

# West Plains/Airport Area

## Public Development Authority

September 21, 2017

11:30 AM – 1:00 PM

### Minutes

#### Attendance

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**WP-AA PDA Members present:** Al French, Theresa Sanders, Ben Stuckart, Gerry Gemmill, Larry Krauter

**Staff present:** Matt Breen, Todd Woodard, Boris Borisov

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**Meeting called to order 11:30 am**

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#### Discussion Items:

**Welcome & Introductions**– Board Members and Staff

**Review of Minutes** – Larry Krauter made a motion to approve the September 15, 2017 minutes as presented by staff; Al French seconded. **Motion passed unanimously.**

**Bylaws Clean-up** – This is a follow-up item from the September 15, 2017 meeting regarding the question of the City’s and County’s Airport Board representatives on the WP-AA Board. It was discussed that at this point no further action is needed to change the ordinance as long as both parties understand that the elected representative on the Airport Board is the designated appointee to the WP-AA PDA Board.

**Meeting Calendar** – The group discussed having the regular Board meeting on the third Thursday of the month at 11:30am following the Airport Board Meeting. Larry Krauter stated that the location of the meeting would sometimes need to be at Felts Field. Al French made a motion to accept this recommendation. Gerry Gemmill seconded. **Motion passed unanimously.**

**Board Officer Discussion** - Larry Krauter recommended the Board vote on officers in the short term while setting the annual meeting for January of 2018. There was some discussion to wait to vote for officers after two more Board members are selected and the vacancies are filled.

**Job Description Review** – Theresa Sanders discussed two options: the Board can pick two more members or describe a desired skillset and promote openings through an application process. Ben Stuckart recommended to issue a joint press release for promotion and follow the online application process the U-District recently used. Al French spoke of reaching out to the Journal of Business, the Inlander and Spokesman Review for a story to get a wider net of applicants. The Board decided to utilize communication staff from the City, County, and Airport to draft the press release. The board discussed creating an online application process; paper copied can be mailed to the airport. Interviews can be done either in a public meeting or executive session.

The Board discussed the U-District Executive Director job description as an example to use for the WP-AA PDA. Theresa Sanders spoke of the need to focus on qualifications that would be similar to a Port Director with business development expertise. Al French asked that marketing be added to the list of qualifications. Theresa Sanders offered to draft the ED job Description for the next meeting. Board members will also reach out to other ports/districts to get ideas for a salary range.

**Project Updates, Trunk Rail Extension** – Matt Breen presented on the project schedule, completed tasks, and current tasks/next steps. Concept Design was completed in late August 2017 with preliminary design to be developed by mid December 2017. Permitting and Final Design are scheduled for early 2018. Geotechnical investigations and wetlands assessments were scheduled for September of 2017. Board members asked about construction timeline and results from environmental analysis. Matt stated the timeline is about 9 months and mitigation might be necessary depending on the outcome of environmental analysis.

Larry Krauter spoke of the efforts undertaken to communicate the importance of this project to the Legislature and the governor as it is a key to attract manufacturing. Theresa Sanders asked if this project is part of a transportation plan. Larry Krauter stated there was preliminary planning done on roadways, utility infrastructure, etc. There is an opportunity with the PDA to do joint planning that will help drive the location of infrastructure more intentionally.

Al French spoke of the challenges with site drainage for sites in this area. There is a business opportunity to create a central collection system that property owners could pay a fee to utilize vs. collecting rainwater on each site (this consumes land and lessens economic impact). Board members agreed the PDA has an opportunity to address this stormwater issue.

**Project Updates, Transload Facility** – Al French spoke about the need for a one mile track to support a Transload facility. The board discussed two options to achieve this stretch. The first option is for a straight one mile track, while the second option would be an oval loop. Larry Krauter stated the PDA could consider owning this piece, monetizing it and creating revenue for the PDA. Al French discussed using a Sidekick – a piece of equipment that could operate a Transload facility in the interim (while main infrastructure is developed). The board discussed a CERB Grant Application that was submitted in the past that would help facilitate the development of the Transload Facility. Al French stated that there were no clients when the application was submitted; there are clients now, which could strengthen a future application. Theresa Sanders asked if letters of intent from potential clients would help in the next application cycle. The Board further discussed the importance that this type of infrastructure can play in attracting the likes of Boeing and other manufacturers.

The board agreed that next steps would include a CERB Grant application with letters of intent, and numbers/figures that show how a Transload facility can increase shipping volumes.

**Project Updates, Amazon 2<sup>nd</sup> HQ RFP** – Theresa Sanders stated Greater Spokane Incorporated will be responding to this request and the City will be participating in the development. Ben Stuckart spoke of the need for the Airport to be at the table. The board spoke about the opportunity to learn from this RFP process and use it for other recruitment efforts.

#### Other Items Discussed

- The next CERB Grant application is for January 2018 meeting; applications are due November 27, 2017.

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#### Action Items:

- Draft Press Release and go on Media Tour – Communications Staff, Board Members
- Create Board Member application process – Staff will assist
- Draft Executive Director Job Description – Theresa Sanders

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**Meeting Adjourned 1:00 pm**