

**Pangborn Memorial Airport Governing Board**  
**Special Meeting Minutes**  
**Tuesday, August 28, 2018**  
**Executive Flight Building, One Campbell Pkwy, East Wenatchee, WA**  
**98802**

**Present: Governing Board Members**

Rory Turner, Port Commissioner-Chelan County  
JC Baldwin, Port Commissioner-Chelan County  
Donn Etherington, Port Commissioner-Chelan County  
Mark Spurgeon, Port Commissioner-Douglas County  
Jim Huffman, Port Commissioner-Douglas County  
Alan Loeb sack, Port Commissioner-Douglas County

**Airport Staff**

Trent Moyers, Airport Director  
Tina Stadther, Administrative Manager  
Bobbie Chatriand, Administrative Assistant  
Ron Russ, Operations Manager  
Felicity Lape, Finance Specialist

**Others:**

Pat Jones, Port of Chelan County  
Jim Kuntz, Port of Chelan County  
Monica Lough, Port of Chelan County  
Ron Cridlebaugh, Port of Douglas County  
Quentin Batjer, Legal Counsel, Port of Douglas County

Lisa Parks, Port of Douglas County  
Nevonne McDaniels, Wenatchee World  
Mark Urdahl

**Commissioner Turner called the Airport Governing Board Meeting to order at 1:30 PM.**

**ACTION ITEMS:**

**Consent Agenda:**

The Pangborn Memorial Airport Governing Board Consent Agenda, consisting of the minutes of the June 19, 2018 Governing Board Meeting, was presented for approval and the following action was taken:

**Motion No.**

**8-28-01**

*Moved By:*

*JC Baldwin*

*Seconded by:*

*Mark Spurgeon*

*To approve the Consent Agenda consisting of the minutes of the June 19, 2018 Airport Governing Board Meeting as presented.*

*Motion carried unanimously.*

**Action Item:**

**Approval of Resolution 2018-004 -Deferred Compensation.** It is necessary to separate the Port of Chelan from the Airport for the Deferred Compensation Program. The following action was taken:

**Motion No.**

**8-28-02**

*Moved By:*

*JC Baldwin*

*Seconded by:*

*Alan Loeb sack*

*To approve Resolution 2018-004 from the Department of Retirement Systems as presented.*

*Motion carried unanimously.*

**Approval of Resolution 2018-005– Delegation of Authority.** The resolution grants the Airport Director to negotiate and execute contracts and other agreements where the total cost to PMA is no greater than \$40,000 a year.

The following action was taken:

<b>Motion No.</b>	<b>8-28-03</b>
Moved By:	Mark Spurgeon
Seconded by:	JC Baldwin
	To approve Resolution 2018-005, Delegation of Authority for the Airport Director, as presented.

*Motion carried unanimously.*

**Port of Douglas- Sewer Extension to Lot 7 and Expanded Utility Easement on Lot 8.** The following action was taken:

<b>Motion No.</b>	<b>8-28-04</b>
Moved By:	Jim Huffman
Seconded by:	Mark Spurgeon
	To authorize both Port's Executive Directors to Quit Claim Deed the sewer line to Douglas County Sewer District #1 and increase the utility easement between lots 10 and 8 from 10 ft. to 25 ft.

*It was determined this item should be brought to each individual Port at their meetings.*

**PRESENTATIONS:**

Jim Kuntz provided an update on the Executive Flight purchase and future Business Model. Jim stated that the closing for the properties is expected in mid to late October with the FEDEX property closing at a later date, possibly mid-November. Also discussed was the use of Executive Flight for aviation support, office space, hangar space and aircraft operations such as fueling and the use of the Jet-A tanks that are on the Executive Flight property.

Commissioner Turner called for a 10 minute recess at 3:25 PM.

The meeting reconvened at 3:35 PM.

Trent Moyers presented the preliminary 2018 Supplemental and 2019 Budgets for Pangborn Airport. There was much discussion regarding each Port's contributions, a finance plan for the 10-Year capital budget, as well as discussion regarding the Maintenance and Operations budget and what improvements will be needed to accommodate another airline. Patrick Jones suggested the two Ports meet again in two weeks with each bringing 5 suggestions for Pangborn Airport Funding.

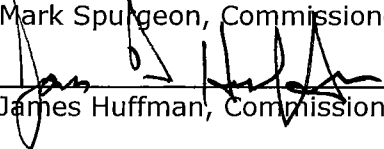
Meeting adjourned at 4:35 PM.

Dated and signed this 19<sup>th</sup> day of September, 2018.

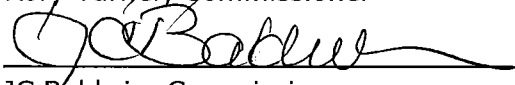
**PANGBORN AIRPORT GOVERNING BOARD**


  
\_\_\_\_\_  
Alan Loeb sack, Commissioner

*excused absence*  
\_\_\_\_\_  
Mark Spurgeon, Commissioner

  
\_\_\_\_\_  
James Huffman, Commissioner

  
\_\_\_\_\_  
Rory Turner, Commissioner

  
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JC Baldwin, Commissioner

  
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Donn Etherington, Commissioner