

West Plains/Airport Area Public Development Authority

April 18, 2019

11:34 AM – 2:00 PM

Minutes - Regular Meeting

Attendance

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

WP-AA PDA Members absent: Greg Birchell,

WP-AA Staff present: Todd Coleman, Executive Director, Sueann Herkel; Executive Assistant Taudd Hume; Legal Counsel

WP-AA Staff absent: None

Staff/Guests present: Shane Sullivan, Alex Sylvan, Sonny Weathers, Todd Woodard

Meeting called to order 11:34 am

Welcome and Introductions:

Board Chair Larry Krauter conducted roll call of Board. Quorum present.

Public Comment/Courtesy of the Floor:

None

Action Item No. 1: Approval of Minutes: March Board Meeting.

Board Secretary Bill Butler noted a correction to the amount the City and PDA are contributing to the Deer Heights Roudabout. Board Member Theresa Sanders made a motion to approve the March 21, 2019 minutes as amended. Board Vice Chair Al French seconded. Motion passed unanimously.

Action Item No. 2: Approval of the March 11, 2019 – April 10, 2019 Financials.

Executive Director Todd Coleman noted revenues are currently 61% of budget and expenses 9% of the budget 33% of the way into the year. Board Secretary Bill Butler requested future updates include a column showing the variances from budget. During the 2020 budget process the PDA will suggest policies with the board to establish reserve funds, minimum balances, etc. Board Treasurer Ben Stuckart stated he reviewed and recommends approval of the financials. Board Vice Chair made a motion to approve the March 11, 2019 – April 10, 2019 Financials. Board Member Gerry Gemmill seconded. Motion passed unanimously.

Action Item No. 3: Authorize Resolution 2019-06 to Authorize Certain Individuals to Issue Checks and Make Payments.

The purpose of this resolution is to amend a previous resolution to add the Executive Assistant as an approved signor on the PDA bank accounts. Legal Counsel Taudd Hume noted limits are set for the Executive Director and his through the Executive Director Authority Resolution. Board Member Bill Butler noted this Resolution grants the Executive Assistant the same signing authority as the Executive Director. Board Member Theresa Sanders made a motion to approve the Resolution 2019-06. Board Member Gerry Gemmill seconded. Motion passed unanimously.

Action Item No. 4: Authorize Contract for Copier and Wide Format Printer

Executive Assistant Sueann Herkel presented the need for a larger copier/printer and wide format printer. The contract amounts stated in Action Item No. 4 were reviewed. Board Secretary Bill Butler made a motion to

authorize the Executive Assistant or Executive Director to execute a contract with Northwest Copiers. Board Vice Chair Al French seconded. Motion passed unanimously.

Action Item No. 5: Approval of Letter of Intent

Executive Director Todd Coleman presented the Letter of Intent (LOI) with Mullen Technologies Inc. (Mullen) who has an interest in leasing approximately 500,000 sf Phase 1 and 800,000 sf Phase 2 build to suit buildings from the PDA on Airport land for the general assembly of electric automobiles and battery research & development. The purpose of the LOI is to signal the interest of the PDA and Mullen to negotiate in good faith a lease agreement by September 18, 2019. By this LOI, the PDA is agreeing to create a conceptual site layout and conceptual cost estimate. The two parties will agree upon an estimated cost of the facility, upon which Mullen will pay the PDA a 4% non-refundable development fee. The intent of this fee is to cover the cost risk of the PDA for its efforts beyond the development of a conceptual layout and cost estimate. If the parties reach an agreement on a lease, the PDA is anticipated to issue revenue bonds to cover the costs of permitting, engineering, construction and construction management of the facility. Mullen will provide a surety bond equal to the PDA bond issuance prior to the PDA issuing bonds or expending funds beyond the 4% non-refundable development fee. The parties will negotiate the lease rate and terms in the Lease Agreement. Additionally, Mullen expressed interest in working with Spokane County to use the Spokane Raceway. Board Chair Larry Krauter stated 30 days was needed to obtain an appraisal of the airport property. Although \$10,000 was mentioned as a reasonable dollar figure to spend for upfront costs, Board Chair Krauter stated that quality matters and that Mr. Coleman has the full support of the Board to go forward with his best judgement to expend additional funds as required to make the project a success. Motion was made by Board Vice Chair Al French to approve the LOI. Motion was seconded by Board Treasurer Ben Stuckart. Motion passed unanimously.

After approval, extensive conversation ensued regarding the presentation to public. A draft press release was reviewed and quotes from Spokane City Representative (Ben Stuckart) and Mullen were added. Mr. Coleman suggested that partners of the WP-AA PDA be notified first followed by the Spokane Business Journal, then the Spokesman Review. Additional, notifications should be sent to car publications and site-selector publications. Board Vice Chair Al French along with Board Chair Larry Krauter would notify legislators and Mr. Coleman suggested that Mullen write letters to each legislator requesting support for the transload facility funding. The Board discussed the importance of giving credit to those parties involved in attracting Mullen to the Spokane region.

Project Updates, Presentations and Briefings

1. Marketing Request for Proposal. Proposals are due by May 9. A subcommittee will review all submitted proposals and recommend selection of a firm to the Board.
2. Shane Sullivan, General Manager of Aero-Flite, Inc. briefed on the growth of said company and the need for additional hangar space.
3. A list of PDA contracts and interlocal agreements was provided to the Board. This list will be posted on our website in the future.
4. Status of the website development was briefly discussed.
5. The Interlocal Agreement with Fire District 3 has been executed.

Other Business

1. **Unfinished Business:** The proposed PDA logo was briefly discussed but not approved.
2. **New Business:** Board Meetings are consistently running long. The Board discussed the need for a monthly work session to allow the PDA to adequately brief the Board on the numerous projects underway.

Board Member Items:

At 1:22 PM Chair Krauter announced the Board would take a short break and then recess into Executive Session at 1:35 PM for the purpose of reviewing the performance of a public employee as provided for in RCW 42.30.110(1)(g). The Board will reconvene back into public session at 2:00 PM and will take no action.

At 2:00 PM the Board reconvened public session and Board Member Theresa Sanders motioned to adjourn the April 18, 2019 Board Meeting. Motion was seconded by Board Secretary Bill Butler. Motion passed unanimously.