

Board of Directors
Chelan Douglas Regional Port Authority
Special Meeting Minutes
November 22nd, 2021
9:00 am

Present:

Directors

JC Baldwin, Director (Zoom)
Rory Turner, Director
Donn Etherington, Director

Jim Huffman, Director
W. Alan Loeb sack, Director
Mark Spurgeon, Director

Staff

Jim Kuntz, Chief Executive Officer
Trent Moyers, Director of Airports
Ron Criddlebaugh, Dir. of Economic Dev.
Stacie de Mestre, Capital Projects Manager
Tricia Degnan, CTC Manager (Zoom)
Sarah Deenik, Communications Specialist (Zoom)
Laura Camarillo Reyes, Admin. Assistant (Zoom)

Monica Lough, Dir. of Finance & Admin.
Ron Russ, Property Manager
Craig Larsen, Economic Dev. Manager
Quentin Batjer, Legal Counsel
Cami Harris, Executive Assistant
Bealinda Tidd, Accounting Specialist (Zoom)

Guests:

Senator Brad Hawkins
Representative Keith Goehner (Zoom)

Mayor Bob Goedde, City of Chelan (Zoom)
Blake McClimon (Zoom)

The Chelan Douglas Regional Port Authority (CDRPA) Special 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 November 9th, 2021 Commission Meeting; & October 2021 Commission Calendar, was presented and the following action was taken:

Motion No.

Moved by:

Seconded by:

11-05-21 CDRPA

Rory Turner

Jim Huffman

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of November 9th, 2021 Commission Meeting; & October 2021 Commission Calendar, as presented.

Motion passed 6-0

PUBLIC HEARINGS:

As required by RCW 53.35.020, Public Hearing notices were published on November 2nd and November 9th, 2021 in the Wenatchee World.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY PROPOSED 2021 SUPPLEMENTAL BUDGET – PUBLIC HEARING

Commissioner Loeb sack opened the public hearing at 9:08 am and an opportunity for public comment was provided; however, no public comments were received. Commissioner Loeb sack closed the public hearing at 9:08 am.

PORT OF CHELAN COUNTY PROPOSED 2022 BUDGET – PUBLIC HEARING

Commissioner Turner opened the public hearing at 9:09 am and an opportunity for public comment was provided; however, no public comments were received. Commissioner Turner closed the public hearing at 9:09 am.

PORT OF DOUGLAS COUNTY PROPOSED 2022 BUDGET – PUBLIC HEARING

Commissioner Spurgeon opened the public hearing at 9:10 am and an opportunity for public comment was provided; however, no public comments were received. Commissioner Spurgeon closed the public hearing at 9:10 am.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY PROPOSED 2022 BUDGET – PUBLIC HEARING

Commissioner Loeb sack opened the public hearing at 9:11 am and an opportunity for public comment was provided; however, no public comments were received. Commissioner Loeb sack closed the public hearing at 9:11 am.

ACTION ITEMS:

PORT OF CHELAN COUNTY ACTION ITEMS:

Adoption of Port of Chelan County 2022 Tax Levy – Lough provided information on the Port of Chelan County Tax Levy for 2022. Discussions ensued and the following actions were taken:

Motion No.
Moved by:
Seconded by:

11-06-21 POCC
Donn Etherington
JC Baldwin
To adopt POCC Resolution No. 2021-05 Setting the 2022 Levy Limit and banking said Levy amount.

Motion passed 3-0.

Motion No.
Moved by:
Seconded by:

11-07-21 POCC
Donn Etherington
JC Baldwin
To adopt POCC Resolution No. 2021-06 Authorizing a 1% Levy Increase for 2022 subject to said Levy Limit being banked.

Motion passed 3-0.

Motion No.
Moved by:
Seconded by:

11-08-21 POCC
Donn Etherington
JC Baldwin
To authorize the Executive Director to sign and submit the 2022 Levy Certification.

Motion passed 3-0.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

CDRPA Resolution No. 2021-21 Adopting Chelan Douglas Regional Port Authority 2021 Supplemental Budget – Lough presented the proposed Chelan Douglas Regional Port Authority Supplemental Budget for 2021. Discussion ensued and the following action was taken:

Motion No.	11-14-21 CDRPA
Moved by:	Mark Spurgeon
Seconded by:	Jim Huffman
	To adopt CDRPA Resolution No. 2021-21 Approving the 2021 Supplemental Budget.

Motion passed 6-0.

CDRPA Resolution No. 2021-22 Adopting Chelan Douglas Regional Port Authority 2022 Final Budget – Lough presented the proposed Chelan Douglas Regional Port Authority Final Budget for 2022. Discussion ensued and the following action was taken:

Motion No.	11-15-21 CDRPA
Moved by:	Rory Turner
Seconded by:	Mark Spurgeon
	To adopt CDRPA Resolution No. 2021-22 Approving the 2022 Final Budget.

Motion passed 6-0.

CDRPA 2022 Rates & Charges – Kuntz reviewed the proposed 2022 Rates & Charges for Regional Port properties noting some highlights and changes over prior year. Discussion ensued and the following action was taken:

Motion No.	11-16-21 CDRPA
Moved by:	Jim Huffman
Seconded by:	Mark Spurgeon
	To adopt CDRPA Resolution No. 2021-23 Setting 2022 CDRPA Rates & Charges.

Motion passed 6-0.

Malaga Site Due Diligence – de Mestre reported one Statement of Qualifications was received in response to the Regional Port’s RFQ – Site Due Diligence. The submitting firm, Environmental Systems Design, met all the requirements, and subsequently submitted a price proposal. Staff requested approval to issue Environmental Systems Design a Professional Services Agreement for the Malaga Site Due Diligence, in an amount not to exceed \$189,085. The following action was taken:

Motion No.	11-17-21 CDRPA
Moved by:	Rory Turner
Seconded by:	Jim Huffman
	To authorize the CEO to sign a Professional Services Agreement with Environmental Systems Design for Malaga Property Site Due Diligence in an amount not to exceed \$189,085.

Motion passed 6-0.

Meeting was reordered to provide an opportunity for public comment.

PUBLIC COMMENT: An opportunity for public comment was provided; and the following public comments were made:

Senator Brad Hawkins and Representative Keith Goehner provided comments on the Washington State Redistricting Commission's proposed Legislative District maps. The Commission was unable to adopt a Districting Plan by the November 15th, 2021 deadline. The Washington Supreme Court now has until April 30th, 2022 to decide on the new Districting Plan. Senator Hawkins and Representative Goehner encouraged the Regional Port to draft a brief or letter to the Court requesting Chelan & Douglas Counties remain in the 12th Legislative District.

Director Loeb sack called for a 5-minute break at 10:45 am; meeting reconvened at 10:50 am.

ACTION ITEMS CONTINUED:

Cashmere Mill Site Wetlands Improvements – Beaver Mitigation Project – Kuntz reported during the final walkthrough of the recent Beaver Pond Leveler Installation Project, Olin Excavation and Regional Port staff located an additional beaver dam. Staff requested authorization to sign a change order with Olin Excavation increasing the overall project budget by \$2,500. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

11-18-21 CDRPA
Mark Spurgeon
Rory Turner

To authorize the CEO to sign a Change Order with Olin Excavation and to increase the overall Cashmere Mill Site Wetland Improvement Project Budget by \$2,500.

Motion passed 6-0.

Final Design & Bidding Services – MALSR Project Pangborn Airport - Kuntz provided an update on the MALSR Project including status of land acquisition. The MALSR Project is included in the 2022 Capital Budget. Staff requested approval to proceed with the Final Design & Bidding phase of the project. Discussion ensued on the proposed schedule for the project including the delivery of the lighting equipment, and flight check procedures. The Board expressed concern with the proposed schedule and ask that it be modified for the project to be completed in the fall of 2022. The following action was taken:

Motion No.
Moved by:
Seconded by:

11-19-21 CDRPA
Dann Etherington
Mark Spurgeon

To authorize the CEO to sign Task Order 21-03 with T.O. Engineers for Final Design & Bidding Services for the MALSR Project in the amount of \$119,700, with Board proposed schedule modifications as discussed.

Motion passed 6-0.

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Discussion on proposed 2022 WPPA membership dues.
- Reviewed upcoming WPPA meeting schedule.
- Received Actapio Lease Termination Settlement funds in the amount of \$1.9 million.
- Recently toured a Kidder Matthews real estate agent through various Regional Port properties including the Actapio space at the CTC. Staff will draft a proposed RFQ to contract with a real estate consultant to market the Actapio space. More information will be brought to the Board at an upcoming meeting.
- Update on Marson & Marson Lumber. They have interest in leasing a 3.19 acre parcel from the Regional Port for a laydown yard near their new building.
- Reported Airport Maintenance/ARFF employee Jorge Ramos will be leaving the Regional Port for a firefighter position with Douglas County Fire District No. 2.
- Update on potential tenant for the 3306 Building; the company found an alternative location in the private sector.
- Reviewed a proposed Regional Port Vaccination Policy. More information will be brought to the Board at an upcoming meeting.
- Meeting with Representative Mike Steele in Chelan tomorrow.

Lough provided information and updates including:

- Reminded Commissioners to provide proof of COVID-19 vaccination to WPPA prior to the Annual Meeting; and to submit payment for spouse/guest attendance at WPPA sponsored events to the Regional Port prior to attendance.
- Announced COVID-19 booster shots can now be scheduled with Confluence Health.

Moyers provided information and updates including:

- New FBO General Manager position has been posted on the website and other various outlets.
- Discussion on Waterville Airport Lighting Project (LED vs. solar lights).
- Amended Douglas County Fire District No. 2 contract goes into effect December 1st.
- Update on the new TSA Explosive Device Detection System installation timeline.
- New Virtower systems will be installed at Chelan, Waterville, and Mansfield Airports in December.

de Mestre provided information and updates including:

- Provided a PUD 5th Street Campus Marketing update; the campus will be marketed as a single property vs. breaking it up into smaller pieces.
- Discussion on CTC surplus equipment.
- Announced Pybus recently hired Travis Hornby as their new General Manager.

Larsen provided information and updates including:

- Update on Pybus Incubator Space tenant.

REVIEW CALENDAR OF EVENTS: Did not review.

ITEMS FROM BOARD OF DIRECTORS: None.

Meeting adjourned at 12:45 pm.

Signed and dated this 14th day of December, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Jim Huffman, Director



Donn Etherington, Director



Mark Spurgeon, Director



Rory Turner, Director



W. Alan Loebbeck, Director

PODC RESOLUTION NO. 2021-03

RESOLUTION OF THE PORT COMMISSION OF THE PORT OF DOUGLAS COUNTY
SETTING THE 2022 LEVY LIMIT

Whereas, the Port Commission has met and considered its budget for the calendar year 2022 for the Port of Douglas County; and

Whereas, the population of Douglas County is in excess of 10,000; and

Whereas, the Port Commission has determined that due to continued operational expenses and necessary capital improvements, as well as declining operating revenues from COVID-19, there is substantial need to set the levy limit at one hundred one percent (101%) and to bank the highest lawful levy, which includes all available levy amounts in excess of the levy certification for the budget year 2022.

Now, Therefore, Be It Resolved By The Commissioners Of The Port Of Douglas County to raise the levy limit factor to 101% in calculating the highest lawful levy since 1985 for tax year 2022 and to bank the highest lawful levy, including all amounts in excess of the levy certification for 2022.

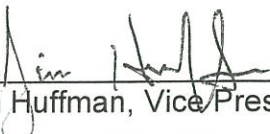
This Resolution shall become effective immediately upon its adoption.

Adopted by the Commission of the Port of Douglas County at a special meeting thereof held this 22nd day of November, 2021.

PORT OF DOUGLAS COUNTY



Mark Spurgeon, President



Jim Huffman, Vice President



W. Alan Loeb sack, Secretary

**PORT OF DOUGLAS COUNTY
RESOLUTION NO. 2021-06**

**A RESOLUTION OF THE PORT OF DOUGLAS COUNTY
SCHEDULING DATES AND TIMES OF REGULAR
MEETINGS FOR 2022**

Whereas, the Port of Douglas County and the Port of Chelan County executed an Interlocal Agreement on June 11th, 2019 forming the Chelan Douglas Regional Port Authority, the purpose of which is to operate the Ports and Pangborn Memorial Airport as a consolidated operation. Each meeting of the Chelan Douglas Regional Port Authority will also be a public meeting of the Port of Douglas County Commission; and

Whereas, the Port of Douglas County Commission desires to adopt a regular meeting schedule that is identical to the regular meeting schedule for the Chelan Douglas Regional Port Authority; and

Whereas, in a regular Port of Douglas County Commission meeting, the members discussed a regular meeting schedule for the calendar year 2022;


Now, Therefore, the Port of Douglas County Commission hereby resolves as follows:

1. Meeting Schedule and Locations. The Port of Douglas County regular meetings for calendar year 2022 shall be held at the Confluence Technology Center, 285 Technology Way, Wenatchee, WA on the 2nd and 4th Tuesday of each month. Due to the COVID-19 pandemic, the Port of Douglas County meetings may be held via Zoom Virtual Meeting.

2. Meeting Time. All regular meetings of the Port of Douglas County Commission shall begin at 9:00 a.m.

3. Special Meetings. Any meeting of the Port of Douglas County Commission held on a day other than the regular meeting days as set forth above shall be a special meeting of the Port of Douglas County Commission and the meeting shall be called and notice shall be given as required in RCW 42.30.080, as the same exist now or may be hereafter amended.

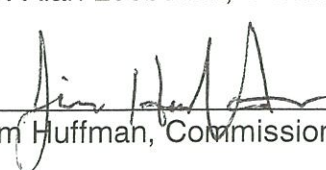
Adopted by the Port of Douglas County Commission at a regular meeting thereof held this 14th day of December, 2021.



Mark Spurgeon, Commissioner



W. Alan Loebsock, Commissioner



Jim Huffman, Commissioner



Ordinance / Resolution No. 2021-04
RCW 84.55.120

WHEREAS, the Commission of Port of Douglas County has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2022; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 1,095,042.65; and,
(Previous year's levy amount)


WHEREAS, the population of this district is more than or less than 10,000; and now, therefore,
(Check one)


BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2022 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 10,950.43
which is a percentage increase of 1.0 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 22 day of November, 2021.





W. Alan Felsach

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

PODC RESOLUTION NO. 2021-05

**RESOLUTION OF THE PORT COMMISSION OF THE PORT OF DOUGLAS COUNTY
APPROVING THE 2022 FINAL BUDGET**

Whereas, the proposed 2022 final budget has been presented to and reviewed by the Port Commission; and

Whereas, the proposed 2022 final budget, including the current expense budget for the Port of Douglas County was reviewed at an open public hearing held on November 22, 2021, notice of which was published as required by law. Possible increases in property tax revenues, as permitted by law were considered at the hearing;

Be It Resolved By The Commissioners Of The Port Of Douglas County that the proposed 2022 final budget in the form submitted to the Commissioners on this date, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved.

This Resolution shall become effective immediately upon its adoption.

Adopted by the Commission of the Port of Douglas County at a special meeting thereof held this 22nd day of November, 2021.


PORT OF DOUGLAS COUNTY



Mark Spurgeon, President



Jim Huffman, Vice President



W. Alan Loeb sack, Secretary



Ordinance / Resolution No. 2021-06
RCW 84.55.120

WHEREAS, the Commission of Port of Chelan County has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2022; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 3,280,248.80; and,
(Previous year's levy amount)

WHEREAS, the population of this district is more than or less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2022 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 32,802.49
which is a percentage increase of 1 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 22 day of November, 2021.

[Signature]
[Signature]
[Signature]

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

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POCC RESOLUTION NO. 2021-05

**RESOLUTION OF THE PORT COMMISSION OF THE PORT OF CHELAN COUNTY
SETTING THE 2022 LEVY LIMIT**

Whereas, the Port Commission has met and considered its budget for the calendar year 2022 for the Port of Chelan County; and

Whereas, the population of Chelan County is in excess of 10,000; and


Whereas, the Port Commission has determined that due to continued operational expenses and necessary capital improvements, as well as declining operating revenues from COVID-19, there is substantial need to set the levy limit at one hundred one percent (101%) and to bank the highest lawful levy, which includes all available levy amounts in excess of the levy certification for the budget year 2022.

Now, Therefore, Be It Resolved By The Commissioners Of The Port Of Chelan County to raise the levy limit factor to 101% in calculating the highest lawful levy since 1985 for tax year 2022 and to bank the highest lawful levy, including all amounts in excess of the levy certification for 2022.

This Resolution shall become effective immediately upon its adoption.

Adopted by the Commission of the Port of Chelan County at a special meeting thereof held this 22nd day of November, 2021.

PORT OF CHELAN COUNTY



Rory Turner, President



JC Baldwin, Vice President



Donn Etherington, Secretary

POCC RESOLUTION NO. 2021-07

RESOLUTION OF THE PORT COMMISSION OF THE PORT OF CHELAN COUNTY
APPROVING THE 2022 FINAL BUDGET

Whereas, the proposed 2022 final budget has been presented to and reviewed by the Port Commission; and


Whereas, the proposed 2022 final budget, including the current expense budget for the Port of Chelan County, was reviewed at an open public hearing held on November 22, 2021, notice of which was published as required by law. Possible increases in property tax revenues, as permitted by law were considered at the hearing;

Be It Resolved By The Commissioners Of The Port Of Chelan County that the proposed 2022 final budget in the form submitted to the Commissioners on this date, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved.

This Resolution shall become effective immediately upon its adoption.

Adopted by the Commission of the Port of Chelan County at a special meeting thereof held this 22nd day of November, 2021.

PORT OF CHELAN COUNTY



Rory Turner, President



JC Baldwin, Vice President



Donn Etherington, Secretary

CDRPA RESOLUTION NO. 2021-21

RESOLUTION OF THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY
APPROVING THE 2021 SUPPLEMENTAL BUDGET

Whereas, the proposed 2021 Supplemental Budget has been presented to and reviewed by the Chelan Douglas Regional Port Authority Board of Directors; and


Whereas, the proposed 2021 Supplemental Budget was reviewed at an open public hearing held on November 22, 2021, notice of which was published as required by law.

Be It Resolved by the Board of Directors of the Chelan Douglas Regional Port Authority that the proposed 2021 Supplemental Budget in the form submitted to the Directors on this date, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved.

This Resolution shall become effective immediately upon its adoption.

Adopted by the Board of Directors at a special meeting thereof held this 22nd day of November, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



Rory Turner, Director




JC Baldwin, Director



Donn Etherington, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director



Jim Huffman, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2021-23**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHELAN DOUGLAS
REGIONAL PORT AUTHORITY REGARDING 2022 RATES AND CHARGES.**

Whereas, Regional Port Staff has reviewed the existing Rates and Charges for Regional Port Properties; and


Whereas, the Rates and Charges at other airports and similar type properties have been reviewed for comparison purposes; and

Whereas, after said review, modest rental increases are being recommended for 2022.

Now, Therefore, Be It Resolved by the Board of Directors that the Chelan Douglas Regional Port Authority adopts the 2022 Rates and Charges attached hereto as Exhibit "A" and incorporated herein by this reference.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

DATED this 22nd day of November, 2021



Rory Turner, Director



JC Baldwin, Director




Donn Etherington, Director



W. Alan Loebsock, Director



Mark Spurgeon, Director



James D. Huffman, Director

CDRPA RESOLUTION NO. 2021-22

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY APPROVING THE 2022 FINAL BUDGET

Whereas, the proposed 2022 final budget has been presented to and reviewed by the Board of Directors; and

Whereas, the proposed 2022 final budget, including the current expense budget for the Chelan Douglas Regional Port Authority was reviewed at an open public hearing held on November 22, 2021, notice of which was published as required by law.

Be It Resolved by the Board of Directors of the Chelan Douglas Regional Port Authority that the proposed 2022 final budget in the form submitted to the Board on this date, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved.

This Resolution shall become effective immediately upon its adoption.

Adopted by the Board of Directors of the Chelan Douglas Regional Port Authority at a special meeting thereof held this 22nd day of November, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



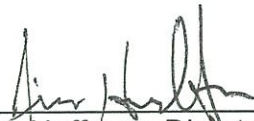
JC Baldwin, Director



W. Alan Loebsock, Director



Donn Etherington, Director



Jim Huffman, Director



Rory Turner, Director



Mark Spurgeon, Director