



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
March 28th, 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
Ron Criddlebaugh, Director of Econ. Dev.
Craig Larsen, Business Dev. Mngr.
Stacie de Mestre, Capital Projects Mngr.
Ron Russ, Property & Maintenance Mngr.
Tricia Degnan, CTC Manager (Zoom)*

*Ryan Fancher, Project Manager (Zoom)
Colby Goodrich, FBO Manager (Zoom)
Sarah Deenik, Comm. Coordinator
Brooke Lammert, Executive Assistant
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

Guests:

*Bart Tilly, TEAM
Mike Mackey
Greg Brizendine, Spirit of Wenatchee
Adam Brizendine, JAB
Jennifer Brizendine
Emily Thornton, Wenatchee World (Zoom)*

*Kalie Worthen, Wenatchee World (Zoom)
Jason Taylor, KPQ (Zoom)
Steve Wilkinson, WVCC (Zoom)*

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

Introductions were made.

Kuntz requested to add Diamond Foundry's Letter of Intent to the meeting agenda. Commissioner Spurgeon concurs.

PUBLIC COMMENTS: Greg Brizendine with the Spirit of Wenatchee presented to the Board their request to improve the driveway approach and add parking at the Miss Veedol hangar. The group would like to complete the project in the Spring/Summer of 2023.

Conflicts of Interest: None

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA

The Chelan Douglas Regional Port Authority Consent Agenda consisting of March 14th, 2023 Meeting Minutes, CDRPA Resolution #2023-03 Voiding Check 11253, and February 2023 Commission Calendar was presented.

Motion No.
Moved by:
Seconded by:

03-06-23 CDRPA
Donn Etherington
Richard DeRock
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the March 14th, 2023 Meeting, CDRPA Resolution #2023-03 Voiding Check 11253; and February 2023 Commission Calendar.

Motion Passed 6-0

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

Lineage Building H Proposals

Kuntz reviewed with the Board the Request for Proposal (RFP) from May 2020 for Lineage Building H. The Board approved RFP focused on needed architectural improvements, public parking, and the minimum sale price of \$2,100,000. Kuntz shared the TEAM proposal and JAB, LLC's Letter of Intent. Bart Tilly, representing TEAM, and Adam Brizendine, representing JAB, LLC, made presentations to the Board. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

03-07-23 CDRPA
Donn Etherington
Richard DeRock
To authorize the CEO to enter into a Letter of Intent with JAB, LLC.

Motion passed 6-0

Letter of Intent – Diamond Foundry

Kuntz gave a brief review of the former Fibro property and shared that Diamond Foundry is looking to enter into a Letter of Intent with the Regional Port to lease a portion of the property. Diamond Foundry is requesting that the Regional Port take the property off the market for a year in exchange for 50% rent on a non-refundable basis (\$130,000). Kuntz shared that, additionally, a non-named firm is interested in purchasing the same property at \$135,000 per acre. Regional Port staff is already in discussion with said firm on additional property options to ensure that they establish in the region. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

03-08-23 CDRPA
Richard DeRock
W. Alan Loeb sack
To authorize the CEO to enter into a Letter of Intent with Diamond Foundry for 17 acres located in Batterman Business Park.

Motion passed 6-0

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

At 10:06 a.m. Commissioner Spurgeon called for a 10-minute break.

PORT OF CHELAN COUNTY ACTION ITEMS:

Authorizing the Executive Director to enter into a Purchase and Sale Agreement with Tom and Sharon Utigard/Malaga Springs, LLC for property in Malaga

Kuntz reviewed the Purchase and Sale Agreement with the Board. Discussion ensued and the following action was taken:

Motion No.	03-09-23 POCC
Moved by:	Richard DeRock
Seconded by:	JC Baldwin
	To authorize the Executive Director to enter into a Purchase and Sale Agreement with Tom and Sharon Utigard/Malaga Springs LLC for property in Malaga.

Motion passed 3-0

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONCURRENT ACTION ITEMS:

Authorizing the CEO to enter into a Purchase and Sale Agreement with Tom and Sharon Utigard/Malaga Springs, LLC for property in Malaga

The Purchase and Sale Agreement was reviewed during the Port of Chelan County Action Items.

Motion No.	03-10-23 CDRPA
Moved by:	W. Alan Loeb sack
Seconded by:	Jim Huffman
	To authorize the CEO to enter into a Purchase and Sale Agreement with Tom and Sharon Utigard/Malaga Springs LLC for property in Malaga.

Motion passed 6-0

INFORMATIONAL ITEMS:

2022 Budget versus Actual Review – Kuntz reviewed with the Board final revenues and expenses from the 2022 budget. It was noted that only 13% of Regional Port revenues come from property taxes. Additionally, 74% of the Regional Port expenses in 2022 were dedicated to capital projects. Kuntz also shared with the Board a breakdown of the revenues and expenses by business park.

RiverCom – CTC Lease Update – de Mestre shared with the Board an update on how meetings and showings of the Confluence Technology Center to RiverCom have gone. Additionally, the Board reviewed a draft lease term sheet. RiverCom’s Board will discuss lease options at their upcoming meeting on April 19th, 2023.

Trent Moyers – Congressional Testimony – Commissioner Spurgeon gave high compliments to Moyers on the quality of his work and testimony. A brief recording of his testimony was shared with the Board.

Partners in Economic Development – Breakfast and Lunch Recap – Kuntz shared with the Board that the Regional Port had record attendance for the March 22nd Breakfast and March 23rd Lunch with speaker John Mitchell.

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

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Kuntz shared an update on which Regional Port projects were included in the proposed operating and capital budgets. The Legislative Session should conclude on April 28th.

de Mestre provided information and updates including:

- Shared with the Board that BerryDunn was chosen as the firm to conduct the Regional Sports Complex feasibility study. de Mestre is working on finalizing a contract to bring to the Board for approval at the April 11th, 2023 meeting.
- Updated the Board that the Regional Port is waiting on signatures from the City of Wenatchee and the PFD to complete the Interlocal Agreement outlining funding obligations for the Regional Sports Complex study.
- de Mestre shared with the Board that CAFÉ has been a great partner for the Trades District project and that staff will be attending their upcoming meeting to present on the Trades District to their members and conduct surveys.
- Updated the Board on the Taxiway A project and shared new information from the FAA on a potential shutdown of the ILS system.

Russ provided information and updates including:

- Shared with the Board that the water leak in the Executive Flight building maintenance hangar caused no damage to the compressor.

PUBLIC COMMENTS: 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 11:47 a.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)(b) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price 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 shall be taken in a meeting open to the public). Executive Session was extended for an additional ten minutes at 12:07 p.m. Executive Session concluded at 12:17 p.m.

Meeting reconvened in Regular Session and was immediately adjourned at 12:18 p.m. with no action taken.

Signed and dated this 11th day of April 2023.


CHELAN DOUGLAS REGIONAL PORT AUTHORITY



Mark Spurgeon, Director



Donn Etherington, Director



Jim Huffman, Director



Richard DeRock, Director



JC Baldwin, Director



W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2023-03
RESOLUTION TO VOID CHECK NO. 11253**

Whereas Check No. 11253 in the amount of \$23.85, payable to Les Schwab Tire Center, on Register Page No. 2023-12 was created and signed on March 15th, 2023.

Whereas check issued was a duplicate payment on an invoice and subsequently returned to the Port Authority uncashed by Les Schwab Tire Center. The returned check is to be voided.

Now, therefore be it resolved by the Board of Directors of the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, that Check No. 11253 be declared VOID.

Dated this 28th day of March 2023.

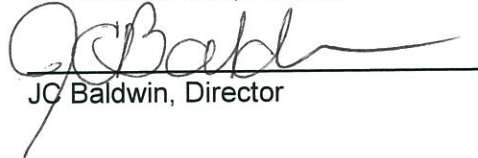
Chelan Douglas Regional Port Authority



Donn Etherington, Director



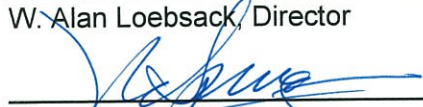
Richard DeRock, Director



JC Baldwin, Director



W. Alan Loeb sack, Director



Mark Spurgeon, Director



Jim Huffman, Director