



**Board of Directors**  
**Chelan Douglas Regional Port Authority**  
**Meeting Minutes**  
**September 14<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  
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)  
Esther McKivor, 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)  
Pete Fraley, Legal Counsel  
Laura Camarillo Reyes, CTC Assist. (Zoom)

**Guests**

Erik Howe, RH2 (Zoom)  
Bob Goedde, City of Chelan (Zoom)  
Shayne Magdoff, City of E. Wen.

Timothy Ike, JUB Engineers (Zoom)  
Laura Merrill, City of Wen.

**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 24<sup>th</sup>, 2021 Commission Meeting; and Check Register Pages #2021-29-#2021-31, including Electronic Transfers was presented and the following action was taken:

**Motion No.**

Moved by:  
Seconded by:

**09-01-21 CDRPA**

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

Motion passed 6-0.

**PRESENTATION:**

**Our Valley, Our Future** – Laura Merrill & Shayne Magdoff provided an update on the organization and its activities including:

- Finishing Phase III of the OVOF Project; moving into Phase IV which includes the Action Teams’ work & completion of the five-year Action Plan.
- Shared the results of their 2021 bilingual public survey.
- Reviewed other various outreach efforts in 2021.

They thanked the Board for their continued support.

**CDRPA ACTION ITEMS:**

**Second Addendum to Purchase & Sale Agreement – S.P.O.R.T. Wenatchee, LLC** – Kuntz presented the proposed Second Amendment to the Purchase & Sale Agreement with S.P.O.R.T. Wenatchee including new key dates as proposed by S.P.O.R.T. Discussions ensued and the following action was taken:

<b>Motion No.</b>	<b>09-02-21 CDRPA</b>
Moved by:	Rory Turner
Seconded by:	JC Baldwin
	To authorize the CEO to sign the Second Addendum to the Purchase & Sale Agreement with S.P.O.R.T. Wenatchee, LLC., conditioned upon the Building Permit being issued by March 1, 2022 with the closing date being 15 days following issuance of Building Permit.

*Motion passed 6-0.*

**Johnson Hangar – Waterville Airport** – Kuntz reported Betty Johnson would like to deed over Hangar Building H-19 and be relieved of her land lease obligation with the Regional Port. Discussion ensued and the following actions were taken:

<b>Motion No.</b>	<b>09-03-21 CDRPA</b>
Moved by:	Mark Spurgeon
Seconded by:	Jim Huffman
	To authorize the CEO to accept the Hangar Building H-19 donation from Johnson Family Revocable Living Trust, and sign all necessary documents.

*Motion passed 6-0.*

<b>Motion No.</b>	<b>09-04-21 CDRPA</b>
Moved by:	Rory Turner
Seconded by:	Mark Spurgeon
	To authorize the CEO to terminate the Land Lease Agreement with Phil & Betty Johnson, dba Johnson’s Air Service, Inc.

*Motion passed 6-0.*

**CDRPA Resolution No. 2021-16 – CDRPA Match Funds Availability – Waterville Airport Lighting Replacement Project** – Moyers presented CDRPA Resolution No. 2021-16 guaranteeing a CDRPA match funding availability for the design phase of the Waterville Airport Lighting Replacement Project. Adoption of this Resolution is required by the WSDOT Aviation Division to proceed with the design phase. The following action was taken:

<b>Motion No.</b>	<b>09-05-21 CDRPA</b>
Moved by:	JC Baldwin
Seconded by:	Jim Huffman
	To adopt CDRPA Resolution No. 2021-16 guaranteeing CDRPA match funding availability for the Waterville Airport Lighting Replacement Project.

*Motion passed 6-0.*

**Authorization to Enter into Lease Agreement - Streamline Fulfillment/Lineage Buildings G & I** – Larsen reported Streamline Fulfillment, LLC has expressed interest in leasing Lineage Buildings G & I for a period of two years for their fulfillment business. Kuntz reviewed the proposed lease terms and the following action was taken:

<b>Motion No.</b>	<b>09-06-21 CDRPA</b>
Moved by:	JC Baldwin
Seconded by:	Mark Spurgeon
	To authorize the CEO to enter into a Lease Agreement with Streamline Fulfillment, LLC for Lineage Buildings G & I.

*Motion passed 6-0.*

**Director Loeb sack called for a 10-minute break at 10:40 am; Meeting reconvened at 10:50 am.**

### **INFORMATIONAL ITEMS:**

#### **Cashmere Mill District Updates:**

- **Beaver Mitigation** – Russ reported one bid was recently received for the Beaver Mitigation Project. The bid came in approximately \$10k over the Engineer’s estimate. The project is out for rebid; new bids are due Tuesday, September 21<sup>st</sup>.
- **Woody Debris Removal Project** – de Mestre reported initial results from GeoEngineers samples show wood waste debris up to 14 feet deep, but no petroleum or other contaminants detected; final results are due back soon. The City of Cashmere is requiring a Shoreline Development Permit and a Wetland Development Permit which will take 3-4 months to acquire; therefore the wood waste removal portion of the project will likely begin in spring 2022.

### **EXECUTIVE SESSION:**

**Commissioner Loeb sack called for Executive Session at 11:10 am for 20-minutes to 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 (RCW 42.30.110(1)(c)); and to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)). Executive Session was extended 3 times until 12:20 pm. Meeting resumed in Regular Session at 12:20 pm.**

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

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

- Reported on meeting with Jeff & Nevio Tontini last week.
- NCW Consulting, LLC recently requested an early lease termination for their space in the 3306 Building. The lease ends June 30<sup>th</sup>, 2024; staff will actively market the space, but will continue to enforce the lease until a new tenant is secured.
- At the next Board meeting, staff will review Horizon Airlines current lease rates at Pangborn Airport.
- September 28<sup>th</sup> Board meeting will begin with a tour of Pangborn Airport and the CWICC Building; October 12<sup>th</sup> Board meeting may be an afternoon meeting ending with Joint City of Chelan meeting at 6:00 pm in Chelan.
- Update on Trades District and the EDA application.

- Update on Douglas County Fire District No. 2 Interlocal Agreement; Fire District Board did not approve the new Agreement. Regional Port will work with the District staff to draft language requested by the Fire District Board.
- Marketing efforts for PUD 5<sup>th</sup> Street Campus continues.

**Lough provided information and updates including:**

- Awaiting information on Confluence Health and Premera negotiations; continue to research options for Port health insurance for 2022 in the meantime.

**Moyers provided information and updates including:**

- Pangborn will lease a fuel truck while the current truck is being refurbished/repared.
- Aviation Fuel sales are up primarily related to the fire season.
- TSA plans to install a new explosive detection system for checked bags in the terminal; timeline for installation is to be determined.
- Preconstruction meeting for the Terminal Apron Reconstruction Project is scheduled for tomorrow.

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

- Update on the EPA Brownsfield Grant project.
- Reported City of Wenatchee zoning for the Lineage Buildings precludes the Youth Volleyball Club's occupation.

**Larsen provided information and updates including:**

- Pregis may be looking for additional space for expansion.

**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 1:05 pm.**

Signed and dated this 28<sup>th</sup> day of September, 2021.

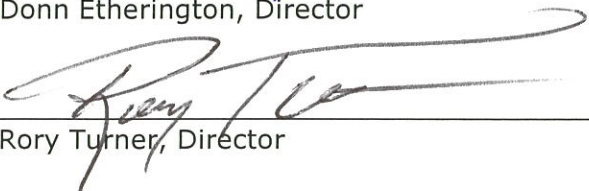
**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

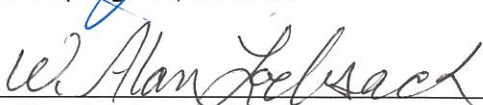
  
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 JC Baldwin, Director

  
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 W. Alan Loeb sack, Director

**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** by the Board of Directors of the Chelan Douglas Regional Port Authority at a regular meeting thereof held this 14<sup>th</sup> day of September, 2021.

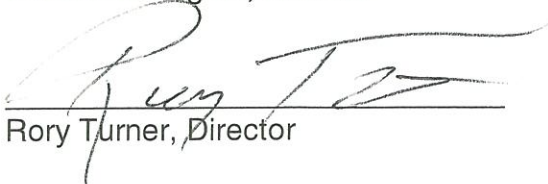
**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**



JC Baldwin, Director



Donn Etherington, Director



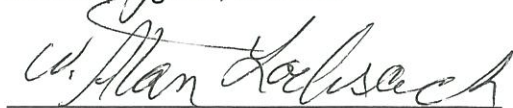
Rory Turner, Director



Jim Huffman, Director



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