

Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
May 25th, 2021
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
Trent Moyers, Director of Airports
Ron Cridlebaugh, Dir. of Economic Dev.
Stacie de Mestre, Public Works & Cap. Projects Mgr.
Cami Harris, Executive Assistant
Bealinda Tidd, Accounting Specialist (Zoom)
Randy Asplund, Port Engineer (Zoom)

Monica Lough, Dir. of Finance & Admin.
Ron Russ, Property Manager
Craig Larsen, Econ. Dev. Manager
Tricia Degnan, CTC Manager (Zoom)
Sarah Deenik, Comm. Coordinator (Zoom)
Quentin Batjer, Legal Counsel
Laura Camarillo Reyes, CTC Asst. (Zoom)

Guests

Mayor Bob Goedde, City of Chelan (Zoom)
Erin McCardle, City of Chelan (Zoom)
Erik Howe, RH2 (Zoom)
Ray Dobbs (Zoom)
Linda Haglund, Wen. Downtown Assoc. (Zoom)

Chris Mansfield, T.O. Engineers (Zoom)
Aaron Buob, T.O. Engineers (Zoom)
Mark Napier, JUB (Zoom)
Tim Ike, JUB (Zoom)
Jerri Barkley, Wen. Valley Chamber (Zoom)

The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:00 am. Due to COVID-19 restrictions, the meeting was held at Confluence Technology Center and via Zoom as previously posted in the required Public Meeting Notice.

Introductions were made.

Kuntz requested an Action Item be added to the agenda to authorize a submittal of an FAA Aviation Grant for the Waterville Airport. The Board concurred to add it to the agenda.

Conflict of Interest: None

CONSENT AGENDA:

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of May 11th, 2021 Meeting; and April 2021 Commission Meeting Calendar was presented and the following action was taken:

Motion No.

Moved by:

Seconded by:

05-09-21 CDRPA

Mark Spurgeon

Donn Etherington

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of May 11th 2021 Commission Meeting; and April 2021 Commission Meeting Calendar, as amended.

Motion passed 6-0.

PRESENTATION:

Chelan Airport Master Plan – Kuntz reviewed the proposed Chelan Airport Master Plan and provided a list of short-term, intermediate, and long-term capital projects for the airport. Mayor Goedde provided comments. Discussions ensued and the following action was taken:

Motion No.	05-10-21 CDRPA
Moved by:	JC Baldwin
Seconded by:	Rory Turner
	To approve the Chelan Airport Master Plan and authorize the CEO to sign the Airport Layout Plan, subject to the concurrence of the City of Chelan.

Motion passed 6-0.

ACTION ITEMS:

Authorization to Seek Bids – Pangborn Airport Aviation Ramp Project – Staff reviewed the scope of work for the Pangborn Airport Aviation Ramp Project. The project includes reconstructing/expanding the terminal apron, installing a glycol collection system, replacing concrete and hardscape at the terminal entrance, and addressing taxiway/runway issues. Staff recommended a concrete option for the apron; the Board concurred. The following action was taken:

Motion No.	05-11-21 CDRPA
Moved by:	Rory Turner
Seconded by:	Mark Spurgeon
	To authorize the CEO to solicit bids for the Pangborn Airport Aviation Ramp Project, specifically the concrete apron option.

Motion passed 6-0.

Waterville Airport Pavement Rehabilitation Project Revised Budget – de Mestre reported the Waterville Airport Rehabilitation Project preconstruction meeting was held on May 13. During a site visit, the project engineers discovered far more significant cracks than originally estimated. This additional work increases the project budget by \$54,830.40, for an overall budget not to exceed \$280,300. Discussion ensued and the following action was taken:

Motion No.	05-12-21 CDRPA
Moved by:	JC Baldwin
Seconded by:	Jim Huffman
	To establish a revised Waterville Airport Pavement Rehabilitation Project Budget in an amount not to exceed \$280,300, including WSST.

Motion passed 6-0.

CDRPA Resolution No. 2021-12 Authorizing the Submittal of a Washington State Department of Transportation (WSDOT) Aviation Grant for the Waterville Airport Lighting Project – Kuntz presented CDRPA Resolution No. 2021-12 concerning a WSDOT Aviation Grant submittal for the Waterville Airport Lighting Project. The following action was taken:

Motion No.	05-13-21 CDRPA
Moved by:	Jim Huffman
Seconded by:	Rory Turner
	To adopt CDRPA Resolution No. 2021-12 authorizing the submittal of a Washington State Department of Transportation Aviation Grant for the Waterville Airport.

*Motion passed 5-1.
Commissioner Etherington Voted No.*

INFORMATIONAL ITEMS:

- **Regional Port Properties Marketing** – Deenik showed several new drone videos recently taken as part of new marketing efforts for Regional Port properties. Drone videos of all Port properties will be completed shortly and will be posted on the Port website and used in various marketing campaigns.
- **Economic Development – Port Breakfasts and Lunches** – Kuntz requested feedback from the Board on how and when to resume the Economic Development events that the Port held prior to COVID-19. The Board suggested staff continue with both the breakfast and lunch meetings and hold them on different days to attract the most attendees as possible.

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Reported on discussions with Fire Chief Brian Brett concerning the Aircraft Rescue and Firefighting (ARFF) contract with the Regional Port. More information will be brought to the Board at the June 8 meeting.
- Lineage Property update.
- Reviewed agenda items for June 8 meeting.
- AAE Conference is July 11-13 in Las Vegas. A rotation schedule for Board attendance at conferences was discussed, with each Port President being offered the opportunity to attend.

Lough provided information and updates including:

- Reported Financial Statements are due to the state on May 30.

Russ provided information and updates including:

- Update on the Cashmere Mill District flooding issue and remediation efforts.

De Mestre provided information and updates including:

- RFQ's for the Executive Flight HVAC Phase 2 Project are due today.
- IB#2 Pavement Rehabilitation Project bids are due Friday. Recommended bid award will be brought to the Board on June 8.
- EPA Brownsfield website is now live. The next Brownsfield meeting is on June 2.
- Provided an update on the current CWICC Building projects.

Degnan provided information and updates including:

- CTC elevators repair update.
- Update on CTC meeting reservations.

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

REVIEW CALENDAR OF EVENTS: Did not review.

ITEMS FROM BOARD OF DIRECTORS: Directors provided various updates.

Meeting was recessed at 11:45 am until the 1:00 pm NCWEDD lunch event at Badger Mountain Brewery. Meeting adjourned at 2:00 pm.

Signed and dated this 8th day of June, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Jim Huffmar, Director



Donn Etherington, Director



Mark Spurgeon, Director



Rory Turner, Director



W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2021-12**

**A RESOLUTION OF THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY
(CDRPA), CHELAN/DOUGLAS COUNTY, TO THE WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION AVIATION DIVISION, GUARANTEEING
GRANT MATCH FUNDS AVAILABILITY**

Whereas, the CDRPA will be 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 \$472,500 from WSDOT Aviation, with a local match amount of \$52,500 from the CDRPA funds. The calculation for the match is 10% of the total project amount of \$525,000.

Now, therefore be it resolved, that the CDRPA supports this project and allocates \$52,500 in the 2021/22 budget to fulfill the local match contribution requirement.

Adopted this 25th day of May, 2021.



James M. Kuntz, CEO