

**Board of Directors**  
**Chelan Douglas Regional Port Authority**  
**Meeting Minutes**  
**June 22<sup>nd</sup>, 2021**  
**9:00 am**

**Present:**

**Directors**

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

Jim Huffman, Director (Zoom/In Person)  
W. Alan Loeb sack, Director  
Mark Spurgeon, Director

**Staff**

Jim Kuntz, Chief Executive Officer  
Trent Moyers, Director of Airports  
Ron Criddlebaugh, Dir. of Economic Dev.  
Stacie de Mestre, Public Works & Cap. Projects Mgr.  
Sarah Deenik, Comm. Coordinator (Zoom)  
Bealinda Tidd, Accounting Specialist (Zoom)  
Randy Asplund, Port Engineer (Zoom)  
Tricia Degnan, CTC Manager (Zoom)

Monica Lough, Dir. of Finance & Admin.  
Ron Russ, Property Manager  
Craig Larsen, Econ. Dev. Manager  
Cami Harris, Executive Assistant  
Jennifer Sands, Legal Counsel  
Quentin Batjer, Legal Counsel  
Laura Camarillo Reyes, CTC Asst. (Zoom)  
Esther McKivor (Zoom)

**Guests**

Mayor Bob Goedde, City of Chelan (Zoom)  
Erik Howe, RH2 (Zoom)  
Rhona Baron, Savor Central Washington  
Jacqueline Stonas  
Chaun Birks, Center Investments

Nevonne McDaniels, Wen. World (Zoom)  
Chris Mansfield, T-O Engineers (Zoom)  
Mark Milner  
Al Stonas

**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.**

**Conflict of Interest:** None

**CDRPA CONSENT AGENDA:**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of June 8<sup>th</sup>, 2021 Commission Meeting; and May 2021 Commission Meeting Calendar was presented and the following action was taken:

**Motion No.**

Moved by:  
Seconded by:

**06-10-21 CDRPA**

Mark Spurgeon  
JC Baldwin

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of June 8<sup>th</sup>, 2021 Commission Meeting; and May 2021 Commission Meeting Calendar, as presented.

Motion passed 6-0.

**EXECUTIVE SESSION**

Executive Session was called at 9:05 am for 15-minutes to discuss with legal counsel potential litigation and/or legal risks (RCW 42.30.110(1)(i)). Executive Session was extended at 9:20 am for 10-minutes. Meeting reconvened in Regular Session at 9:30 am.

**Commissioner Loeb sack called for a 5-minute break at 9:30 am; meeting reconvened at 9:35 am.**

**ACTION ITEMS:**

**Pangborn Airport Terminal Apron Reconstruction Project** – Kuntz provided a recap of the two bids received for the Pangborn Airport Terminal Apron Reconstruction Project. Staff reviewed the proposed budget and financing plan. Based on the evaluation of the bids received, Hurst Construction, LLC was the apparent low bidder, and T-O Engineers recommended award of the project to Hurst. Discussion ensued and the following actions were taken:

**Motion No. 06-11-21 CDRPA**  
Moved by: Rory Turner  
Seconded by: Mark Spurgeon  
To accept the recommendation of T-O Engineers that Hurst Construction, LLC is the apparent low bidder for the Terminal Apron Reconstruction Project in the amount of \$9,500,017.54, including Washington State Sales Tax.  
Motion passed 4-1.  
Commissioner Huffman absent; Commissioner Etherington Nay.

**Motion No. 06-12-21 CDRPA**  
Moved by: Rory Turner  
Seconded by: Mark Spurgeon  
To authorize the CEO to award the Airport’s Terminal Apron Reconstruction Project contract in the amount of \$9,500,017.54, including Washington State Sales Tax to Hurst Construction, LLC, conditioned upon: (a) the acceptance of an FAA Grant Offer or Offers in an amount sufficient to fund the construction costs to complete the Terminal Apron Reconstruction Project; and (b) the FAA’s issuance of a Notice of Concurrence to award said contract to Hurst Construction, LLC.  
Motion passed 4-1.  
Commissioner Huffman absent; Commissioner Etherington Nay.

**Motion No. 06-13-21 CDRPA**  
Moved by: JC Baldwin  
Seconded by: Mark Spurgeon  
To authorize the CEO to enter into FAA AIP Grant Offer #44 for the Pangborn Airport Terminal Apron Reconstruction Project.  
Motion passed 4-1.  
Commissioner Huffman absent; Commissioner Etherington Nay.

**Motion No. 06-14-21 CDRPA**  
Moved by: Mark Spurgeon  
Seconded by: JC Baldwin  
To establish an overall construction phase budget in an amount not to exceed \$10,954,085.00, consisting of the Construction Contract, previously approved Design & Construction Management contract, plus a 5% contingency.  
Motion passed 4-1.  
Commissioner Huffman absent; Commissioner Etherington Nay.

**IB#2 Pavement Preservation Project** – de Mestre provided an update on the IB#2 Pavement Preservation Project noting \$150,000 was included in the 2021 Budget for the project. On June 11<sup>th</sup>, one bid was received from Central Washington Asphalt in the amount of \$113,487.00, including Washington State Sales Tax. Staff recommended the project be awarded to Central Washington Asphalt, and an overall project budget of \$144,487.00 be established. Based on the proposed construction contract amount, the Wenatchee School District, who shares a portion of the parking lot with the Regional Port, has agreed to reimburse the Port \$42,715.00 for its portion. The following actions were taken:

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

**06-15-21 CDRPA**

Mark Spurgeon  
Rory Turner

To authorize the CEO to award and sign the contract with Central Washington Asphalt, Inc. for the IB#2 Pavement Preservation Project in the amount of \$113,487.00, including Washington State Sales Tax, upon receipt and acceptance of all necessary deliverables required by the contract documents from the contractor.

Motion passed 5-0.  
Commissioner Huffman absent.

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

**06-16-21 CDRPA**

JC Baldwin  
Mark Spurgeon

To establish an overall project budget in an amount not to exceed \$144,487.00, including Washington State Sales Tax.

Motion passed 5-0.  
Commissioner Huffman absent.

**Approval of 2020 Financial Statements** – Lough presented the 2020 Financial Statements for the Port of Chelan County, Port of Douglas County, Pangborn Memorial Airport, Chelan Douglas Regional Port Authority, and Port of Douglas County Development Corporation. The following actions were taken:

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

**06-17-21 POCC**

JC Baldwin  
Donn Etherington

To approve the Port of Chelan County 2020 Financial Statements, as presented.

Motion passed 3-0.

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

**06-18-21 PODC**

Alan Loeb sack  
Mark Spurgeon

To approve the Port of Douglas County 2020 Financial Statements, as presented.

Motion passed 2-0.  
Commissioner Huffman absent.

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

**06-19-21 PMA**  
JC Baldwin  
Rory Turner  
To approve the Pangborn Memorial Airport 2020 Financial Statements,  
as presented.

Motion passed 5-0.  
Commissioner Huffman absent.

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

**06-20-21 CDRPA**  
Rory Turner  
JC Baldwin  
To approve the Chelan Douglas Regional Port Authority 2020 Financial  
Statements, as presented.

Motion passed 5-0.  
Commissioner Huffman absent.

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

**06-21-21 PODC Dev. Corp**  
Alan Loeb sack  
Mark Spurgeon  
To approve the Port of Douglas County Development Corporation 2020  
Financial Statements, as presented.

Motion passed 2-0.  
Commissioner Huffman absent.

## **PRESENTATIONS:**

**Savor Central Washington** – Rhona Baron provided a review of Savor Central Washington (formerly Cascade Farmlands) goals for 2021 and beyond including:

- Financially recover from 2020 event cancellations as a result of COVID-19.
- Finalize Strategic Plan.
- Launch new brand to consumers and other trade organizations.

She thanked the Commissioners for their support over the years.

**Lineage South Buildings G & I Proposal** – Mark Milner, and Al & Jacqueline Stonas provided a presentation on their proposal for Lineage South Buildings G & I. An opportunity for questions was provided. Staff will continue to work with this group on their proposal.

## **ACTION ITEMS, continued.**

**Vacation Leave Update** – Lough provided a review of the proposed changes to the vacation leave policy concerning “sell back” of accrued vacation hours. Discussion ensued and the following actions were taken:

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

**06-22-21 CDRPA**  
JC Baldwin  
Jim Huffman  
To approve the Personnel Policy update concerning the Regional Port  
Authority Vacation Leave Policy, as presented.

Motion passed 6-0.

## **MISC STAFF REPORTS:**

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

- Attended a meeting with Douglas County Commissioners on Monday, June 14<sup>th</sup>.
- Update on City of Wenatchee's INFRA Grant application for Confluence Parkway.
- Update on the recent meeting with Douglas County Fire District No. 2 Fire Chief Brian Brett.
- Reported the Regional Port's .09% Sales Tax Grant application with Chelan County was ranked #1 out of 8 applications by the review committee. If approved by County Commissioners, the grant would be used for wood waste removal at the Cashmere Mill District parcels north of Sunset Highway.
- The Pangborn Airport Boundary Line Adjustment was filed last week with Douglas County.
- Potential buyer of LOJO property has begun the due diligence process.
- Meeting at Campbell's Resort tomorrow concerning a small diameter lumber mill for Chelan County.
- Staff is reviewing Alaska Airlines current Lease Agreement.
- Reviewed tax rate projections provided by the Chelan County Assessor's Office.

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

- Researching health insurance options for the Regional Port.

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

- Waterville Pavement Rehabilitation Project is complete. Showed before and after photos.
- Attending two meetings this week with parties interested in the Airport café.
- Airport Environmental Assessment work continues.
- Announced the FAA plans to fully fund the Pangborn Airport Terminal Reconstruction Project.
- Announced Pangborn Airport will receive \$1,373,844 in funding from the American Rescue Plan.

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

- Apollo Mechanical Contractors withdrew their name from the RFP process for the Executive Flight HVAC Phase II Project.
- CWICC Building HVAC work continues; two of the three units have been installed.

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

- Reviewed a list of potential trade shows the Economic Development team may attend in the next few months.

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

- Attending a Wenatchee Valley Job Fair at the Wenatchee Convention Center tomorrow.
- Curb Appeal is interested in property by Pangborn Airport for a new distribution location.

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

- Brender Creek beaver trapping and relocation work continues.
- Update on weed spraying and mowing at Mansfield Airport.

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

**REVIEW CALENDAR OF EVENTS:** Kuntz highlighted several upcoming events. Both July meetings will begin at 1:00 pm due to conflicts.

**ITEMS FROM BOARD OF DIRECTORS:** Directors provided various updates.

**EXECUTIVE SESSION**

Executive Session was called at 1:15 pm for 15-minutes to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b)).

Regular Session reconvened at 1:30 pm and was immediately adjourned.

Signed and dated this 13<sup>th</sup> day of July, 2021.

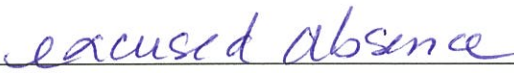
**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

  
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