



**Board of Directors  
Chelan Douglas Regional Port Authority  
Special Meeting Minutes  
July 13<sup>th</sup>, 2021  
1:00 pm**

**Present:**

**Directors**

JC Baldwin, Director  
W. Alan Loeb sack, Director

Jim Huffman, Director  
Donn Etherington, Director

Rory Turner and Mark Spurgeon, Excused Absence

**Staff**

Jim Kuntz, Chief Executive Officer  
Ron Criddlebaugh, Dir. of Economic Dev.  
Cami Harris, Executive Assistant  
Sarah Deenik, Comm. Coordinator (Zoom)  
Bealinda Tidd, Accounting Specialist (Zoom)  
Laura Camarillo Reyes, CTC Asst. (Zoom)

Monica Lough, Dir. of Finance & Admin.  
Ron Russ, Property Manager  
Tricia Degnan, CTC Manager (Zoom)  
Quentin Batjer, Legal Counsel  
Esther McKivor (Zoom)

**Guests**

Mayor Bob Goedde, City of Chelan (Zoom)

David Hulse, Alcoa (Zoom)

**The Chelan Douglas Regional Port Authority (CDRPA) Special Meeting was called to order at 1:00 pm. 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 22<sup>nd</sup>, 2021 Commission Meeting; Minutes of June 29<sup>th</sup>, 2021 Tri Commission Meeting; CDRPA Resolution No. 2021-13 Voiding Check #8226; and Check Register Pages #2021-19-#2021-23, including Electronic Transfers, was presented and the following action was taken:

**Motion No.**

Moved by:  
Seconded by:

**07-01-21 CDRPA**

JC Baldwin  
Jim Huffman

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of June 22<sup>nd</sup>, 2021 Commission Meeting; Minutes of June 29<sup>th</sup>, 2021 Tri Commission Meeting; CDRPA Resolution No. 2021-13 Voiding Check #8226; and Check Register Pages #2021-19-#2021-23, including Electronic Transfers, as presented.

Motion passed 4-0.

**POCC CONSENT AGENDA:**

The Port of Chelan County Consent Agenda consisting of Check Register Page #2021-07 was presented and the following action was taken:

<b>Motion No.</b>	<b>07-02-21 POCC</b>
Moved by:	Donn Etherington
Seconded by:	JC Baldwin
	To approve the Port of Chelan County Consent Agenda Consisting of Check Register Page #2021-07, as presented

Motion passed 2-0.

**CDRPA ACTION ITEMS:**

**Acceptance of Airport Rescue Grant** – Lough provided information on the Airport Rescue Grant Pangborn is scheduled to receive including \$1,318,485 for operations, and \$55,359 for Concession Relief. Discussions ensued and the following action was taken:

<b>Motion No.</b>	<b>07-03-21 CDRPA</b>
Moved by:	JC Baldwin
Seconded by:	Donn Etherington
	To authorize the CEO to sign applications and contracts related to the Airport Rescue Grant for Pangborn Memorial Airport.

Motion passed 4-0.

**Sinclair Systems Lease Renewal IB#9** – Kuntz reviewed the current lease rate for Sinclair Systems in IB#9. Their lease expires on August 31<sup>st</sup>, 2021, and staff proposed a 5-year lease renewal with 3.5% CPI increases on an annual basis. The following action was taken:

<b>Motion No.</b>	<b>07-04-21 CDRPA</b>
Moved by:	Jim Huffman
Seconded by:	JC Baldwin
	To authorize the CEO to negotiate and sign a lease renewal with Sinclair Systems for IB#9.

Motion passed 4-0.

**PORT OF DOUGLAS COUNTY AMENDMENT TO COMPREHENSIVE PLAN TO INCLUDE CERTAIN REAL PROPERTY - PUBLIC HEARING**

Commissioner Huffman opened the public hearing at 1:20 pm. An opportunity for public comment was provided; however no public comments were made. Commissioner Huffman closed the public hearing at 1:21 pm.

**PODC ACTION ITEM:**

**PODC Resolution No. 2021-01** – PODC Resolution No. 2021-01 amending the Port of Douglas County's Comprehensive Plan to include the Fibro Property was presented and the following action was taken:

<b>Motion No.</b>	<b>07-05-21 PODC</b>
Moved by:	W. Alan Loepsack
Seconded by:	Jim Huffman
	To adopt PODC Resolution No. 2021-01 amending PODC Comprehensive Plan to include certain real property recently purchased.

Motion passed 2-0.

**Policy on Administration of Port Comprehensive Plans** – Legal Counsel drafted a policy for both Ports, as well as the Regional Port, concerning administration of Comprehensive Plans. Discussion ensued and the following actions were taken:

**PODC:**

**PODC Resolution No. 2021-02 Regarding Administration of the Comprehensive Plans:**

<i><b>Motion No.</b></i>	<i><b>07-06-21 PODC</b></i>
<i>Moved by:</i>	<i>W. Alan Loeb sack</i>
<i>Seconded by:</i>	<i>Jim Huffman</i>
	<i>To adopt PODC Resolution No. 2021-02 regarding administration of the Comprehensive Plans.</i>

*Motion passed 2-0.*

**POCC:**

**POCC Resolution No. 2021-04 Regarding Administration of the Comprehensive Plans:**

<i><b>Motion No.</b></i>	<i><b>07-07-21 POCC</b></i>
<i>Moved by:</i>	<i>Donn Etherington</i>
<i>Seconded by:</i>	<i>JC Baldwin</i>
	<i>To adopt POCC Resolution No. 2021-04 regarding administration of the Comprehensive Plans.</i>

*Motion passed 2-0.*

**CDRPA:**

**CDRPA Resolution No. 2021-14 Regarding Administration of the Comprehensive Plans:**

<i><b>Motion No.</b></i>	<i><b>07-08-21 CDRPA</b></i>
<i>Moved by:</i>	<i>Donn Etherington</i>
<i>Seconded by:</i>	<i>Jim Huffman</i>
	<i>To adopt CDRPA Resolution No. 2021-14 regarding administration of the Comprehensive Plans.</i>

*Motion passed 4-0.*

**INFORMATIONAL ITEMS:**

- **Executive Flight HVAC Phase II Improvement Project Update** – Kuntz reviewed the Holaday Parks proposal that was received by the Regional Port on July 7<sup>th</sup> for the Executive Flight HVAC Phase II Project. The proposal came in over the Engineer's estimate and consequently, staff suggested a thorough review of the proposal, along with clarification of certain scope items prior to seeking Board approval. More information will be brought back at the July 27<sup>th</sup> meeting.

**MISC STAFF REPORTS:**

**Kuntz provided information and updates including:**

- Potential interest by Washington Army National Guard in leasing the Executive Flight Building.
- LOJO Property update.
- Update on City of Cashmere required improvements for a portion of the Cashmere Mill District property.
- Update on Pangborn Airport Terminal Building Apron Project; documents have been submitted to the FAA for approval.
- Closed on Dave Piepel Property.

- Chelan County PUD 5<sup>th</sup> Street Campus marketing update.
- ABC Learning Center lease update.
- Actapio equipment surplus update.
- Attended the WPPA Director's Seminar last week.

**Lough provided information and updates including:**

- Reported new "Pangborn Café" tenant signed a 2-year lease beginning August 15<sup>th</sup>.
- Provided an update on grants and their outstanding balances.

**Cridlebaugh provided information and updates including:**

- Prospective pickle ball tenant for Lineage may be interested in buildings D, E & F rather than buildings G & I. Discussions continue with them.

**Russ provided information and updates including:**

- Surplus property sales update.
- Reported on various HVAC issues at Port properties.
- More information will be brought to the Board at the next meeting concerning flood mitigation at Cashmere Mill District.

**Degnan provided information and updates including:**

- Update on YTD Video Conference Center and meeting room rentals.

**Pangborn Airport Parking Report** – Kuntz reviewed the May 2021 parking report highlighting activity since the Regional Port took over management vs. previous years.

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

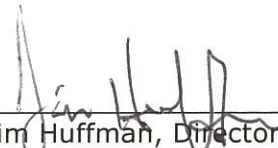
**REVIEW CALENDAR OF EVENTS:** Kuntz highlighted several upcoming events. The July 27<sup>th</sup> meeting will begin at 1:00 pm due to conflicts.

**ITEMS FROM BOARD OF DIRECTORS:** None provided.

Signed and dated this 27<sup>th</sup> day of July, 2021.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

  
 \_\_\_\_\_  
 JC Baldwin, Director

  
 \_\_\_\_\_  
 Jim Huffman, Director

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

Excused Absence  
 \_\_\_\_\_  
 Mark Spurgeon, Director

Excused Absence  
 \_\_\_\_\_  
 Rory Turner, Director

  
 \_\_\_\_\_  
 W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION NO. 2021-13  
RESOLUTION TO VOID CHECK NO. 8226**

**Whereas** Check No. 8226 in the amount of \$298.02, payable to Jerry's Auto Supply, on Register Page No. 2021-16 was created and signed on May 14, 2021.


**Whereas** check issued was a duplicate payment on an invoice and subsequently returned to the Port Authority uncashed by Jerry's Auto Supply. The returned check is to be voided.

**Now, therefore be it resolved** by the Board of Directors of the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, that Check No. 8226 be declared VOID.

Dated this 13<sup>th</sup> day of July, 2021.


**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

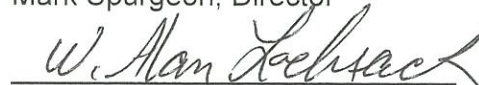
  
\_\_\_\_\_  
JC Baldwin, Director

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

  
\_\_\_\_\_  
Rory Turner, Director

  
\_\_\_\_\_  
Jim Huffman, Director

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

  
\_\_\_\_\_  
W. Alan Loeb sack, Director

**PORT OF DOUGLAS COUNTY RESOLUTION NO. 2021-01**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF DOUGLAS COUNTY TO INCLUDE CERTAIN REAL PROPERTY IN DOUGLAS COUNTY, COMMONLY KNOWN AS THE FIBRO PROPERTY, AS PART OF THE PORT OF DOUGLAS COUNTY'S COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS.**

**Whereas** pursuant to Revised Code of Washington, Chapter 53.20, the Port of Douglas County ("PODC") is required to adopt a comprehensive scheme of harbor improvements ("Comprehensive Plan") and amend the plan as may be appropriate prior to undertaking improvement projects; and

**Whereas** state law provides no specific requirements or guidance to port authorities as to the format, length, or content of a port's Comprehensive plan; however, port authorities have interpreted the law as requiring an inventory and description of all port properties and identification of anticipated future improvements at these properties; and

**Whereas** the PODC owns real property located in Douglas County, Washington, and legally described on Exhibit "A", which is attached hereto and incorporated herein by this reference (the "Property"); and

**Whereas** the PODC scheduled a public hearing for June 22, 2021, to consider and evaluate whether the Property should be included and part of the Port's Comprehensive Plan; and

**Whereas** a staff report was prepared and presented at the hearing and is incorporated as part of the record of the hearing; and

**Whereas** proper notice of the public hearing was published and an opportunity for public testimony was provided at the public hearing; and

**Whereas** the Board of Directors of the Chelan Douglas Regional Port Authority, as the manager of the Property, support and approve the decision to include the Property in the PODC's Comprehensive Plan; and

**Whereas**, following the closure of the hearing, the PODC Commissioners discussed and concluded that the Property should be incorporated into the PODC's portfolio of real property for future planning, evaluation, development, leasing and related opportunities, subject to the PODC's Comprehensive Plan.

**Now, Therefore**, the Board of Commissioners of the Port of Douglas County hereby resolve as follows:

1. The Property should be incorporated into the PODC's portfolio of real property for future planning, evaluation, development, leasing and related opportunities, as determined by the PODC Commissioners.
2. The PODC's Comprehensive Plan is hereby amended to include the Property.

3. Nothing herein precludes the PODC Commissioners from considering, at a future public hearing, whether to surplus all or a portion of the Property and to remove the Property from the PODC's Comprehensive Plan.

**ADOPTED** by the Commission of the Port of Douglas County, following a hearing, at a public meeting thereof held this 13<sup>th</sup> day of July, 2021.

**PORT OF DOUGLAS COUNTY**

W. Alan Loeb sack  
W. Alan Loeb sack, Commissioner

excused absence  
Mark M. Spurgeon, Commissioner

Jim Huffman  
Jim Huffman, Commissioner

**EXHIBIT "A"**  
**Legal Description**

The Southwest quarter of Section 9, Township 22 North, Range 21 E.W.M., Douglas County, Washington. EXCEPT the West 1650 feet thereof,  
AND EXCEPT that portion conveyed by instrument recorded under Auditor's No. 291683.  
TOGETHER with the South 60.00 feet of the West 951.60 of the East 991.60 feet of the Southwest quarter of Section 9;  
AND EXCEPT a parcel of land described as follows: Beginning at the South quarter corner of Said Section 9; thence South 89°31'01" West 40 feet along the South Section line of said Section 9; to the TRUE POINT OF BEGINNING; thence South 89°31'01" West 107.13 feet; thence North 00°28'59" West 40 feet to the beginning of a non-tangential curve, said curve turning to the left through an angle of 76° 23'51", having a radius of 122.65 feet, and with a chord bearing of North 44°33'30" East for a chord distance of 151.69 feet to a point of intersection with a line. Thence South 00°24'00" East 147.19' feet to the TRUE POINT OF BEGINNING.



**PORT OF CHELAN COUNTY RESOLUTION NO. 2021-04  
PORT OF DOUGLAS COUNTY RESOLUTION NO. 2021-02  
CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION NO. 2021-14**

**A JOINT RESOLUTION OF THE PORT OF CHELAN COUNTY (“POCC”),  
THE PORT OF DOUGLAS COUNTY (“PODC”), AND THE CHELAN  
DOUGLAS REGIONAL PORT AUTHORITY (“CDRPA”) REGARDING  
ADMINISTRATION OF THE COMPREHENSIVE PLANS FOR THE POCC  
AND THE PODC AND AMENDING POCC RESOLUTION NO. 2019-23,  
PODC RESOLUTION NO. 2019-16,  
and CDRPA RESOLUTION NO. 2019-24**

**Whereas** the POCC and the PODC (the “Ports”) entered into an Interlocal Agreement for the functional consolidation of the Ports, including finances, management and operations, dated June 11, 2019 (the “2019 ILA”);

**Whereas** in furtherance of the 2019 ILA, the Ports formed the CDRPA on June 30, 2019, setting a functional consolidation date effective January 1, 2020;

**Whereas** the POCC adopted a Comprehensive Scheme of Harbor Improvements on November 17, 2017 (“POCC Comp Plan”);

**Whereas** the PODC adopted a Comprehensive Scheme of Harbor Improvements on December 22, 2015 (“PODC Comp Plan”). Collectively, the POCC Comp Plan and the PODC Comp Plan shall be referred to as the “Plans” and individually, a “Plan”;

**Whereas** the CDRPA administers the Plans pursuant to CDRPA Joint Resolution No. 2019-24;

**Whereas** pursuant to the 2019 ILA specific authority is specifically reserved to the respective Ports, including the decision to declare real property as surplus to the needs of the POCC or the PODC;

**Whereas** consistent with the 2019 ILA, the POCC will be responsible for amendments to the POCC Comp Plan and the PODC will be responsible for amendments to the PODC Comp Plan;

**Whereas** the CDRPA adopted a policy regarding capital improvements on November 12, 2019;

**Whereas** the CDRPA, POCC, and PODC adopted a joint resolution on February 11, 2020 regarding the management of property owned by the three entities; and

**Whereas** Pangborn Memorial Airport is governed by the most recently approved Airport Master Plan, which is incorporated into the Plans.

**Now, therefore,** the Commissioners for the POCC and the PODC, and Board of Directors of the CDRPA hereby resolve as follows:

1. The decision to purchase any property shall be made by the CDRPA. How the property is titled shall be made by the CDRPA at the time of acquisition.
2. All property acquired by the CDRPA in furtherance of the Plans or the Airport Master Plan shall automatically be deemed incorporated into the respective Plans as follows:
  - A. Property acquired in Chelan County (whether titled in the POCC or the CDRPA) shall be incorporated into and governed by the POCC Plan, as amended from time to time.
  - B. Except as set forth in subparagraph C, below, property acquired in Douglas County (whether titled in the PODC or the CDRPA) shall be incorporated into and governed by the PODC Plan, as amended from time to time.
  - C. Property acquired in furtherance of Pangborn Memorial Airport shall be titled in the CDRPA and incorporated into and governed by the Airport Master Plan, as amended from time to time.
3. Before any real property unrelated to Pangborn Memorial Airport is sold, the property must first be declared surplus by the appropriate Port as set forth in CDRPA Joint Resolution No. 2019-24 to remove the property from the applicable Plan.
4. Before any real property associated with Pangborn Memorial Airport is sold, the property must first be declared surplus by both Ports.
5. Once the property has been declared surplus as set forth above, then any decision to sell the surplus real property shall be authorized by the CDRPA in a public meeting. The authorization shall be binding on the POCC, PODC and CDRPA and the transaction documents shall reflect the entity who has title to the surplus property.

6. CDRPA Joint Resolution No. 2019-24 is hereby amended for consistency with this Resolution. In the event of a conflict with CDRPA Joint Resolution 2019-24, the terms and conditions of this Resolution shall control.

DATED: July 13, 2021

DATED: July 13, 2021

**PORT OF CHELAN COUNTY**



JC Baldwin, Commissioner

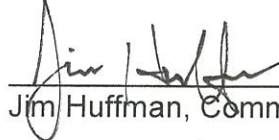


Donn Etherington, Commissioner

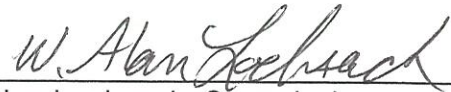
excused absence

Rory Turner, Commissioner

**PORT OF DOUGLAS COUNTY**



Jim Huffman, Commissioner

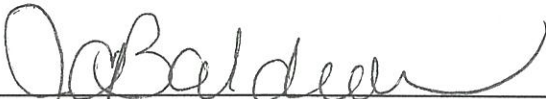


W. Alan Loeb sack, Commissioner

excused absence

Mark M. Spurgeon, Commissioner

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY:**



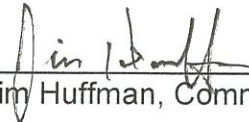
JC Baldwin, Commissioner



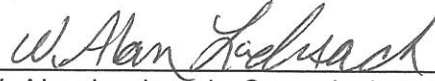
Donn Etherington, Commissioner

excused absence

Rory Turner, Commissioner



Jim Huffman, Commissioner



W. Alan Loeb sack, Commissioner

excused absence

Mark M. Spurgeon, Commissioner