

Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
October 27th, 2020
9:00 am

Present:

Directors

JC Baldwin, Director (via Zoom)
Rory Turner, Director (Excused Absence)
Donn Etherington, Director (via Zoom)

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

Staff

*Jim Kuntz, Chief Executive Officer
Ron Russ, Property Manager
Tricia Degnan, CTC Manager
Cami Harris, Executive Assistant
Bealinda Tidd, Accounting Specialist

*Monica Lough, Dir. of Finance & Admin.
Ron Cridlebaugh, Dir. of Economic Dev.
*Quentin Batjer, Legal Counsel
*Bobbie Chatriand, Administrative Asst.
Esther McKivor, Accounting Specialist

*Commissioner Loeb sack, Jim Kuntz, Monica Lough, Quentin Batjer, and Bobbie Chatriand in person; others via Zoom.

Guests (all via Zoom):

Ray Dobbs
Lisa Davies, Waterville Main Street Assoc.
Ron Nielsen, SBDC

Mayor Bob Goedde, City of Chelan
Linda Haglund, Wenatchee Downtown
John Morosco, SBDC

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

Introductions were made.

Conflict of Interest: None

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of October 13th, 2020 Meeting; minutes of October 20th, 2020 Board Retreat; and September 2020 Commission Meeting Calendar, was presented and the following action was taken:

Motion No.

Moved by:

Seconded by:

10-08-20 CDRPA

JC Baldwin

Jim Huffman

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of October 13th, 2020 Meeting; minutes of October 20th, 2020 Board Retreat; and September 2020 Commission Meeting Calendar, as presented.

Motion passed 5-0

ACTION ITEMS:

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

City of Chelan – Airport Budget Request – Kuntz presented a proposed City of Chelan 2021 budget request for the Lake Chelan Airport. He noted the request is an increase over the agreed to formula of funding in the Interlocal Agreement between the Port of Chelan County and the City of Chelan. Discussion ensued and the following action was taken:

Motion No. **10-09-20 CDRPA**
Moved by: JC Baldwin
Seconded by: Mark Spurgeon
To approve the City of Chelan budget request for the Lake Chelan Airport in the amount of \$48,266.

After further discussion, Director Baldwin withdrew and amended her motion, and Director Spurgeon withdrew his second. The following action was taken:

Moved by: JC Baldwin
Seconded by: Mark Spurgeon
To approve a Regional Port contribution of \$45,285.99 consistent with the Interlocal Agreement between the parties.

Motion passed 5-0.

Ultra Polymers Rent Deposit Refund Request – Kuntz provided information on a proposed rent deposit refund request from Ultra Polymers. Discussions ensued and the following action was taken:

Motion No. **10-10-20 CDRPA**
Moved by: JC Baldwin
Seconded by: Mark Spurgeon
To authorize the CEO to approve the Ultra Polymers rent deposit refund request in the amount of \$7,000.

After further discussion, Director Baldwin withdrew and amended her motion, and Director Spurgeon withdrew his second. The following action was taken:

Moved by: JC Baldwin
Seconded by: Mark Spurgeon
To approve an Ultra Polymers rent deposit refund request in the amount of \$5,000, subject to Ultra Polymers first signing a release form.

Motion passed 5-0.

Giga Watt Adaptive Reuse Study Contract – Kuntz provided an update on the former Giga Watt site. Last week, staff toured a local company with interest in leasing a portion of the property for a warehouse distribution facility, but no firm decisions were made. Staff recommended moving forward with the Adaptive Reuse Study which will be primarily funded with a CERB Grant. Kuntz noted an RFP was issued for the study and two proposals were received. A selection team chose Forte Architects as the highest ranking proposal. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

10-11-2020 CDRPA
Jim Huffman
Mark Spurgeon
To authorize the CEO to enter into a contract with Forte Architects in the amount of \$65,060 to perform an Adaptive Reuse Study on the former Giga Watt site.

Motion passed 5-0

PRESENTATION:

SBDC – Ron Nielsen and John Morosco from the SBDC provided a year-to-date review of their work and activities. They reported businesses in Chelan and Douglas Counties have been greatly affected by the COVID-19 pandemic but things are starting to turn around. They reviewed several power-point presentations they have presented during the year via webinars. The SBDC will provide quarterly reports to the Regional Port Board.

CDRPA INFORMATIONAL ITEMS:

2021 CDRPA Budget Review – Lough provided a review of the proposed 2021 CDRPA budget noting several highlights and updates since the review of Capital Projects at the recent Board Retreat. Directors provided input and staff will update the proposed budget accordingly. Budget will be further reviewed at the November 10th Meeting.

COVID-19 UPDATES:

Economic Development Initiatives Related to COVID-19 – updates and information including:

- Lough provided an update on grants processed to date including all programs administered by the Regional Port.

FAA CARES Act Grant:

- Lough provided an update on the FAA CARES Act Grant reimbursements.

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Pangborn Airport shutdown last weekend due to TSA employee testing positive for COVID-19. Staff will meet with Alaska Airlines and TSA to develop a comprehensive response plan.
- Fibro mediation moving forward.

Lough provided information and updates including:

- CWICC Building bond paid off.
- State auditors wrapping up the Pangborn audit and continue work on Port of Douglas and Port of Chelan audits.

Russ provided information and updates including:

- Terminal Building Waterline Replacement Project is nearly complete.
- Executive Flight HVAC work continues.
- Update on Crunch Pak truck parking issue at Cashmere Mill District.
- Airport maintenance staff working hard to prepare for winter operations.

Cridlebaugh provided information and updates including:

- Update on NCESD taking additional space in the 3306 Building. Regional Port working on some requested tenant improvements.

Degnan provided information and updates including:

- Reported the CTC is operating at 30% capacity per COVID-19 Phase 2 requirements.

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

REVIEW CALENDAR OF EVENTS: Kuntz reminded Directors the next Board meeting will be on November 10th, at 9:00 am.

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

EXECUTIVE SESSION: None

The meeting adjourned at 12:00 pm.

Signed and dated this 10th day of November, 2020.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



 JC Baldwin, Director



 Jim Huffman, Director



 Donn Etherington, Director



 Mark Spurgeon, Director

Excused Absence

 Rory Turner, Director



 W. Alan Loeb sack, Director