



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
April 26, 2022
9:00 am**

Present:

Directors:

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

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

Staff:

Jim Kuntz, Chief Executive Officer
Monica Lough, Dir. of Finance & Admin.
Trent Moyers, Director of Airports
Stacie de Mestre, Capital Projects Manager
Ron Criddlebaugh, Director of Econ. Dev.
Ron Russ, Property & Maint. Mngr.

Tricia Degnan, CTC Manager (Zoom)
Craig Larsen, Bus. Dev. Mngr.
Sarah Deenik, Comm. Specialist
Bealinda Tidd, Acct. Specialist (Zoom)
Laura Camarillo Reyes, Admin. Asst. (Zoom)

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm, LLP
Peter Fraley, Ogden Murphy Wallace PLLC

Guests:

Flint Hartwig, Eider Construction
Chris Widener, Eider Construction
Ellyn Freed, Forte Architects
Travis Hornby, Pybus Market
Don Flick, Cascade Soaring Society
Emily Thornton, Wenatchee World
Jerrilea Crawford, Mayor, City of East Wenatchee (Zoom)
Allen R Steele
Richard DeRock

Kyle Lamb, KPQ (Zoom)
Kalie Drago, KPQ (Zoom)
Erik Howe, RH2 (Zoom)
Kevin Vitulli, Banner Bank (Zoom)
Mike Walker, Eagle Group (Zoom)
David Hulse (Zoom)

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

Introductions were made.

Conflicts of Interest: None

CDRPA CONSENT AGENDA:

The CDRPA Consent Agenda consisting of Minutes of April 12th, 2022 Meeting; Minutes of April 19th, 2022 Special Meeting; and March 2022 Commission Calendar were presented.

Motion No.

Moved by:
Seconded by:

03-23-22 CDRPA

Mark Spurgeon
W. Alan Loeb sack
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of April 12th, 2022 Meeting; Minutes of April 19th, 2022 Special Meeting; and the March 2022 Commission calendar.

Motion passed 6-0

Motion No.
Moved by:
Seconded by:

03-24-22 CDRPA
Jim Huffman
W. Alan Loeb sack
To amend Motion 03-23-22 to reflect changes to April 12, 2022 minutes, changing "mutually" to "generally", correcting a name spelling, and adding Commissioner Etherington to the WVCC Banquet as an attendee on the March 2022 calendar.

Motion passed 6-0

PRESENTATIONS:

SoCo Crossing Update – Flint Hartwig & Ellyn Freed

Flint Hartwig presented changes to the proposed project in order to reduce the budget while still providing a similar concept and use by the community. Mr. Hartwig also discussed funding options, including the sale of other projects. Ellyn Freed presented architectural drawings of the proposed layout based on the changes.

Pybus Public Market – Travis Hornby

Travis Hornby, General Manager/Foundation Director, proposed the Board consider options outside of tech incubator uses for the remainder of the lease term at Pybus Public Market. Discussion ensued among the Board and Mr. Hornby. The Board is flexible in renting the space to nonprofits or others in the community that would be a good fit with the market.

Director Baldwin called for a 10-minute break at 10:10 a.m., meeting reconvened at 10:20 a.m.

POCC ACTION ITEMS:

Purchase & Sale Agreement with Microsoft – Malaga Property

Kuntz reviewed the key terms and conditions included in the purchase & sale agreement. Discussion ensued.

Motion No.
Moved by:
Seconded by:

03-25-22 POCC
Rory Turner
Donn Etherington
To authorize the Executive Director to enter into a Purchase & Sale Agreement with Microsoft Corporation for Port of Chelan County owned property in Malaga.

Motion passed 3-0

CDRPA ACTION ITEMS:

Purchase & Sale Agreement with Microsoft – Malaga Property

Motion No.
Moved by:
Seconded by:

03-26-22 CDRPA
Jim Huffman
Mark Spurgeon
To approve the Port of Chelan County entering into a Purchase & Sale Agreement with Microsoft Corporation for the Port of Chelan County owned property in Malaga.

Motion passed 6-0

POCC ACTION ITEMS (CONTINUED):

Purchase & Sale Agreement with Marsha Hays – Malaga Property

Kuntz reviewed the terms and conditions of entering to a Purchase & Sale Agreement with Marsha Hays.

Motion No. 03-27-22 POCC
Moved by: Donn Etherington
Seconded by: Rory Turner
To authorize the Executive Director to enter into a Purchase & Sale Agreement with Marsha Hays for property in Malaga.

Motion passed 3-0

CDRPA ACTION ITEMS (CONTINUED):

Purchase & Sale Agreement with Marsha Hays – Malaga Property

Motion No. 03-28-22 CDRPA
Moved by: Donn Etherington
Seconded by: W. Alan Loeb sack
To approve the Port of Chelan County entering into a Purchase & Sale Agreement with Marsha Hays for property in Malaga.

Motion passed 6-0

***Director Turner excused himself from the remainder of the meeting at 10:30 a.m.**

POCC COMMISSIONER DISTRICT 3 INTERVIEWS:

Allen R. Steele, Manson, provided his background information to the Board. Commissioners asked interview questions and had a conversation with Mr. Steele.

POCC ACTION ITEMS (CONTINUED):

Purchase & Sale Agreement with Louws Truss, Inc. – Cashmere Mill District Property

Kuntz provided a map of the 2.6 acre parcel of property adjacent to Louws Truss, Inc. Discussion ensued.

Motion No. 03-29-22 POCC
Moved by: Donn Etherington
Seconded by: JC Baldwin
To authorize the Executive Director to enter into a Purchase & Sale Agreement with Louws Truss, Inc. for property in Cashmere.

*Motion passed 2-0
Director Turner excused

CDRPA ACTION ITEMS (CONTINUED):

Purchase & Sale Agreement with Louws Truss, Inc. – Cashmere Mill District Property

Motion No. 03-30-22 CDRPA
Moved by: Mark Spurgeon
Seconded by: Jim Huffman
To approve the Port of Chelan County entering into a Purchase & Sale Agreement with Louws Truss, Inc. for the Port of Chelan County owned property in Cashmere.

*Motion passed 5-0
Director Turner excused

POCC COMMISSIONER DISTRICT 3 INTERVIEWS (CONTINUED):

Richard DeRock, Wenatchee, provided his background information to the Board. Commissioners asked interview questions and had a conversation with Mr. DeRock.

CDRPA ACTION ITEMS (CONTINUED):

ALSC Architects Agreement – G.A. Terminal Building Project

de Mestre presented the staff recommendation for retaining ALSC Architects for design and building services for the G.A. Terminal Building Project. The fee will be approximately \$474,258 and is in line with the State OFM Fee Schedule. Discussion ensued.

Motion No.
Moved by:
Seconded by:

03-31-22 CDRPA
Mark Spurgeon
W. Alan Loeb sack
To authorize the CEO to enter into an agreement with ALSC Architects for the G.A. Terminal Building Project.

Motion passed 5-0
**Director Turner excused*

Amended Reimbursement Agreement with the FAA

Kuntz discussed the existing Reimbursement Agreement with the FAA to provide design review services for the MALSR project. The FAA has requested an amendment to include the FAA providing the lighting supplies and equipment, with the Regional Port ordering replacement equipment from the single source vendor in order to replenish the FAA inventory.

Motion No.
Moved by:
Seconded by:

03-32-22 CDRPA
Mark Spurgeon
W. Alan Loeb sack
To authorize the CEO to sign the Amended Reimbursable Agreement with the FAA in support of the Regional Port's efforts to install a Medium Intensity Approach Lighting System at Pangborn Airport.

Motion passed 5-0
**Director Turner excused*

CDRPA INFORMATIONAL ITEMS:

- **Recap Army National Guard Visit.** Kuntz discussed the visit and thanked the Board Members for attending.
- **Business Lead – Confluence Technology Center Property.** Kuntz and Cridlebaugh discussed a lead for space in the CTC building. Cridlebaugh has provided the potential tenant a term sheet.
- **Chelan County PUD 5th Street RFP.** Kuntz discussed communications with the PUD and the approval of a 30-day extension for the RFP process. de Mestre reported she will be giving an additional tour to potential new interested parties.
- **Van Well – Phase I Environmental Site Assessment.** de Mestre reported the testing detected levels of DDT well below harmful levels. After work performed by RH2, Maul Foster reviewed the report and concurred that no further work is deemed necessary.

MISCELLANEOUS STAFF REPORTS

Moyers provided information and updates including:

- The Environmental Assessment comment period closed. We are currently waiting for the FAA to issue a Finding of No Significant Impact.
- Two weekends ago, the National Weather Service reporting equipment went down, requiring staff to be called in to provide on site weather observations. We are working with the National Weather Service to assist with requesting the FAA update the outdated equipment.
- Last Saturday, Horizon experienced a delay in a scheduled landing due to a glider landing prior to the commercial flight, and the need for the glider to be towed off the runway.
- May 19, 2022, the Army National Guard would like to take Port representatives to the new Guard facility in Wyoming for a tour of the type of facility they propose building at Pangborn Memorial Airport.

de Mestre provided information and updates including:

- The Executive Flight carpet installation is complete. de Mestre is working with the vendor on punch list items.
- The Terminal Apron Project has entered Phase II. Weather had an impact, but the project is currently on schedule. Per Moyers, the FAA appears to be supportive of not closing the runway to Horizon during the project.

Cridlebaugh provided information and updates including:

- Met with the City of Wenatchee regarding Confluence Parkway. Currently it appears IB #4, which is leased to Pregis, will lose the front parking lot. Survey work will be complete in three to four months, which will provide more thorough information on the affect to Port properties.
- A lease was signed with Marathon Digital Holdings for the available space in the 3306 building. The space will be used for research and development and will employ approximately five people.

Larsen provided information and updates including:

- Larsen visited with Frito Lay and is proposing a land lease in the Pangborn Business Park for a private contractor to build a new facility.
- Larsen drove to Bridgeport to meet with the Mayor and the NCW Economic Development District, to discuss economic development projects in the area.

Degnan provided information and updates including:

- The 2022 first quarter Video Conference Center activity was presented. Degnan reported interest and bookings continue to increase.
- Due to sound system failures, Degnan is researching options with Avidex regarding potential solutions, and will bring additional information back to the board.

PUBLIC COMMENT – An opportunity for public comment was provided; however, no public comments were received.

REVIEW CALENDAR OF EVENTS: Kuntz highlighted upcoming scheduled events.

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

EXECUTIVE SESSION:

Executive session was announced at 1:05 p.m. for a period of 15 minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.100(1)(i)(ii) litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; and 42.30.100(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. The executive session concluded at 1:20 p.m.

Meeting reconvened in Regular Session and was immediately adjourned at 1:20 p.m. with no action taken.

Signed and dated this 10th day of May 2022.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Donn Etherington, Director

Chelan County District #3 (VACANT)



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director

Note: This was Commissioner Turner’s last Board Meeting as he resigned his position effective April 30, 2022.