



**Board of Directors  
Chelan Douglas Regional Port Authority  
Meeting Minutes  
November 14<sup>th</sup>, 2023  
9:00 am**

**Present:**

**Directors:**

*Donn Etherington, Director  
Jim Huffman, Director  
JC Baldwin, Director (Zoom)*

*W. Alan Loeb sack, Director  
Mark Spurgeon, Director  
Richard DeRock, Director*

**Staff:**

*Jim Kuntz, Chief Executive Officer  
Monica Lough, Dir. of Finance & Admin.  
Trent Moyers, Director of Airports  
Stacie de Mestre, Dir. of Econ. Dev.  
Ron Russ, Maint. & Properties Manager  
Craig Larsen, Community Rel. Mngr.*

*Sarah Deenik, Comm. Coordinator  
Brooke Lammert, Executive Assistant  
Colby Goodrich, FBO Manager (Zoom)  
Laura Camarillo-Reyes, Admin. Asst. (Zoom)  
Julie Avis, Acct. Specialist (Zoom)  
Lorena Amador, Acct. Specialist (Zoom)*

**Legal Counsel:**

*Quentin Batjer, Davis Arneil Law Firm LLP  
Pete Fraley, Ogden Murphey Wallace PLLC*

**Guests:**

*Mike Mackey  
Doug Miller (Zoom)  
Emily Thornton, Wenatchee World (Zoom)*

**The Chelan Douglas Regional Port Authority Board Meeting was called to order at 9:00 a.m.**

**Introductions were made.**

**Conflicts of Interest:** Legal Counsel, Quentin Batjer, stated that Commissioner Baldwin did not have a "beneficial interest" related to the renewal of the Lodestar contract that appears on the agenda. As a result, she does not have a conflict of interest. Commissioner Baldwin announced she will recuse herself from the meeting for the entirety of the discussion and any potential motion on this item.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA:**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of the October 24<sup>th</sup>, 2023 Meeting Minutes, November 7<sup>th</sup>, 2023 Retreat Meeting Minutes, CDRPA Resolution 2023-11 Voiding Check No. 11955, Approval of the Calendar of Events, and Check Register Pages #2023-42 through #2023-46, including Electronic Transfers was presented.

**Motion No.**  
**Moved by:**  
**Seconded by:**

**11-02-23 CDRPA**  
**Jim Huffman**  
**Richard DeRock**

*To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of the October 24<sup>th</sup>, 2023 Meeting Minutes, November 7<sup>th</sup>, 2023 Retreat Meeting Minutes, CDRPA Resolution 2023-10 Voiding Check No. 11955, Approval of the Calendar of Events and Check Register Pages #2023-42 through #2023-46, including Electronic Transfers.*

*Motion Passed 6-0*

**PUBLIC COMMENTS:** An opportunity for public comment was provided; however, no public comments were received.

**PUBLIC HEARINGS:**

**As required by RCW 53.35.020, Public Hearing notices were published on October 28<sup>th</sup>, 2023 and November 2<sup>nd</sup>, 2023 in the Wenatchee World.**

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY PRELIMINARY 2024 BUDGET – PUBLIC HEARING**

Commissioner Spurgeon opened the public hearing at 9:04 a.m. and a review of the Preliminary 2024 Budget occurred. An opportunity for public comment was provided, in which Mike Mackey concurred with the Board on the need to fund a Strategic Plan in 2024. Commissioner Spurgeon closed the public hearing at 10:17 a.m.

**PORT OF CHELAN COUNTY PRELIMINARY 2024 BUDGET – PUBLIC HEARING**

Commissioner Etherington opened the public hearing at 10:18 a.m. and a review of the Preliminary 2024 Budget occurred. An opportunity for public comment was provided; however, no public comments were received. Commissioner Etherington closed the public hearing at 10:19 a.m.

**PORT OF DOUGLAS COUNTY PRELIMINARY 2024 BUDGET – PUBLIC HEARING**

Commissioner Loeb sack opened the public hearing at 10:20 a.m. and a review of the Preliminary 2024 Budget occurred. An opportunity for public comment was provided; however, no public comments were received. Commissioner Loeb sack closed the public hearing at 10:21 a.m.

**EXECUTIVE SESSION:**

Executive Session was announced at 10:24 a.m. for a period of thirty minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110(1)(i) to discuss with legal counsel litigation, potential litigation and/or legal risks and RCW 42.30.110(1)(c) 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 (final action selling or leasing public property shall be taken in a meeting open to the public). Executive Session was extended at 10:54 a.m. for an additional thirty minutes and again at 11:24 a.m. for an additional 10 minutes. Executive Session concluded at 11:34 a.m.

**Meeting reconvened in Regular Session with no action taken.**

**Commissioner Baldwin left the meeting at 11:25 a.m. during Executive Session.**

**Commissioner Spurgeon called for a 10-minute break at 11:35 a.m.**

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:**

**Authorization to Renew Contract – Lodestar Partners**

Kuntz discussed with the Board the great work that Lodestar Partners accomplished during the 2023 Legislative Session, as well as additional work conducted on behalf of the Regional Port with state agencies. Discussion occurred and the following action was taken:

**Motion No.**                                **11-03-23 CDRPA**  
**Moved by:**                                **Jim Huffman**  
**Seconded by:**                             **W. Alan Loeb sack**  
*To authorize the CEO to sign a renewal of the Personal Services Agreement with Lodestar Partners for one additional year.*

*Motion Passed 5-0*  
*\*Director Baldwin Excused*

**Authorization to Renew Contract – Elevate Government Affairs**

Kuntz discussed the major action items that the Elevate Government Affairs team would be tasked with moving forward on behalf of the Regional Port in 2024. Discussion occurred and the following action was taken:

**Motion No.**                                **11-04-23 CDRPA**  
**Moved by:**                                **Richard DeRock**  
**Seconded by:**                             **Jim Huffman**  
*To authorize the CEO to sign a renewal of the Independent Contractor Services Agreement with Elevate Government Affairs for one additional year.*

*Motion Passed 5-0*  
*\*Director Baldwin Excused*

**Authorization to Extend IT Contract – Firefly**

Kuntz gave a brief history regarding how the fees has been established in previous years. Staff believes the fees will decrease as the new CTC AV Tech will assist with some of the managed services portions of the contract in the future after increased training. Discussion occurred and the following action was taken:

**Motion No.**                                **11-05-23 CDRPA**  
**Moved by:**                                **Richard DeRock**  
**Seconded by:**                             **W. Alan Loeb sack**  
*To authorize the CEO to sign an IT contract extension with Firefly for one additional year with the caveat that bids must be solicited for additional providers once the contract extension expires.*

*Motion Passed 5-0*  
*\*Director Baldwin Excused*

**Ownership Allocation Memo – Cornelius Holdings LLC**

Kuntz presented a proposed Ownership Allocation Memo recommending that 25% ownership of the Cornelius Holdings LCC property near Pangborn Airport go to the Port of Douglas County and 75% ownership to the Port of Chelan County should the transaction close. The following action was taken:

**Motion No.**                                **11-06-23 CDRPA**  
**Moved by:**                                **Richard DeRock**  
**Seconded by:**                             **W. Alan Loeb sack**  
*To approve the Ownership Allocation Memo concerning the Cornelius Holdings LLC property near Pangborn Memorial Airport.*

*Motion Passed 5-0*  
*\*Director Baldwin Excused*

**MISCELLANEOUS STAFF REPORTS:**

**Kuntz provided information and updates including:**

- Shared that he received a call from Art Campbell regarding the establishment of a day use marina on Lake Chelan.

**Lough provided information and updates including:**

- Updated the Board on the status of the Regional Port, Port of Chelan and Port of Douglas audits.

**Moyers provided information and updates including:**

- Shared that Ardurra and the Federal Aviation Administration (FAA) are meeting today regarding design for the main runway.
- Updated the Board that the first minimum revenue report from Alaska Airlines will be sent to staff in the upcoming week.

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

- Updated the Board on the pump test that is occurring at the Malaga site. Shared that the test calculated at 1200 gallons per minute with only a draw down of three feet. The test may potentially need to be restarted due to a temporary loss of power with the generator.
- Noted two upcoming pre-app meetings with Douglas County. One for the Airlift Northwest facility and one for the Washington State Army National Guard facility.
- Shared that staff is working to get the Trades District out to bid with a tentative schedule for December 2023.
- de Mestre shared that she is working with Lough on the Department of Commerce grant for the Malaga waterline with a more detailed scope of work needed.

**Larsen provided information and updates including:**

- Larsen shared that he is assisting a bottle recycling company with finding a drop off location in the Valley. He showed two private properties, as well at the Regional Port's Isenhart property.
- The Regional Port invited staff from Marathon Holdings LLC to attend NCW Tech Alliance's 2023 Innovator Awards.

**Russ provided information and updates including:**

- Reviewed the snow and ice control services, as well as weather service data on snowfall.

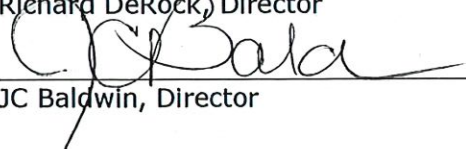
**PUBLIC COMMENTS:** An opportunity for public comment was provided. No public comments were received.

Signed and dated this 28<sup>th</sup> day of November 2023.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

  
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Donn Etherington, Director

  
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Richard DeRock, Director

  
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JC Baldwin, Director

  
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W. Alan Loebsock, Director

  
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Mark Spurgeon, Director

  
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Jim Huffman, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
OWNERSHIP ALLOCATION MEMO  
CORNELIUS HOLDINGS, LLC PROPERTY ACQUISITION  
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020  
DOUGLAS COUNTY, WA PARCEL #22210840002**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of the policy addresses real property acquired after January 1, 2020. Under that section, the Board of Directors is required to adopt in advance an Ownership Allocation Memo as a means to allocate the percentage ownership of real property.

The Board of Directors has an interest in purchasing the Cornelius Holdings, LLC property located in East Wenatchee, Washington with a parcel number of 22210840002. The property encompasses approximately 5.56 acres with an anticipated acquisition price of \$775,000.

Because the source of funds for the purchase will not be directly from either port district, the real estate will be owned by the Chelan Douglas Regional Port Authority.

In the event of dissolution of the Chelan Douglas Regional Port Authority, the parcel will be allocated to the two Port Districts based on the percentage of 2023 budgeted tax receipts, which calculates to 25% ownership by the Port of Douglas and 75% ownership by the Port of Chelan.

Once acquired, the Chelan Douglas Regional Port Authority shall manage the Cornelius Holdings, LLC property pursuant to and consistent with CDRPA Resolution No. 2020-02.

Board approved and signed this 14th, day of November 2023.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**



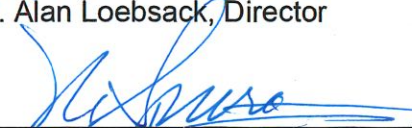
Donn Etherington, Director



W. Alan Loeb sack, Director



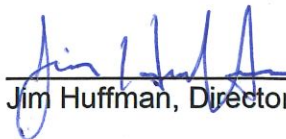
Richard DeRock, Director



Mark Spurgeon, Director

*Excused Absence*

JC Baldwin, Director



Jim Huffman, Director