

MINUTES

Phoenix Development Authority January 21, 2003

PRESENT:

Doug Ryder	Jerry Decker	Desmond Knudson	Lynn Jenison
Fritz Glover	Bob Titus		

ABSENT:

Bill Meyer	John Winbauer
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ALSO PRESENT:

Staff:	Debbie Strand
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I. Establish Quorum

The Phoenix Development Authority met in the Phoenix Conference Room at 1000 Prospect Street on Tuesday, January 21st at 5:30 p.m. Chair Bob Titus called the meeting to order and confirmed that a quorum was present.

II. Minutes - November 19th Meeting

Lynn Jenison moved to accept the minutes as presented. Fritz Glover seconded and the motion passed unanimously.

III. Financials

A. Approval of Checks

Treasurer Decker reviewed the General Ledgers for the months of November and December and noting no unusual expenses moved to accept for payment checks numbered 6600 through 6631 for November totaling \$17,574.09 and checks numbered 6632 through 6663 for December totaling \$10,274.87. Jenison seconded and the motion passed unanimously.

Approval of Checks for Airport Building

Noting no unusual expenses Decker moved to approve for payment checks numbered 1201 through 1203 totaling \$724.05 for the month of November. Glover seconded and the motion passed unanimously. Decker moved to approve for payment checks numbered 1204 through 1206 totaling \$324.55 for the month of December. Ryder seconded and the motion passed unanimously.

B. Monthly Reports

General Operations

Income continues to run over budget and expenses are running significantly under budget, mainly due to staffing changes. Balance Sheet shows a strong cash position.

Airport Building

Income Statement with depreciation added back in shows a positive cash position. Balance Sheet shows a good cash and equity position.

C. Draft Budget

Decker reviewed the budgets for general operations and the airport building. A discussion followed resulting in the modification of several items. Due to the necessity of approving the budget prior to the next meeting in March, it was suggested that staff make the modifications to the budget and email the corrected version to the Board. The Board will then approve the budget via email vote. Decker so moved. Ryder seconded and the motion passed unanimously.

IV. Chair's Report

A. Officers 2003

Titus opened the floor for a discussion related to the vacant positions of Vice-Chair and Secretary. Desi Knudson was nominated for Vice-Chair and Doug Ryder for Secretary.

B. Vacant Board Position

Strand received an application from Charlotte Tullos who is the VP of Student Affairs and Enrollment Management at Central Washington University. After a short discussion, Titus moved that Tullos be recommended to the Ellensburg City Council for appointment to the PDA board. Knudson seconded and the motion passed unanimously.

V. Director's Report

A. Tenant Status

Strand presented the board with an article that was published by the Puget Sound Business Journal about Hobart Machined Products. Strand also mentioned that Joe Watson from Kittitas High School is looking for individuals interested in becoming mentors for students. Valley Musical Theater requested month-to-month lease space to build sets for their production scheduled for this summer. Jenison moved to approve a month-to-month lease of \$0.20 per sq. foot. Knudson seconded and the motion passed unanimously.

B. Staff Activities

A written report was distributed.

VI. New Business

None

VII. Other Business

None

VIII. Announcements

None

IX. Adjourn

The meeting was adjourned at 7:00 pm.

Respectfully Submitted,

Doug Ryder
Secretary