

Minutes of the regular meeting of the Port of Whitman County of December 4, 2008.

MEETING CALLED TO ORDER: The meeting was called to order at 10:00 a.m. in the Port office in Colfax, Washington. Present were all Commissioners, the Executive Director, the Properties and Development Manager, the Port Attorney, and Joe Smillie of the Whitman County Gazette.

APPROVAL OF MINUTES: A **MOTION** was made to approve the Minutes of the meeting of November 17, 2008, as mailed and entered in the minute book. The motion carried.

APPROVAL OF CLAIMS: A **MOTION** was made to approve Claim Nos. 18521 through 18552 totaling \$94,678.33 and electronic funds transfer for payroll taxes of \$7,546.46.

Commissioner Gronholz inquired as to Claim No. 18529. The Executive Director explained the claim was for consulting fees for research on the railroad unit train. Commissioner Gronholz inquired as to Claim No. 18544. The Executive Director explained that the City of Pullman had an annual fee for backflow preventer inspection and the claim related to an inspection at the ISR Building.

The motion carried.

A **MOTION** was made to void Claim No. 18493 in the amount of \$633.90 and Claim No. 18512 in the amount of \$135.56. The motion carried.

REVIEW OF AGED RECEIVABLE ACCOUNTS: The Executive Director and the Commissioners reviewed the aged receivable accounts.

NOEL COMMUNICATIONS - IRREVOCABLE RIGHT OF USE AGREEMENT: A **MOTION** was made to sign an Irrevocable Right of Use Agreement with Noel Communications for a new service line (from Harold Street in Pullman to the Pullman Regional Hospital). The motion carried.

LETTER OF APPRECIATION TO WHITMAN COUNTY COMMISSIONER JERRY FINCH: A **MOTION** was made to authorize and sign a letter of appreciation to Whitman County Commissioner Jerry Finch for his years of service as County Commissioner. The motion carried.

WASHINGTON PUBLIC PORTS ASSOCIATION ANNUAL MEETING: Commissioner Gronholz reported on the Washington Public Ports Association annual meeting of November 19-21, 2008. He reported

on several sessions he attended, including the economic development sessions.

NORTHWEST INLAND PARTNERS: Commissioner Love reported on attending the Northwest Inland Partners meeting of November 19, 2008. The Executive Director also attended the meeting. Presentations were made on several topics, including clean technology and the future of energy.

WASHINGTON PUBLIC PORTS ASSOCIATION ANNUAL MEETING: Commissioner Boone reported on attending the Washington Public Ports Association annual meeting, including the session on climate change.

WIRA MEETING: Commissioner Boone also reported on attending the WIRA meeting of December 3, 2008, on watershed planning.

Mayor Ken Jacobs of the City of Rosalia joined the meeting at 11:25 a.m.

TOWN OF ROSALIA - ACQUISITION OF PARCELS ADJACENT TO AIRPORT: Mayor Jacobs presented a brief history of the Rosalia Airport. He reported on the prospect of the Town of Rosalia acquiring two real property parcels adjacent to the airport. One of the parcels includes a commercial building of approximately 7,500 square feet. The Town is contemplating applying for a Federal Aviation Administration grant to purchase the property. The grant would be matched by a Washington State Department of Transportation Aviation Grant of 2.5% and a Town matching fund of 2.5%. He noted that the FAA is interested in upgrading the airport for use as an emergency diversion site for traffic going in and out of the general aviation airports in the Spokane region. A pre-grant engineering and environmental investigation with an estimated cost of \$17,500 will be required to complete the grant application. The funds will be reimbursable from the grant if awarded. Mayor Jacobs reported the grant application is due on February 2, 2008. The Town has selected an engineering firm to perform the pre-grant services. He asked if the Port would participate in the project by funding the pre-grant engineering. The Commissioners expressed an interest in the project.

REGULAR MEETING RECESSED: At 12:10 p.m., the Port President called for a lunch recess, with the regular meeting to reconvene at 12:45 p.m.

REGULAR MEETING RECONVENED: At 12:45 p.m., the regular meeting of the Port of Whitman County reconvened following lunch recess. Present were all Commissioners, the Executive Director, the Properties and Development Manager, the Port Attorney, and Joe Smillie of the Whitman County Gazette.

PULLMAN-MOSCOW REGIONAL AIRPORT BOARD INTERLOCAL CONTRIBUTION AGREEMENT: The Port Attorney reported on a request forwarded by Kelly Brown, counsel for the Pullman-Moscow Regional Airport Board, for modifications to the 2007 Pullman-Moscow Regional Airport Board Interlocal Contribution Agreement. A **MOTION** was made to accept the requested removal from the interlocal agreement with the Airport Board the provision which automatically terminates the Port's financial obligation in the event of termination of financial support from the other parties to the Agreement consisting of the City of Pullman, the City of Moscow, Latah County, Washington State University, and the University of Idaho. The motion carried. The Port Attorney was requested to work with the Airport Board counsel to modify the Agreement.

UPDATES TO PORT'S WEBSITE COMPLETED: The Properties and Development Manager reported that the updates to the Port's website have been completed.

POWBAC - T-HANGAR: The Properties and Development Manager reported that construction of the new T-hangar at POWBAC is nearly complete.

POWBAC - MAINTENANCE AND OPERATION CONTRACT WITH A6 CONSTRUCTION AUTHORIZED: The Executive Director reported that only one response was received on the Port's request for proposals on a new Maintenance and Operation Contract at POWBAC. The current service provider, A6 Construction, was the only party responding. A **MOTION** was made to authorize a new 25-month contract with A6 Construction for the maintenance and operations at POWBAC. The motion carried.

GREEN GRID PROJECT - SPONSORSHIP ADVERTISEMENTS WITH KPLU: The Executive Director presented a plan for leasing sponsorship "advertisements" with National Public Radio affiliate KPLU, emphasizing the Port's green grid project. The station broadcasts in the Vancouver through Bellingham region. The sponsorship ads would run from January through June 2009. The cost is \$10,000. A **MOTION** was made to authorize \$10,000 for sponsorship ads with KPLU. The motion carried.

WILMA - RAIL PROJECT: The Executive Director reported that the rail project at Wilma will be rebid due to some confusion with regard to specifications reported by one of the potential bidders.

EXECUTIVE DIRECTOR AUTHORITY FOR 2009: A **MOTION** was made to adopt the Executive Director authority for the year 2009. The motion carried.

QUARTERLY STRATEGIC PLANNING MEETING: It was noted that the Commissioners' quarterly strategic planning meeting with the Executive Director was scheduled for December 15-16, 2008, at the Spokane Club in Spokane, Washington. Sessions will run from 10:00 a.m. through 4:00 p.m. on December 15, 2008, and 6:00 a.m. through 10:30 a.m. on December 16, 2008.

JANUARY COMMISSIONERS' MEETINGS: A **MOTION** was made to schedule the regular Commissioners' meetings of January 8 and 22, 2009, at 10:00 a.m. in the Port office in Colfax, Washington. The motion carried.

BUSINESS PLAN COMPETITION: It was noted that the business plan competition was scheduled for December 5, 2008.

EXECUTIVE SESSION: At 1:55 p.m., the Port President called for an executive session to discuss a personnel matter, with the regular meeting to reconvene at 2:15 p.m.

REGULAR MEETING RECONVENED: At 2:15 p.m., following executive session, the regular meeting of the Port of Whitman County of December 4, 2008, was reconvened. Present were all Commissioners, the Executive Director, the Properties and Development Manager, and the Port Attorney.

MEETING ADJOURNED: There being no further business to come before the meeting, the meeting adjourned at 2:20 p.m.

PORT OF WHITMAN COUNTY COMMISSION

DANIEL W. BOONE, President

JOHN E. LOVE, Vice President

ROBERT F. GRONHOLZ, Secretary