



**Board of Directors  
Chelan Douglas Regional Port Authority  
Meeting Minutes  
January 24<sup>th</sup>, 2023  
9:00 am**

**Present:**

**Directors:**

*Donn Etherington, Director  
Jim Huffman, Director  
JC Baldwin, Director*

*W. Alan Loeb sack, Director – Excused Absence  
Mark Spurgeon, Director  
Richard DeRock, Director*

**Staff:**

*Jim Kuntz, Chief Executive Officer  
Monica Lough, Director of Finance & Admin.  
Ron Criddlebaugh, Director of Econ. Dev.  
Craig Larsen, Bus. Dev. Mngr. (Zoom)  
Stacie de Mestre, Capital Projects Mngr.  
Ron Russ, Property & Maintenance Mngr. (Zoom)  
Tricia Degnan, CTC Manager (Zoom)*

*Sarah Deenik, Comm. Specialist  
Lorena Amador, Acct. Specialist (Zoom)  
Brooke Lammert, Executive Assistant  
Laura Camarillo-Reyes, Admin Asst. (Zoom)*

**Legal Counsel:**

*Quentin Batjer, Davis Arneil Law Firm, LLP*

**Guests:**

*Matt Cade, Greater Leavenworth Museum  
Ron Neilson, Small Business Dev. Center  
Konnar Stevens, Jet Skis Ahoy  
Susan Purvis (Zoom)  
Amy Browne-Minden, Design West (Zoom)  
John Alt II (Zoom)  
Kirk Duncan, Small Business Dev. Center (Zoom)*

*Kalie Worthen, Wenatchee World (Zoom)  
Mark Laurence, Commissioner – South Snohomish Fire  
Auth. (Zoom)  
Derek Daniels, Commissioner – South Snohomish Fire  
Auth. (Zoom)  
Mike Walker (Zoom)*

**The Chelan Douglas Regional Port Authority Board Meeting was called to order at 9:00 a.m.**

**Introductions were made.**

**Conflicts of Interest:** None

**PUBLIC COMMENTS** – Matt Cade with the Greater Leavenworth Museum took the opportunity for public comment to share his appreciation for how organized the Board materials are presented and smoothly the CDRPA meetings are conducted.

**CDRPA CONSENT AGENDA**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of January 10<sup>th</sup>, 2023 Meeting Minutes and December 2022 Commission Calendar was presented.

**Motion No.**  
*Moved by:*  
*Seconded by:*

**01-18-23 CDRPA**  
*Jim Huffman*  
*JC Baldwin*

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of January 10<sup>th</sup>, 2023 Meeting Minutes and the December 2022 Commission Calendar.

Motion Passed 5-0

**PRESENTATIONS:**

- **Matt Cade – Greater Leavenworth Museum:** Matt shared with the Board an update on how funding from the Chelan Douglas Regional Port Authority was spent to improve the Greater Leavenworth Museum. He gave an update on the museum’s attendance numbers, future goals and benchmarks for the museum and the growth experienced coming away from COVID-19.
- **Small Business Development Center – 4<sup>th</sup> Quarter Report and Success Story:** Kirk Duncan gave an update to the Board on the 4<sup>th</sup> Quarter activities from the SBDC and follow-up with data requested by Commissioner Etherington. Ron Neilson introduced Konnar Stevens who shared his success story and how the SBDC aided his business, Jet Skis Ahoy.

**CDRPA ACTION ITEMS:**

**2023 Partners in Economic Development – Funding Request – Cashmere Chamber of Commerce**

The Board reviewed the application from the Cashmere Chamber of Commerce and discussion ensued.

**Motion No.**  
Moved by:  
Seconded by:

**01-19-23 CDRPA**

JC Baldwin

Richard DeRock

To approve the 2023 Partners in Economic Development Grant request from the Cashmere Chamber of Commerce in the amount of \$12,000.

Motion passed 5-0

**Authorization to Solicit Request for Qualifications – Regional Sports Complex Feasibility Study**

de Mestre reviewed with the Board what was covered in the first Regional Sports Complex Steering Committee meeting. Commissioner Baldwin and Commissioner DeRock discussed the need to make sure the study addresses transportation infrastructure needed to support the sports complex.

**Motion No.**  
Moved by:  
Seconded by:

**01-20-23 CDRPA**

Richard DeRock

Jim Huffman

To authorize the CEO to solicit Requests for Qualifications for the Regional Sports Complex Feasibility Study.

Motion passed 5-0

**Commissioner Spurgeon called for a 10-minute break at 9:55 a.m., meeting reconvened at 10:05 a.m.**

**ADDITIONAL INFORMATIONAL ITEMS:**

**The Trades District – Initial Design Concepts –** Kuntz reviewed with the Board why Design West was chosen to work on the project. de Mestre introduced Amy Browne-Minden who shared an update on where the project is at in the design phase and what the plan is moving forward.

**Public Comment:** Sarah Deenik, Communications Coordinator, read a question provided via Zoom messaging: Susan Purvis asked, “Is this on airport property?” Kuntz confirmed that the Trades District project is being built out on airport property.

**City of Mansfield Meeting Recap** – Kuntz shared with the Board how the meeting with Mansfield City Council went regarding the future of the Mansfield Airport. The city is requesting to have one year’s worth of Virtower activity readings before any final decisions are made on the future of the airport.

**2023 Cash Carryforward Balance** – Lough reviewed the actual cash carryforward balances as of December 31, 2022 with the Board. Lough noted that a portion of the funds are allocated for use in capital projects in 2023.

**Investment Report “Revised Format”** – Lough presented an updated format for the investment report. Lough shared that the report shall continue to be reviewed with the Board quarterly in the new format.

**City of Cashmere Land Sale Update** – Kuntz shared that Quentin Batjer is working with the City of Cashmere’s attorney on a final land sale agreement. The price for the sale was negotiated to \$4.75 per square foot.

**Space Planning – Relocation of Regional Port Offices to the CTC** – Kuntz updated the Board on the current timeline for the Washington National Guard moving into Executive Flight and the preparation that needs to go into the relocation of the Regional Port. Space planning needs to occur at the CTC to determine which floor and what layout is needed for the Regional Port administrative office space.

#### **MISCELLANEOUS STAFF REPORTS:**

##### **Kuntz provided information and updates including:**

- Kuntz shared with the Board that the Chelan Douglas Regional Port Authority was selected for the Wenatchee World’s 2023 Business Impact Award.
- An update was given to the Board on the current situation with Horizon Air and scheduling of more flights out of Pangborn Airport. Kuntz reviewed his phone call with Joe Sprague, Horizon CEO. Horizon Air new jets are set to arrive at Pangborn Airport on Friday, January 27<sup>th</sup>.

**Public Comment:** Sarah Deenik, Communications Coordinator, read a question provided via Zoom messaging: John Alt II asked, “How was the yield on the last slide from Jack calculated?” Kuntz said that we will get clarification from Jack and share an update at the next Board meeting.

- Kuntz reported on a meeting with General Daugherty at Camp Murray. The General was impressed with the improvements and investments being made at Pangborn Airport.

##### **de Mestre provided information and updates including:**

- de Mestre shared that the MASLR and ILS checks occurred on Friday, January 20<sup>th</sup>, and the ILS system is now up and running.
- An update was given on how the CTC Salvage, Demolition and Restoration Project is going and shared that Absher Construction has been good to work with. The generators will be gone early next week.
- An offer has been extended to an applicant for the Project Manager position. de Mestre will give an update once the offer has been accepted.
- The Wenatchee Downtown Association has a new Executive Director starting February 1<sup>st</sup>, 2023, Rosa Pulido.

##### **Russ provided information and updates including:**

- Russ notified the Board that there is an issue with the entrance canopy leaking at Sinclair International (IB#9) that will need to be repaired.
- An update was given to the Board on a fire sprinkler leak in the compressor room in the Executive Flight maintenance hangar.
- Russ shared an update on where the repairs are at with the Executive Flight display hangar door.

**Degnan provided information and updates including:**

- Degnan reviewed the 2022 CTC Meeting Center revenue with the Board.

**PUBLIC COMMENTS:** An opportunity for public comment was provided. No public comments were received.

**REVIEW CALENDAR OF EVENTS:** Several dates and events were reviewed.

**ITEMS FROM BOARD OF DIRECTORS:** Board of Directors provided various updates.

**EXECUTIVE SESSION:**

Executive Session was announced at 12:12 p.m. for a period of fifteen-minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price and RCW 42.30.110 (1)(c) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price (final action selling or leasing shall be taken in a meeting open to the public). Executive session was extended for 10 minutes at 12:27 p.m. Executive Session concluded at 12:37 p.m.

**Meeting reconvened in Regular Session and was immediately adjourned at 12:38 p.m. with no action taken.**

Signed and dated this 28<sup>th</sup> day of February 2023.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

  
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 Mark Spurgeon, Director

  
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 Richard DeRock, Director

  
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