



**Board of Directors**  
**Chelan Douglas Regional Port Authority**  
**Meeting Minutes**  
**May 10, 2022**  
**9:00 am**

**Present:**

**Directors:**

JC Baldwin, Director  
Jim Huffman, Director  
Mark Spurgeon, Director (Zoom)

Donn Etherington, Director  
W. Alan Loeb sack, Director

**Staff:**

Jim Kuntz, Chief Executive Officer  
Monica Lough, Dir. of Finance & Admin.  
Sarah Deenik, Comm. Specialist  
Stacie de Mestre, Capital Projects Manager  
Ron Russ, Property & Maintenance Mngr.  
Laura Camarillo-Reyes, Admin Asst. (Zoom)

Tricia Degnan, CTC Manager (Zoom)  
Craig Larsen, Bus. Dev. Mngr.  
Bobbie Chatriand, Admin Assistant  
Ron Cridlebaugh, Director of Econ. Dev.  
Colby Goodrich, FBO Manager

**Legal Counsel:**

Quentin Batjer, Davis Arneil Law Firm, LLP

**Guests:**

Steven Wilkinson, Wenatchee Chamber  
Scott Gordon, Jetset Mgmt (Zoom)  
Erik Howe, RH2 (Zoom)  
Kevin Vitulli, Banner Bank (Zoom)  
Adam Brizendine, Selland Construction

Jason Taylor, KPQ (Zoom)  
Ray Dobbs (Zoom)  
Don Flick, Cascade Soaring Society  
Emily Thornton, Wenatchee World

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

**Introductions were made.**

**Conflicts of Interest:** None

**CONSENT AGENDAS:**

**CDRPA** -The CDRPA Consent Agenda consisting of Minutes of April 26th, 2022 Meeting and Check Register Pages #2022-14 through #2022-17, including electronic transfers, were presented.

**Motion No.**

Moved by:  
Seconded by:

**05-01-22 CDRPA**

Donn Etherington  
W. Alan Loeb sack

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of April 26<sup>th</sup>, 2022 Meeting and Check Register Pages #2022-14 through #2022-17, including Electronic Transfers.

Motion passed 4-0

\*Director Spurgeon not present

**POCC** -The POCC consent agenda consisting of Check Register Pages #2022-03 through #2022-04 were presented.

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

**05-02-22 POCC**  
*Donn Etherington*  
*JC Baldwin*  
*To approve the Port of Chelan County Check Register Pages #2022-03 through #2022-04.*

*Motion passed 2-0*  
*\*District #3 Vacant*

**Director Spurgeon joined the meeting at 9:05am via zoom.**

**PRESENTATIONS:**

**Steven Wilkinson, Executive Director – Wenatchee Valley Chamber of Commerce**  
Wilkinson introduced himself and provided a brief account of his background. In addition, he spoke about the Chamber and looks forward to working with the Regional Port.

**CDRPA ACTION ITEMS:**

**Pangborn Airport Westside Hangar Pads - Adoption of Hangar Pad Layout Plan, Lease Terms & Conditions and Capital Facility Charges.** Kuntz and Lough presented the proposed Hangar Pad layout plan, Lease Terms & Conditions and Capital Facility Charges. Questions were taken from Board members and the public.

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

**05-03-22 CDRPA**  
*W. Alan Loepsack*  
*Jim Huffman*  
*To adopt the layout plan, Lease Terms & Conditions, and Capital Facility Charges for the Pangborn Airport Westside Hangar Pads.*

*Motion passed 5-0*

**Purchase & Sale Agreement Santa Cruz Farms, LLC – Property Adjacent to Pangborn Airport.** Kuntz presented the Purchase & Sale Agreement to Board members. Discussion ensued.

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

**05-04-22 CDRPA**  
*Jim Huffman*  
*W. Alan Loepsack*  
*To authorize the CEO to enter into a Purchase & Sale Agreement with Santa Cruz Farms, LLC for property adjacent to Pangborn Memorial Airport.*

*Motion passed 5-0*

**Ownership Allocation Memo – Marsha Hays Property in Malaga.** Kuntz presented a proposal Ownership Allocation Memo approving the 100% ownership of the Marsha Hays property by the Port of Chelan County should the transaction close. The following action was taken:

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

**05-05-22 CDRPA**  
*Donn Etherington*  
*Mark Spurgeon*  
*To approve the Ownership Allocation Memo Concerning the Marsha Hays Property in Malaga.*

*Motion passed 5-0*

**Ownership Allocation Memo – Darlene Curtis Property in Malaga.** Kuntz presented a proposal Ownership Allocation Memo approving the 100% ownership of the Curtis property by the Port of Chelan County. The following action was taken:

|                   |   |
|-------------------|---|
| <b>Motion No.</b> | <b>05-06-22 CDRPA</b>   |
| Moved by:         | Donn Etherington  |
| Seconded by:      | Mark Spurgeon   |
|                   | To approve the Ownership Allocation Memo Concerning the Marsha Hays Property in Malaga. |

*Motion passed 5-0*

**Ownership Allocation Memo – GBI Property in Malaga.** Kuntz presented a proposal Ownership Allocation Memo approving the 100% acquisition of GBI Holding Co. properties by the Port of Chelan County should the transaction close. The following action was taken:

|                   |   |
|-------------------|---|
| <b>Motion No.</b> | <b>05-07-22 CDRPA</b>   |
| Moved by:         | Donn Etherington  |
| Seconded by:      | Mark Spurgeon   |
|                   | To approve the Ownership Allocation Memo concerning the GBI Property in Malaga. |

*Motion passed 5-0*

**Pangborn Airport MALSR Project.** de Mestre reviewed with the Board the cost estimate to purchase Owner Furnished lights and an Equipment Shelter for the MALSR project. de Mestre also reported the plans and specifications are ready to bid the construction of the MALSR system. The following actions were taken:

|                   |  |
|-------------------|--|
| <b>Motion No.</b> | <b>05-08-22 CDRPA</b>  |
| Moved by:         | Mark Spurgeon  |
| Seconded by:      | W. Alan Loeb sack  |
|                   | To authorize the CEO to order MALSR equipment and a shelter at an estimated cost of \$310,000. |

*Motion passed 5-0*

|                   |   |
|-------------------|---|
| <b>Motion No.</b> | <b>05-09-22 CDRPA</b>   |
| Moved by:         | Jim Huffman   |
| Seconded by:      | Mark Spurgeon   |
|                   | To authorize the CEO to solicit bids for the Pangborn Memorial Airport MALSR Project. |

*Motion passed 5-0*

**Director Baldwin called for a 5-minute break at 10:20 a.m., meeting reconvened at 10:25 a.m.**

## Partners in Economic Development Project Applications

**City of Bridgeport - Tree Sculpture Parking Lot Application Request.** Criddlebaugh discussed the Tree Sculptures that are located in Bridgeport and their growing popularity. The City of Bridgeport has requested a grant in the amount of \$5,250 to construct a parking lot to accommodate more parking for the patrons that visit the sculptures with crosswalks, landscaping, new signage and a KIOSK. Director Spurgeon requested a follow-up in the future on the parking lots usage. Discussion ensued.

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

**05-10-22 CDRPA**  
*W. Alan Loeb sack*  
*Jim Huffman*

*To approve the 2022 Partners in Economic Development Grant request from the City of Bridgeport in the amount of \$5,250.*

*Motion passed 5-0*

**Our Valley Our Future – Grant Request of \$30,000.** Criddlebaugh discussed the Grant request from Our Valley Our Future. There is a five-year Action Plan presented with the description of over 80 projects, programs and initiatives that the grant would help facilitate. Much discussion ensued regarding the money and its allocations, and the following motion was made:

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

**05-11-22 CDRPA**  
*Mark Spurgeon*  
*W. Alan Loeb sack*

*To approve the 2022 Partners in Economic Development Grant request from Our Valley Our Future as follows: \$20,000 grant, with an additional \$10,000 set aside for a dollar-for-dollar grant match from any new "for profit" organizations financial contributions to Our Valley Our Future.*

*Motion passed 5-0*

**CDRPA Resolution No. 2022-05 – Guaranteeing Grant Match Funds Availability – Pangborn Memorial Airport Taxiway A Realignment Project.** Kuntz presented CDRA Resolution No. 2022-05 guaranteeing Regional Port grant match funds for the Pangborn Memorial Airport Taxiway A Realignment Project. The Regional Port will allocate funds in the amount of \$1,215,972 to the 2022/2023 budget to fulfill local match contribution.

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

**05-12-22 CDRPA**  
*Jim Huffman*  
*W. Alan Loeb sack*

*To adopt CDRPA Resolution No. 2022-05 guaranteeing grant match funds availability for the Pangborn Memorial Airport Taxiway A Realignment Project.*

*Motion passed 5-0*

**CDRPA Resolution No. 2022-06 – Guaranteeing Grant Match Funds Availability – Waterville Airport Lighting Replacement Project.** Kuntz presented CDRPA Resolution No. 2022-06 guaranteeing Regional Port match funds availability for the Waterville Airport Lighting Replacement Project. The Port will allocate funds in the amount of \$60,000 to the 2022/2023 budget to fulfill the local match contribution requirement.

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

**05-13-22 CDRPA**  
*Mark Spurgeon*  
*W. Alan Loeb sack*  
*To adopt CDRPA Resolution No. 2022-06 guaranteeing grant match funds availability for the Waterville Airport Lighting Replacement Project.*

*Motion passed 5-0*

#### **CDRPA INFORMATIONAL ITEMS:**

- **Frito Lay Update** – Cridlebaugh reported they are potentially interested in Lot 7, of the Pangborn Airport Business Park, which is 1.4 acres. Discussed lease terms and new jobs.
- **Malaga Water District Interlocal Agreement Update** – Kuntz and Legal Counsel attended a meeting with the Malaga Water District and reported they are working on an interlocal agreement.
- **Louws Truss, Inc. – Land Transaction Update** – Lough reported that she and Cridlebaugh met with representatives of Louws Truss and have come to an agreement on a sales price. The Board had previously approved the selling of the property.

#### **MISCELLANEOUS STAFF REPORTS:**

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

- Chelan Airport meeting with FAA Representatives.
- NCW Consultants settlement.
- Correspondence from the public regarding Horizon Airlines reduction in service.
- Future Trip to Felts Field Airport in Spokane to see their grass runway.
- Kuntz also provided information on a T-Hangar tenant that refuses to sign an updated lease agreement. The tenant holds a lease from 1989 and the Port has since updated the lease terms to reflect current procedures and policies that have been adopted by the Board. To date the tenant has been unwilling to sign a new lease. The Port will be sending a 30-day letter of termination to the tenant. No objections were noted from the Board.

##### **\*Director Huffman excused himself from meeting at 11:30am.**

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

- 2021 Financial Statements have been filed.
- Esther's replacement, Julie Burdick-Avis has been offered a job, with plans of her starting next week.

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

- Pangborn Airport Apron Project in currently in Phase 3.
- de Mestre also noted due to the Pangborn Apron project, the airport ILS is inoperative for approximately 3 weeks.
- de Mestre has given PUD campus tours with two additional prospective parties.

**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.

Meeting was adjourned at 12:00 p.m.

Signed and dated this 24<sup>th</sup> day of May 2022.

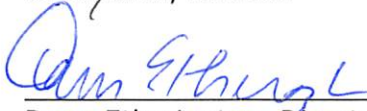
**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**



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JC Baldwin, Director



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Jim Huffman, Director



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



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



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W. Alan Loeb sack, Director

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Chelan County District #3 (VACANT)

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION NO. 2022-05  
RESOLUTION GUARANTEEING GRANT MATCH FUNDS AVAILABILITY**

**WHEREAS**, the CDRPA is submitting a grant application to the Washington State Department of Transportation (WSDOT) Aviation Division, for the design and construction phase of the Pangborn Memorial Taxiway A Realignment Project. The project will include relocation of Taxiway Alpha to comply with FAA design standards, replacement of the segmented circle, taxiway lights and associated signage at Pangborn Memorial Airport.

**WHEREAS**, the total project funding for the design and construction of the project is to be comprised of \$17,693,746 from the Federal Aviation Administration, \$750,000 from WSDOT Aviation, and a local match amount of \$1,215,972 from Chelan Douglas Regional Port Authority funds. The calculations equal the total project amount of \$19,659,718.

**NOW THEREFORE BE IT RESOLVED**, the Chelan Douglas Regional Port Authority supports this project and allocates \$1,215,972 in the 2022/2023 budget to fulfill the local match contribution requirement.

Dated this 10<sup>th</sup> day of May, 2022.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**


  
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JC Baldwin, Director

  
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Donn Etherington, Director

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Port of Chelan County District #3  
VACANT

  
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Jim Huffman, Director

  
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Mark Spurgeon, Director

  
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W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION NO. 2022-06  
RESOLUTION GUARANTEEING GRANT MATCH FUNDS AVAILABILITY**

**WHEREAS**, the CDRPA is submitting an Airport Application to the Washington State Department of Transportation (WSDOT) Aviation Division, for the design and construction phase of the Waterville Airport Lighting Replacement Project. The project would include runway edge lights, threshold lights, conductors, conduit, radio control, power controls, and a Precision Approach Path Indicator (PAPI) at the Waterville Airport.

**WHEREAS**, the total project funding is to be comprised of \$540,000 from WSDOT Aviation, with a local match amount of \$60,000 from Chelan Douglas Regional Port Authority funds. The calculation for the match is 10% of the total project amount of \$600,000.

**NOW THEREFORE BE IT RESOLVED**, that the Chelan Douglas Regional Port Authority supports this project and allocates \$60,000 in the 2022/2023 budget to fulfill the local match contribution requirement.

Dated this 10<sup>th</sup> day of May, 2022.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

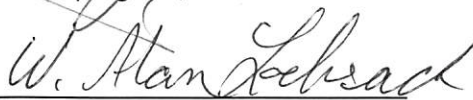
  
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JC Baldwin, Director

  
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Donn Etherington, Director

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Port of Chelan County District #3  
VACANT

  
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