



Working Together to Enhance the Economic Vitality of North Central Washington

**Chelan Douglas Regional Port Authority
Meeting Agenda
September 14th, 2021
9:00 am**

In order to maximize social distancing related to COVID-19, the meeting will be held at the CTC and remotely using Zoom Virtual Conference.

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 August 24th, 2021 Commission Meeting; and Check Register Pages #2021-29 - #2021-31, including Electronic Transfers

V. PRESENTATIONS

- Our Valley, Our Future:
 - Stacy Luckensmeyer, Wenatchee Valley College
 - Shayne Magdoff, East Wenatchee City Council
 - Laura Merrill, City of Wenatchee

VI. CDRPA ACTION ITEMS

- (1) Second Addendum to Purchase & Sale Agreement – S.P.O.R.T. Wenatchee, LLC
- (2) Authorization to Accept Hangar Building H-19 Donation from Johnson Family Revocable Living Trust – Waterville Airport
- (3) Authorization to Terminate Land Lease Agreement with Phil & Betty Johnson, dba Johnson’s Air Service, Inc. – Waterville Airport
- (4) CDRPA Resolution No. 2021-16 – CDRPA Match Funds Availability – Waterville Airport Lighting Replacement Project
- (5) Authorization to Enter into Lease Agreement – Streamline Fulfillment/Lineage Buildings G & I

VII. CDRPA INFORMATIONAL ITEMS (Board may take action on any items listed)

- (6) Cashmere Mill District Updates
 - Beaver Mitigation
 - Woody Debris Removal Project

VIII. MISCELLANEOUS STAFF REPORTS

- CEO
- Director of Finance & Administration
- Director of Airports
- Director of Economic & Business Development
- Public Works & Capital Projects Manager
- Property & Maintenance Manager
- CTC Manager

IX. PUBLIC COMMENT

X. REVIEW CALENDAR OF EVENTS

XI. ITEMS FROM BOARD OF DIRECTORS

XII. 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))

XIII. 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. 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 is 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.



Board of Directors
SUGGESTED MOTIONS
September 14, 2021

IV. CONSENT AGENDAS

CDRPA CONSENT AGENDA

- To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of August 24th, 2021 Commission Meeting; and Check Register Pages #2021-29-#2021-31, including Electronic Transfers, as presented.

VI. ACTION ITEMS

(1) Second Addendum to Purchase & Sale Agreement – S.P.O.R.T. Wenatchee, LLC

- To authorize the CEO to sign the Second Addendum to the Purchase & Sale Agreement with S.P.O.R.T. Wenatchee, LLC.

(2) Authorization to Accept Hangar Building H-19 Donation from Johnson Family Revocable Living Trust – Waterville Airport

- To authorize the CEO to accept the Hangar Building H-19 donation from Johnson Family Revocable Living Trust, and sign all necessary documents.

(3) Authorization to Terminate Land Lease Agreement with Phil & Betty Johnson, dba Johnson's Air Service, Inc. – Waterville Airport

- To authorize the CEO to terminate the Land Lease Agreement with Phil & Betty Johnson, dba Johnson's Air Service, Inc.

(4) CDRPA Resolution No. 2021-16 – CDRPA Match Funds Availability – Waterville Airport Lighting Replacement Project

- To adopt CDRPA Resolution No. 2021-16 guaranteeing CDRPA match funds availability for the Waterville Airport Lighting Replacement Project.

(5) Authorization to Enter into Lease Agreement - Streamline Fulfillment/Lineage Buildings G & I

- To authorize the CEO to enter into a Lease Agreement with Streamline Fulfillment, LLC for Lineage Buildings G & I.

Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
August 24th, 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 Criddlebaugh, 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 10th, 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 10th, 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 17th, 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:

Motion No.
Moved by:
Seconded by:

08-10-21 CDRPA

Rory Turner
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:

Motion No.
Moved by:
Seconded by:

08-11-21 CDRPA

JC Baldwin
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:

Motion No.
Moved by:
Seconded by:

08-12-21 CDRPA

JC Baldwin
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:

Motion No.
Moved by:
Seconded by:

08-13-21 CDRPA

Mark Spurgeon
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 30th, 2021 – Lough provided an overview of the Budget vs. Actual as of June 30th, 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 5th Street Marketing – Kuntz reported Staff continues to meet with real estate developers concerning the PUD's 5th 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 17th. 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 18th.
- 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 14th day of September, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

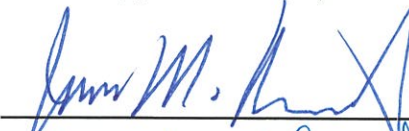
W. Alan Loeb sack, Director

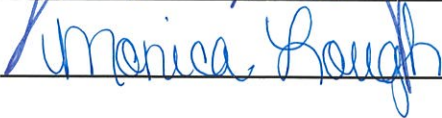
**Chelan Douglas Regional Port Authority
Check Register Listing
2021-August**

Date Issued	Register #	Reason	First #	Last #	Amount
08/02/21		VIMLY Benefit Solutions - HRA		ACH	\$2,942.75
08/03/21		WA Dept of Revenue - Leasehold Tax		ACH	\$83,582.71
08/13/21		Payroll Mid-month Draws		ACH	\$2,300.00
08/16/21	2021-29	Mid-Month Payables	8609	8660	\$705,653.13
08/26/21		WA Dept of Revenue - Sales Tax		ACH	\$14,087.99
08/31/21	2021-30	August 2021 Payroll	8722	8724	\$225,205.66
08/31/21	2021-31	Month-end Payables	8661	8721	\$397,421.31

Transactions for approval September 14, 2021 total: \$1,431,193.55

We, the undersigned Directors of the Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify the merchandise or services hereinafter have been received and that the checks listed above are approved for payment.

Chief Executive Officer 

Dir of Finance & Admin. 

Director Baldwin _____

Director Etherington _____

Director Huffman _____

Director Loeb sack _____

Director Spurgeon _____

Director Turner _____

**Chelan Douglas Regional Port Authority
Check Register
2021-29**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval August 16, 2021 checks 8609 - 8660 in the amount of **\$ 705,653.13**

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check Number</u>	<u>Amount</u>
<u>CASHMERE MILL DISTRICT</u>				
08/16/2021	Banner Bank	Building maintenance supplies	8616	347.85
08/16/2021	Chelan County PUD	Electricity	8622	727.90
08/16/2021	City of Cashmere	Water/Sewer	8624	717.68
08/16/2021	Enduris	Property Insurance	8632	16,826.00
08/16/2021	Waste Management	Monthly Service	8658	389.66
Net Cashmere Mill District				\$19,009.09
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
08/16/2021	Banner Bank	Marketing, Advertising, Office Supplies	8618	295.45
08/16/2021	Chelan County PUD	Electricity/Water/Fire Sprinkler	8622	10,501.48
08/16/2021	City of Wenatchee	Wastewater/Sewer/Storm Water	8625	589.68
08/16/2021	Commercial Printing, Inc.	Promo Ads/Marketing	8627	364.01
08/16/2021	Crown Paper & Janitorial Supply	Custodial Supplies	8628	239.37
08/16/2021	Enduris	Property Insurance	8632	27,987.00
08/16/2021	Express Services, Inc.	Admin Asst	8633	87.84
08/16/2021	Firefly	Video Cards Install	8634	269.22
08/16/2021	GFC Services	Janitorial / Custodial Services - July 2021	8637	5,104.92
08/16/2021	Home Depot Pro	Maintenance Supplies	8638	34.28
08/16/2021	Keyhole Security Inc.	Service Call - Velocity Software	8640	4,566.09
08/16/2021	Local Tel Communications	Annual Fire Alarm System Testing	8642	2,055.53
08/16/2021	Lowe's	Maintenance Supplies	8643	18.74
08/16/2021	North Central ESD	Regular & After Hours Service - July 2021	8645	4,653.00
08/16/2021	Pacific Security	Patrol Service - July 2021	8648	362.82
08/16/2021	Tricia Degnan	Office Supplies	8655	115.92
08/16/2021	Waste Management	Monthly Service	8658	134.45
08/16/2021	Chelan County PUD	Room reservation cancellation	8660	325.52
Net Confluence Technology Center				\$57,705.32
<u>DOWNTOWN WENATCHEE SOUTH</u>				
08/16/2021	Chelan County PUD	Utilities	8622	1,122.22
08/16/2021	City of Wenatchee	Utilities	8625	817.16
08/16/2021	Enduris	Property Insurance	8632	46,360.00
08/16/2021	Lowe's	Maintenance Supplies	8643	49.51
Net Downtown Wenatchee South				\$48,348.89

**Chelan Douglas Regional Port Authority
Check Register
2021-29**

OLDS STATION BUSINESS PARK

08/16/2021	Chelan County PUD	Electricity/Utilities	8622	3,010.44
08/16/2021	City of Wenatchee	Sewer / Storm Drain	8625	715.37
08/16/2021	Enduris	Property Insurance	8632	53,977.00
08/16/2021	Lowe's	Maintenance Supplies	8643	15.95
08/16/2021	Waste Management	Monthly Service	8658	134.45
	Net Olds Station Business Park			\$57,853.21

PANGBORN AIRPORT

08/16/2021	Ag Supply Co.	Propane, Unleaded & Offroad Diesel Bulk	8609	2,932.80
08/16/2021	Avfuel Corp	100LL Aviation Gas, Jet Fuel	8610	202,448.72
08/16/2021	Avis Budget Group	Reissue lost check	8611	772.15
08/16/2021	Banner Bank	FBO Client Catering	8612	109.67
08/16/2021	Banner Bank	Aviation & Vehicle Maintenance, Membership	8619	1,286.99
08/16/2021	Banner Bank	Conference, Phone & Parking Lot Expense	8620	858.81
08/16/2021	Berk Consulting, Inc.	Land Use Update	8621	8,270.00
08/16/2021	Cintas Corporation	Uniforms	8623	140.09
08/16/2021	Douglas County PUD	Airfield & Terminal Electricity	8631	2,388.00
08/16/2021	Enduris	Property Insurance	8632	65,444.00
08/16/2021	Firefly	Airside Parking Lot Wireless	8634	122.38
08/16/2021	FlashParking, Inc.	Parking Lot Expense	8635	22.75
08/16/2021	Home Depot Pro	Aviation & Terminal Maintenance	8638	802.31
08/16/2021	Jerry's Auto Supply	Aviation & Equipment Maintenance	8639	89.09
08/16/2021	Landline Surveyors	Pangborn Land Use/BLA	8641	525.00
08/16/2021	Lowe's	Maintenance Supplies	8643	75.75
08/16/2021	Norco Inc	Supplies for Wire Welder	8644	122.09
08/16/2021	OmniPark, Inc	Monthly Service	8647	366.05
08/16/2021	RACOM Corporation	Radio Equip & Install in Port Vehicles	8650	4,112.23
08/16/2021	Ridgeline Graphics, Inc	Printing Services - Pangborn	8651	836.28
08/16/2021	Rodda Paint Co.	Traffic Paint	8652	2,701.97
08/16/2021	Stan's Merry Mart	Supplies	8653	59.66
08/16/2021	T-O Engineers	Engineering/Professional Fees	8654	3,511.78
08/16/2021	Voltaire Aviation Inc	Air Service Dev Retainer - Aug 2021	8656	4,000.00
08/16/2021	Waste Management	Monthly Service	8658	816.66
	Net Pangborn Airport			\$302,815.23

PANGBORN AIRPORT BUSINESS PARK

08/16/2021	Douglas County PUD	Electricity	8631	1,357.00
08/16/2021	Enduris	Property Insurance	8632	33,369.00
08/16/2021	York Building Services, Inc.	Janitorial Services	8659	1,788.00
	Net Pangborn Airport Business Park			\$36,514.00

RPA OFFICE/AVIATION CENTER

08/16/2021	Douglas County PUD	Electricity	8631	1,215.00
08/16/2021	Enduris	Property Insurance	8632	26,733.00
08/16/2021	Waste Management	Monthly Service	8658	354.44
	Net RPA Office/Aviation Center			\$28,302.44

LAKE CHELAN AIRPORT

08/16/2021	Chelan County PUD	Electricity	8622	22.93
08/16/2021	Enduris	Property Insurance	8632	662.00
	Net Lake Chelan Airport			\$684.93

**Chelan Douglas Regional Port Authority
Check Register
2021-29**

<u>MANSFIELD AIRPORT</u>				
08/16/2021	Douglas County PUD	Utilities	8631	42.00
	Net Mansfield Airport			<u>42.00</u>
<u>ORONDO RIVER PARK</u>				
08/16/2021	Enduris	Property Insurance	8632	1,352.00
08/16/2021	Express Services, Inc.	Park Attendants	8633	1,199.64
08/16/2021	Pacific Security	Patrol Service - July 2021	8648	1,169.00
08/16/2021	Waste Management	Utilities	8658	165.92
	Net Orondo River Park			<u>3,886.56</u>
<u>PYBUS INCUBATOR</u>				
08/16/2021	Chelan County PUD	Utilities	8622	95.33
08/16/2021	Enduris	Property Insurance	8632	515.00
	Net Pybus Incubator			<u>610.33</u>
<u>MALAGA PROPERTY</u>				
08/16/2021	Enduris	Property Insurance	8632	213.00
	Net Malaga Property			<u>213.00</u>
<u>ADMINISTRATIVE & GENERAL</u>				
08/16/2021	Banner Bank	WPPA Seminar	8613	90.64
08/16/2021	Banner Bank	Office Supplies	8614	339.52
08/16/2021	Banner Bank	Leavenworth Echo Digital Subscription	8615	45.00
08/16/2021	Banner Bank	Las Vegas Conference	8617	550.55
08/16/2021	Banner Bank	Las Vegas Conference	8620	51.18
08/16/2021	Enduris	General Liability / Crime	8632	95,229.00
08/16/2021	Office Depot	Office Supplies	8646	9.84
08/16/2021	ProEquities, Inc.	Investment Mgmt	8649	2,475.00
08/16/2021	Washington Public Ports Association	Directors Seminar Registration	8657	380.00
	Net Administrative & General			<u>99,170.73</u>
<u>BUSINESS DEVELOPMENT & MARKETING</u>				
08/16/2021	Banner Bank	Cashmere & Eastmont Dev District Meetings	8613	97.36
08/16/2021	Banner Bank	Monthly Marketing Services	8615	272.75
08/16/2021	Claridge Media	Drone Aerial Videos	8626	2,393.75
	Net Business Development & Marketing			<u>2,763.86</u>
<u>CAPITAL PROJECTS</u>				
08/16/2021	DOH Associates	CTC Shell Restoration	8629	17,195.54
08/16/2021	Douglas County	Recording fees - Piepel	8630	272.50
08/16/2021	Forte Architects Inc.	Exec Flight Bldg	8636	2,463.00
08/16/2021	Landline Surveyors	Piepel Survey	8641	2,850.00
08/16/2021	T-O Engineers	Terminal Apron Recon	8654	24,952.50
	Net Capital Projects			<u>47,733.54</u>
TOTAL				<u>705,653.13</u>

Void:

**Chelan Douglas Regional Port Authority
Check Register
2021-30**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval August 31, 2021, checks 8722- 8724, and electronic payments in the amount of:

\$ 225,205.66

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
Payroll				
08/31/21	Applebury, Briar	August 2021 Payroll	EFT	2,512.13
08/31/21	Asplund, Randy	August 2021 Payroll	EFT	1,015.85
08/31/21	Baldwin, Janet L	August 2021 Payroll	EFT	1,421.69
08/31/21	Beidler, Camryn N	August 2021 Payroll	EFT	2,717.67
08/31/21	Camarillo Reyes, Laura	August 2021 Payroll	EFT	2,846.43
08/31/21	Chatriand, Bobbie J	August 2021 Payroll	EFT	2,964.54
08/31/21	Cridlebaugh, Ronald W	August 2021 Payroll	EFT	5,966.90
08/31/21	de Mestre, Stacie	August 2021 Payroll	EFT	3,616.32
08/31/21	Deenik, Sarah K	August 2021 Payroll	EFT	4,584.79
08/31/21	Degnan, Tricia E	August 2021 Payroll	EFT	4,445.61
08/31/21	Etherington, Donn	August 2021 Payroll	EFT	1,205.72
08/31/21	Flaget, Todd R	August 2021 Payroll	EFT	3,800.99
08/31/21	Harris, Camille L	August 2021 Payroll	EFT	3,158.60
08/31/21	Huffman, James D	August 2021 Payroll	EFT	966.51
08/31/21	Kuntz, James M	August 2021 Payroll	EFT	11,869.01
08/31/21	Lamb, Kenneth R	August 2021 Payroll	EFT	4,207.19
08/31/21	Lamb, Shane C	August 2021 Payroll	EFT	3,193.15
08/31/21	Larsen, Craig N	August 2021 Payroll	EFT	5,797.16
08/31/21	Loebsack, W Alan	August 2021 Payroll	EFT	423.88
08/31/21	Lough, Monica D	August 2021 Payroll	EFT	7,516.03
08/31/21	Martinez, Rafael	August 2021 Payroll	EFT	2,705.06
08/31/21	McKivor, Esther S	August 2021 Payroll	EFT	3,962.67
08/31/21	Moyers, Trent D	August 2021 Payroll	EFT	7,241.32
08/31/21	Orr, Marcus J	August 2021 Payroll	EFT	3,879.56
08/31/21	Ramos, Jorge E	August 2021 Payroll	EFT	2,267.25
08/31/21	Russ, Ronald R	August 2021 Payroll	EFT	5,717.88
08/31/21	Russell, Justin L	August 2021 Payroll	EFT	4,640.74
08/31/21	Scott, Tristan L	August 2021 Payroll	EFT	2,469.69
08/31/21	Smith, Charles B	August 2021 Payroll	EFT	3,197.99

08/31/21	Spurgeon, Mark M	August 2021 Payroll	EFT	1,015.14
08/31/21	Thorpe, Colby	August 2021 Payroll	EFT	415.57
08/31/21	Tidd, Bealinda	August 2021 Payroll	EFT	3,392.17
08/31/21	Turner, Rory A	August 2021 Payroll	EFT	1,476.69
08/31/21	Vargas, Manuel A	August 2021 Payroll	EFT	3,987.43
08/31/21	Bealinda Tidd	August Sunshine fund	8722	125.00
08/31/21	Washington Counties Insurance Fund	September Insurance	8723	28,895.56
08/31/21	HRA VEBA Trust	August VEBA	8724	2,000.00
08/31/21	Department of Retirement Systems	August Retirement	ACH	31,763.05
08/31/21	US Treasury	August Payroll taxes	EFTPS	41,822.72
	Net Payroll			<u>225,205.66</u>

Voided:

**Chelan Douglas Regional Port Authority
Check Register
2021-31**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval August 31, 2021 checks 8661 - 8721 in the amount of **\$ 397,421.31**

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check Number</u>	<u>Amount</u>
<u>CASHMERE MILL DISTRICT</u>				
08/31/2021	Local Tel Communications	Fire Alarm Service	8691	181.94
08/31/2021	Lowe's	Buidling Maintenance	8692	13.40
08/31/2021	Smith Excavation, Inc.	Brender Creek Emergency Flood Mitigation	8710	4,761.41
	Net Cashmere Mill District			\$4,956.75
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
08/31/2021	Brad Hawkins	Room Reservation Cancellation	8666	279.97
08/31/2021	Cascade Natural Gas	Natural Gas	8667	13.78
08/31/2021	Chelan County PUD	Water/Fire Sprinkler	8668	197.13
08/31/2021	Crown Paper & Janitorial Supply	Janitorial Supplies	8671	588.49
08/31/2021	Express Services, Inc.	CTC Admin Asst.	8677	378.81
08/31/2021	Fire Chief Equipment Co, Inc.	Backflow Preventor Maintenance	8679	695.04
08/31/2021	Firefly	IT Managed Services	8680	1,976.11
08/31/2021	Kelley Imaging Systems, Inc.	Copier Services	8690	168.34
08/31/2021	Local Tel Communications	Fire Suppression & Sprinkler	8691	542.49
08/31/2021	NuClear Property Maintenance	Window Cleaning	8698	2,022.14
08/31/2021	Office Depot	Office Supplies	8699	124.68
08/31/2021	Weinstein Beverage Co.	Beverage Service	8719	175.15
	Net Confluence Technology Center			\$7,162.13
<u>DOWNTOWN WENATCHEE SOUTH</u>				
08/31/2021	Cascade Natural Gas	Utilities	8667	561.39
	Net Downtown Wenatchee South			\$561.39
<u>OLDS STATION BUSINESS PARK</u>				
08/31/2021	Cascade Natural Gas	Natural Gas	8667	13.78
08/31/2021	Chelan County PUD	Water	8668	551.36
08/31/2021	Inland Fire Protection, Inc.	Wet/Dry Systems - Annual Inspection	8684	1,840.86
08/31/2021	Local Tel Communications	Alarm Systems	8691	573.42
08/31/2021	Stemilt Organic Recycling Center	Yard waste	8712	20.00
08/31/2021	Woodland Resource Services, Inc.	Broadleaf Weed Control	8721	814.50
	Net Olds Station Business Park			\$3,813.92
<u>PANGBORN AIRPORT</u>				
08/31/2021	Ag Supply Co.	Terminal, Vehicle, Equip. Maintenance	8661	179.14
08/31/2021	Avfuel Corp	Jet Fuel	8664	246,900.30
08/31/2021	Cintas Corporation	Uniforms	8669	205.16
08/31/2021	Dog House Motorsports	Vehicle & Equipment Maintenance	8673	22.80
08/31/2021	Fastenal Company	Jet A Truck Parts	8678	5.62

**Chelan Douglas Regional Port Authority
Check Register
2021-31**

08/31/2021	Firefly	IT Management & Support	8680	1,511.87
08/31/2021	Home Depot Pro	Supplies, Vehicle & Equip. Maintenance	8683	8,999.60
08/31/2021	Jerry's Auto Supply	Vehicle & Equip. Maintenance	8687	593.03
08/31/2021	Local Tel Communications	Phone/Internet/Cable	8691	841.72
08/31/2021	Lowe's	Airport Maintenance Supplies	8692	204.74
08/31/2021	Moon Security Services, Inc	Comm'l Monitoring - Sept 2021	8696	42.28
08/31/2021	Ogden Murphy Wallace, PLLC	Legal Services	8700	6,784.00
08/31/2021	Oxarc Inc.	Cylinder Rental	8701	79.29
08/31/2021	Platt Electric Supply	Terminal Maintenance	8702	142.29
08/31/2021	RH2 Engineering, Inc.	Engineering Services	8703	1,729.47
08/31/2021	S & W Irrigation Supply	Irrigation Supplies	8708	38.27
08/31/2021	T-O Engineers	Engineering Services	8713	2,185.00
08/31/2021	Voltaire Aviation Inc	Voltaire Conf. Technology Fee (iPad)	8716	250.00
08/31/2021	Wenatchee World	Airport Line Service Tech	8720	579.40
Net Pangborn Airport				<u><u>\$271,293.98</u></u>

PANGBORN AIRPORT BUSINESS PARK

08/31/2021	Local Tel Communications	Fire Alarm Services	8691	171.13
08/31/2021	Lowe's	Building Supplies	8692	69.97
Net Pangborn Airport Business Park				<u><u>\$241.10</u></u>

RPA OFFICE/AVIATION CENTER

08/31/2021	Ag Supply Co.	PVC Sprinkler Parts	8661	76.26
08/31/2021	Cascade Natural Gas	Natural Gas	8667	55.20
08/31/2021	Home Depot Pro	Maintenance Supplies	8683	99.42
08/31/2021	iPro Building Services, LLC	Janitorial Services - August	8685	375.00
08/31/2021	Rosales Landscaping Inc.	Lawn Service	8707	4,007.10
Net RPA Office/Aviation Center				<u><u>\$4,612.98</u></u>

LAKE CHELAN AIRPORT

08/31/2021	Vita Green LLC	Landscape Services	8715	4,809.01
Net Lake Chelan Airport				<u><u>\$4,809.01</u></u>

WATERVILLE AIRPORT

08/31/2021	Douglas County PUD	Utilities	8675	28.00
Net Waterville Airport				<u><u>\$28.00</u></u>

ORONDO RIVER PARK

08/31/2021	Douglas County PUD	Utilities	8675	116.00
08/31/2021	Express Services, Inc.	Park Attendants	8677	1,949.42
08/31/2021	Local Tel Communications	Utilities	8691	65.90
Net Orondo River Park				<u><u>\$2,131.32</u></u>

PESHASTIN PROPERTY

08/31/2021	Apple Valley Pumping Service	Portable Toilet Rental	8663	90.00
Net Peshastin Property				<u><u>\$90.00</u></u>

ADMINISTRATIVE & GENERAL

08/31/2021	Alan Loeb sack	Mileage	8662	66.75
08/31/2021	Bobbie Chatriand	Mileage	8665	45.36
08/31/2021	Coleman Oil Company	Port Trucks Fuel	8670	25.30
08/31/2021	Davis Arneil Law Firm, LLP	Legal Services	8672	4,978.50
08/31/2021	Donn Etherington	Mileage	8674	25.54

**Chelan Douglas Regional Port Authority
Check Register
2021-31**

08/31/2021	Firefly	IT Management & Support	8680	2,750.93
08/31/2021	First Class Office Solutions, LLC	Supplies	8681	191.50
08/31/2021	Greater Wenatchee Area Tech Alliance	IA Table Sponsor - Member	8682	500.00
08/31/2021	J. C. Baldwin	Mileage	8686	204.40
08/31/2021	K&L Gates LLP	Environ & Energy Consultation	8688	14,262.88
08/31/2021	Kelley Connect	Copier Maintenance	8689	162.45
08/31/2021	Local Tel Communications	Phone/Internet/Cable	8691	1,059.19
08/31/2021	Mark M. Spurgeon	Mileage	8693	29.40
08/31/2021	Monica Lough	Mileage & CVB Fee for PMA Stmt	8695	67.86
08/31/2021	Office Depot	Office Supplies	8699	297.43
08/31/2021	Ogden Murphy Wallace, PLLC	Legal Services	8700	4,863.50
08/31/2021	RH2 Engineering, Inc.	Engineering Services	8703	2,833.91
08/31/2021	Ron Cridlebaugh	Mileage	8704	388.08
08/31/2021	Ron R Russ	Mileage	8705	73.25
08/31/2021	Rory Turner	Mileage	8706	83.72
08/31/2021	Sarah K. Deenik	Mileage	8709	45.81
08/31/2021	State Auditor's Office	WA State Audit Costs	8711	3,696.79
08/31/2021	Trent Moyers	Volaire Conf. Hotel, Car & Meals	8714	1,163.38
08/31/2021	Washington Public Ports Association	Seminar Registration - Etherington/Spurgeon	8717	170.00
Net Administrative & General				<u><u>\$37,985.93</u></u>

BUSINESS DEVELOPMENT & MARKETING

08/31/2021	Ogden Murphy Wallace, PLLC	PUD 5th St. ReDevelopment Mktg Agrmt	8700	159.00
08/31/2021	Sarah K. Deenik	Central WA Fair Supplies	8709	26.97
08/31/2021	Washington State University	SBDC Match 2Q 2021	8718	20,000.00
Net Business Development & Marketing				<u><u>\$20,185.97</u></u>

CAPITAL PROJECTS

08/31/2021	Douglas County Sewer District No. 1	Mead & Hunt Deicer Review	8676	2,165.06
08/31/2021	Maul Foster Alongi, Inc.	Brownfields Coalition Grant Consulting Services	8694	6,028.75
08/31/2021	North Cascades Heating & A/C, Inc	CWICC HVAC Replacement	8697	12,236.92
08/31/2021	Ogden Murphy Wallace, PLLC	PMA Instrument Lighting System	8700	2,570.50
08/31/2021	Ogden Murphy Wallace, PLLC	Confluence Technology Center	8700	557.50
08/31/2021	RH2 Engineering, Inc.	IB#2 Pavement Preservation	8703	377.71
08/31/2021	T-O Engineers	Terminal Apron Recon	8713	14,851.91
08/31/2021	Wenatchee World	Invitation to Bid Actapio Restor	8720	573.86
08/31/2021	Wenatchee World	RFQ - Lineage Bldgs	8720	186.62
Net Capital Projects				<u><u>\$39,548.83</u></u>

TOTAL

\$397,421.31

Void:

Memo

To: Board of Directors

From:  Jim Kuntz

Date: September 10, 2021

Re: S.P.O.R.T. – Second Addendum to Purchase & Sale Agreement

Please find enclosed the proposed Second Addendum to the Purchase & Sale Agreement with S.P.O.R.T.

As of this writing, I have not received dates back from Flint Hartwig to be inserted into the Building Permit Application section of the agreement.

Jim Kuntz

From: Peter A. Fraley <pfraley@omwlaw.com>
Sent: Monday, August 30, 2021 2:13 PM
To: Jim Kuntz
Subject: SPORT
Attachments: 2471174.DOC

Hi Jim,

Attached is the Second Addendum with SPORT. I bring your attention to the following:

1. The building permit process in Section 12.2 has been broken into 3 components: (i) application deadline ... a hard date, with no extensions; (ii) complete application determination by the City, a fixed date with an extension; and (iii) Building Permit issuance, a fixed date with an extension. It seems that Flint must commit to submitting an application within a fixed time period. Flexibility is provided for the acceptance of the building permit as complete by the City and the timing for issuance of the actual building permit. At this time I have not added additional non-refundable earnest money. One thought is to require some additional non-refundable earnest money as a condition to signing this Addendum.
2. Financing in Section 12.1 is now tied to the issuance of the Building Permit, rather than having its own timeline ... the Building Permit Date is the last event in Section 12.2. Monthly reporting of the status of financing is now required, commencing the first week of October.
3. Closing is now tied to 15 business days after the satisfaction of all contingencies, rather than a fixed date.
4. Please note that I have inserted a clause that allows for continued marketing and the acceptance of back-up offers (someone in the wings in the event the Agreement with SPORT terminates). Just an option to hopefully avoid the loss of the passage of time, if that is important. Back-up offers in the commercial setting are not common, but it at least gives the Commission an opportunity to place pressure on Flint. This does not include a "bump" clause, which would allow the CDRPA to accelerate closing with SPORT if a back-up offer was accepted (i.e. forcing SPORT to make a quicker decision on whether to close). Given the strings that remain attached, it seems best to provide SPORT the best opportunity to succeed.

I look forward to your comments. It might be best to sit down with Flint and work through the dates.

Best,

Pete

[Peter A. Fraley](#) | Attorney

Ogden Murphy Wallace P.L.L.C.
One Fifth Street, Suite 200 Wenatchee, WA 98801
phone: 509.662.1954 | fax: 509.663.1553
pfraley@omwlaw.com

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Thousand Five Hundred Dollars (\$7,500.00), within three (3) business days of the effective date of this Second Addendum ("Second Addendum Fee"). The Second Addendum Fee shall be non-refundable and belong entirely to Seller, free of any claims by the Buyer, without further action of the Parties. The Parties agree that the Second Addendum Fee shall not apply to the purchase price at closing.

3. Section 12.1 of the Agreement is hereby stricken in its entirety and revised as follows:

12.1 Financing. This Agreement is conditioned on Purchaser obtaining funding from institutional and private sources for the full purchase price set forth Section 3, above, and the estimated costs of construction based on the building permit application accepted by the City of Wenatchee as complete on or before the Building Permit Date (as defined in Section 12.2 below, including any extension thereof). Purchaser agrees to provide a written status report to the Seller during the first week of October of 2021, and the first week of each month thereafter, outlining the commitments obtained and the percentage of funding remaining to be secured to proceed with Closing and construction of the improvements. If the Purchaser fails to provide written notice of the failure of this contingency to the Seller on or before the Building Permit Date, then this contingency shall be deemed waived without further action of the Parties. If the Purchaser does not terminate this Agreement pursuant to this Section, then Purchaser shall provide Seller a summary of the institutional and private lending sources within five (5) business days following the Building Permit Date, as described above. If the Purchaser timely provides a notice of termination pursuant to this Section, then the Agreement shall be of no further force or effect between the Parties.

4. Section 12.2 of the Agreement is hereby stricken in its entirety and revised as follows:

12.2 Building Permit Application. Purchaser must apply for a building permit on or before _____, 20____, and the City of Wenatchee must accept the application as complete (consistent with the approved plans in Exhibit "B") no later than _____, 202____ ("Complete Application Date"). The Complete Application Date may be extended by Purchaser to _____, 202____ by providing written notice to the Seller on or before the Complete Application Date outlining the outstanding issues to resolve for the building permit to be deemed complete by the City of Wenatchee. A copy of the building permit application shall be provided to the Seller within five (5) business days of the date it is submitted to the City of Wenatchee. Said building permit must be issued by the City of Wenatchee consistent with the approved plans in Exhibit "B" no later than _____, 202____ ("Building

Permit Date”), which may be extended to no later than _____, 202__ upon written request by Purchaser outlining the outstanding issues to resolve in order for the building permit to be issued by the City of Wenatchee. In the event the Building Permit Date is extended as set forth herein, the Purchaser agrees to proceed with due diligence and to timely and efficiently respond to any outstanding issues identified by the City of Wenatchee that is preventing the issuance of a building permit. If the building permit is not accepted as complete by the City of Wenatchee by the Complete Application Date (as may be extended), or if the building permit is not issued by the Building Permit Date (as may be extended), then this Agreement shall terminate and be of no further force or effect between the Parties; provided, however, if the building permit has been accepted by the City of Wenatchee as complete by the Complete Application Date, then the Purchaser may waive this contingency and elect to proceed with closing by delivering a written notice of this election to the Seller prior to the expiration of the Building Permit Date (as may be extended as set forth above).

5. Section 12.2 of the Agreement is hereby stricken in its entirety and revised as follows:

15. Time for Closing - Responsibilities of Parties – Costs. The Closing of this transaction shall occur at Central Washington Title Services, Inc., within fifteen (15) business days following the satisfaction or waiver of the contingencies set forth in Section 12, above. The Purchaser and Seller shall deposit with Central Washington Title Services, Inc. all instruments, documents and monies necessary to complete the sale in accordance with this Agreement. The Purchaser and Seller agree to each pay one-half of the Closing fee. The Parties shall pay their own attorney’s fees. Seller will pay for the cost of the Title Policy. Purchaser shall pay for the preparation of the Quitclaim Deed and Excise Tax Affidavit to be prepared by Seller’s attorney and the costs of recording and processing the documents. Other items shall be paid according to the practice in Chelan County, Washington.

6. Section 25 of the Agreement is hereby revised to read as follows: “Except for Sections 13 and 25 and the documents to be recorded at Closing pursuant to this Agreement, the terms and conditions of this Agreement shall not survive Closing and shall merge with the recordation of the Quitclaim Deed.”

7. Nothing in the Agreement prohibits the Seller from continuing to market the Property or accepting back-up offers on such terms and conditions the Seller deems appropriate. The Seller may proceed with closing on any back-up offer accepted by Seller in the event the transaction between the Parties is terminated for any reason.

8. Except as modified by this Second Addendum, the Parties hereby affirm and ratify all terms and conditions of the Agreement and the First Addendum. In the event of a conflict between the terms of the Agreement, the Addendum, and the Second Addendum the terms and conditions associated with this Second Addendum shall control. The effective date of this Second Addendum shall be the date of the last signature below.

DATED: _____

DATED: _____

SELLER:

PURCHASER:

PORT OF CHELAN COUNTY

S.P.O.R.T. WENATCHEE, LLC

By: _____
James M. Kuntz, Executive Director

By: _____
Name: _____
Title: _____

Memo

To: Board of Directors

From:  Jim Kuntz

Date: September 10, 2021

Re: Johnson Air Service, Inc. – Waterville Airport

As you may recall, the soil tests have come back with concentrations of detected chemicals that do not exceed applicable Washington State clean-up criteria via MTCA Method A unrestricted land use.

Ms. Johnson would like to deed over to the Regional Port her hangar and be relieved of her land lease agreement which nets the Regional Port \$449.82 annually. Her husband Phil died two summers ago and she wants to dispose of the hangar and land lease obligation.

Return Address:
Davis, Arneil Law Firm, LLP
617 Washington Street
Wenatchee, WA 98801

TERMINATION OF LEASE AGREEMENT

Reference numbers of related documents: N/A

Grantors:

1. CHELAN DOUGLAS REGIONAL PORT AUTHORITY

Grantees:

1. JOHNSON'S AIR SERVICE, INC.

Legal Description:

1. S 326' OF N 351' OF E 532'; S 110' OF N 461' OF E 382' EX TAX 62; NENW; ACREAGE IN CITY LIMIT (AIRPORT)
2. Additional legal description is on page 2 of document

Assessor's Property Tax Parcel Number(s): 13000000003

THIS TERMINATION OF LEASE AGREEMENT (the Agreement") is made on September 15, 2021, by and between the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, ("Landlord"), and Betty Johnson d/b/a Johnson's Air Service, Inc., a Washington corporation ("Tenant"). All parties named above may hereinafter collectively be referred to as the "Parties" or individually as "Party."

RECITALS:

A. The Douglas County Port District and Tenant entered into a Lease of Real Property For Business Purposes on February 23, 2000 (the "Lease"), by which Landlord leased to Tenant the real property known as hanger site H-19, located on a portion of Parcel 13000000003 in Douglas County, State of Washington, legally described as:

A parcel of land in the Northeast Quarter of the Northwest Quarter of Section 22, Township 25 North, Range 22 East, W.M., Douglas County, Washington, more particularly described as follows:

Beginning at the North quarter corner of said Section 22; thence South on the quarter section line for 351 feet to the TRUE POINT OF BEGINNING; thence West for 382 feet; thence South for 110 feet; thence East for 382 feet; thence North 110 feet to the TRUE POINT OF BEGINNING.

EXCEPT the West 65 feet.

SUBJECT TO easements and reservations of record.

Containing 34,870 square feet or 0.80 acre, more or less.
(the "Property")

- B. The Lease was not recorded.
- C. Landlord is the successor in interest of the Douglas County Port District and has been assigned all rights and obligations under the Lease.
- D. Pursuant to Section 26 of the Lease, the Parties desire to terminate and cancel the Lease as of September 16, 2021, and to release each other from their respective obligations under the Lease.

A G R E E M E N T:

In consideration of the mutual covenants contained in this Agreement, the Parties agree as follows:

- 1. The foregoing Recitals are incorporated herein by this reference.
- 2. The Lease is terminated as of September 16, 2021, subject to the terms and conditions set forth below.
- 3. Landlord and Tenant are released from their respective obligations to observe the terms and conditions of the Lease effective September 16, 2021.
- 4. Tenant shall vacate the property on or before September 16, 2021.

Return Address:
Davis, Arneil Law Firm, LLP
617 Washington Street
Wenatchee, WA 98802

QUIT CLAIM DEED

Reference numbers of related documents: n/a
Grantors: 1. JOHNSON FAMILY REVOCABLE LIVING TRUST
Grantees: 1. CHELAN DOUGLAS REGIONAL PORT AUTHORITY
Legal Description: 1. BLDG (#2) ONLY ON NENW; 22-25-22 ACREAGE IN CITY LIMIT 2. Additional legal description is on page 1 of document
Assessor's Property Tax Parcel Account Number(s): 13000000006

THE GRANTOR, BETTY A. JOHNSON, as Trustee of the JOHNSON FAMILY REVOCABLE LIVING TRUST, for and in consideration of Ten Dollars (\$10.00) paid in hand and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, conveys and quit claims to the CHELAN DOUGLAS REGIONAL PORT AUTHORITY, the following described improvement on real estate, situated in the County of Douglas, State of Washington, including any after acquired title:

Building only located on NE¼ of NW¼ of Section 22, Township 25 North, Range 22 E.W.M., Douglas County Washington.

DATED this _____ day of September, 2021.

JOHNSON FAMILY REVOCABLE LIVING TRUST

Memo

To: CDRPA Board of Directors

CC: Jim Kuntz, CEO

From: Trent Moyers, Director of Airports

Date: September 7, 2021

Re: Waterville Airport – Airfield Lighting Project

You may recall that earlier this year an application for WSDOT Aviation grant funds was submitted for the purpose of designing and constructing new airfield lighting at the Waterville Airport. The amount requested was 90% of the estimated total project cost of \$525,000 (\$480,000 construction & \$45,000 design).

On September 3, 2021, I was informed by WSDOT Aviation staff that funding for the design phase of the project is available, but that construction costs have yet to be funded. As a result, WSDOT requires adoption of a resolution stating that the CDRPA allocates \$4,500 (10% of the design costs) to fulfill the local match contribution requirement

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2021-16**

**A RESOLUTION OF THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY
(CDRPA), CHELAN/DOUGLAS COUNTY, TO THE WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION AVIATION DIVISION, GUARANTEEING
GRANT MATCH FUNDS AVAILABILITY**

Whereas, the CDRPA submitted an Airport Application to the Washington State Department of Transportation (WSDOT) Aviation Division, for the design and construction phase of the Waterville Airport Lighting Replacement Project. The project will include runway edge lights, threshold lights, conductors, conduit, radio control, power controls, and a Precision Approach Path Indicator (PAPI) at the Waterville Airport.


Whereas, the total project funding for the design portion of the project is to be comprised of \$40,500 from WSDOT Aviation, with a local match amount of \$4,500 from the CDRPA funds. The calculation for the match is 10% of the total project amount of \$45,000.

Now, therefore be it resolved, the CDRPA supports this project and allocates \$4,500 in the 2021/22 budget to fulfill the local match contribution requirement.

Adopted this ____ day of _____, 2021.

James M. Kuntz, CEO

Memo

To: Board of Directors
From:  Jim Kuntz
Date: September 10, 2021
Re: Lease Agreement – Lineage Buildings G & I
Streamline Fulfillment

Streamline Fulfillment, LLC has expressed an interest in leasing Lineage Buildings G & I for a period of two years.

The proposed terms are as follows:

STREAMLINE FULFILLMENT TERM SHEET

Location: Lineage Buildings G & I at 4 East Kittitas Street

Size: 19,960 sf

Term: 2 Years starting October 1, 2021 ending September 30, 2023

Rent: \$12,388 per month (55 cents per sf plus leasehold excise tax); adjusted to \$13,514 (60 cents per sf plus leasehold excise tax) in October 2022. Lease is triple net.

Deposit: \$12,500.00

Port improvements: Repair sink and reconnect lights in Building I

This will provide the Regional Port with good rental income as we explore more long term options of getting the property redeveloped and into the private sector.

The monthly rent exceeds my authority to sign the lease. Need Board authorization.

Chelan Douglas Regional Port Authority - Lease Report

Leases & Renewals - Aviation Related

Reporting Period - August 2021

9/14/2021

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
8/10/2021	Eddy Hahn	PMA Tie-Down		M-2-M	\$62.00
8/10/2021	Michael Lindell	PMA Tie-Down		M-2-M	\$62.00
8/23/2021	J & K Earthworks LLC	PMA Ground Lease	3,600 SQFT	9/1/2021 - 8/31/2026	\$1,112 /yr

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month

None Reported for this Period

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
Brad Ren	PMA Hangar B11		8/31/2021	\$199.00	
Michael Lindell	PMA Tie-Down		8/31/2021	\$62.00	
Jason Loewen	EF Hangar Facility		8/31/2021	\$350.00	

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.

Chelan Douglas Regional Port Authority - Lease Report

Leases & Renewals - CDRPA

Reporting Period - August 2021

9/14/2021

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month

None Reported for this Period

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month

None Reported for this Period

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	

None Reported for this Period

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.

Chelan Douglas Regional Port Authority - Lease Report

Leases & Renewals - CTC

Reporting Period - August 2021

9/14/2021

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month

Noe Reported for this Period

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month

None Reported for this Period

Tenants Moving Out				
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month

None Reported for this Period

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.

Memo

To: Board of Directors

From:  Jim Kuntz

Date: September 10, 2021

Re: Industrial Spec Building

Thought you would find the attached article of some interest. Hard to believe the cost of construction is \$156.00 per sq. ft. The Regional Port cost for construction is in excess of \$300.00 per sq. ft.

We should explore this type of building the next time we decide to build spec space.



Port OKs \$7.8M contract for industrial park building

By [Doug Flanagan \(/author/dflanagan\)](#) | September 2, 2021 9:48 am | [comments \(https://www.camaspstrecord.com/news/2021/sep/02/port-oks-7-8m-contract-for-industrial-park-building/\)](#)



(https://www.camaspstrecord.com/wp-content/uploads/2021/09/0902_loc_portbuilding20.jpg)

Contributed graphic courtesy Port of Camas-Washougal The Port of Camas-Washougal's planned Building 20 will be 50,000 square feet and dimisable into up to 15 tenant spaces.

(Doug Flanagan (/author/dflanagan)/Post-Record)

A Vancouver-based developer will start constructing a 50,000-square-foot building in the Port of Camas-Washougal's industrial park later this year.

Port commissioners approved a contract on Aug. 25, with Rotschy Construction to build the facility, known as Building 20, for \$7.8 million.

"We went out to bid, left it out for quite a while and got seven responses," Mark Miller, the Port's director of planning and development, told Port commissioners at their Aug. 25 meeting. "We got a decent range of bids — they ranged up to \$10.9 million, and we had about a \$400,000 swing between the three low bidders. I feel confident that we did get a good number."

Rotschy Construction built the Port's most recent industrial facility, Building 18, in 2017 and 2018.

"They were very complimentary toward us as far as their experience with Building 18, which really allowed them to put together an aggressive number knowing that the Port is a good team to work with," Miller said. "Part of the reason why they were able to get this number down was based on the experience they had with our organization in the past. That was very, very good to hear."

The Port received a \$3 million grant from the Economic Development Association and \$1.44 million from the Community Economic and Revitalization Board to help fund the project.

"This is so exciting," Port Commissioner Cassi Marshall said during the Aug. 25 meeting. "I'm so glad the bids came in so we can move forward with this. I know it was stressful to think that we might have to put this off and lose some grant money."

The pre-engineered metal building will feature a design similar to that of Building 18 and can be split into 15 tenant spaces, Miller said.

"With Building 18, we kind of envisioned larger tenant spaces on one end and smaller spaces on the other and we've kind of done that with this one," Miller said. "We didn't get beholden to our ... wall layout with Building 18 — there's a variety of tenant spaces in there, from 3,300 square feet to over 13,000 square feet. We need to make sure we're flexible ... and be able to work with the tenant to make the (spaces) work for them."

Miller said the tenant spaces will be a minimum of 3,300 square feet.

“There’s actually a reason behind that. That’s been found to be our ‘sweet spot’ for our tenant leases,” Miller explained. “(Tenants) have a tendency to start out that size and grow into larger spaces, so it really does help small businesses grow.”

The building, designed by Chris Walker of CIDA, a Portland-based architecture and engineering firm, will include a variety of sustainability features, including solar-ready designs, electric vehicle charging stations, LED lighting and recycled materials.

“As we were going through our design process, one of the bigger things that we incorporated into our strategic plan was sustainability, (which has) become one of our core drivers,” Miller said. “We talked with the design team about the different components that make up the sustainability features for this building, and there are quite a few (of them).”

Miller credited the Port’s administrative team members for their contributions to the project.

“We’re looking at things more holistically as an organization, and this is a perfect example of that,” Miller said. “It was a great design process because of that. This was very much a team effort, more so than any of our other buildings. Everybody gave very good input, and I think we got a great building out of it.”

Miller told The Post-Record the Port will start pre-leasing building space in mid-2022, but “there is already quite a bit of tenant interest, so we anticipate it leasing very quickly.”

Doug Flanagan ()

Post-Record staff writer

 Send an Email (mailto:doug.Flanagan@camaspostrecord.com)

0 Comments

Sort by Oldest



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Please review our community guidelines (/guidelines/)

Local Events (<https://events.camaspostrecord.com>)

Help make a difference. Get involved in the Clark County community.

Port of Camas-Washougal (<https://events.camaspostrecord.com/event/port-of-camas-washougal-2015-10-20/2021-08-18/>)

Wednesday, August 18th - 12pm

HOPE Dementia Support Group (<https://events.camaspostrecord.com/event/hope-dementia-support-group/2021-08-18/>)

Wednesday, August 18th - 3:30pm

PFLAG Southwest WA – Online Gender Identity Support Meeting (<https://events.camaspostrecord.com/event/pflag-southwest-wa-battle-ground-satellite-virtual-meeting/2021-08-19/>)

Thursday, August 19th - 7pm

Camas School Board (<https://events.camaspostrecord.com/event/camas-school-board-2/2021-08-23/>)

Monday, August 23rd - 5:30pm

Washougal School Board (<https://events.camaspostrecord.com/event/washougal-school-board/2021-08-24/>)

Tuesday, August 24th - 6:30pm



Washington Airport Management Association

Supporting Washington's airports since 1970

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CHELAN DOUGLAS
REGIONAL PORT AUTHORITY

August 29, 2021

1 Campbell Parkway
Executive Flight Building
Pangborn Airport
East Wenatchee, WA 98802

Dear Trent,

On behalf of WAMA, I want to thank you for opening your doors to us and allowing the members of WAMA to see the progress you have made in enhancing Pangborn Airport.

I know you only expected the presentation to last about 20 minutes, but you had a lot of information to share, and as you saw, it generated a large number of questions from the audience. It was fascinating hearing about how Pangborn was established, its history, what you have done up to this point in construction, and what the future plans are for this airport. You did a great job, and your tour was right up there with the best of them.

Pangborn is a great little airport, and you and your staff have done a tremendous job of making it even better. I have flown in to Pangborn a number of times since I started flying in 1984, and I've watched it grow. I remember when they used to have a Flight Service Station on the field where we could stop in to find out the latest weather. I kind of miss that.

Your plans to enhance the arrival side of the terminal will greatly improve the first impression for those arriving from outside the area. I look forward to seeing what is in store for the terminal.

Again, thank you for the great, informative presentation, the tour, and welcoming hospitality. I hope you will be able to attend some of the future tours we have of other airports. It's always interesting to see what other airports are doing.

All the best,

Marjy Leggett
Washington Airport Management Association
Executive Director

Executive Officers, Board Members and Executive Director

Rich Mueller, President; Brandon Rakes, Vice President; Samantha Peterson, Secretary; Jennifer Skoglund, Treasurer
Adam Phelps, Past President; Tim Mensonides, Dan Gase, Rob Peterson and Rob Hodgman, Board Members;

P. O. Box 5755, Pasco, WA 99302 | Fax: 360-568-0834 | Telephone: 360-568-1541 ext. 224

Marjy Leggett, Executive Director – Phone 509-302-9624

www.wama.us

CHELAN DOUGLAS
Regional Port
AUTHORITY

One Campbell Parkway, Suite A, East Wenatchee, WA 98802 Phone: 509.884.4700 Fax: 509.662.5151 www.cdrpa.org

August 26, 2021

Douglas County Commissioners
P.O. Box 747
Waterville, WA 98858-0747

RE: The Trades District at Pangborn Airport

Dear Commissioners Straub, Steinburg, & Sutton:

Thank you for your interest in The Trades District project at Pangborn Airport. The Regional Port is currently focused on putting together a financing plan for the project.

The Regional Port's primary target for funding is an Economic Development Administration (EDA) grant in the \$5.0 to \$6.0 million dollar range out of an overall estimated project cost of \$11.6 million. On Tuesday, August 24th, the Regional Port Board committed to a \$2.5 million contribution towards the project. Please note this represents 100% of all Port of Douglas County property taxes for over two years.

Taking into account this project is in unincorporated Douglas County, we would ask Douglas County to consider making a financial contribution.

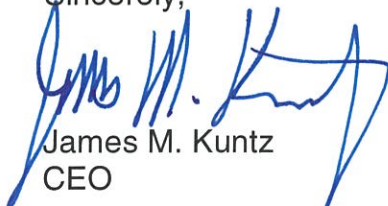
While forming a Tax Increment Financing District may be one avenue to pursue, we understand taking property assessed value gains from the County's current expense fund and road fund may not be an ideal way to proceed.

Perhaps a better source of funds would be the .09 Sales Tax Fund. We believe this fund will substantially increase in 2022 and years beyond with the proposed Microsoft data center. With this enhanced revenue stream we would like to request an allocation in the amount of \$150,000 per year for 20 years to cover debt service, with the first payment commencing January 2023.

The Regional Port values our close working relationship with Douglas County. We understand you have many competing requests for funding and our request needs to be balanced against other requests.

Thank you for your consideration.

Sincerely,



James M. Kuntz
CEO

**Chelan Douglas Regional Port Authority
Calendar of Events**

9/10/2021

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
September 14	Tuesday	CDRPA Board Meeting; 9:00 AM	Board of Directors; staff	
September 15	Wednesday	GWATA Board Meeting; 3:00 PM	Commissioner Baldwin	
September 21	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
September 22	Wednesday	DC Community Leadership Advisory Meeting - Ex Flight; 2:30p (4th Weds)		
September 23	Thursday	Economic Dev. Meeting; 2:00 PM; Ex. Flight		
September 23-24	Thurs-Friday	WPPA Environmental Seminar; Alderbrook		
September 28	Tuesday	CDRPA Board Meeting; 9:00 AM Tentative Airport Tour Prior	Board of Directors; staff	
September 29	Wednesday	NCW Tech Alliance Innovator Awards Lunch; VIRTUAL	Commissioner Baldwin	Port Table Sponsor - awaiting revised sponsor options.
October 4-6	Mon-Wednesday	WAMA Conference; Alderbrook		
October 7	Thursday	Joe Sprague, CEO Horizon Air		
October 9	Saturday	SavorCentralWA Cider Fest; Pybus; 1:00PM-6:00PM		
October 12	Tuesday	CDRPA Board Meeting; 9:00 AM	Board of Directors; staff	
October 12	Tuesday	Chelan Airport Joint Board Meeting; 6:00pm; Chelan City Hall	Board of Directors; staff	
October 13	Wednesday	NCWEDD Meeting	Commissioner Huffman	
October 14	Thursday	Congressman Rick Larsen, Pangborn Airport Tour		
October 14	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
October 18	Monday	Board Retreat 10:00 AM Warm Springs Inn	Board of Directors; staff	Venue Booked
October 19	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
October 20	Wednesday	GWATA Board Meeting; 3:00 PM	Commissioner Baldwin	
October 21-22	Thur-Friday	WPPA Small Ports;Enzian Leavenworth	Commissioner Baldwin	
October 26	Tuesday	CDRPA Board Meeting; 9:00 AM	Commissioner Spurgeon Ex. Ab.	
October 26	Tuesday	Flu Shots @CTC and Ex Flight Anova Works	Board of Directors; staff	
October 27	Wednesday	DC Community Leadership Advisory Meeting - Ex Flight; 2:30p (4th Weds)		
October 28-30	Thurs-Saturday	PMA Fresh Summit; New Orleans		
November 9	Tuesday	CDRPA Board Meeting; 9:00 AM	Board of Directors; staff	
November 10	Wednesday	NCWEDD Meeting	Commissioner Huffman	
November 16	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	

**Chelan Douglas Regional Port Authority
Calendar of Events**

9/10/2021

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
November 17	Wednesday	GWATA Board Meeting; 3:00 PM	Commissioner Baldwin	
November 18	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
November 23	Tuesday	CDRPA Board Meeting; 9:00 AM	Board of Directors; staff	
November 24	Wednesday	DC Community Leadership Advisory Meeting - Ex Flight; 2:30p (4th Weds)		
November 25	Thursday	Thanksgiving/Office Closed		
November 26	Friday	Day After Thanksgiving/Office Closed		
December 1-2	Wed - Thur	WPPA Finance Seminar; Hyatt Regency Hotel Bellevue		
December 1-3	Wed-Friday	WPPA Annual Meeting; Hyatt Regency Hotel Bellevue		
December 4-6	Sat-Monday	American Craft Spirits Convention;Louisville		
December 8	Wednesday	NCWEDD Meeting	Commissioner Huffman	
December 9	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
December 14	Tuesday	CDRPA Board Meeting; 9:00 AM	Board of Directors; staff	
December 15	Wednesday	GWATA Board Meeting; 3:00 PM	Commissioner Baldwin	
December 21	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
December 23	Thursday	Christmas Holiday Observed Office Closed		
December 24	Friday	Christmas Holiday Observed Office Closed		
December 28	Tuesday	CDRPA Board Meeting; 9:00 AM	Board of Directors; staff	
December 29	Wednesday	DC Community Leadership Advisory Meeting - Ex Flight; 2:30p (4th Weds)		
December 31	Friday	New Years Day 2022 Observed/Office Closed		
2022				
January 26	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	John Mitchell Speaker confirmed
January 27	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	John Mitchell Speaker confirmed
April 13	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	
April 14	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
July 13	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	
July 14	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
October 26	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	
October 27	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	