



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
April 25th, 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 (Zoom)*

Staff:

*Jim Kuntz, Chief Executive Officer
Monica Lough, Dir. of Finance & Admin
Trent Moyers, Director of Airports
Stacie de Mestre, Dir. of Econ Dev.
Ryan Fancher, Project Manager
Tricia Degnan, CTC Manager (Zoom)
Ron Russ, Maint. & Prop. Mngr. (Zoom)
Craig Larsen, Comm. Rel. 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:

*Chris Mansfield, Ardurra
Caleb Lindquist, Ardurra
Mike Mackey
Kalie Worthen, Wenatchee World (Zoom)
Jason Taylor, KPQ (Zoom)
Jeri Barkley (Zoom)*

The Chelan Douglas Regional Port Authority Board Meeting was called to order at 9:00 a.m. during a scheduled tour of the Pangborn Memorial Airport Taxiway A Project. Directors, Port employees, consultants and guests completed the tour at 9:50 a.m. and proceeded to the original meeting location. The meeting reconvened at 10:23 a.m.

Introductions were made.

Conflicts of Interest: None

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

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA

The Chelan Douglas Regional Port Authority Consent Agenda consisting of April 11th, 2023 Meeting Minutes, April 14th, 2023 Special Meeting Minutes and the March 2023 Commission Calendar were presented.

Motion No. **04-05-23 CDRPA**
Moved by: Jim Huffman
Seconded by: JC Baldwin
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the April 11th, 2023 Meeting, Minutes from the April 14th, 2023 Special Meeting and the March 2023 Commission Calendar.

Motion Passed 6-0

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

Authorization to Seek Bids – Taxiway B/Hangar Site Pad Development Project

de Mestre reviewed with the Board the history of the project and the overall project budget. Construction is scheduled to begin mid-June 2023 and is to be completed by October 2023. If approved, the project would go out to bid after the Board meeting adjourns. Discussion ensued and the following action was taken:

Motion No. **04-06-23 CDRPA**
Moved by: JC Baldwin
Seconded by: Alan Loeb sack
To authorize the CEO to seek bids for the Taxiway B/Hangar Site Pad Development Project.

Motion passed 6-0

WSDOT Aviation Division – Resolution No. 2023-04 Supporting Grant Request for Taxiway B/Hangar Site Development Projects

This item was removed from the agenda with no further action to be taken.

Authorization to Sign Covenant – Economic Development Administration Grant/Trade District

Fancher shared with the Board the EDA requirements for the Trades District project. A covenant has been requested in lieu of a lien or mortgage to protect the EDA, should a future Board want to sell off property from the project. Discussion ensued and the following action was taken:

Motion No. **04-07-23 CDRPA**
Moved by: Donn Etherington
Seconded by: JC Baldwin
To authorize the CEO to sign a covenant covering the Trades District project to satisfy a requirement of the EDA Grant.

Motion passed 6-0

Authorization to Award the CTC Security Camera System Upgrade

Degnan reviewed with the Board the purpose of the security camera update and the approval of the project in the 2023 budget. LocalTel was the single bidder with a cost of \$59,571.11. Discussion ensued and the following action was taken.

Motion No. **04-08-23 CDRPA**
Moved by: Richard DeRock
Seconded by: W. Alan Loeb sack
To authorize the CEO to award the CTC Security Camera System Upgrade project to LocalTel in an amount not to exceed \$64,753.79, including Washington State Sales Tax, and to establish an overall project budget of \$71,229.16.

Motion passed 6-0

Environmental Assessment – General Aviation Terminal Building Project

Kuntz reviewed with the Board the FAA requirement to complete an Environmental Assessment prior to moving forward with the GA Terminal Adaptive Reuse Project. The following action was taken:

Motion No.	04-09-23 CDRPA
Moved by:	Jim Huffman
Seconded by:	JC Baldwin
	To authorize the CEO to enter into an agreement with Ardurra in the amount of \$159,883 to complete the required FAA environmental assessment for the General Aviation Terminal Building.

Motion passed 6-0

At 11:13 a.m. Commissioner Spurgeon called for a 10-minute break.

Air Service Agreement – Alaska Airlines

Kuntz shared that Alaska Airlines has agreed to restore an additional flight beginning in September 2023. The flight will have an early morning departure and evening arrival. The air service agreement requires a one year minimum revenue guarantee of \$500,000.

Motion No.	04-10-23 CDRPA
Moved by:	JC Baldwin
Seconded by:	W. Alan Loeb sack
	To authorize the CEO to enter into an Air Service Agreement with Alaska Airlines to secure an additional arrival and departure out of Pangborn Memorial Airport with a maximum guaranteed amount of \$500,000.

Motion passed 6-0

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

INFORMATIONAL ITEMS:

Investment Report – 1st Quarter 2023 – Lough reviewed the investment report with the Board, noting the rate versus yield amounts. Additionally, Lough shared information on cash reserve amounts.

RiverCom Update– de Mestre shared the progress on working with RiverCom to occupy space at the CTC. The current space only meets a category 2 risk factor and RiverCom requires a category 4. Pacific Engineering has been contracted by RiverCom to conduct an analysis of the building.

Capital Projects Review– de Mestre gave an overview of the Regional Port Capital Projects. She shared that bi-weekly meetings amongst project-critical staff are still occurring.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Craig Larsen's new role as Community Relationship Manager and Stacie de Mestre's new role as Director of Economic Development and Capital Projects.
- The Regional Port's updated organizational chart.
- Shared that the 2023 Legislative session went well, and a full report will be available at the May 23rd, 2023 Board meeting.
- Kuntz share a recap of a meeting with Chris Green, Assistant Director of the Washington State Department of Commerce Office of Economic Development and Competitiveness.
- Reviewed updated allocation of legal duties.

Lough provided information and updates including:

- The City of Wenatchee Waterfront Local Revitalization Financing (LRF).
- A supplemental budget is being prepared and will be brought to the Board for approval at a future meeting.

Moyers provided information and updates including:

- Shared that staff is still working hard on planning the Festival of Flight event taking place in July.
- Updated the Board on progress with the WA Army National Guard. Their IT team has reviewed the Executive Flight building and an internal assessment of the space will be conducted soon.

de Mestre provided information and updates including:

- Reviewed issues occurring with the Terminal Building Apron concrete.

Russ provided information and updates including:

- Russ shared with the Board that Precision Waterjet installed four heat pump units without approval on Regional Port property. A request has been made for building permits and a lease signed for the space being used.
- Shared a request from Amtrack to install three light fixtures on the east wall of Lineage Building G to better illuminate their platform.

Deenik provided information and updates including:

- An overview of website activity for the main CDRPA website, Trades District and Sports Complex project pages were provided using Google Analytics.

Fancher provided information and updates including:

- Shared with the Board that the trailer on the Hays property was sold as surplus in the amount of \$10,200 on April 15th via a public auction website.

Degnan provided information and updates including:

- Updated the Board on the CTC's first quarter revenue report and comparison to prior years.

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 1:00 p.m. for a period of fifteen minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110(1)(b) to consider the 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 1:15 p.m.

Meeting reconvened in Regular Session and was immediately adjourned at 1:16 p.m. with no action taken.

Signed and dated this 23rd day of May 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



Mark Spurgeon, Director



Donn Etherington, Director



Jim Huffman, Director



Richard DeRock, Director



JC Baldwin, Director



W. Alan Loeb sack, Director