

Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
February 28th, 2023
9:00 am

Present:

Directors:

Donn Etherington, Director (Zoom)
Jim Huffman, Director
JC Baldwin, Director

W. Alan Loeb sack, Director
Mark Spurgeon, Director
Richard DeRock, Director

Staff:

Jim Kuntz, Chief Executive Officer
Monica Lough, Director of Finance & Admin.
Ron Cridlebaugh, Director of Econ. Dev.
Stacie de Mestre, Capital Projects Mngr.
Ryan Fancher, Project Manager
Ron Russ, Property & Maintenance Mngr.
Tricia Degnan, CTC Manager (Zoom)

Sarah Deenik, Comm. Specialist
Lorena Amador, Acct. Specialist (Zoom)
Brooke Lammert, Executive Assistant
Laura Camarillo-Reyes, Admin Asst. (Zoom)
Julie Avis, Acct. Specialist (Zoom)
Colby Goodrich, FBO Manager (Zoom)

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm, LLP

Guests:

Linda Haglund, Wenatchee Downtown Association
Rosa Pulido, Wenatchee Downtown Association
Kyle Skalisky, CAS Aerosolutions
Jason Taylor, KPQ (Zoom)
Emily Thorton, Wenatchee World (Zoom)
Vincent Barthels, Ardurra (Zoom)

Craig Quilter (Zoom)
David Marten, Elevate (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

CDRPA CONSENT AGENDA

The Chelan Douglas Regional Port Authority Consent Agenda consisting of January 24th, 2023 Meeting Minutes, February 16th, 2023 Special Meeting Minutes, Check Register Pages #2023-01 through #2023-05, including Electronic Transfers and the January 2023 Commission Calendar was presented.

Motion No.
Moved by:
Seconded by:

02-04-23 CDRPA
JC Baldwin
W. Alan Loeb sack
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the January 24th, 2023 Meeting, February 16th, 2023 Special Meeting, Check Register Pages #2023-01 through #2023-05, including Electronic Transfers and January 2023 Commission Calendar.

Motion Passed 6-0

PORT OF CHELAN CONSENT AGENDA:

The Port of Chelan County Consent Agenda consisting of Check Register Page #2023-01 was presented.

Motion No.
Moved by:
Seconded by:

02-05-23 POCC
JC Baldwin
Donn Etherington
To approve the Port of Chelan County Consent Agenda consisting of Check Register Page #2023-01.

Motion Passed 3-0

PUBLIC COMMENTS – Kyle Skalisky with CAS Aerospace spoke to his company’s interest in relocating to Pangborn Memorial Airport with an intent to build a hangar complex. He emphasized the importance of updating the GA Terminal building to the incentive of the move.

PRESENTATIONS:

The Board recognized Linda Haglund, Executive Director of the Wenatchee Downtown Association, for her years of service in enhancing Downtown Wenatchee.

CHELAN DOUGLAS REGIONAL PORT ACTION ITEMS:

2023 Partners in Economic Development – Funding Request – Wenatchee Downtown Association

Kuntz reviewed the Wenatchee Downtown Association’s application for funding. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

02-06-23 CDRPA
Richard DeRock
Jim Huffman
To approve the 2023 Partners in Economic Development Grant request from the Wenatchee Downtown Association in the amount of \$4,000.00.

Motion passed 6-0

2023 Partners in Economic Development – Funding Request – TREAD

Kuntz reviewed with the Board why TREAD was asked to resubmit their application and the adjustments that were made from the original request. Commissioner DeRock noted that it should be made clear that this is not a multi-year commitment from the Chelan Douglas Regional Port Authority, but a one-time payment for the purchase of collective impact software. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

02-07-23 CDRPA
Jim Huffman
Richard DeRock
To approve the 2023 Partners in Economic Development Grant request from TREAD in the amount of \$20,000.00.

Motion passed 6-0

Authorizing the CEO to enter into an Interlocal Agreement for Funding the Regional Sports Complex Feasibility Study

Kuntz updated the Board on the status of the Regional Sport Complex study. An Interlocal Agreement has been prepared to memorialize the financial commitments of all the parties.

Motion No.
Moved by:
Seconded by:

02-08-23 CDRPA
Richard DeRock
JC Baldwin

To authorize the CEO to enter into an Interlocal Agreement with the City of Wenatchee, City of East Wenatchee, Greater Wenatchee Public Facilities District, Chelan County and Douglas County.

Motion passed 6-0

Authorizing RH2 to proceed with Task Items 6 and 7 – Malaga Waterline Project

de Mestre reviewed the status of the project and the need to proceed with task items 6 and 7 with RH2 to meet the timeline with Microsoft as required by the Phase I Development and Reimbursement Agreement.

Motion No.
Moved by:
Seconded by:

02-09-23 CDRPA
Richard DeRock
W. Alan Loeb sack

To authorize the CEO to approve revisions to Exhibit A of Task Authorization 17.

Motion passed 6-0

Motion No.
Moved by:
Seconded by:

02-10-23 CDRPA
Richard DeRock
W. Alan Loeb sack

To proceed with Tasks 8A and 9A with a total amount of Phase I not to exceed \$1,038,591.00.

Motion passed 6-0

Authorizing the CEO to enter into a Purchase and Sale Agreement with John and Patsy Ford – Malaga Water Reservoir Project

Kuntz reviewed the Purchase and Sale Agreement with the Board. The property is of interest as a location for a water reservoir.

Motion No.
Moved by:
Seconded by:

02-11-23 CDRPA
Richard DeRock
W. Alan Loeb sack

To authorize the CEO to enter into a Purchase and Sale Agreement with John and Patsy Ford for property in Malaga.

Motion passed 6-0

PORT OF CHELAN COUNT ACTION ITEMS:

Authorizing the Executive Director to enter into a Purchase and Sale Agreement with Shaffer Leasing Company for property in Malaga

Kuntz reviewed the purchase and sale agreement with the Board.

Motion No.
Moved by:
Seconded by:

02-12-23 POCC
JC Baldwin
Dann Etherington

To authorize the Executive Director to enter into a Purchase and Sale Agreement with Shaffer Leasing Company for property in Malaga.

Motion passed 3-0

Authorizing the Executive Director to enter into a Purchase and Sale Agreement with Kemah Management LLC for property in Malaga

Kuntz reviewed the purchase and sale agreement with the Board.

Motion No. 02-13-23 POCC
Moved by: JC Baldwin
Seconded by: Donn Etherington
To authorize the Executive Director to enter into a Purchase and Sale Agreement with Kemah Management LLC for property in Malaga.

Motion passed 3-0

Authorizing the Executive Director to enter into a Purchase and Sale Agreement with Michael and Frances Schoenwald for property in Malaga

Kuntz reviewed the purchase and sale agreement with the Board.

Motion No. 02-14-23 POCC
Moved by: JC Baldwin
Seconded by: Donn Etherington
To authorize the Executive Director to enter into a Purchase and Sale Agreement with Michael and Frances Schoenwald for property in Malaga.

Motion passed 3-0

Authorizing the Executive Director to enter into a Purchase and Sale Agreement with Craig and Claudia Quilter for property in Malaga

Kuntz reviewed the purchase and sale agreement with the Board.

Motion No. 02-15-23 POCC
Moved by: JC Baldwin
Seconded by: Donn Etherington
To authorize the Executive Director to enter into a Purchase and Sale Agreement with Craig and Claudia Quilter for property in Malaga.

Motion passed 3-0

Authorizing the Executive Director to enter into a Purchase and Sale Agreement with Jeff and Melissa Quilter for property in Malaga

Kuntz reviewed the purchase and sale agreement with the Board.

Motion No. 02-16-23 POCC
Moved by: JC Baldwin
Seconded by: Donn Etherington
To authorize the Executive Director to enter into a Purchase and Sale Agreement with Jeff and Melissa Quilter for property in Malaga.

Motion passed 3-0

Authorizing the Executive Director to enter into a Purchase and Sale Agreement with Terry and Mary Adcock for property in Malaga

Kuntz reviewed the purchase and sale agreement with the Board.

Motion No. 02-17-23 POCC
Moved by: JC Baldwin
Seconded by: Donn Etherington
To authorize the Executive Director to enter into a Purchase and Sale Agreement with Terry and Mary Adcock for property in Malaga.

Motion passed 3-0

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONCURRENT ACTION ITEMS:

Authorizing the CEO to enter into Purchase and Sale and Agreements with Shaffer Leasing Company, Kemah Management LLC, Michael and Frances Shoenwald, Craig and Claudia Quilter, Jeff and Melissa Quilter and Terry and Mary Adcock for properties in Malaga in concurrence with the Port of Chelan County Action Items

The Purchase and Sale Agreements were reviewed during the Port of Chelan County Action Items.

Motion No.
Moved by:
Seconded by:

02-18-23 CDRPA
JC Baldwin
Richard DeRock
To concur with the previous Port of Chelan County actions regarding property acquisitions in Malaga.

Motion passed 6-0

PUBLIC COMMENTS – Kyle Skalisky requested to comment again to share his interest in electric aircraft and the sustainable movement in aviation. Discussion ensued.

Commissioner Spurgeon called for a 10-minute break at 10:04 a.m., meeting reconvened at 10:14 a.m.

INFORMATIONAL ITEMS:

The Trades District – Budget and Financial Projections – Kuntz gave an overview of the budget and financial projections of the project.

Taxiway B Hangar Pad Project – Budget and Financial Projections– Kuntz gave an overview of the budget and financial projections of the project.

Washington D.C. – Meeting Recaps – The Board was briefed on the Regional Port Delegation meetings in Washington D.C. and the progress that was made on budgetary requests for CDRPA Capital Projects.

Ports Day – Olympia Recap – Commissioner Baldwin gave a report of how Ports Day went and meetings she attended in Olympia.

Pangborn Airport – Year End Activity Report – Moyers reviewed the Year End Activity Report with the Board. Moyers and Goodrich spent some time discussing the future of leaded fuel at the airport.

G.A. Terminal Building Project – Kuntz announced the Regional Port was not awarded FAA funding for the G.A. Terminal Building Project. David Marten, Executive Vice President of Elevate Governmental Affairs, shared with the Board why he believes the project went unfunded. Kuntz shared funding options moving forward. de Mestre updated the Board on the FAA's requirement for an environmental assessment due to their labeling of the building as historic.

Congressionally Directed Spending – Staff reviewed proposed economic development projects to submit as congressionally directed spending requests to Congress for fiscal year 2024. They are the Trades District, Lineage and the G.A. Terminal Building. The Board concurred.

CTC Restoration Project – de Mestre shared an update and progress photos on the project.

4th Quarter FBO Report – Lough reviewed details of the FBO Report with the Board.

Evergreen Manufacturing Growth Grant Application – Cridlebaugh reviewed with the Board the requirements of the grant and what the funding can be used for. The Chelan Douglas Regional Port Authority has received one application from Beta Hatch.

MISCELLANEOUS STAFF REPORTS:

Lough provided information and updates including:

- Lough shared that Streamline continues to be a thriving tenant and has continued to expand their leased space.

Moyers provided information and updates including:

- Shared with the Board that Pangborn Memorial Airport has a new FAA certification inspector.
- Moyers reviewed that a live crash exercise must be performed every three years and that 2023 is a scheduled year for it.
- Informed the Board that the Radio Repeater issue in the airport terminal building has been resolved and that the equipment is now working properly.
- Reviewed how the Northwest Aviation Conference in Puyallup went.

Degnan provided information and updates including:

- Degnan updated the Board on reservation numbers and that March is close to the 2019 in meeting room use volume.
- Shared with the Board that there are two new tenants at the CTC.
- Updated the Board on a power outage that occurred and how it was handled.

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.

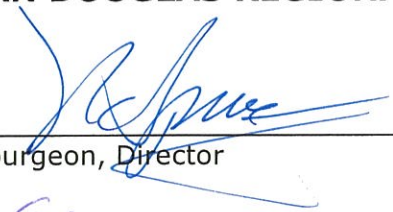
EXECUTIVE SESSION:

Executive Session was announced at 12:34 p.m. for a period of twenty minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110(1)(i) to discuss with legal counsel litigation, potential litigation and/or legal risks 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 concluded at 12:54 p.m.

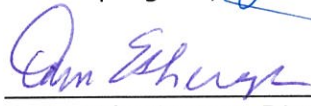
Meeting reconvened in Regular Session and was immediately adjourned at 12:55 p.m. with no action taken.

Signed and dated this 14th day of March 2023.

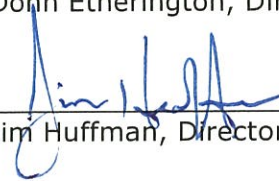
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