

**Board of Directors**  
**Chelan Douglas Regional Port Authority**  
**Meeting Minutes**  
**August 24<sup>th</sup>, 2021**  
**9:00 am**

**Present:**

**Directors**

JC Baldwin, Director  
W. Alan Loeb sack, Director  
Rory Turner, Director

Jim Huffman, Director  
Donn Etherington, Director (Zoom)  
Mark Spurgeon, Director

**Staff**

Jim Kuntz, Chief Executive Officer  
Trent Moyers, Director of Airports  
Stacie de Mestre, Capital Projects Mgr.  
Ron Russ, Property Mgr.  
Cami Harris, Executive Assistant  
Quentin Batjer, Legal Counsel  
Bealinda Tidd, Accounting Specialist (Zoom)

Monica Lough, Dir. of Finance & Admin.  
Ron Cridlebaugh, Econ. Dev. Director  
Tricia Degnan, CTC Manager (Zoom)  
Craig Larsen, Business Dev. Mgr.  
Sarah Deenik, Com. Coordinator (Zoom)  
Randy Asplund, Engineer (Zoom)

**Guests**

Erik Howe, RH2 (Zoom)  
Brooklyn Holton, NCWEDD  
Nevonne McDaniels, Wen. World (Zoom)  
Ray Dobbs (Zoom)

Erin McCardle, City of Chelan (Zoom)  
Alyce Brown, NCWEDD  
Linda Haglund, Wen. Downtown (Zoom)

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

**Introductions were made.**

**Conflict of Interest: None**

**CDRPA CONSENT AGENDA:**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes August 10<sup>th</sup>, 2021 Commission Meeting; CDRPA Resolution No. 2021-15 Voiding Checks #8274 & #8404; and July 2021 Commission Calendar, was presented and the following action was taken:

**Motion No.**

Moved by:  
Seconded by:

**08-06-21 CDRPA**

JC Baldwin  
Mark Spurgeon

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of August 10<sup>th</sup>, 2021 Commission Meeting; CDRPA Resolution No. 2021-15 Voiding Checks #8274 & #8404; and July 2021 Commission Calendar, as presented.

Motion passed 6-0.

**PRESENTATION:**

**NCWEDD** – Alyce Brown & Brooklyn Holton provided an update on the organization and its activities over the past year including:

- Funding is up over previous years.
- Successfully improved their digital presence.
- List of projects completed & events held in 2020 & 2021.

They also provided information on upcoming projects and recent grants received. They thanked the Board for their continued support.

**CDRPA ACTION ITEMS:**

**First Amendment to Interlocal Agreement – Pangborn Airport & Douglas County Fire District No. 2** – Kuntz presented the proposed First Amendment to the Interlocal Agreement with Douglas County Fire District No. 2. The primary proposed changes include:

- Regional Port Staff no longer required to respond to off-airport Fire District calls.
- Regional Port will take over all airfield inspections during the weekends.
- Regional Port to pay for Fire District costs related to ARFF training.

Discussions ensued and the following action was taken:

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

**08-07-21 CDRPA**

*Jim Huffman*  
*Mark Spurgeon*

*To approve the First Amendment to the Interlocal Agreement between Pangborn Airport & Douglas County Fire District No. 2, and authorize the CEO to sign.*

*Motion passed 6-0.*

**Greater Wenatchee Irrigation District (GWID) Sewer Hook-Up Request** – Kuntz & Asplund provided information on the recent request by Douglas County and Douglas County Sewer for approval and associated easement to provide sewer service to two properties owned by GWID. It is proposed that in return for the Port granting the easement, GWID would waive irrigation water segregation fees associated with the Pangborn boundary line adjustment. Discussion ensued and the following actions were taken:

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

**08-08-21 CDRPA**

*Mark Spurgeon*  
*Rory Turner*

*To authorize a sewer easement across Airport property to Greater Wenatchee Irrigation District, subject to the Airport retaining the ability to relocate the sewer line (at its cost) in the future if it interferes with development.*

*Motion passed 6-0.*

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

**08-09-21 CDRPA**

*Jim Huffman*  
*Mark Spurgeon*

*To authorize the CEO to enter into an agreement with Douglas County & Douglas County Sewer District to provide a sewer hook-up within the Pangborn Industrial Service Area.*

*Motion passed 6-0.*

**Jet-A Aviation Fuel Truck Bid Award** – Moyers provided information on the bids received by the Airport to purchase a new fuel truck. After reviewing the bids on August 17<sup>th</sup>, and after discussing with legal counsel, it was determined that Sky Mark Refuelers was the apparent responsive low bidder. Staff recommended awarding the bid to Sky Mark. The following action was taken:

<b>Motion No.</b>	<b>08-10-21 CDRPA</b>
Moved by:	Rory Turner
Seconded by:	JC Baldwin
	To award the new Jet-A fuel truck bid to Sky Mark Refuelers in the amount of \$276,691.00, plus WSST, and authorize the CEO to sign the purchase contract.

*Motion passed 6-0.*

**Authorization to Seek Bids – CTC Building Shell & Core Improvements** – de Mestre reported DOH Associates has completed design/bidding documents for the demolition & restoration of the former Actapio space at the CTC. Staff requested authorization to solicit bids for the project, and the following action was taken:

<b>Motion No.</b>	<b>08-11-21 CDRPA</b>
Moved by:	JC Baldwin
Seconded by:	Mark Spurgeon
	To authorize the CEO to solicit bids for the CTC Building Demolition & Restoration Project.

*Motion passed 6-0.*

**Authorization to Seek Bids – Sale of Surplus Data Center Equipment** – de Mestre reviewed a list of surplus data center equipment at the CTC. The intent is to seek bids and award to the highest bidder all equipment as one package. Staff requested authorization to advertise for proposals, and the following action was taken:

<b>Motion No.</b>	<b>08-12-21 CDRPA</b>
Moved by:	JC Baldwin
Seconded by:	Mark Spurgeon
	To authorize the CEO to solicit bids for the sale of CTC surplus data center equipment.

*Motion passed 6-0.*

**Cashmere Mill District Beaver Mitigation Project** – Russ reported an invitation to bid was sent to three contractors on the Regional Port’s Small Works Roster; only one contractor attended the mandatory project walk through last week. Staff requested authorization for the CEO to award a contract for the Cashmere Mill District Beaver Mitigation Project contingent on the bid not exceeding the Engineer’s estimate. The following action was taken:

<b>Motion No.</b>	<b>08-13-21 CDRPA</b>
Moved by:	Mark Spurgeon
Seconded by:	Jim Huffman
	To authorize the CEO to award a contract for Cashmere the Mill Site Beaver Mitigation Project, contingent upon the low bid not exceeding the engineer’s estimate of \$33,000.

*Motion passed 6-0.*

**Partners in Economic Development Local Government Grant Request – Douglas County US 2/97 & Cascade Avenue Project** – Kuntz reviewed a Partners in Economic Development Grant Request from Douglas County for the US 2/97 & Cascade Avenue Project. The request is for a total of \$50,000 with the grant being funded in 2024. Discussions ensued and the following action was taken:

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

**08-14-21 CDRPA**  
*JC Baldwin*  
*Mark Spurgeon*  
*To approve Douglas County's Partners in Economic Development Grant request in the amount of \$50,000.*

*Motion passed 6-0.*

**Director Loeb sack called for a 5-minute break at 10:55 am; Meeting reconvened at 11:00 am.**

**INFORMATIONAL ITEMS:**

**Budget vs. Actual as of June 30<sup>th</sup>, 2021** – Lough provided an overview of the Budget vs. Actual as of June 30<sup>th</sup>, 2021 noting certain line items that differ from the approved 2021 final budget. Opportunity for questions was provided.

**Boundary Line Adjustment** – Kuntz reported the Pangborn Airport boundary line adjustment is complete.

**S.P.O.R.T. Wenatchee** – Kuntz provided an update on S.P.O.R.T. Wenatchee including a review of the timeline with S.P.O.R.T. and their recent Letter of Intent for the purchase of Lineage North. Discussions ensued. Staff will work with Legal Counsel to draft a new Purchase & Sale Agreement and will bring back to the Board at the next meeting.

**Chelan County PUD 5<sup>th</sup> Street Marketing** – Kuntz reported Staff continues to meet with real estate developers concerning the PUD's 5<sup>th</sup> Street Campus. Several developers have expressed interest in all or a portion of the property.

**The Trades District** – Kuntz provided an update on The Trades District financing plan including:

- Review of financing scenarios.
- Review of updated proposed rental rate schedules.
- Review of Port investment limitations based on ROI. The Board made a preliminary funding commitment of \$2.5 million toward the project.

**Air Service Update** – Moyers provided an update on possible increased air service options based on recent meetings and discussions with several carriers. A meeting with Horizon Airlines is schedule for early October.

**MISC. STAFF REPORTS:**

**Kuntz provided information and updates including:**

- Lineage RFQ for an Adaptive Reuse Feasibility Study has been issued and responses are due back by September 17<sup>th</sup>. The study will provide better direction on the eventual use of Buildings A, B, C, D, E, & F.
- NCW Youth Volleyball Association is interested in leasing Building H for fall volleyball practice and games. Board directed staff to move ahead with a short-term lease.
- Educational Services District has proposed a land trade in Olds Station. Staff will contact the ESD for more detail and will provide additional information at an upcoming meeting. The Board was generally supportive.

- Update on recent meeting with Rock Island Mayor Randy Agnew, and Silicon Smelter owner Ken Peterson.
- Update on recent meeting with Jeff Wilkens with the Chelan Douglas Transportation Council regarding the US 28 Highway study.
- Noted the Board retreat is scheduled for Monday October 18<sup>th</sup>.
- Need to decide at the next meeting whether to hold the Port Partners Breakfast and Lunch scheduled for October.

**Lough provided information and updates including:**

- Chelan Valley Marine lawsuit update.
- Continues to research options for Port health insurance for 2022; will bring back information at an upcoming meeting.

**Moyers provided information and updates including:**

- Update on Airport parking lot management.
- Update on Apron & Taxiway projects.

**de Mestre provided information and updates including:**

- Contract with GeoEngineers to determine depth of wood waste North of Sunset Highway at Cashmere Mill District has been signed. Work to begin soon.
- Received the final report on the Johnson Hangar at Waterville Airport. All contamination levels are below State standards and no further action is required.
- IB#2 Parking Lot Improvement Project is complete.

**Cridlebaugh provided information and updates including:**

- Blue Spirits will temporarily lease additional space in Building B at Cashmere Mill District.

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

**REVIEW CALENDAR OF EVENTS:** Did not review.

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

**Meeting was adjourned at 2:00 pm.**

Signed and dated this 14<sup>th</sup> day of September, 2021.


**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

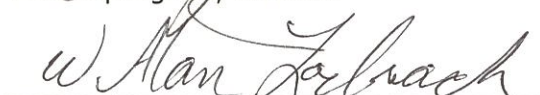
  
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 JC Baldwin, Director

  
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 W. Alan Loebach, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION NO. 2021-15  
RESOLUTION TO VOID CHECK NO. 8274 AND CHECK NO. 8404**

**Whereas** Check No. 8274 in the amount of \$772.15, payable to Avis Budget Group, on Register Page No. 2021-18 was created and signed on May 28, 2021.

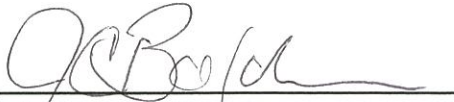
**Whereas** Check No. 8404 in the amount of \$141.88, payable to Wenatchee World, on Register Page No. 2021-19 was created and signed on June 15, 2021.

**Whereas** checks were not received by payees and have not cleared the Chelan Douglas Regional Port Authority main checking account, and are considered to be lost in the mail at this time. Check No. 8611 will replace Ck. No.8274, and Check No. 8329 replaced Ck. No. 8404.

**Now, therefore be it resolved** by the Board of Directors of the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, that Check No. 8274 and 8404 be declared VOID.

Dated this 24<sup>th</sup> day of August, 2021.

Chelan Douglas Regional Port Authority



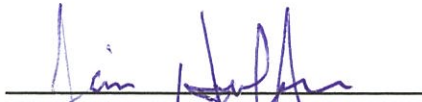
JC Baldwin, Director



Donn Etherington, Director



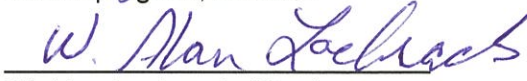
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