

West Plains/Airport Area Public Development Authority

October 19, 2017

11:30 AM – 1:00 PM

Minutes

Attendance

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

Staff present: Todd Woodard, Boris Borisov

Meeting called to order 11:30 am

Discussion Items:

Welcome & Introductions– Board Members and Staff

Minutes approved – Motion was made to approve the September 21, 2017 minutes as presented by staff. **Motion passed unanimously.** Motion was made to approve October 13, 2017 minutes. Al French abstained from voting on this draft as he did not attend the October 13th meeting. **Motion passed 4-0 with one abstention.**

Amazon proposal – Larry Krauter reported Greater Spokane Incorporated (GSI), will hold an “action review” meeting to look at lessons learned from the Amazon RFP submittal process. The WP-AA PDA is pleased this meeting will occur as the Board is eager to continue strong recruitment efforts for Spokane. Ben Stuckart reported The Department of Commerce will not be ranking proposals from around Washington State but will be submitting to Amazon directly.

Board members also discussed utilizing existing relationships with Amazon to help promote the PDA’s site proposal and to highlight Spokane’s tech workforce that is being bolstered by Microsoft’s partnership with EWU to provide a Bachelor of Science in Data Analytics and WSU’s Amazon Catalyst program (innovation grant program).

Executive Director Description and Actions – Theresa Sanders spoke of the need to get a job description posted soon. Next steps include finalizing language, figuring out the recruitment process and organizational aspects such as office space, payroll, etc. Ben Stuckart recommended hiring a bookkeeper to do accounting. Larry Krauter recommended the PDA open a bank account and ask partners (City, County, and Airport) to deposit their pledges so funding is available for needed PDA expenses. Mr. Krauter will develop an invoice for each partner to ensure funds are encumbered this year.

Al French spoke of the need for the board to consider its legal structure, including considering weighting the option of a 501C3. City Liaison Boris Borisov, will research PDA structures through the Municipal Research and Services Center (MRSC). Board members discussed the need to obtain legal counsel on these and other organizational matters. Ben Stuckart recommended the group consider working with Taud Hume who has experience with the University District PDA. Theresa Sanders will work on getting Mr. Hume on board and get him to come to the next PDA meeting.

The Board discussed the need to finish the job description and salary range by next meeting. Theresa Sanders will work to get a salary range for the position utilizing HR expertise. The board generally agreed that the salary range needs to be sufficient to attract talented applicants.

Board Member Application – After discussion and review the Board selected Steve Salvatori and William Butler to be on the West Plains/Airport Area PDA Board of Directors. Gerry Gimmell made a motion to select these two individuals to the

Board. Theresa Sanders seconded. **Motion passed unanimously.** The Board was very pleased with the quality of the applicants. The selected candidates have experience and skillsets that are well suited for this Board. The Board will send letters to all applicants informing them of the decision.

Land Release – Larry Krauter spoke about the land to the north of the airport – approximately 1,000 acres that currently has a categorical exclusion. What needs to happen is planning for this property to provide something for the FAA to review. Details in this type of planning will need to include road networks, lot sizes, etc. The area needs to be programmed and we can look at the West Plains Plan for details. The Airport will prepare this and bring to the PDA for review. The Airport also needs to have a point of contact at the City when requesting info for this type of planning. Boris Borisov can be the contact at the City for this work.

2018 State Legislative Affairs Priorities – The Board discussed several items that can be brought up with the State Legislature:

- Exploring ways the PDA law in WA State can maximize ability of airports to work with PDAs
- Looking at the possibility of acquiring a piece of land south of the airport that is currently owned by Fairchild. This could be utilized for aeronautical activity. The community colleges were deeded 5 acres of land in this area. There was a conversation with the college and airport to start an aviation center of excellence; it's been several years since this conversation. It's time to revisit options for this land with the Legislature and Fairchild.

2018 State Capital Budget Requests – The Board discussed the need to have the City and County provide a briefing on Capital Improvement Programs planned for this area at the next PDA meeting. The Board can then invite representatives from the 3rd, 6th, 4th, 7th, and 9th district to provide a presentation in December. Todd Woodward suggested this meeting be aligned with GSI's legislative meeting, given the representatives will already be in town. Mr. Woodward will coordinate on this date with the PDA Board. Al French recommended an invitation be extended to Maria Cantwell and Cathy McMorris Rodgers.

Tiger Grant – Larry Krauter discussed the latest round of Tiger Grant and spoke of the support from the County and City on the application. There is a desire to relocate Spotted Road and have an overpass tie into 21st Ave Extension. This achieves airport safety by removing a road from the airport protection zone. Freight also benefits and safety is improved by removing an at grade intersection that has a high crash history. This project has good funding sources including airport funds, FAA grant dollars and WSDOT freight and mobility funds. The Tiger grant would be the last dollars in; this \$5 million grant is also supported by our congressional delegation. The decision on the Tiger Grant will be made in the spring of 2018.

Action Items:

- Develop invoices for partners - Larry Krauter
- Meet with Taudd Hume, legal advice - Theresa Sanders and Ben Stuckart
- Look into bank account for PDA – Larry Krauter
- Press Release regarding Board Member selection - Todd Woodard
- Draft Letters for applicants – Boris Borisov
- Capital Programs Presentation for next meeting - Boris Borisov (City of Spokane portion)

Meeting Adjourned 1:00 pm