



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
February 13, 2024
9:00 a.m.**

Present:

Directors:

*Donn Etherington, Director
Jim Huffman, Director
JC Baldwin, Director*

*W. Alan Loeb sack, Director
Richard DeRock, Director
Mark Spurgeon, 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
Nick Rohrbach, Project Manager
Sarah Deenik, Communications Coord.*

*Brooke Lammert, Economic Dev. Specialist
Tricia Degnan, CTC Manager (Zoom)
Colby Goodrich, FBO Manager (Zoom)
Lorena Amador, Acct. Specialist (Zoom)
Julie Avis, Acct. Specialist (Zoom)
Laura Camarillo Reyes, Admin. Asst. (Zoom)*

Legal Counsel:

Quentin Batjer, Davis Arnell Law Firm LLP

Guests:

*Bob Goedde, Chelan City Council
Mike Mackey, Douglas County Resident
Chris Mansfield, Ardurra
Caleb Lindquist, Ardurra
Kevin Vitulli, Banner Bank
Tim Ike, JUB Engineers
Kirk Duncan, Small Business Development Center
Dave Mitchell, Ardurra (Zoom)
Jason Taylor, KPQ (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.

Commissioner Etherington congratulated Commissioner Baldwin on her confirmation to the Washington State Transportation Commission.

Conflicts of Interest: None.

Public Comment: An opportunity for public comment was provided. No public comments were received.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of the January 23rd, 2024 Meeting Minutes, Calendar of Events, December 2023 Commission Calendar, and Check Register Pages #2024-01 through #2024-06, including Electronic Transfers.

Motion No.
Moved by:
Seconded by:

02-01-24 CDRPA
JC Baldwin
Richard DeRock
To approve the Chelan Douglas Regional Port Authority Consent Agenda as presented.

Motion Passed 5-0
Director Spurgeon abstained.

PORT OF CHELAN COUNTY CONSENT AGENDA:

The Port of Chelan County Consent Agenda consisting of Check Register Pages #2024-01 through #2024-03, including Electronic Transfers.

Motion No.
Moved by:
Seconded by:

02-02-24 POCC
JC Baldwin
Donn Etherington
To approve the Port of Chelan County Authority Consent Agenda as presented.

Motion Passed 3-0

PRESENTATION:

- **Small Business Development Center – Kirk Duncan** – Kirk Duncan, a Certified Business Advisor for the Small Business Development Center, presented the SBDC’s 2023 Year-End Report.

Kuntz announced that there have been audio issues at the CTC, potentially due to the recent flooding, and that staff members are working to fix them. He asked that online guests send a note to Deenik if any audio issues occur during today’s meeting.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

Fire Sprinkler System Replacement Project Bid Award – Executive Flight Building

Kuntz reviewed the building's history and the project's necessity due to safety requirements and the National Guard's upcoming move-in. Russ provided an overview of the project. Staff recommended rejecting the sole bid of \$1,040,531.60, which exceeded the engineers cost estimate. The plan is to gather contractor feedback for cost clarity and revise the plan. Kuntz noted that there is no crossover connections between the admin side and the hanger system, with clean water testing results. Discussion ensued, and the following action was taken:

Motion No.
Moved by:
Seconded by:

02-03-24 CDRPA
W. Alan Loeb sack
Mark Spurgeon
To reject the bid submitted for the Fire Sprinkler System Replacement Project at Executive Flight Building.

Motion Passed 6-0

Underground Storage Tank Removal Project Bid Award – Pangborn Airport

Russ briefly reviewed the project. Staff recommends selecting Peak Environmental, LLC as the apparent low bidder among four submissions. The scope of work and overall project budget will be reviewed at the February 27th, 2024 Board meeting. The following actions were taken:

Motion No.
Moved by:
Seconded by:

02-04-24 CDRPA

Jim Huffman
Mark Spurgeon

To accept the Engineer's recommendation that Peak Environmental, LLC is the apparent low bidder for the Pangborn Airport Underground Storage Tank Removal Project and award said base bid in the amount of \$242,705.89 (including Washington State Sales Tax).

Motion Passed 6-0

Motion No.
Moved by:
Seconded by:

02-05-24 CDRPA

Mark Spurgeon
JC Baldwin

To authorize the CEO to award and sign the contract with Peak Environmental, LLC for the Pangborn Airport Underground Storage Tank Removal Project in the amount of \$242,705.89 (including Washington State Sales Tax) upon receipt and acceptance of all necessary deliverables required by the contract documents from the contractor.

Motion Passed 6-0

Phase I Design Authorization Runway 12/30 Reconstruction – Pangborn Airport

Moyers provided a brief overview of the project, stating that design, scope of work, and fees have been negotiated with consultants and approved by the FAA. Phase I Design is to be covered by FAA BIL funds, but funding for subsequent phases has not been secured. Moyers and Kuntz met with Regional FAA Representatives and concluded that completing the project in one construction season (via the reconstruction option) does not seem viable at this time without a letter of intent from the FAA. A discussion followed regarding a Rehabilitation option versus a Reconstruction option. More information will be presented before a final decision is made and a plan implemented. The following action was taken:

Motion No.
Moved by:
Seconded by:

02-06-24 CDRPA

Jim Huffman
Richard DeRock

To authorize Ardurra to proceed with pre-design work not to exceed \$400,000.

Motion Passed 6-0

Memorandum of Understanding – Washington State Army National Guard

Kuntz discussed the plan for the Washington State Army National Guard to purchase land at Pangborn Memorial Airport to construct their new hangar and training facility. The Memorandum of Understanding is a plan for utilities and outlines entities assigned to each task. No financial commitments are listed within the agreement. The Memorandum of Understanding will be sent to the Department of Defense to ensure that the site is certified. The following action was taken:

Motion No.
Moved by:
Seconded by:

02-07-24

Mark Spurgeon
W. Alan Loeb sack

To authorize the CEO to sign the Memorandum of Understanding with the Washington State Army National Guard.

Motion Passed 6-0

Pangborn Airport Taxiway B Waterline – Bill of Sale to East Wenatchee Water District

de Mestre updated the Board on the closeout of the Hangar Pad Development Project and shared that the Bill of Sale to the East Wenatchee Water District is part of the closeout process. A two-year warranty agreement is in place. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

02-08-24
Mark Spurgeon
Richard DeRock

To authorize the CEO to sign and deliver a Bill of Sale deeding over waterline improvements to the East Wenatchee Water District per the Developer Extension Agreement.

Motion Passed 6-0

Authorization to Solicit Qualifications – General Architectural Services

Rohrbach shared that the current agreement recently expired, necessitating a new round of solicitation. The services covered include schematic designs, construction administrative services, and cost estimates. The following action was taken:

Motion No.
Moved by:
Seconded by:

02-09-24
Jim Huffman
Richard DeRock

To authorize the CEO to solicit Request for Qualifications for General Architectural Services.

Motion Passed 6-0

Authorization to Solicit Qualifications – Trades District Inspector

Rohrbach provided the Board with details on the Trades District Project currently out for bid. Additionally, the EDA requires that an inspector be solicited for the project. The following action was taken:

Motion No.
Moved by:
Seconded by:

02-10-24
Richard DeRock
JC Baldwin

To authorize the CEO to solicit Request for Qualifications for the Trades District Inspector.

Motion Passed 6-0

Authorization to Solicit Qualifications – Firing Range Consultant

de Mestre informed the Board that the CDRPA is currently under an option/feasibility agreement for property in Peshastin for the proposed Firing Range Association Regional Training Facility. To expedite the feasibility period and permitting, a consultant specializing in indoor firing range design needs to be hired. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

02-11-24
Mark Spurgeon
Richard DeRock

To authorize the CEO to solicit Request for Qualifications for the Firing Range Consultant.

Motion Passed 6-0

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

At 10:18 a.m. Commissioner Etherington called for a 10-minute break.

INFORMATIONAL ITEMS:

Revised Selection Criteria – Partners in Economic Development – Non-Profits – Kuntz presented the proposed revisions to the Board for review, aimed at authorizing limited grant funding for tourism projects. These changes include capping tourism requests at 50% of available funding and allowing a maximum of two approved requests per applicant within a five-year period. Commissioner DeRock raised concerns about funds being granted to entities that subsequently have successful tourism events and then donating excess revenues to others. Commissioner Baldwin questioned the Regional Port's role in this context. The discussion then focused on the idea of setting limits to support small communities and events, emphasizing that without funding, certain events may not proceed. Commissioner Baldwin suggested a further review of this matter within the framework of the Regional Port's Strategic Plan. Commissioners did approve the changes proposed by staff as an interim step.

2024 Cash Carryforward Balance – Lough reviewed the 2024 Cash Carryforward Balance and noted that the balances were higher than projected. Additionally, there has been no use of the Regional Port's line of credit.

2023 Year End Activity Report – Pangborn Airport – Kuntz thanked Sarah Deenik for her work in putting the report together and noted her feature in the Wenatchee World. Moyers reviewed the Year End Report Activity report with the Board.

2023 Virtower Reports – Moyers reviewed the reports with the Board for Pangborn Airport, Chelan Airport, Waterville Airport and Mansfield Airport.

2024 Capital Projects Plan – de Mestre provided the 2024 Capital Projects Plan that she organizes and maintains for the Board to review. Kuntz reminded the Board that staff meetings occur regularly to update this plan and ensure that staff is accurately tracking toward the budget.

Olympia Visit Recap – Kuntz reported that delegation meetings were productive and insightful. The focus of the visits was to secure funding for the construction of the Airlift Northwest Hangar.

Digital Media Marketing – Kuntz discussed the community's limited knowledge of the Regional Port activities. de Mestre reviewed a marketing concept to feature three major Port projects aimed at building community engagement. The data collected can be used for future marketing plans once a strategic plan is in place.

Firing Range Association – Regional Training Facility – Kuntz reviewed plans for a property exchange with the Firing Range Association in conjunction with the Regional Port's buildout of the new indoor Regional Training Facility.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Reviewed the three suggested road names for the Trades District Project.
- Discussed the upcoming due date for the Request for Proposals regarding the Regional Port's strategic plan. A date and time for conducting interviews will be scheduled soon.
- Shared that the meeting with Douglas County's Assessor and Treasurer regarding the potential formation of a TIF District went well. The assessed value for the district came in higher than anticipated, and staff is working with consultants to reshape the district boundaries.
- An RFP to conduct orchard removal as part of Phase II on the Malaga property will be issued soon.

- The utility extension project in Cashmere has come back at a higher cost than initially planned. A future discussion is needed to determine if the project will proceed.
- Discussed a meeting with Climavision and shared that the firm will be attending the upcoming Tri-Commission meeting to further discuss the issue of weather radar gaps in the region.
- Reviewed recent business leads concerning the Olds Station Business Park and reaffirmed with the Board that the priority is to promote projects that create significant jobs, family wages and private sector investment.

Lough provided information and updates including:

- Shared that the exit conference for POCC and PODC, as part of the entities' audits, went well.

Moyers provided information and updates including:

- Reminded the Board that the General Aviation Building's Environmental Assessment is scheduled to end on February 15th, 2024.
- Discussed the schedule of the recurring hangar rent study and shared that one is upcoming.

de Mestre provided information and updates including:

- Shared that the Regional Sports Complex Steering Committee met and had a productive discussion regarding Phase II Goals and Objectives.
- Updated the Board on the design progress for the Airlift Northwest Hangar. Currently, the design is at 90%, with plans for it to be at 100% by mid-March.

Russ provided information and updates including:

- Russ shared with the Board that canopy repairs on Industrial Building #9 has commenced.
- Staff is working closely with the Washington State Army National Guard contractors as they continue to update and install equipment in the Executive Flight Building.

Rohrbach provided information and updates including:

- Reviewed the bid schedule for the Trades District with the Board.

Degnan provided information and updates including:

- Shared that the PUD has extended their lease in the lower level of the Confluence Technology Center for an additional three months.

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

REVIEW CALENDAR OF EVENTS: Several dates and events were reviewed.

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

EXECUTIVE SESSION:

Executive Session was announced at 12:36 p.m. for a period of twenty 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)(b) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such considerations would cause a likelihood of increased price. Executive Session extended at 12:56 p.m. for a period of twenty minutes. Executive Session concluded at 1:16 p.m.

Meeting reconvened in Regular Session at 1:17 p.m. with no action taken.

Commissioner Etherington reviewed the CEO's 2024 priorities, and Commissioner DeRock requested to add them to the agenda for approval at the February 27th, 2024 meeting.

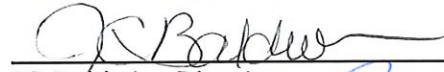
Meeting adjourned at 1:20 p.m.

Signed and dated this 27th day of February 2024.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



Donn Etherington, Director



JC Baldwin, Director



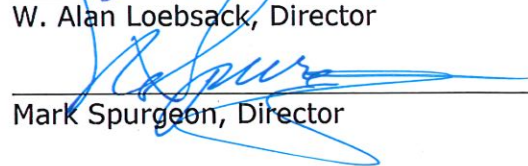
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