

# West Plains/Airport Area

## Public Development Authority

November 16, 2017

11:30 AM – 1:00 PM

### Minutes

#### Attendance

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**WP-AA PDA Members present:** Theresa Sanders, Ben Stuckart, Gerry Gemmill, Larry Krauter, Al French, Bill Butler, Steve Salvatori (via telephone)

**Staff/Guests present:** Todd Woodard, Boris Borisov, Taudd Hume, Katherine Miller, Sean Messner

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

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#### Discussion Items:

**Welcome & Introductions**– Board Members, staff, and guests

**Minutes approved** – After the Board reviewed the 10-19-2017 minutes, Theresa Sanders made a motion to approve as presented by staff. Gerry Gemmill seconded. Passed unanimously. New members Butler and Salvatori abstained from voting as they were not present at the last meeting

**Executive Director Job Description, Salary, and Next Steps:** - Theresa Sanders reported on the salary review for the Executive Director position which came back with a range of \$80-\$100,000. The group discussed the need to look at a higher range to attract top talent. The group discussed funding that was already committed by each partner (\$60,000 per year for 3 years) could be utilized to ensure the salary range is sufficient for attracting the right candidates. Ben Stuckart also mentioned the City of Spokane will be providing additional funding to PDAs in 2018 for strategic investments which could potentially be leveraged for this need.

Taudd Hume spoke of the work he did with the University District PDA to hire an Executive Director and the salary came in around \$95,000; Mr. Hume reported that the UD Board believed they got the right talent for this amount. Al French recommended a base salary be provided with some kind of bonus based on outcomes. Bill Butler concurred this type of setup can be useful and spoke of his experience of incentive based bonus pay when managing an industrial park. Larry Krauter spoke of the need to structure this the right way as this is a public employee. Gerry Gemmill suggested offering the incentive via step increases to match the public process. The group agreed the structure should focus on providing an incentive tied to a performance review and achievement of specific goals. Board members felt comfortable setting the salary range between \$90,000-\$110,000 plus the performance based compensation component.

Taudd Hume agreed to explore compensation structures and report to the Board. Theresa asked if Board members were comfortable with the City posting the job description with the discussed salary range and performance based compensation component and the Board members stated they were.

#### Organizational Items, Banking & Invoicing:

*Invoices* - Larry Krauter provided partners with 2017 invoices.

*Office Space* – Larry Krauter spoke of flexible office space at the Airport Business Park where the future ED can be housed. Suite 103 at the location has a storefront, parking facility, access to common restrooms and meets ADA requirements. It also provides good separation between the Airport and PDA. Larry recommended the Board hold its next meeting at this

location to give Board Members a sense of the space. Bill Butler asked if the PDA would cover capital costs related to computer, desk, phone, etc. Board members stated some items could be provided by partners while others would need to be acquired to fully house office space.

*Banking* – Taudd Hume spoke about next steps to set up banking which include getting an EIN, business license and UBI number. The bank will also want to see bylaws and a charter. It's also important to set up signature authority. Board members spoke of their desire to bank with an institution that has a presence within the PDA boundary. While there is no bank within the PDA currently, Banner Bank currently leases space in the Airport Business Park. Bill Butler also suggested the PDA could bank with someone they would see as a future lease holder in the PDA. Mr. Butler also asked if it's better to use a bank or credit union. Mr. Hume stated that it depends on the FDIC insurance limit (\$250,000) and if the PDA will have more assets than this limit. Ben Stuckart recommended the PDA diversify partners and explore multiple banking options. Mr. Stuckart recommended using STCU as they are local and their CEO is also on the Airport Board.

Theresa Sanders made a motion to utilize STCU for the WP-AA banking needs. Ben Stuckart seconded. Discussion: Steve Salvatori asked if it would make sense to use Boeing Credit Union as a way to build a partnership with the organization. Gerry Gemmill stated that they currently are not local. Ben Stuckart recommended that the PDA start with STCU and then consider Boeing Credit Union as a second option in the future. ***Motion passed unanimously.***

*Other Organizational Matters* – Discussion occurred around bylaws and Boris Borisov reported that the inter-local agreement included bylaws for the Board. Board members asked Mr. Hume to submit for an EIN and UBI. In addition, Mr. Hume will review other corporate documents needed to move forward with setting up the organization.

Al French recommended the Board set up the structure of the PDA to rotate leadership between all three partners (City, County, Airport) to ensure equitable distribution of responsibilities. For example SRTC and STA have similar models; leadership roles could be cycled every year through an organization. Board members asked Mr. Hume to review if this type of set up would require an amendment to the current bylaws.

*Email and web domain* – Board members discussed the need to set up email and purchase web domains. Mr. Hume was asked to buy a few domains on behalf of the PDA.

**Legal Counsel, Update** – Al French made a motion to officially recognize Taudd A. Hume as legal counsel for the WP-AA PDA. Steve Salvatori seconded. No Discussion. ***Motion passed unanimously.***

**CIP Presentations, County and City** - Sean Messner with Spokane County presented on the 2018 Annual Construction Plan and Future Projects (see attached presentation).

*Discussion/Questions from Board Members* – Theresa Sanders asked if the County contracts for road maintenance. The County does its own maintenance; very rarely is it contracted out.

Katherine Miller with the City of Spokane presented on the Six Year Capital Improvement Program.

*Discussion/Questions from Board Members* – Ben Stuckart reported that the Council is exploring waiving impact fees for the WP-AA PDA and NEPDA and using the car tab fee towards projects listed on the impact fee list for both PDAs. Theresa Sanders asked if there is a capital project planned for Sunset Hill. Katherine Miller reported that there is a project that will rebuild the road and add bike lanes; it's not listed on this presentation as it's outside the boundary of the PDA. Board members discussed the need for planning around stormwater solutions within the PDA. Gerry Gemmill stated all partners will need to meet to start this process and will be setting up such a meeting shortly.

**Other** – Todd Woodward and Larry Krauter presented on an opportunity to recruit a fire fighting air station to the Spokane International Airport. The Airport was contacted via mass solicitation to look for a base to house the US Forest Service's HC-130H aircraft (6 total aircraft). Spokane International Airport met the criteria and will respond to this solicitation via letter of interest. This opportunity would provide approximately 105 high paying, livable wage jobs. Spokane's work force is well suited for these jobs (pilots, mechanics, etc.), and this would allow for new hanger inventory.

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**Action Items:**

- Post Executive Director Job Description, Theresa Sanders
  - Apply for EIN, UBI, explore other formation/legal documents – Taudd Hume
  - Explore if bylaws need amendment to allow for shared leadership model (like SRTC and/or STA) – Taudd Hume
  - Explore web domains for PDA – Taudd Hume
  - Email digital copy of inter-local agreement/bylaws to Board – Boris Borisov
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**Meeting Adjourned 1:00 pm**