

**Chelan Douglas Regional Port Authority  
Meeting Agenda  
July 28<sup>th</sup>, 2020  
9:00 am**

**In order to maximize social distancing related to COVID-19,  
the meeting will be held remotely using Zoom Virtual Conference Room**

**I. CALL TO ORDER**

*\*Note: When the Chelan Douglas Regional Port Authority meeting is called to order, the Port of Chelan County and Port of Douglas County meetings are simultaneously called to order.*

**II. INTRODUCTIONS**

**III. CONFLICT OF INTEREST**

**IV. CONSENT AGENDA**

**CDRPA:** Approval of Chelan Douglas Regional Port Authority Minutes of July 14<sup>th</sup>, 2020 Meeting; and June 2020 Commission Meeting Calendar

**V. CDRPA ACTION ITEMS**

1. PUD Lease Amendment – IB#5
2. Partners in Economic Development – Local Government Applications
  - Chelan County – Countywide Trails Plan
  - Upper Valley Parks and Service Recreation Area – Recreation Needs Assessment
3. CERB Planning Grant - Giga Watt – Acceptance of Initial Offer of Financial Aid

**VI. INFORMATIONAL ITEMS**

- Update on Approach Lighting System
- Executive Flight Space Study Report
- Executive Flight HVAC/Envelope Costs

**VII. CDRPA – ECONOMIC DEVELOPMENT INITIATIVES RELATED TO COVID-19  
(Third Party Resources)**

- Update on Grant Programs and Processing

**VIII. CDRPA ECONOMIC DEVELOPMENT INITIATIVES RELATED TO COVID-19  
(Regional Port Funding)**

- Rent Participation Fund
- Getting Ready to Reopen Fund
- What's Next?

**IX. CDRPA – COVID-19 OTHER**

- FAA CARES Act Grant
- Tenant Rent Relief Request Updates

**X. MISCELLANEOUS STAFF REPORTS**

**XI. PUBLIC COMMENT**

**XII. REVIEW CALENDAR OF EVENTS**

**XIII. ITEMS FROM BOARD OF DIRECTORS**

**XIV. EXECUTIVE SESSION:** An Executive Session may be called during the meeting. The purpose must be announced and is limited by RCW 42.30.110. Examples include: (1) to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); (2) 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)); and (3) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price (final action selling or leasing public property shall be taken in a meeting open to the public)(RCW 42.30.110(1)(c)); and (4) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee(RCW 42.30.110(1)(g))

**XV. ADJOURN**

**PLEASE NOTE:** The agenda is tentative only. The Board of Directors may add, delete, or postpone items and may take action on any item not on the agenda (This does not apply during a "special" meeting). The Directors may also move agenda items during the meeting. If you wish to address the Regional Port Authority on a non-agenda or an agenda item, please raise your hand to be recognized by the President. When you have been recognized, give your name and address before your comments. The Board of Directors are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principal.

The Port Authority office is ADA compliant. Please contact the Administrative Office at 509-884-4700 at least three (3) days in advance if you need any language, hearing or physical accommodation.



**Chelan Douglas Regional Port Authority  
Board of Directors  
**SUGGESTED MOTIONS**  
July 28<sup>th</sup>, 2020**

**IV. CONSENT AGENDA**

**CDRPA CONSENT AGENDA**

To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of Minutes of July 14<sup>th</sup>, 2020 Meeting; and June 2020 Commission Meeting Calendar, as presented.

**V. CDRPA ACTION ITEMS**

**(1) Chelan County PUD Lease Amendment – IB#5**

To authorize the CEO to sign the Chelan County PUD Lease Amendment for IB#5.

**(2) Partners in Economic Development – Local Government Applications**

To approve the Chelan County grant application for support of a Countywide Trails Plan in the amount of \$20,000.00.

To approve the Upper Valley Parks and Service Recreation Area grant application for support of a Recreation Needs Assessment in the amount of \$5,000.00.

**(3) CERB Planning Grant – Giga Watt Site – Acceptance of Initial Offer of Financial Aid**

To authorize the CEO to accept and sign the CERB Planning Grant Initial Offer of Financial Aid.



**Board of Directors  
Chelan Douglas Regional Port Authority  
Meeting Minutes  
Zoom Meeting  
July 14<sup>th</sup>, 2020  
1:00 pm**

**Present:**

**Directors**

JC Baldwin, Director (via Zoom)  
Donn Etherington, Director (via Zoom)  
\*Rory Turner, Director

Jim Huffman, Director (via Zoom)  
W. Alan Loeb sack, Director (via Zoom)  
Mark Spurgeon, Director (via Zoom)

**Staff**

\*Jim Kuntz, Chief Executive Officer  
\*Monica Lough, Director of Finance & Admin.  
Ron Criddlebaugh, Director of Economic Development  
Craig Larsen, Business Development Manager  
Tricia Degnan, CTC Manager  
Sarah Deenik, Communications Coordinator  
Cami Harris, Executive Assistant  
Laura Camarillo Reyes, CTC Assistant  
Stacie de Mestre, Public Works & Capital Projects Mgr.  
Sam Williams, Intern

\*Trent Moyers, Director of Airports  
\*Bobbie Chatriand, Administrative Asst.  
Ron Russ, Property Mgr.  
Bealinda Tidd, Accounting Specialist  
Randy Asplund, Port Engineer  
\*Pete Fraley, Legal Counsel  
\*Quentin Batjer, Legal Counsel  
Esther McKivor, Accounting Specialist

\*Commissioner Turner, Jim Kuntz, Monica Lough, Trent Moyers, Quentin Batjer, Pete Fraley, and Bobbie Chatriand in person; others via Zoom.

**Guests (all via Zoom):**

Linda Haglund, Wenatchee Downtown  
Reilly Kneeder, Wenatchee World  
J.R. Norvell, T-O Engineers

Jeanne Davis, Apple Blossom Floral

**The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 1:00 pm. Due to the COVID-19 virus outbreak, the meeting was held at Confluence Technology Center via Zoom as previously posted in the required Public Meeting Notice.**

**Director Turner inquired how his fellow Directors are doing during COVID-19, and each Director gave a short report. Roll call was taken.**

**Conflict of Interest** – None.

**Guest Jeanne Davis** – Kuntz introduced Jeanne Davis of Apple Blossom Floral. Apple Blossom Floral was recently awarded a grant from the Regional Port to assist the business affected by COVID-19. Jeanne expressed her gratitude for the grant and told the Directors how the grant helped her get the business restarted in May.

**Introductions** – Lough introduced Bealinda Tidd, new CDRPA Accounting Specialist; and Sam Williams, CDRPA Intern for the summer.

**CONSENT AGENDAS:**

**CDRPA CONSENT AGENDA:**

The Consent Agenda consisting of minutes of the Chelan Douglas Regional Port Authority (CDRPA) meeting of June 23<sup>rd</sup>, 2020; and Check Register Pages #2020-16-#2020-23, including electronic transfers, was presented and the following action was taken:

<b>Motion No.</b>	<b>07-01-20 CDRPA</b>
Moved by:	JC Baldwin
Seconded by:	Mark Spurgeon
	To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of Minutes of June 23 <sup>rd</sup> , 2020 Meeting; and Check Register Pages #2020-16-#2020-23, including electronic transfers, as presented.

Motion passed 6-0.

**POCC CONSENT AGENDA:**

**The Consent Agenda consisting of POCC Check Register Page #2020-11 was presented for approval and the following action was taken:**

<b>Motion No.</b>	<b>07-02-20 POCC</b>
Moved by:	JC Baldwin
Seconded by:	Rory Turner
	To approve the Port of Chelan County (POCC) Consent Agenda consisting of Check Register Page #2020-11, as presented.

Motion passed 3-0.

**PODC CONSENT AGENDA:**

**The Consent Agenda consisting of PODC Check Register Pages #2020-10-#2020-11, including electronic transfers was presented and the following action was taken:**

<b>Motion No.</b>	<b>07-03-20 PODC</b>
Moved by:	Mark Spurgeon
Seconded by:	Jim Huffman
	To approve the Port of Douglas County (PODC) Consent Agenda consisting of Check Register Pages #2020-10-#2020-11, including electronic transfers, as presented.

Motion passed 3-0.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:**

**CDRPA Resolution No. 2020-13 Declaring a State of Emergency Regarding HVAC at Executive Flight Building** – Kuntz & de Mestre provided information on the Emergency HVAC replacement contract at Executive Flight including a review of the total project budget. In order to have heat in the building this winter, staff recommends adopting this resolution declaring that a state of emergency exists due to significant issues with the HVAC system for the Executive Flight Building which could result in catastrophic failure; and authorizing and ratifying, purchase of services, materials and equipment and the award of contracts necessary and appropriate to address this emergency situation. RH2 performed an independent review of the contractor’s findings. Discussion ensued and the following action was taken.

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

**07-04-20 CDRPA**  
*Alan Loeb sack*  
*Mark Spurgeon*  
*To adopt CDRPA Resolution No. 2020-13 declaring that a state of emergency exists due to significant issues with the HVAC system for the Executive Flight Building which could result in catastrophic failure; and authorizing and ratifying, purchase of services, materials and equipment and the award of contracts necessary and appropriate to address this emergency situation.*

*Motion passed 6-0.*

**Salcido Enterprises – Additional Extension of Contribution in Aid of Construction Payment** - Kuntz provided information on the request from Salcido Enterprises for a second extension of time to make PUD Contribution in Aid of Construction payment. Legal counsel provided some additional considerations and discussions ensued. The original motion was amended as follows and the following action was taken:

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

**07-05-2020 CDRPA**  
*Jim Huffman*  
*JC Baldwin*  
*To authorize the CEO to grant an additional time consideration – contribution in aid of construction payment with Salcido Enterprises conditioned upon said payment is made by November 30<sup>th</sup>, 2020; and with confirmation that the surety bond will be extended for one year until December 18, 2021.*

*Motion passed 6-0.*

**Memorandum of Understanding with S.P.O.R.T. Fitness Center, LLC** – Kuntz and Legal Counsel provided information and details on the Memorandum of Understanding (MOU) with S.P.O.R.T. Fitness Center, LLC concerning the purchase of Columbia Street Property. Discussions ensued and the following action was taken:

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

**07-06-2020 CDRPA**  
*Mark Spurgeon*  
*JC Baldwin*  
*To Authorize the CEO to enter into a non-binding Memorandum of Understanding with S.P.O.R.T Fitness Center, LLC.*

*Motion passed 5-1.*  
*Commissioner Etherington Opposed.*

**Pangborn Memorial Airport 2019 Annual Financial Report** – Lough provided details noting some highlights of the Pangborn Memorial Airport Annual Financial Report for 2019. Discussions ensued and the following action was taken:

<b>Motion No.</b>	<b>07-07-20 CDRPA</b>
Moved by:	Jim Huffman
Seconded by:	Donn Etherington
	To approve the 2019 Pangborn Memorial Airport Financial Report, as presented.

*Motion passed 6-0.*

**Port of Douglas 2019 Annual Financial Report** – Lough presented the Port of Douglas Annual Financial Report for 2019 and the following action was taken:

<b>Motion No.</b>	<b>07-08-20 PODC</b>
Moved by:	Mark Spurgeon
Seconded by:	Jim Huffman
	To approve the 2019 Port of Douglas County Financial Report, as presented.

*Motion passed 3-0.*

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

**Airport Approach Lighting System** – Kuntz and Moyers provided an update on the approach lighting system at Pangborn Airport including land acquisition and a timeline for phase 1 and phase 2 of the project. J.R. Norvell with T-O Engineers, and Randy Asplund, Port Engineer, provided additional information on the project. Commissioners directed staff to proceed with the project as one phase to expedite the process and realize the estimated savings of approximately \$200,000 if the project was completed in one phase vs. two.

**LOJO Property** – Kuntz and de Mestre provided an update on the LOJO property located in Malaga, including the results of the Phase 1 Environmental Site Assessment (ESA). On June 30, 2020 staff received the Phase 1 ESA from RH2 Engineering. The assessment revealed evidence of low risk that environmental conditions exist on or beneath the subject property, with the exception of a floor drain in the shop area. Staff continues to work on water supply issues with Malaga Water District. Discussions ensued. The Board asked that additional testing be done within the floor drain.

**Subsplash Space Marketing** – Kuntz and Deenik provided information on the marketing campaign for the Subsplash incubator space in Pybus Public Market. Deenik reviewed the results of a digital campaign created by Cherry Creek Media. Additional results will be presented at an August Commission Meeting.

**Business Leads** – Larsen provided information on recent business leads for Cashmere Mill District including updates on:

- Honey Jun
- L.E. Wilson

Larsen will continue working with these businesses who have shown interest in the Cashmere Mill District buildings and/or property.

**Actapio Space at the CTC** – Kuntz reviewed the available square feet and power availability in the space at the CTC currently occupied by Actapio. Actapio's lease ends in February 2021, and marketing efforts will begin soon to fill the space. Discussions ensued.

**Pangborn Airport Parking Lot** – Kuntz provided an update on a recent letter from REEF Parking concerning their agreement with the Airport which allows them reduced fees in the event the number of enplaned passengers decreases by 25% for a continuous period of 90 days compared with the previous 12 months. With the current COVID-19 pandemic, air travel and enplanements have decreased dramatically, and REEF Parking is requesting reduced fees. REEF Parking agreement with the airport expires in April 2021. Regional Port staff is exploring fully-automated parking options for the future. Discussion ensued

**FAA CARES Act Grant** – Lough provided an update on FAA CARES Act Grant reimbursements.

**Badger Mountain Brewing** – Kuntz reviewed Badger Mountain Brewing's recent request for rent deferment for the months of July, August and September 2020, in response to the COVID-19 pandemic's effect on their business. Discussion ensued and the Board directed staff to work with Badger Mountain Brewing on rent deferment subject to them becoming current on past rent.

#### **MISC STAFF REPORTS:**

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

- Received the Surety Bond from Accor Technologies.
- Update on CWICC Building HVAC issue.

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

- Department of Commerce may have additional COVID-19 grant funding available for the Regional Port to administer.

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

- Update on the water feature leak at the CTC including water intrusion into the lower level. Staff will hire a landscape architect to assist with design of potential new water feature.

**Public Comment – An opportunity for public comment was provided and Linda Haglund reported via previous Zoom message the Wenatchee Downtown Association will hold an awards ceremony on July 20<sup>th</sup>, 2020.**

**REVIEW CALENDAR OF EVENTS** – Kuntz will be out of the office July 20<sup>th</sup> – July 24<sup>th</sup>.

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

**EXECUTIVE SESSION:** No Executive Session.

**Meeting was adjourned at 4:53 pm.**



Signed and dated this 28<sup>th</sup> day of July, 2020.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

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

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Jim Huffman, Director

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Donn Etherington, Director

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Mark Spurgeon, Director

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Rory Turner, Director

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W. Alan Loeb sack, Director

June 2020										
Date	Meeting	Location	JCB	RT	DE	JH	MS	AL		
6/1	Douglas County/CDRPA Meeting re: CARES	Douglas County Annex			X					
6/1	NCWEDD Ex. Committee Conference Call	Zoom				X				
6/3	District 1 Meeting	Zoom			X					
6/3	Jeff Wilkens Meeting	Downtown Wenatchee		X						
6/4	Cascade Vet. Meeting Re Olds Station Sites	Downtown Wenatchee		X						
6/8	Book/Sign Docs	CDRPA Office	X							
6/8	Book/Met with J. Kuntz	CDRPA Office		X						
6/9	CDRPA Commission Meeting	Zoom/CTC	X	X	X	X	X	X	X	X
6/10	NCWEDD Board Meeting	Zoom				X				
6/11	Return Book/Sign Documents	CDRPA Office	X					X		
6/11	Regional Interconnectivity Meeting	Zoom	*X							
6/11	Douglas County CARES	CDRPA Office			X	X				
6/16	WVCC Board Meeting	Zoom						X		
6/16	Columbia Basin Dev. League	Zoom								X
6/17	District 1 Meeting	Zoom			X					
6/17	Cherman-WPPA Transportation/Aviation Discussion	Telecon	X							
6/17	GWATA Board Meeting	Zoom	*X							
6/18	Douglas County CARES	CDRPA Office			X	X				
6/19	Tri Commission Breakfast & Rep. Goehner Meeting	Big Y/Wildhuckleberry	X							
6/19	Docs/Pick up Binder	CDRPA Office	*X					X		
6/22	Book/Met with J. Kuntz	CDRPA Office		X						
6/23	CDRPA Commission Meeting	Zoom/CTC	X	X	X	X	X	X	X	X
6/24	Meeting with Commissioner Spurgeon	Seattle Yoga		X						
6/24	Blue Sky Meeting	CDRPA Office			X					
6/24	Return Book/Sign Documents	CDRPA Office	X					X		
6/25	GWATA WiFi Project	Zoom	X							
6/25	Douglas County CARES	CDRPA Office				X				
6/25	NCWEDD Ex. Committee Conference Call	Zoom				*X				
6/25	LOJO Property Meeting	CDRPA Office			X					
6/30	TREAD App	Zoom/Webinar	X							
*	denotes multiple meetings are same day									

# Memo

**To:** Board of Directors  
**From:** Jim Kuntz  
**cc:** None  
**Date:** July 23, 2020  
**Re:** Partners in Economic Development – Local Governments

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The Regional Port has received two new applications for Partners in Economic Development Funding. The remaining balance for fiscal year 2020 is \$65,000. Attached is a one page summary sheet of projects funded to date. The two new applications are as follows:

## Chelan County – Countywide Trails Plan

Chelan County is the applicant and is requesting a \$20,000 grant. Chelan County is the largest financial sponsor of the study at \$50,000. A host of cities are also providing modest funding. I would recommend funding the application.

## Upper Valley Parks and Service Recreation Area

The Upper Valley Parks and Service Recreation Area is the applicant and is requesting a \$20,000 grant. They want the Regional Port to be the largest funder of this needs assessment. If this needs assessment is that important, the Upper Valley Parks District should be the lead

**funder, not the Regional Port. If the Board wants to make a contribution, I would recommend \$5,000.**



**Partners In Economic Development  
Municipalities - Year 2020**

Organization	Propose to Fund (Y/N)	Requested Funding	CDRPA Proposed Funding	Project Description	Notes
City of Bridgeport	Y	\$ 20,000	\$ 20,000	Economic Revitalization Plan for SR 173 Corridor	N/A
City of Cashmere	Y	\$ 20,000	\$ 20,000	Economic Development Plan for the former wastewater lagoons	N/A
City of Cashmere #2	Y	\$ 15,000	\$ 15,000	Design and engineering to extend water and wastewater to the City owned property on Pariroad Ave	N/A
City of Chelan	Y	\$ 30,000	\$ 30,000	Implement a city-wide wayfinding program	N/A
East Wenatchee Water District	Y	\$ 30,000	\$ 30,000	1,330' of 12" water main from Goldcrest to 35th in Wenatchi Landing	N/A
Eastmont Metropolitan Parks District	Y	\$ 30,000	\$ 20,000	Installation of an instructional kitchen in the Eastmont Community Center	1
City of Entiat	N	\$ 30,000	\$ -	Park Economic Destination Improvement Plan	2
Town of Mansfield	N	\$ 30,000	\$ -	Retro fit the recycle center into a public works facility	Lack Legal Authority
<b>Totals</b>		<b>\$ 205,000</b>	<b>\$ 135,000</b>		



## **PARTNERS IN ECONOMIC DEVELOPMENT LOCAL GOVERNMENTS/MUNICIPALITIES**

### **PROGRAM PURPOSE**

The Chelan Douglas Regional Port Authority (CDRPA) is a regional leader in efforts to achieve long-term economic vitality for Chelan and Douglas Counties.

Effective economic development requires a dynamic synergy of people and organizations working together. The CDRPA acknowledges that local governments play an important role in economic development. The CDRPA has created the Partners in Economic Development Program to make strategic economic development investments in rural communities in Chelan and Douglas Counties.

### **ELIGIBLE ORGANIZATIONS**

To qualify for potential funding through this program, an organization must be a municipal corporation located in Chelan or Douglas County and recognized by the Washington Secretary of State as an active municipal corporation.

### **ELIGIBLE PROGRAMS**

Programs that qualify must:

- Align with the CDRPA's vision, mission, economic development goals, and values, as described in the CDRPA's "Annual Economic Development Plan", and as authorized by RCW Chapter 53; and
- Measurably contribute to the economic development of Chelan and Douglas Counties.

### **PRIORITIES**

The CDRPA will prioritize proposals that fulfill one or more of the following:

- Address a proven need or gap;
- Illustrate a strong proof-of-concept for achieving measurable economic development impact;
- Demonstrate sustainability without continued financial support from the CDRPA;
- Demonstrate collaboration/partnership with other entities;
- Local governmental match as a percentage of the overall project cost;
- Clearly contributes to the economic vitality of the local community; and/or
- Distributes funding to rural communities in both Chelan and Douglas Counties.

## REQUEST GUIDELINES

- Proposals are typically funded between \$5,000 and \$30,000.
- Partial funding for a larger project may be requested; however the proposal must clearly demonstrate how the remainder of the project will be funded.
- Multi-year projects may be submitted, but a new proposal must be submitted each year with subsequent requests contingent upon availability of funds and satisfactory progress toward meeting program objectives.

## FUNDING & DISBURSEMENT

- For fiscal year 2020, the CDRPA has set aside \$150,000 to be distributed through a once a year call for projects program.
- In addition, the CDRPA has set aside \$50,000 as an opportunity fund to assist with emerging projects during fiscal year 2020. Any time after March 31, 2020 and throughout the remaining year, applications can be submitted for funding until the fund is fully allocated.
- In the event the CDRPA does not allocate all the funding during the call for projects phase, said excess funds will be added to the opportunity fund.
- The CDRPA will reimburse after the project has been completed. If a quarterly or up-front investments are required, the local government should indicate the distribution plan necessary (and why) on the Application Form.

## PROPOSAL REQUIREMENTS

Local government must submit the attached **Application Form**.

## SUBMISSION REQUIREMENTS for FY2020

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Proposal deadline: Friday, November 22 before 5:00 PM PST

Proposals may be delivered in one of three methods:

- Electronically (PDF only)
- Mailed (3 printed copies)
- Delivered in-person (3 printed copies)

Chelan Douglas Regional Port Authority  
Attn: Ron Criddlebaugh  
One Campbell Parkway, Suite A  
East Wenatchee, WA 98802-9290.

## **EVALUATION CRITERIA**

- Overall merit and quality of proposal
- Strength of proven need or gap, and demonstrated ability to address need or gap
- Clear expectation of how program achieves measurable economic development impact
- Likelihood of achieving defined metrics/deliverables
- Demonstrated justification of requested funds

## **FUNDED PARTNER EXPECTATIONS**

- Local government will need to enter into a Partner Agreement defining expectations and Scope of Work
- Quarterly written reports
- Final report completed and verbal presentation given at a CDRPA Board of Directors Meeting

## **PROPOSAL TIMELINE**

- Grant applications will be evaluated and forwarded to the Board of Directors for approval. Awards will be made at the end of December or in early January.

## **QUESTIONS**

Questions related to this program should be directed to Ron Cridlebaugh, Director of Economic & Business Development, 509-884-4700 or via email at [ron@portofdouglas.org](mailto:ron@portofdouglas.org).





**Partners in Economic Development Program  
Local Governments/Municipalities  
Application Form**

Organization Name: Chelan County

Organization Address: 411 Washington Street, Suite 201, Wenatchee, WA 98801

Organization Phone Number: 509-670-6935

Program Title: Natural Resource Department

Program Contact: Mike Kaputa

Contact Phone: 509-670-6935

Contact E-mail: mike.kaputa@co.chelan.wa.us

Contact Title/Position: Director

**Investment request is to fund:**

Development of Chelan County countywide trails plan to identify existing trails plans and concepts, develop opportunities and concepts for trail connectivity between local communities, and engage local communities through various outreach efforts in the development of the trails plan. The project will focus on local trails and connectivity for both recreation and transportation and opportunities to improve safety and connectivity. The project will largely not include trails on federal and state lands.

Provide a project description, including: Justification (how this program/project will improve economic development in Chelan and Douglas Counties); Methodology, including if/how project will be sustainably maintained; Work to date (if any); Partners committed, if any (commitment letters required for partners); and Deliverables defined.

Justification: Trails are an important driver of the Chelan County economy, providing a combination of transportation and recreation opportunities. Visitors and locals alike use and enjoy existing trail systems. A number of local entities desire to design and build trail connectors and new trails to enhance the existing trail infrastructure and even have plans, in varying levels of completeness, to do so. Development of a Chelan County Trails Plan will inventory existing trails and trail plans, assess opportunities for trail expansions and connectors, develop limited conceptual designs for new trails, and engage local communities across the county. The trails plan will primarily focus on local trails within and between local communities. Existing partners and general approach are further defined in the attached project overview.

Project Start Date (if applicable): September 2020

Project End Date (if applicable): March 2021

**Program timeline/milestones (by quarter):**

September 2020 to December 2020: Assemble planning team, select consultant, begin and complete inventory of local trails and trails plans, identify data gaps, hold community workshops to gather input on trails plan gaps and opportunities to fill gaps

January 2021 to March 2021: Review information collected to-date, continue development of trails opportunities, develop trail connector opportunities between local communities

April 2021 to May 2021: Continue development of new trail and trail connector concepts, hold second round of community workshops to gather feedback, finalize trails plan

Total Project Cost: \$75,000

Requested CDRPA Funding: \$20,000

**Budget total, broken out by category. (Note: Indirect costs are not allowed)**

Consultant: \$70,000

County staff time: \$4,000

Plan production, meeting expenses, supplies: \$1,000

We have secured funding for the project as follows:

Chelan County Paths and Trails Fund: \$50,000

City of Cashmere: \$1,000

City of Wenatchee: \$3,000

City of Chelan: \$1,000

Total secured: \$55,000

**Is this request for partial funding of a larger project? If so, identify other funding requested for this project (entity, amount requested and anticipated award date), and other funding secured for this project (source, amount secured).**

Funding is requested solely for development of a countywide trails plan. Future funding requests could be anticipated from entities seeking to develop design-level plans or implementation of trails identified through this effort.

Is this a multi-year project? If yes, what are the anticipated funding needs for future years?

No.

If this project is not funded at the full requested amount, how will the organization adjust for less funding?

The development of trail and trail connector concepts would be limited in number and scope if we do not secure full funding for the project.

Expenses are reimbursed after the project is completed by invoice/report; explain if another option is needed:

Definition of success of the project, including metrics used to evaluate success (may be quantitative and/or qualitative) and method for gathering metrics:

We will consider the project a success if we develop the trails plan complete with the inventory, data gaps, trail concepts and extensive community outreach and input.

Has this organization received previous funding from the Port of Chelan County and/or Port of Douglas County? If so, list other funding received and when:

Chelan County and CDRPA have partnered and are partnering on several initiatives and projects. Chelan County Natural Resources has not previously received funding from CDRPA.

Add additional pages, as needed, to complete questions, but please do not exceed a five page application (excluding the attachments requested above).

Questions related to this program/application should be directed to Ron Cridlebaugh, Director of Economic & Business Development, 509-884-4700 or via email at [ron@portofdouglas.org](mailto:ron@portofdouglas.org).

## **Chelan County Trails Plan**

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### **Overview**

The Chelan County Parks and Recreation Plan, which is an element of the Chelan County Comprehensive Plan, was last updated in 2017, and includes recommendations for many projects and planning efforts. A Comprehensive Trails Plan is specifically identified as an action item as follows:

“Comprehensive Trails Plan – Of the projects mentioned by participants, many were trails projects. They are in different stages of readiness, however, with only a few actually prepared to receive funding for either land conservation or development. The number and range of trails projects included on the overall project list underscore the importance of having an integrated trails system serving Chelan County. A trails plan is a crucial step in determining the linkages the trails will provide, exploring alignment, design, cost, phasing and relative priority. A comprehensive trails plan prepared by the County would dovetail with the trails and forest access plans prepared by Washington State Parks and the US Forest Service, ensuring that trails outside of state and federal lands connect with the larger recreational systems within them and should also involve Washington Department of Transportation, Chelan Port District, production agriculture interests, and the municipalities. This process would include and reference the Lake Chelan Valley Trails Master Plan.”

### **Trails Plan Development**

Chelan County proposes to coordinate the development of a countywide comprehensive trails plan with a planning committee comprised of key stakeholders across the county. The planning committee would oversee the development of the trails plan and assist with community engagement, plan development, identification of trails opportunities and overall oversight of the effort. A professional consultant would be hired to compile information, write the plan, and assist with the overall effort. The planning committee could comprise the following organizations:

1. Wenatchee Valley TREAD
2. Chelan-Douglas Land Trust
3. Chelan-Douglas Transportation Council
4. Chelan County Natural Resource Department
5. Complete the Loop Coalition
6. WSDOT (Department of Transportation)
7. City of Wenatchee Parks Department
8. Lake Chelan Trails Alliance
9. Others as interested/available

### **Roles and responsibilities**

The following roles and responsibilities could facilitate the development of the Trails Plan.

- a. Chelan County Natural Resources: Overall coordination, project management
- b. Wenatchee Valley TREAD: Stakeholder engagement, US Forest Service liaison, community forum sponsor
- c. Chelan-Douglas Land Trust: Stakeholder engagement, data/information collection
- d. Chelan-Douglas Transportation Council: Stakeholder engagement, data/information collection, coordination with transportation planning efforts
- e. Complete the Loop Coalition: Stakeholder engagement, data/information collection
- f. WSDOT (Department of Transportation): Safety concerns, coordination with transportation planning efforts
- g. City of Wenatchee Parks Department: Coordination with City efforts and infrastructure
- h. Lake Chelan Trails Alliance: Lake Chelan community needs and opportunities

### **Assumptions**

Trails Plan development would consist of three phases:

1. Inventory: compile existing trails plan and related information
2. Data gaps: identify areas where more information or partners are needed
3. Community outreach: hold workshops and events for community engagement in the Trails Plan and to educate the community about trails efforts in other communities

Trails Plan development would cost ~\$75,000 and would be largely written and compiled by a professional planning consultant. The overall effort would take approximately 9-12 months to complete and would begin when funds are available.

## Mike Kaputa

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**From:** Bob Bugert <Bob.Bugert@CO.CHELAN.WA.US>  
**Sent:** Thursday, June 11, 2020 2:12 PM  
**To:** Mayor  
**Cc:** Mike Kaputa; Carl Florea (Cflorea@cityofleavenworth.com); mayor@cityofchelan.us; Frank Kuntz  
**Subject:** RE: Chelan County Trails Plan

Thank you Mayor Fletcher—I am convinced that your investment will yield strong dividends for the City of Cashmere.

*Bob Bugert*  
Chelan County Commissioner, District 2  
Office: 509-667-6215  
Mobile: 509-630-4480

**From:** Mayor <mayor@cityofcashmere.org>  
**Sent:** Thursday, June 11, 2020 10:01 AM  
**To:** Bob Bugert <Bob.Bugert@CO.CHELAN.WA.US>  
**Cc:** Mike Kaputa <Mike.Kaputa@CO.CHELAN.WA.US>  
**Subject:** RE: Chelan County Trails Plan

**External Email Warning!** This email originated from outside of Chelan County.

Bob – Cashmere will pledge \$1,000 to the trails plan. – Jim Fletcher

**From:** Bob Bugert <[Bob.Bugert@CO.CHELAN.WA.US](mailto:Bob.Bugert@CO.CHELAN.WA.US)>  
**Sent:** Wednesday, June 3, 2020 1:55 PM  
**To:** [Cflorea@cityofleavenworth.com](mailto:Cflorea@cityofleavenworth.com); Mayor <[mayor@cityofcashmere.org](mailto:mayor@cityofcashmere.org)>; Frank Kuntz <[FKuntz@WenatcheeWA.Gov](mailto:FKuntz@WenatcheeWA.Gov)>; [mayor@cityofchelan.us](mailto:mayor@cityofchelan.us)  
**Cc:** Mike Kaputa <[Mike.Kaputa@CO.CHELAN.WA.US](mailto:Mike.Kaputa@CO.CHELAN.WA.US)>  
**Subject:** Chelan County Trails Plan

[External Email]

Honorable Mayors—

Thanks to some great work by Mike Kaputa and others, we've made good progress in the development of a county-wide trails plan. There is strong alignment and momentum among all the major players and stakeholders.

The work group is now at the stage where they need funding for the contractor(s) to assemble the product, based on stakeholder outreach meetings conducted by Chelan County, TREAD, and others.

We need at least \$75,000 to do the work. Chelan County can contribute up to \$50,000 through our Paths and Trails Fund. The Regional Port is looking at providing \$20,000. We need at least \$5,000 more. Can each city contribute to make us whole? I recognize that you have limited funds dedicated for this type of work, but we believe this will help in ensuring connectivity and consistency among the cities in a trails plan.

## Mike Kaputa

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**From:** David Erickson <DErickson@wenatcheewa.gov>  
**Sent:** Thursday, June 11, 2020 6:14 PM  
**To:** Mike Kaputa; Bob Bugert  
**Subject:** trails plan funding

**External Email Warning!** This email originated from outside of Chelan County.

Hi Mike and Bob

In case you haven't heard this afternoon, the City of Wenatchee Finance Committee approved \$3,000 from the paths and trails fund to go toward the trail plan. I'm assuming they would just need an invoice to cut the check. Also I heard that Cashmere approved \$1,000.

Thanks

Dave

*David Erickson*

Parks, Recreation and Cultural Services Director  
City of Wenatchee  
(509) 888-3280

I am working from home to help avoid possible spread of the coronavirus. During this time the best way to contact me is by e-mail. Voice mail messages left on my office phone at (509) 888-3280 will be forwarded to my email. As we all transition to this new working situation, please be aware that work schedules may vary and internet speed/access is being effected. Please remember to practice physical distancing and to wash your hands.



## Mike Kaputa

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**From:** Craig Gildroy <cgildroy@cityofchelan.us>  
**Sent:** Wednesday, June 24, 2020 8:42 AM  
**To:** Mike Kaputa  
**Subject:** RE: County Trails Plan

**External Email Warning!** This email originated from outside of Chelan County.

Hi Mike,

City Council last night approved the \$1,000 funding request. The City's Finance department needs an invoice in order to cut a check for the \$1,000.

Thanks,

Craig Gildroy  
Planning Director  
**City of Chelan**  
(509) 682-8017  
[www.cityofchelan.us](http://www.cityofchelan.us)

*NOTICE: This e-mail account is part of the public domain. Any correspondence and attachments, including personal information, sent to and from the City of Chelan are subject to the Washington State Public Records Act, Chapter 42.56 RCW, and may be subject to disclosure to a third party requestor, regardless of any claim of confidentiality or privilege asserted by an external party.*

**From:** Mike Kaputa <Mike.Kaputa@CO.CHELAN.WA.US>  
**Sent:** Tuesday, June 16, 2020 2:23 PM  
**To:** Craig Gildroy <cgildroy@cityofchelan.us>  
**Subject:** RE: County Trails Plan

[External Email]

\$1,000, looks like from below that's what Hollingsworth was going to request.....Mike

**From:** Craig Gildroy <cgildroy@cityofchelan.us>  
**Sent:** Tuesday, June 16, 2020 2:09 PM  
**To:** Mike Kaputa <Mike.Kaputa@CO.CHELAN.WA.US>  
**Subject:** RE: County Trails Plan

**External Email Warning!** This email originated from outside of Chelan County.

Thanks Mike- What is the County's funding request of the City? I understand that the cities of Wenatchee and Cashmere have committed funds for the regional plan.



## **PARTNERS IN ECONOMIC DEVELOPMENT LOCAL GOVERNMENTS/MUNICIPALITIES**

### **PROGRAM PURPOSE**

The Chelan Douglas Regional Port Authority (CDRPA) is a regional leader in efforts to achieve long-term economic vitality for Chelan and Douglas Counties.

Effective economic development requires a dynamic synergy of people and organizations working together. The CDRPA acknowledges that local governments play an important role in economic development. The CDRPA has created the Partners in Economic Development Program to make strategic economic development investments in rural communities in Chelan and Douglas Counties.

### **ELIGIBLE ORGANIZATIONS**

To qualify for potential funding through this program, an organization must be a municipal corporation located in Chelan or Douglas County and recognized by the Washington Secretary of State as an active municipal corporation.

### **ELIGIBLE PROGRAMS**

Programs that qualify must:

- Align with the CDRPA's vision, mission, economic development goals, and values, as described in the CDRPA's "Annual Economic Development Plan", and as authorized by RCW Chapter 53; and
- Measurably contribute to the economic development of Chelan and Douglas Counties.

### **PRIORITIES**

The CDRPA will prioritize proposals that fulfill one or more of the following:

- Address a proven need or gap;
- Illustrate a strong proof-of-concept for achieving measurable economic development impact;
- Demonstrate sustainability without continued financial support from the CDRPA;
- Demonstrate collaboration/partnership with other entities;
- Local governmental match as a percentage of the overall project cost;
- Clearly contributes to the economic vitality of the local community; and/or
- Distributes funding to rural communities in both Chelan and Douglas Counties.

## REQUEST GUIDELINES

- Proposals are typically funded between \$5,000 and \$30,000.
- Partial funding for a larger project may be requested; however the proposal must clearly demonstrate how the remainder of the project will be funded.
- Multi-year projects may be submitted, but a new proposal must be submitted each year with subsequent requests contingent upon availability of funds and satisfactory progress toward meeting program objectives.

## FUNDING & DISBURSEMENT

- For fiscal year 2020, the CDRPA has set aside \$150,000 to be distributed through a once a year call for projects program.
- In addition, the CDRPA has set aside \$50,000 as an opportunity fund to assist with emerging projects during fiscal year 2020. Any time after March 31, 2020 and throughout the remaining year, applications can be submitted for funding until the fund is fully allocated.
- In the event the CDRPA does not allocate all the funding during the call for projects phase, said excess funds will be added to the opportunity fund.
- The CDRPA will reimburse after the project has been completed. If a quarterly or up-front investments are required, the local government should indicate the distribution plan necessary (and why) on the Application Form.

## PROPOSAL REQUIREMENTS

Local government must submit the attached **Application Form**.

## SUBMISSION REQUIREMENTS for FY2020

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Proposal deadline: Friday, November 22 before 5:00 PM PST

Proposals may be delivered in one of three methods:

- Electronically (PDF only)
- Mailed (3 printed copies)
- Delivered in-person (3 printed copies)

Chelan Douglas Regional Port Authority  
Attn: Ron Cridlebaugh  
One Campbell Parkway, Suite A  
East Wenatchee, WA 98802-9290.

## **EVALUATION CRITERIA**

- Overall merit and quality of proposal
- Strength of proven need or gap, and demonstrated ability to address need or gap
- Clear expectation of how program achieves measurable economic development impact
- Likelihood of achieving defined metrics/deliverables
- Demonstrated justification of requested funds

## **FUNDED PARTNER EXPECTATIONS**

- Local government will need to enter into a Partner Agreement defining expectations and Scope of Work
- Quarterly written reports
- Final report completed and verbal presentation given at a CDRPA Board of Directors Meeting

## **PROPOSAL TIMELINE**

- Grant applications will be evaluated and forwarded to the Board of Directors for approval. Awards will be made at the end of December or in early January.

## **QUESTIONS**

Questions related to this program should be directed to Ron Cridlebaugh, Director of Economic & Business Development, 509-884-4700 or via email at [ron@portofdouglas.org](mailto:ron@portofdouglas.org).



**Partners in Economic Development Program  
Local Governments/Municipalities  
Application Form**

Organization Name: Upper Valley Parks and Service Recreation Area (PRSA)

Organization Address: 700 Hwy. 2, P.O. Box 287 Leavenworth, WA 98826

Organization Phone Number: 509-548-5275

Program Title: PRSA Recreation Needs Assessment

Program Contact: Aaron Simon

Contact Phone: 253-722-7660

Contact E-mail: [aaronsimonemail@gmail.com](mailto:aaronsimonemail@gmail.com)

Contact Title/Position: PRSA Chair

Investment request is to fund:

A consultant survey that provides a broad and comprehensive needs assessment of the PRSA district.

Provide a project description, including: Justification (how this program/project will improve economic development in Chelan and Douglas Counties); Methodology, including if/how project will be sustainably maintained; Work to date (if any); Partners committed, if any (commitment letters required for partners); and Deliverables defined.

The Upper Valley Parks and Recreation Service Area (PRSA) would like to seek input on community and visitor priorities for funding remaining actions identified in the planning documents listed above. In December 2020, a request for proposals (RFP) was released to seek consultant assistance in community outreach and defining priority parks and recreation projects. Initially, 3 respondents asked questions but only 1 proposal was received by the closing date of the RFP on January 15, 2020. The Parks District decided not to award the contract but to seek feedback from consultants and revise the RFP. Feedback indicated that \$15,000 was not sufficient funding to implement the scope outlined in the RFP. Respondents also misunderstood that the methods for outreach did not need to include the list of all possible outreach methods outlined in the RFP.

Respondents indicated that this scope would likely cost \$25,000 – \$50,000. The RFP has been revised to clarify that the consultant can select the methods for outreach from the list of possible suggestions. Now the Parks District is seeking additional funds to conduct this outreach survey.

The results of this survey will allow the PRSA to move forward in a diligent, meaningful and strategic manner to serve the recreation needs of the Upper Valley residents and visitors, in terms of recreational facilities and program development. Improved recreation in the Wenatchee Upper Valley will attract a diversity of professional and skilled workers, who seek to reside and raise families here.

Project Start Date (if applicable): As soon as funding is adequate

Project End Date (if applicable): Estimated Dec 2020

Program timeline/milestones (by quarter):

2020 Q3 – obtain funding and publish RFP

2020 Q4 – perform and complete needs assessment

Total Project Cost: \$40,000

Requested CDRPA Funding: \$20,000

Budget total, broken out by category. (Note: Indirect costs are not allowed):

\$40,000 - Consultant assistance in community and visitor outreach and defining priority for parks and recreation projects.

Is this request for partial funding of a larger project? If so, identify other funding **requested** for this project (entity, amount requested and anticipated award date), and other funding **secured** for this project (source, amount secured).

<b>Funding source</b>	<b>Amount</b>	<b>Secured or pending</b>
Upper Valley Parks District	\$15,000	Secured
Port of Chelan	\$20,000	pending
Leavenworth Chamber	\$5,000	pending
Community Fund	\$5,000	pending
City of Leavenworth LAP	\$5,000	pending

The PRSA is requesting \$20,000 from CDRPA because the other funding sources have indicated lower funding availability.

Is this a multi-year project? If yes, what are the anticipated funding needs for future years?

Yes, once the survey is complete the PRSA will hire a director and pursue a growth plan based on taxpayer response, funded via levy and grants. We anticipate requesting \$10,000 - \$20,000 annually for recreational projects that serve both community and tourist demand.

If this project is not funded at the full requested amount, how will the organization adjust for less funding?

The PRSA will continue to seek various avenues of funding until this project is funded.

Expenses are reimbursed after the project is completed by invoice/report; explain if another option is needed:

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Definition of success of the project, including metrics used to evaluate success (may be quantitative and/or qualitative) and method for gathering metrics:

This project is part of an ongoing mission to serve the community and visitors of the Upper Wenatchee River Valley. We will have achieved success when a survey that provides the most comprehensive assessment of the residents' and visitors' recreation needs in the near and foreseeable future, is delivered.

Has this organization received previous funding from the Port of Chelan County and/or Port of Douglas County? If so, list other funding received and when:

The Upper Valley PRSA has never received funding from the Port of Chelan County.

Add additional pages, as needed, to complete questions, but please do not exceed a five page application (excluding the attachments requested above).

Questions related to this program/application should be directed to Ron Criddlebaugh, Director of Economic & Business Development, 509-884-4700 or via email at [ron@portofdouglas.org](mailto:ron@portofdouglas.org).



INVESTING IN WASHINGTON'S ECONOMIC FUTURE

## Community Economic Revitalization Board

1011 Plum St SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-3151

July 16, 2020

Mr. Ron Cridlebaugh  
Director of Economic & Business Development  
Chelan Douglas Regional Port Authority  
1 South Campbell Parkway, Suite A  
East Wenatchee, WA 98802

Dear Mr. Cridlebaugh,

Congratulations! The Community Economic Revitalization Board (CERB) has awarded funding to your planning project. Enclosed is a list of pre-contract conditions which must be satisfied no later than **November 19, 2020**, in order to execute a final contract with CERB.

Once the conditions have been met, a final contract will be developed by CERB prior to disbursement of funds. Please note that no project costs incurred prior to the Initial Offer of Financial Aid date will be reimbursed by CERB. After contract execution, a signed copy will be forwarded for the Chelan Douglas Regional Port Authority's records. The execution date of the final contract will be based on the date of the CERB Chair's final signature. A sample of the contract document is enclosed for your records.

I will be your primary contact during this contracting process. If you have any questions, please don't hesitate to contact me at (360) 725-3169, or [Barbara.Smith@commerce.wa.gov](mailto:Barbara.Smith@commerce.wa.gov).

Sincerely,

Barbara Smith  
CERB Program Assistant

Enclosures:

- Attachment A – Pre Contract Conditions
- Initial Offer of Financial Aid (IOFA) (2)
- Planning study minimum requirements
- Sample Contract



## CERB Pre-Contract Requirements

### Initial Offer of Financial Aid

If you wish to accept CERB's offer, please sign and return two original copies of the enclosed Initial Offer of Financial Aid by August 31, 2020. A copy of the executed Initial Offer will be forwarded for the Port Authority's records.

If the terms and conditions of this offer are not acceptable, you may request in writing that CERB reconsider, amend or modify its offer.

### Pre-Contract Requirements

Please complete the conditions below and submit the appropriate documentation to CERB.

If all conditions are not completed by **November 19, 2020**, you have the option to request an extension from the Board. If the Board does not approve an extension of the initial offer, the offer will expire. Please see the enclosed policy on extension requests for details.

1. Finalized scope of work.
2. Evidence that consultant services have been selected to complete the study
3. Evidence that the \$16,667 cash match is in place, from the following or alternate sources:
  - a. Chelan Douglas Regional Port Authority                      \$16,667                      cash

Please note that CERB requires feasibility studies/planning documents to be completed within 24 months of the executed contract date.

Washington State  
**Community Economic Revitalization Board**

**Initial Offer of Financial Aid**

Chelan Douglas Regional Port Authority  
Federal Tax Number: 91-6160876  
Offer Date: July 16, 2020

The Community Economic Revitalization Board (CERB) is authorized by chapter 43.160 RCW to provide funds to political subdivisions to assist in financing the cost of certain public facilities. This Initial Offer of Financial Aid is contingent upon the availability of CERB funds. CERB hereby offers to make funds available to the **Chelan Douglas Regional Port Authority**, hereafter referred to as the "Contractor," in order to aid in financing the cost of the **Adaptive Reuse – Giga Watt Site**, as described in the application (hereafter collectively referred to as the "Project").

Funds provided shall be in the form of a **grant** in the maximum principal amount of **\$50,000**, which must have a local **cash match** in the amount of at least **\$16,667**. Local cash match amounts and sources are identified as:

\$16,667	Chelan Douglas Regional Port Authority	Cash
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This offer is subject to completion of pre-contract conditions, as described in Attachment A.

A final contract shall be developed by CERB prior to disbursement of funds. No project costs incurred prior to date of this offer will be reimbursed by CERB. In the event a final contract is not executed, no CERB funds will be disbursed.

If accepted, this Initial Offer of Financial Aid must be signed and returned to CERB by **August 31, 2020**.

**ACCEPTANCE**

FOR CERB

FOR THE CONTRACTOR

\_\_\_\_\_  
Randy Hayden, Chair  
Community Economic Revitalization Board

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Planning Study Minimum Requirements (MUST be completed during the study)

The planning study must contain the following minimum requirements:

- a. A product market analysis linked to economic development.
- b. A market strategy containing action elements linked to timelines.
- c. Identification of targeted industries.
- d. Identification of the group responsible for implementing the marketing strategy. Describe the group's capacity to complete the responsibility.
- e. The site's appropriateness by addressing, at minimum, appropriate zoning, affect to the state or local transportation system, environmental restrictions, cultural resource review, and the site's overall adequacy to support the anticipated development upon project completion.
- f. A location analysis of other adequately served vacant industrial land.
- g. Total funding for the public facilities improvements is secured or will be secured within a given time frame.
- h. An analysis of how the project will assist local economic diversification efforts.
- i. Indicate the specific issues that will be addressed.
- j. List one or more economic outcomes that you expect from the proposed CERB project.
- k. Describe the specific, quantifiable measures of the outcome(s) that will indicate success. Describe in measurable terms what you expect to be able to show as progress toward the outcome for each year before the whole outcome has been achieved.
- l. Describe what data you will collect to determine whether the outcome is being achieved.
- m. Describe the data collection procedure including when data will be collected, from whom and by whom.
- n. The estimated median hourly wage of the jobs created when development occurs.
- o. If the project is determined to be feasible, the following information must be provided within the final report:
  1. Total estimated jobs created (in FTEs).
  2. Describe benefits offered to employees.
  3. Describe the median hourly wage of the new jobs in relation to the median hourly county wage.
  4. The county three-year unemployment rate in relation to the state rate.
  5. County population change in the last five years.
  6. The estimated jobs created represent what percentage of the county's labor force.
  7. The estimated jobs created represent what percentage of the county's unemployed workers.
  8. Estimated new annual state and local revenue generated by the private business.
  9. Estimated private investment generated by project.

# Memo

**To:** Board of Directors  
**From:** Stacie de Mestre  
**cc:** Jim Kuntz  
**Date:** July 23, 2020  
**Re:** Executive Flight – Space Study Phase I Report

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Forte Architects was hired to perform a space study on the Executive Flight Building with the intent to maximize the amount of leasable space which would allow the CDRPA to attract multiple tenants and produce a positive cash flow while maintaining the architectural character of the building. As presented in the June 23, 2020 Board of Directors meeting, the space study was broken into 2 phases in order to expedite assessing the areas where the HVAC system will be replaced (the north wing). The goals of Phase I were to address operational/efficiency issues CDRPA staff is currently experiencing (work room space, file storage, etc), consolidate the CDRPA to a portion of the building that could easily be separated from future tenant spaces, allow for potential growth within the CDRPA, and provide a modern Commission Meeting Room. As a reminder, CIMCO holds a lease for 1000 SF on the 2<sup>nd</sup> floor through 2026. For this reason, Forte has provided schematic layout options that could be implemented in the immediate future as well as options that could be implemented once the CIMCO lease expires. The suggested layout options are attached, below is a summary of each option:

- 1-5 Year Plan/First Floor/Option 1
  - o Catering room is converted to a work room
- 1-5 Year Plan/Second Floor/Option 1
  - o 3 new offices, a small meeting room, and a restroom are created in the old “Dispatch” space
  - o CEO’s office is converted to a work room with file storage next door
  - o 3 rooms in the west wing are converted into the new Commission Meeting Room
- 1-5 Year Plan/Second Floor/Option 2
  - o The office layout is the same as option 1
  - o Additional space was taken in the west wing to allow for a Commission Meeting Room that can be expanded if needed

- +5 Year Plan/First Floor/Option 1
  - o No change
- +5 Year Plan/Second Floor/Option 1
  - o Commission Meeting Room is moved to the space CIMCO vacates, allowing the entire west wing to become leasable space
    - Two furniture layouts are provided for the Commission Meeting Room
- +5 Year Plan/Second Floor/Option 2
  - o Commission Meeting Room remains in the west wing
  - o The east portion of the north wing is rearranged to provide 4 leasable offices
















Once layouts have been selected, Staff will request pricing from Forte to complete the design as well as construction cost estimates.

Other deliverables from Phase I included as built drawings of the entire building, analysis of the building's structure and electrical system by licensed engineers, and a review of the building envelope system. All reports have been received and are being reviewed. Findings of the building envelope consultant will be summarized in a separate memo.

Phase II of the space study will focus on creating leasable space in the current parking garage, level 2 of the west wing, both levels of the maintenance wing (located between the hangars), and the support/storage area west of the maintenance hangar.

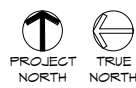
# 1-5 YEAR PLAN // FIRST FLOOR // OPTION 1

## DEPARTMENT COLOR KEY

	= CDRPA FACILITIES OFFICES		= AIRPORT RELATED OFFICES/SPACES
	= CDRPA FINANCE OFFICES		= COMMON SPACE
	= CDRPA MEETING ROOM		= POSSIBLE MIXED CDRPA/AIRPORT USE
	= CDRPA ACCOUNTING OFFICES		= CDRPA SPARE/EXTRA OFFICES
	= CDRPA WORK ROOM & FILE STORAGE		= CDRPA EXECUTIVE OFFICES
	= CDRPA COMMISSION ROOM (TEMPORARY)		= LEASED OFFICES/SPACES
	= UNADDRESSED SPACES		= PROPOSED NEW/ALTERED WALL
			= EXISTING/UNCHANGED WALL
















## MAIN GOALS/FOCUS OF OPTION 1:

- MINIMIZE CONSTRUCTION IMPACT ON EXISTING CDRPA WORK SPACE.
- LOOK TO RECONFIGURE EMPLOYEES AND SPATIAL ORGANIZATION W/IN EXISTING ROOMS TO MAXIMIZE AVAILABLE EFFICIENCY.
- SAVE THE MAJORITY OF THE LARGER CONSTRUCTION CHANGES FOR AFTER LEASED OFFICE SPACES W/IN THE CDRPA WORKSPACE BECOMES AVAILABLE AFTER 5 YEARS.
- RECONFIGURES EXISTING BATHROOM WITHIN THEIR EXISTING OUTER FOOTPRINTS, MINIMIZING IMPACTS OF CONSTRUCTION.



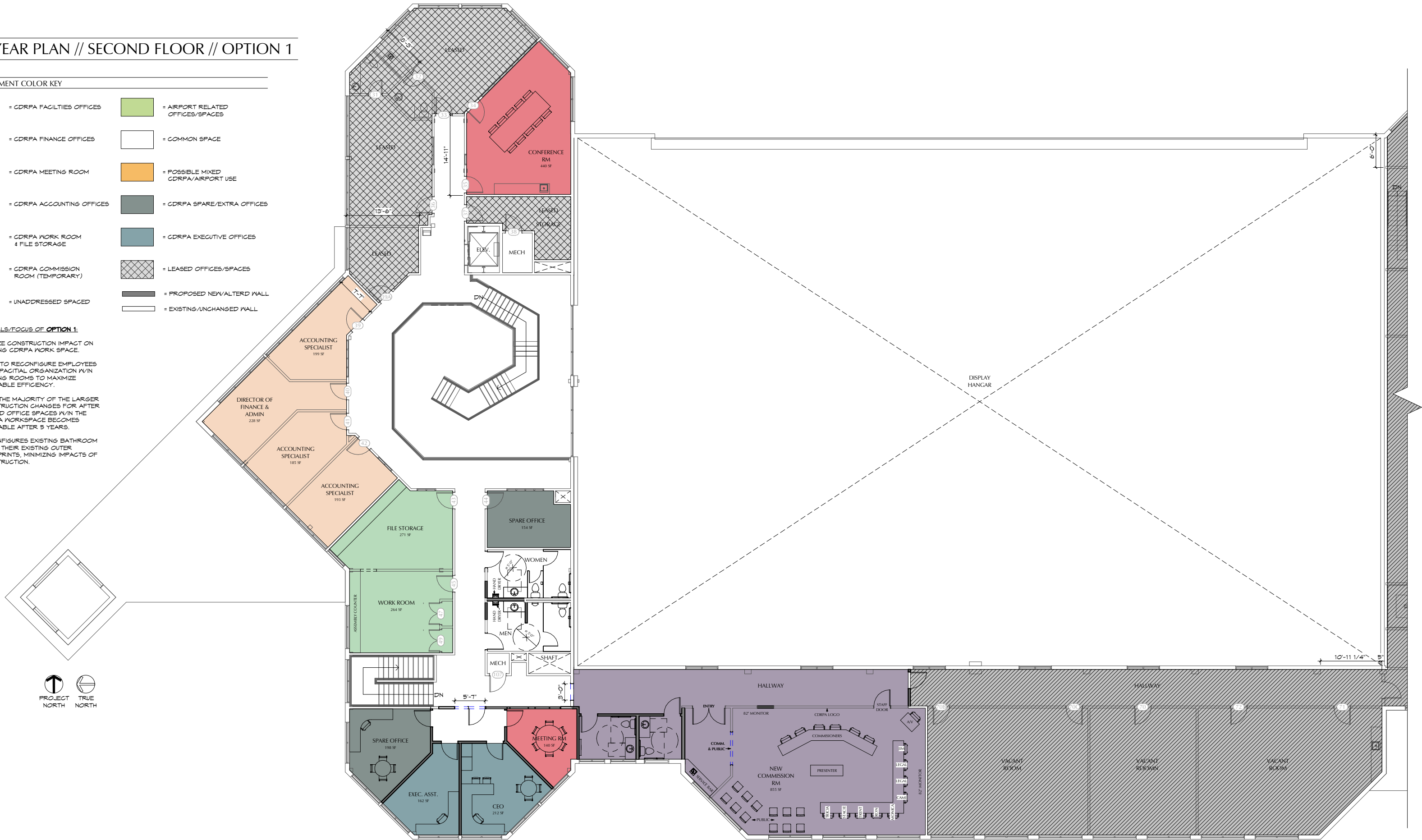
1-5 YEAR PLAN // SECOND FLOOR // OPTION 1

DEPARTMENT COLOR KEY

	= CDRPA FACILITIES OFFICES		= AIRPORT RELATED OFFICES/SPACES
	= CDRPA FINANCE OFFICES		= COMMON SPACE
	= CDRPA MEETING ROOM		= POSSIBLE MIXED CDRPA/AIRPORT USE
	= CDRPA ACCOUNTING OFFICES		= CDRPA SPARE/EXTRA OFFICES
	= CDRPA WORK ROOM & FILE STORAGE		= CDRPA EXECUTIVE OFFICES
	= CDRPA COMMISSION ROOM (TEMPORARY)		= LEASED OFFICES/SPACES
	= UNADDRESSED SPACED		= PROPOSED NEW/ALTERED WALL
			= EXISTING/UNCHANGED WALL
















MAIN GOALS/FOCUS OF OPTION 1:

- MINIMIZE CONSTRUCTION IMPACT ON EXISTING CDRPA WORK SPACE.
- LOOK TO RECONFIGURE EMPLOYEES AND SPACIAL ORGANIZATION W/IN EXISTING ROOMS TO MAXIMIZE AVAILABLE EFFICIENCY.
- SAVE THE MAJORITY OF THE LARGER CONSTRUCTION CHANGES FOR AFTER LEASED OFFICE SPACES W/IN THE CDRPA WORKSPACE BECOMES AVAILABLE AFTER 5 YEARS.
- RECONFIGURES EXISTING BATHROOM WITHIN THEIR EXISTING OUTER FOOTPRINTS, MINIMIZING IMPACTS OF CONSTRUCTION.



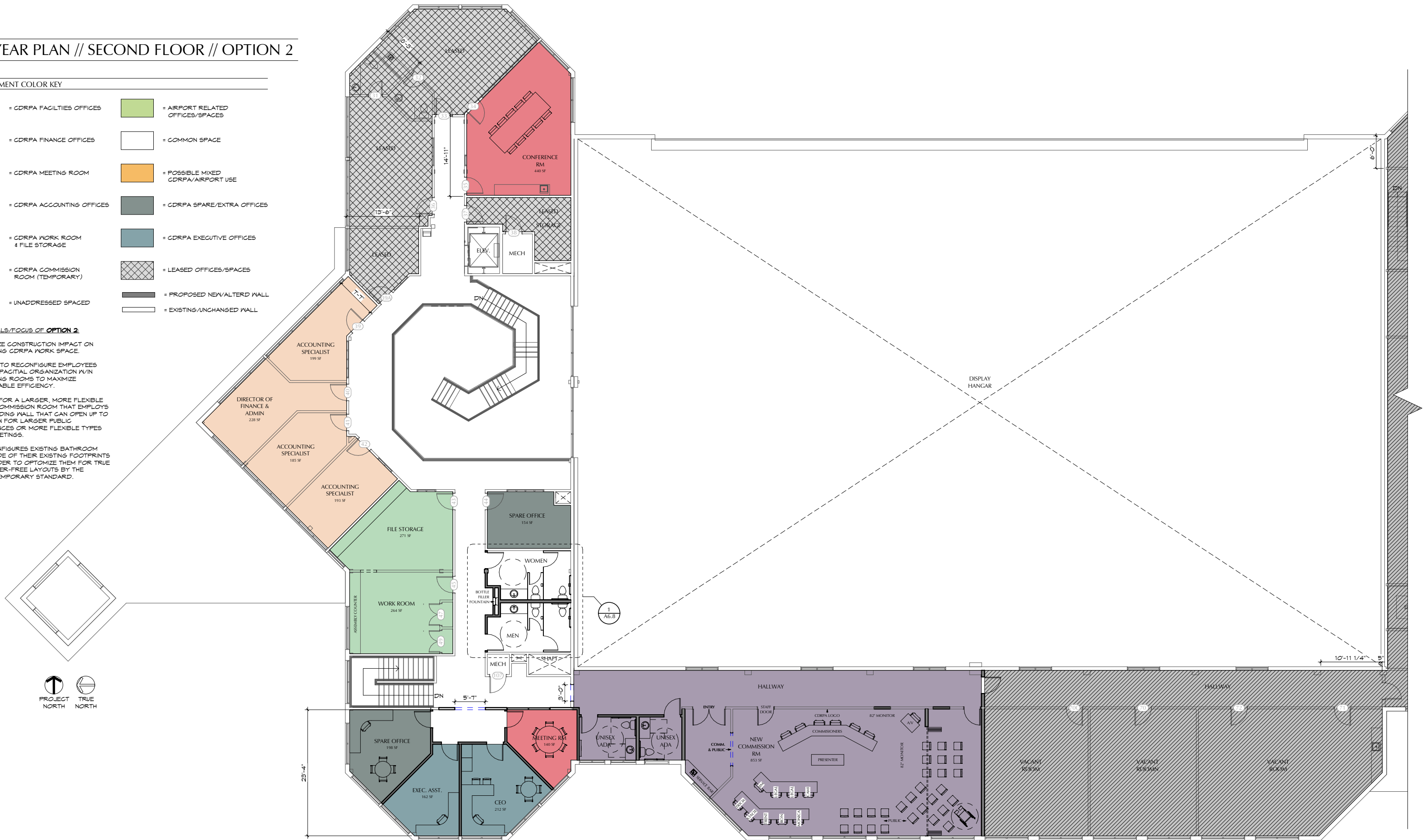
1-5 YEAR PLAN // SECOND FLOOR // OPTION 2

DEPARTMENT COLOR KEY

	= CDRPA FACILITIES OFFICES		= AIRPORT RELATED OFFICES/SPACES
	= CDRPA FINANCE OFFICES		= COMMON SPACE
	= CDRPA MEETING ROOM		= POSSIBLE MIXED CDRPA/AIRPORT USE
	= CDRPA ACCOUNTING OFFICES		= CDRPA SPARE/EXTRA OFFICES
	= CDRPA WORK ROOM & FILE STORAGE		= CDRPA EXECUTIVE OFFICES
	= CDRPA COMMISSION ROOM (TEMPORARY)		= LEASED OFFICES/SPACES
	= UNADDRESSED SPACES		= PROPOSED NEW/ALTERED WALL
			= EXISTING/UNCHANGED WALL

MAIN GOALS/FOCUS OF OPTION 2

- MINIMIZE CONSTRUCTION IMPACT ON EXISTING CDRPA WORK SPACE.
- LOOK TO RECONFIGURE EMPLOYEES AND SPACIAL ORGANIZATION W/IN EXISTING ROOMS TO MAXIMIZE AVAILABLE EFFICIENCY.
- OPTS FOR A LARGER, MORE FLEXIBLE NEW COMMISSION ROOM THAT EMPLOYS A FOLDING WALL THAT CAN OPEN UP TO ALLOW FOR LARGER PUBLIC AUDIENCES OR MORE FLEXIBLE TYPES OF MEETINGS.
- RECONFIGURES EXISTING BATHROOM OUTSIDE OF THEIR EXISTING FOOTPRINTS IN ORDER TO OPTIMIZE THEM FOR TRUE BARRIER-FREE LAYOUTS BY THE CONTEMPORARY STANDARD.





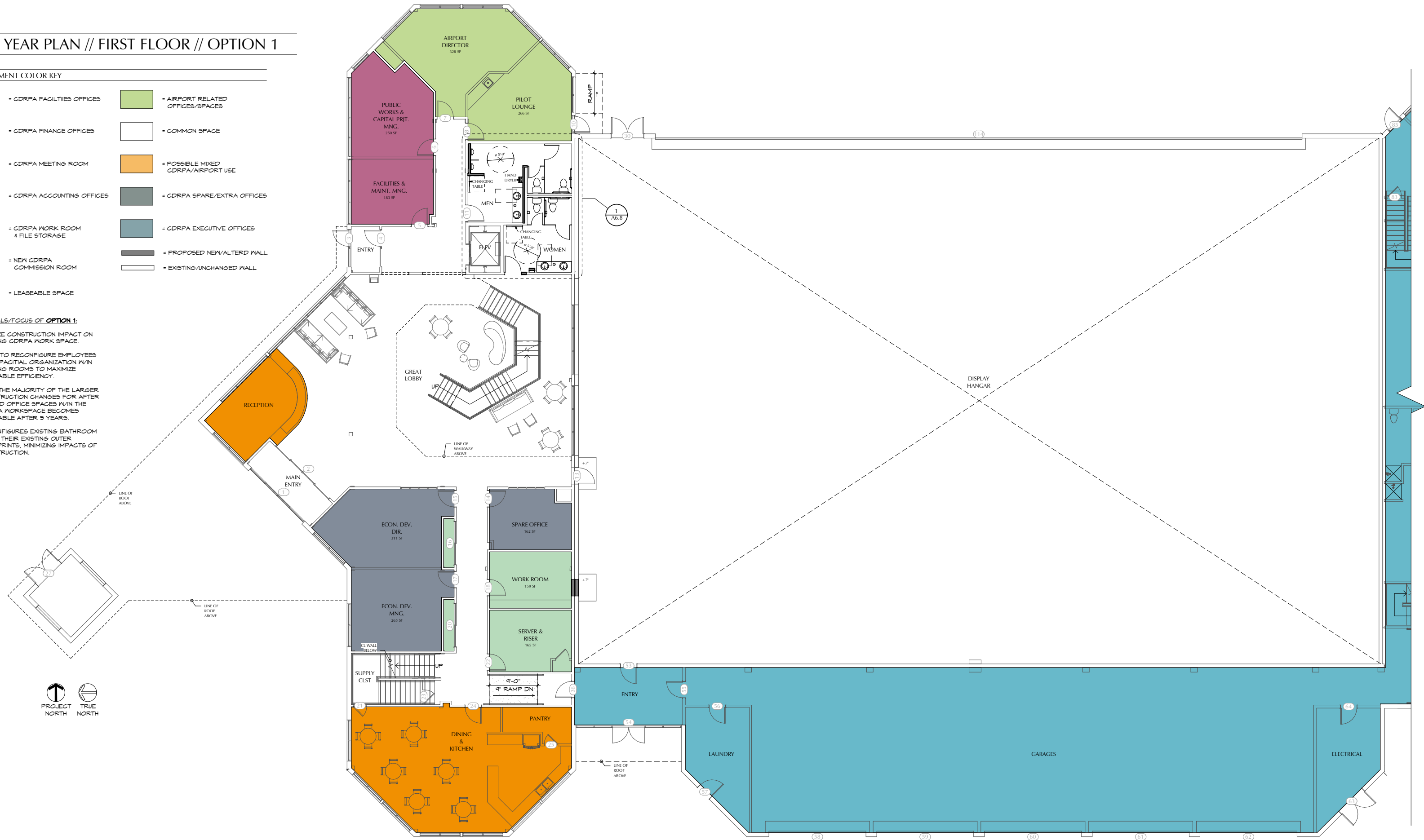
# +5 YEAR PLAN // FIRST FLOOR // OPTION 1

## DEPARTMENT COLOR KEY

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<span style="display:inline-block; width:15px; height:15px; background-color:#4682B4;"></span> = CDRPA FINANCE OFFICES	<span style="display:inline-block; width:15px; height:15px; background-color:#FFFFFF;"></span> = COMMON SPACE
<span style="display:inline-block; width:15px; height:15px; background-color:#DC143C;"></span> = CDRPA MEETING ROOM	<span style="display:inline-block; width:15px; height:15px; background-color:#FF8C00;"></span> = POSSIBLE MIXED CDRPA/AIRPORT USE
<span style="display:inline-block; width:15px; height:15px; background-color:#FFDAB9;"></span> = CDRPA ACCOUNTING OFFICES	<span style="display:inline-block; width:15px; height:15px; background-color:#696969;"></span> = CDRPA SPARE/EXTRA OFFICES
<span style="display:inline-block; width:15px; height:15px; background-color:#90EE90;"></span> = CDRPA WORK ROOM & FILE STORAGE	<span style="display:inline-block; width:15px; height:15px; background-color:#4682B4;"></span> = CDRPA EXECUTIVE OFFICES
<span style="display:inline-block; width:15px; height:15px; background-color:#800080;"></span> = NEW CDRPA COMMISSION ROOM	<span style="display:inline-block; width:15px; height:15px; border:1px solid black;"></span> = PROPOSED NEW/ALTERED WALL
<span style="display:inline-block; width:15px; height:15px; background-color:#4682B4;"></span> = LEASEABLE SPACE	<span style="display:inline-block; width:15px; height:15px; border:1px solid black;"></span> = EXISTING/UNCHANGED WALL

## MAIN GOALS/FOCUS OF OPTION 1:

- MINIMIZE CONSTRUCTION IMPACT ON EXISTING CDRPA WORK SPACE.
- LOOK TO RECONFIGURE EMPLOYEES AND SPAGITAL ORGANIZATION W/IN EXISTING ROOMS TO MAXIMIZE AVAILABLE EFFICIENCY.
- SAVE THE MAJORITY OF THE LARGER CONSTRUCTION CHANGES FOR AFTER LEASED OFFICE SPACES W/IN THE CDRPA WORKSPACE BECOMES AVAILABLE AFTER 5 YEARS.
- RECONFIGURES EXISTING BATHROOM WITHIN THEIR EXISTING OUTER FOOTPRINTS, MINIMIZING IMPACTS OF CONSTRUCTION.



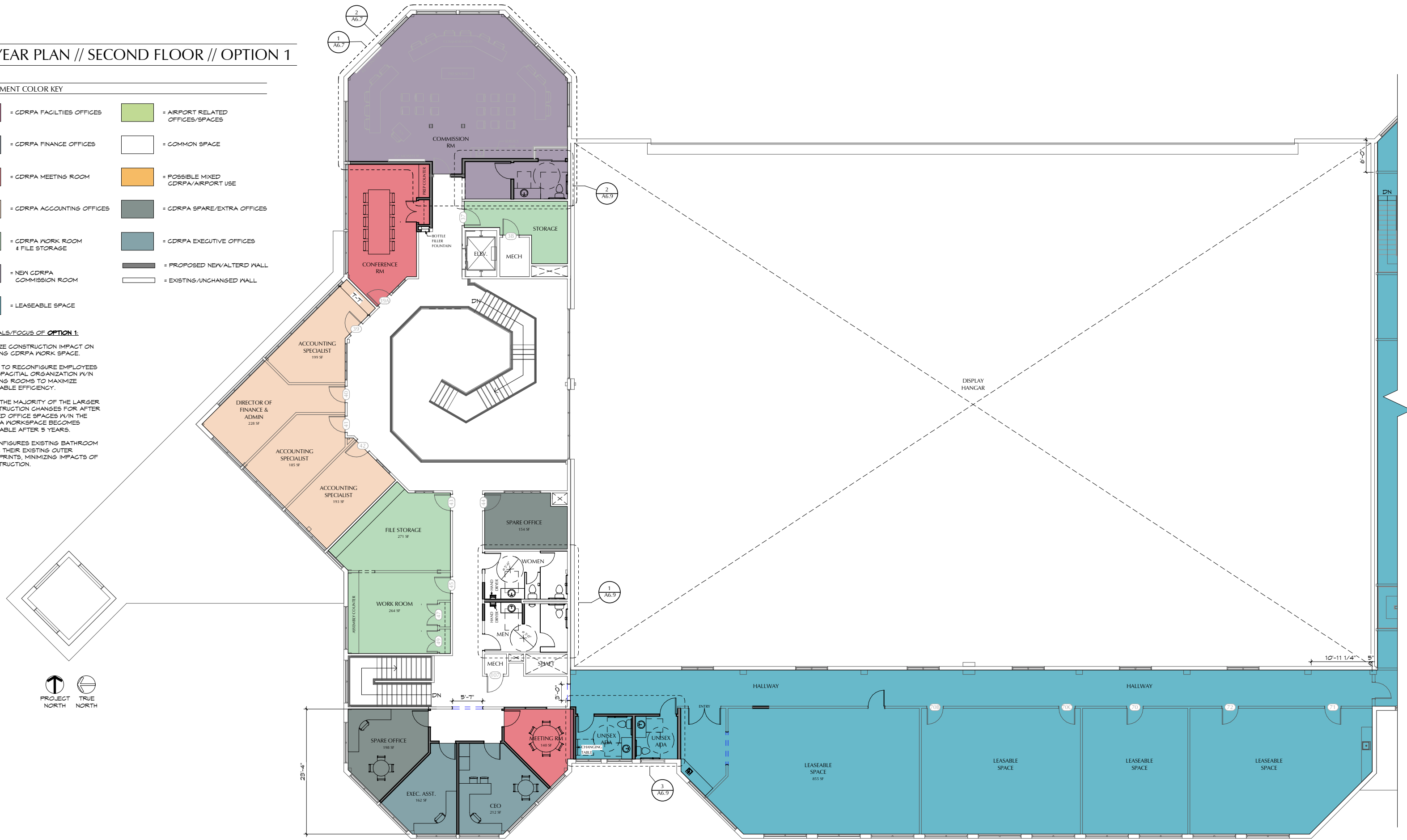
**+ 5 YEAR PLAN // SECOND FLOOR // OPTION 1**

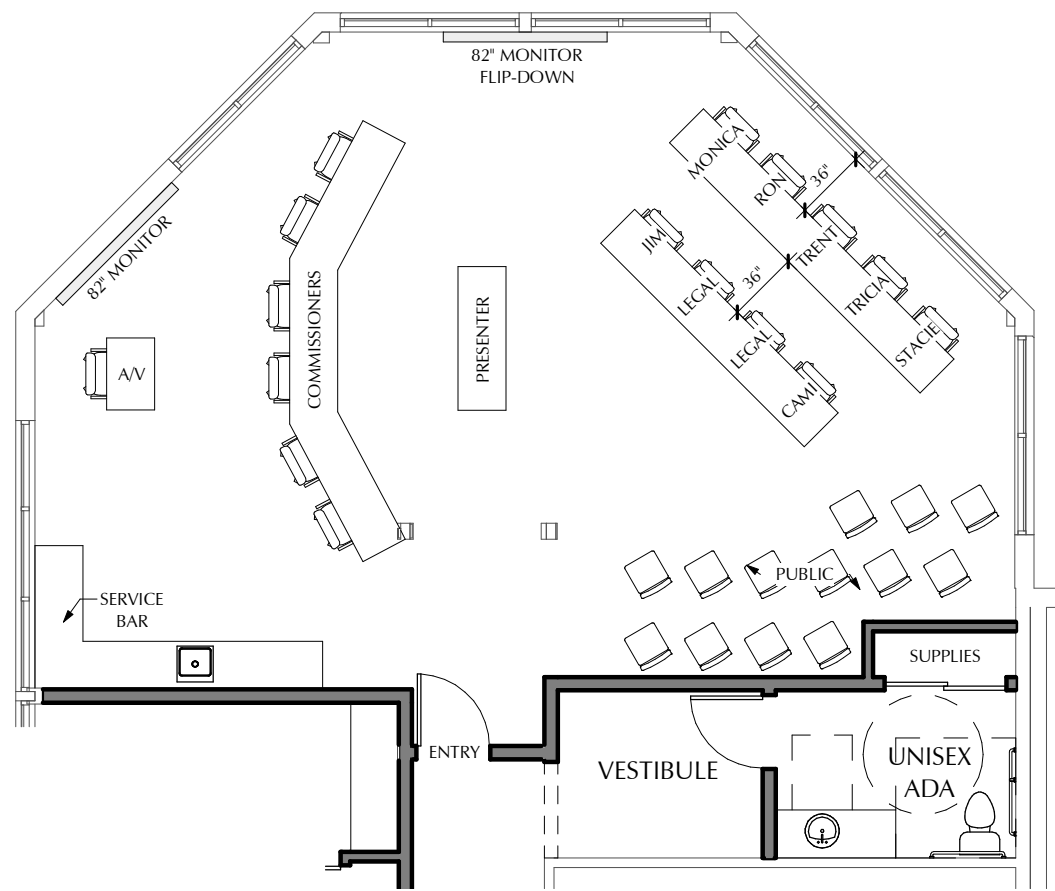
**DEPARTMENT COLOR KEY**

<span style="display:inline-block; width:15px; height:15px; background-color:#800040; border:1px solid black;"></span> = CDRPA FACILITIES OFFICES	<span style="display:inline-block; width:15px; height:15px; background-color:#90EE90; border:1px solid black;"></span> = AIRPORT RELATED OFFICES/SPACES
<span style="display:inline-block; width:15px; height:15px; background-color:#4682B4; border:1px solid black;"></span> = CDRPA FINANCE OFFICES	<span style="display:inline-block; width:15px; height:15px; background-color:#FFFFFF; border:1px solid black;"></span> = COMMON SPACE
<span style="display:inline-block; width:15px; height:15px; background-color:#DC143C; border:1px solid black;"></span> = CDRPA MEETING ROOM	<span style="display:inline-block; width:15px; height:15px; background-color:#FFD700; border:1px solid black;"></span> = POSSIBLE MIXED CDRPA/AIRPORT USE
<span style="display:inline-block; width:15px; height:15px; background-color:#FFDAB9; border:1px solid black;"></span> = CDRPA ACCOUNTING OFFICES	<span style="display:inline-block; width:15px; height:15px; background-color:#696969; border:1px solid black;"></span> = CDRPA SPARE/EXTRA OFFICES
<span style="display:inline-block; width:15px; height:15px; background-color:#90EE90; border:1px solid black;"></span> = CDRPA WORK ROOM & FILE STORAGE	<span style="display:inline-block; width:15px; height:15px; background-color:#4682B4; border:1px solid black;"></span> = CDRPA EXECUTIVE OFFICES
<span style="display:inline-block; width:15px; height:15px; background-color:#800080; border:1px solid black;"></span> = NEW CDRPA COMMISSION ROOM	<span style="display:inline-block; width:15px; height:15px; border:1px solid black;"></span> = PROPOSED NEW/ALTERED WALL
<span style="display:inline-block; width:15px; height:15px; background-color:#4682B4; border:1px solid black;"></span> = LEASEABLE SPACE	<span style="display:inline-block; width:15px; height:15px; border:1px solid black;"></span> = EXISTING/UNCHANGED WALL

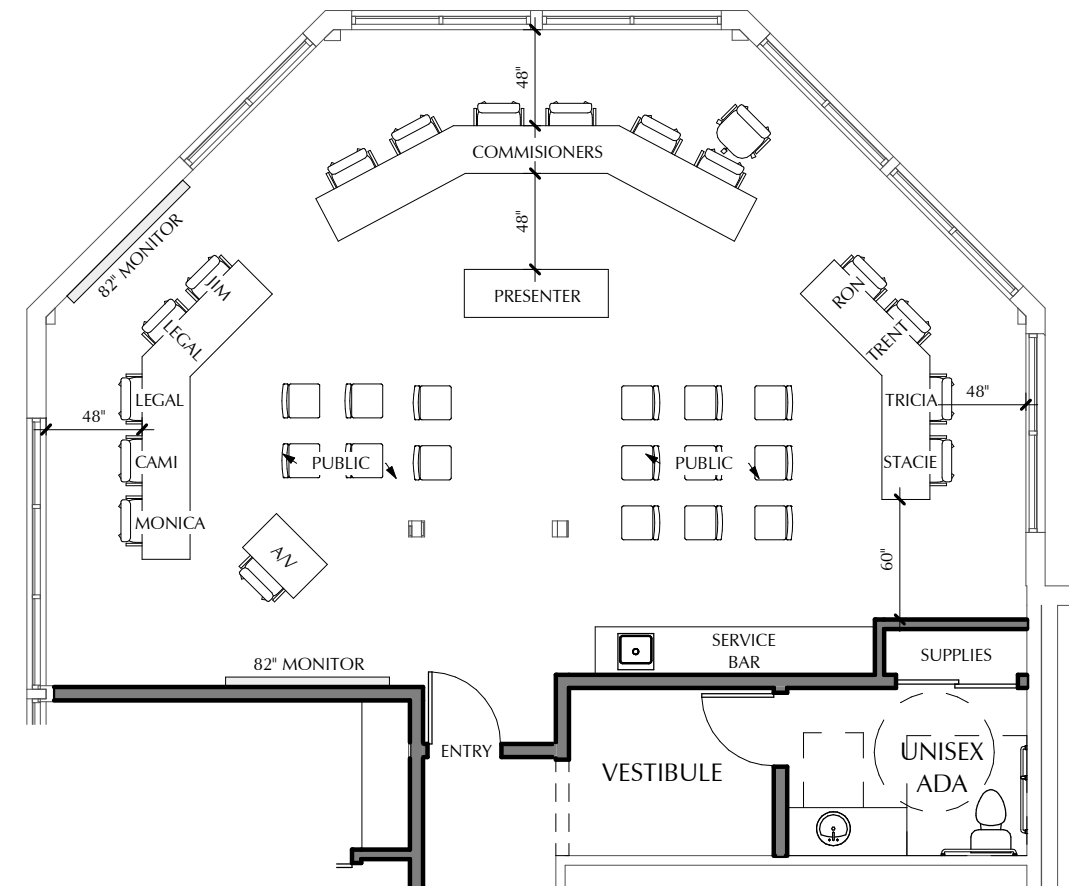
**MAIN GOALS/FOCUS OF OPTION 1:**

- MINIMIZE CONSTRUCTION IMPACT ON EXISTING CDRPA WORK SPACE.
- LOOK TO RECONFIGURE EMPLOYEES AND SPACIAL ORGANIZATION W/IN EXISTING ROOMS TO MAXIMIZE AVAILABLE EFFICIENCY.
- SAVE THE MAJORITY OF THE LARGER CONSTRUCTION CHANGES FOR AFTER LEASED OFFICE SPACES W/IN THE CDRPA WORKSPACE BECOMES AVAILABLE AFTER 5 YEARS.
- RECONFIGURES EXISTING BATHROOM WITHIN THEIR EXISTING OUTER FOOTPRINTS, MINIMIZING IMPACTS OF CONSTRUCTION.




















1 **SECOND FLOOR - CDRPA +5 YRS - LAYOUT 1**  
SCALE: 1/8" = 1'-0"



2 **SECOND FLOOR - CDRPA +5 YRS - LAYOUT 2**  
SCALE: 1/8" = 1'-0"

**+ 5 YEAR PLAN // SECOND FLOOR // OPTION 2**

**DEPARTMENT COLOR KEY**

	= CDRPA FACILITIES OFFICES		= AIRPORT RELATED OFFICES/SPACES
	= CDRPA FINANCE OFFICES		= COMMON SPACE
	= CDRPA MEETING ROOM		= POSSIBLE MIXED CDRPA/AIRPORT USE
	= CDRPA ACCOUNTING OFFICES		= CDRPA SPARE/EXTRA OFFICES
	= CDRPA WORK ROOM & FILE STORAGE		= CDRPA EXECUTIVE OFFICES
	= NEW CDRPA COMMISSION ROOM		= NEW OFFICES
	= LEASEABLE SPACE		= PROPOSED NEW/ALTERED WALL
			= EXISTING/UNCHANGED WALL

**MAIN GOALS/FOCUS OF OPTION 2**

- OPT TO MAINTAIN THE POSITIONING OF THE YEARS 1-5 COMMISSION ROOM POSITION AS-IS, AND REORGANIZE THE RECOOPED LEASED OFFICES.
- LOOK TO RECONFIGURE EMPLOYEES AND SPATIAL ORGANIZATION WITHIN EXISTING ROOMS TO MAXIMIZE AVAILABLE EFFICIENCY.
- CONSOLIDATE EXISTING PLUMBING WALLS AND MAKE USE OF ONE UNISEX ADA BATH AT THE NEWLY CONFIGURED EAST WING ON THE SECOND FLOOR.
- PLACES MEETING ROOMS, CLOSETS AND BATHROOMS NEAR SOLID WALLS, MAXIMIZING WINDOW SPACE FOR PRIVATE OFFICES.



# Memo

**To:** Board of Directors  
**From:** Stacie de Mestre  
**cc:** Jim Kuntz  
**Date:** July 23, 2020  
**Re:** Executive Flight – Building Envelope Report

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Please see attached for a page from the Executive Flight Building Envelope Report detailing the recommended building envelope repairs and ROM (rough order of magnitude) pricing. The consultant feels that there are two major issues contributing to the outside air infiltration – the return air plenum and the roof to wall transition. The return air plenum issues will be addressed within the HVAC replacement scope of work. The consultant has provided a repair for the roof to wall transition – the repair includes using a gypsum product that is installed inside of the metal top plate to seal the wall off from the roof. The biggest challenge of the repair is access as the repair must take place 3-4' above the ceiling. The consultant estimates this repair to cost \$83,125.

The consultant identified two other areas of potential concern – roof penetrations and the floor line between the 1<sup>st</sup> and 2<sup>nd</sup> floors. Fixing the roof penetrations is simple and relatively inexpensive. However, the consultant is unsure if the repair to the floor line is actually necessary. He has suggested performing an air barrier test once the HVAC replacement and roof to wall transition repair projects are complete to quantify the amount of air leakage we are experiencing and to pinpoint the exact problem areas. This test can be performed for approximately \$9,000.

The consultant also performed a visual survey of the exterior of the building and identified a handful of deferred maintenance items such as sealant replacement, EIFS repairs, and minor roof maintenance. All of these items will be incorporated into future maintenance plans/budgets.

# PHASE 1 - ENVELOPE RECOMMENDATIONS

The Envelope report identified four likely avenues of unintended air leakage. We have the following repair recommendations and rough order of magnitude costs for those repairs:

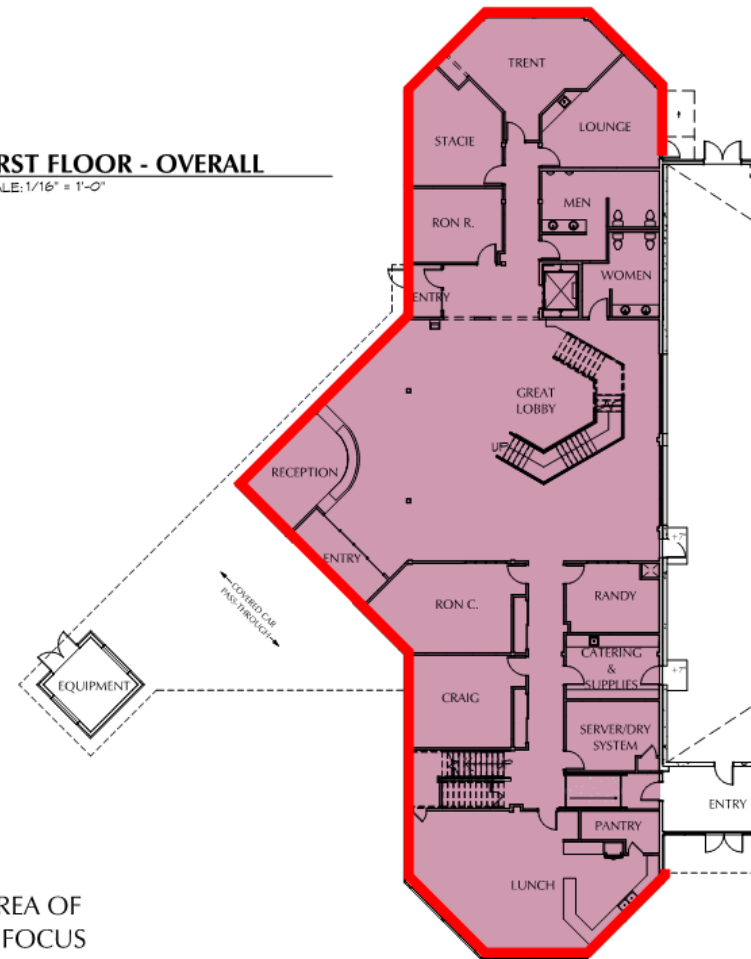
1. **Return air louvers:** It is our understanding that the mechanical scope includes eliminating the return air plenum on all floors with direct return air ducting. We understand that the exterior louvers will be replaced with new louvers that include dampers. The cost and scope outlined by the mechanical team is such that it will mitigate the air leakage issues. Therefore, assuming that the louver replacement will not impact the building exterior, we offer that the scope and cost necessary to correct this issue are already provided by others.
2. **Floor Line:** (1st Floor Repair Suggestions) At the first floor, we observed the potential for air to leak from the building exterior through unsealed transitions in the drywall and plastic vapor barrier. The amount of air leakage should be reduced when this area is no longer part of the return air plenum due to the change to direct return air ducting. Also, the fact that the exterior is EIFS and is sealed, even if there are holes and breaches from the interior, air is likely sealed from the exterior. Therefore, we feel that it is highly unlikely that remediation at the first floor line is needed. Testing of the building's air barrier would allow our team to quantify this air leakage and confirm. However, without that information to date, should the Board wish to have the most conservative budget possible, we offer the following repair scope and ROM:
  - a. **1 inch of ccSPF be provided at the floor line (~18 inches wide) to provide and air seal from the interior.**
  - b. **Most of the cost will be to access these locations. We have estimated approximately 300 linear feet of repair. We estimate that the ccSPF will cost \$75/LF and the logistics and access to be \$25/LF. Total ROM for this scope is therefore \$30,000.**
3. **Roof to Wall Transitions:** (2nd Floor Repair Suggestions) Like the floor line, we observed holes and gaps in the transitions between the roof and the wall. The mechanical scope will not likely have a direct impact on this air leakage potential and therefore, it is our opinion, that this will account for the majority of unintended air leakage. Testing of the building's air barrier would allow our team to quantify this air leakage and determine if the amount of air leakage is such that it is having deleterious effects on the building and mechanical system. However, without that information to date, should the Board wish to have the most conservative budget possible, we offer the following repair scope and ROM:
  - a. **1 inch of ccSPF be provided at the floor line to provide and air seal from the interior. Provide drywall and/or solid backing for ccSPF at gaps.**
  - b. **Most of the cost will be to access these locations. We have estimated approximately 475 linear feet of repair. We estimate that the ccSPF will cost \$100/LF and the logistics and access to be \$75/LF. Total ROM for this scope is therefore \$83,125.**
4. **Roof Penetrations:** These locations are few and repairing them is simple.
  - a. Sealant at roof penetrations.
  - b. **\$1,500**

FIRST FLOOR ROM SCOPE ESTIMATE + **\$30,000**  
 SECOND FLOOR ROM SCOPE ESTIMATE + **\$83,125**  
 ROOF ROM SCOPE ESTIMATE + **\$1,500**

**Total PHASE 1 ROM for scope recommended = \$114,625.**

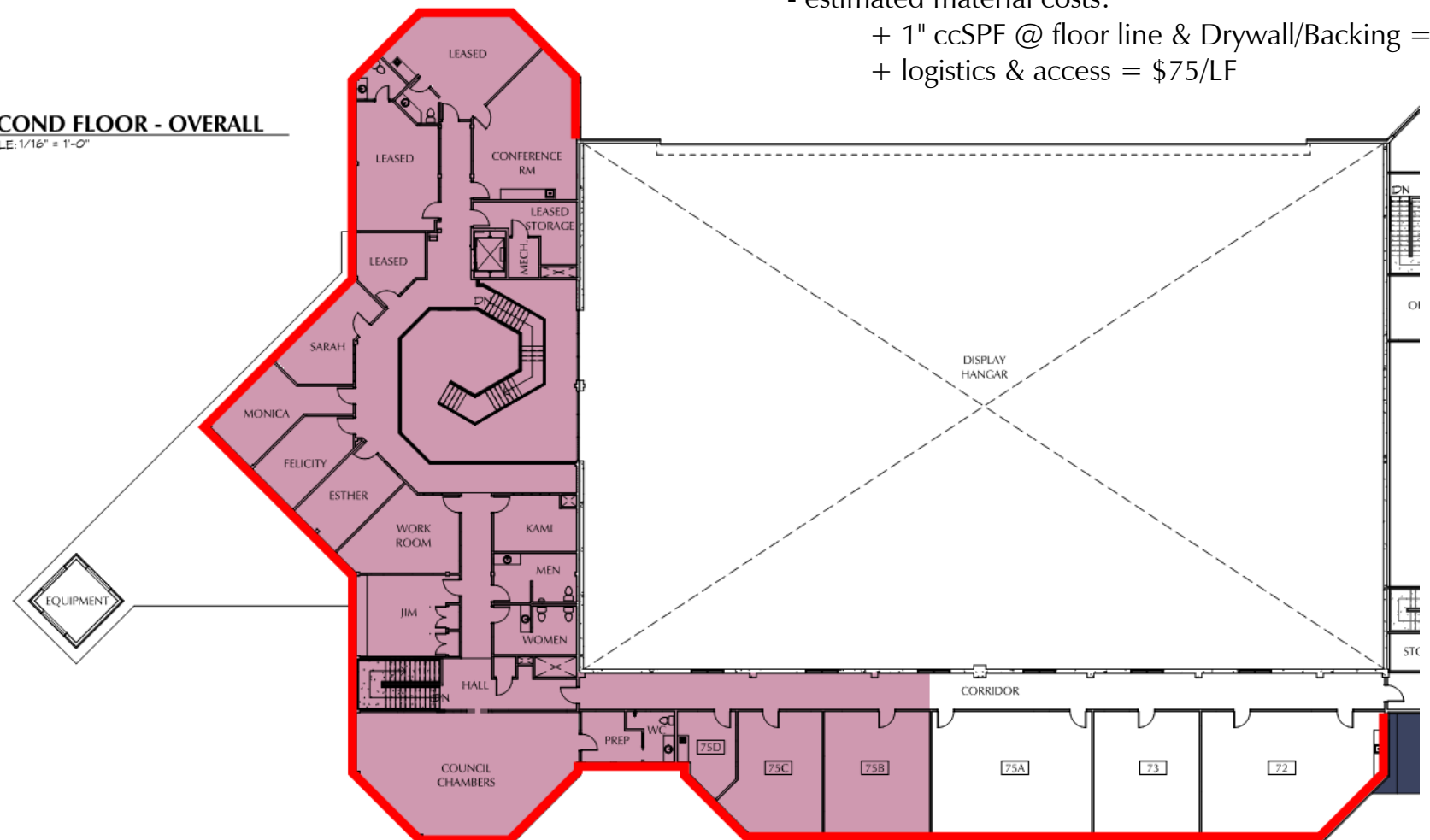
A word of caution that this pricing is based on the available information. The cost of these repairs will be highly dependent on contractor access and unforeseen conditions. Also, the scope outlined above may not be necessary should whole building air leakage testing find that the amount of air leakage currently occurring is within permissible amounts.

1 FIRST FLOOR - OVERALL  
SCALE: 1/16" = 1'-0"



PHASE I  
ARCH AREA OF  
DESIGN FOCUS

2 SECOND FLOOR - OVERALL  
SCALE: 1/16" = 1'-0"



**1ST FLOOR ROM Estimations: ROM Total = \$30,000**

- approx 300 linear feet of continuous repair  
+ see adjacent description for details
- estimated material costs:  
+ 1" ccSPF @ floor line (18" wide) = \$75/LF  
+ logistics & access = \$25/LF

**— = PHASE 1 AREAS IDENTIFIED FOR SOLUTIONS ON 1ST AND 2ND FLOORS**

**2nd FLOOR ROM Estimations: ROM Total = \$83,125**

- approx. 475 linear feet of continuous repair  
+ see adjacent description for details
- estimated material costs:  
+ 1" ccSPF @ floor line & Drywall/Backing = \$100/LF  
+ logistics & access = \$75/LF



One Campbell Parkway, Suite A | East Wenatchee, WA 98802 | Phone: 509.884-4700 | Fax: 509.662-5151 | [www.cdrpa.org](http://www.cdrpa.org)

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July 15, 2020

Chuck Garrison, Manager  
Seattle Airports District Office  
2200 S. 216th Street  
Des Moines, WA 98198

RE: FY2021-2025 CIP - Pangborn Memorial Airport, East Wenatchee, WA

Dear Chuck,

First of all, I'd like to welcome you to the Seattle ADO. I hope that your time spent assisting airports in this part of the region is a positive one.

Last November, I was accompanied by the Board of Directors and CEO of the newly-formed Chelan Douglas Regional Port Authority (the new airport sponsor) to our annual joint planning conference. During that meeting, we discussed the importance of including the installation of an approach light system (MALS-R) and acquiring the necessary land associated with the Runway Protection Zone as a high priority project.

In March of this year, I received a letter outlining our FY '21 through '25 Capital Improvement Plan (see attached). While I understand that FAA's position that projects must be eligible and justified for funding, I was disappointed to see that an approach light system and RPZ land acquisition was not included in the plan.

At present, the Airport is conducting an environmental assessment (AIP-40) of 11 capital projects expected to be completed by 2026. The EA is expected to be completed by December 2020. One of those projects is described "Runway 12 RPZ (acquire parcels, if required)". In the initial draft of the yet to be approved EA, the timeline for property acquisition was intended to be completed in 2023. The Airport's Board of Directors has determined that if the EA yields a Finding of No Significant Impact associated with the land acquisition project, that proceeding with buying the property should be pursued as soon as possible instead of waiting until at least 2023 or beyond.

Given the Board's direction, I believe the Airport's CIP should reflect the inclusion of property acquisition associated with the MALS-R and RPZ. For your consideration, the table below reflects the sponsor's priority of projects in order of importance. Although the RPZ land has not been appraised, we estimate the costs associated with its acquisition to be \$7,200,000. It is also worth mentioning that we did not utilize primary entitlement dollars in FY20 and therefore that amount (\$1,000,000) is being carried over into FY21.

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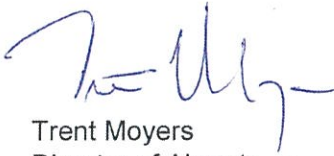
**BOARD OF DIRECTORS**

Donn Etherington, Commissioner, Chelan County Dist. 1 Jim Huffman, Commissioner, Douglas County Dist. 1 JC Baldwin, Commissioner, Chelan County District 2  
W. Alan Loeb sack, Commissioner, Douglas County Dist. 2 Mark Spurgeon, Commissioner, Douglas County Dist. 3 Rory Turner, Commissioner, Chelan County District 3

Project Name	Total
RPZ Land Acquisition & MALS-R Installation	\$10,300,000
Reconstruct Apron – Design & Const.	\$5,675,000
Reconstruct Taxiway A - Design	
Reconstruct Taxiway A- Construction	\$6,200,000
Airline Passenger Terminal Parking Improvements	\$3,500,000
Reconstruct Runway 12/30 – Design	\$2,000,000
Reconstruct Runway 12/30 - Construction	\$13,000,000

I look forward to discussing how best to proceed with ensuring the Airport remains a safe and efficient asset to our community.

Kindest regards,



Trent Moyers  
 Director of Airports

Cc: Ian Bradshaw, Civil Engineer – Seattle ADO

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**BOARD OF DIRECTORS**

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 W. Alan Loeb sack, Commissioner, Douglas County Dist. 2 Mark Spurgeon, Commissioner, Douglas County Dist. 3 Rory Turner, Commissioner, Chelan County District 3





U.S. Department  
of Transportation  
Federal Aviation  
Administration

Northwest Mountain Region  
Seattle Airports District Office  
2200 S. 216<sup>th</sup> Street  
Des Moines, WA 98198

March 23, 2020

Pangborn Memorial Airport  
Attention: Mr. Trent Moyers  
One Pangborn Drive  
East Wenatchee, WA 98802

PANGBORN MEMORIAL AIRPORT, EAST WENATCHEE, WA  
FY2021-2025  
CAPITAL IMPROVEMENT PLAN (CIP)

Dear Mr. Moyers:

Over the past few years the Federal Aviation Administration (FAA) and WSDOT Aviation have partnered together with sponsors in a continued effort towards developing solid Capital Improvement Plans (CIPs). Through the development of the State Capital Improvement Program (SCIP), WSDOT and the FAA have been able to work together to identify the highest priority work within the anticipated funds that would most effectively improve the statewide airport system from a safety and preservation perspective.

Last October through November we met with you during Joint Planning Conferences to review and compile a list of projects. Over the past few months your FAA PM, FAA State Planner and WSDOT have worked together to review, analyze and coordinate your airport's CIP.

The summary below represents the plan the FAA will move forward with at this time. Our office believes that this plan is both eligible and justified; however as in any given year, projects are dependent on the availability of funding. Any changes to the agreed upon project list needs to be coordinated on your next SCIP and may affect funding and year. We appreciate your willingness to work through this process with us, and look forward to continuing to do so in the future.

Your primary entitlements balance prior to any FY2020 funding actions are listed below.

<b>FY2018 Expiring</b>	<b>FY 2018</b>	<b>\$0</b>
	<b>FY 2019</b>	<b>\$0</b>
	<b>FY 2020</b>	<b>\$1,000,000</b>
	<b>TOTAL</b>	<b>\$1,000,000</b>

PANGBORN MEMORIAL AIRPORT  
5-YEAR PROJECTS & FUNDING

Year	Project Name	PE	DI	Total
2021	Reconstruct Apron – Design and Construction	\$1,000,000	\$3,700,000	\$5,675,000
	Reconstruct Taxiway A - Design	\$975,000	\$0	
2022	Reconstruct Taxiway A - Construction	\$1,000,000	\$5,200,000	\$6,200,000
2023	No Project (Carryover)	\$0	\$0	\$0
2024	Reconstruct Runway 12/30 - Design	\$2,000,000	\$0	\$2,000,000
2025	Reconstruct Runway 12/30 – Construction	\$1,000,000	\$12,000,000	\$13,000,000

Projects originally planned for FY2020 that have been postponed are not addressed in this letter. If you plan to move your FY2020 project into FY2021 for a grant, please talk with to your project manager to ensure that you have a schedule. To improve response timing due to Airport Improvement Program (AIP) grant schedule constraints, the ADO will be adjusting the CIP process in the coming year. Look for more information and further direction later this spring.

If you have any questions, please call your Project Manager, Ian Bradshaw, at (206) 231-4142.

Sincerely,



Joelle Briggs  
Manager, Seattle Airports District Office

## REGIONAL PLANNING MEETING NOTES

July 21, 2020

Key question: How are we managing growth 3-5 years out?

Chelan PUD – Steve Wright (intro), Teka, Andy Wyndell plus 1. Saw more than 1000 electrical connections in the county in 2019, back to 2005/6 numbers. Lots of growth. Need substation between Olds Station and Cashmere in longer term – looking for site. In recent years, PUD infrastructure being taxed. 3-5 years process for new substation – delaying projects/developments. Need to identify vision/needs sooner.

Looking at policy options for substation expansions – funding (developers, rates?)

Chelan County – Blake B. Adding lots of options to county Comp Plan so they can do a local government grant program with their \$9 million in .09 funds

Regional Port – CNL

Covid impacts – small business grant program focus.

Expansions/recruitments took a 3 month pause but now coming back

Considering lead in lighting project to enhance airport reliability

LOJO property/business Park – high energy use Business Park, worked with PUD on location.

Looking for more power in Olds Station area/CTC

DOT – Ms. Lobsack, David and Dan Lewis. Budget challenges, furloughing employees. Big projects:

US 2/Easy Street roundabout. 2022 construction. 1<sup>st</sup> multi-lane roundabout in our region

North Wenatchee Avenue improvements. Enhance pedestrian comfort. Construct 2024-6

Sunset Highway improvements. \$58 mil – widen Sunset from 9<sup>th</sup> to 23<sup>rd</sup> to 4 lanes, roundabouts replace lights. Impact houses nearby – 3 years to secure ROW, relocations. Const – 2025/6

Developments along highways, adding turn lanes

Lots of growth along Hwy 28, Chelan, and Leavenworth (weekends especially, pedestrian control)

Cashmere – Steve Crochee/Mayor Fletcher

Growth primarily outside of city limits.

Trying to get sunset Highway improvements to the new ridge

Utilities an issue. Extend to Goodwyn area to redevelop?

All food processing eggs in Crunch Pak basket. Looking for more food processors to diversify.

Wenatchee – Laura Merrill, Exec Services Dir, Glen DeVrees.

Covid – some projects have slowed, others going forward as normal. Little slow down

Affordable housing, accommodate growth but retain quality of life is major challenge. Sewer expansion into Sunnyslope. 250 new residences needed each year to keep up with growth. 1600 short in 2017. Population getting older. Schools attendance flat. Need diversity of housing types. 1 or 2 is the majority of household sizes. Increasing density.

SEE ATTACHED SLIDE SHOW

Entiat – Ray Perez, 3 months at City. Growth in city – residential, commercial. Concerned for power and fiber expansions. One older sub-station serves all of Entiat

Chelan – Craig, planning director, Bob Geodde

Growing – single family home development record expected for 2020. All remaining lots at the Lookout sold in last 60 days – 28 new single family residences coming there. Looking for economic development and living wage jobs. Focus is downtown and Apple Blossom Center. Want to retain look and feel of small town, 4k year round residents, and swells in summer.

Attracting business a challenge – fiber is great. Harder development projects are all that are left to do. “Growth pays for growth”

Affordable housing an issue.

Expect a similar meeting with more operational/development folks annually that will happen early in 2021.



Acct Name: CHELAN DOUGLAS REGIONAL PORT

SUMMARY - USD

Page 1

Acct Number: XXXXXX013

For period 06/01/2020 - 06/30/2020

ACTIVITY - Settled/Cleared Cash Activity

Transaction Type	Amount
Purchases	0.00
Purchase Reversals	0.00
Sales	0.00
Sale Reversals	0.00
Withdrawals	0.00
Receipts	0.00
Deliveries	0.00
Principal Reversals	0.00
Interest	11,562.50
Interest Reversals	0.00
Interest Adjustments	0.00
Maturities	0.00
Calls	0.00
Puts	0.00
Paydowns	0.00
Paydown Adjustments	0.00
Payups	0.00
Payup Adjustments	0.00
Cash Dividends	0.00
Balance Changes	0.00
Stock Dividends	0.00
Closeouts	0.00
Closeout Dividends	0.00
Net Activity	11,562.50

Your Sales Representative is: SAFEKEEPING OPERATIONS  
(800) 236-4221

Statement Contents

- \*Summary
- \*Activity - Settled/Cleared Cash Activity
- \*Activity - Projected Activity for Next Statement Period
- \*Holdings
- \*Cash Flow Projections

HOLDINGS - Custody

Category	Par/Shares	Original Face	Principal Cost	Market Value
US Government Agency Securities	4,000,000.00000	4,000,000.00000	4,091,592.50	4,206,182.00
Total Custody Holdings	4,000,000.00000	4,000,000.00000	4,091,592.50	4,206,182.00



Acct Name: CHELAN DOUGLAS REGIONAL PORT

ACTIVITY - USD

Acct Number: XXXXXXXX013

Settled/Cleared Cash Activity

For period 06/01/2020 - 06/30/2020

Date Ticket	Activity	Description	Rate Maturity	Par/Shares Price/NAV	Security ID	Amount
06/09/2020 392209429	Interest	FEDERAL HOME LOAN BANK 12/09/22	1.875 12/09/2022		313381BR5	4,687.50
06/19/2020 392209428	Interest	FEDERAL HOME LOAN MTG CORP 06/19/23	2.750 06/19/2023		3137EAEN5	6,875.00
Net Activity						11,562.50



Acct Name: CHELAN DOUGLAS REGIONAL PORT

ACTIVITY - USD

Acct Number: XXXXXXX013

Projected Activity for Next Statement Period

Date Ticket	Activity	Description	Rate Maturity	Par/Shares Price/NAV	Security ID	Amount
07/07/2020 392209425	Interest	FEDERAL NATL MORTGAGE ASSN 01/07/25	1.625 01/07/2025		3135G0X24	3,994.79
07/21/2020 392209431	Interest	FEDERAL FARM CREDIT BANK 01/21/22	1.600 01/21/2022		3133ELHR8	4,000.00
Net Projected Activity						7,994.79





Acct Name: CHELAN DOUGLAS REGIONAL PORT

HOLDINGS AS OF 06/30/2020 - USD

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Acct Number: XXXXXX013

**CUSTODY**

Maturity	Security ID Ticket	Rate Acq Date	Description	Par/Shares Original Face	Principal Cost	Market Value NAV
US Government Agency Securities						
08/12/2021	3137EAEC9 392209432	1.125 02/20	FREDDIE MAC 3137EAEC9 08/12/21	500,000.00 500,000.00	497,876.00	505,083.00
01/21/2022	3133ELHR8 392209431	1.600 02/20	FEDERAL FARM CREDIT BANK 01/21/22	500,000.00 500,000.00	501,833.00	510,733.50
10/13/2022	3133ELGN8 392209430	1.600 02/20	FEDERAL FARM CREDIT BANK 10/13/22	500,000.00 500,000.00	502,900.00	515,031.00
12/09/2022	313381BR5 392209429	1.875 02/20	FEDERAL HOME LOAN BANK 12/09/22	500,000.00 500,000.00	506,935.00	520,162.50
06/19/2023	3137EAEN5 392209428	2.750 02/20	FEDERAL HOME LOAN MTG CORP 06/19/23	500,000.00 500,000.00	522,897.50	537,527.50
02/05/2024	3135G0V34 392209427	2.500 02/20	FEDERAL NATL MORTGAGE ASSN 02/05/24	500,000.00 500,000.00	521,402.50	539,437.00
09/13/2024	3130A2UW4 392209426	2.875 02/20	FEDERAL HOME LOAN BANK 09/13/24	500,000.00 500,000.00	532,965.00	551,504.00
01/07/2025	3135G0X24 392209425	1.625 02/20	FEDERAL NATL MORTGAGE ASSN 01/07/25	500,000.00 500,000.00	504,783.50	526,703.50
US Government Agency Securities Total				4,000,000.00000 4,000,000.00000	4,091,592.50	4,206,182.00
Total Custody Holdings				4,000,000.00000 4,000,000.00000	4,091,592.50	4,206,182.00



Last Pay Date Security ID Description	Ticket	Jul 20 Nov 20 Mar 21	Aug 20 Dec 20 Apr 21	Sep 20 Jan 21 May 21	Oct 20 Feb 21 Jun 21
08/12/2021 3137EAEC9 FREDDIE MAC	392209432	0.00 0.00 0.00	2,812.50 0.00 0.00	0.00 0.00 0.00	0.00 2,812.50 0.00
01/21/2022 3133ELHR8 FEDERAL FARM CREDIT BANK	392209431	4,000.00 0.00 0.00	0.00 0.00 0.00	0.00 4,000.00 0.00	0.00 0.00 0.00
10/13/2022 3133ELGN8 FEDERAL FARM CREDIT BANK	392209430	0.00 0.00 0.00	0.00 0.00 4,000.00	0.00 0.00 0.00	4,000.00 0.00 0.00
12/09/2022 313381BR5 FEDERAL HOME LOAN BANK	392209429	0.00 0.00 0.00	0.00 4,687.50 0.00	0.00 0.00 0.00	0.00 0.00 4,687.50
06/19/2023 3137EAEN5 FEDERAL HOME LOAN MTG CORP	392209428	0.00 0.00 0.00	0.00 6,875.00 0.00	0.00 0.00 0.00	0.00 0.00 6,875.00
02/05/2024 3135G0V34 FEDERAL NATL MORTGAGE ASSN	392209427	0.00 0.00 0.00	6,250.00 0.00 0.00	0.00 0.00 0.00	0.00 6,250.00 0.00
09/13/2024 3130A2UW4 FEDERAL HOME LOAN BANK	392209426	0.00 0.00 7,187.50	0.00 0.00 0.00	7,187.50 0.00 0.00	0.00 0.00 0.00
01/07/2025 3135G0X24 FEDERAL NATL MORTGAGE ASSN	392209425	3,994.79 0.00 0.00	0.00 0.00 0.00	0.00 4,062.50 0.00	0.00 0.00 0.00
		7,994.79	9,062.50	7,187.50	4,000.00
		0.00	11,562.50	8,062.50	9,062.50
		7,187.50	4,000.00	0.00	11,562.50
<b>Total Projected Cash Flow</b>		<b>79,682.29</b>			

Projections are made only on holdings paid through U.S. Bank and are not guaranteed.

## Cami Harris

---

**From:** Jim Kuntz  
**Sent:** Thursday, July 23, 2020 1:00 PM  
**To:** Cami Harris  
**Cc:** Monica Lough  
**Subject:** Fwd: Confluence NEPA

Please put in packets. Informational only.

----- Forwarded message -----

From: Frank Kuntz <FKuntz@WenatcheeWA.Gov>

Date: Jul 23, 2020 10:36 AM

Subject: Confluence NEPA

To: Jim Kuntz <Jim@cdrpa.org>

Cc:

Jim:

City is working hard to get the environmental process to the finish line for confluence parkway. We have already committed \$2.2 million of city funds to the process. In order to complete everything we need to spend an additional \$700,000. Steve King thought if we got INFRA that the infra money would help finish. So, without infra we have a funding shortfall.

As for the city budget, as you might guess we are bleeding pretty good. Been down 22% and 24% the last two months in sales tax and even with recovery we are thinking sales tax will be down \$1.5 million for the year. And other taxes as well are lower so overall we are thinking close to \$2.0 million in total tax revenue shortfall.

The city does not have the final \$700,000 to get to the finish line. We have reached out to link and we are hopeful we can get \$350,000 from them. We are also hopeful that the PUD will contribute to the Nepa as well.

Any chance the Port can help? I am looking at the entities that got substantial CARES funding and seeing if some of that can come our way. Link got Cares plus a new sales tax so they are flush with cash and I am talking to all of their board members.

Let me know what you think. The ask from the Port would be \$175,000. Again, not sure what you or your board thinks but the timing might be good to get Nepa done and that would help with the next round of funding.

Let me know your thoughts.

Clyde

Sent from my iPad

**From:** Warm Springs Inn <[julie@warmspringsinn.com](mailto:julie@warmspringsinn.com)>  
**Sent:** Thursday, July 16, 2020 2:50 PM  
**To:** Grants <[grants@cdrpa.org](mailto:grants@cdrpa.org)>  
**Subject:** Chelan County CARES Act Small Business Grant

Dear Port Authority Board:

Thank you so very, very much! We will get the paperwork returned shortly. Can't tell you how much we appreciate the local support for small businesses. It's been a weird and wild spring and summer so far with full recovery hopeful by next year. We will continue to work harder than normal to promote business in Chelan and Douglas Counties.

1

Best regards,

Julie & Ludger Szmania  
Warm Springs Inn & Winery  
1611 Love Lane  
Wenatchee, WA 98801



[www.warmspringsinn.com](http://www.warmspringsinn.com)

(509) 662-LOVE (5683)



<https://www.facebook.com/warmspringsinnwa>



@warmspringsinn



<http://www.pinterest.com/warmspringsinn/>



@warmspringsbnb

DEAR Y/D Regional Port

THANK YOU FOR ALL THE  
WORK YOU'RE DOING ON TRYING  
TO KEEP US GOING - I AM  
ENCLOSING ALL THE RECEIPTS  
FOR REOPENING - WHEN WE  
DID THE ESTIMATE, I WAS USING  
THE PRE-COVID PRICING - WHAT  
A SURPRISE! AS YOU CAN SEE

THAT WAS FAR FROM "COVID-  
REALITY." THANK-YOU

Expressions

FROM  Hallmark

FOR  
HELPING  
US GET  
BACK TO  
WORK!

Jimmy + (Lucie) Byron  
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**Chelan Douglas Regional Port Authority  
Calendar of Events**

7/24/2020

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attending</i>	<i>Cami RSVP arrangements if applicable</i>
July 28	Tuesday	CDRPA Board Meeting; 1:00 PM/Zoom-CTC	Commissioners/Staff	
August 11	Tuesday	CDRPA Board Meeting; 9:00 AM	Commissioners/Staff	
August 12	Wednesday	NCWEDD Board Meeting, Zoom; 9:00 am	Craig, Commissioner Huffman	
August 13	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
August 18	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Zoom	Commissioner Spurgeon	
August 19	Wednesday	GWATA Board Meeting, 3-5pm, Zoom		
August 25	Tuesday	CDRPA Board Meeting; 9:00 AM		
August 26	Wednesday	Douglas County Community Leadership Advisory Group; 2:20-4:30p	Jim Kuntz, Ron C.	
September 8	Tuesday	CDRPA Board Meeting; 9:00 AM		
September 9	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
September 10	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
September 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Spurgeon	
September 16	Wednesday	GWATA Board Meeting, 3-5pm		
September 22-25	Tuesday - Friday	WFOA Conference Virtual	Monica	
September 22	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
September 23	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Ron C.	
September 24	Thursday	Partners Breakfast; 7:30am; Convention Center		
September 24	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
September 24	Thursday	GA Meeting; 6:00 pm - 8:00pm, CDRPA Office		
September 24-25	Thur-Friday	WPPA Environmental Seminar; Alderbrook Resort		
October 1	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
October 4-7	Sun - Thurs	NWAAAE Annual Conference; Jackson Hole, WY		
October 8	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
October 8	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	

October 13	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
October 14	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
October 15	Thursday	Economic Leadership Roundtable Lunch; 11:30 am ; 230 N. Georgia, E. Wen.		
October 15	Thursday	Airport Planning Meeting; 2:00 pm		
October 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Spurgeon	
October 21	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
October 22	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
October 23	Friday	Cashmere Chamber of Commerce Banquet; 5:30pm-8:30pm		Tickets are \$35 each
October 22-23	Thur-Friday	WPPA Small Ports Seminar; Enzian Leavenworth		
October 27	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
October 28	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
November 5	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
November 10	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
November 11	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
November 12	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
November 12	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
TBD	TBD	Wenatchee Valley Chamber Board Retreat - TBD	Commissioner Spurgeon	
November 18	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
November 19	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
November 24	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
November 25	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
November 26-27	Thur-Friday	Thanksgiving Holiday Office Closed		
December 2-4	Tuesday - Friday	WPPA Annual Meeting, Hyatt Regency, Bellevue		
December 3	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
December 8	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
December 9	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
December 10	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
December 10	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	

December 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Spurgeon	
December 16	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
December 17	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
December 22	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
December 23	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	