

Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
December 8th, 2020
9:00 am

Present:

Directors

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

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

Staff

*Jim Kuntz, Chief Executive Officer
*Trent Moyers, Director of Airports
Ron Criddlebaugh, Dir. of Economic Dev.
*Quentin Batjer, Legal Counsel
Cami Harris, Executive Assistant
Bealinda Tidd, Accounting Specialist
Laura Camarillo Reyes, CTC Assistant
Tricia Degnan, CTC Manager

Monica Lough, Dir. of Finance & Admin.
Ron Russ, Property Manager
Craig Larsen, Economic Dev. Manager
Stacie de Mestre, Capital Projects Manager
*Bobbie Chatriand, Administrative Asst.
Esther McKivor, Accounting Specialist

*Commissioner Turner, Jim Kuntz, Trent Moyers, Quentin Batjer, and Bobbie Chatriand in person; others via Zoom.

Guests (all via Zoom):

Ray Dobbs
Tim Lovain, Crossroads Strategies

Mayor Bob Goedde, City of Chelan
Lori Barnett, City of East Wenatchee

The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:28 am (due to sound technical difficulties). 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 November 24th, 2020 Meeting; November 24th, 2020 Tri Commission Meeting; and Check Register Pages #2020-56-#2020-62, including Electronic Transfers was presented and the following action was taken:

Motion No.

Moved by:
Seconded by:

12-01-20 CDRPA

W. Alan Loeb sack
Jim Huffman

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of November 24th, 2020 Meeting; Minutes of November 24th, 2020 Tri Commission Meeting; and Check Register Pages #2020-56-#2020-62, including Electronic Transfers, as presented.

Motion passed 6-0.

POCC CONSENT AGENDA:

The Port of Chelan County Consent Agenda consisting of Check Register Pages #2020-16-#2020-17, was presented and the following action was taken:

Motion No. **12-02-20 POCC**
Moved by: JC Baldwin
Seconded by: Rory Turner
To approve the Port of Chelan County Consent Agenda consisting of Check Register Pages #2020-16-#2020-17, as presented.

Motion passed 3-0

PODC CONSENT AGENDA:

The Port of Douglas County Consent Agenda consisting of Check Register Page #2020-19, including Wire Transfer, was presented and the following action was taken:

Motion No. **12-03-20 PODC**
Moved by: Mark Spurgeon
Seconded by: Jim Huffman
To approve the Port of Douglas County Consent Agenda consisting of Check Register Page #2020-19, including Wire Transfer, as presented.

Motion passed 3-0

ACTION ITEMS:

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

Salcido Enterprises – Kuntz reviewed the Salcido “Plan of Resolution” presented to the Board on November 24th, which included proposed amendments to the Land Lease Agreement and the CIAC #2 Agreement. Discussion ensued and the following actions were taken:

Motion No. **12-04-20 CDRPA**
Moved by: Jim Huffman
Seconded by: Mark Spurgeon
To authorize the CEO to sign the Land Lease Amendment with Salcido Enterprises for Pangborn Business Park.

Motion passed 6-0.

Motion No. **12-05-20 CDRPA**
Moved by: Mark Spurgeon
Seconded by: W. Alan Loepsack
To authorize the CEO to sign an Amendment with Salcido Enterprises for the CIAC #2 Agreement.

Motion passed 6-0.

Dave Piepel Land Acquisition (Purchase & Sale Agreement) – Kuntz reported an initial environmental review on the Dave Piepel Property is complete, and soil testing is in process. Moyers further added this property purchase is eligible for a future FAA reimbursement. Discussions ensued and the following action was taken:

Motion No. **12-06-20 CDRPA**
Moved by: W. Alan Loepsack
Seconded by: JC Baldwin
To authorize the CEO to enter into a Purchase & Sale Agreement with Dave Piepel for property adjacent to Pangborn Airport, subject to an acceptable Environmental Review.

Motion passed 6-0.

PRESENTATION

Crossroads Strategies – Tim Lovain of Crossroads Strategies provided an update and perspective on likely programs, policies, and economic stimulus programs that could be advanced by the new administration. An opportunity for discussion was provided.

CDRPA INFORMATIONAL ITEMS:

- **Actapio Space Marketing Update** – Larsen provided an update on marketing efforts for the Actapio space noting the marketing brochure has been sent to over 60 local, state and national tech companies. Larsen will participate in a data center Zoom event later today where he will promote the space. The Board provided feedback on their recent tour of the space.
- **Fibro Settlement Agreement Update** – Kuntz provided an update on the Settlement Agreement with Fibro which includes a potential Regional Port property purchase near Pangborn Airport. Discussions ensued.
- **Federal Affairs Contract with Crossroads Strategies** – Discussion concerning on renewal of the 2021 agreement with Crossroads Strategies ensued. The Board elected not to renew the contract.
- **Badger Mountain Brewing Lease Agreement** – Kuntz reviewed feedback received from Badger Mountain Brewing on the proposed Lease. Staff will meet with Badger Mountain on Wednesday this week for further discussion.
- **Lineage Update** – Kuntz reported the S.P.O.R.T. MOU expired on December 4th after having been extended twice.

COVID-19 UPDATES:

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

- Kuntz and Cridlebaugh provided a two page summary on grants processed to date including all programs administered by the Regional Port.

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- LOJO Property – Working with Chelan County in seeking a State Capital Budget request to extend water to the site. The Board supported a request with each local entity providing \$650,000 in capital contributions and requesting a state capital appropriation of \$1,500,000.
- Dave Barnes Waterville property lease update.
- Chelan Rotary Glass Recycling update – Staff will invite Chelan Rotary to present at the December 22nd Board Meeting.
- LOJO Property Orchard Lease update – several parties are interested in leasing the orchard property. Staff has provided each party with crop production reports.
- Legal Counsel continues to work on the Pangborn Airport Boundary Line Adjustments.

Lough provided information and updates including:

- Update on the FAA CARES Act Grant reimbursements.
- Letters sent to Chelan and Douglas Counties regarding the 2021 Tax Levies for Port of Chelan and Port of Douglas.

Moyers provided information and updates including:

- Received the FAA response letter concerning the Approach Lighting System. The FAA has agreed to take over the lighting system once installed by the Airport. The Design & Environmental work and the Runway Protection Zone Analysis are at the FAA for review.
- Staff will attend a Zoom meeting with the FAA and WSDOT concerning the Pangborn Airport Capital Improvement Plan.
- Pangborn was declined a CARB loan for a new Jet Fuel truck.
- Pangborn was not selected to be a Beta Test Site for the WSDOT Electric Aircraft Project.

Cridlebaugh provided information and updates including:

- Update on CARES 3 grant funding for small businesses that is being administered by the Washington State Department of Commerce. The Department of Commerce web-portal for applications will remain open until December 11th.

Larsen provided information and updates including:

- Gift baskets for large Port tenants will be delivered sometime in December.
- Two non-profit tenants at Lineage will vacate at the end of December.

Russ provided information and updates including:

- Airport maintenance staff is working on tenant improvements for NCESD in the 3306 Building.
- Airport maintenance staff is in the process of covering the former Giga Watt pods before winter weather.
- Smith Excavating installed some concrete barriers at Cashmere Mill District to alleviate truck traffic from Crunch Pak. Crunch Pak shared in the cost of this project.
- Holaday Parks is back on-site at Executive Flight finishing several HVAC items.

De Mestre provided information and updates including:

- Received some soil samples from RH2 for the Dave Piepel Property. Soil tests for lead and arsenic are below clean-up levels. Still waiting soil test reports for DDT.

PUBLIC COMMENT – An opportunity for public comment was provided; Chelan Mayor Goedde provided information and updates on City of Chelan.

REVIEW CALENDAR OF EVENTS: Next Board meeting will be December 22.

ITEMS FROM BOARD OF DIRECTORS: Board of Directors provided various updates.

EXECUTIVE SESSION: An Executive Session was called at 11:55 am for 10-minutes to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee (RCW 42.30.110(1)(g)).

Executive Session was extended at 12:05 pm for 10-minutes. Executive Session was extended at 12:15 pm for 5-minutes; Executive Session was extended at 12:20 pm for 5-minutes.

Meeting reconvened in Regular Session at 12:25 pm and the following action was taken:

Motion No.
Moved by:
Seconded by:

12-07-20 CDRPA
JC Baldwin
W. Alan Loebsock
To provide the CEO a 3.5% cost of living increase for 2021 based on outstanding performance.

Motion passed 5-1.
Director Etherington Nay.

Meeting adjourned at 12:33 pm.

Signed and dated this 22nd day of December, 2020.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



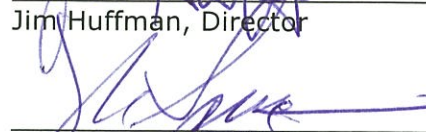
JC Baldwin, Director



Jim Huffman, Director



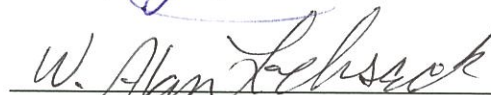
Donn Etherington, Director



Mark Spurgeon, Director



Rory Turner, Director



W. Alan Loebsock, Director