



Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
November 10th, 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
Trent Moyers, Director of Airports
Ron Cridlebaugh, Dir. of Economic Dev.
*Quentin Batjer, Legal Counsel
Stacie de Mestre, Capital Projects Manager
*Bobbie Chatriand, Administrative Asst.
Esther McKivor, Accounting Specialist
Randy Asplund, Port Engineer

*Monica Lough, Dir. of Finance & Admin.
Ron Russ, Property Manager
Craig Larsen, Economic Dev. Manager
Pete Fraley, Legal Counsel
Cami Harris, Executive Assistant
Bealinda Tidd, Accounting Specialist
Laura Camarillo Reyes, CTC Assistant

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

Guests (all via Zoom):

Ray Dobbs
Alan Walker, CDCAC
Louise Johnson, CDCAC
Reilly Kneedler, Wenatchee World

Mayor Bob Goedde, City of Chelan
Kristi Hills, CDCAC
Clay Gatens, Developer
Jack Penning, Volaire Aviation

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 27th, 2020 Meeting; and Check Register Pages #2020-47-#2020-55, including Electronic Transfers, was presented and the following action was taken:

Motion No.

Moved by:
Seconded by:

11-01-20 CDRPA

Mark Spurgeon
Jim Huffman

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of October 27th, 2020 Meeting; and Check Register Pages #2020-47-#2020-55, including Electronic Transfers, as presented.

Motion passed 5-0

POCC CONSENT AGENDA:

The Port of Chelan County Consent Agenda consisting of Check Register Pages #2020-14-#2020-15, was presented and the following action was taken:

Motion No.	11-02-20 POCC
Moved by:	JC Baldwin
Seconded by:	Donn Etherington
	To approve the Port of Chelan County Consent Agenda consisting of Check Register Pages #2020-14-#2020-15, as presented.

Motion passed 2-0

PODC CONSENT AGENDA:

The Port of Douglas County Consent Agenda consisting of Check Register Pages #2020-16-#2020-18, including Electronic Transfers, was presented and the following action was taken:

Motion No.	11-03-20 PODC
Moved by:	Jim Huffman
Seconded by:	Mark Spurgeon
	To approve the Port of Douglas County Consent Agenda consisting of Check Register Pages #2020-16-#2020-18, including Electronic Transfers, as presented.

Motion passed 3-0

ACTION ITEMS:

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

CDRPA Resolution No. 2020-19 Pangborn Memorial Airport 2021 Rates & Charges – Moyers provided information on CDRPA Resolution No. 2020-19 concerning Pangborn Memorial Airport 2021 Rates & Charges. The rates and charges are typically approved annually by the Board. In consideration of the current economic climate, Staff recommended a 3% rate increase over 2020 for hangar leases only, leaving all other categories unchanged. Discussion ensued and the following action was taken:

Motion No.	11-04-20 CDRPA
Moved by:	Jim Huffman
Seconded by:	JC Baldwin
	To adopt CDRPA Resolution No. 2020-19 concerning Pangborn Memorial Airport 2021 Rates & Charges.

Motion passed 5-0.

North Central Educational Service District New Lease Agreement 3306 Building – Kuntz provided information on a proposed new lease with the North Central Educational Service District for additional space at the 3306 Building. Discussion ensued and the following action was taken:

Motion No.	11-05-20 CDRPA
Moved by:	Mark Spurgeon
Seconded by:	JC Baldwin
	To authorize the CEO to sign the Lease Agreement with North Central Educational Service District for the 3306 Building.

Motion passed 5-0.

PRESENTATIONS:

COLUMBIA STREET PROPERTY BUILDINGS G & I PROPOSALS – Two proposals were received for the Columbia Street Property Buildings G & I. The following presentations were made:

- **Clay Gatens & Andy Cusick, Local Developers (Cusick was unable to attend)** – Gatens provided a presentation on their vision for the two buildings. An opportunity for questions and answers was provided.
- **Alan Walker, Chelan Douglas Community Action Council** – Walker, with additional input from Kristi Hills & Louise Johnson, provided a presentation on their vision for the two buildings. An opportunity for questions and answers was provided.

Further discussion and possible selection of a proposal will be made at the November 24th Board Meeting.

VOLAIRE AVIATION – Jack Penning provided an update on the recent TakeOff Air Service Development Conference that he and Moyers attended in late October. He provided an update and perspective on potential increased air service at Pangborn in light of the pandemic. Discussions ensued.

CDRPA INFORMATIONAL ITEMS:

2021 CDRPA Budget Review – Lough provided a brief update of the proposed 2021 CDRPA budget noting several highlights and updates since the previous review. Public comment will be accepted at the November 24th Board Meeting.

Kuntz reviewed several informational items including:

- Tri Commission Meeting will be held on November 24th – Legislative Priorities will be reviewed.
- Broadband Fiber and the roll for the Regional Port.
- Fibro Corporation – Mediation is scheduled for November 19th.
- Kidder Matthews Market Rent Study of the current Actapio space at the CTC.
- S.P.O.R.T. MOU amended and extended to December 31st, 2020.
- Airplane auction results.

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:

- Appraisals are coming in for property in the Pangborn Runway Protection Zone. Offer letters will be going out consistent with the overall budget established by the Board.
- Pangborn Boundary Line Adjustment process has begun.
- LOJO Orchard is being advertised for lease.
- Chelan Airport Master Plan – next meeting is on November 19th.
- Regional Port continues to receive retail leads for the Cashmere Mill District.
- Ultra Polymers signed the release and their deposit refund of \$5,000 has been issued.
- Pangborn Airport Staff is pricing out winter operations equipment which is in the proposed 2021 budget. Staff may acquire some equipment before year end to utilize in this year’s winter operations.

Cridlebaugh provided information and updates including:

- The Giga Watt Adaptive Reuse Study kicks-off on Monday, November 16th.

Larsen provided information and updates including:

- KOHO Radio interviews scheduled for Thursday November 12th, and Thursday December 10th. Interviews may continue on a monthly basis.

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

REVIEW CALENDAR OF EVENTS: Not reviewed.

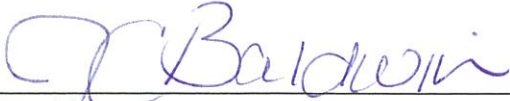
ITEMS FROM BOARD OF DIRECTORS: None.

EXECUTIVE SESSION: An Executive Session was called at 11:50 am for 15-minutes to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)). Executive Session was extended at 12:05 pm for 15-minutes; Executive Session was extended at 12:20 pm for 15-minutes; Executive Session was extended at 12:35 pm for 5-minutes.

Meeting reconvened in Regular Session at 12:40 pm and was immediately adjourned with no action taken.

Signed and dated this 24th 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 Loebstack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2020-19**


**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHELAN DOUGLAS
REGIONAL PORT AUTHORITY REGARDING PANGBORN MEMORIAL AIRPORT 2021
RATES AND CHARGES.**

Whereas, the Director of Airports recommends the proposed 2021 Rates and Charges, as presented in Exhibits "A" and "B".

Now, Therefore, Be It Resolved by the Board of Directors that the Pangborn Memorial Airport adopts the 2021 Rates and Charges attached hereto as Exhibits "A" and "B" and incorporated herein by this reference.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

DATED this 10th day of November, 2020



Rory Turner, Director



JC Baldwin, Director




Donn Etherington, Director



W. Alan Loeb sack, Director



Mark Spurgeon, Director



James D. Huffman, Director

EXHIBIT A
2021 Rates and Charges
Pangborn Memorial Airport / Executive Flight

Tee Hangars A & B	\$ 199.00	per month plus tax (16 UNITS)
Tee Hangar B-13	\$ 216.00	per month plus tax
Tee Hangar C	\$ 210.00	per month plus tax (8 UNITS)
Tee Hangar C-17 & C-24	\$ 250.00	per month plus tax
Tee Hangar D	\$ 250.00	per month plus tax (7 UNITS)
Tee Hangar H	\$ 175.00	per month plus tax (7 UNITS)
Tee Hangar H-1 & H-10	\$ 207.00	per month plus tax
Hangar 3734	\$ 433.00	per month plus tax
Hangar 3738	\$ 504.00	per month plus tax
Storerooms	\$ 65.00	per month plus tax (6 OF UNITS)
Aviation Ground Lease	\$ 0.309	per ft ² per year, plus tax
Tie-Down Lease	\$ 62.00	per month plus tax
Tie-Down Transient	Varies	See Exhibit B
Landing Fees	\$ 1.05	per 1,000 # revenue and transient flights with Maximum Gross Landing Weight over 12,500 pounds
Fuel Flowage	\$ 0.07	per gallon - Applies to all fuel delivered at Pangborn
Short Term Parking - Terminal	\$ 13.00	per 24 hours (first 4 hours free)
Long Term Parking - Terminal	\$ 10.00	per 24 hours
Long Term Parking - Economy	\$ 7.00	per 24 hours
Terminal Airline Space	\$ 26.79	per ft ² per year plus tax
Terminal Concession Space	\$ 30.91	per ft ² per year plus tax (plus 10% of gross receipts)
Terminal Café	\$ 350.00	per month plus tax
GA Terminal Office Space	\$ 7.20	per ft ² per year plus tax
GA Terminal Hangar Space	\$ 3.60	per ft ² per year plus tax
Commercial Vehicles:*	\$ 25.00	see note
Hotel Courtesy Shuttles	\$ 25.00	Application fee only
Commercial Shuttles	\$ 2.00	per passenger picked up or dropped off
Taxis/Other	\$ 1.00	per trip picked up or dropped off

Leasehold tax is 12.84%. Annual pre-payments of hangar and tie-down rents will be discounted 5%.

* One time application fee applies. Commercial Shuttles have a capacity of 7 or more passengers, Taxis/Other have a capacity of 6 or less.

The Governing Board of Directors reserves the right to adopt an Airline Incentive program that supersedes the above Rates and Charges.

EXHIBIT A
2021 Rates and Charges
Pangborn Flight Center / Executive Flight

Service	Price	Per/unit
100LL	Market	per gallon
Jet A	Market	per gallon
Prist	\$ 0.05	per gallon of fuel
Deicing Service Fee	\$ 50.00	per aircraft
Deicing Fluid	\$ 20.00	per gallon
Hangar Fee Executive Flight	\$150-\$500	per day, depending on aircraft size (see schedule)
Hangar Fee Pangborn Flight Center		see schedule
After Hours Call Out Fee	\$ 62.50	per hour (after normal business hours, minimum 1 hour)*
Oxygen Service Fee	\$100.00	per aircraft
Oxygen Service Fee	\$25.00	portable bottle
Lavatory Service Fee (empty & fill)	\$65.00	per aircraft
Lavatory Fill	\$45.00	per aircraft
Catering Fee	\$50.00	plus actual costs & call out fee if applicable
Aircraft Interior Vacuum	\$65.00	per hour
Crew Car	\$ 20.00	per 2 hours, 20 mile max.
Coffee	\$ 5.00	per pot
Ice	\$ 1.00	per bag
Pilot supplies		Market Price

plus applicable taxes

RAMP PARKING FEES

Aircraft Type	Ramp Fee (per day)	Minimum Fuel Purchase to waive Ramp Fee (gal.)	Overnight Fee (per night)
Helicopter (Avgas/Jet A)	\$ 10.00	15 (or top off)	\$ 5.00
Single Engine Piston (Avgas) - Aircraft under 4,000 lbs. MTOW	\$ 10.00	15 (or top off)	\$ 5.00
Multi-Engine Piston (Avgas) - Aircraft 4,000 lbs. or over MTOW	\$ 20.00	40 (or top off)	\$ 5.00
Single Engine Turbo Prop (Jet A) - Aircraft under 9,000 lbs. MTOW	\$ 20.00	75	\$ 10.00
Multi-Engine Turbo Prop (Jet A) - Aircraft 9,000 lbs. or over MTOW	\$ 35.00	100	\$ 15.00
Light Jet (Jet A) - Aircraft under 17,000 lbs. MTOW	\$ 35.00	100	\$ 15.00
Medium Jet (Jet A) Aircraft between 17,001 and 25,000 lbs. MTOW	\$ 60.00	300	\$ 20.00
Super Medium Jet (Jet A) - Aircraft between 25,001 and 35,000 lbs. MTOW	\$ 80.00	350	\$ 25.00
Large Jet (Jet A) - Aircraft between 35,001 and 60,000 lbs. MTOW	\$ 100.00	400	\$ 35.00
Heavy Jet (Jet A) - Aircraft over 60,000 lbs. MTOW	\$ 150.00	450	\$ 50.00

EXHIBIT B
2021 Rates and Charges
Executive Flight Hangars - Monthly Storage Fee
(including services listed below)

Single-engine piston	Multi-engine piston or Turbo Prop	Light Jet Aircraft under 17,000 lbs. MTOW	Medium Jet Aircraft between 17,001 and 35,000 lbs. MTOW	Large Jet Aircraft over 35,001 lbs. MTOW
\$350	\$600	\$1,500	\$2,200	\$3,000

Executive Flight Hangars - Per Day/Night Fee
(including services listed below)

Single-engine piston	Multi-engine piston or Turbo Prop	Light Jet Aircraft under 17,000 lbs. MTOW	Medium Jet Aircraft between 17,001 and 35,000 lbs. MTOW	Large Jet Aircraft over 35,001 lbs. MTOW
\$150	\$150	\$150	\$300	\$500

subject to space availability

Pangborn Flight Center (East side hangars)
Per Day/Night Fee

Single-engine piston	Multi-engine piston or Turbo Prop	Light Jet Aircraft under 17,000 lbs. MTOW	Medium Jet Aircraft between 17,001 and 35,000 lbs. MTOW	Large Jet Aircraft over 35,001 lbs. MTOW
\$25	\$25	N/A	N/A	N/A

subject to space availability

Across Field Towing Service

\$50 each way

Included services: Ground handling, refueling, and Ground Power Unit (GPU) usage, plus applicable taxes and fees

*After hours is currently defined as: Anytime outside the hours of 8:00 am to 6:00 pm seven days a week, excluding Thanksgiving Day and Christmas Day. The Airport reserves the right to alter these hours.

2021 Rates and Charges

Executive Flight Hangars Aircraft Liability Insurance Coverage Minimums

Single-engine piston	Multi-engine piston or Turbo Prop	Light Jet Aircraft under 17,000 lbs. MTOW	Medium Jet Aircraft between 17,001 and 35,000 lbs. MTOW	Large Jet Aircraft over 35,001 lbs. MTOW
\$1 million	\$2 million	\$20 million	\$25 million	\$25 million

combined single limit bodily injury (including pax. liability and death) and property damage liability