

Board of Directors
Chelan Douglas Regional Port Authority
Special Meeting Minutes
October 26th, 2021
9:00 am

Present:

Directors

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

Jim Huffman, Director
Donn Etherington, Director
(arrived at 9:35 am)

Excused Absence: Mark Spurgeon, Director

Staff

Jim Kuntz, Chief Executive Officer
Trent Moyers, Director of Airports
Stacie de Mestre, Capital Projects Mgr.
Ron Russ, Property Mgr.
Pete Fraley, Legal Counsel
Quentin Batjer, Legal Counsel
Randy Asplund, Consultant (Zoom)

Monica Lough, Dir. of Finance & Admin.
Ron Cridlebaugh, Econ. Dev. Director
Tricia Degnan, CTC Manager (Zoom)
Craig Larsen, Business Dev. Mgr.
Cami Harris, Executive Assistant
Bealinda Tidd, Accounting Spec. (Zoom)
Laura Camarillo Reyes, CTC Asst. (Zoom)

Guests

Ray Dobbs (Zoom)

Craig Quilter (Zoom)

The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:00 am.

Introductions were made.

Conflict of Interest: None

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of October 12th, 2021 Commission Meeting; Minutes of October 18th, 2021 Board Retreat; CDRPA Resolution No. 2021-19 voiding Check #8441; and September 2021 Commission Calendar was presented and the following action was taken:

Motion No.

Moved by:

Seconded by:

10-07-21 CDRPA

JC Baldwin

Jim Huffman

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of October 12th, 2021 Commission Meeting; Minutes of October 18th, 2021 Board Retreat; CDRPA Resolution No. 2021-19 voiding Check #8441; and September 2021 Commission Calendar, as presented.

Motion passed 4-0.

ACTION ITEMS:

Agenda was reordered.

CTC Core & Shell Building Remodel Project – Kuntz presented two options for the CTC Core & Shell Remodel Project:

- Restore the Acatapio space to original core & shell and proceed to accept bids for the restoration and surplus equipment removal; or
- Sign a Settlement Agreement with Actapio in the amount of \$1.9 million; reject current bids for restoration and surplus equipment removal; bank proceeds from settlement; and wait for the space to be occupied to complete the core & shell restoration work. Under this option, a new bid would be prepared for disconnecting the surplus equipment and removing it from the building.

Discussions ensued and the following actions were taken:

Motion No. **10-08-21 CDRPA**
Moved by: JC Baldwin
Seconded by: Rory Turner
To authorize Jim Kuntz, CEO of the Chelan Douglas Regional Port Authority, to sign the Lease Termination with Actapio, substantially in the form presented, and to take all actions necessary to implement the Lease Termination.

Motion passed 4-0.

Motion No. **10-09-21 POCC**
Moved by: Rory Turner
Seconded by: JC Baldwin
To authorize Jim Kuntz, Executive Director of the Port of Chelan County, to sign the Lease Termination with Actapio, substantially in the form presented, and to take all actions necessary to implement the Lease Termination.

Motion passed 2-0.

Motion No. **10-10-21 CDRPA**
Moved by: Jim Huffman
Seconded by: Rory Turner
To authorize Jim Kuntz, CEO of the Chelan Douglas Regional Port Authority, to reject all bids associated with the CTC Restoration project, subject to receipt of a fully signed Lease Termination with Actapio.

Motion passed 4-0.

Motion No. **10-11-21 CDRPA**
Moved by: Rory Turner
Seconded by: JC Baldwin
To authorize Jim Kuntz, CEO of the Chelan Douglas Regional Port Authority, to reject all salvage bids associated with the property and equipment surrendered by Actapio, subject to receipt of a fully signed Lease Termination with Actapio.

Motion passed 4-0.

Motion No. **10-12-21 CDRPA**
Moved by: JC Baldwin
Seconded by: Jim Huffman
To authorize staff to prepare and submit a request for bids associated with the work necessary to decommission and preserve the CTC space previously occupied by Actapio for future use, subject to the approval of one commissioner of the plans and specifications and estimate to be placed on file prior to advertising the request for bids.

Motion No.
Moved by:
Seconded by:

10-13-21 CDRPA
Jim Huffman
JC Baldwin
To designate Commissioner Rory Turner to review and approve the plans and specifications and estimate to be placed on file prior to advertising the request for bids.

Motion passed 4-0.

3306 Building Gutter & Siding Installation Project – Russ reported on September 29th staff sent an Invitation to Bid to three contractors on the Small Works Roster. JW Swigart Company, Inc. was the only bidder. Staff recommended awarding the bid to JR Swigart, and the following action was taken:

Motion No.
Moved by:
Seconded by:

10-14-21 CDRPA
Rory Turner
Jim Huffman
To authorize the CEO to award the 3306 Building Gutter & Siding Project to JR Swigart Company, Inc in the amount of \$45,721.00, including WSST, and establish an overall project budget not to exceed \$52,000.

Motion passed 4-0.

Proposed 2022 Health Care Plan Policy – Lough reviewed the 2022 Health Care Plan options and presented the proposed plan through the Washington State Health Care Authority. Discussions ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

10-15-21 CDRPA
JC Baldwin
Jim Huffman
To approve the 2022 Health Care Plan Policy, as presented, and to approve CDRPA Resolution No. 2021-20 requesting review by the Health Care Authority to participate in the Washington State Insurance Plans.

Motion passed 5-0.

Authorization to Issue a Professional Services Agreement with Graham Baba for the Columbia Street Properties Adaptive Reuse Feasibility Study – de Mestre reported on September 17th, 2021 five statements of qualifications were received in response to the CDRPA RFQ – Columbia Street Properties Adaptive Reuse Feasibility Study dated August 19th, 2021. On September 22nd, 2021 staff met with Commissioner Turner and Commissioner Spurgeon to evaluate and rank the statements of qualifications. ALSC Architects and Graham Baba Architects ranked the highest and were invited to give a short presentation on September 27th, 2022. Based on the presentations the selection committee selected Graham Baba Architects as the most qualified firm and directed staff to negotiate a contract. Staff requested approval to issue Graham Baba Architects a Professional Services Agreement for the Study. Discussions ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

10-16-21 CDRPA
Rory Turner
JC Baldwin
To authorize the CEO to issue a Professional Services Agreement with Graham Baba Architects for the Columbia Street Properties Adaptive Reuse Feasibility Study in an amount not to exceed \$184,406.00.

Motion passed 4-1.
Commissioner Etherington voted no.

Authorization to Seek Bids – Executive Flight Building Carpet Replacement Project – de Mestre reviewed the Executive Flight Building Carpet Replacement Project. Staff requested authorization to seek bids for the project, and the following action was taken:

Motion No.	10-17-21 CDRPA
Moved by:	JC Baldwin
Seconded by:	Jim Huffman
	To authorize the CEO to seek bids for the Phase I and Phase II Executive Flight Building Carpet Replacement Project.

Motion passed 5-0.

Director Loeb sack called for a 10-minute break at 10:45 am. Meeting reconvened at 10:55 am.

INFORMATIONAL ITEMS:

Budget Review – Lough provided a detailed review of the proposed budgets including:

- 2021 CDRPA Supplemental Budget
- 2022 CDRPA Preliminary Budget
- 2022 POCC Preliminary Budget
- 2022 PODC Preliminary Budget

The proposed budgets will be presented for approval after the budget hearings on November 22nd.

MISC. STAFF REPORTS:

Kuntz provided information and updates including:

- Washington Army National Guard will be at Executive Flight next Wednesday.
- Update on WPPA Annual dues.
- Update on Interlocal Agreement with Douglas County Fire District No. 1; Agreement still pending.
- Chelan Valley Marine signed the Settlement Agreement and the Regional Port received the first payment.
- Various updates on Lineage properties.
- Reported there is continued interest in the PUD 5th Street Campus from private sector developers.

Lough provided information and updates including:

- Update on the 2020 Washington State Audit: No findings to report. Exit interview is scheduled for next Thursday.

Moyers provided information and updates including:

- Update on potential new air service to Reno.
- Continue working on 2022 Rates & Charges; will bring to the Board at the November 22nd meeting.
- Pangborn Airport Capital Improvement Plan will be sent to the FAA shortly.
- Update on MALSR land acquisition.

de Mestre provided information and updates including:

- Update on the EPA Grant Forum held last week.
- Executive Flight Trench Drain Project is underway and expected to be complete this week.

Russ provided information and updates including:

- Update on the new TSA Explosive Detection System for the Terminal Building and its location within the terminal.
- Light Replacement Project for Lineage will start this week.
- Olin Excavation will begin the Beaver Pond Leveler Project this week.

Cridlebaugh provided information and updates including:

- Update on prospective tenant for the 3306 Building.

Degnan provided information and updates including:

- Provided a review of the year-to-date CTC Meeting Center Revenue Report.

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

REVIEW CALENDAR OF EVENTS: Kuntz reviewed upcoming calendar items.

ITEMS FROM BOARD OF DIRECTORS: Directors provided various updates on their activities.

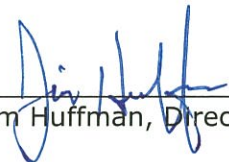
Meeting was adjourned at 12:45 pm.

Signed and dated this 9th day of November, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Jim Huffman, Director



Donn Etherington, Director

Excused Absence

Mark Spurgeon, Director



Rory Turner, Director



W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2021-20**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHELAN DOUGLAS
REGIONAL PORT AUTHORITY REQUESTING REVIEW BY THE HEALTH CARE
AUTHORITY TO PARTICIPATE IN THE WASHINGTON STATE INSURANCE
PLANS**

WHEREAS, the Health Care Authority administers the medical, dental, life, and long term disability insurance coverage for the employees of the state of Washington, as set forth in chapter 41.05 RCW; and,

WHEREAS, the Board of Directors representing the Chelan Douglas Regional Port Authority has reviewed the state insurance plans, chapter 41.05 RCW, RCW 41.04.205, chapter 182-08 WAC, and chapter 182-12 WAC; and,

WHEREAS, we deem the state insurance plans as providing desirable insurance coverage for the employees and Board of Directors; and,

WHEREAS, we certify that all employees and Board of Directors enrolled are eligible to participate in the state insurance plans;

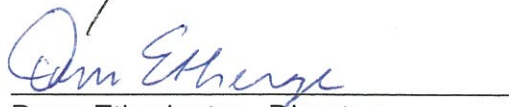
BE IT RESOLVED, that the Chelan Douglas Regional Port Authority requests approval by the Health Care Authority to participate in the state insurance plans for the employees and Board of Directors of the Chelan Douglas Regional Port Authority, subject to the requirement of RCW 41.04.205 and the rules adopted thereunder.

ADOPTED by the Board of Directors of the Chelan Douglas Regional Port Authority at a regular meeting thereof held this 26th day of October, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Donn Etherington, Director



Rory Turner, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2021-19
RESOLUTION TO VOID CHECK NO. 8441**

Whereas Check No. 8441 in the amount of \$52.00, payable to J. Rivera Associates, Inc., on Register Page No. 2021-23 was created and signed on June 30, 2021.

Whereas check issued was never deposited and presumed lost, and check amount is to be credited to J. Rivera Associates, Inc.'s lease account with the CDRPA thereby offsetting a portion of the lease payment due November 1, 2021.

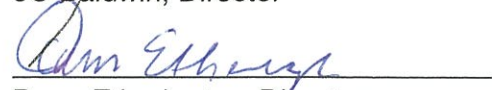
Now, therefore be it resolved by the Board of Directors of the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, that Check No. 8441 be declared VOID.

Dated this 26th day of October, 2021.

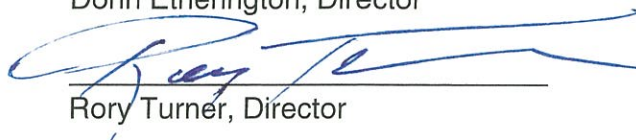
Chelan Douglas Regional Port Authority



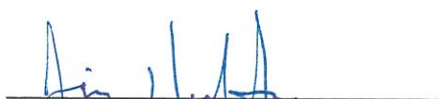
JC Baldwin, Director



Donn Etherington, Director



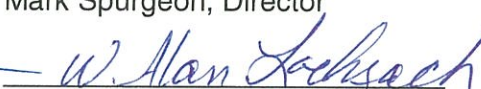
Rory Turner, Director



Jim Huffman, Director

Excused Absence

Mark Spurgeon, Director



W. Alan Loebach, Director

Chelan Douglas Regional Port Authority 2022 Proposed Health Care Insurance Plan Policy

This policy is established with the purpose of providing staff with guidance from the Chelan Douglas Regional Port Authority Board of Directors for obtaining health insurance coverage for 2022, with the intent of keeping costs reasonable for the Port Authority while still providing coverage for employees that meets or exceeds current coverage.

Staff recommends the following actions with approval of the policy:

1. Approve Regional Port Authority paid coverage for Commissioners, employees and families.
2. Approve the Washington State Health Care Authority Uniform Medical Plan (UMP) Classic Full Benefits Package for 2022, which includes:
 - A. \$35,000 Basic Life Insurance;
 - B. \$5,000 Accidental Death and Dismemberment (AD&D);
 - C. Vision coverage provided by VSP; and
 - D. Dental coverage provided by Delta Dental.
3. Approve two options of benefits if a Regional Port Authority Employee or Elected Official elects out and provides documentation of other coverage:
 - A. An HRA VEBA Contribution of \$500 per month (not available to Medicare recipients), **or**
 - B. A payroll stipend of \$400 per month.

Adopted by the Chelan Douglas Regional Port Authority on October 26, 2021