



**Board of Directors  
Chelan Douglas Regional Port Authority  
Meeting Minutes  
June 8<sup>th</sup>, 2021  
9:00 am**

**Present:**

**Directors**

JC Baldwin, Director  
Rory Turner, Director  
Donn Etherington, Director

Jim Huffman, Director (Zoom)  
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, Public Works & Cap. Projects Mgr.  
Sarah Deenik, Comm. Coordinator (Zoom)  
Bealinda Tidd, Accounting Specialist (Zoom)  
Randy Asplund, Port Engineer (Zoom)  
Jennifer Sands, Legal Counsel

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

**Guests**

Mayor Bob Goedde, City of Chelan (Zoom)  
Erin McCardle, City of Chelan (Zoom)  
Ray Dobbs (Zoom)

Ken Johannessen, KOZI (Zoom)  
Erik Howe, RH2 (Zoom)

**The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:00 am. Due to COVID-19 restrictions, 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

**CDRPA CONSENT AGENDA:**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of May 25<sup>th</sup>, 2021 Meeting; and Check Register Pages #2021-16-#2021-18, including electronic transfers, was presented and the following action was taken:

**Motion No.**

Moved by:  
Seconded by:

**06-01-21 CDRPA**

JC Baldwin  
Mark Spurgeon

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of May 25<sup>th</sup>, 2021 Commission Meeting; and Check Register Pages #2021-16-#2021-18, including electronic transfers, as presented.

Motion passed 6-0.

**POCC CONSENT AGENDA:**

The Port of Chelan County Consent Agenda consisting of Check Register Page #2021-06, was presented and the following action was taken:

<b>Motion No.</b>	<b>06-02-21 POCC</b>
Moved by:	Donn Etherington
Seconded by:	JC Baldwin
	To approve the Port of Chelan County Consent Agenda consisting of Check Register Page #2021-06, as presented.

Motion passed 3-0.

**ACTION ITEMS:**

**HVAC – Phase II Executive Flight Building Project** – de Mestre provided an update on the HVAC Phase II Project for Executive Flight. At the February 23<sup>rd</sup> Commission meeting, staff was authorized to utilize the Design-Build contracting method for this project. On May 25<sup>th</sup> staff received qualifications from three contractors. Apollo Mechanical Contractors and Holaday-Parks received the highest rankings. Discussion ensued and the following action was taken:

<b>Motion No.</b>	<b>06-03-21 CDRPA</b>
Moved by:	JC Baldwin
Seconded by:	Rory Turner
	To authorize Staff to send the Request for Proposals to Apollo Mechanical Contractors and Holaday-Parks for the Executive Flight HVAC Phase II Project.

Motion passed 6-0.

**CTC Core and Shell Restoration Project** – Staff provided an update on the CTC Core and Shell Restoration Project for the former Actapio space. The deadline for completion of the restoration is September 26<sup>th</sup>, 2022. Staff recommended proceeding with DOH Associates Task 1 – to prepare construction documents and assist in the bidding phase, in an amount not to exceed \$94,660. Discussion ensued and the following action was taken:

<b>Motion No.</b>	<b>06-04-21 CDRPA</b>
Moved by:	Jim Huffman
Seconded by:	Mark Spurgeon
	To authorize Staff to retain DOH Associates to proceed with Task 1 – Construction and Bidding in the amount not to exceed \$94,660 for the CTC Shell & Core Restoration Project.

Motion passed 6-0.

**First Addendum to Purchase & Sale Agreement – S.P.O.R.T.** – Kuntz presented the First Addendum to the Purchase & Sale Agreement with S.P.O.R.T. Wenatchee, LLC for the Lineage North Property. Kuntz reviewed the timeline for the 60 day extension that was discussed at a previous Board meeting. The following action was taken:

<b>Motion No.</b>	<b>06-05-21 CDRPA</b>
Moved by:	Mark Spurgeon
Seconded by:	JC Baldwin
	To authorize the CEO to sign the First Addendum to the Purchase & Sale Agreement with S.P.O.R.T. for the Lineage North Property Purchase.

Motion passed 6-0.

**Authorization to Proceed to Closing - David Piepel Property** – Kuntz reviewed a Record of Negotiations Memo regarding the David Piepel Property purchase. The current Purchase & Sale Agreement was signed on February 2<sup>nd</sup>, 2021 with a closing date of June 30<sup>th</sup>, 2021. Staff recommends proceeding to closing. The Board concurred and the following action was taken:

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

**06-06-21 CDRPA**  
*Mark Spurgeon*  
*Rory Turner*  
*To authorize the CEO to proceed with the purchase of the David Piepel Property and sign all necessary closing documents.*

*Motion passed 6-0.*

**Ownership Allocation Memo - David Piepel Property** – Per the Regional Port’s Capital Investment Policy, any real property acquired after January 1, 2020 requires an Ownership Allocation Memo. Staff reviewed the draft Ownership Allocation Memo for the David Piepel Property and the following action was taken:

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

**06-07-21 CDRPA**  
*Rory Turner*  
*JC Baldwin*  
*To approve the Ownership Allocation Memo concerning the David Piepel Property.*

*Motion passed 6-0.*

## **PORT OF CHELAN COUNTY AMENDMENT TO COMPREHENSIVE PLAN TO SURPLUS PROPERTY – PUBLIC HEARING**

Commissioner Turner opened the public hearing at 9:45 am. An opportunity for public comment was provided; however, no public comments were received. Commissioner Turner closed the public hearing at 9:46 am.

**POCC Resolution No. 2021-03** – POCC Resolution No. 2021-03 amending the Port of Chelan County’s Comprehensive Plan to declare the LOJO Property surplus to the needs of the Port of Chelan County was presented and the following actions were taken:

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

**06-08-21 POCC**  
*JC Baldwin*  
*Donn Etherington*  
*To adopt POCC Resolution No. 2021-03 declaring certain real property located in Chelan County Washington as surplus to the needs of the Port of Chelan County and amending the Port of Chelan County’s Comprehensive Scheme of Harbor Improvements to remove said property from the Comprehensive Plan.*

*Motion passed 3-0.*

## **Regional Port Authority Concurrence:**

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

**06-09-21 CDRPA**  
*Mark Spurgeon*  
*JC Baldwin*  
*To concur with POCC Resolution No. 2021-03 declaring certain real property surplus.*

*Motion passed 6-0.*

## **INFORMATIONAL ITEMS:**

- **Airport Rescue & Firefighting (ARFF) Review** – Kuntz provided a detailed review of current ARFF operations including staff maintenance goals and the Interlocal Agreement with Douglas County Fire District No. 2. Options for future ARFF operations were presented and discussed. Staff is meeting with Fire Chief Brian Brett tomorrow to review options going forward.
- **Lake Chelan Airport** – Kuntz reviewed a summary of the current Joint Operating Agreement with the City of Chelan for the Lake Chelan Airport. Kuntz thanked Mayor Goedde and the Chelan City Council for their support of the Chelan Airport Master Plan.

**Director Loeb sack called for a 5-minute break at 10:50 am; meeting reconvened at 10:55 am.**

- **CTC Entrance Redesign** – Kuntz reviewed the CTC entrance design concept. The design includes plants that will do well in our climate and will be installed by Regional Port Staff in the fall.
- **Regional Port Property Marketing - Drone Videos** – Deenik showed two drone videos recently taken as part of new marketing efforts for Regional Port properties. Drone videos of all Port properties will be completed shortly and will be posted on the Port website and used in various marketing campaigns.

## **EXECUTIVE SESSION**

Executive Session was called at 11:10 am for 35-minutes to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); 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)); and 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 (RCW 42.30.110(1)(c). Executive Session was extended 4 times to 12:35 pm. Regular Session reconvened at 12:35 pm.

## **MISC STAFF REPORTS:**

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

- Meeting with Douglas County Commissioners on Monday, June 14<sup>th</sup> at 9:30 am. Several Directors expressed interest in attending. A Special Meeting Notice will be published.
- Update on Cashmere Mill District prospects/tenants.
- Boundary Line Adjustment for Pangborn Airport will be filed Friday with Douglas County.
- Reviewed several items on the Calendar.

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

- Reported Financial Statements have all been filed.

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

- Update on the Terminal Apron Project. Bid opening is June 16<sup>th</sup>.
- Waterville Pavement Rehabilitation Project will begin June 14<sup>th</sup>.
- Terminal Capacity Project is being closed out with the FAA.

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

- Update on the .09 Sales Tax Grant application for wood waste removal at Cashmere Mill District for parcels north of Sunset Highway.

**Cridlebaugh provided information and updates including:**

- Working with Department of Commerce to closeout remaining grants. Another round of grant funding is possible.

**Russ provided information and updates including:**

- Update on plane crash in Brender Creek.
- Brender Creek beaver trapping and relocation work has begun

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

**REVIEW CALENDAR OF EVENTS:** Reviewed in Staff Reports.

**ITEMS FROM BOARD OF DIRECTORS:** Directors provided various updates.

Meeting adjourned at 1:09 pm.

Signed and dated this 22<sup>th</sup> day of June, 2021.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

  
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JC Baldwin, Director

  
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Jim Huffman, Director

  
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Donn Etherington, Director

  
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Mark Spurgeon, Director

  
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Rory Turner, Director

  
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W. Alan Loebsock, Director

**PORT OF CHELAN COUNTY RESOLUTION NO. 2021-03**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF CHELAN COUNTY DECLARING CERTAIN REAL PROPERTY LOCATED IN MALAGA, CHELAN COUNTY, WASHINGTON AND COMMONLY KNOWN AS THE LOJO PROPERTY AS SURPLUS TO THE NEEDS OF THE PORT OF CHELAN COUNTY AND AUTHORIZING AN AMENDMENT TO REMOVE SAID PROPERTY FROM THE PORT OF CHELAN COUNTY'S COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS (THE "POCC COMPREHENSIVE PLAN").**

**Whereas** the Port of Chelan County (the "POCC") owns real property located in Malaga, Chelan County, Washington, and legally described on Exhibit "A", which is attached hereto and incorporated herein by this reference (the "Property"); and

**Whereas** the POCC scheduled a public hearing for June 8, 2021, to consider declaring the Property as surplus to the POCC's needs and to amend the POCC Comprehensive Plan accordingly; and

**Whereas** a staff report was prepared and presented at the hearing and is incorporated as part of the record of the hearing; and

**Whereas** proper notice of the public hearing was published and an opportunity for public testimony was provided at the public hearing; and

**Whereas** the Board of Directors of the Chelan Douglas Regional Port Authority, as the manager of the Property, support and approve the decision to declare the Property surplus and amend the POCC Comprehensive Plan accordingly; and

**Whereas** following closure of the hearing, the POCC Commissioners discussed and concluded that retaining the Property is not absolutely necessary or needed for the POCC's purposes and concluded that the POCC Comprehensive Plan should be amended to remove the Property from the POCC Comprehensive Plan.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS HEREBY RESOLVE AS FOLLOWS:

1. The Property legally described on attached Exhibit "A," which is incorporated herein by this reference, is no longer needed or necessary for the POCC's purposes, and is hereby declared to be surplus.
2. The POCC Comprehensive Plan is hereby modified to delete the Property from the POCC Comprehensive Plan.
3. Some or all of the Property may be leased or sold on such terms and conditions as the Board of Directors of the Chelan Douglas Regional Port Authority deem appropriate. Any decision to lease or sell all or a portion of the Property shall be made in a future open public meeting.

4. Nothing herein precludes the POCC Commissioners from deciding, in the future, to incorporate all or a portion of the Property as part of the POCC Comprehensive Plan.

**ADOPTED** by the Commission of the Port of Chelan County, following a hearing, at a public meeting thereof held this 8<sup>th</sup> day of June, 2021.

**PORT OF CHELAN COUNTY**



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JC Baldwin, Commissioner



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Donn Etherington, Commissioner



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Rory Turner, Commissioner

**EXHIBIT "A"**  
**Legal Description of Property**

That portion of Section 35, Township 22 North, Range 21 E.W.M., situate in the County of Chelan, State of Washington, more particularly described as follows:

All of the Northeast quarter of said Section 35 lying Southerly of Chelan County Highway No. 1, EXCEPT the Westerly 1130 feet of said subdivision.



**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
OWNERSHIP ALLOCATION MEMO  
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020  
DOUGLAS COUNTY, WA PARCEL #22210840016**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of that policy states that if there is an acquisition of real property after January 1, 2020, the Board of Directors is required to adopt an Ownership Allocation Memo as a means to allocate respective ownership interests in the property in the event of a dissolution.

The Board of Directors seeks to purchase approximately 3.18 acres of real property adjacent to the Airport, and within the Airport Runway Protection Zone, identified as Douglas County, WA Assessor's Tax Parcel Number 22210840016. Funds currently held by the Chelan Douglas Regional Port Authority will be used for the entirety of the purchase. Neither the Port of Chelan nor the Port of Douglas will be issuing separate debt or entering into a joint financing plan for the capital purchase.

Because the source of funds for the purchase will not be directly from either port district, the real estate will be owned by the Chelan Douglas Regional Port Authority.

In the event of dissolution of the Chelan Douglas Regional Port Authority, the parcel will be allocated to the two Port Districts based on the percentage of 2021 budgeted tax receipts, which calculates to 25% ownership by the Port of Douglas and 75% ownership by the Port of Chelan.

However, in the event the Chelan Douglas Regional Port Authority is able to secure a Federal Aviation Administration grant to reimburse the Regional Port for 90% of the acquisition cost, then ownership percentages shall be 50% by the Port of Douglas and 50% by the Port of Chelan.

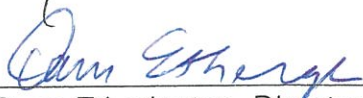
Signed and dated this 8<sup>th</sup> day of June, 2021.



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JC Baldwin, Director



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Jim Huffman, Director



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Donn Etherington, Director



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Mark Spurgeon, Director



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Rory Turner, Director



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W. Alan Loebbeck, Director