

Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
November 9th, 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
Laura Camarillo Reyes, Admin. Asst. (Zoom)

Monica Lough, Dir. of Finance & Admin.
Ron Criddlebaugh, Econ. Dev. Director
Tricia Degnan, CTC Manager (Zoom)
Craig Larsen, Business Dev. Mgr.
Quentin Batjer, Legal Counsel
Esther McKivor, Acct. Assist. (Zoom)

Guests

Erik Howe, RH2 (Zoom)
Stacy Luckensmeyer, WVC

Erin McCardle, City of Chelan (Zoom)
Jason Taylor, KPQ (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 26th, 2021 Commission Meeting; and CDRPA Check Register Pages #2021-35-#2021-38 including Electronic Transfers was presented and the following action was taken:

Motion No.
Moved by:
Seconded by:

11-01-21 CDRPA

JC Baldwin
Jim Huffman

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of October 26th, 2021 Commission Meeting; and CDRPA Check Register Pages #2021-35-#2021-38 including Electronic Transfers, as presented.

Motion passed 6-0.

POCC CONSENT AGENDA:

The Port of Chelan County Consent Agenda consisting of Check Register Page #2021-08, was presented and the following action was taken:

Motion No.
Moved by:
Seconded by:

11-02-21 POCC

JC Baldwin
Donn Etherington

To approve the Port of Chelan County Consent Agenda consisting of Check Register Page #2021-08, as presented.

Motion passed 3-0.

PRESENTATION:

WVC Center for Entrepreneurship – Stacy Luckensmeyer provided an update and information on the StartUp NCW Program at Wenatchee Valley College. Luckensmeyer reviewed the programs that were developed and implemented in 2018-2021. The programs were funded in part by a Department of Commerce Grant. She thanked the Board for their support. Kuntz provided information on the Regional Port’s Partners in Economic Development program and encouraged Luckensmeyer to apply for funding for 2022.

CDRPA ACTION ITEMS:

Chelan Airport 2022 Budget – Kuntz reviewed the Chelan Airport 2022 proposed budget. Staff recommended the City amend the proposed budget to include the Environmental Assessment which is required to implement projects listed on the Airport Master Plan. Erin McCardle, Chelan City Council, provided feedback. Kuntz also reviewed the Airport 2021 Capital Budget requests. Discussions ensued and the following actions were taken:

<p>Motion No. Moved by: Seconded by:</p>	<p>11-03-21 CDRPA Rory Turner Mark Spurgeon To approve the proposed 2022 Chelan Airport Budget with a strong recommendation the City amend its budget to proceed with the Environmental Assessment required to implement projects listed in the Airport Master Plan.</p>
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Motion passed 6-0.

<p>Motion No. Moved by: Seconded by:</p>	<p>11-04-21 CDRPA Rory Turner Jim Huffman To approve Capital Budget requests for the Chelan Airport 2021 Budget in the amount of 50% of the cost of security camera installation, and \$1,350 for the Regional Port share of the Airport Master Plan.</p>
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Motion passed 6-0.

INFORMATIONAL ITEMS:

Airport Operations Report/VirTower – Moyers provided a presentation and report on the newly installed Airport aircraft counter. The new VirTower system tracks take offs and landings as well as an operations summary by aircraft type. Staff recommended the system be installed at Lake Chelan Airport, Mansfield Airport and Waterville Airport in 2022.

Pangborn Airport Activity Report – Moyers reviewed the 2021 year-to-date Airport Activity Report including total passengers; passenger enplanements; load factor; car rental revenue; fuel sales; and parking revenue.

Cashmere Mill District - Staff provided various updates and information on Cashmere Mill District including:

- Wetland delineation on the .64 acre parcel north of Sunset Highway.
- Louws Truss interested in purchasing a portion of the 2.6 acres south of their current location. Discussion ensued on whether to sell a portion of the property or the entire parcel. Kuntz said pricing the parcel will be a challenge as it is impacted by wood waste. The Board expressed interest in selling the entire parcel and asked that the parcel be appraised along with the other parcels at the Cashmere Mill District. Discussions ensued.

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

MISC. STAFF REPORTS:

Kuntz provided information and updates including:

- Reviewed the POCC and PODC proposed Tax Levy for 2022. Each respective Board expressed interest in banking the 1% Tax Levy capacity for 2022. Formal action will be taken at the November 22nd Board Meeting.
- Reviewed the proposed 2022 CDRPA Rates & Charges. Staff will seek approval of the 2022 Rates & Charges at the November 22nd Board Meeting.
- Update on the Army Air National Guard interest in leasing Executive Flight and potential future construction of a hangar at Pangborn Airport.
- State Route 28 Market & Widening Cost Estimate – The Board expressed support for making a contribution to this study as State Route 28 is in need of widening. Regional Port’s contribution will be \$10,000.
- Review of COVID 19 vaccination mandates; Legal Counsel provided more detailed information on the current Presidential Executive Order.
- WPPA Annual Meeting is December 1-3 at the Hyatt in Bellevue.
- Kuntz proposed a staff appreciation/holiday lunch be held at Highlander Golf Course Grill. The Board of Directors concurred. It will be scheduled for December 15th.

Lough provided information and updates including:

- 2022 health insurance enrollment paperwork is due to the Regional Port accounting offices by November 18th.
- Audit Exit Conference was last Thursday. There were no findings.
- Expect the \$1.38 million FAA Grant documents to be received in the next two weeks; will seek full reimbursement at that time.

Moyers provided information and updates including:

- Douglas County Fire District No. 2 signed the Amended Interlocal Agreement. Regional Port staff will no longer be required to respond to DCFD No. 2 calls effective December 1st, 2021.
- Will begin recruitment for a FBO General Manager position.
- New Pangborn café’ is now open.

de Mestre provided information and updates including:

- Continue to provide tours of the PUD 5th Street campus.
- Columbia Street Property Adaptive Reuse Study kicked off last week.
- Update on the \$1.0 million Department of Ecology Remediation Action Grant for Rock Island.

Larsen provided information and updates including:

- Hurst International finally received their product shipment from the Port of Seattle; they were nearly out of product to continue production due to supply chain demand issues.

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 on their meetings and activities.

Meeting was adjourned at 1:35 pm.

Signed and dated this 22nd day of November, 2021.

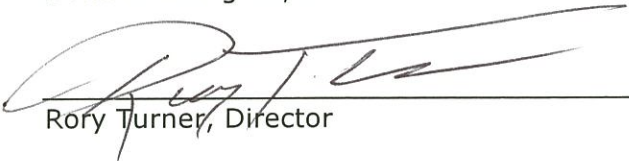
CHELAN DOUGLAS REGIONAL PORT AUTHORITY



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