

West Plains/Airport Area Public Development Authority

February 15, 2018

11:30 AM – 1:00 PM

Minutes

Attendance

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

Staff/Guests present: Boris Borisov, Taudd Hume, Todd Mielke

Meeting called to order 11:30 am

Welcome & Introductions– Board Members, staff, and guests

Review of Minutes – Theresa Sanders made a motion to approve the minutes as presented. Gerry Gemmill seconded. ***Motion passed unanimously.***

Review Draft Organizational Policies – Board members reviewed several organizational policies and voted to adopt as follows:

Confidentiality policy – Larry proposed adding language regarding the need to stay in compliance with public records requirements. Theresa Sanders made a motion to adopt policy with this additional language. Ben Stuckart seconded. ***Motion passed unanimously.***

Conflict of Interest Policy – Al French made a motion to approve as presented. Steve Salvatori seconded. ***Motion passed unanimously.***

Whistleblower Policy – Steve Salvatori made a motion to approve as presented. Ben Stuckart seconded. ***Motion passed unanimously.***

Records Retention Policy – Al French made a motion to approve as presented. Theresa Sanders seconded. ***Motion passed unanimously.***

Organizational Items follow-up – Taudd Hume reported that although not legally required, it would be easier for records retention purposes if board members had a PDA specific email for PDA business. The board will purchase a domain for this purpose. Mr. Hume provided guidance around email use for PDA business to avoid creating meetings that are not noticed.

Other Updates from Board Chair Larry Krauter

- Todd Woodard was named to the Aerospace Future Alliance Board
- FAA inquired about the formation of the WP-AA PDA; Larry walked them through the formation process and provided supporting materials. This includes how Airport is contributing financially.

- All invoices for 2017 were deposited into the PDA bank account; 2018 invoices were provided to partners.
- There's approximately \$5,000 in invoices billed to the board for legal counsel services. Theresa Sanders made a motion to approve payment. Bill Butler seconded. Discussion: Board members agreed that until payment thresholds are established, invoices will have to be approved by entire board. The preference is to wait to delegate payment authority (with thresholds) until staff is hired. ***Motion passed unanimously.***
- Board members were provided a lease proposal for office space. Board members asked for a lease agreement to be drafted from this document and to include additional details like interior specifications. Legal counsel will draft document.

Boeing New Midsize Aircraft (NMA) Task Force – Todd Mielke presented an overview on the Boeing NMA and steps being taken at a state level regarding recruitment efforts. The competition for this aircraft will be global. Boeing opened an office in Renton in September 2017 to study market demand for this aircraft. The Governor announced the "Choose Washington" NMA Council in December 2017. This Council is made of the executive council, full governor's council, and several committees including budget, workforce, communication, and competitiveness. Board members discussed how the executive council was populated and recommended that the CEO of Spokane's Economic Development Organization (GSI) should fill the role from the Spokane region.

Choose WA Council hired Teal Group from Fairfax Virginia to start developing selling points for WA State. Board members spoke of similar work done for the 737 Max proposal. The initial amount for the state level analysis is \$55,000. This work is more broad level covering the entire state, the next step will include Commerce reaching out to EDOs to identify specific sites.

Board members discussed how the 737 was a wing assembly project (frame would come in from another location) and the NMA proposal is a "fly away project" and therefore a bigger economic opportunity. Spokane's NMA Taskforce should focus on two areas: (1) The West Plains/Airport Area is the only place that has the real estate to accommodate a "fly-away" manufacturing plant; and (2) Spokane also has the community resources to support this project via our strong aerospace supply chain. It will be important to build relationships with supply chain partners such as Kaiser, Triumph and AMI. Boeing is still figuring out the design which will provide guidance as to what materials and supply chain components will be required.

Larry Krauter spoke of the need to identify a structure for the local taskforce. Board Members and Todd Mielke agreed that the WP-AA PDA will lead the effort and GSI will be a primary supporting partner along with the Airport Board. Other partners that will be engaged in the process will be contributors. Todd Woodard reported that ICF was retained to develop a supply chain list for the NMA project. This will be important information to include in Spokane's pitch to Boeing. Board members were asked to give input on this work as it becomes available.

Executive Session 12:15pm to 1pm

Action Items:

- Lease Agreement – Taud Hume
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Meeting Adjourned 1:00 pm