



**Board of Directors  
Chelan Douglas Regional Port Authority  
Meeting Minutes  
April 11<sup>th</sup>, 2023  
9:00 am**

**Present:**

**Directors:**

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

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

**Staff:**

*Jim Kuntz, Chief Executive Officer  
Monica Lough, Dir. of Finance & Admin  
Trent Moyers, Director of Airports  
Stacie de Mestre, Capital Projects Mngr.  
Craig Larsen, Business Dev. Mngr.  
Tricia Degnan, CTC Manager (Zoom)  
Ron Russ, Maint. & Prop. Mngr. (Zoom)*

*Ryan Fancher, Project Mngr. (Zoom)  
Colby Goodrich, FBO Mngr. (Zoom)  
Sarah Deenik, Comm. Coordinator  
Brooke Lammert, Executive Assistant  
Laura Camarillo-Reyes, Admin Asst. (Zoom)  
Julie Avis, Acct. Specialist (Zoom)  
Lorena Amador, Acct. Specialist (Zoom)*

**Legal Counsel:**

*Quentin Batjer, Davis Arneil Law Firm, LLP*

**Guests:**

*Ron Nielson, Small Business Dev. Center  
Kirk Duncan, Small Business Dev. Center  
Tim Ike, J-U-B Engineers, Inc.  
Mike Mackey  
Kalie Worthen, Wenatchee World (Zoom)  
Jason Taylor, KPQ (Zoom)*

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

**Introductions were made.**

**Conflicts of Interest:** None

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

**Kuntz requested to add a presentation on the Waterville Airport Project from Tim Ike with J-U-B Engineers, Inc. to the agenda after the Small Business Development Center presentation. Commissioner Spurgeon concurred.**

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of March 28<sup>th</sup>, 2023 Meeting Minutes and Check Register Pages #2023-11 through #2023-14, including Electronic Transfers was presented.

**Motion No.** 04-01-23 CDRPA  
*Moved by:* JC Baldwin  
*Seconded by:* Richard DeRock  
*To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the March 28<sup>th</sup>, 2023 Meeting and Check Register Pages #2023-11 through #2023-14, including Electronic Transfers.*

*Motion Passed 6-0*

**PORT OF CHELAN COUNTY CONSENT AGENDA**

The Port of Chelan County Consent Agenda consisting of Check Register Page #2023-03 was presented.

**Motion No.** 04-02-23 POCC  
*Moved by:* JC Baldwin  
*Seconded by:* Richard DeRock  
*To approve the Port of Chelan County Consent Agenda consisting of Check Register Page #2023-03.*

*Motion Passed 3-0*

**PRESENTATIONS:**

- **Small Business Development Center – 1<sup>st</sup> Quarter Update:** Kirk Duncan presented the Board with an overview of the 1<sup>st</sup> quarter report for the year 2023.
- **J-U-B Engineers, Inc.- Waterville Airport Update:** Tim Ike updated the Board on the progress of the Waterville Airport lighting project. Ike shared that the current edge lights have been removed. The project is expected to be completed in early May 2023. This project is largely being funded by a WSDOT Aviation Grant.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:**

**Authorization to enter into a contract with Berry, Dunn, McNeil, and Park LLC for the Regional Sports Complex Feasibility Study**

de Mestre reviewed with the Board the process the Regional Sports Complex sub-committee followed in selecting BerryDunn for the feasibility study. The firm will look at data driven results for both a centralized facility and decentralized facilities. The feasibility study will occur from April 2023 through February 2024. Discussion ensued and the following action was taken:

**Motion No.** 04-03-23 CDRPA  
*Moved by:* Jim Huffman  
*Seconded by:* Richard DeRock  
*To authorize the CEO to execute a professional services agreement with Berry, Dunn, McNeil, and Park, LLC in an amount of \$298,981 conditioned upon the Regional Sports Complex Steering Committee’s contract approval and having a fully executed interlocal agreement.*

*Motion passed 6-0*

### **Malaga Waterline Project – Test Well #1 Change Order**

de Mestre reviewed with the Board details of the Change Order for the test well. The water utility reimbursable agreement with Microsoft will cover the additional costs of the change order. Discussion ensued and the following action was taken:

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

**04-04-23 CDRPA**  
*Richard DeRock*  
*JC Baldwin*

*To authorize the CEO to execute change order 3 to the Malaga Vicinity Test Well 1 Project in the amount of \$50,251.20 (including WSST) and to establish a new overall project budget of \$318,210.00.*

*Motion passed 6-0*

### **2023 Partners in Economic Development – Funding Request – Wenatchee Outdoors**

Deenik reviewed with the Board the 2023 budget and remaining balance for funding requests. The funding request application was reviewed, and it was determined that clarification and additional details were needed. The Board gave feedback to be shared with the applicant. Discussion ensued and no action was taken.

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

### **INFORMATIONAL ITEMS:**

**Taxiway B/Hangar Site Development Update** – Kuntz shared that the design phase is almost complete with Randy Asplund reviewing the design work of Ardurra independently for the Regional Port. Kuntz reviewed the projected overall project costs and sources of revenue to pay for the project. Regional Port staff will request approval to seek bids at the next Board meeting.

**At 10:45 a.m. Commissioner Spurgeon called for a 10-minute break.**

**Taxiway A NAVAID Shutdown**– de Mestre and Moyers shared that construction on the project has started. The FAA is still taking the stance that the NAVAID systems must be shutdown for the duration of construction. The ILS system was turned off on Monday for construction to begin and the VOR is scheduled to be turned off on April 13<sup>th</sup>. Staff will continue to work with the FAA to document construction can be completed with the systems on and provided a study to support the request.

### **MISCELLANEOUS STAFF REPORTS:**

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

- Kuntz gave an update on the Legislative Session and the work being done on HB 1663 and SB 5001.
- Updated the Board on FY 2024 Congressional Directed Spending. Senator Cantwell, Representative Newhouse and Representative Schrier are all sponsoring the G.A. Terminal Building federal request and Senator Murray is sponsoring the Trades District Phase II federal request. The Lineage Redevelopment did not receive a congressional sponsor.
- Reviewed with the Board the updated timeline of March 2024 for the Washington State Army National Guard relocating to Pangborn Memorial Airport.

- Kuntz shared the success of the Microsoft Open House. He reported that staff is working with a concerned homeowner on the proposed location of a planned water reservoir for the project.
- Updated the Board that Diamond Foundry's Letter of Intent has been signed and the payment has been received by the Regional Port.

**Lough provided information and updates including:**

- Reviewed with the Board the status of the Department of Commerce Evergreen Manufacturing grant program. Beta Hatch is going to receive a \$200,000 grant. The Regional Port, the ADO for both Chelan and Douglas Counties, will administer the grant.
- Tall Timber Ranch of Leavenworth received a Washington Department of Commerce Statewide Disaster Relief grant in the amount of \$82,000. The Regional Port, Chelan County's ADO, will administer the grant.
- Shared with the Board that the City of Chelan is looking into forming a TIF district. Reviewed with the Board how some of the funds from the TIF are projected to be used.
- Updated the Board on current phishing emails being sent out to staff and how to handle one if received.

**Moyers provided information and updates including:**

- Moyers updated the Board that the FAA annual Inspection occurred last week and was successful.
- Shared with the Board that a construction truck on the Taxiway A project had an accident on site and brought an airport fence down. The TSA was correctly notified, and a temporary fence was swiftly put in place.
- Reported on the VIR tower counts for Pangborn Memorial Airport, Chelan Airport and Mansfield Airport. Shared with the Board the current Waterville Airport operational hours due to construction.
- Moyers shared with the Board that a meeting was held with Frequentis regarding a Remote Tower.

**Deenik provided information and updates including:**

- Deenik updated the Board on the status of the Trades District webpage and information listed on the Chelan Douglas Regional Port website.

**Russ provided information and updates including:**

- Russ shared with the Board that Orondo River Park will open on Saturday.
- Reminded the Board that the Chelan Public Utilities District is restructuring a portion of Olds Station Road and will have a temporary road closure. The PUD is working with staff to ensure that IB#3, IB#5 and IB#6 tenants are accommodated.
- Shared that work is being done to repair an irrigation leak at IB#4.

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

- Updated the Board on the status of RiverCom's interest in moving into the CTC.

**Larsen provided information and updates including:**

- Larsen shared that a successful check-in was had with Express and that the firm is actively looking to hire.

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

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

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

**EXECUTIVE SESSION:**

Executive Session was announced at 12:18 p.m. for a period of ten minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110(1)(b) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. Executive Session concluded at 12:28 p.m.

**Meeting reconvened in Regular Session and was immediately adjourned at 12:29 p.m. with no action taken.**

Signed and dated this 25<sup>th</sup> day of April 2023.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

  
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Mark Spurgeon, Director

  
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