



**MINUTES**  
**Ellensburg Business Development Authority**  
**March 15, 2005**

**PRESENT:** Doug Ryder      Charlotte Tullos      Fritz Glover      Desmond Knudson  
                 Bill Meyer      Bob Titus

**ABSENT:** Lynn Jenison      Jerry Decker

**STAFF PRESENT:**              Debbie Strand      Sherry Luke

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**I. Establish Quorum**

The Ellensburg Business Development Authority (EBDA) met in the 221 E 4<sup>th</sup> conference room on Tuesday, March 15, 2005. Chair Doug Ryder confirmed that a quorum was present and called the meeting to order at 5:40 p.m.

**II. Minutes – February 1, 2005**

Charlotte Tullos moved to approve the minutes of February 1, 2005 with one minor correction (which has been done). Desi Knudson seconded the motion, and it passed unanimously.

**III. Financials**

Debbie Strand reviewed the Financials.

**A. Approval of January and February 2005 Checks**

For the January Register, Strand noted the new copier payment for EBDA-Operations and the ground lease payment for EBDA-Airport. All other items were normal. Bob Titus moved to approve checks 9290-9303 in the amount of \$7,128.11 for EBDA-Operations and checks 1344-1347 in the amount of \$10,173.86 for EBDA-Airport. Charlotte Tullos seconded, and the motion passed unanimously. For the February Register, Strand mentioned the ECONorthwest payment with all other items normal. Bob Titus moved to approve checks 9304-9322 in the amount of \$9,577.23 for EBDA-Operations and checks 1348-1349 in the amount of \$1,579.72 for EBDA-Airport. Charlotte Tullos seconded, and the motion passed unanimously.

**B. Review of Financials**

*Profit and Loss Budget vs. Actual by Fund* – Strand noted that Revenues were greater than budget and Expenditures were less than budget, resulting in a Net Revenue deficit less than budget. *Balance Sheet by Fund* – Rosemary Brester, owner of Hobart, reported by email that a check for two rent payments is in the mail. Strand will continue talking with Brester to keep their account at 60 days past due. All MicroLoans are current. All the remaining Balance Sheet accounts are normal.

**IV. Chair's Report**

**A. Increase in Lease Rate at Airport**

The ground lease at the Airport is increasing by about \$400. The County Commissioners will review the lease tonight at their meeting. The Board discussed various options including postponing signing the lease until Strand talked to Paul Bennett about decreasing the acres leased, subleasing, amending the lease after it is signed, and that our lease is for an entire parcel that the County would be unwilling to split. Bob Titus moved to sign the lease and then have Strand talk with Bennett about our possible future plans to build or sublease and ask if he receives inquiries about leasing land at the Airport. Charlotte Tullos seconded, and the motion passed unanimously.

Doug Ryder needed to leave and the Vice-Chair, Charlotte Tullos, now presided.

**B. Vacant Board Position**

Strand talked to Rick Osborne about being a Board Member, but he is not yet certain. Various people were again discussed, especially lawyers. The vacancy was announced in the paper.

**C. Future of the Incubator Building – Bob Titus**

Titus reported that staff at the City of Ellensburg discussed various options to increase revenue, including selling or increasing rent at the Incubator Building. Nothing is certain at this time, but if this occurs we will need to make plans.

**D. Other**

None.

**V. Director's Report**

A written report was included with Board packets.

**A. Tenant/Borrower Status**

All Bays at the Incubator and Airport Buildings are occupied, and although Black Horse may be moving within the next several months, a new tenant has been found. Consolidated Routing's lease rate is at market value, but we need to find another location for them. Hobart is slowly recovering, as is the entire aerospace industry.

**B. Staff Activities**

See written report.

**C. Proposal for Incubator Grounds**

Lynda Larsen at Purity Soapworks has submitted a proposal for grounds maintenance, including a general spring landscaping cleanup, removing garbage, and maintaining the flowers throughout the summer for a total of \$700. We will pay for garbage dumping fees and the flowers. We currently have \$500 budgeted for Operations and an additional amount for Airport that probably won't be used this year. Work will be billed and paid as it is done. Bill Meyer moved that we accept Lynda's proposal. Fritz Glover seconded the motion, and it passed unanimously.

**V. New Business**

None.

**VI. Other Business**

None.

**VI. Announcements**

Canopy County RV has their loan approved. Wendy's and Quizno's will be coming to Ellensburg.

**X. Adjourn**

Desi Knudson moved to adjourn the meeting. Bill Meyer seconded, and the motion passed unanimously. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Debbie Strand, Executive Director for Lynn Jenison, Secretary