

Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
June 14, 2022
9:00 am

Present:

Directors:

JC Baldwin, Director
Jim Huffman, Director
Mark Spurgeon, Director

Donn Etherington, Director
W. Alan Loeb sack, Director

Staff:

Jim Kuntz, Chief Executive Officer
Monica Lough, Director of Finance & Admin.
Trent Moyers, Director of Airports
Ron Criddlebaugh, Director of Econ. Dev.
Ron Russ, Property & Maintenance Mngr.
Craig Larsen, Bus. Dev. Mngr.
Tricia Degnan, CTC Manager (Zoom)
Debby Thompson, CTC IT (Zoom)

Stacie de Mestre, Capital Projects Mngr.
Sarah Deenik, Comm. Specialist
Bobbie Chatriand, Admin Assistant
Laura Camarillo-Reyes, Admin Asst. (Zoom)
Julie Avis, Acct. Specialist (Zoom)
Esther McKivor, Acct. Specialist (Zoom)

Legal Counsel:

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

Guests:

Flint Hartwig, Eider Construction
Karen E. Davis, SPORT Parent
Sue Harris, SPORT Gym
Rhonda Hagar, SPORT Gym
Chris Widener, Eider Construction
Christine Douglas, Laura Mounter Real Estate
David Hartsig, SPORT Gym
Ellyn Freed, Forte Architects
Tina Hartsig
Bob Goedde, Mayor of Chelan (Zoom)
Chris Mansfield, TO Engineers (Zoom)
Camille Koenig, Horizon Airlines (Zoom)
Jason Taylor, KPQ (Zoom)
John Alt (Zoom)
Timothy Ike, JUB Engineers (Zoom)

Daleynn Chapman, Keller-Williams
Jorja Starr
Nathan Fusselman, Blue Rock Construction
Andi Thomas, SPORT Gym
Jamie Hartwig, Eider Construction
Cinceræ Tennis, SPORT Parent
Stu Freed, Stu Freed Construction
Delisha Hutchinson, Full Throttle Rentals
Don Flick, Pangborn Tenant
Emily Thornton, Wenatchee World
Erik Howe, RH2 Engineers (Zoom)
Jerrilea Crawford, Mayor of East Wenatchee (Zoom)
Aubree Fusselman (Zoom)
Kyle Snitily, Hurst Construction (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:

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the May 24th, 2022 Meeting and Check Register Pages #2022-18 through #2022-23, including electronic transfers as presented.

Motion No.
Moved by:
Seconded by:

06-01-22 CDRPA
Jim Huffman
Mark Spurgeon
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the May 24th, 2022 Meeting and Check Register Pages #2022-18 through #2022-23, including electronic transfers, as presented.

Motion passed 5-0

POCC CONSENT AGENDA:

To approve the Port of Chelan County Consent Agenda consisting of Check Register Pages #2022-05 through #2022-08, as presented.

Motion No.
Moved by:
Seconded by:

06-02-22 POCC
Donn Etherington
JC Baldwin
To approve the Port of Chelan County Consent Agenda consisting of Check Register Pages #2022-05 through #2022-08, as presented.

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

PUBLIC COMMENT – Due to guest attendance, members of the public were invited to speak at this time. Several members of the public provided comments on the need for the Regional Port’s continued support for the SoCo Crossing Project. Public comment concluded at 9:47am.

Director Baldwin called for a 5-minute break at 9:47a.m., meeting reconvened at 9:52 a.m.

CDRPA ACTION ITEMS:

Authorization to Award Bid – Pangborn Memorial Airport – MALSR Project.

de Mestre presented information to seek Board approval on awarding the construction of the Pangborn Memorial Airport MALSR Approach Lighting System to Colvico, Inc. in the amount of \$2,909,713.04 and to establish an overall budget of \$4,039,435.00. Discussion ensued and the following action was taken.

Motion No.
Moved by:
Seconded by:

06-03-22 CDRPA
Donn Etherington
W. Alan Loeb sack
To authorize the CEO to award the construction of the Pangborn Memorial Airport MALSR Approach Lighting System to Colvico, Inc. in the amount of \$2,909,713.04 and to establish an overall project budget of \$4,039,435.00.

Motion passed 5-0

Authorization to Enter into an Interlocal Agreement- Malaga Water District.

Kuntz discussed the water system improvements necessary to support construction and operation of the Microsoft Data Center Project in Malaga. Per the interlocal agreement the Regional Port will construct the Water System improvements and upon completion turn them over to the Water District. Microsoft will reimburse the Regional Port for said costs. Discussion ensued and the following action was taken.

Motion No. 06-04-22 CDRPA
Moved by: Jim Huffman
Seconded by: Mark Spurgeon
To authorize the CEO to enter into an Interlocal Agreement with the Malaga Water District.

Motion passed 5-0

Authorization to Enter into Phase 1 Development & Reimbursement Agreement – Microsoft.

Kuntz presented the Phase I Development & Reimbursement Agreement with Microsoft. Kuntz thanked Pete Fraley and RH2 for their roles in completing this agreement. It was also discussed that Randy Asplund will be the Regional Port’s owner representative of the Phase I improvements. Discussion ensued and the following action was taken.

Motion No. 06-05-22 CDRPA
Moved by: Mark Spurgeon
Seconded by: W. Alan Loepsack
To authorize the CEO to negotiate and enter into a Phase 1 development & reimbursement agreement with Microsoft Corporation subject to the approval of Board Chair Baldwin of the final agreement.

Motion passed 5-0

Authorization to Enter into a MOU - Washington Army National Guard.

Kuntz presented a proposed MOU that the Regional Port received from Washington Army National Guard. Kuntz stated that the MOU identifies each party’s role with the upcoming National Guard relocation to Pangborn Airport. Kuntz also discussed that legal is currently reviewing this document and he pointed out proposed amendments that he would like incorporated into the MOU. The following action was taken.

Motion No. 06-06-22 CDRPA
Moved by: W. Alan Loepsack
Seconded by: Mark Spurgeon
To authorize the CEO to enter into a Memorandum of Understanding with the Washington Army National Guard.

Motion passed 5-0

POCC ACTION ITEMS:

Commission District #3 Position.

Directors discussed applicants for the vacant Chelan County Commission District #3 position. After reviewing the applications, conducting candidate interviews, and taking input from the Port of Douglas County Commissioners, the following action was taken.

Motion No. 06-07-22 POCC
Moved by: Donn Etherington
Seconded by: JC Baldwin
To appoint Richard DeRock for the Port of Chelan County Commission District #3 position.

*Motion passed 2-0
District #3 Vacant

Director Baldwin called for a 5-minute break at 12:00pm, the meeting reconvened at 12:05pm.

CDRPA INFORMATIONAL ITEMS:

- **Supplemental Budget #1 – Proposed Draft** – Lough presented the 2022 Supplemental Budget #1 proposed draft, which included proposed salary increases due to inflation costs.
- **Alternate Landing Area – Pangborn Memorial Airport** – Kuntz presented a recap of the Turf Landing Strip Meeting with the Cascade Soaring Club and GA Pilots. Kuntz presented two Turf Landing Strip Concepts. Also discussed was the overwhelming interest from the Cascade Soaring Club Members as well as other GA Terminal Tenants for this project. Staff and Board members will be touring Felts Field Turf Strip in Spokane on June 22nd.
- **Chelan Airport Waterline Extension Discussion** - Kuntz presented an updated Chelan Airport Waterline Project Cost Estimate. Discussion ensued regarding both CERB and Public Works Trust Fund options to assist with funding this project.
- **Taxiway Alpha Project Update** - The next round of FAA funding is due in the beginning of July, that could assist with funding this project. The current low bidder's proposal is valid until July 14th, 2022.
- **CTC Building/Actapio Space Restoration** – de Mestre provided a cost summary estimate of the Actapio space restoration project and the possibility of putting the restoration project out to bid. Also discussed were current maintenance costs, future costs and the revenue that could be generated from selling any surplus equipment that is on hand. The Board concurred to put the project out to bid.
- **CTC Building/Meeting Rooms Audio Update** – Degnan and Thompson discussed the CTC Building's integrated conference rooms and how they are experiencing audio dropouts. They are currently working with Avidex Audio Visual to find the right fit for the CTC conference rooms.

Commissioner Baldwin excused herself from the meeting at 1:27pm.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Kuntz discussed the EDA Grant that will help to repurpose 25 pods at the Pangborn Airport Business Park.
- Information was provided on the four proposals submitted for the Chelan County PUD 5th Street Adaptive Reuse Project. Kuntz discussed that there are two proposals that currently stand out.
- Kuntz updated the Board on T-Hangar tenant David Sonn. Mr. Sonn is now in compliance with the lease, lease deposit, as well as providing a current COLI as requested.
- Kuntz discussed the upcoming Spokane trip to visit Fairchild Airforce Base, Felts Field's turf runway, as well as visiting Coeur d' Alene Airport to review their private hangar development area. In addition, they will be attending the Pacific Waterways Association Summer Conference.

Lough provided information and updates including:

- Lough notified the Board that employee Bealinda Tidd has resigned, and staff is currently looking for a suitable replacement.

Moyers provided information and updates including:

- Moyers reported the recent FAA Annual Certification Inspection findings were recently received with overall good results.
- Moyers provided information on the Virtower Operations Reports for Pangborn Airport as well as the Chelan airport, and the value of these reports for FAA funding.

de Mestre provided information and updates including:

- A Pangborn Airport Apron Project update. The project is currently at the end of Phase III. Pictures of the ramp area construction site were shared.
- The annual renewal for the Small Works and Professional Services Roster has begun.

Russ provided information and updates including:

- Russ notified Board members that Crunch-Pak has requested the use of the Cashmere Mill Site for additional parking during construction that is currently in progress at that the Crunch-Pak facility. The Regional Port is accommodating this request.

Cridlebaugh provided information and updates including:

- Cridlebaugh informed the Board that the Waterville Fair is fast approaching. The question was posed if the Regional Port will have a booth this year. It was decided due to other priorities of the Regional Port, that we should pass on a booth sponsor this year.

REVIEW CALENDAR OF EVENTS: Kuntz highlighted upcoming scheduled events.

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

Meeting was adjourned at 2:10 p.m.

Signed and dated this 28th day of June 2022.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Jim Huffman, Director



Donn Etherington, Director



Mark Spurgeon, Director

Chelan County District #3 (VACANT)



W. Alan Loeb sack, Director