sup>, 2017

**II. PUBLIC COMMENT**

**III. PRESENTATIONS**

- A. GWATA Economic Development Partnership Agreement
- B. Increasing Service at Pangborn: Strategy for Attracting New Carrier Through A Reserve Guarantee Program

**IV. ACTION ITEMS**

- A. Authorization for Executive Director to sign life insurance document to change ownership
- B. Authorization to terminate the Standard Life Insurance group policy #287762 effective February 1st, 2017
- C. Approval of Port of Chelan County engagement letter for preparation of Port 2016 financials
- D. Commissioner Assignments for 2017 (Attached as Exhibit A)
- E. Establish 2017 Port Board of Commissioners Meeting Schedule (Attached as Exhibit B)

**V. STAFF REPORTS**

- A. Business Operations
- B. Business Development
- C. Property Management
- D. Confluence Technology Center
- E. Marketing and Communications
- F. Executive Director

**VI. ITEMS FROM COMMISSIONERS**

- A. Public Works Assistance Account
- B. Washington Port's Broadband Summit

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- C. Chelan-Douglas Transportation Council
- D. Link Strategic Planning
- E. Association of Washington Business (AWB)
- F. Approval of December 2016 Commission Calendar

**December 2016 Calendar**

*	Date	Meeting	Location	JC B	D E	R T
	12/01/16	Port Commission Meeting	Port Office	X	X	X
	12/05/16	Meeting with Mark Urdahl	Port Office	-	-	X
	12/06/16	Meeting with Mayor Kuntz	Thai Restaurant	X	-	-
	12/07/16	KPQ Radio interview	KPQ Office	X	-	-
	12/08/16	Open House for Urdahl/Jones	CTC	X	X	X
*	12/08/16	Meeting with Pat Jones	Rory's Office	-	-	X
*	12/08/16	Chelan-Douglas Transportation Council	CTC	X	-	-
*	12/08/16	Chelan Special Council	City of Chelan Counsel Chambers	-	-	X
	12/09/16	Staff requested meeting with Urdahl	Thai Restaurant	X	-	-
	12/13/16	Tri-Commission Meeting	CTC	X	X	X
	12/15/16	Port Comm. Mtg/Holiday Lunch/PJ Work Session	Port Office	X	X	X
	12/20/16	Chamber of Commerce Meeting	Rivertop Restaurant	-	X	-
*	12/20/16	Mediation Meeting with Pete Fraley and Cynthia Weed	Port Office	-	X	-
	12/29/16	Telephone meeting with Pat Jones		X	X	-

\* indicates more than one meeting on the same day.

**VII. STUDY SESSION**

- A. 2017 Budget and Work Papers
- B. Organization Issues
- C. Conducting Port Business
- D. Planning Process
- E. Federal and State Legislative Agenda

**EXECUTIVE SESSION**

To discuss real estate matters pursuant to RCW 42.30.110 (b and c). Final action on selling or leasing public property shall be taken in a meeting open to the public.

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**PORT OF CHELAN COUNTY**  
**Board of Commissioners**  
***Meeting Agenda***  
**January 19th, 2017**  
**9:00 am**

**EXHIBIT "A"**

- D. Commissioner 'Lead' Assignments
  - 1. Chelan-Douglas Transportation Council
  - 2. CTC Condominium Association
  - 3. Tri-Commissioner Meeting Work Group
  - 4. ALCOA Work Group
  - 5. Pangborn: Master Plan  
Air Service  
MOA
  - 6. Washington Public Ports - Trustee  
Alternate
  - 7. Technology Issues
  - 8. Real Estate Issues
  - 9. Construction and Land Use
  - 10. Marketing
  - 11. Community Development
  - 12. Chamber Alliance
  - 13. Cascade Farmlands
  - 14. Wine Alliance
  - 15. Forest Service/Natural Resources

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