

West Plains/Airport Area

Public Development Authority

January 18, 2018

11:30 AM – 1:00 PM

Minutes

Attendance

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

Staff/Guests present: Boris Borisov, Taudd Hume, Todd Coleman, Sheridan Coleman

Meeting called to order 11:30 am

Welcome & Introductions– Board Members, staff, and guests

Review of Minutes – Steve Salvatori made a motion to approve the minutes as presented. Ben Stuckart seconded. ***Motion passed unanimously.***

Executive Director Application Review Committee – Theresa Sanders asked Board members if they wanted to create a review committee or review applications as a whole body. Board members prefer to review as a whole committee in a special meeting. Theresa Sanders will send digital copies of applications and work to develop a scoring matrix.

Organizational Items Follow-up - Larry Krauter recommended moving items related to ED position to the next special meeting (health benefits, bonus pay indicators).

Office Space Cost Estimates: Larry Krauter provided information on the proposed office Space in the Airport Business Park which includes about 1,500 sf with a common area (restrooms, kitchen). A discount can be provided for non-profits. The cost is approximately \$846 per month (\$6.50/sf) plus utilities. A written estimate with final details will be provided at the next meeting.

Organizational policies:

Larry Krauter suggested the Board review policies and vote at the next meeting. The Board discussed the confidentiality policy and how it relates to open public meeting requirements. Mr. Taudd Hume explained this policy is intended to keep propriety information in confidence while still meeting open meeting requirements. The Board discussed the importance of utilizing executive session to discuss sensitive information. In addition, board members should work to get email domains specifically for PDA business and public record purposes.

Taudd Hume provided an overview for several other policies including whistleblower policy, records retention, and conflict of interest. Board members discussed the need to hire an IT firm that will adhere to record retention timeframes related to email and electronic documents.

Boeing New Midsize Aircraft (NMA) Task Force:

Larry Krauter provided an update on timeframe, stating that the decision on Boeing's part could be 1.5 years out. Mr. Krauter, along with board members Al French and Gerry Gemmill spoke with GSI about Spokane's taskforce which will be led by PDA. GSI did a great job of ensuring Spokane was being represented by announcing a taskforce to coincide with announcements from Snohomish County and the Governor's office.

Board members discussed who should participate on the taskforce. A good starting point would be to include all partners from the Air Spokane taskforce which was put together to pursue the 737 Max. For the NMA taskforce it would be a good idea to plug in additional partners such as representatives from workforce development, four year degree issuing institutions, and others. A recent supply chain analysis shows Spokane has several opportunity areas for aerospace including aluminum fabrication (Kaiser), interior work, and design work. Partners in these fields should be invited to the taskforce.

Theresa Sanders spoke about the need to have a high level, strategic taskforce which can bring in experts into the fold as needed. It would also be a good idea to get input on the approach from high level leaders such as Alan Mulally and/or Christine Gregoire who was supportive of aerospace development in Eastern Washington. Board members agreed that land within the PDA is uniquely positioned for aerospace opportunities while opportunities such as Amazon had a broader appeal for other sites within the region.

Board members discussed the strategic taskforce could be combination of PDA board members and members from partners. The Board suggested that Larry Krauter be the convener of this group. Taudd Hume discussed the idea of using another structure like a non-profit to undertake some activities that would handle propriety information which needs to be protected for competitive advantage. Board members agreed the PDA should work to have a strategy on the development of this committee and timeframe for convening at the February meeting.

Stormwater Study – Draft language for Future RFQ

Katherine Miller with the City of Spokane Integrated Capital Management spoke about a study the City is launching to look at stormwater needs over the next 20 years. As part of this the City will look at drainage on the West Plains. Ms. Miller suggested that this study would be more efficient if conducted by the PDA itself.

The concept is for the PDA to release a RFQ. Both City and County staff would play a technical support role. In addition, both agencies would provide funding for a portion of the study based on percentage of work that needs to be done within each agency's respective boundaries. Other studies have been done as recently as 2003; this study would augment any missing pieces. There was a paleo surface discovered which is a potential drainage area. This study would ascertain drainage capacity and inform infrastructure strategy. The City plans to invest between \$200,000-\$300,000 for this study.

Board members generally agreed that this type of master planning is important for the PDA as infrastructure is catalytic to job growth and is part of the PDA mission. In this scenario, the PDA would run the study and receive assistance from the County, City, and Airport. Larry Krauter asked if the City is looking for financial backing from partners. Ms. Miller stated that the costs can be broken down proportionately; the lion's share will be on the City. The goal is to have a draft of the RFQ ready by the time the PDA hires an Executive Director.

Other

Outreach and Marketing - Bill Butler provided a list regarding marketing considerations for the West Plains PDA. This list includes advantages the PDA can offer and potential client categories.

Legislative Update – Larry Krauter reported Senators Andy Billig and Michael Baumgartner were interested in asking for a capital budget to support the NMA project. A request will be made for \$956,000 which the Airport can use to construct a roadway improvement project which will serve a site that will be part of the NMA proposal. This request can be transferred to the PDA if it gets traction.

Invoices – Board members asked for 2018 invoices which will be provided at the next meeting.

Action Items:

- Schedule Special Meeting to review ED applications – Boris Borisov
 - Written cost breakdown for office space – Larry Krauter
 - Send confidentiality language to Taud Hume – Larry Krauter
 - Provide 2018 Invoices to partners – Larry Krauter
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Meeting Adjourned 1:00 pm