

**Chelan Douglas Regional Port Authority  
Meeting Agenda  
March 24<sup>th</sup>, 2020  
9:00 am  
One Campbell Parkway, East Wenatchee, WA 98802  
and  
Confluence Technology Center, 285 Technology Center Way, Methow Room,  
Wenatchee WA, 98801**

**I. CALL TO ORDER**

*\*Note: When the Chelan Douglas Regional Port Authority meeting is called to order, the Port of Chelan County and Port of Douglas County meetings are simultaneously called to order.*

**II. INTRODUCTIONS**

**III. CONFLICT OF INTEREST**

**IV. CONSENT AGENDAS**

**CDRPA:** Approval of Chelan Douglas Regional Port Authority Minutes of March 10<sup>th</sup>, 2020 Meeting; and February 2020 Commission Calendar

**V. PORT OF CHELAN COUNTY ACTION ITEMS**

- (1) Public Hearing declaring certain property located in Chelan County surplus to the needs of the Port of Chelan County – Lineage Property North Node
- (2) Adoption of Resolution No. 2020-05 Declaring Lineage Property North Node Surplus

**VI. CDRPA ACTION ITEMS**

- (3) US Forest Service Helipad Project – Lease Amendment No. 4
- (4) US Forest Service Helipad Project – Bid Award to Rudnik and Sons, LLC
- (5) US Forest Service Helipad Project – Authorizing the CEO to award and sign contract with Rudnik & Sons, LLC
- (6) US Forest Service Helipad Project – Establishing overall project budget
- (7) Resolution No. 2020-06 Authorizing Grant submittal to Washington State Department of Transportation – Aviation Division for Waterville Airport
- (8) Resolution No. 2020-07 Authorizing Grant submittal to Washington State Department of Transportation – Aviation Division for Mansfield Airport
- (9) Resolution No. 2020-08 Authorizing Emergency Powers and Delegation of Authority to the CEO in response to the outbreak of Covid-19

**VII. CDRPA INFORMATIONAL ITEMS**

- (10) Review Draft Request for Proposals – Lineage Building H Property (North Node)
- (11) Regional Port Response – Covid-19 Virus
  - Skeleton Staffing Model
  - Orondo River Park
  - Pangborn Airport
  - Other discussion
- (12) Possible Refinancing of Debt

## VIII. PUBLIC COMMENT

## IX. STAFF REPORTS/MISC. ADMINISTRATIVE ITEMS

- CEO
- Director of Finance & Administration
- Director of Economic & Business Development
- Director of Airports
- Facilities & Property Development Manager
- CTC Manager

## X. REVIEW CALENDAR OF EVENTS

## XI. ITEMS FROM BOARD OF DIRECTORS

- XII. EXECUTIVE SESSION:** An Executive Session may be called during the meeting. The purpose must be announced and is limited by RCW 42.30.110. Examples include: (1) to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); (2) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b)); and (3) 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 public property shall be taken in a meeting open to the public)(RCW 42.30.110(1)(c)); and (4) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee(RCW 42.30.110(1)(g))

## XIII. ADJOURN

**PLEASE NOTE:** The agenda is tentative only. The Board of Directors may add, delete, or postpone items and may take action on any item not on the agenda. The Directors may also move agenda items during the meeting. If you wish to address the Regional Port Authority on a non-agenda or an agenda item, please raise your hand to be recognized by the President. When you have been recognized, give your name and address before your comments. The Board of Directors are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principal.

The Port Authority office is ADA compliant. Please contact the Administrative Office at 509-884-4700 at least three (3) days in advance if you need any language, hearing or physical accommodation.



**Chelan Douglas Regional Port Authority  
Board of Directors  
SUGGESTED MOTIONS  
March 24<sup>th</sup>, 2020**

**I. CDRPA CONSENT AGENDA**

To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of minutes of March 10<sup>th</sup>, 2020 meeting; and February Commission Meeting Calendar, as presented.

**II. PORT OF CHELAN COUNTY ACTION ITEMS**

**1. Adoption of Resolution No 2020-05 Declaring Lineage North Node Property Surplus**

To adopt Resolution 2020-05 Declaring the Lineage North Node property surplus to the needs of the Port of Chelan County.

**III. CDRPA ACTION ITEMS**

**1. US Forest Service Helipad Project – Lease Amendment No. 4**

To authorize the CEO to enter into Lease Amendment No. 4 with the US Forest Service.

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**2. US Forest Service Helipad Project – Bid Award**

To accept the Engineer's recommendation that Rudnick and Sons, LLC is the apparent low bidder for the Helipad project and award said base bid in the amount of \$237,962.18, including tax, subject to the US Forest Service first having executed Lease Amendment No.4

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**3. US Forest Service Helipad Project – Authorization to Award and Sign Contract**

To authorize the CEO to award and sign the contract with Rudnick and Sons, LLC in the amount of \$237,962.18, including tax, upon receipt and acceptance of all necessary deliverables required by the contract from the contractor and further subject to the US Forest Service first having executed Lease Amendment No.4

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**4. US Forest Service Helipad Project- Establishing a Not to Exceed Budget**

To establish an overall project budget in an amount not to exceed \$297,582

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**5. Resolution 2020-06 Authorizing Grant Submittal to WSDOT Aviation Division for the Waterville Airport**

To adopt CDRPA Resolution 2020-6 authorizing a grant application submittal to the WSDOT Aviation Division in the amount of \$184,783.50 and committing to a local match of \$20,531.50

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**6. Resolution 2020-07 Authorizing Grant Submittal to WSDOT Aviation Division for the Mansfield Airport**

To adopt CDRPA Resolution 2020-7 authorizing a grant application submittal to the WSDOT Aviation Division in the amount of \$106,650 and committing to a local match of \$11,850

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**7. Resolution 2020-8 Authorizing Emergency Powers and Delegating Authority to the CEO in Response to the Outbreak of COVID-19**

To adopt CDRPA Resolution No. 2020-8 Authorizing Emergency Powers and Delegating Authority to the CEO in Response to the Outbreak of COVID-19



**Board of Directors  
Chelan Douglas Regional Port Authority  
Meeting Minutes  
One Campbell Parkway  
East Wenatchee, WA 98802  
March 10<sup>th</sup>, 2020  
9:00 am**

**Present:**

**Directors**

JC Baldwin, Director  
Donn Etherington, Director  
Rory Turner, Director

Jim Huffman, Director  
Alan Loeb sack, Director  
Mark Spurgeon, Director

**Staff**

Jim Kuntz, Chief Executive Officer  
Monica Lough, Director of Finance & Admin.  
Ron Criddlebaugh, Director of Economic Development  
Craig Larsen, Business Development Manager  
Tricia Degnan, CTC Manager  
Sarah Deenik, Communications Coordinator  
Cami Harris, Executive Assistant

Trent Moyers, Director of Airports  
Pete Fraley, Legal Counsel  
Quentin Batjer, Legal Counsel  
Stacie de Mestre  
Randy Asplund

**Guests:**

Reilly Kneedler, Wenatchee World  
Mike Mackey  
Ryan Ochoa, Eagle Creek Cafe  
Randy Asplund, Consultant  
Taryn Harris, Sport Gymnastics  
Sue Harris, Sport Gymnastics

Flint Hartwig  
Lenka Slapincka, Forte Architects  
Ellyn Freed, Forte Architects

**The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:02 am. Introductions were made.**

**Conflict of Interest** – None.

**CDRPA CONSENT AGENDA:**

The Consent Agenda consisting of minutes of the Chelan Douglas Regional Port Authority (CDRPA) meeting of February 25<sup>th</sup>, 2020; and Check Register Pages #2020-04-#2020-06 was presented and the following action was taken:

**Motion No.**

Moved by:  
Seconded by:

**03-01-20 CDRPA**

Jim Huffman  
JC Baldwin

To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of minutes of February 25<sup>th</sup>, 2020 meeting; and Check Register Pages #2020-04-#2020-06, as presented.

Motion passed 5-0.  
Commissioner Turner Arrived at 9:30 am.

## **PANGBORN MEMORIAL AIRPORT (PMA) CONSENT AGENDA:**

The PMA Consent Agenda consisting of Register Page #1932 was presented and the following action was taken:

<b>Motion No.</b>	<b>03-02-20 PMA</b>
Moved by:	Jim Huffman
Seconded by:	JC Baldwin
	To approve the Pangborn Memorial Airport Consent Agenda consisting of Register page #1932, as presented.

*Motion passed 5-0.  
Commissioner Turner Arrived at 9:30 am.*

## **PORT OF CHELAN COUNTY (POCC) CONSENT AGENDA:**

The POCC Consent Agenda consisting of Check Register Pages #2020-04-#2020-05 was presented and the following action was taken:

<b>Motion No.</b>	<b>03-03-20 POCC</b>
Moved by:	JC Baldwin
Seconded by:	Donn Etherington
	To approve the Port of Chelan County Consent Agenda consisting of Check Register Pages #2020-04-#2020-05, as presented.

*Motion passed 2-0.  
Commissioner Turner Arrived at 9:30 am.*

## **PORT OF DOUGLAS COUNTY (PODC) CONSENT AGENDA:**

The PODC Consent Agenda consisting of Check Register Pages #2020-03-#2020-04 was presented and the following action was taken:

<b>Motion No.</b>	<b>03-04-20 PODC</b>
Moved by:	Mark Spurgeon
Seconded by:	Jim Huffman
	To approve the Port of Douglas County Consent Agenda consisting of Check Register Pages #2020-03-#2020-04, as presented.

*Motion passed 3-0.*

## **PRESENTATIONS:**

**Ryan Ochoa, Eagle Rock Cafe** – Ryan Ochoa, owner of Eagle Rock Café, provided information on his new café that will be located in the Pangborn Memorial Airport Terminal Building. He outlined the items he plans to offer on the menu, as well as information on his beef jerky business. He plans to incubate his jerky business inside his café. Initially, the café will be open for all outbound flights Monday through Friday. He hopes to expand hours in the future, and plans to open the cafe in early May.

**Forte Architects** – Lenka Slapincka and Elynn Freed of Forte Architects provided a presentation with adaptive reuse conceptual renderings for the Lineage buildings at Columbia and Orondo. Discussions ensued.

**CDRPA ACTION ITEMS:**

**Authorization to enter into a Land Exchange & Utility Easement with the City of Wenatchee** – de Mestre & Asplund reviewed the Lineage Land Exchange & Utility Easement with the City of Wenatchee. There are four elements in the agreement including a utility easement; access easement; land exchange; and parking agreement. Discussion ensued and the following action was taken:

<b>Motion No.</b>	<b>03-05-20 CDRPA</b>
Moved by:	Mark Spurgeon
Seconded by:	JC Baldwin
	To authorize the CEO to enter into a land exchange & utility easement agreement with the City of Wenatchee-Lineage South Property Building H.

*Motion passed 6-0.*

**Lineage Property Sale Update** – de Mestre provided an update on the sale of Building H including:

- Update on interested parties.
- RFP for building H will be brought back to the Board of Directors for review during an upcoming meeting.

**Commissioner Turner called for a 15-minute break at 11:00 am. Meeting reconvened at 11:15 am.**

**Corona Virus Discussion** – Kuntz provided updates and recent information on the Coronavirus and how it may impact our local economy, as well as upcoming CDRPA events and travel.

**Snow Removal Equipment** – Moyers provided information on the snow removal equipment needed at Pangborn. He reviewed the Engineer’s estimate as well as funding sources (FAA AIP Grant, WSDOT Aviation Grant, and Local Match via Passenger Facility Charges). Discussion ensued and the following actions were taken:

<b>Motion No.</b>	<b>03-06-20 CDRPA</b>
Moved by:	Jim Huffman
Seconded by:	Mark Spurgeon
	To authorize the Director of Airports to accept the Engineer’s estimate and place the plans & specifications on file & solicit bids.

*Motion passed 6-0.*

<b>Motion No.</b>	<b>03-07-20 CDRPA</b>
Moved by:	Jim Huffman
Seconded by:	Alan Loeb sack
	To adopt CDRPA Resolution No. 2020-05 authorizing a grant application submittal to the WSDOT Aviation Division in the amount of \$77,778.00 and committing to a local match of \$77,778.00.

*Motion passed 6-0.*





## **CDRPA INFORMATIONAL ITEMS:**

### **Property "Deep Dive" Orondo River Park – Kuntz & Lough provided detailed information on the property including:**

- Map depicting park borders
- Recap of RCO Grants received
- Financials – History of Expenses & Revenues
- Ron Cridlebaugh reviewed the monthly visitation report

**CTC Surplus Property** – Kuntz & Degnan provided a list of property equipment located at the CTC that is no longer needed for Port business. Per Kuntz's Delegation of Authority, he has declared the property surplus.

**Executive Flight Building Car Rotation Program** – Moyers provided information on the new car rotation program. After the sale and removal of the Model T last month, a new classic vehicle will rotate in and out on a regular basis.

**Cherry Creek Media Digital Marketing Program** – Kuntz provided information on the digital marketing campaign with Cherry Creek Media. The program will focus on the Pybus Incubator space that will be vacated June 30<sup>th</sup> by Subsplash.

**City of Waterville Meeting** – Kuntz reported on the recent meeting with the City of Waterville he attended with Commissioners Turner, Commissioner Loeb sack, Ron Cridlebaugh, and Craig Larsen.

**Stehekin Caucus Meeting** – Kuntz reported on the initial meeting of the Stehekin Caucus.

## **STAFF REPORTS & UPDATES:**

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

- Fibro lawsuit update including an update on the company's financials.
- Reviewed the US Bank Investment Report for February 2020.
- Badger Mt. Brewery update.
- Reviewing bonds and outstanding debts in light of lowered interest rates.

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

- Cashmere Mill District temporary lease for a portion of property south of Mill Road for bee storage.
- Precision Waterjet signed a Use Agreement through June for the parking lot at Lineage.
- Ultrapolymers update on space in IB#5.

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

- Changes in the Airport Overlay Zone.
- Terminal Security Project update.
- US Forest Service Helipad bids were recently opened. Will review bids and bring back to Commission at an upcoming meeting.
- Update on purchase of half-ton pickup.

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

- HVAC units installed at the CTC last weekend.
- New Tenant – Taylor Insurance
- Have five small offices available.

**Kuntz provided information and updates including:**

- Update on the Accor Surety Deposit.
- Public Records Request from Chelan Valley Marine.
- NCESD lot lease inquiry.

**De Mestre provided information and updates including:**

- Cashmere Mill District wetland update.
- Holiday Parks, a HVAC contractor, scheduled to evaluate the Executive Flight HVAC system.
- Chelan County PUD Service Center – scheduled to review building plans with PUD and Kuntz next week.

**Public Comment** – None.

**ITEMS FROM BOARD OF DIRECTORS:**

**Commissioner Huffman**

- Meeting tomorrow with new NCWEDD Executive Director Alyce Brown

**Commissioner Spurgeon**

- Attended the Wenatchee Valley Chamber Banquet.

**Commissioner Turner**

- Noted a potential future conflict of interest with a bank.

**Commissioner Baldwin**

- Update on recent CDTC meeting concerning a potential new road in Leavenworth.

**CALENDAR OF EVENTS:** Reviewed upcoming events and meetings.

**The Chelan Douglas Regional Port Authority meeting was adjourned at 1:15 pm.**

Signed and dated this 24<sup>th</sup> day of March, 2020.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

\_\_\_\_\_  
JC Baldwin, Director

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Jim Huffman, Director

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Donn Etherington, Director

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Mark Spurgeon, Director

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Rory Turner, Director

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W. Alan Loeb sack, Director

**February 2020 Commission Calendar**

Date	Meeting	Location	JCB	RT	DE	JH	MS	AL
2/4	Kiwanis Lunch	Eagles Lodge			X			
2/4	Lineage Parking Study	CDRPA Offices		X				
2/4	Commissioners R. Smith/R. McKenna/B. Bugert	Bob's Classic	X					
2/4	Meeting with Rep. Goehner	Anthony's Olympia	*X					
2/5	District 1 Meeting	Bob's Classic			X			
2/5	Testimony for HB2804	Olympia	X					
2/5	WEDA Conference	Hilton Garden Inn/Olympia	*X					
2/6	WEDA Conference	Hilton Garden Inn/Olympia	X					
2/6	Meeting with J. Thompson WPPA	Water Street Café/Olympia	*X					
2/6	NCWEDD Tourism Summit	Hilton Garden Inn				X		
2/7	WEDA Travel Day	Olympia to Cashmere	X					
2/11	CDRPA Board Meeting	CDRPA Offices	X	X	X	X	X	X
2/12	CDTC Regular Meeting	CTC	X					
2/12	Meeting with Nick Van, State of Wash, Re: Lineage	Wenatchee Chamber		X				
2/12	NCWEDD Board Meeting	Chelan City Hall				X		
2/12	CDRPA Economic Dev. Meeting	CDRPA Offices					X	
2/12	Diamond Foundary/Port Staff Meeting	CDRPA Offices			X			
2/14	Lineage Tour	Lineage					X	
2/18	Wenatchee Chamber Board Meeting	Wenatchee Chamber				X	X	
2/18	Lineage Tour	Lineage		X				
2/19	Wenatchee World Forum/PUD Managers	Pybus	X			X		
2/19	GWATA Board Meeting	Mercantile	*X					
2/19	Waterline Meeting Re: Chelan Airport	CDRPA Offices		X				
2/20	Kuntz/Crawford State of Cities	Wenatchee Chamber	X					
2/21	Meeting with Jim Kuntz	Tastebuds	X					
2/21	GWATA TV Interview	Mercantile		X		X		
2/24	Meeting with Ron Cridlebaugh	CDRPA Offices	X					
2/24	Bitmain/Blockchain Meeting	CDRPA Offices	*X				X	
2/25	CDRPA Board Meeting	CDRPA Offices	X	X	X	X	X	X
2/26	Supernova/NCWEDD	Cashmere Chamber	X					
2/26	Leadership Advisory Group	CDRPA Offices				X		
2/26	Wen. Downtown Assoc. Banquet	Convention Center		X	X			
2/27	Chamber Business After Hours	CDRPA Offices	X	X	X	X	X	X
2/27	Meeting with COO of Cascade Vet	Cascade Veterinary		*X				
2/28	Spurgeon & Turner Meeting	Seattle Yoga Coffee		X			X	
2/28	Economic Development Mtg	CDRPA Offices	X					

\* denotes multiple meetings are same day

**PORT OF CHELAN COUNTY RESOLUTION NO. 2020-05**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF CHELAN COUNTY DECLARING CERTAIN REAL PROPERTY LOCATED IN WENATCHEE, CHELAN COUNTY WASHINGTON AS SURPLUS TO THE NEEDS OF THE PORT OF CHELAN COUNTY AND AMENDING THE PORT OF CHELAN COUNTY'S COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS (THE "COMPREHENSIVE PLAN") TO REMOVE SAID PROPERTY FROM THE COMPREHENSIVE PLAN.**

**Whereas** the Port of Chelan County (the "POCC") owns real property located in the City of Wenatchee, Chelan County, Washington, and legally described on Exhibit "A", which is attached hereto and incorporated herein by this reference (the "Property"); and

**Whereas** the Property is included as part of the POCC's inventory and is considered part of the POCC's Comprehensive Plan also known as the Comprehensive Scheme of Harbor Improvements; and

**Whereas** the POCC gave proper public notice of the hearing to consider declaring the Property as surplus to the POCC's needs and to amend the POCC's Comprehensive Plan accordingly; and

**Whereas** public testimony was received and considered by the Board of Commissioners; and

**Whereas** the Board of Directors of the Chelan Douglas Regional Port Authority, as the manager of the Property, support and approve the decision to declare the Property surplus; and

**Whereas** after a public hearing held on March 24, 2020, and careful consideration of the public testimony, the POCC Commissioners decided that retaining the Property is not necessary or needed for the POCC's purposes and concluded that the Comprehensive Plan should be amended to remove the Property from the Comprehensive Plan.

**Now, Therefore,** the Board of Commissioners for the Port of Chelan County hereby resolve as follows:

1. The Property legally described on Exhibit "A" is no longer needed or necessary for the POCC's purposes, and is hereby declared to be surplus.
2. The POCC's Comprehensive Plan is hereby modified to delete the Property from the Comprehensive Plan.

3. Some or all of the Property may be leased or sold on such terms and conditions as the Board of Directors of the Chelan Douglas Regional Port Authority deem appropriate. Any decision to lease or sell all or a portion of the Property shall be made in a future open public meeting.
4. Nothing herein precludes the POCC Commission from deciding, in the future, to incorporate all or a portion of the Property as part of the POCC's Comprehensive Plan.

ADOPTED by the Commission of the Port of Chelan County, following a hearing, at a public meeting thereof held this 24<sup>th</sup> day of March, 2020.

PORT OF CHELAN COUNTY

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J.C. Baldwin, Commissioner

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Donn Etherington, Commissioner

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Rory Turner, Commissioner

**EXHIBIT "A"**  
**Legal Description of Property**

PARCEL A (TPN: 222003925060):

THE SOUTHERLY 60 FEET OF LOT 1, AND ALL OF LOTS 2, 3, 4 AND 5, ALL IN BLOCK 3, WAREHOUSE ADDITION TO WENATCHEE, CHELAN COUNTY, WASHINGTON, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 1 OF PLATS, PAGE 38.

PARCEL H (TPN: 222003440200):

THAT PORTION OF THE BURLINGTON NORTHERN AND SANTA FE RAILWAY COMPANY'S (FORMERLY GREAT NORTHERN RAILWAY COMPANY) ORIGINAL 400.00 FOOT WIDE STATION GROUND PROPERTY AT WENATCHEE, BEING 250.00 FEET WIDE ON THE EASTERLY SIDE AND 150 FEET WIDE ON THE WESTERLY SIDE OF SAID RAILWAY COMPANY'S MAIN TRACK CENTERLINE, AS NOW LOCATED AND CONSTRUCTED UPON, LYING NORTHERLY OF THE NORTHEASTERLY EXTENSION OF THE RIGHT OF WAY FOR THE 90.00 FOOT WIDE ORONDO AVENUE, OVER AND ACROSS THE SOUTHEAST QUARTER OF SECTION 3 AND THE NORTHEAST QUARTER OF SECTION 10, ALL IN TOWNSHIP 22 NORTH, RANGE 20, EAST OF THE WILLAMETTE MERIDIAN, CHELAN COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT:

BEGINNING AT THE MOST EASTERLY CORNER OF LOT 5, BLOCK 5, WAREHOUSE ADDITION TO WENATCHEE, WASHINGTON, ACCORDING TO THE RECORDED PLAT THEREOF;

THENCE NORTHEASTERLY ALONG THE NORTHEASTERLY EXTENSION OF THE SOUTHEASTERLY LINE OF SAID LOT 5, A DISTANCE OF 80.00 FEET;

THENCE NORTHWESTERLY PARALLEL WITH THE NORTHEASTERLY LINE OF SAID BLOCK 5, A DISTANCE OF 190.00 FEET;

THENCE NORTHEASTERLY AT RIGHT ANGLES TO THE LAST DESCRIBED COURSE 45.00 FEET, MORE OR LESS, TO A POINT BEING 25.00 FEET SOUTHWESTERLY, AS MEASURED AT RIGHT ANGLES FROM SAID MAIN TRACK CENTERLINE; THENCE NORTHWESTERLY PARALLEL WITH SAID MAIN TRACK CENTERLINE TO THE INTERSECTION WITH A LINE DRAWN PARALLEL WITH AND 20.00 FEET SOUTHWESTERLY, AS MEASURED AT RIGHT ANGLES FROM SAID RAILWAY COMPANY'S MOST SOUTHWESTERLY LADDER TRACK CENTERLINE;

THENCE NORTHWESTERLY PARALLEL WITH SAID LADDER TRACK CENTERLINE TO THE INTERSECTION WITH THE NORTHEASTERLY EXTENSION OF THE SOUTHEASTERLY LINE OF PALOUSE STREET, ACCORDING TO THE RECORDED PLAT OF WENATCHEE, WASHINGTON;

THENCE SOUTHWESTERLY ALONG SAID NORTHEASTERLY EXTENSION OF THE SOUTHEASTERLY LINE OF PALOUSE STREET 85.00 FEET, MORE OR LESS, TO THE MOST NORTHERLY CORNER OF LOT 1, BLOCK 3 OF WAREHOUSE ADDITION TO WENATCHEE;

THENCE SOUTHEASTERLY ALONG THE NORTHEASTERLY LINES OF BLOCKS 3, 4 AND 5 OF SAID WAREHOUSE ADDITION, A DISTANCE OF 1,510.00 FEET TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM THE RIGHT OF WAY FOR 90.0 FOOT WIDE ORONDO AVENUE.

**Chelan Douglas Regional  
Port Authority**

# Memo

**To:** Board of Directors

**From:**  Jim Kuntz

**cc:** None

**Date:** March 20, 2020

**Re:** US Forest Service – Lease Agreement & Helipad Project

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Enclosed for your review is Lease Amendment No. 4 with the US Forest Service. Port legal counsel has helped prepare this document.

This Amendment extends the lease term, increases the lease rate, and provides for the US Forest Service to reimburse the Regional Port for expenditures related to the construction of the helipad.

<b>UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE</b>  <b>LEASE AMENDMENT</b>	LEASE AMENDMENT No.4
	TO LEASE NO. 1204H101L1703
ADDRESS OF PREMISES PANGBORN AIRPORT 1 PANGBORN ROAD EAST WENATCHEE, WA 98802-9233	PDN Number:  N/A

THIS AMENDMENT is made and entered into between

**PANGBORN MEMORIAL AIRPORT**

whose address is: **ONE CAMPBELL PARKWAY, SUITE A  
EAST WENATCHEE, WA 98802-9233**

hereinafter called the Lessor, and the **UNITED STATES OF AMERICA**, hereinafter called the Government:

**WHEREAS**, the parties hereto desire to amend the above-referenced Lease to acknowledge a change in the designation of the Lessor, provide a Notice to Proceed for Tenant Improvements, and extend and adjust the terms of the lease.

**NOW THEREFORE**, these parties for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, covenant and agree that the said Lease is amended upon mutual execution effective. Paragraphs 2 and 3 are deleted and replaced and Paragraph 10 and 11 are added as follows:

2. TO HAVE AND TO HOLD the said premises with their appurtenances for the term beginning June 1, 2011 through May 31, 2049.

3. The Government shall pay the Lessor annual rent of Thirty-Five Thousand Sixty-Five and 80/100 Dollars (\$35,065.80) annually, to be paid at the rate of Two Thousand Nine Hundred Twenty-Two and 15/100 Dollars (\$2,922.15) per month, in arrears through May 31, 2031.

Commencing June 1, 2031, the Government shall pay the Lessor annual rent of Forty-Six Thousand Nine Hundred Eighty-Two and 04/100 Dollars (\$46,982.04) annually, to be paid at the rate of Three Thousand Nine Hundred Fifteen and 17/100 Dollars (\$3,915.17) per month, in arrears through May 31, 2049.

Rent for a lesser period shall be prorated. Rent shall be payable to Lessor at:

**Chelan Douglas Regional Port Authority  
Owner of Pangborn Memorial Airport  
One Campbell Parkway, Ste A.  
East Wenatchee, WA 98802**

10. The following change in designation of the Lessor is as follows:

The Lessor, Pangborn Memorial Airport, is owned, operated and managed by the Chelan Douglas Regional Port Authority. All references in the Lease to "Lessor" or "Pangborn Memorial Airport" shall mean the Chelan Douglas Regional Port Authority, as set forth in Exhibit C.



11. The following terms address Tenant Improvements to be provided by the Lessor:

- A) The intent of this Amendment No. 4 is to authorize the issuance by the Lessor of an award of contract and notice to proceed regarding the construction of the tenant improvements consisting of a 30' x 30' concrete helipad (the "Work"), as set out in Engineer's Recommendation of Award, itemized bid, Task Order 20-03 and invoice attached hereto as Exhibit "A". The Government has reviewed Exhibit "A" and has determined that the scope of work and the bid submitted for the Work and set out in the Engineer's Recommendation of Award is fair and reasonable and approves the issuance of a notice to proceed by the Lessor. The total cost for the Work is **\$261,882.18**.
- B) As part of the tenant improvements set forth on Exhibit "A" (the "Work"), the Government shall designate a contact for the purposes of access to the Leased Premises in connection with the Work. The Government shall have no authority to modify the Work or bind the Lessor to any change orders. Any change to the Work must be in a written contract modification, executed by the Lessor and authorized by the Government. The designated Government contact is set forth on Exhibit "B".
- C) The Government acknowledges that the Lessor will enter into the construction contract for the Work, which provides for progress payments. The Government shall reimburse the Lessor for the cost of the Work (including engineer's services and administrative fee as set out in Exhibit "A"), as such cost is actually incurred and payments are actually made by the Lessor under the construction contract. Reimbursement shall occur within 30 days of the Government's receipt of the Lessor's invoice and proof of Lessor's payment to the contractor. The invoice must include:
  - a. Invoice Date
  - b. Lease Number: 1204H101L1703
  - c. Building Name: Pangborn Memorial Airport
  - d. Building Address: One Pangborn Drive, East Wenatchee, WA 98802
  - e. Lessor Name and Address as shown on this Amended Lease
  - f. Itemization of Work included in the invoice

This Lease Amendment contains 2 pages.

Except as modified in this Lease Agreement, all terms and conditions of the Lease shall remain in full force and effect, and in the event that any of the terms and conditions of this Agreement conflict with an terms and conditions of the Lease or any previous lease agreements, the terms and conditions of this Agreement shall govern.

This Lease Amendment contains \_\_\_\_ pages.

**FOR THE LESSOR:**

**FOR THE GOVERNMENT:**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Entity Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: Lease Contracting Officer  
 Date: \_\_\_\_\_

**WITNESSED FOR THE LESSOR BY:**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

## Lease Amendment No. 4 - Exhibit A



March 11, 2020

Ron Russ  
Airport Operations Manager  
Pangborn Memorial Airport  
1 Campbell Parkway, Suite A  
East Wenatchee, WA 98802

RE: Pangborn Memorial Airport/Chelan Douglas Regional Port Authority  
EAT Project # 19-002  
USFS Type I Helicopter Parking Pad

**Subject: Engineer's Recommendation of Award**

Dear Ron:

As specified, sealed bids received by 11:00 a.m. on March 9, 2020 were publicly opened and read aloud. Six (6) bids were received. The following table summarizes the results:

### BID SUMMARY

<u>Contractor</u>	<u>Bid</u>
Rudnick and Sons, LLC.	\$237,962.18*
Olin Excavating, LLC.	\$246,783.70*
Hurst Construction Co.	\$256,954.20
Granite Construction Co.	\$260,374.86
Smith Excavation	\$285,084.59
DW Excavating, Inc.	\$323,395.71
Engineer's Estimate	\$223,098.00

\* Corrected amount shown here.

T-O Engineers has reviewed all bids that were submitted. A detailed bid tabulation is enclosed for your review. Rudnick and Sons, LLC is the apparent low bidder.

It is noted that the bid received from Rudnick and Sons, LLC contained a multiplication error:

- Resulting total was \$90 difference before Washington State Tax.

Also noted the bid received from Olin Excavating, LLC contained a multiplication error:

- Resulting total difference was \$1.35 before Washington State Tax.

As stated in the Instructions to Bidders, discrepancies between multiplication of units of work and unit prices will be resolved in favor of the unit prices and discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

## Lease Amendment No. 4 - Exhibit A



T-O Engineers recommendation that the total bid amount of \$237,962.18, including tax, be awarded to Rudnick and Sons, LLC as the low, responsive, and responsible bidder.

Please coordinate this information with Mark Moshier of the USFS and concurrence in the recommendation to award.

Should you have any questions, please contact me at your convenience.

Sincerely,  
T-O Engineers, Inc.

A handwritten signature in blue ink, appearing to read 'Corrie Esvelt-Siegford', is written over the typed name.

Corrie Esvelt-Siegford, PE  
Project Engineer

C: Mark Moshier, PE - USFS Facility Engineer

Enclosures: Bid Summary  
Rudnick and Sons, LLC - Bid Proposal

# Lease Amendment No. 4 - Exhibit A

## BID TABULATION PANGBORN MEMORIAL AIRPORT USFS TYPE 1 HELICOPTER PARKING PAD



PROJECT NO: 190023-19-002 (EAT Project # 19-002)  
 ENGINEER: T-O Engineers, Inc.  
 BID OPENING: March 9, 2020, 11:00 a.m.  
 LOCATION: Office of Regional Port Authority, Chelan Douglas Regional Port Authority, 1 Campbell Parkway, East Wenatchee, Washington

ITEM	Bidder		Bidder		Bidder		Bidder		Bidder		Bidder		Estimate's Estimate	
	Rudnick and Sons, LLC	219,725.00	Olif Excavating, LLC	227,870.45	Hurst Construction Co.	237,281.50	Granite Construction Co.	240,420.00	Smith Excavation	263,236.00	DW Excavating, Inc.	298,611.00		T-O Engineers, Inc.
Subtotal Bid Amount	\$	237,962.18	\$	246,783.70	\$	256,954.20	\$	260,374.96	\$	285,084.59	\$	323,395.71	\$	223,098.00
Total Bid Amount (Including WSSJ)	\$	237,962.18	\$	246,783.70	\$	256,954.20	\$	260,374.96	\$	285,084.59	\$	323,395.71	\$	223,098.00
Bidders Checklist	X		X		X		X		X		X		X	
Qualifications of Bidder Information	X		X		X		X		X		X		X	
Bid Proposal Form	X		X		X		X		X		X		X	
Bid Schedule	X		X		X		X		X		X		X	
Subcontractors List Form	X		X		Incomplete		X		X		X		X	
Certification of Compliance with Wage Payment Status	X		X		Incomplete		X		X		X		X	
Bid Security	X		X		X		X		X		X		X	
Addendum No. 1 Acknowledged	X		X		X		X		X		X		X	
Addendum No. 2 Acknowledged	X		X		X		X		X		X		X	
Bidder Rank	1		2		3		4		5		6			
Responsive	X		X		X		X		X		X		X	

Disclaimer: These amounts have not been verified and until the apparent low bidder has been officially awarded a contract by the Port, any part of this form is subject to change.  
 The Subtotal amount reported on Bid Form does not match the actual subtotal. The subsequent Tax and Total Bid Proposal amounts also do not match and corrected amounts are shown.  
 Posted by: [Redacted]  
 Date Posted: March 11, 2020

Lease Amendment No. 4 - Exhibit A

ITEMIZED BID SUMMARY

Fairleigh Memorial Airport  
 USFS TYPE 1 HELICOPTER PARKING PAD  
 BSM Project #19-02  
 March 9, 2019, 11:49 AM

ITEM	DESCRIPTION	Estimated Quantity	Unit Measure	Rudnick and Sons, LLC		Olm Excavating, LLC		Hurt Construction Co.		Granite Construction Co.		Smith Excavation		DYE Excavating Inc.		ENGINEER'S ESTIMATE		
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
1	Rebar	1	LS	\$ 9,000.00	\$ 9,000.00	\$ 10,000.00	\$ 10,000.00	\$ 6,500.00	\$ 6,500.00	\$ 22,500.00	\$ 22,500.00	\$ 9,500.00	\$ 9,500.00	\$ 60,000.00	\$ 60,000.00	\$ 25,000.00	\$ 25,000.00	
2	Asphalt Paved Safety Procedures	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 6,500.00	\$ 6,500.00	\$ 4,000.00	\$ 4,000.00	\$ 5,700.00	\$ 5,700.00	\$ 2,000.00	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00	
3	Contractor Quality Control	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 6,500.00	\$ 6,500.00	\$ 4,000.00	\$ 4,000.00	\$ 5,700.00	\$ 5,700.00	\$ 2,000.00	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00	
4	Contractor Quality Control	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 8,000.00	\$ 8,000.00	\$ 11,500.00	\$ 11,500.00	\$ 5,750.00	\$ 5,750.00	\$ 6,475.00	\$ 6,475.00	\$ 4,500.00	\$ 4,500.00	\$ 8,000.00	\$ 8,000.00	
5	Frame Control and Settlement Control	1	LS	\$ 7,000.00	\$ 7,000.00	\$ 10,000.00	\$ 10,000.00	\$ 7,900.00	\$ 7,900.00	\$ 12,500.00	\$ 12,500.00	\$ 2,770.00	\$ 2,770.00	\$ 1.00	\$ 1.00	\$ 4,000.00	\$ 4,000.00	
6	Frame Control and Settlement Control	1	LS	\$ 7,000.00	\$ 7,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 12,500.00	\$ 12,500.00	\$ 23,000.00	\$ 23,000.00	\$ 4,000.00	\$ 4,000.00	
7	Clearing and Staking (6-151)	1,400	C.Y.	\$ 14.00	\$ 19,600.00	\$ 8.00	\$ 11,200.00	\$ 32.00	\$ 44,800.00	\$ 27,500.00	\$ 38,500.00	\$ 33.00	\$ 46,200.00	\$ 72.50	\$ 102,500.00	\$ 3,500.00	\$ 4,900.00	
8	Unclassified Excavation, Off-Site Disposal	660	C.Y.	\$ 14.00	\$ 9,240.00	\$ 8.00	\$ 5,280.00	\$ 32.00	\$ 21,120.00	\$ 27,500.00	\$ 18,150.00	\$ 60.00	\$ 39,900.00	\$ 66.50	\$ 43,845.00	\$ 26,100.00	\$ 17,500.00	
9	Subbase Course (P-154)	360	C.Y.	\$ 62.00	\$ 22,320.00	\$ 38.00	\$ 13,680.00	\$ 65.00	\$ 23,400.00	\$ 30,600.00	\$ 16,150.00	\$ 5,800.00	\$ 21,600.00	\$ 72.00	\$ 25,920.00	\$ 13,600.00	\$ 4,860.00	
10	Crushed Aggregate Base Course	190	C.Y.	\$ 90.00	\$ 17,100.00	\$ 46.00	\$ 8,740.00	\$ 65.00	\$ 12,350.00	\$ 16,150.00	\$ 60.00	\$ 11,400.00	\$ 548.00	\$ 104,160.00	\$ 560.00	\$ 106,400.00	\$ 43,000.00	\$ 59,000.00
11	Hot Mix Asphalt - WS DOT 1MA CL 1/2-3/8" PG 645-2	215	TON	\$ 146.00	\$ 31,290.00	\$ 84.00	\$ 18,060.00	\$ 48.00	\$ 10,320.00	\$ 22.00	\$ 4,720.00	\$ 112.00	\$ 24,000.00	\$ 172.00	\$ 37,020.00	\$ 1,500.00	\$ 3,210.00	
12	Hot Mix Asphalt - WS DOT 1MA CL 1/2-3/8" PG 645-2	300	S.Y.	\$ 7.00	\$ 2,100.00	\$ 2.00	\$ 600.00	\$ 22.00	\$ 6,600.00	\$ 6.00	\$ 1,800.00	\$ 28.00	\$ 8,400.00	\$ 4.00	\$ 1,200.00	\$ 1,500.00	\$ 4,500.00	
13	Standard (1-901)	300	S.Y.	\$ 6.80	\$ 2,040.00	\$ 16.67	\$ 5,001.00	\$ 3.10	\$ 930.00	\$ 15.415.00	\$ 4,624.50	\$ 70.00	\$ 21,000.00	\$ 17.150.00	\$ 5,145.00	\$ 25,725.00	\$ 550.00	\$ 1,650.00
14	Chain Link Fence 7-foot	245	L.F.	\$ 44.00	\$ 10,780.00	\$ 38.18	\$ 9,384.10	\$ 3.15	\$ 771.75	\$ 1,811.50	\$ 2,180.00	\$ 3,980.00	\$ 15.00	\$ 3,675.00	\$ 7.50	\$ 1,837.50	\$ 2,550.00	\$ 6,200.00
15	50' Post Sliding Gate ends	210	E.A.	\$ 5,000.00	\$ 1,050,000.00	\$ 3,800.00	\$ 798,000.00	\$ 7,075.50	\$ 1,486,057.50	\$ 8,000.00	\$ 1,680,000.00	\$ 2,400.00	\$ 504,000.00	\$ 6,400.00	\$ 1,344,000.00	\$ 4,250.00	\$ 890,000.00	
16	50' Post Sliding Gate ends	2	E.A.	\$ 4,175.00	\$ 8,350.00	\$ 5,500.00	\$ 11,000.00	\$ 11,600.00	\$ 23,200.00	\$ 6,000.00	\$ 12,000.00	\$ 4,700.00	\$ 9,400.00	\$ 6,400.00	\$ 12,800.00	\$ 3,500.00	\$ 7,000.00	
17	Single Barrel Drywall (D-751)	4	E.A.	\$ 625.00	\$ 2,500.00	\$ 3,500.00	\$ 14,000.00	\$ 1,625.00	\$ 6,500.00	\$ 6,500.00	\$ 1,000.00	\$ 4,000.00	\$ 900.00	\$ 3,600.00	\$ 1,400.00	\$ 5,600.00	\$ 2,000.00	\$ 8,000.00
18	The-Down Anchors	4	E.A.	\$ 725.00	\$ 2,900.00	\$ 6.00	\$ 24.00	\$ 6.25	\$ 25.00	\$ 3,950.00	\$ 6.00	\$ 24.00	\$ 2.30	\$ 9.20	\$ 9.05	\$ 36.20	\$ 1,200.00	\$ 1,200.00
19	Parapet Walling - Temporary	600	S.F.	\$ 7.25	\$ 4,350.00	\$ 6.00	\$ 3,600.00	\$ 6.25	\$ 3,750.00	\$ 4,950.00	\$ 2,900.00	\$ 23.50	\$ 1,410.00	\$ 9.05	\$ 5,430.00	\$ 2,600.00	\$ 6,630.00	
20	Parapet Walling - Temporary	600	S.F.	\$ 7.25	\$ 4,350.00	\$ 6.00	\$ 3,600.00	\$ 6.25	\$ 3,750.00	\$ 4,950.00	\$ 2,900.00	\$ 23.50	\$ 1,410.00	\$ 9.05	\$ 5,430.00	\$ 2,600.00	\$ 6,630.00	
21	Parapet Walling - Temporary	600	S.F.	\$ 7.25	\$ 4,350.00	\$ 6.00	\$ 3,600.00	\$ 6.25	\$ 3,750.00	\$ 4,950.00	\$ 2,900.00	\$ 23.50	\$ 1,410.00	\$ 9.05	\$ 5,430.00	\$ 2,600.00	\$ 6,630.00	
22	Irrigation System Modifications - WS DOT 2000 Standard Spec	115	L.F.	\$ 28.00	\$ 3,220.00	\$ 26.00	\$ 2,990.00	\$ 46.00	\$ 5,290.00	\$ 5,500.00	\$ 40.00	\$ 4,600.00	\$ 6,770.00	\$ 7,800.00	\$ 4,000.00	\$ 17,000.00	\$ 7,000.00	\$ 28,000.00
23	Water From Free Signet	1	LS	\$ 9,000.00	\$ 9,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,350.00	\$ 6,350.00	\$ 6,700.00	\$ 6,700.00	\$ 15,000.00	\$ 15,000.00	\$ 5,200.00	\$ 5,200.00	\$ 8,000.00	\$ 8,000.00	
24	Excise Receivable	1	LS	\$ 9,000.00	\$ 9,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,350.00	\$ 6,350.00	\$ 6,700.00	\$ 6,700.00	\$ 15,000.00	\$ 15,000.00	\$ 5,200.00	\$ 5,200.00	\$ 8,000.00	\$ 8,000.00	
				Subtotal Bid		\$ 237,667.18		\$ 227,619.25		\$ 240,420.00		\$ 263,238.00		\$ 298,614.00		\$ 206,000.00		
				Subtotal Bid		\$ 18,237.18		\$ 18,237.18		\$ 260,374.88		\$ 281,475.18		\$ 353,595.71		\$ 223,088.00		
				Total Bid Proposal		\$ 237,667.18		\$ 246,183.70		\$ 260,374.88		\$ 281,475.18		\$ 353,595.71		\$ 223,088.00		

The bid amount reported on Bid from does not match the actual bid amount. The subsequent Tax and Total Bid Proposal amounts also do not match and corrected amounts are shown.

# Lease Amendment No. 4 - Exhibit A

## BID FORM

### PROJECT IDENTIFICATION

Pangborn Memorial Airport  
USFS TYPE I Helicopter Parking

### ARTICLE 1 – BID RECIPIENT

- 1.01 This Bid is submitted to Owner: Pangborn Memorial Airport  
Chelan Douglas Regional Port Authority  
One Campbell Parkway  
East Wenatchee, Washington 98802
- 1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

### ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

- 2.01 Bidder accepts all the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

### ARTICLE 3 – BIDDER'S REPRESENTATIONS

- 3.01 In submitting this Bid, Bidder represents that:
- A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

<u>Addendum No.</u>	<u>Addendum, Date</u>
<u>ADDENDUM 1</u>	<u>MARCH 2<sup>ED</sup> 2020</u>
<u>ADDENDUM 2</u>	<u>MARCH 5<sup>TH</sup> 2020</u>
_____	_____
_____	_____

- B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and

## Lease Amendment No. 4 - Exhibit A

BID SCHEDULE						
Item No.	Spec Section	Description	Est. Qty.	Units	Unit Price	Est. Total
1	017113	Mobilization	1	LS	\$ 9,000.00	\$ 9,000.00
2	013513	Airport Project Safety Procedures	1	LS	\$ 2,500.00	\$ 2,500.00
3	014516	Contractor Quality Control	1	LS	\$ 2,000.00	\$ 2,000.00
4	017123	Construction Survey	1	LS	\$ 10,000.00	\$ 10,000.00
5	015526	Traffic Control	1	LS	\$ 7,000.00	\$ 7,000.00
6	015600	Dust, Erosion, and Sediment Control	1	LS	\$ 7,000.00	\$ 7,000.00
7	311100	Clearing and Grubbing (P-151)	1400	S.Y.	\$ 15.00	\$ 21,000.00
8	312313	Unclassified Excavation, Off-Site Disposal	860	C.Y.	\$ 14.00 <del>\$ 18.00</del>	\$ 12,040.00
9	321116	Subbase Course (P-154)	360	C.Y.	\$ 82.00	\$ 29,520.00
10	321123	Crushed Aggregate Base Course (P-209)	190	C.Y.	\$ 90.00	\$ 17,100.00
11	Division 5-05	Cement Concrete Pavement – WS DOT 2020 Standard Specification	25	C.Y.	\$ 840.00	\$ 21,000.00
12	Division 5-04	Hot Mix Asphalt – WS DOT 2020 Standard Specification – HMA CL 1 PG 64S-28	215	Ton.	\$ 115.00	\$ 24,725.00
13	311413	Topsoil (T-905)	300	S.Y.	\$ 7.00	\$ 2,100.00
14	329219	Seeding (T-901)	300	S.Y.	\$ 6.80	\$ 2,040.00
15	323113	Chain-Link Fence, 7-Foot	245	L.F.	\$ 44.00	\$ 10,780.00
16	323113	Remove Chain-Link Fence	210	L.F.	\$ 10.00	\$ 2,100.00
17	323118	20-foot Sliding Gate	1	EA	\$ 5,000.00	\$ 5,000.00
18	334913	Single Barrel Drywell (D-751)	2	EA	\$ 4,175.00	\$ 8,350.00
19	347313	Tie-Down Anchors	4	EA	\$ 625.00	\$ 2,500.00
20	321723	Pavement Marking – Temporary	600	S.F.	\$ 7.25 <del>\$ 7.25</del>	\$ 4,320.00
21	321723	Pavement Marking - Permanent	600	S.F.	\$ 8.50 <del>\$ 8.50</del>	\$ 5,040.00

## Lease Amendment No. 4 - Exhibit A

22	Division 8-03	Irrigation System Modifications – WS DOT 2020 Standard Specification	1	L.S.	\$ 1,100. <sup>00</sup>	\$ 1,100. <sup>00</sup>
23	330098	Irrigation Main Replacement	115	L.F.	\$ 28. <sup>00</sup>	\$ 3,220. <sup>00</sup>
24	330099	Water Frost Free Spigot	1	L.S.	\$ 1,200. <sup>00</sup>	\$ 1,200. <sup>00</sup>
25	260100	Exterior Receptacle	1	L.S.	\$ 9,000. <sup>00</sup>	\$ 9,000. <sup>00</sup>
Subtotal						\$ 219,635. <sup>00</sup>
Washington State Sales Tax (8.3% of Subtotal)						\$ 18,229. <sup>70</sup>
Total Basic Bid (Subtotal + WSST)						\$ 237,864. <sup>70</sup>

Bidder acknowledges that (1) each bid unit price includes an amount considered by bidder to be adequate to cover contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for comparison of bids, and final payment for all unit price bid items will be based on actual quantities, determined as provided in the contract documents.

### ARTICLE 6 – TIME OF COMPLETION

- 6.01 Bidder agrees that the Work will be Substantially Complete on or before the dates or within the number of calendar days indicated in Article 4.02 of the Agreement.
- 6.02 Bidder accepts the provisions of Article 4.03 of the Agreement as to Liquidated Damages in the event of failure to complete the Work on time.

### ARTICLE 7 – DEFINED TERMS

- 7.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.



## Lease Amendment No. 4 - Exhibit A

22	Division 8-03	Irrigation System Modifications – WS DOT 2020 Standard Specification	1	L.S.	<del>\$ 100.00</del>	\$ 1150.00
23	330098	Irrigation Main Replacement	115	L.F.	<del>\$ 28.00</del>	\$ 3,360.00
24	330099	Water Frost Free Spigot	1	L.S.	<del>\$ 1200.00</del>	<del>\$ 1200.00</del>
25	260100	Exterior Receptacle	1	L.S.	<del>\$</del>	<del>\$</del>
Subtotal						\$
Washington State Sales Tax (8.3% of Subtotal)						\$
Total Basic Bid (Subtotal + WSST)						\$

Bidder acknowledges that (1) each bid unit price includes an amount considered by bidder to be adequate to cover contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for comparison of bids, and final payment for all unit price bid items will be based on actual quantities, determined as provided in the contract documents.

### ARTICLE 6 – TIME OF COMPLETION

- 6.01 Bidder agrees that the Work will be Substantially Complete on or before the dates or within the number of calendar days indicated in Article 4.02 of the Agreement.
- 6.02 Bidder accepts the provisions of Article 4.03 of the Agreement as to Liquidated Damages in the event of failure to complete the Work on time.

### ARTICLE 7 – DEFINED TERMS

- 7.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

## Lease Amendment No. 4 - Exhibit A

### PANGBORN MEMORIAL AIRPORT

### USFS TYPE 1 HELICOPTER PARKING PAD

### BIDDER'S CHECKLIST

To be included with Bid Proposal Form when you submit your Bid

Check off each of the following as completed:

- Bidder's Checklist and Acknowledgement of All Addenda on the Bid Proposal Form;
- Qualification of Bidder Information: Each bidder shall furnish satisfactory evidence of his/her competency to perform the proposed work within the time specified. Such evidence of competency shall consist of the following items:
  - Written statement covering the bidder's past experience on similar work, which shall include identification of three (3) projects completed in the last five (5) calendar years of equal or greater dollar value than this project, and involving the same or substantially similar trades and in which bidder served as the general contractor; and
  - Names, addresses, and telephone numbers of three (3) persons who have knowledge of the bidder's competency to complete this project and who are authorized to discuss with owner confidential information attesting to the bidder's competency to perform the proposed work.

Each bidder shall submit evidence of competency as required above to the owner with his/her bid. Failure of the bidder to submit the above-required information with the bid shall render the bid non-responsive and shall be grounds for rejection of said bid;

- Bid Proposal Form: Submitted on appropriate form, filled out legibly and completely. Failure to fill in any of the blanks shall be grounds for setting aside bid as non-responsive.
- Subcontractor List: Submitted on appropriate form, filled out legibly and completely.
- Certification of Compliance with Wage Payment Statutes filled out legibly and completely.
- Bid Security attached in the Amount of 5% of Total Bid (Bid plus WSST) in the form of (Check one):
  - Bid Bond -OR-
  - Certified Check
- Bid is submitted in a sealed opaque envelope, identified with the following:
  - Project Name
  - Bidder's Name
  - Bidder's Address

**Lease Amendment No. 4 - Exhibit A**

**PANGBORN MEMORIAL AIRPORT**

**USFS TYPE I HELICOPTER PARKING PAD**

**CERTIFICATION OF COMPLIANCE WITH WAGE PAYMENT STATUTES**

*To be submitted with the Bid Proposal Form*

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date (February 25, 2020), the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

RUDWICK AND SON'S LLC  
Bidder's Business Name

B. RUDWICK  
Signature of Authorized Official\*

BRANDON RUDWICK  
Printed Name

OWNER  
Title

3-9-20  
Date

WENATCHEE  
City

WASHINGTON  
State

Check One:

Sole Proprietorship  Partnership  Joint Venture  Corporation

State of Incorporation, or if not a corporation, State where business entity was formed:

WASHINGTON

If a co-partnership, give firm name under which business is transacted:

\_\_\_\_\_

*\* If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*

# Lease Amendment No. 4 - Exhibit A

## PANGBORN MEMORIAL AIRPORT USFS TYPE I HELICOPTER PARKING PAD

### SUBCONTRACTOR LIST FORM

*To be submitted with the Bid Proposal Form*

- 1.1 TO: Pangborn Memorial Airport or Chelan Douglas Regional Port Authority  
One Campbell Parkway, Suite A  
East Wenatchee, WA 98802
- 1.2 FOR: Pangborn Memorial Airport  
Public Works Construction
- 1.3 REQUIREMENTS:

A. Information Required:

1. Pangborn Memorial Airport or Chelan Douglas Regional Port Authority requires the bidder to submit the names of all subcontractors whose subcontract amount 10 percent of the contract price for all contracts exceeding \$100,000.
  2. In addition, as required by the Revised Code of Washington (RCW 39.30.06), bids of \$1,000,000 or more for any public works contract require each bidder to submit the names of the subcontractors who will be performing the work. The prime contract bidder must submit as part of the bid, or within one hour after published bid submittal time, the names of the subcontractors with whom the bidder (if awarded the contract) will subcontract for performance of the work of: HVAC (heating, ventilating, air conditioning, plumbing (RCW 18.106), and electrical (RCW 19.28), or to name itself for the work. Bidder shall not list more than one subcontractor for each category of work identified. Work not identified to be performed by a subcontractor shall be performed by the Bidder.
- B. Responsiveness: Failure of Bidder to submit as part of the bid the names of all subcontractors shall render the Bidder's bid as non-responsive.
- C. Process: Failure of the prime contract bidder to submit as part of the bid (or within one hour of bid opening date and time) the names of such subcontractors or to name itself to perform such work or the naming of two or more subcontractors to perform the same work shall render the prime contract bidder's bid nonresponsive and, therefore, void.
- D. Substitutions: Substitutions of subcontractors shall follow the guidelines of RCW 39.30.060.
- E. List of Subcontractors:

Subcontractor Name Address (City, State) Phone No.	Contractor's Registration No.	Scope of Work to be Performed
SCHMITT ELECTRIC 1114 WOOD WOOD AVE WENATCHEE, WA 509-662-3518		INSTALL BREAK END PANEL BOX AND RUN CONDUIT TO NEW POWER PAD

*Bidder may attach a separate sheet for additional alternate bid subcontractors if necessary.*

**Lease Amendment No. 4 - Exhibit A**

**BID BOND FORM**

**BIDDER (Name and Address):**

Rudnick & Sons LLC  
448 W Rolling Hills Lane  
Wenatchee, WA 98801

**SURETY (Name and Address of Principal Place of Business):**

Old Republic Surety Company  
445 S Moorland Rd Ste 200  
Brookfield WI 53005

**OWNER (Name and Address):**

Pangborn Memorial Airport, Chelan Douglas Regional Port Authority  
One Campbell Parkway  
East Wenatchee, WA 98802

**BID**

BID DUE DATE: 3/9/2020

**PROJECT (Brief Description Including Location):**

USFS Type I Helicopter Parking Pad  
Pangborn Memorial Airport, Chelan Douglas Regional Port Authority

**BOND**

BOND NUMBER: Bid

DATE: (Not later than Bid Due Date): 3/6/2020

PENAL SUM: FIVE PERCENT OF THE TOTAL AMOUNT BID (5% OF BID AMOUNT)

IN WITNESS WHEREOF, Surety and Bidder, intending to be legally bound hereby, subject to the terms printed on the reverse side hereof, do each cause this Bid Bond to be duly executed on its behalf by its authorized officer, agent or representative.

**BIDDER**

Rudnick & Sons LLC (Seal)

Bidder's Name and Corporate Seal

By: B. Rudnick OWNER  
Signature and Title

Attest: [Signature] accountant  
Signature and Title

**SURETY**

Old Republic Surety Company (Seal)

Surety's Name and Corporate Seal

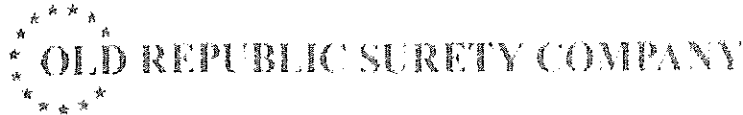
By: [Signature] Cameron Huntsucker,  
Attorney-in-Fact  
Signature and Title

Attest: [Signature] WITNESS  
Signature and Title



- Note:
- (1) Above addresses are to be used for giving required notice.
  - (2) Any singular reference to Bidder, Surety, Owner, or other party shall be considered plural where applicable.

Lease Amendment No. 4 - Exhibit A



POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

KARA O. SKINNER, CAMERON L. HUNTSUCKER, OF SEATTLE, WA

its true and lawful Attorney(s)-in-Fact, with full power and authority, not exceeding \$50,000,000, for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, ... as follows:

ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed ... This appointment is made under and by authority of the board of directors, at a special meeting held on February 18, 1982. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president, or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER, that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 21ST day of JUNE, 2019.

[Signature of Assistant Secretary]

Assistant Secretary



OLD REPUBLIC SURETY COMPANY

[Signature of Alan Pavlic]

President

STATE OF WISCONSIN, COUNTY OF WAUKESHA-SS

On this 21ST day of JUNE, 2019, personally came before me, Alan Pavlic and Kevin Abitz, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



[Signature of Kathryn R. Pearson]

Notary Public

My commission expires: 9/28/2022

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked, and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

78-9240

Signed and sealed at the City of Brookfield, WI this 6th day of March, 2020



[Signature of Assistant Secretary]

Assistant Secretary

INTEGRITY SURETY, LLC

## Lease Amendment No. 4 - Exhibit A

**IMPORTANT--**Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond.
2. Default of Bidder shall occur upon the failure of Bidder to deliver, within the time required by the Bidding Documents, the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents.
3. This obligation shall be null and void if:
  - 3.1. Owner accepts Bidder's bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents and Contract Documents, or
  - 3.2. All bids are rejected by Owner, or
  - 3.3. Owner fails to issue a notice of award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue notice of award agreed to in writing by Owner and Bidder, provided that the time for issuing notice of award including extensions shall not in the aggregate exceed 120 days from Bid Due Date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default, required in Paragraph 4 above, is received by Bidder and Surety, and in no case later than one year after Bid Due Date.
7. Any suite or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notice required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth as length. If any provision of the Bond conflicts with any applicable provision of any applicable statute, then the provision of said statute shall govern and the remainder of the Bond that is not in conflict therewith shall continue in full force and effect.
11. The term "bid" as used herein includes a bid, offer, or proposal as applicable.

## Lease Amendment No. 4 - Exhibit A

Woodin Ave Bridge Project

Engineer- Dan Ereland 509-886-3265

Address

25 N Wenatchee AVE, Wa 98801

Worked For Selland Construction I was the superintendent. \$4 Million

Weis Towers

Contact- Brian Woods 509-229-7820

Address- PO Box 711

Roslyn, WA 98941

Foundation and all earth work for a 250' tall tower

\$250000

Cle Elum Utility upgrade

Project Manager- Benji with HLA 509-961-2293

2803 River Road

Yakima, WA 98902

Utilities water and sewer 12" and 8" and road reconstruction \$900,000

A handwritten signature in black ink, appearing to read "B. Rudnik". The signature is written in a cursive, flowing style with a prominent initial "B" and a long, sweeping underline.



**Lease Amendment No. 4 - Exhibit A**



**Pangborn Memorial Airport A/E Services  
Task Order 20-03 – USFS Type I Helicopter Parking Pad  
Construction Services**

Task Order No.:	20-03	<b>Schedule</b>
Fee Amount (T&M):	\$20,800.00	Pre-Construction Mtg: April 14, 2020 Construction Admin: 41 calendar days Substantial Completion: May 26, 2020 Final PayApp, Final Invoice: July 31, 2020

**PROJECT UNDERSTANDING**

This project includes construction of a Type I Helicopter Parking Pad, located east of the existing USFS Type II Pads on an existing landscaped area, per Plans and Specifications prepared by T-O Engineers in February 2020 under On-Call Task 19-02. Consultant will provide additional design and bidding services, and limited construction assistance services as described below.

**ITEMS TO BE COMPLETED BY CONSULTANT**

T-O Engineers, Inc. proposes to provide the following services:

**1. Project Administration and Management**

Contract Administration: Prepare a Task Order Scope of Work for review by airport staff. Discuss review comments with staff and revise the scope of work accordingly.

Client Coordination: Advise and coordinate with airport staff on administrative and management tasks. Assume one (1) hour of coordination per week by the Project Engineer for 6 weeks.

Project Management and Administration: Project management and administration includes monthly cost accounting, budget analysis, invoicing, monitoring of project progress, and design schedule.

**2. Environmental - CAT EX Coordination**

Coordinate with USFS staff in the preparation, review, and approval of the Documented CAT EX for the project. These services are additional to the environmental work scoped in On-Call Task 19-02, Item 3.

**3. Construction Observation and Reporting**

Assist the Owner with post-bid administrative tasks, including Contractor Agreement and Notice to Proceed paperwork. Prepare and conduct a pre construction meeting at the project site, conduct two (2) mid-project site visits, and attend punchlist inspection. Total of four (4) site visits.

Review submittals and RFI's. Prepare two (2) applications for contractor payment in conjunction with USFS recommendations.

**4. Stormwater Reporting**

Prior to construction, Engineer will summarize x-y-z coordinates of each drywell and register them as injection wells on the WA Department of Ecology Underground Injection Control (UIC) website.

After construction, review Contractor as-built drawings of the storm drainage system.

After construction, verify horizontal and vertical location of each drywell. Engineer will summarize x-y-z coordinates of each drywell and update their registration as injection wells on the WSDOE UIC website.

Assuming drainage improvements are constructed within reasonably close conformance to the design, Engineer will prepare a stormwater certification letter. Submit letter and Contractor as-builts to Airport for review. Make revisions as required, and submit to Douglas County Transportation and Land Services for review and acceptance. Permitting and recording fees to be paid by others.

**5. Project Closeout**

Prepare final application for payment and final change order. Coordinate with contractor on close-out items. Review Contractor as-built drawings based upon field observations and red-line markups from the Contractor and from USFS.

**EXCLUDED SERVICES**

The CLIENT and CONSULTANT agree that the following items will be provided by the CLIENT and if added to the CONSULTANT's work will be considered as extra services:

1. Any fees, easements, or permit fees from City, State, County, or utility companies, etc.
2. Submittals to or communication with FAA.
3. SWPPP, since site is less than 1 acre of disturbed area and stormwater will not discharge into waters of the US.

**Lease Amendment No. 4 - Exhibit A**



**Pangborn Memorial Airport A/E Services  
Task Order 20-03 – USFS Type I Helicopter Parking Pad  
Construction Services**

**SERVICES PROVIDED BY CLIENT**

1. A designated representative and safety officer with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
2. Provide access to the project site and assist with locating any known utilities.
3. Attend construction meetings and teleconferences as required.
4. Review construction changes from CONSULTANT within a reasonable amount of time and provide review comments in writing. All CLIENT review comments from various individuals and departments shall be provided in writing and will be returned to the Consultant as a single package representing all CLIENT's review comments.
5. Protection of CONSULTANT-supplied digital information or data, if any, from contamination, misuse, or changes.
6. USFS Facility Engineer or other USFS personnel to provide construction observation consisting of daily site review and documentation of project status. USFS personnel will also conduct weekly construction meetings and attend final completion inspections.
7. Port staff to compile and track Intents to Pay Prevailing Wages, Affidavit of Wages Paid, and certified payrolls. Coordinate reporting and releases with the Department of Labor & Industries and the Department of Revenue.

**DELIVERABLES**

1. Electronic PDFs of reviewed submittals, RFI's, and pay applications.
2. Hardcopies of the conformed drawing and specification set.
3. Hardcopies of as-built documents.

**Personnel Hour Estimate (T-O Engineers)**

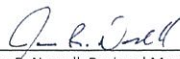
ITEM NO.	DESCRIPTION	Total	Project Manager	Project Engineer	Design Engineer	Admin
	<i>Rate per Hour</i>		\$185	\$150	\$100	\$60
1.	Project Admin. & Management	12	6	2		4
2.	Environmental Coordination	16		6	10	
3.	Construction Observation & Reporting	72	30	20	20	2
4.	Stormwater Reporting	12	1	4	6	1
5.	Construction Closeout	32	6	6	16	4
	<i>Estimated Hours</i>	144	43	38	52	11
	<i>Estimated Labor Expense:</i>	<b>\$19,515.00</b>	\$7,955.00	\$5,700.00	\$5,200.00	\$660.00
	<i>Reimbursable Expense:</i>	<b>\$1,200.93</b>				
	<i>Subconsultant Expense:</i>	<b>\$0.00</b>				
	<i>Administrative Fee (7%)</i>	<b>\$84.07</b>				
	<b>Total Estimated Expense:</b>	<b>\$20,800.00</b>				

\* The fee for services rendered will be paid on a time and materials basis.

Client and Consultant have made and executed this Task Order pursuant to the Agreement Dated June 6, 2017.

\_\_\_\_\_  
Jim Kuntz, CEO  
Chelan Douglas Regional Port Authority

Date: \_\_\_\_\_

  
James R. Norvell, Regional Manager  
T-O Engineers, Inc.

Date: February 25, 2020

# Lease Amendment No. 4 - Exhibit A



Pangborn Airport  
One Campbell Parkway,  
Suite A  
East Wenatchee, WA 98802

## Quote

Date	Quote #
3/13/2020	00003

Name / Address
US FOREST SERVICE ATTN: MIKE DAVIS 3796 AIRPORT DRIVE EAST WENATCHEE WA 98802

Rep	Project

Description	Qty	Cost	Total
Task Order 02-03: USFS Helipad Project Construction Services		20,800.00	20,800.00
15% Administrative Fee		3,120.00	3,120.00

If you have any questions regarding this quote, please call 509-884-2494 ext 6.	<b>Total</b>	\$23,920.00
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**Lease Amendment No. 4 - Exhibit B**

Government Contact for Helipad Construction Work

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Chelan Douglas Regional  
Port Authority**

# Memo

**To:** Board of Directors

**From:**  Jim Kuntz

**cc:** None

**Date:** March 24, 2020

**Re:** US Forest Service Helipad Overall Project Budget

---

Please find enclosed recommendation our for an overall project budget.

**Pangborn Memorial Airport  
USFS Helicopter Parking Project**

**Description of Project**

Construction of a 30' x 30' concrete helipad, asphalt paving, chain link fence removal and installation, and extension of utilities to the site.

**Budget Estimate**

Base Bid:	\$237,962.18
A&E Fees, etc:	\$23,920
15% of base bid contingency:	\$35,700
Total Estimated Budget:	<u>\$297,582.18</u>

**Source of Funding**

US Forest Service: \$261,882.18

Authorization to expend contingency required by USFS.

**Bid Opening Date: March 9, 2020**

**Estimated Date of Substantial Completion: May 26, 2020**

**Chelan Douglas Regional  
Port Authority**

# Memo

**To:** Board of Directors

**From:**  Jim Kuntz

**cc:** None

**Date:** March 24, 2020

**Re:** US Forest Service Helipad Bid Award

---

Please find enclosed the engineers bid award recommendation.



March 11, 2020

Ron Russ  
Airport Operations Manager  
Pangborn Memorial Airport  
1 Campbell Parkway, Suite A  
East Wenatchee, WA 98802

RE: Pangborn Memorial Airport/Chelan Douglas Regional Port Authority  
EAT Project # 19-002  
USFS Type I Helicopter Parking Pad

**Subject: Engineer's Recommendation of Award**

Dear Ron:

As specified, sealed bids received by 11:00 a.m. on March 9, 2020 were publicly opened and read aloud. Six (6) bids were received. The following table summarizes the results:

**BID SUMMARY**

<u>Contractor</u>	<u>Bid</u>
Rudnick and Sons, LLC.	\$237,962.18*
Olin Excavating, LLC.	\$246,783.70*
Hurst Construction Co.	\$256,954.20
Granite Construction Co.	\$260,374.86
Smith Excavation	\$285,084.59
DW Excavating, Inc.	\$323,395.71
Engineer's Estimate	\$223,098.00

\* Corrected amount shown here.

T-O Engineers has reviewed all bids that were submitted. A detailed bid tabulation is enclosed for your review. Rudnick and Sons, LLC is the apparent low bidder.

It is noted that the bid received from Rudnick and Sons, LLC contained a multiplication error:

- Resulting total was \$90 difference before Washington State Tax.

Also noted the bid received from Olin Excavating, LLC contained a multiplication error:

- Resulting total difference was \$1.35 before Washington State Tax.

As stated in the Instructions to Bidders, discrepancies between multiplication of units of work and unit prices will be resolved in favor of the unit prices and discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.





T-O Engineers recommendation that the total bid amount of \$237,962.18, including tax, be awarded to Rudnick and Sons, LLC as the low, responsive, and responsible bidder.

Please coordinate this information with Mark Moshier of the USFS and concurrence in the recommendation to award.

Should you have any questions, please contact me at your convenience.

Sincerely,  
T-O Engineers, Inc.

A handwritten signature in blue ink, appearing to read 'Corrie Esvelt-Siegford'.

Corrie Esvelt-Siegford, PE  
Project Engineer

C: Mark Moshier, PE - USFS Facility Engineer

Enclosures: Bid Summary  
Rudnick and Sons, LLC - Bid Proposal

# Memo

**To:** Board of Directors

**From:**  Jim Kuntz

**cc:** None

**Date:** March 20, 2020

**Re:** WSDOT Aviation Division Grant Submittals

---

Please find enclosed grant submittals for both the Waterville and Mansfield Airports. You will also find a spreadsheet on each airport showing historical WSDOT grants and what we believe our obligations are.

My recommendation is to submit both grant applications. If we are awarded the grants, the Board can then decide if they want to accept them.

I would say yes to a Waterville Airport grant. Uncertain if we should accept a Mansfield Airport grant. This is a policy decision the Board will need to make.

**Mansfield Airport**  
**Washington State Department of Transportation - Aviation Division**

Airport Sponsor	Airport	Grant No. (GCA/B)	Year	Biennium	Project	Total	Local	State	Supplemental Amount	Amount Recaptured	WSDOT Amount Paid	Prorated Buyout
Port of Douglas County	Mansfield	212	1996	95-97	Runway Rehab and Ramp Construction -Design			\$8,800.00			\$8,800.00	\$0.00
Port of Douglas County	Mansfield	591	1996	95-97	Runway Rehab and Ramp Construction			\$76,453.00			\$76,453.00	\$0.00
Port of Douglas County	Mansfield	4868	2006	05-07	Airport Layout Plan	\$33,720.00	\$1,686.00	\$32,034.00			\$32,034.00	\$9,610.20
Port of Douglas County	Mansfield	5454	2007	07-09	Application of FAA Approved Emulsified Sealer/Binder to Runway and Apron; Hold Short Markings, Hold Short Signs, and Hand Held Radios	\$29,345.58	\$2,802.58	\$26,543.00	\$5,789.59	\$873.69	\$31,458.92	\$11,010.62
Port of Douglas County	Mansfield	6562	2010	09-11	Aircraft Apron Crack and Fog Seal and Threshold Light Relocation	\$12,364.00	\$1,236.40	\$11,127.60	\$918.91	\$1,975.59	\$10,070.92	\$5,035.46
<b>Totals</b>						<b>\$75,429.58</b>	<b>\$5,724.98</b>	<b>\$154,957.60</b>	<b>\$6,708.50</b>	<b>\$2,849.28</b>	<b>\$158,816.84</b>	<b>\$25,656.28</b>

	<u>Date</u>	<u>Buyout amount</u>
Current WSDOT Aviation obligation (Grant Assurance) to keep open	2030	\$25,656.28
<i>IF</i> Regional port accepts a 2020 WSDOT Grant	2040	\$106,650.00
<b>Totals</b>		<b>\$132,306.28</b>

Buyout Assumption: Pro-rated based on a 20 year life cycle

**Waterville Airport**  
**Washington State Department of Transportation - Aviation Division**

Airport Sponsor	Airport	Grant No. (GCA/B)	Year	Biennium	Project	Total	Local	State	Supplemental Amount	Amount Recaptured	WSDOT Amount Paid	Prorated Buyout
Port of Douglas County	Waterville	684	1996	95-97	Apron Construction- Design			\$20,900.00			\$20,900.00	\$0.00
Port of Douglas County	Waterville	1058	1996	95-97	Apron Construction			\$85,000.00			\$85,000.00	\$0.00
Port of Douglas County	Waterville	4881	2006	05-07	Airport Layout Plan	\$33,720.00	\$1,686.00	\$32,034.00			\$32,034.00	\$9,610.20
Port of Douglas County	Waterville	5474	2007	07-09	Application of FAA Approved Emulsified Sealer/Binder to Runway, Taxilanes, and Apron; Design/Engineering for Reconstruction of Taxiway and Apron-Includes Cultural Resources Survey, SEPA and Permits; Hold short Markings, Hold Short Signs, and Hand Held Radios.	\$71,374.21	\$7,008.21	\$64,366.00	\$13,743.09	\$670.27	\$77,438.82	\$27,103.59
Port of Douglas County	Waterville	6302	2009	09-11	Taxiway "A" Reconstruction	\$163,423.00	\$16,343.00	\$147,080.00	\$9,571.83		\$156,651.83	\$70,493.32
Port of Douglas County	Waterville	6581	2010	09-11	Aircraft Apron Crack and Fog Seal, Threshold Light and PAPI Relocation	\$41,659.00	\$4,165.90	\$37,493.10	\$4,824.27		\$42,317.37	\$21,158.69
<b>Totals</b>						<b>\$310,176.21</b>	<b>\$29,203.11</b>	<b>\$386,873.10</b>	<b>\$28,139.19</b>	<b>\$670.27</b>	<b>\$414,342.02</b>	<b>\$128,365.80</b>

	<u>Date</u>	<u>Buyout amount</u>
Current WSDOT Aviation obligation (Grant Assurance) to keep open	2030	\$128,365.80
<i>IF</i> Regional port accepts a 2020 WSDOT Grant	2040	\$184,783.00
<b>Totals</b>		<b>\$313,148.80</b>

Buyout Assumption: Pro-rated based on a 20 year life cycle

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
PANGBORN MEMORIAL AIRPORT, WASHINGTON  
RESOLUTION NO. 2020-06**

**A RESOLUTION TO THE WASHINGTON STATE  
DEPARTMENT OF TRANSPORTATION  
AVIATION DIVISION GUARANTEEING GRANT  
MATCH MONEY AVAILABILITY**

**Whereas**, the Chelan Douglas Regional Port Authority of Washington is submitting an Airport Aid Application to the Washington State Department of Transportation (WSDOT) Aviation Division to accomplish pavement maintenance at the Waterville Airport.

**Whereas**, the total project funding is to be comprised of \$184,783.50 from the WSDOT Aviation Division and a mandatory local match amount of \$20,531.50 from the Chelan Douglas Regional Port Authority.

**Now Therefore**, be it resolved that the Board of Directors of the Chelan Douglas Regional Port Authority, supports this project and allocates these funds in the 2020/2021 budgets to fulfill the local match contribution requirement.

**This Resolution** shall become effective at the regular meeting of the Chelan Douglas Regional Port Authority, Washington, this 24<sup>th</sup> day of March 2020.

Passed by the Port Commission of the Chelan Douglas Regional Port Authority this 24<sup>th</sup> day of March 2020.

**BOARD OF DIRECTORS**

\_\_\_\_\_  
Rory Turner, Director

\_\_\_\_\_  
Donn Etherington, Director

\_\_\_\_\_  
W. Alan Loeb sack, Director

\_\_\_\_\_  
Jim Huffman, Director

\_\_\_\_\_  
JC Baldwin, Director

\_\_\_\_\_  
Mark Spurgeon, Director



**J-U-B ENGINEERS, INC.**

**ENGINEER'S OPINION OF PROBABLE COST**

**PROJECT:** Waterville Airport Pavement Maintenance **DATE:** March 20, 2020

**PROJECT DESCRIPTION:**  
Crack Seal and Seal Coat

**CLIENT:**  
Chelan Douglas Regional Port Authority

**CLIENT PROJ. NO.:**  
TBD

<b>SCHEDULE 1 BASE BID</b>				
ITEM NO.	DESCRIPTION	SCHEDULE OF VALUES		AMOUNT
		QUANTITY	UNIT	
	Mobilization	1	LS	\$13,000.00
	Type I Crack Sealant - Sowed, Under 1"	9,300	LF	\$2.15
	Type II Crack Sealant - Sowed, Medium	2,580	LF	\$2.50
	Type III Crack Sealant, Polypatch - Larger Than 3"	400	LF	\$16.00
	Slurry Seal	27,900	SY	\$4.00
	Asphalt Surface Treatment (Fog Seal, Taxilanes and Aprons)	0	SY	\$1.10
	Runway and Taxiway Painting (Two Coats)	10,450	SF	\$1.35
	Pavement Spot Repair	900	SF	\$10.00
<b>CONSTRUCTION COSTS</b>				<b>\$180,552.50</b>
		Sales Tax	8.3%	\$14,985.86
<b>TOTAL ESTIMATED CONSTRUCTION COSTS</b>				<b>\$195,538.36</b>
		Bid Package Preparation	5%	\$9,776.92
<b>TOTAL ESTIMATED DESIGN AND CONSTRUCTION COSTS, ALL BID SCHEDULES</b>				<b>\$205,315.28</b>

**J-U-B ENGINEERS, INC.**

W. 422 Riverside, Suite 304, Spokane, Washington 99201

**Chelan Douglas Regional Port Authority  
2020 Budget - Waterville Airport**

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**Waterville Airport - 2020 Approved Budget**

WSDOT Grant	\$ 135,000.00
CDRPA Match	<u>15,000.00</u>
Total	<u><u>\$ 150,000.00</u></u>

**Waterville Airport - Revised Estimate**

WSDOT Grant	\$ 184,783.50
CDRPA Match	<u>20,531.50</u>
Total	<u><u>\$ 205,315.00</u></u>

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
PANGBORN MEMORIAL AIRPORT, WASHINGTON  
RESOLUTION NO. 2020-07**

**A RESOLUTION TO THE WASHINGTON STATE  
DEPARTMENT OF TRANSPORTATION  
AVIATION DIVISION GUARANTEEING GRANT  
MATCH MONEY AVAILABILITY**

**Whereas**, the Chelan Douglas Regional Port Authority of Washington is submitting an Airport Aid Application to the Washington State Department of Transportation (WSDOT) Aviation Division to accomplish pavement maintenance at the Mansfield Airport.

**Whereas**, the total project funding is to be comprised of \$106,650.00 from the WSDOT Aviation Division and a mandatory local match amount of \$11,850.00 from the Chelan Douglas Regional Port Authority.

**Now Therefore**, be it resolved that the Board of Directors of the Chelan Douglas Regional Port Authority, supports this project and allocates these funds in the 2020/2021 budgets to fulfill the local match contribution requirement.

**This Resolution** shall become effective at the regular meeting of the Chelan Douglas Regional Port Authority, Washington, this 24<sup>th</sup> day of March 2020.

Passed by the Port Commission of the Chelan Douglas Regional Port Authority this 24<sup>th</sup> day of March 2020.

**BOARD OF DIRECTORS**

\_\_\_\_\_  
Rory Turner, Director

\_\_\_\_\_  
Donn Etherington, Director

\_\_\_\_\_  
W. Alan Loeb sack, Director

\_\_\_\_\_  
Jim Huffman, Director

\_\_\_\_\_  
JC Baldwin, Director

\_\_\_\_\_  
Mark Spurgeon, Director





**J-U-B ENGINEERS, INC.**

**ENGINEER'S OPINION OF PROBABLE COST**

**PROJECT:** Mansfield Airport Pavement Maintenance **DATE:** March 20, 2020

**PROJECT DESCRIPTION:** Crack Seal and Seal Coat

**CLIENT:** Chelan Douglas Regional Port Authority

**CLIENT PROJ. NO.:** TBD

SCHEDULE 1 BASE BID					
ITEM NO.	DESCRIPTION	SCHEDULE OF VALUES			
		QUANTITY	UNIT	PRICE	AMOUNT
	Mobilization	1	LS	\$10,000.00	\$10,000.00
	Type I Crack Sealant - Sawn, Under 1"	5,900	LF	\$2.15	\$12,685.00
	Type II Crack Sealant - Sawn, Medium	1,950	LF	\$2.50	\$4,875.00
	Type III Crack Sealant, Polypatch - Larger Than 3"	3,100	LF	\$16.00	\$49,600.00
	Slurry Seal	0	SY	\$4.00	\$0.00
	Asphalt Surface Treatment (Fog Seal, Taxilanes and Aprons)	0	SY	\$1.10	\$0.00
	Runway and Taxiway Painting (Two Coats)	8,455	SF	\$1.35	\$11,414.25
	Pavement Spot Repair	1,610	SF	\$10.00	\$16,100.00
				<b>CONSTRUCTION COSTS</b>	<b>\$104,674.25</b>
				Sales Tax	7.8%
				<b>TOTAL ESTIMATED CONSTRUCTION COSTS</b>	<b>\$112,838.84</b>
				Bid Package Preparation	5%
				<b>TOTAL ESTIMATED DESIGN AND CONSTRUCTION COSTS, ALL BID SCHEDULES</b>	<b>\$118,480.78</b>

**J-U-B ENGINEERS, INC.**

W. 422 Riverside, Suite 304, Spokane, Washington 99201



J-U-B ENGINEERS, INC.

**ENGINEER'S OPINION OF PROBABLE COST**

DATE: March 20, 2020

PROJECT:  
Mansfield Airport Pavement Maintenance

PROJECT DESCRIPTION:  
Airport Pavement Maintenance

CLIENT:  
Chelan Douglas Regional Port Authority

CLIENT PROJ. NO.  
TBD

**SCHEDULE 1 BASE BID**

ITEM NO.	DESCRIPTION	SCHEDULE OF VALUES			
		QUANTITY	UNIT	PRICE	AMOUNT
	Mobilization	1	LS	\$10,000.00	\$10,000.00
	Type I Crack Sealant - Sowed, Under 1"	5,900	LF	\$2.15	\$12,685.00
	Type II Crack Sealant - Sowed, Medium	1,950	LF	\$2.50	\$4,875.00
	Type III Crack Sealant, Polypatch - Larger Than 3"	3,100	LF	\$16.00	\$49,600.00
	Runway and Taxiway Painting (Two Coats)	8,455	SF	\$1.35	\$11,414.25
	Pavement Spot Repair	1,610	SF	\$10.00	\$16,100.00
<b>CONSTRUCTION COSTS</b>					<b>\$104,674.25</b>
Sales Tax				7.8%	\$8,164.59
<b>TOTAL ESTIMATED CONSTRUCTION COSTS</b>					<b>\$112,838.84</b>
Bid Package Preparation				5%	\$5,641.94
<b>TOTAL ESTIMATED DESIGN AND CONSTRUCTION COSTS, ALL BID SCHEDULES</b>					<b>\$118,480.78</b>

**SCHEDULE 2 ADDITIVE ALTERNATE**

Slurry Seal	19,160	SY	\$4.00	\$76,640.00	
Sales Tax				7.8%	\$5,977.92
<b>TOTAL ESTIMATED CONSTRUCTION COSTS, ALTERNATE SCHEDULE</b>					<b>\$82,617.92</b>
<b>TOTAL ESTIMATED DESIGN AND CONSTRUCTION COSTS, ALL BID SCHEDULES</b>					<b>\$201,098.70</b>

J-U-B ENGINEERS, INC.

W. 422 Riverside, Suite 304, Spokane, Washington 99201

**Chelan Douglas Regional Port Authority  
2020 Budget - Mansfield Airport**

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**Mansfield Airport - 2020 Approved Budget**


WSDOT Grant	\$ 112,500.00
CDRPA Match	<u>12,500.00</u>
Total	<u><u>\$ 125,000.00</u></u>

**Mansfield Airport - Revised Estimate**

WSDOT Grant	\$ 106,650.00
CDRPA Match	<u>11,850.00</u>
Total	<u><u>\$ 118,500.00</u></u>

**Chelan Douglas Regional  
Port Authority**

# Memo

**To:** Board of Directors  
**From:**  Jim Kuntz  
**cc:** None  
**Date:** March 20, 2020  
**Re:** Emergency Powers Resolution

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Please find enclosed a draft Emergency Powers Resolution for your review. I would like to thank Quentin for getting this drafted so quickly. A host of Ports across the state are adopting similar resolutions. This resolution is a work in progress and may change by Tuesday's meeting. Quentin will review with you in detail the final version on Tuesday.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION 2020-08**

**A RESOLUTION OF THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
AUTHORIZING EMERGENCY POWERS AND DELEGATING AUTHORITY TO THE  
CHIEF EXECUTIVE OFFICER IN RESPONSE TO THE OUTBREAK OF COVID-19.**

**Whereas**, the world is currently experiencing a novel coronavirus (COVID-19) outbreak;  
and

**Whereas**, on January 31, 2020, the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for COVID-19 beginning on January 27, 2020; and

**Whereas**, on February 29, 2020, the Governor of Washington State proclaimed that a state of emergency exists in all counties in the state of Washington for the COVID-19 pandemic, and directed state agencies and departments to use resources and to do everything reasonably possible to assist affected political subdivisions in an effort to respond to and recover from the outbreak; and

**Whereas**, on March 11, 2020, the World Health Organization declared that the spread of the COVID-19 virus had created a global pandemic; and

**Whereas**, COVID-19, a respiratory disease that can result in serious illness or death, is caused by a virus easily spread from person to person; and

**Whereas**, COVID-19 has the potential to adversely affect the health of people in Chelan and Douglas Counties; and

**Whereas**, the Chelan Douglas County Health District reported that COVID-19 can result in serious impacts to the health and well-being of the public and could overwhelm the health and medical systems in Chelan and Douglas Counties; and

**Whereas**, the CDRPA's employees are its most important asset and the CDRPA is not able to perform its public services without employees who are ready and available to perform their job duties; and

**Whereas**, on November 12, 2019, the Chelan Douglas Regional Port Authority (CDRPA) adopted Resolution No. 2019-18 providing delegation of authority to the Chief Executive Officer or his or her designee for matters related to administrative powers and duties; and

**Now, Therefore, Be It Resolved** by the Board of Directors of the Chelan Douglas Regional Port Authority as follows:

Section 1. Pursuant to Chapter 38.52 RCW, Chapter 53.19 RCW, and Title 53 RCW, the public advertising and competitive procurement requirements of state law and CDRPA policies and procedures are waived related to CDRPA contracts for the following purchases or leases related to impacts of COVID-19: (1) tangible personal property; (2) public works as defined by RCW 39.04.010; and (3) services, including professional or technical services.

Section 2. The Chief Executive Officer is authorized to make and adjust Human Resources Policies related to leave usage and other issues related to CDRPA employees as necessitated by the impacts of COVID-19 within applicable legal requirements.

Section 3. The Chief Executive Officer may make temporary (up to one year or the duration of the emergency) appointments of personnel to positions that directly respond to the emergency, when the urgency of filling positions prohibits examining applicants through the competitive process, and is immediately necessary for the protection of life and property.

Section 4. The Chief Executive Officer shall, at the first Board meeting following the exercise of emergency powers described in this Resolution, request Board ratification of that action pursuant to the authority herein. The Chief Executive Officer shall continuously advise the Board of the developments of the emergency situation and the progress of any actions executed to address the emergency.

Section 4. The Board of Directors of the CDRPA further reserves its rights to issue such further orders as may be necessary to respond to the state of emergency declared by Chelan and/or Douglas Counties, the State of Washington, or the United States in response to COVID-19.

Section 5. This Resolution is not intended to establish a precedent for how similar emergency situations will be addressed in the future.

Section 6. This Resolution shall take effect immediately and be in full force and effect for the duration of the emergency or until the Board withdraws such authority.

**Adopted** by the Board of Directors of the Chelan Douglas Regional Port Authority this 24<sup>th</sup> day of March, 2020, and duly authenticated in open session by the signatures of the Board of Directors voting in favor thereof.

\_\_\_\_\_  
JC Baldwin, Director

\_\_\_\_\_  
Jim Huffman, Director

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Donn Etherington, Director

\_\_\_\_\_  
Mark Spurgeon, Director

\_\_\_\_\_  
Rory Turner, Director

\_\_\_\_\_  
W. Alan Loeb sack, Director

**Chelan Douglas Regional  
Port Authority**

# Memo

**To:** Board of Directors  
**From:** Stacie de Mestre  
**cc:** Jim Kuntz  
**Date:** March 19, 2020  
**Re:** Columbia Street Properties - Building H Draft RFP

---

Attached please find the draft RFP for Columbia Street Properties – Building H. Please note, this draft contains content only. Once we have finalized the content, the RFP will be put into presentation format with photos, diagrams, and maps (similar to the City of Wenatchee RFP that was previously shared with you). All dates and pricing are subject to change. Staff is requesting the Board of Directors to review this draft and provide input and comments.



# Chelan Douglas Regional Port Authority

## Request for Proposals

### For

## Columbia Street Properties - Building H

The Chelan Douglas Regional Port Authority (CDRPA) is requesting proposals from interested parties relating to the surplus of two parcels of the land and associated buildings located at 25 S. Columbia Street, Wenatchee Washington. The goal of the proposal process is to select a qualified developer/business who's proposal best meets the "goals and vision" of the CDRPA for the adaptive reuse of the properties.

### A. Parcel and Buildings

The property consists of two tax parcels totaling approximately 1.5 acres. The two tax parcels are part of the plat of the Warehouse Addition to Wenatchee Wa. dated December 31, 1900 which consists of Lots 1 through 5 of Block 3 as well as a portion of the former Great Northern depot grounds. There are three attached buildings on the property. Please see the attached parcel map for locations of the buildings described below:

#### **Building H1 (north bldg.):**

- Approximate Dimensions (WxLxH): 96ft x 148ft x 38ft,
- Approximate Building Footprint: 14,210 Sq. Ft.
- Construction Date: unknown sometime between 1967 and 1983
- Building Type: CMU with pilasters and wood truss roof, internal walls – wood w/foam insulation with shotcrete covering,
- Fire Sprinkler System part of Bldg. H3
- Prior Uses: Cold fruit storage, and freezer storage,

#### **Building H2:**

- Approximate Dimensions (WxLxH): 52ft x 90ft x 28ft,
- Approximate Building Footprint: 4,800 Sq. Ft.
- Construction Date: before 1930
- Building Type: Brick with arch dome wood truss roof, no internal walls

- Fire Sprinkler System part of Bldg. H3
- Prior Uses: Cold fruit storage, and freezer storage,

**Building H3: (South bldg.)**

- Approximate Dimensions (WxLxH): 99ft x 160ft x 38ft,
- Approximate Building Footprint: 17,820 Sq. Ft.
- Construction Date: unknown sometime between 1967 and 1983
- Building Type: CMU with pilasters and wood truss roof, internal walls – wood w/foam insulation with shotcrete covering. A separate attached Engine Room (36ft x 43ft) is located on the northeast side of the building and houses the decommissioned ammonia cooling system and fire sprinkler systems for all three buildings.
- Prior Uses: Cold fruit storage, and freezer storage.

**Utilities**

Water, sewer, electrical, fiberoptic and telephone services are either available on-site or from utility mains located in Columbia Street. There is an existing underground 3-phase 480 electrical service located adjacent to Building H3 engine room which provides electrical service to the three buildings. Depending on the future uses and/or sale of the individual buildings, additional utility service extensions may be required. The cost of any utility extension and/or upgrade, including utility connection fees and charges are the responsibility of the purchaser.

**Access**

Access to the property on the north side (Palouse St) is from a 25-foot wide access easement across City of Wenatchee property and on the south side from Orondo Street.

**Site environmental Condition**

A prior Phase One environmental site assessment is available for review upon request.

**Site Condition and Utilities Disclaimer**

Please note the above information is for informational purposes only. The CDRPA makes no warranties as to the condition of the property, the site and buildings and

utility availability. All prospective parties are encouraged to do their own due diligence regarding the property and building condition. For utility availability please contact the City of Wenatchee, Chelan County PUD No. 1, Frontier Communication and Cascade Natural Gas.

## **B. Parking and Exterior Architectural Requirements**

### **Public Parking Requirement**

The property is subject to a public parking requirement where approximately 50 parking stalls are to be made available for public use. The CDRPA may agree to reasonable use restrictions requested by the ultimate owner (e.g. time limitations for parking during normal business hours, prohibition on overnight parking, and the like). The configuration and location of the parking stalls and the circulation and connectivity of the parking lot on the parcels shall be determined by the ultimate owner. The parking stalls would be owned and maintained by the property owner for the benefit of the public. At such time as the City begins charging for parking on its property, then the owner may also impose similar parking fees.

### **Adaptive Reuse and Exterior Architectural Goals**

The CDRPA has established adaptive reuse and exterior architectural goals for the property consistent with the City of Wenatchee Columbia Street Overlay of the Central Business Zoning District of the *“Wenatchee Urban Area Comprehensive Plan: Planning to Blossom 2037”*.

The Columbia Street Overlay designation applies to the properties along Columbia Street where the community envisions the preservation of the industrial flavor of the District, while allowing new uses including loft live/work space, maker spaces, studios for dance or gymnastics, artisan retail, tasting rooms, breweries and offices. For this District, the development character is focused on maintaining the apple packing and warehousing history of the District.

Consistent with the City’s Comprehensive Plan and Zoning Code, the CDRPA has established the following six goals for redevelopment of the surplus properties:

#### **1. Design for Community Activation:**

- The intent of the redevelopment is to activate this area of the Wenatchee Downtown in a new light that it has not known before.
- Designs are encouraged to incorporate elements of the former apple packing district that engages the community on a diverse and flexible scale with the goal to connect activity and pedestrian traffic from The Loop Trail and the Pybus Public Market, all the way up to Wenatchee Ave. with Columbia Street acting as a new center seam of community activity and engagement.

## **2. Designs Rooted in Adaptive Reuse:**

- Wherever feasible, the existing buildings and character should be retained to reflect the historical nature of the apple packing district that at one time existed along Columbia Street.
- Allowing existing exterior cladding such as brick and concrete block to be maintain a visual connection to the neighborhood, while dynamically pairing them with more contemporary, modern-industrial materials to activate the space that starts a new chapter in the life of these great structures.
- Encourage architectural features to soften existing blank walls and help contextually “shorten” the length of these large buildings for pedestrian travel.

## **3. Design for Human Scale:**

- “Flat” or Shed style Awnings and/or Canopies are encouraged over sidewalks along Columbia Street and Orondo Ave. to scale down the height of these large buildings.
- Building Entrances. Distinctive covered and lighted entrances are encouraged.
- Awnings and Canopies also provides shelter from weather elements and protects doors/windows and building facades at pedestrian visual level.
- Incorporate lighting underneath canopies/awnings that is in keeping with the City of Wenatchee Dark Sky code.

- 4. Retain historic wall signs.** Historic painted wall signs are encouraged – bold and block letter in style. Existing signage should be preserved.

## **Packing Plaza – Conversion of Building H2**

One of the goals for the CDRPA is to encourage the development of a plaza as part of the adaptive reuse on the proposed surplus properties north of Orondo Street. In an

effort to cultivate additional gathering space that activates this historical downtown district, one concept is to encourage a new indoor/outdoor plaza in this development package that occupies the H2 building space on the North block of the project space. This concept contemplates demising the west and east walls of Building H2, retain the bow arch trusses and create a pedestrian plaza for use by the building tenants and public. The goals of the Plaza include:

- Maintaining the historical character of the existing bow truss roof structure, if possible, so that a new translucent cover could be employed to provide weather and sun screening for the plaza overhead.
- Providing an opening to the façade of Columbia Street to encourage pedestrian flow from Wenatchee Ave. to Worthen Street.
- Creating a visual attraction and connection that would stretch from the Pybus Public Market area and even be visible from parts of Wenatchee Ave. and the pedestrian bridge.
- Allowing for much needed natural light into the parking lot side of the property.

### **c. Property Inspection**

The RPA will make the property available and open for self-guided inspection on the following dates: April 6<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, and 13<sup>th</sup>. A waiver of liability will need to be signed by all individuals entering the property and proper attire (sturdy closed toed shoes, long sleeve shirts and pants) and safety equipment (hard hat, safety glasses and flashlight) will be required for the site inspections. To book an appointment, please contact Stacie De Mestre at 509.884.4700.

### **d. Sale Options**

The CDRPA is willing to consider either selling all three buildings as a package or selling the north (H1) and south (H2) buildings separately. In order to sell either the north or south buildings, the Port would propose to demolish parts of Building H2 (Center Building) and reorient the parcels through a boundary line adjustment process to create a separate lot for each building. A 25-foot wide shared pedestrian access easement would be created along the common property line of the two parcels for access to the public parking stalls.

The CDRPA is willing to entertain individual proposals for any or all of the following Options:

- **Option A – All buildings and the two parcels as one package.**  
Approximate number of public parking spaces: 50 spaces  
Minimum sale price: **2,134,000**
- **Option B – North Building only**  
Approximate number of public parking spaces: 12 spaces  
Minimum sale price: **\$949,000**
- **Option C – South Building Only**  
Approximate number of public parking spaces: 38 spaces  
Minimum Sale Price: **\$1,185,000**

**Plaza Option:**

The CDRPA has an interest in exploring with the selected proposer a plaza center concept for Building H2. A preliminary concept for how a plaza could be incorporated into an adaptive reuse project is included in this RFP. The CDRPA is willing to consider participating a public/private partnership to facilitate the inclusion of a plaza for the property.

**E. Terms of Sale**

The CDRPA proposes a two-step negotiated process for the sale of the surplus properties. Upon review and selection of the best proposal, a non-binding Memorandum of Understanding to Purchase (MOU) will be entered into with selected proposer. The MOU will list a series of conditions and approvals that must be met prior to entering into a purchase and sale agreement. A Purchase and Sale Agreement will be prepared and entered into with the selected proposer only after all conditions have been met as identified in the MOU. Please see Section I for additional details of the contracting process.

The terms of sale are as follows:

- All cash sale, no seller financing.
- Property and Buildings – To be sold “**AS IS**” with no warranties and to the condition of the buildings its components or condition of the property.

- Property transaction will be by Quit Claim Deed.

## **F. Proposal Requirements:**

All proposals must include the following information:

1. Clearly state which option you are proposing on either Option A, B or C and if a Plaza concept is part of your proposal. Please note that if a plaza is not an element of your development plan, this is acceptable as well.
2. Description of the development plan including proposed uses and square footage of commercial spaces.
3. Plaza Option – If you plan to pursue a plaza concept do you see this as a privately funded and managed space? Alternatively, do you see the plaza as a public/private partnership? If the latter, please describe your initial thoughts on what this partnership may look like in funding percentages and how the space may be managed.
4. Job Creation – provide estimate of approximate number of new/existing jobs to be created and approximate average hourly wages.
5. Adaptive Reuse - describe the extent of remodeling, proposed building access and how you will meet exterior architectural requirements.
6. Prospective development timeline including major milestones such as: 1) completion of due diligence, 2) submittal of building plans, 3) groundbreaking, and 4) completion/occupancy.
7. Brief bios of the key individuals (financial and project) and/or the firm(s) involved in the project.
8. Past Projects – Provide at least three descriptions of other similar projects completed or underdevelopment.
9. References–Provide financial and past project references including: banks, tenants, co-developers, or municipal entities.
10. Identify development team, key contacts, and their specific expertise.

### **Public Disclosure Notice**

In order to protect the integrity of the surplus process, Proposers should be aware that proposals and any other documents they submit to the CDRPA will become public

records under the Washington Public Records Act (RCW 42.56). It is the intent of the CDRPA to post all proposals on its website and make them available for public review.

## **G. Submitting Proposals:**

Provide six (6) bound originals of your proposal to the address below, along with an electronic copy sent to Stacie De Mestre at: **Stacie@CDRPA.org**

All materials must be received by 2:00 pm on May 1, 2020 at:

**Chelan Douglas Regional Port Authority  
One Campbell Parkway Suite A,  
East Wenatchee, WA 98802**

Upon release of this RFP, all communications should be directed to Stacie De Mestre as listed above. Unauthorized contact regarding this RFP with other CDRPA employees and Directors may result in disqualification. Any oral communications will be considered unofficial and non-binding. All proposals prepared by the proposer for this RFP shall become the property of the CDRPA.

## **H. SCHEDULE**

These dates are estimates and are subject to change by the CDRPA.

First Advertising date of RFP: 4/2/2020

Property available for self-tour appointments: 4/6, 4/8, 4/9 and 4/13

Proposal Responses Due: 5/1/2020

Evaluation of Proposals: 5/4 to 5/11/2020

Staff Recommendation to Board: 5/12/2020

Optional Interviews: 5/10-21/2020

Selection of Purchaser: 5/26/2020



Memorandum of Understanding to Purchase: June 2020

Purchase and Sale Agreement: June-July

Closing: July – August

## I. PROPOSAL SELECTION AND CONTRACTING PROCESS

Each proposal will be rated, scored, and ranked based on the following criteria. A summary of key considerations the evaluators will consider during the proposal rating process is summarized below.

<b>Criteria</b>	<b>Weighting</b>
1. Extent to which proposal matches the adaptive reuse and land use vision for the Columbia Street Warehouse District as described in Section D of the request for proposals.	30 pts
2. Developer’s demonstrated experience with adaptive reuse projects of similar scale and complexity.	20 pts
3. Number of new jobs created and average wage	20 pts
4. Developer’s financial capacity to undertake the project.	10 pts
5. Proposed purchase price for the property and building (s).	10 pts
6. The proposed timeline to construct and occupy the site.	10 pts

The Chelan Douglas Regional Port Authority intends to select the proposal that ensures the property will be developed to the “goals and vision” for the property and reserves the right to reject any and all proposals. Optional interviews of selected proposers may be conducted. The CDRPA reserves the right to make a selection without interviews.

The Chelan Douglas Regional Port Authority reserves the right to negotiate with the selected Proposer that, in the opinion of the CDRPA, has submitted a proposal that best means the “goals and vision” for the property as described in the proposal request. It is the intent of the CDRPA to enter into a nonbinding Memorandum of Understanding to Purchase with the selected Proposer and the CDRPA shall incur no liability to any proposer as a result of such negotiation or modifications. It is the intent of the CDRPA to ensure it has the flexibility it needs to arrive at a mutually acceptable non-binding Memorandum of Understanding for the sale and purchase of the property.

### **Non-Binding Memorandum of Understanding**

The selected Proposer will be expected to enter into a non-binding Memorandum of Agreement to Purchase with the CDRPA. This MOU would detail the purchase conditions as described in the RFP and include the following elements as negotiated with the selected Proposer:

- Identify an agreed upon timeframe for due diligence.
- Identify an agreed upon timeframe to develop conceptual exterior and site plans.
- Schedule and attend a pre-application conference with the City of Wenatchee.
- Establish a timeline for the CDRPA to obtain a boundary line adjustment (if needed).
- Identify CDRPA approval requirements and schedule.
- Negotiate a “Purchase and Sale Agreement” including contingencies
- Establish closing conditions and dates.

## **J. PURCHASE AND SALE AGREEMENT**

A Purchase and Sale Agreement will be entered into upon satisfaction of the conditions listed in the Non-Binding Memorandum of Understanding to Purchase by the Purchaser. The CDRPA shall not be bound, or in any way obligated, until both parties have executed the Purchase and Sale Agreement.

### **Closing**

The closing date will be determined as part of the negotiations of the Non-binding Memorandum of Understanding to Purchase. It is the CDRPA’s goal to close as soon as possible after all conditions and requirements have been met by the selected Proposer.

### **Provision for First Right of Refusal to Repurchase Property**

The RPA reserves the right to repurchase the property at the agreed sales price if the purchaser decides to sell the unimproved property within five-year period after the sale of the property by CDRPA.

**Columbia Street Warehouse Project  
Cost Recovery Projection**

<b>Columbia St Warehouse Purchase</b>		
Purchase Price	\$ 4,500,000	
(Inc closing Costs)		
Usable Sq. Footage:	100,656	Sq. Ft.
(not inc. bsmt or 2nd Fl.)		
Base Cost per Sq. Ft.	\$ 44.71	Sq. Ft.

<b>Costs to be recaptured in Sale of Bldgs E, F, G, H, I</b>		
Due Diligence inc Engr.	\$ 35,000	est.
Other Costs	\$ 30,000	est.
Return on Sale of Bldgs.	\$ 163,528	5%
Total Recovery Costs:	\$ 228,528	
(DD, Other & Return)		
Sq. Footage of Sale Bldgs.	73,156	Sq. Ft.
(Bldgs E,F,G,H,I)		
Recovery Cost:	\$ 3.12	Sq. Ft.

<b>Projected Sale Price to Recover Costs</b>				
Sale Date	Base	Recovery	Opportunity	Total
Jan-20	\$ 44.71	\$ 3.12	\$ -	\$ 48.00
Jun-20	\$ 44.71	\$ 3.12	\$ 1.91	\$ 50.00
Jan-21	\$ 44.71	\$ 3.12	\$ 3.83	\$ 52.00
Jun-21	\$ 44.71	\$ 3.12	\$ 5.74	\$ 54.00
Jan-22	\$ 44.71	\$ 3.12	\$ 7.65	\$ 56.00
Estimated Annual Opportunity Cost: 8.0%				

<b>Projected Sales</b>				
Bldg & Sale Date	Sq. Footage	Sale Price	Sale Amt.	Net
Bldg. H (June 2020):	38,346	\$ 50.00	\$ 1,917,300	\$ 76,692
Bldgs. G-I (Jan 2021):	19,960	\$ 52.00	\$ 1,037,920	\$ 79,840
Bldg. F (Jun 2021):	10,850	\$ 54.00	\$ 585,900	\$ 65,100
Bldg. E (Jun2022):	5,000	\$ 56.00	\$ 280,000	\$ 40,000
			\$ 3,821,120	\$ 261,632

**Columbia Street Warehouse Project  
Bldg. H Cost Recovery Projection**

**Alternative 1 - Sell all buildings as a complete package**

**Additional Expenses in order to** Acquisition of parking area & access easement from  
**Sell:** City, no new utilites required

**Estimated Additional Expenses**

Item	Cost	Notes
Acquire parking area	\$ -	Assumes \$15 sf for property
Acquire access esmt.	\$ -	
Engr. & Legal	\$ 5,000	Estimate
Total:	\$ 5,000	
Addl. Sq. Ft. Cost:	\$ 1	\$0.20 but rounded up to nearest \$

**Projected Property Sale**

Sale Date	Sq. Footage	Sale Price	Sale Amt.	Net
June 2020	38,346	\$ 51.00	\$ 1,955,646	\$ 38,346

**Alternative 2 - Sell Bldgs. H1 and H3 separately**

**Additional Expenses in order to** Acquisition of parking area & access easement Demise  
**Sell:** Bldg. H2,

**Estimated Additional Expenses**

Item	Cost	Notes
Acquire parking area	\$ -	
Acquire access esmt.	\$ -	
Demise Bldg H2	\$ 150,000	Placeholder
Bldg H3 Wall Repair	\$ 5,000	Placeholder
Extend Utilities to Bldg H1		
- Water (fire and domestic)	\$ -	
- Sewer	\$ -	
- Electrical	\$ -	
Boundry Line Adjustment	\$ 7,500	Placeholder
Engr. & Legal	\$ 33,000	Estimate (20% of Expenses cost)
Expenses Subtotal:	\$ 195,500	
Lost Value Bldg H2 and Engine Room:	\$ 303,264	
Total Costs to be Recoved:	\$ 498,764	
Addl. Sq. Ft. Cost:	\$ 16.00	

**Projected Property Sale**

Bldg. & Sale Date	Sq. Footage	Sale Price	Sale Amt.	Net
Bldg H3 - June 2020	17,820	\$ 66.00	\$ 1,176,120	\$ 320,760
Bldg H1 - June 2020	14,208	\$ 66.00	\$ 937,728	\$ 227,328
Total:	32,028		\$ 2,113,848	\$ 548,088

Columbia Street Warehouse Buildings

Revised Date: 2/19/20

Bldg	Parcel		Bldg. Dimensions			Year Const.	Const Materials			Existing Utilities				Misc. Notes
	Ltr	Number	Width Ft.	Length Ft.	Height Ft.		Area S.F.	Walls	Roof	Domestic	Fire	Sewer	Electrical	
A	G	222003925075	50	180	28	9,000	CMU, Wood	Steel?	Yes, 2" Service from Columbia St. thru Bldg B	6" Service from Columbia St. Riser in NE corner of Bldg.	Yes, Columbia St along N. wall of Bldg B	Yes, from Bldg C Fiber overhead thru Bldg B	Yes, from Bldg B	Originally shipping area for W&W packing. Connected wall between Bldgs A and B was open on first and second fl when used as packing facility. Addressed 101 Columbia St
B	H	222003925080	50	180	28	9,000	Brick /Wood	Wood	Yes, 2" Service from Columbia St. thru Bldg B	8" Service from Bldg C	Yes, from Columbia St. Side sewer located in SW corner of Bldg. Columbia St.	Electrical from Bldg C Fiber overhead into Bldg	Yes NW corner	East brick west removed when Bldg A was constructed. Only wood stud and plywood sheathing separates Bldgs A and B on east side. Steel reinforcing was probably added when Bldg A constructed. Bldg may have been two bldgs in the 1930's (Blimp Photo).
C	I	222003925085	50	90	28	4,500	Brick	Wood	2" Service from Columbia St.	8" Service from Columbia St. Riser on west wall	Yes, fr Columbia St. Side sewer located in SW corner	Electrical services - 2 meters and future fiber	No	Appears to be a separate bldg with N-S walls not common with Bldgs B and D. 1930 photo may show Bldg under construction.
D	K	222003925090	50	100	30	5,000	CMU	Wood?	2" Service from Columbia St.	8" Service from Columbia St. Riser on west wall	No Service. Available from Columbia St.	From Bldg C	No	North wall only partial, roof maybe supported by Bldg C wall. So wall completely removed to tie into Bldg E. Bldg mostly fire connection and ramp into basement of Bldgs B & C. Has historical office and toilet in SE corner of Bldg. So wall was removed in order to tie into Bldg E. Roof structure unknown.
E	L	222003925095	50	80	28	4,000	CMU	Wood?	Record shows 2" Service from Columbia St.	Record shows 6" Service from Columbia St.	No Service. Available from Columbia St.	From Bldg C	No	North wall - wood frame tied into Bldg D Date constructed late 50's early 60? Addressed as 129 Columbia St.
F	J	222003440100	62	175	32	10,850	Tilt up walls w/plasters	Wood?	2" Service from main west of Bldg.	8" Svc fr City main west of Bldg. Riser in NW corner.	No Service. Available from main south of Bldg.	Yes, from pole near NW Bldg corner	unknown	Four interior rooms interior walls appear to be wood w/foam insulation covered by sprayed concrete.
G	J	222003440100	108	134	32	14,472	Tilt up walls	Wood?	Assumed from 16" main - service site unknown	8" Service in Bldg, assumed from 16" main south of Bldg	Service in Bldg, location of side Sewer unknown	yes, transformer near SE Bldg corner	unknown	Bldg has loading dock and 992 sf Office and machine room on south side. Access from south off of Kittitas St. Single common wall between Bldg G-I. Roof trusses appear to rest on common wall for both bldgs.
H1	F,M	222003925060 222003440200	96	148	32	14,208	CMU w/ Plasters	Wood	2" Service?	From Bldg H3	Two SS shown, Avail. fr Col. St	Svc from Bldg H3	unknown	Brick common wall between Bldgs H2 and H1
H2	F,M	222003925060 222003440200	53	90	32	4,770	Brick	Wood	None	From Bldg H3	Avail. Fr Col. St.	Svc from Bldg H3	unknown	
H3	F,M	222003925060 222003440200	99	180	32	17,820	CMU w/ Plasters	Wood	2" Service?	8" Service in Bldg, assumed from 16" main east of Bldg	Side Sewer shown in SW corner	Svc in Engine Rm off of Bldg H3	unknown	1,820 SF Engine Rm in NE corner. Wood common wall between Bldgs H2 and H3
Mech. Room (H3)	F,M	222003925060 222003440200	43	36	16	1,548	CMU w/ Plasters	Wood						
I	J	222003440100	49	112	24	5,488	Tilt up walls	Wood?	No, Service available from 16" main (north or east) of Bldg.	From Bldg G, Service available from 16" main (north or east) of Bldg	No, available from City main north of Bldg	From Bldg G available from pole north of site	unknown	See notes regarding common wall between Bldg G-I. Catwalk between Precision Bldg and G-I is connected and does not meet separation reqmts.

**Chelan Douglas Regional  
Port Authority**

# Memo

**To:** Board of Directors  
**From:** Monica Lough  
**cc:** Jim Kuntz  
**Date:** March 24, 2020  
**Re:** Refunding of Debt

---

I have gone through and analyzed current debt outstanding to determine where we might be able to take advantage of lower interest rates.

The Port of Douglas County has three public bonds outstanding, two of which cannot be redeemed until after December 1, 2021 and June 1, 2026. The third is available for redemption, but will be paid off on July 1, 2023. It has been determined that the fees paid to refund will result in the savings to be quite minimal.

The Port of Chelan County has a bond held by Banner Bank that currently has an adjustable rate, currently set at 4.19%. Banner Bank is not willing to provide a fixed rate, but for a one-time fee for repricing, is willing to adjust the rate based on the current market to 2.49%. It would then continue with the prior terms, and will be repriced in August, 2023, to FHLB + 1.20%. I would suggest we move forward with paying the fee and repricing at this time.

**The Port of Chelan County also has an unsecured note payable to Executive Flight, Inc. with interest only payments, two balloon payments, and interest rates starting at 3.00%, increasing in laddered rates up to 4.75%. North Cascades is willing to provide a 10-year privately held bond with a fixed interest rate of 3.00% with amortized payments. I would suggest we move forward with paying off Executive Flight for this note, which will allow for \$348,000 in interest savings.**

**Chelan Douglas Regional  
Port Authority**

# Memo

**To:** Board of Directors

**From:**  Jim Kuntz

**cc:** None

**Date:** March 19, 2020

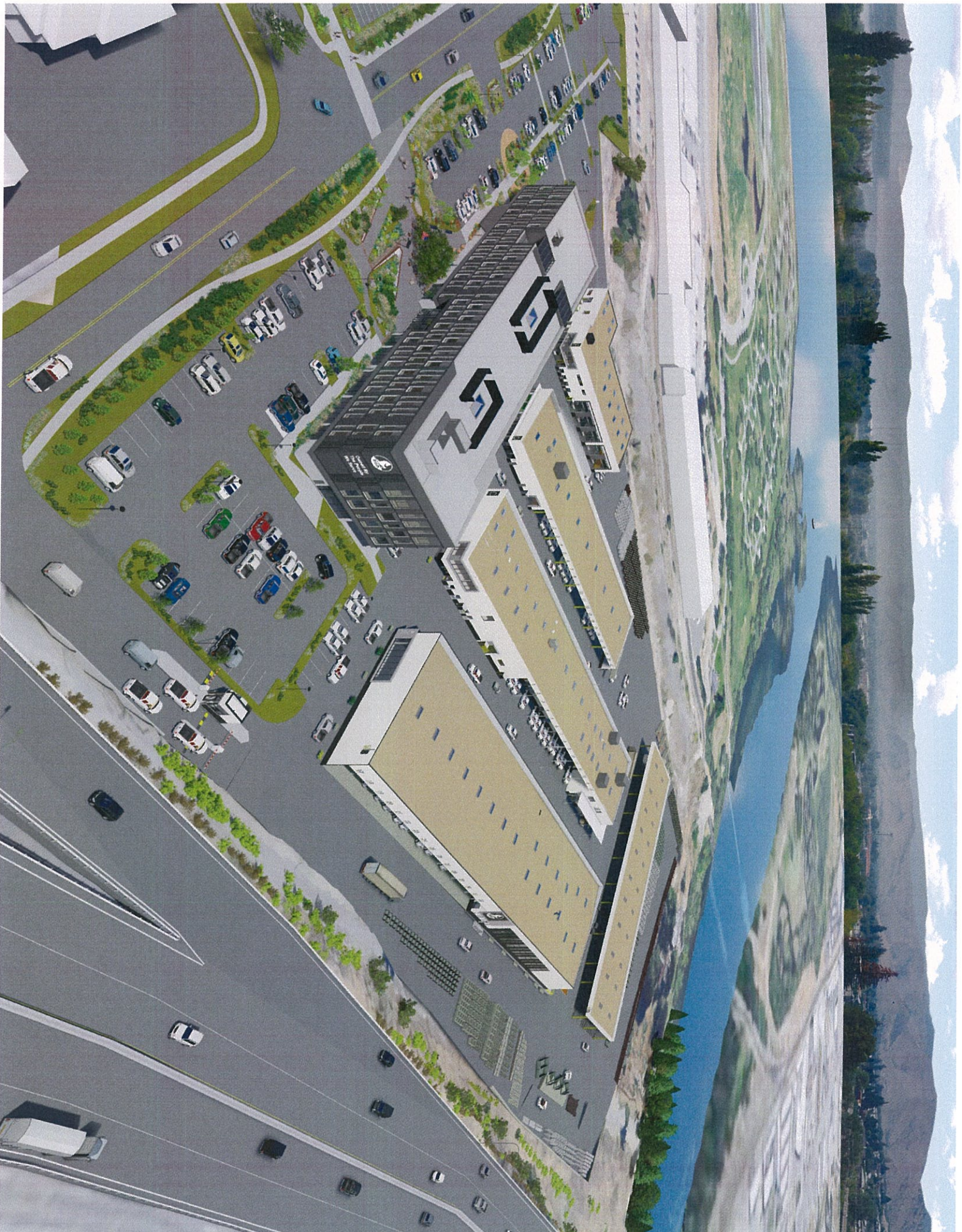
**Re:** Chelan County PUD – Renderings of New Service Center

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Please find attached the latest renderings of the new Chelan County PUD Service Center. The Regional Port will have some input on the design per our Olds Station CC&Rs.

The renderings are not the final design. Just wanted to keep you in the loop. If you have any concerns, please let me know. I will pass on to the PUD.































CHELAN COUNTY  
PUBLIC UTILITY DISTRICT

Water  
Rocky Reach











SC  
B

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**Chelan Douglas Regional  
Port Authority**

# Memo

**To:** Board of Directors  
**From:**  Jim Kuntz  
**cc:** None  
**Date:** March 24, 2020  
**Re:** Accor Surety Deposit

---

On Thursday, March 12, 2020, I received a phone call from Jerry O'Neill, President of Accor Technology, Inc. He said a \$650,000 surety deposit, as required by the lease, would cost the company approximately \$13,000 annually.

He does not believe this expense is justified. He said Accor has been timely on rental payments and creating jobs. Current employment in East Wenatchee is 120. Why, after 13 years of the lease, is the demand for the surety bond being pushed by the Port Authority?

He also spoke to his attorney and said this borders on "Laches". Laches is the legal doctrine that an unreasonable delay in seeking a remedy for a legal right or claim will prevent it from being enforceable or allowed if the delay has prejudiced the opposing party. I am not certain this legal principal applies, but Port legal counsel will need to weigh in.

I told Mr. O'Neill that the Port Authority has \$3.4 million of outstanding debt on the building. The Board of Directors need a surety deposit to protect the taxpayers investment.

In looking at the lease agreement, the surety deposit requirement was put in place in April 2016, when the expansion was completed, not 13 years ago when the building was owned by Pangborn Investors, LLC, a privately owned company.

Our annual debt service payment is approximately \$285,000, with payments through December 31, 2035.

Annual rents scheduled for 2020 are \$344,742.

In my opinion getting the surety bond in place is critical. The policy question: Is it for the required \$650,000, or is the Board willing to reduce the amount?

## BOND DEBT SERVICE

PORT OF DOUGLAS COUNTY, WA  
LTGO BONDS, 2016 (A+, TAXABLE, 6/1/26 Par Call)Dated Date 04/29/2016  
Delivery Date 04/29/2016

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
04/29/2016					
12/01/2016	90,000	3.000%	78,992.08	168,992.08	168,992.08
06/01/2017			65,718.75	65,718.75	
12/01/2017	155,000	3.000%	65,718.75	220,718.75	286,437.50
06/01/2018			63,393.75	63,393.75	
12/01/2018	160,000	3.000%	63,393.75	223,393.75	286,787.50
06/01/2019			60,993.75	60,993.75	
12/01/2019	160,000	3.000%	60,993.75	220,993.75	281,987.50
06/01/2020			58,593.75	58,593.75	
12/01/2020	170,000	3.000%	58,593.75	228,593.75	287,187.50
06/01/2021			56,043.75	56,043.75	
12/01/2021	170,000	3.000%	56,043.75	226,043.75	282,087.50
06/01/2022			53,493.75	53,493.75	
12/01/2022	180,000	3.000%	53,493.75	233,493.75	286,987.50
06/01/2023			50,793.75	50,793.75	
12/01/2023	185,000	2.500%	50,793.75	235,793.75	286,587.50
06/01/2024			48,481.25	48,481.25	
12/01/2024	190,000	3.000%	48,481.25	238,481.25	286,962.50
06/01/2025			45,631.25	45,631.25	
12/01/2025	195,000	3.000%	45,631.25	240,631.25	286,262.50
06/01/2026			42,706.25	42,706.25	
12/01/2026	200,000	3.750%	42,706.25	242,706.25	285,412.50
06/01/2027			38,956.25	38,956.25	
12/01/2027	205,000	3.100%	38,956.25	243,956.25	282,912.50
06/01/2028			35,778.75	35,778.75	
12/01/2028	215,000	3.750%	35,778.75	250,778.75	286,557.50
06/01/2029			31,747.50	31,747.50	
12/01/2029	220,000	3.500%	31,747.50	251,747.50	283,495.00
06/01/2030			27,897.50	27,897.50	
12/01/2030	230,000	3.500%	27,897.50	257,897.50	285,795.00
06/01/2031			23,872.50	23,872.50	
12/01/2031	235,000	3.500%	23,872.50	258,872.50	282,745.00
06/01/2032			19,760.00	19,760.00	
12/01/2032	245,000	3.800%	19,760.00	264,760.00	284,520.00
06/01/2033			15,105.00	15,105.00	
12/01/2033	255,000	3.800%	15,105.00	270,105.00	285,210.00
06/01/2034			10,260.00	10,260.00	
12/01/2034	265,000	3.800%	10,260.00	275,260.00	285,520.00
06/01/2035			5,225.00	5,225.00	
12/01/2035	275,000	3.800%	5,225.00	280,225.00	285,450.00
	4,000,000		1,587,897.08	5,587,897.08	5,587,897.08

**Jim Kuntz**

---

**From:** Quentin Batjer <Quentin@dadkp.com>  
**Sent:** Friday, March 20, 2020 9:29 AM  
**To:** Monica Lough  
**Cc:** Pete Fraley (pfraley@omwlaw.com); Jim Kuntz  
**Subject:** RE: Board Memo

All,

I do not think that laches applies in this case.

Laches is the implied waiver of an action arising from knowledge of existing conditions and acquiescence in them. *Felida Neighborhood Ass'n v. Clark County*, 81Wn. App. 155, 162 (1996). It consists of two elements: (1) inexcusable delay and (2) prejudice to the other party from such delay. *Clark County Pub. Util. Dist. No. 1 v. Wilkinson*, 139 Wn.2d 840, 848, 991 P.2d 1161 (2000). "It is only appropriate to apply laches when a party, knowing his rights, takes no steps to enforce them and the condition of the other party has in good faith become so changed that he cannot be restored to his former state." *Brost v. L.A.N.D., Inc.*, 37 Wn. App. 372, 375-76, 680 P.2d 453 (1984). It's an extraordinary remedy; under ordinary circumstances, so long as the applicable statute of limitations has not run, it is unavailable.

Where Accor may claim inexcusable delay, I don't think they'll be able to establish prejudice from the delay. One assumes that the cost of the of the surety would be similar (or less?) to what it would have been in 2016 when they were required by the lease to obtain one. Nor has the statute of limitations (6 years) run for this contract. Plus, the lease does have a "no waiver" provision in the lease ("The waiver by any party of a breach of any provision of this Lease shall not be deemed a continuing waiver or a waiver of any subsequent breach of this Lease.").

That said, Accor is a good tenant with a and I would think that the Port does not want to endanger that, especially now. The statutory requirement for security, RCW 53.08.085, does give the commission the discretion waive the rent security requirement or lower the amount of such requirement on the lease.

In short, I think they have a weak claim but question whether it would be wise to litigate without first attempting to work out some security that would be acceptable to the Board.

Thoughts Pete?

Quentin D. Batjer  
Attorney At Law



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Telephone: (509) 662-3551 • Facsimile: (509) 662-9074  
Email: [quentin@dadkp.com](mailto:quentin@dadkp.com) • Web: [davisarnelllaw.com](http://davisarnelllaw.com)

**DAVIS ARNELL**  
LAW FIRM LLP

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**From:** Monica Lough <Monica@cdrpa.org>  
**Sent:** Friday, March 20, 2020 8:54 AM  
**To:** Quentin Batjer <Quentin@dadkp.com>

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8 UNITED STATES BANKRUPTCY COURT  
9 EASTERN DISTRICT OF WASHINGTON

10 In re: } Case No. 18-03197-FPC11  
11 }  
12 GIGA WATT INC, } ORDER GRANTING RELIEF FROM  
13 Debtor. } AUTOMATIC STAY, ABANDONMENT OF  
14 } PROPERTY OF THE ESTATE AND  
15 } DENYING WAIVER OF FRBP 4001(a)(3)

16 This matter came before the above-entitled court upon the motion for relief from  
17 the automatic stay, abandonment of property of the estate, and waiver of FRBP 4001  
18 (a)(3) filed by the Chelan Douglas Regional Port Authority, formerly the Port of Douglas  
19 County (the "Port"). The Port, former landlord to debtor herein, appeared by and  
20 through its attorney William L. Hames of Hames, Anderson, Whitlow & O'Leary, P.S.,  
21 the US Trustee appeared by and through its attorney James Perkins, the Chapter 11  
22 Trustee, Mark Waldron appeared personally and by and through the estate's attorney,  
23 Pamela Egan, and the Unsecured Creditors Committee appeared by and through its  
24 attorney Benjamin Ellison. The court has reviewed the pleadings, the Declaration of  
25 Jim Kuntz with attachments and notes and heard the argument of counsel, NOW,  
THEREFORE,

ORDER GRANTING RELIEF FROM AUTOMATIC STAY, ABANDONMENT OF  
PROPERTY OF THE ESTATE AND DENYING WAIVER OF FRBP 4001(a)(3) - 1  
HAMES, ANDERSON, WHITLOW & O'LEARY, P.S.  
601 W. KENNEWICK AVENUE  
P.O. BOX 5498  
KENNEWICK, WA 99336-0498  
(509) 586-7797 / (509) 586-3674 fax

1 IT IS HEREBY ORDERED, ADJUDGED AND DECREED that the Port's motion  
2 for relief from stay and abandonment of property of the estate is hereby granted,  
3 effective thirty days from today's date. The property for which the relief from stay and  
4 abandonment is hereby granted are the pods, transformers, electrical switching  
5 equipment, breaker boxes, underground electrical conduit, connectors, cabling and  
6 wiring necessary to conduct a large-scale crypto-currency mining operation; and, the  
7 list of personal property attached as Exhibit E to the Declaration of Jim Kuntz at ECF  
8 468.

9 IT IS FURTHER ORDERED, ADJUDGED AND DECREED that the Port's  
10 motion to waive the 14-day stay set forth in FRBP 4001(a)(3) is denied. The court's  
11 intent is that this order shall become effective forty-four (44) days from the date of  
12 entry.

13 IT IS FURTHER ORDERED, ADJUDGED AND DECREED that the relief  
14 granted herein is without prejudice to any investigation or future claims brought by the  
15 unsecured creditors committee against the Douglas County Public Utility District.

16 /// END OF ORDER ///

17  
18 Presented by:

19 HAMES, ANDERSON, WHITLOW & O'LEARY, P.S.  
20 Attorneys for Cheilan Douglas Regional Port Authority,  
21 formerly the Port of Douglas County

22 By: WILLIAM L. HAMES, WSBA #12193

23 Approved as to Form  
24 Notice of presentation waived:  
25 POTOMAC LAW GROUP PLLC  
Attorneys for Ch. 11 Trustee  
By: PAMELA M. EGAN, WSBA # 54736

ORDER GRANTING RELIEF FROM  
AUTOMATIC STAY, ABANDONMENT OF  
PROPERTY OF THE ESTATE AND  
DENYING WAIVER OF FRBP 4001(a)(3) - 2

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1  
2 DBS Law  
3 Attorneys for Official Unsecured Creditors Committee

4 BY: Benjamin Ellison, WSBA #48315  
5

6 OFFICE OF THE UNITED STATES TRUSTEE  
7

8 BY: JAMES PERKINS, WSBA #12996  
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DECLARATION - 3

HAMES, ANDERSON, WHITLOW & O'LEARY, P.S.  
601 W. KENNEWICK AVENUE/P.O. BOX 5498  
KENNEWICK, WA 99336-0498  
(509) 586-7797 / (509) 586-3674 fax





Bob Ferguson

## ATTORNEY GENERAL OF WASHINGTON

Administration Division

PO Box 40100 • Olympia, WA 98504-0100 • (360) 753-6200

### MEMORANDUM

DATE: March 17, 2020

TO: State Agencies and Local Governments

FROM: Bob Ferguson, Attorney General

SUBJECT: **Guidance on Analyzing Issues Related to Gifts of Public Funds During the COVID-19 Pandemic**

In recent weeks our Office has received a number of inquiries related to steps state agencies and local governments can take to combat the COVID-19 pandemic. Some agencies and local governments have questioned whether certain steps being considered would violate the prohibitions in Washington's Constitution against making gifts of public funds (those steps range from making payments to nonprofits to support childcare services to providing employees with paid leave when they are ordered not to come to work, to give just a few examples). To provide helpful guidance to state agencies and local governments about how to analyze these types of issues in this time of crisis, we are sharing a brief overview of our Office's expert guidance on this question.

In general, constitutional restrictions on use of public funds should not be an impediment to state and local efforts to combat COVID-19, because expenditures being made in furtherance of this effort in this time of crisis further fundamental public purposes, such as protecting the public health and welfare.

Article VIII, sections 5 and 7 of the Washington Constitution each restrict government from giving or loaning public funds to private individuals, companies, or associations. The purpose of the provisions is to prevent public funds from being used to benefit private interests where the public interest is not primarily served. *CLEAN v. State*, 130 Wn.2d 782, 797, 928 P.2d 1054 (1996).

Washington courts "use a two-pronged analysis to determine whether a gift of public funds has occurred." *In re Recall of Burnham*, 194 Wn.2d 68, 77, 448 P.3d 747 (2019); *Brower v. State*, 137 Wn.2d 44, 62, 969 P.2d 42 (1998). "First, courts must ask whether the funds were expended to carry out a fundamental purpose of the government." *Burnham*, 194 Wn.2d at 77. If they were used to carry out a fundamental public purpose, the analysis ends, and there is no gift of public funds. *Id.*; *Brower*, 137 Wn.2d at 62. If they were not used to carry out a fundamental public

ATTORNEY GENERAL OF WASHINGTON

March 17, 2020

Page 2

purpose, then the court asks whether the funds were given with donative intent, and what the public received in exchange. *CLEAN*, 130 W.n.2d at 797-98.

While we cannot endeavor to address every situation which may implicate this issue, protecting public health is without question a fundamental purpose of government. *See, e.g., Hudson v. City of Wenatchee*, 94 W.n. App. 990, 995, 974 P.2d 342 (1999) (describing “the preservation of the public health” and “promotion of the public welfare” as fundamental purposes of government). Given the public health crisis our state is facing, there is a strong basis for state and local governments to make expenditures for the primary purpose of protecting and promoting public health which may have an incidental benefit on private citizens and entities.

To give just a few examples, if a local government is concerned about ensuring that healthcare providers or first responders have childcare in order to enable them to continue working to protect the public during the COVID-19 crisis, it seems clear that it would further a fundamental purpose of the government to subsidize childcare for those individuals, whether by contracting with a childcare provider or otherwise. Similarly, if a local government wants to use public funds to subsidize healthcare screening or testing for community members during the COVID-19 pandemic, that would likewise further a fundamental purpose of government. Similarly, if a local government owned underutilized property and wanted to temporarily lend it to a local healthcare facility so that it could expand its capacity to deal with this crisis, that would further a fundamental purpose of government.

This memo is not intended to provide legal advice about any specific factual situation, but rather is intended to highlight that, in general, state agencies and local governments have broad authority to make expenditures to fight the COVID-19 pandemic without fear of violating the constitutional prohibition on gifts of public funds.

Sincerely,



BOB FERGUSON  
Attorney General

RWF/jlg

## Washington's Airports Support Our State

The Washington State Department of Transportation (WSDOT) Aviation Division conducted an Aviation Economic Impact Study (AEIS) of Washington's 134 public-use airports to measure the annual economic impact that airports provide to local communities, geographic regions, and statewide. The study offers a detailed look into how airports contribute to our state and serves as a useful tool in communicating the economic value they bring to our world.

### Study Approach

Economic impact is quantified by first calculating the effects of on-airport activity and visitor spending, then analyzing how these effects continue to generate money as they flow through the economy. Economic impacts are calculated by individual airport, then modeled to quantify the total statewide impact of Washington's airport system.

**Resulting economic impacts for each airport are expressed in terms of jobs, labor income, value added benefits, and business revenues.**



### AIRPORT PROFILE

Pangborn Memorial Airport (EAT) is located in Douglas County four miles east of Wenatchee, Washington. EAT supports 1,248 jobs and has a total economic impact/business revenues of \$253.8 million annually. The airport has a single 7,000-foot-long asphalt runway capable of serving large turbine-powered aircraft. The airport is named after Clyde Pangborn, the first pilot to fly non-stop across the Pacific Ocean. Pangborn Memorial provides a gateway for commercial airline passengers to visit central Washington and provides a variety of services including air freight, air ambulance activities, flight instruction, aircraft rental, and glider towing. The airport also acts as a helicopter base for the U.S. Forest Service aerial/wildland firefighting operations.

### AIRPORT CHARACTERISTICS

Location	Service Classification	Organization
Legislative District: 25	Federal: PRIMARY - NON HUB	Ownership Type: PUBLIC
Associated City: WENATCHEE	State: MAJOR	Owner/Sponsor: PORTS CHELAN&DOUGLAS CNTY
County: DOUGLAS		

### AVIATION ACTIVITIES

Key Activities			
<input checked="" type="checkbox"/> Air cargo	<input checked="" type="checkbox"/> Aerial inspections	<input type="checkbox"/> Aerospace manufacturing	<input checked="" type="checkbox"/> Pilot training and certification
<input checked="" type="checkbox"/> Agriculture	<input checked="" type="checkbox"/> Aerial photography	<input checked="" type="checkbox"/> Personal transportation	<input checked="" type="checkbox"/> Commercial passenger service
<input checked="" type="checkbox"/> Skydiving/recreational flying	<input checked="" type="checkbox"/> Search and rescue	<input checked="" type="checkbox"/> Medical air transport	<input checked="" type="checkbox"/> Business and corporate travel
<input type="checkbox"/> Shipping of perishable goods	<input checked="" type="checkbox"/> Environmental patrol	<input checked="" type="checkbox"/> Emergency preparedness and disaster response	
<input checked="" type="checkbox"/> National security/military	<input checked="" type="checkbox"/> Firefighting		

### Ground Transportation Options

<input type="checkbox"/> Bus	<input checked="" type="checkbox"/> Taxi
<input checked="" type="checkbox"/> Courtesy car	<input checked="" type="checkbox"/> Rideshare
<input checked="" type="checkbox"/> Limousine service	<input type="checkbox"/> Rail
<input type="checkbox"/> Other:	

### Airport Activities (2018)

Scheduled commercial service	
Operations	2,072
Enplanements	64,528
General aviation	
Operations	39,316
Percent GA transient	38%

**ECONOMIC IMPACTS**

Direct economic impacts comprise on-airport activities including employment and construction as well as money spent off-airport by out of state visitors who depart via scheduled commercial service or general aviation.

Direct impacts have additional effects as money generated at and by airports flows through the economy. These effects are caused when a portion of direct business revenues are used to purchase goods and services in Washington (i.e., supplier sales) and worker income is re-spent within the state.

Economic impacts are expressed in terms of the following metrics:

- **Jobs:** Number of employed people
- **Labor Income:** Salaries, wages, and other benefits to workers
- **Value Added:** Value contributed to a product or service provided by a firm or group of firms (in this case, airport businesses)
- **Business Revenues:** Represents an airport’s total economic impact

**Economic Impacts**

Impact Types	Jobs	Labor Income	Value Added	Business Revenues
On-Airport Activity	529	\$26,978,000	\$41,296,000	\$137,765,000
Visitor Spending	123	\$3,646,000	\$6,836,000	\$10,937,000
<b>Total Direct Effects</b>	<b>652</b>	<b>\$30,623,000</b>	<b>\$48,133,000</b>	<b>\$148,702,000</b>
Supplier Sales	297	\$20,524,000	\$32,880,000	\$58,094,000
Re-Spending of Worker Income	299	\$16,044,000	\$28,989,000	\$46,969,000
<b>Total Economic Impact</b>	<b>1,248</b>	<b>\$67,192,000</b>	<b>\$110,001,000</b>	<b>\$253,765,000</b>

*Impacts derived based on: 2018 Airport Manager’s Survey, 2018 Airport Tenant’s Survey, Federal Aviation Administration (FAA) 5010 Airport Master Record, FAA Terminal Area Forecast, Airline Data, Inc. Impacts modeled using IMPLAN by EBP. Analyses based on 2018 study year. Notes: Totals may not add due to rounding. Metrics (jobs, labor income, value added, and business revenues) represent various components of an airport’s economic impact and are not additive.*

**TAX IMPACTS**

Airports’ direct economic impacts result in local and state tax revenues. On-airport businesses pay business and operating (B&O) taxes. Visitor spending generates taxes and fees associated with sales; hotel stays; and use of transportation services including rental cars, Transportation Network Companies (TNCs), and taxis.

**Estimated Taxes to Each Jurisdiction**

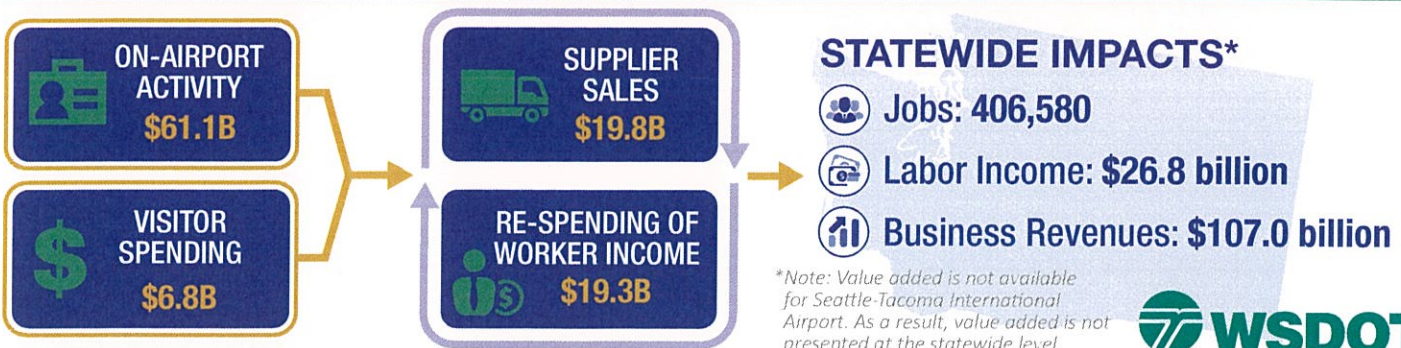
Impact Types	Local (County & Municipal)	State	Total
On-Airport Activity	\$2,543,520	\$15,524,420	\$18,067,940
Visitor Spending	\$179,600	\$872,240	\$1,051,840
<b>Total</b>	<b>\$2,723,120</b>	<b>\$16,396,660</b>	<b>\$19,119,780</b>

*Note: Totals may not add due to rounding.*

**Statewide Tax Collections**

The Washington State Department of Revenue reports that the state collected **\$3.18 million** in aircraft fuel and aircraft excise taxes. Together with taxes generated by on and off-airport aviation-related activities, the state’s airport system, including SeaTac, generated over **\$913.3 million** in total statewide tax impacts (2018).

**STATEWIDE ECONOMIC IMPACTS**



## Chelan Douglas Regional Port Authority Calendar of Events

Updated as of 03-20-2020

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attending</i>	<i>Cami RSVP arrangements if applicable</i>
March 24	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office & CTC Via Zoom		
March 25	Wednesday	OVOF Awards Event; 5:30pm Pybus		"Twisp" Documentary showing at event
March 25	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
March 26	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
March 26	Thursday	Time Value Investments/Public Funds Investment Class" Lynnwood	Monica	Hotel Booked for Monica
March 26	Thursday	GA Meeting; 6:00 pm - 8:00 pm, CDRPA Office		
April 2	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
April 8	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
April 9	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
April 9	Thursday	CDTC Executive Committee Meeting, CTC, time TBD	Commissioner Baldwin	
April 10	Friday	WPPA Facilities Committee Meeting, Port of Seattle Seatac Offices, 10:00am-2:00pm	Stacie	
April 14	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
April 14	Tuesday	Tri Commission Meeting; CTC, 1:00pm-3:00pm		
April 14-15	Tuesday-Wed	Washington State Transportation Commission Meeting; Wenatchee City Hall Council Chambers		Time needed
April 15	Wednesday	GWATA Pre-Event Flywheel		
April 15-17	Wednesday - Friday	Voltaire Air Service Forum St. Augustine, FL	Trent	Trent Booked his trip
April 16	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
April 16	Thursday	GWATA Flywheel		
April 21	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Huffman	

April 22	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
April 23	Thursday	Economic Leadership Roundtable Lunch; 11:30 am ; 230 N. Georgia, E. Wen.		
April 23	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
April 28	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
May 1	Friday	Cashmere Chamber of Commerce Banquet; 5:30pm-8:30pm		Tickets are \$35 each
May 7	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
May 6-8	Wed-Friday	WPPA Spring Meeting; Skamania Lodge; Stevenson		
May 10-13	Sunday-Wednesday	AAAE Annual Conference; Denver, CO		
May 12	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
May 13	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
May 14	Thursday	CDTC, 9-11am, CTC	JC Baldwin	
May 14	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
May 16	Saturday	Bridgeport Economic Dev. Open House, 10a-2pm		
May 19	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Huffman	
May 20	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
May 21	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
May 26	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
May 27	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
May 28	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
June 1-3	Monday - Wednesday	WA Airport Manager's Assn; Winthrop, WA		
June 4	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
June 9	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
June 10	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	

June 10-12	Wed-Friday	WPPA Finance Seminar; Campbell's Resort		
June 11	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
June 11	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
June 13	Saturday	Aviation Day - Pangborn Airport		
June 16	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Huffman	
June 17	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
June 18	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
June 20	Saturday	Stehekin Airport Volunteer Clean-up Day		
June 23	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
June 24	Wednesday	Partners Breakfast; 7:30am; Convention Center		
June 24	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
June 25	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
June 25	Thursday	GA Meeting; 6:00 pm - 8:00pm, CDRPA Office		
July 2	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
July 8	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
July 9	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
July 9	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
July 9-10	Thur-Friday	WPPA Director's Seminar; Location TBD		
July 14	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
July 15	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
July 16	Thursday	Economic Leadership Roundtable Lunch; 11:30 am ; 230 N. Georgia, E. Wen.		
July 16	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
July 21	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Huffman	
July 20-22	Tues-Friday	WPPA Commissioners Seminar; Marcus Whitman, Walla Walla		

July 22	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
July 23	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
July 28	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
August 6	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
August 11	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
August 12	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
August 13	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
August 13	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
August 18	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Huffman	
August 19	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
August 20	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
August 25	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
August 26	Wednesday	Douglas County Community Leadership Advisory Group; 2:20-4:30p	Jim Kuntz, Ron C.	
August 27	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
September 3	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
September 8	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
September 9	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
September 10	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
September 10	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
September 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Huffman	
September 16	Wednesday	GWATA Board Meeting, 3-5pm		
September 17	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	



September 22	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
September 23	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
September 24	Thursday	Partners Breakfast; 7:30am; Convention Center		
September 24	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
September 24	Thursday	GA Meeting; 6:00 pm - 8:00pm, CDRPA Office		
September 24-25	Thur-Friday	WPPA Environmental Seminar; Alderbrook Resort		
October 1	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
October 4-7	Sun - Thurs	NWAAAE Annual Conference; Jackson Hole, WY		
October 8	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
October 8	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
October 13	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
October 14	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
October 15	Thursday	Economic Leadership Roundtable Lunch; 11:30 am ; 230 N. Georgia, E. Wen.		
October 15	Thursday	Airport Planning Meeting; 2:00 pm		
October 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Huffman	
October 21	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
October 22	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
October 22-23	Thur-Friday	WPPA Small Ports Seminar; Enzian Leavenworth		
October 27	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
October 28	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
November 5	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
November 10	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
November 11	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	

November 12	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
November 12	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
TBD	TBD	Wenatchee Valley Chamber Board Retreat - TBD	Commissioner Huffman	
November 18	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
November 19	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
November 24	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
November 25	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
November 26-27	Thur-Friday	Thanksgiving Holiday Office Closed		
December 2-4	Tuesday - Friday	WPPA Annual Meeting, Hyatt Regency, Bellevue		
December 3	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
December 8	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
December 9	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
December 10	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
December 10	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
December 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Huffman	
December 16	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
December 17	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
December 22	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
December 23	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	