

**Board of Directors**  
**Chelan Douglas Regional Port Authority**  
**Meeting Minutes**  
**March 9<sup>th</sup>, 2021**  
**9:00 am**

**Present:**

**Directors**

JC Baldwin, Director  
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.  
Tricia Degnan, CTC Manager (Zoom)  
Quentin Batjer, Legal Counsel  
Sarah Deenik, Communications Coordinator (Zoom)  
Esther McKivor, Accounting Specialist (Zoom)  
Randy Asplund, Port Engineer (Zoom)

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

**Guests (all via Zoom):**

Ray Dobbs  
Erin McCardle, City of Chelan  
Chris Mansfield, T.O. Engineers  
Wendy Santiago, W.E.S. Landscape Architecture  
Lisa Grueter, BERK Consulting  
Wayne Barnhart, Douglas County Sewer Dist.  
Bernita Landers, Douglas County Sewer Dist.

Mayor Bob Goedde, City of Chelan  
Aaron Buob, T.O. Engineers  
Erik Howe, RH2  
David Hulse, Alcoa  
Cheryl Sutton, Douglas County Sewer Dist.  
Wenatchee World Reporter  
Eagle Group

**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 and via Zoom as previously posted in the required Public Meeting Notice.**

**Introductions were made.**

**Conflict of Interest:** None

**CONSENT AGENDAS:**

**CDRPA CONSENT AGENDA:**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of February 23<sup>rd</sup>, 2021 Meeting; and Check Register Pages #2021-05-#2021-08, including Electronic Transfers was presented and the following action was taken:

**Motion No.**

Moved by:  
Seconded by:

**03-01-21 CDRPA**

JC Baldwin  
Mark Spurgeon

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of February 23<sup>rd</sup>, 2021 Meeting; and Check Register Pages #2021-05-#2021-08, including Electronic Transfers, as presented.

Motion passed 6-0.

**POCC CONSENT AGENDA:**

The Port of Chelan County Consent Agenda consisting of Check Register Page #2021-03 was presented and the following action was taken:

<b>Motion No.</b>	<b>03-02-21 POCC</b>
Moved by:	Donn Etherington
Seconded by:	JC Baldwin
	To approve the Port of Chelan County Consent Agenda consisting of Check Register Page #2021-03, as presented.

*Motion passed 3-0.*

**PRESENTATIONS:**

**T.O. Engineers** – Chris Mansfield and Aaron Buob with T.O. Engineers provided status reports and updates on Pangborn Memorial Airport projects including:

- Runway Protection Zone Analysis
- Runway Protection Zone Land Acquisition
- Environmental Assessment
- Terminal Ramp Rehabilitation Project

**W.E.S. Landscape Architecture** – Wendy Santiago with W.E.S. Landscape Architecture provided three design concepts for the CTC entryway to eliminate an on-going water intrusion issue. The Board expressed their desire to look for local artists for the project. Staff will continue to work with W.E.S. to refine the design and budget.

**CDRPA ACTION ITEMS:**

**Waterville Airport Pavement Rehabilitation Project** – de Mestre provided information on the Waterville Airport Pavement Rehabilitation Project noting 2 bids were received. CR Contracting, LLC was the apparent low bidder. Based on the recommendation from JUB Engineers, Regional Port staff recommends awarding the contract to CR Contracting. Discussion ensued and the following actions were taken:

<b>Motion No.</b>	<b>03-03-21 CDRPA</b>
Moved by:	JC Baldwin
Seconded by:	Jim Huffman
	To accept the Engineer’s recommendation that CR Contracting, LLC is the apparent low bidder for the Waterville Airport Pavement Rehabilitation Project and award said Base Bid, Additive Schedule 1, and Additive Schedule 2 in the amount of \$185,052.21, including Washington State Sales Tax.

*Motion passed 6-0.*

<b>Motion No.</b>	<b>03-04-21 CDRPA</b>
Moved by:	Mark Spurgeon
Seconded by:	Rory Turner
	To authorize the CEO to award and sign the contract with CR Contracting, LLC for the Waterville Airport Pavement Rehabilitation Project in the amount of \$185,052.21, 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.*



## INFORMATIONAL ITEMS

- **Pangborn Memorial Airport Land Use Planning Update** – Kuntz provided several updates on the Pangborn Airport Land Use Project including:
  - Project Timeline
  - Boundary Line Adjustment
  - Zoning Code Text Amendment
  - Airport Safety Zones/Airport Overlay
- **Pangborn Memorial Airport Terminal Building Parking Management Plan** – Kuntz reviewed the Airport Parking Management Plan and Operating Policy that would be administered by Regional Port Staff beginning May 1<sup>st</sup>. Discussion ensued and the following action was taken:

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

**03-09-21 CDRPA**  
Jim Huffman  
JC Baldwin  
To approve the Pangborn Memorial Airport Terminal Building Parking Operating Policy, as presented.

*Motion passed 6-0.*

- **Johnson Building – Waterville Airport** – Kuntz updated the Board concerning a land lease at Waterville Airport. The current lease option expires February 28, 2025 and the tenant has requested early termination and deeding to the Regional Port the building located on the parcel. Board directed staff to proceed with an initial environmental assessment to determine the extent of any potential soil contamination caused by previous land uses. More information will be brought back at a future meeting.
- **Lease Management Report** – Current Lease Management Report was included in the packet.

## MISC STAFF REPORTS:

### **Kuntz provided information and updates including:**

- Information on business lead for Isenhart property in Olds Station.
- Orondo River Park CAN Management default update.
- Partners in Economic Development for Nonprofits – Historical Downtown Chelan Association intends to resubmit an application for a project which aligns with Port Economic Development objectives.
- Kenmore Air – Potential future Lake Chelan service.
- Douglas County PUD rate update.

### **Moyers provided information and updates including:**

- Annual FAA Certification Inspection is taking place Thursday this week.

### **Lough provided information and updates including:**

- FAA CARES Act Grant update.

### **Degnan provided information and updates including:**

- Actapio personal property is now in Regional Port possession.
- Potential tenant for CTC South update.

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

- Smith Excavation has been retained to remove the concession trailer at Orondo River Park.
- Sent request to the RCO office for permission to remove the fuel dock at Orondo River Park.
- CTC Window Sealant Project is out to bid.
- Three bids were received for the CWICC Building HVAC Replacement Project.

**Director Loeb sack called for Executive Session at 1:05 pm for 15 minutes to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b)).**

Meeting reconvened in Regular Session at 1:20 pm, and the following action was taken:

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

**03-10-21 CDRPA**

Mark Spurgeon

JC Baldwin

To authorize the CEO to negotiate and sign option agreements associated with property adjacent and near the LOJO Property for possible inclusion in the Malaga LAMIRD.

Motion passed 6-0.

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

**REVIEW CALENDAR OF EVENTS:** Did not review.

**ITEMS FROM BOARD OF DIRECTORS:** None.

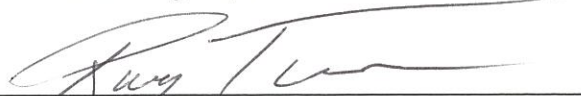
Meeting adjourned at 1:25 pm.

Signed and dated this 23<sup>rd</sup> day of March, 2021.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

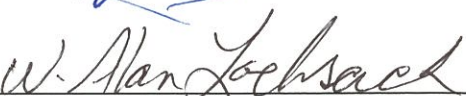
  
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