



Working Together to Enhance the Economic Vitality of North Central Washington

Chelan Douglas Regional Port Authority

**Confluence Technology Center
285 Technology Center Way, Wenatchee WA
Methow & Teanaway River Rooms
or
Zoom Virtual Conference Room Option**

**Meeting Agenda
June 13th, 2023
9:00 am**

I. CALL TO ORDER

**Note: When the Chelan Douglas Regional Port Authority meeting is called to order, the Port of Chelan County and Port of Douglas County meetings are simultaneously called to order.*

II. INTRODUCTIONS

III. CONFLICT OF INTEREST

IV. PUBLIC COMMENT

V. CONSENT AGENDA

- **CDRPA:** Approval of May 23rd, 2023 Meeting Minutes; CDRPA Resolution No. 2023-05 Voiding Check No. 11619; and Check Register Pages #2023-20 through #2023-24, including Electronic Transfers.
- **POCC:** Approval of Check Register Page #2023-05

VI. PRESENTATIONS

- **Senator Brad Hawkins**
- **Festival of Flight**

VII. CDRPA ACTION ITEMS

- (1) Taxiway B/Hangar Site Development – Capital Recovery Schedule
- (2) Pangborn Airport Underground Storage Tank Removal – Approval of Task Order with Ardurra
- (3) Contract and Procurement Policy – Proposed Revisions

VIII. PUBLIC COMMENT

IX. INFORMATIONAL ITEMS (Board may act on any items listed)

- (4) CARB Loan Application – Taxiway B/Hangar Site Development Project
- (5) Cashmere Mill District – South Mill Road Parcel
- (6) Airport Way Utility Group Planning Meeting
- (7) Streamline Fulfillment – Lease Renewal
- (8) Chelan County Cascade Public Infrastructure Fund (.09 Sales Tax)
- (9) Taxiway A Project Update
- (10) Unified Tax Levy Discussion

X. SUGGESTED BREAK: 10 MINUTES (APPROXIMATELY 10:30AM)

XI. MISCELLANEOUS STAFF REPORTS

- CEO
- Director of Finance & Administration
- Director of Airports
- Director of Economic Development & Capital Projects
- Community Relationship Manager
- Property & Maintenance Manager
- CTC Manager

XII. PUBLIC COMMENT

XIII. REVIEW CALENDAR OF EVENTS

XIV. ITEMS FROM BOARD OF DIRECTORS

- XV. EXECUTIVE SESSION:** An Executive Session may be called during the meeting. The purpose must be announced and is limited by RCW 42.30.110. Examples include: (1) to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); (2) 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 (3) 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 public property shall be taken in a meeting open to the public)(RCW 42.30.110(1)(c)); and (4) 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))

XVI. ADJOURN

PLEASE NOTE: The agenda is tentative only. The Board of Directors may add, delete, or postpone items and may take action on any item not on the agenda (This does not apply during a Special Meeting). The Directors may also move agenda items during the meeting. If you wish to address the Regional Port Authority on a non-agenda or an agenda item, please raise your hand to be recognized by the President. When you have been recognized, give your name and address before your comments. The Board of Directors are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principal.

The Port Authority office is ADA compliant. Please contact the Administrative Office at 509-884-4700 at least three (3) days in advance if you need any language, hearing or physical accommodation.



Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
May 23rd, 2023
9:00 am

Present:

Directors:

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

W. Alan Loeb sack, Director
Mark Spurgeon, Director
Richard DeRock, Director

Staff:

Jim Kuntz, Chief Executive Officer
Trent Moyers, Director of Airports
Stacie de Mestre, Dir. of Econ Dev.
Ryan Fancher, Project Manager
Tricia Degnan, CTC Manager (Zoom)
Ron Russ, Maint. & Prop. Mngr. (Zoom)

Colby Goodrich, FBO Mngr.
Sarah Deenik, Comm. Coordinator
Brooke Lammert, Executive Assistant
Laura Camarillo-Reyes, Admin. Asst. (Zoom)
Lorena Amador, Acct. Specialist (Zoom)

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm LLP
Jennifer Sands, Ogden Murphy Wallace PLLC

Guests:

Brian Bonlender, Lodestar Partners
Blake Baldwin, Lodestar Partners
Don Flick, Hangar Tenant
Kalie Worthen, Wenatchee World (Zoom)
Jason Taylor, KPQ (Zoom)
Terra Sokol, KPQ (Zoom)

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

Introductions were made.

Conflicts of Interest: None

PUBLIC COMMENTS: 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 April 25th, 2023 Meeting Minutes, Check Register Pages#2023-15 through #2023-19, including Electronic Transfers and the April 2023 Commission Calendar were presented.

Motion No.
Moved by:
Seconded by:

05-01-23 CDRPA
JC Baldwin
W. Alan Loeb sack
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the April 25th, 2023 Meeting, Check Register Pages #2023-15 through #2023-19, including Electronic Transfers and the April 2023 Commission Calendar.

Motion Passed 6-0

PORT OF CHELAN COUNTY CONSENT AGENDA

The Port of Chelan County Consent Agenda consisting of Check Register Page #2023-04 was presented.

Motion No.
Moved by:
Seconded by:

05-02-23 POCC
Richard DeRock
JC Baldwin
To approve the Port of Chelan County Consent Agenda consisting of Check Register Page #2023-04.

Motion Passed 3-0

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

Bid Award – Taxiway B/Hangar Pad Project

de Mestre reviewed the results of the May 16th bid opening for the Taxiway B Extension and Executive Hangar Site project. Two bids were received, and staff proposed entering into a contract with the low bidder Selland Construction Inc. The Board then reviewed details of the suggested overall budget. Kuntz discussed the scope of the project and the need to establish a Capital Facility Charge to recover Regional Port costs. Discussion ensued and the following actions were taken:

Motion No.
Moved by:
Seconded by:

05-03-23 CDRPA
JC Baldwin
Jim Huffman
To accept the Engineer's recommendation that Selland Construction, Inc. is the apparent low bidder for the Taxiway B Hangar Pad Project and award said base bid in the amount of \$3,143,188.56, including Washington State Sales Tax.

Motion passed 5-1
Commissioner Etherington Nay.

Motion No.
Moved by:
Seconded by:

05-04-23 CDRPA
W. Alan Loeb sack
Richard DeRock
To authorize the CEO to award and sign the contract with Selland Construction, Inc. in the amount of \$3,143,188.56 plus Washington State Sales Tax upon receipt and acceptance of all necessary deliverables required by the contract documents from the contractor.

Motion passed 5-1
Commissioner Etherington Nay.

Motion No.
Moved by:
Seconded by:

05-05-23 CDRPA
Richard DeRock
JC Baldwin
To establish an overall project budget in the amount of \$4,169,207, including Washington State Sales Tax.

Motion passed 5-1
Commissioner Etherington Nay.

PRESENTATION:

- **2023 Washington State Legislative Session Recap:** Brian Bonlender and Blake Baldwin with Lodestar Partners shared with the Board an overview of the 2023 Legislative Session and major projects funded in the Operating, Capital, and Transportation Budgets. The Board thanked Lodestar for their outstanding work.

At 10:24 a.m. Commissioner Spurgeon called for a 10-minute break.

Ownership Allocation Memo – Kemah Management

Kuntz presented a proposed Ownership Allocation Memo recommending the 100% ownership of the Kemah Management property by the Port of Chelan County should the transaction close. The following action was taken:

Motion No.	05-06-23 CDRPA
Moved by:	W. Alan Loeb sack
Seconded by:	Donn Etherington
	To approve the Ownership Allocation Memo concerning the Kemah Management property in Malaga.

Motion passed 6-0

Ownership Allocation Memo – Schoenwald

Kuntz presented a proposed Ownership Allocation Memo recommending the 100% ownership of the Schoenwald property by the Port of Chelan County should the transaction close. The following action was taken:

Motion No.	05-07-23 CDRPA
Moved by:	W. Alan Loeb sack
Seconded by:	JC Baldwin
	To approve the Ownership Allocation Memo concerning the Schoenwald property in Malaga.

Motion passed 6-0

Ownership Allocation Memo – Craig Quilter

Kuntz presented a proposed Ownership Allocation Memo recommending the 100% ownership of the Craig Quilter property by the Port of Chelan County should the transaction close. The following action was taken:

Motion No.	05-08-23 CDRPA
Moved by:	JC Baldwin
Seconded by:	Donn Etherington
	To approve the Ownership Allocation Memo concerning the Craig Quilter property in Malaga.

Motion passed 6-0

Ownership Allocation Memo – Jeff Quilter

Kuntz presented a proposed Ownership Allocation Memo recommending the 100% ownership of the Jeff Quilter property by the Port of Chelan County should the transaction close. The following action was taken:

Motion No.	05-09-23 CDRPA
Moved by:	Jim Huffman
Seconded by:	W. Alan Loeb sack
	To approve the Ownership Allocation Memo concerning the Jeff Quilter property in Malaga.

Motion passed 6-0

WSDOT Aviation Division – WSDOT Resolution No. 2023-04 Snow Removal Equipment

Moyers shared that as a part of a grant the Regional Port is seeking, a Board resolution is required guaranteeing a local match for the procurement of snow removal equipment. Discussion ensued and the following action was taken:

Motion No.	05-10-23 CDRPA
Moved by:	JC Baldwin
Seconded by:	Richard DeRock
	To adopt Chelan Douglas Regional Port Authority Resolution No. 2023-04 guaranteeing a \$90,000 grant match for procuring snow removal equipment.

Motion passed 6-0

Pregis Lease Extension

Kuntz updated the Board on the status of Pregis Innovation Packing, LLC’s lease with the Regional Port. The option to renew for five years was written into the original lease agreement, however Pregis staff is requesting a two-year renewal. Discussion ensued and the following action was taken:

Motion No.	05-11-23 CDRPA
Moved by:	Richard DeRock
Seconded by:	W. Alan Loeb sack
	To authorize the CEO to sign a two-year lease extension with Pregis Innovation Packing, LLC.

Motion passed 6-0

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

INFORMATIONAL ITEMS:

1st Quarter Airport Activity Report – Moyers reviewed the 1st Quarter Airport Activity Report with the Board noting the change in numbers due to the shift to one flight per day.

1st Quarter FBO Report– Goodrich gave an overview of the 1st Quarter FBO Report. It was pointed out that during a portion of the quarter the ILS system was down due to projects which likely impacted fuel sales. Additional discussion occurred on tracking FBO staff hours when shifting to assist maintenance staff.

Trades District Update– Kuntz updated the Board on a meeting held with the Design West team while in Spokane for the WPPA 2023 Spring Conference. de Mestre shared updated renderings and that the branding and signage are still being discussed.

Waterville Airport Update–Moyers shared that the new lights have been installed at the Waterville Airport and will be on when the PUD restores electrical service. The Airport is for daytime use only until the power is restored. The new lighting control/shelter and restroom have been installed.

Pangborn Airport Café – The Board was notified that the Airport Café has chosen not to extend their lease. Larsen will begin working on leads for a new vendor.

Pangborn Airport – Airport Way Utility Planning Group – Kuntz reviewed the need to upgrade utilities for Pangborn Memorial Airport and surrounding area to support continued growth in the area. Meetings will be held between the CDRPA, Water District, Sewer District, Douglas County Public Works and PUD with the potential to create a TIF district.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS CONTINUED:

Department of Commerce – Industrial Symbiosis Grant – Kuntz shared with the Board a Request for Proposals disseminated by the Washington Department of Commerce on an Industrial Symbiosis Grant. Discussion occurred on the opportunity to use this grant to create a more sustainable option for cooling water coming from data centers in Douglas county.

Motion No.

Moved by:

Seconded by:

05-12-23 CDRPA

JC Baldwin

Richard DeRock

To authorize the CEO to apply for the Washington State Department of Commerce Industrial Symbiosis Grant.

Motion passed 6-0

EXECUTIVE SESSION:

Executive Session was announced at 11:46 a.m. for a period of fifteen 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 public property shall be taken in a meeting open to the public). Executive Session was extended for an additional five minutes at 12:01 p.m. Executive Session concluded at 12:06 p.m.

Meeting reconvened in Regular Session with no action taken.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Shared that the Lake Chelan Airport is seeking an FAA grant to improve the taxiway with crack sealing and slurry sealing. As co-owners the Regional Port would cover half of the funding, which is estimated at \$10,000.
- Reviewed with the Board the Return on Investment from the Parcels hangar in Waterville.
- Kuntz shared that staff is working on solidifying a term sheet for Airlift Northwest's hangar pad development. The plan is to develop a construction and lease agreement with Airlift Northwest for bid approval.
- Updated the Board on fundraising letters that have gone out to help offset the cost of Alaska Airline's Minimum Revenue Guarantee that secured an additional flight out of Pangborn Memorial Airport.
- Kuntz provided the Board with Lough's Budget vs. Actual numbers for the period ending March 31, 2023 in her absence.

Moyers provided information and updates including:

- Shared with the Board details on the 2023 WAMA Conference.
- Reviewed an opportunity to pursue a Community Aviation Revitalization Board (CARB) loan to help finance the Taxiway B/Hangar Pad project. Application deadline is August 1st.
- Invited the Board to view the live fire exercise occurring at the Airport on May 31st.

de Mestre provided information and updates including:

- Updated the Board on the progress with leasing to RiverCom at the CTC.
- Shared that a successful pump test was conducted for the Malaga Waterline Project. The test well produced 1200 gallons of water per minute during the exercise.

- Reported that the first phase of the Taxiway A Project concluded on Sunday. Ardurra is working with the FAA to adjust moisture requirements on the project.

Fancher provided information and updates including:

- Reported to the Board the status on the removal of the underground storage tanks. This is a line item in the Regional Port budget and needs to occur before construction on the General Aviation Terminal Building remodel.
- Shared that staff is researching more cost-efficient IT service options for the Regional Port.

Russ provided information and updates including:

- Shared an update on the irrigation leak that occurred near Industrial Building #4 at Olds Station Business Park.
- Informed the Board that the south facing hangar door at the Executive Flight building has a broken shaft and is currently inoperable. Staff is dismantling and working to create a replacement shaft. Testing will occur on the remaining shafts to check for hairline fractures that may cause a similar breakage in the future.

Batjer provided information and updates including:

- Reminded the Board on protocol for campaigning as elections approach.

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.

Signed and dated this 13th day of June 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

Mark Spurgeon, Director

Richard DeRock, Director

Donn Etherington, Director

JC Baldwin, Director

Jim Huffman, Director

W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2023-05
RESOLUTION TO VOID CHECK NO. 11619**

Whereas Check No. 11619 in the amount of \$628.55 payable to Ryan Fancher, on Register Page No. 2023-24 was created and signed on May 31st, 2023.

Whereas check issued is originally voided, due to amount being corrected and check No. 1074 was issued on June 6th, 2023, in the amount of \$618.55.

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. 11619 be declared VOID.

Dated this 13th day of June 2023.

Chelan Douglas Regional Port Authority

Donn Etherington, Director

W. Alan Loeb sack, Director

Richard DeRock, Director

Mark Spurgeon, Director

JC Baldwin, Director

Jim Huffman, Director

**Chelan Douglas Regional Port Authority
Check Register Listing
2023-May**

Date Issued	Register #	Reason	First #	Last #	Amount
05/01/23	2023-20	Waterville Runway Lighting	11496	11496	\$2,370.00
05/15/23		DOR Business License - Storage Fuel Tanks			\$413.26
05/15/23		Mid-Month Employee Advances		ACH	\$4,000.00
05/15/23	2023-21	Mid-Month Payables	11497	11565	\$1,116,700.84
05/16/23	2023-22	Equipment Maintenance	11566	11566	\$21,550.15
05/26/23		WA Dept of Revenue - Sales Tax		ACH	\$4,263.10
05/31/23	2023-23	May 2023 Payroll	11567	11568	\$294,161.13
05/31/23	2023-24	Month-End Payables	11569	11633	\$1,148,086.90
Transactions for approval June 13, 2023 total:					<u><u>\$2,591,545.38</u></u>

We, the undersigned Directors of the Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify the merchandise or services hereinafter have been received and that the checks listed above are approved for payment.

Chief Executive Officer 

Dir of Finance & Admin. 

Director Etherington

Director DeRock

Director Baldwin

Director Loeb sack

Director Spurgeon

Director Huffman

**Chelan Douglas Regional Port Authority
Check Register
2023-20**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval May 1, 2023 check 11496 in the amount of \$ 2,370.00

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
	<u>CAPITAL PROJECTS</u>			
05/01/2023	Douglas County PUD Net Capital Projects	Waterville Runway Lighting	11496	2,370.00
				<u>\$2,370.00</u>
	TOTAL			<u>\$2,370.00</u>

Chelan Douglas Regional Port Authority
Check Register
2023-21

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval April 15, 2023 checks 11497 - 11565 in the amount of

\$1,116,700.84

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
5/15/2023	Chelan County PUD	Utilities	11514	2,219.40
5/15/2023	City of Cashmere	Utilities	11516	356.13
5/15/2023	Waste Management	Utilities	11557	421.43
	Net Cashmere Mill District			2,996.96
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
5/15/2023	Banner Bank - TD	Advertising/Landscaping	11509	202.65
5/15/2023	Chelan County PUD	Utilities	11514	9,899.85
5/15/2023	City of Wenatchee	Utilities	11517	836.74
5/15/2023	Consolidated Electrical Distributors, Inc	Maintenance Supplies	11519	1,820.67
5/15/2023	Crown Paper & Janitorial Supply	Custodial Supplies	11521	541.47
5/15/2023	Express Services, Inc.	Admin Assistant	11528	285.10
5/15/2023	Ferguson Enterprises, Inc.	Landscaping Supplies	11531	299.20
5/15/2023	Firefly	Hardware/Software	11532	610.88
5/15/2023	GFC Services	Meeting Room Setups/Janitorial Services	11534	5,976.75
5/15/2023	H.D. Fowler Company	Landscaping Supplies	11537	134.12
5/15/2023	Home Depot Pro	Landscaping Supplies	11539	68.40
5/15/2023	Keyhole Security Inc.	Security System	11540	535.35
5/15/2023	Lowe's	Landscaping Supplies	11544	141.83
5/15/2023	Pacific Security	Patrol Service	11549	444.00
5/15/2023	S & W Irrigation Supply	Landscaping Supplies	11553	82.20
5/15/2023	Waste Management	Utilities	11557	1,121.38
5/15/2023	Weinstein Beverage Co.	Coffee Supplies	11558	264.83
	Net Confluence Technology Center			23,265.42
<u>DOWNTOWN WENATCHEE SOUTH</u>				
5/15/2023	Chelan County PUD	Utilities	11514	1,152.72
5/15/2023	City of Wenatchee	Utilities	11517	755.38
	Net Downtown Wenatchee South			\$1,908.10
<u>OLDS STATION BUSINESS PARK</u>				
5/15/2023	Chelan County PUD	Utilities	11514	2,916.78
5/15/2023	City of Wenatchee	Utilities	11517	955.26
5/15/2023	Graybeal Signs, Inc.	Building Maintenance	11535	307.51
5/15/2023	Lowe's	Irrigation Supplies	11544	42.78
5/15/2023	Pacific Security	Patrol Service	11549	888.00
5/15/2023	S & W Irrigation Supply	Irrigation Supplies	11553	99.06
5/15/2023	Waste Management	Utilities	11557	139.88
5/15/2023	Wilbur-Ellis Company LLC	Landscaping	11563	222.82
	Net Olds Station Business Park			5,572.09

**Chelan Douglas Regional Port Authority
Check Register
2023-21**

<u>PANGBORN AIRPORT</u>			
5/15/2023	Ag Supply Co.	Fuel, Diesel, Maintenance Supplies	11498 3,106.47
5/15/2023	Alliant Insurance Svcs, Inc - Irvine Main	Storage Tank Pollution Insurance	11499 10,106.00
5/15/2023	Banner Bank - PE	Marketing; Festival of Flight/Maintenance Supplies	11506 925.89
5/15/2023	Banner Bank - RR	Pest Control	11507 662.80
5/15/2023	Banner Bank - TC	Security Expenses	11508 400.00
5/15/2023	Banner Bank - TF	Maintenance Supplies/Equipment Rental	11510 732.03
5/15/2023	Banner Bank - TM	Testify; Washington DC/Phone Service/Vehicle Repair	11511 400.32
5/15/2023	Douglas County PUD	Utilities	11524 3,038.00
5/15/2023	Douglas County Sewer District	Glycol Disposal	11525 1,548.27
5/15/2023	Enduris	Property Insurance	11527 64.00
5/15/2023	Ferguson Enterprises, Inc.	Maintenance Supplies	11531 27.58
5/15/2023	Firefly	Projects	11532 2,233.69
5/15/2023	FlashParking, Inc.	Parking Fees	11533 4.55
5/15/2023	Harvest Valley Pest Control, Inc.	Pest Control	11538 81.23
5/15/2023	Kole Warren	Per Diem Meal	11541 22.00
5/15/2023	Legacy An Ontivity Company	Terminal Maintenance	11542 5,748.93
5/15/2023	Marcus Orr	Per Diem Meal	11545 22.00
5/15/2023	Omnipark Inc.	Parking Software	11547 366.05
5/15/2023	Pacific Security	Patrol Service	11549 444.00
5/15/2023	S & W Irrigation Supply	Irrigation Supplies	11553 799.54
5/15/2023	T-O Engineers	Professional Service	11554 3,591.74
5/15/2023	Valley Tractor & Rentals, Inc.	Maintenance Supplies	11555 1,186.05
5/15/2023	Voltaire Aviation Inc	Air Service Dev Retainer	11556 4,000.00
5/15/2023	Waste Management	Utilities	11557 665.00
	Net Pangborn Airport		<u><u>40,176.14</u></u>
 <u>PANGBORN FBO</u>			
5/15/2023	AvFuel Corp	Jet A Fuel	11501 32,631.78
5/15/2023	Banner Bank - CG	FBO Equipment Repairs	11503 251.42
5/15/2023	Cintas Corporation	Uniforms	11515 105.60
5/15/2023	FBO Partners, LLC	Subscription to OSO	11529 1,794.00
5/15/2023	Graybeal Signs, Inc.	Marketing	11535 363.93
5/15/2023	Oxarc Inc.	FBO Supplies	11548 86.58
5/15/2023	Waste Management	Utilities	11557 175.50
	Net Pangborn FBO		<u><u>35,408.81</u></u>
 <u>PANGBORN BUSINESS PARK</u>			
5/15/2023	Douglas County PUD	Utilities	11524 1,609.00
	Net Pangborn Business Park		<u><u>1,609.00</u></u>
 <u>RPA OFFICE/AVIATION CENTER</u>			
5/15/2023	Douglas County PUD	Utilities	11524 1,517.00
5/15/2023	Legacy An Ontivity Company	Building Maintenance	11542 2,942.17
5/15/2023	Plumbco, Inc.	Building Maintenance	11550 1,732.80
5/15/2023	Waste Management	Utilities	11557 390.03
5/15/2023	Wenatchee Quality Welding LLC	Building Maintenance	11560 2,063.12
	Net RPA Office/Aviation Center		<u><u>8,645.12</u></u>
 <u>LAKE CHELAN AIRPORT</u>			
5/15/2023	Chelan County PUD	Utilities	11514 23.93
	Net Lake Chelan Airport		<u><u>23.93</u></u>
 <u>MANSFIELD AIRPORT</u>			
5/15/2023	Douglas County PUD	Utilities	11524 43.00
5/15/2023	Graybeal Signs, Inc.	Repairs	11535 1,176.51
	Net Mansfield Airport		<u><u>1,219.51</u></u>

**Chelan Douglas Regional Port Authority
Check Register
2023-21**

<u>WATERVILLE AIRPORT</u>			
5/15/2023	Graybeal Signs, Inc.	Repairs	11535 1,176.52
	Net Waterville Airport		1,176.52
<u>ORONDO RIVER PARK</u>			
5/15/2023	Keyhole Security Inc.	Repairs	11540 641.63
5/15/2023	Waste Management	Utilities	11557 127.27
	Net Orondo River Park		768.90
<u>MALAGA PROPERTY</u>			
5/15/2023	Federal Express Corp	Misc. Expenses	11530 27.00
5/15/2023	Lowe's	Irrigation Supplies	11544 29.95
	Net Malaga Property		56.95
<u>BUSINESS PARK MAINTENANCE</u>			
5/15/2023	Coleman Oil Company	Fuel	11518 471.67
5/15/2023	Lowe's	Small Equipment	11544 213.71
5/15/2023	Valley Tractor & Rentals, Inc.	Maintenance Repairs	11555 92.11
	Net Business Park Maintenance		777.49
<u>ADMINISTRATIVE & GENERAL</u>			
5/15/2023	Amazon Capital Services	Office Supplies	11500 403.53
5/15/2023	Banner Bank - CL	Fuel - Port Vehicle	11504 44.68
5/15/2023	Banner Bank - JK	Meals; Chris Green Meeting/Travel; AAAE Conference	11505 758.02
5/15/2023	Banner Bank - PE	Registration/Office Supplies/Meals; Board Mtg Lunch	11506 2,963.33
5/15/2023	Banner Bank - RR	Office Supplies/Software	11507 1,819.70
5/15/2023	Banner Bank - TC	Subscription/Software	11508 238.80
5/15/2023	CPI Printing	Office Supplies	11520 192.35
5/15/2023	Elevate Government Affairs, LLC	Governmental Affairs Federal Contract	11526 8,500.00
5/15/2023	Firefly	Duo/Projects	11532 2,916.24
5/15/2023	Lodestar Strategic LLC	Governmental Affairs State Contract	11543 6,000.00
5/15/2023	Monica Lough	Office Supplies	11546 84.83
5/15/2023	Quadient Finance USA, Inc.	Postage	11551 500.00
5/15/2023	Wenatchee Valley Chamber of Commerce	Banquet Registration	11561 70.00
5/15/2023	Xerox Corporation	Copier Maintenance	11564 340.58
	Net Administrative & General		\$24,832.06
<u>BUSINESS DEVELOPMENT & MARKETING</u>			
5/15/2023	Amazon Capital Services	Marketing	11500 97.96
5/15/2023	Banner Bank - PE	Marketing; Cashmere Chamber Banquet	11506 531.31
5/15/2023	Banner Bank - TC	Subscription	11508 22.77
	Net Business Development & Marketing		\$652.04
<u>ECONOMIC DEVELOPMENT CONTRACTS - NONPROFITS</u>			
5/15/2023	Wenatchee Downtown Assoc.	Economic Development Contract	11559 4,000.00
	Net Economic Development Contracts - Nonprofits		\$4,000.00
<u>PROJECTS - OTHER</u>			
5/15/2023	Chelan County PUD	Regional Water Second Source Feasibility Study	11514 28,979.69
5/15/2023	Federal Express Corp	Dept of Commerce - Tall Timber Grant	11530 36.74
	Net Projects - Other		\$29,016.43

**Chelan Douglas Regional Port Authority
Check Register
2023-21**

<u>CAPITAL PROJECTS</u>			
5/15/2023	Absher Construction Company	CTC - Salvage, Demo and Restoration	11497 706,083.69
5/15/2023	Avidex	CTC Audio System Upgrade	11502 31,552.65
5/15/2023	C&D Locating LLC	Irrigation Repairs - Terminal Apron	11512 519.84
5/15/2023	C&D Locating LLC	Irrigation Repairs - IB #4	11512 173.28
5/15/2023	Chelan County Public Works Department	Malaga Water Improvements	11513 470.00
5/15/2023	Daily Journal of Commerce	Taxiway B Extension - RFP	11522 1,435.20
5/15/2023	DOH Associates	CTC Shell Restoration	11523 6,342.54
5/15/2023	Douglas County PUD	Taxiway B Extension	11565 30,249.00
5/15/2023	Greater Wenatchee Irrigation Dist.	Taxiway A - Reimburse Engineering	11536 240.16
5/15/2023	RH2 Engineering, Inc.	LOJO Cooling Water Disposal Evaluation	11552 3,224.39
5/15/2023	T-O Engineers	Terminal Apron Reconstruction	11554 4,413.70
5/15/2023	T-O Engineers	Taxiway A Realignment	11554 147,374.88
5/15/2023	T-O Engineers	UST Removals	11554 772.00
5/15/2023	Wenatchee World	Taxiway B Extension - RFP	11562 1,744.04
			934,595.37
			1,116,700.84

**Chelan Douglas Regional Port Authority
Check Register
2023-22**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval May 16, 2023 check 11566 in the amount of

\$ 21,550.15

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
	<u>CAPITAL PROJECTS</u>			
05/16/2023	John Deere Financial Net Capital Projects	Equipment Maintenance	11566	21,550.15
				<u>\$21,550.15</u>
	TOTAL			<u>\$21,550.15</u>

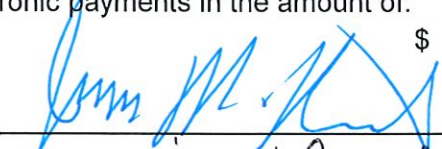
**Chelan Douglas Regional Port Authority
Check Register
2023-23**

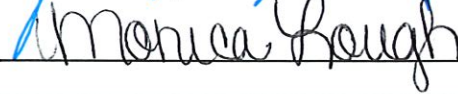
We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval May 31, 2023, checks 11567 - 11568 and electronic payments in the amount of:

\$ 294,161.13

Jim Kuntz, Chief Executive Officer





Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
Payroll				
05/31/23	Amador Lopez, Lorena	May 2023 Payroll	EFT	4,165.88
05/31/23	Baldwin, Janet L	May 2023 Payroll	EFT	1,432.67
05/31/23	Beidler, Camryn N	May 2023 Payroll	EFT	3,693.08
05/31/23	Blake, Kenny R	May 2023 Payroll	EFT	55.41
05/31/23	Burdick-Avis, Julie A	May 2023 Payroll	EFT	3,318.39
05/31/23	Camarillo-Reyes, Laura	May 2023 Payroll	EFT	3,444.28
05/31/23	Chatriand, Bobbie J	May 2023 Payroll	EFT	3,698.46
05/31/23	Day, Skylar	May 2023 Payroll	EFT	2,970.93
05/31/23	de Mestre, Stacie C	May 2023 Payroll	EFT	7,420.14
05/31/23	Deenik, Sarah K	May 2023 Payroll	EFT	5,665.67
05/31/23	Degnan, Tricia E	May 2023 Payroll	EFT	5,148.27
05/31/23	DeRock, Richard A	May 2023 Payroll	EFT	1,229.18
05/31/23	Etherington, Donn	May 2023 Payroll	EFT	1,843.44
05/31/23	Fancher, Ryan W	May 2023 Payroll	EFT	5,520.98
05/31/23	Flaget, Todd R	May 2023 Payroll	EFT	5,409.67
05/31/23	Goodrich, Colby A	May 2023 Payroll	EFT	4,770.14
05/31/23	Huffman, James D	May 2023 Payroll	EFT	1,197.38
05/31/23	Kern, Dana	May 2023 Payroll	EFT	3,586.52
05/31/23	Kuntz, James M	May 2023 Payroll	EFT	12,606.88
05/31/23	Lamb, Kenneth R	May 2023 Payroll	EFT	5,307.17
05/31/23	Lamb, Shane C	May 2023 Payroll	EFT	4,744.49
05/31/23	Lammert, Emily B	May 2023 Payroll	EFT	2,348.81
05/31/23	Larsen, Craig N	May 2023 Payroll	EFT	5,456.22
05/31/23	Loebsack, W Alan	May 2023 Payroll	EFT	1,211.18
05/31/23	Lough, Monica D	May 2023 Payroll	EFT	8,374.09
05/31/23	Martin, Kole R	May 2023 Payroll	EFT	2,156.61
05/31/23	Martinez, Rafael	May 2023 Payroll	EFT	3,468.72
05/31/23	Moyers, Trent D	May 2023 Payroll	EFT	8,424.06
05/31/23	Orr, Marcus J	May 2023 Payroll	EFT	4,728.01

05/31/23	Rumburg, Concetta A	May 2023 Payroll	EFT	1,541.62
05/31/23	Russ, Ronald R	May 2023 Payroll	EFT	6,691.37
05/31/23	Russell, Justin L	May 2023 Payroll	EFT	4,504.88
05/31/23	Smith, Charles B	May 2023 Payroll	EFT	4,370.64
05/31/23	Spurgeon, Mark M	May 2023 Payroll	EFT	914.92
05/31/23	Vargas-Mata, Manuel A	May 2023 Payroll	EFT	5,185.92
05/31/23	Warren, Kole A	May 2023 Payroll	EFT	3,116.05
05/31/23	HRA VEBA Trust	May VEBA	EFT	1,750.00
05/31/23	Bobbie Chatriand	May Sunshine Fund	11567	125.00
05/31/23	Health Care Authority	June Insurance	11568	49,311.99
05/31/23	Department of Retirement Systems	May Retirement	ACH	39,341.97
05/31/23	US Treasury	May Payroll Taxes	EFTPS	53,910.04
	Net Payroll			<u>294,161.13</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-24**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval May 31, 2023 checks 11569 - 11633 in the amount of **\$1,148,086.90**

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
5/31/2023	Local Tel Communications	Fire Alarm Service	11603	75.96
	Net Cashmere Mill District			<u>75.96</u>
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
5/31/2023	Cascade Natural Gas	Utilities	11576	13.78
5/31/2023	Chelan County PUD	Utilities	11578	201.82
5/31/2023	Crown Paper & Janitorial Supply	Janitorial Supplies	11583	1,232.76
5/31/2023	D&B Backflow LLC	Backflow Maintenance	11584	225.55
5/31/2023	Express Services, Inc.	Admin Assistant	11593	697.73
5/31/2023	Fire Chief Equipment Co, Inc.	Fire Suppression & Sprinkler	11594	5,080.64
5/31/2023	Firefly	Custom PC for VCC Room	11595	2,478.35
5/31/2023	Go USA, Inc.	Marketing	11596	455.36
5/31/2023	Home Depot Pro	Landscaping Supplies	11597	415.35
5/31/2023	Kelley Connect	Kyocera Copier Usage	11601	145.62
5/31/2023	Local Tel Communications	Fire Suppression/Telephone	11603	553.46
5/31/2023	Lowe's	Landscaping Supplies	11604	174.75
5/31/2023	North Central ESD	Contract Service - April	11609	3,580.50
5/31/2023	Otis Elevator Company	Elevator Maintenance	11612	760.90
5/31/2023	Weinstein Beverage Co.	Coffee Supplies	11630	249.34
	Net Confluence Technology Center			<u>16,265.91</u>
<u>DOWNTOWN WENATCHEE SOUTH</u>				
5/31/2023	Cascade Natural Gas	Utilities	11576	413.59
5/31/2023	D&B Backflow LLC	Backflow Maintenance	11584	880.00
5/31/2023	Local Tel Communications	Utilities	11603	383.89
	Net Downtown Wenatchee South			<u>1,677.48</u>
<u>OLDS STATION BUSINESS PARK</u>				
5/31/2023	Cascade Natural Gas	Utilities	11576	13.78
5/31/2023	Chelan County PUD	Utilities	11578	577.51
5/31/2023	Local Tel Communications	Alarm Systems	11603	152.21
5/31/2023	Stemilt World Famous Compost	Landscaping	11623	135.00
	Net Olds Station Business Park			<u>878.50</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-24**

PANGBORN AIRPORT

5/31/2023	Ag Supply Co.	Propane, Maintenance Supplies	11570	2,306.33
5/31/2023	Coleman Oil Company	Fuel	11580	421.87
5/31/2023	Douglas County Sewer District No. 1	Sewer	11589	199.82
5/31/2023	East Wenatchee Water District	Water	11591	395.60
5/31/2023	Home Depot Pro	Maintenance Supplies	11597	621.10
5/31/2023	Local Tel Communications	Phone/Internet/Cable	11603	520.81
5/31/2023	Moon Security Services, Inc	Security Expenses	11608	47.65
5/31/2023	Ogden Murphy Wallace, PLLC	Legal Fees	11611	341.00
5/31/2023	Platt Electric Supply	Maintenance Supplies	11615	1,404.97
5/31/2023	Rodda Paint Co.	Airfield Maintenance	11618	11,028.17
5/31/2023	S & W Irrigation Supply	Irrigation Supplies	11620	724.68
5/31/2023	T-O Engineers	Annual DBE Reporting	11624	105.00
5/31/2023	The IRIS Company	Security Expenses	11625	1,844.50
5/31/2023	Valley Tractor & Rentals, Inc.	Equipment Maintenance	11627	2,284.71
5/31/2023	Virtower LLC	VirTower Tracking Software	11628	400.00
	Net Pangborn Airport			22,646.21

PANGBORN FBO

5/31/2023	Avfuel Corp	Jet A Fuel	11575	30,146.56
5/31/2023	Cintas Corporation	Uniforms	11579	109.54
5/31/2023	Home Depot Pro	Janitorial Supplies	11597	326.36
5/31/2023	Local Tel Communications	Utilities	11603	250.26
	Net Pangborn FBO			30,832.72

PANGBORN BUSINESS PARK

5/31/2023	Douglas County Sewer District No. 1	Sewer	11589	97.00
5/31/2023	East Wenatchee Water District	Water	11591	465.80
5/31/2023	Local Tel Communications	Fire Alarm Service	11603	37.74
5/31/2023	Young Bucks Landscaping LLC	Landscape Maintenance	11633	2,758.40
	Net Pangborn Business Park			\$3,358.94

RPA OFFICE/AVIATION CENTER

5/31/2023	After Hours Plumbing & Heating, Inc.	Building Maintenance	11569	1,298.77
5/31/2023	Ag Supply Co.	Maintenance Supplies	11570	3.02
5/31/2023	Cascade Natural Gas	Utilities	11576	654.21
5/31/2023	Douglas County Sewer District No. 1	Sewer	11589	403.52
5/31/2023	East Wenatchee Water District	Water	11591	212.80
5/31/2023	Lowe's	Maintenance Supplies	11604	135.95
5/31/2023	TK Elevator	Building Maintenance	11626	2,080.02
5/31/2023	Young Bucks Landscaping LLC	Landscape Maintenance	11633	1,838.94
	Net RPA Office/Aviation Center			6,627.23

MANSFIELD AIRPORT

5/31/2023	Virtower LLC	VirTower Tracking Software	11628	400.00
	Net Mansfield Airport			\$400.00

BUSINESS PARK MAINTENANCE

5/31/2023	Coleman Oil Company	Fuel	11580	443.06
	Net Business Park Maintenance			443.06

**Chelan Douglas Regional Port Authority
Check Register
2023-24**

<u>WATERVILLE AIRPORT</u>				
5/31/2023	Airside Solutions, Inc.	Maintenance Supplies	11571	1,190.97
5/31/2023	Douglas County PUD	Utilities	11588	29.00
5/31/2023	Virtower LLC	VirTower Tracking Software	11628	400.00
	Net Waterville Airport			1,619.97
<u>LAKE CHELAN AIRPORT</u>				
5/31/2023	Virtower LLC	VirTower Tracking Software	11628	400.00
	Net Lake Chelan Airport			\$400.00
<u>ORONDO RIVER PARK</u>				
5/31/2023	Douglas County PUD	Utilities	11588	98.00
5/31/2023	Local Tel Communications	Internet	11603	65.90
5/31/2023	Lowe's	Maintenance Supplies	11604	245.00
5/31/2023	Young Bucks Landscaping LLC	Landscape Maintenance	11633	6,259.74
	Net Orondo River Park			\$6,668.64
<u>MALAGA PROPERTIES</u>				
5/31/2023	Chelan County PUD	Utilities	11578	55.50
	Net Malaga Property			\$55.50
<u>ADMINISTRATIVE & GENERAL</u>				
5/31/2023	Alan Loeb sack	Mileage	11572	98.51
5/31/2023	Amazon Capital Services	Office Supplies	11573	160.79
5/31/2023	Concourse Financial Group Securities	Q1 2023 Investment Management	11581	2,475.00
5/31/2023	Davis Arneil Law Firm, LLP	Legal Services	11585	8,773.00
5/31/2023	Donn Etherington	Mileage	11587	132.31
5/31/2023	Emily B. Lammert	Mileage	11592	23.71
5/31/2023	Firefly	Jim Kuntz PC	11595	1,526.81
5/31/2023	J. C. Baldwin	Mileage	11599	146.07
5/31/2023	James Kuntz	Mileage - WPPA/Data Center	11600	427.06
5/31/2023	Laura Camarillo Reyes	Mileage/Postage	11602	67.46
5/31/2023	Local Tel Communications	Telephone	11603	898.59
5/31/2023	Mark M Spurgeon	Mileage	11605	34.72
5/31/2023	Monica Lough	Travel; GFOA Conference	11607	1,437.00
5/31/2023	ODP Business Solutions, LLC	Office Supplies	11610	273.75
5/31/2023	Ogden Murphy Wallace, PLLC	Legal Services	11611	1,982.00
5/31/2023	Richard DeRock	Mileage	11617	10.48
5/31/2023	Ryan Fancher	Mileage/Lodging; WPPA Meeting	11619	628.55
5/31/2023	Sarah K Deenik	Mileage	11621	44.54
5/31/2023	Stacie de Mestre	Mileage/Meal; WPPA Meeting	11622	259.18
	Net Administrative & General			\$19,399.53
<u>BUSINESS DEVELOPMENT & MARKETING</u>				
5/31/2023	Douglas County Transp & Land Services	2023 Pictometry	11590	11,193.01
5/31/2023	Parson Photography	Business Portrait - R Fancher	11614	119.57
5/31/2023	Wenatchee Valley Chamber of Commerce	La Terraza Event Support	11631	1,500.00
	Net Business Development & Marketing			12,812.58

**Chelan Douglas Regional Port Authority
Check Register
2023-24**

CAPITAL PROJECTS

5/31/2023	Aspect Consulting, LLC	CTC Soil Testing	11574	3,778.83
5/31/2023	Chelan County Public Works Department	Malaga Water Improvements	11577	3,170.00
5/31/2023	Consolidated Supply Co.	Malaga Water Improvements	11582	628,364.19
5/31/2023	Design West Architects	Trades District Design Fees	11586	112,500.00
5/31/2023	J-U-B Engineers, Inc.	GA Terminal IFE	11598	2,750.00
5/31/2023	J-U-B Engineers, Inc.	Waterville Runway Lighting System	11598	34,427.98
5/31/2023	Maul Foster Alongi, Inc.	EPA Brownsfields Coalition Grant Consulting	11606	24,666.24
5/31/2023	North Central ESD	CTC VCC Audio System Upgrade	11609	5,428.50
5/31/2023	North Central ESD	CTC VCC Camera System Upgrade	11609	2,040.50
5/31/2023	Ogden Murphy Wallace, PLLC	PMA Instrument Lighting System	11611	217.00
5/31/2023	Ogden Murphy Wallace, PLLC	Trades District	11611	1,674.00
5/31/2023	Ogden Murphy Wallace, PLLC	Malaga LAMIRD	11611	93.00
5/31/2023	Ogden Murphy Wallace, PLLC	Microsoft	11611	3,737.00
5/31/2023	Ogden Murphy Wallace, PLLC	South End Utilities - LAMIRD	11611	2,077.00
5/31/2023	Ogden Murphy Wallace, PLLC	Malaga Cooling Water Agreement	11611	31.00
5/31/2023	Ogden Murphy Wallace, PLLC	National Guard Lease	11611	527.00
5/31/2023	Ogden Murphy Wallace, PLLC	Adcock Property Purchase	11611	286.00
5/31/2023	Ogden Murphy Wallace, PLLC	Malaga Springs Property Purchase	11611	2,623.00
5/31/2023	Pacific Engineering	Executive Flight Apron Repair	11613	3,585.00
5/31/2023	RH2 Engineering, Inc.	Malaga Water System Improvements	11616	58,369.35
5/31/2023	RH2 Engineering, Inc.	Adcock Property EA	11616	3,003.76
5/31/2023	RH2 Engineering, Inc.	Kemah Management Property EA	11616	4,866.24
5/31/2023	RH2 Engineering, Inc.	J. Quilter Property EA	11616	4,235.10
5/31/2023	RH2 Engineering, Inc.	C. Quilter Property EA	11616	1,202.58
5/31/2023	RH2 Engineering, Inc.	Schoenwald Property EA	11616	2,130.46
5/31/2023	RH2 Engineering, Inc.	Schaffer Property EA	11616	3,194.30
5/31/2023	T-O Engineers	MALSR Construction Assistance	11624	53,465.39
5/31/2023	T-O Engineers	Glycol System Assistance	11624	50.67
5/31/2023	T-O Engineers	GA Terminal Plan Review	11624	15,129.00
5/31/2023	T-O Engineers	Taxiway B/Executive Hangar Site Design	11624	45,750.73
5/31/2023	Washington State Department of Ecology	Taxiway B - Stormwater Permit	11629	216.00
5/31/2023	Wenatchee World	Trades District	11632	334.85
	Net Capital Projects			\$1,023,924.67
				\$1,148,086.90
	TOTAL			\$1,148,086.90

**Port of Chelan County
Check Register Log
2023 - May**

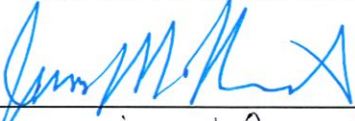
<u>Date Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>First #</u>	<u>Last #</u>	<u>Amount</u>
5/1/2023	2023-05	Feasibility Extension - Adcock Property	5144	5144	\$ 10,000.00

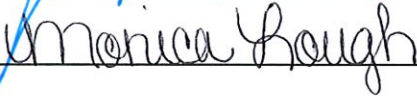
One Transaction for approval June 13, 2023 total:

\$10,000.00

Voided checks: None

We, the undersigned Commissioners of Port of Chelan County, in the State of Washington, do hereby certify the merchandise or services hereinafter have been received and that the Warrant listed above is approved for payment.

Executive Director  _____

Dir. of Finance & Admin.  _____

Commissioner Etherington _____

Commissioner DeRock _____

Commissioner Baldwin _____

**Port of Chelan County
Check Register
2023-05**

We, the undersigned Commissioners of Port of Chelan County, Chelan County, Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval May 1, 2023 - Check 5144 in the amount of \$ 10,000.00

Jim Kuntz, Executive Director _____

Monica Lough, Director of Finance & Admin _____

<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check #</u>	<u>Amount</u>
5/1/2023	Terence L. Adcock & Mary M. Adcock	Feasibility Extension - Malaga Property	5144	\$ 10,000.00

Voided Checks: None

Airplanes From The Devotion Movie

East Wenatchee



Kids Activities
Food Trucks



100+ Airplanes
Entertainment

PANGBORN'S

FESTIVAL of FLIGHT

July 8, 2023 • 9-3pm • Pangborn Memorial Airport

FREE EVENT



Thanks to our Sponsors!

Memo

To: Board of Directors

From: Stacie de Mestre

Date: June 7, 2023

Re: Taxiway B & Hangar Site Development Capital Recovery Fee Adoption

On May 10, 2022 the Board of Directors approved the Executive Hangar Site Fee Schedule which was based on a conceptual design and high level cost estimates. Design of the project has been completed, the construction contract has been awarded, and an overall project budget has been established. Staff has updated the project costs, revised the cost allocation method, and has proposed three capital recovery fee options. Please see attached for the referenced documents as well as the current hangar site layout plan.

Further discussion on the allocation method and proposed fee options will be discussed at Tuesday's meeting.

Taxiway B & Hangar Site Development
Cost Summary and Allocation

Total Costs:

A&E Fees*	\$	575,000	
Bid Schedule A	\$	1,315,471	Taxiway
Bid Schedule B	\$	1,347,664	Road/Utilities
Bid Schedule C	\$	301,358	Road/Utilities
Alternate 1	\$	178,695	Taxiway
Admin/Permitting/Connection Fees*	\$	55,000	
	Subtotal	\$ 3,773,189	
10% Contingency	\$	377,318.86	
	Total Project Budget	\$4,150,507	

*Estimate

Costruction Costs

Taxiway Cost	\$	1,494,166	48% of construction costs
Road/Utility Cost	\$	1,649,022	52% of construction costs
	\$	3,143,189	

Design/Admin Fees

Total	\$	630,000	
Taxiway Allocation	\$	299,480.86	
Road/Utility Allocation	\$	330,519.14	
	Check	\$ 630,000.00	

Contingency

Total	\$	377,318.86	
Taxiway Allocation	\$	179,364.72	
Road/Utility Allocation	\$	197,954.13	
	Check	\$ 377,318.86	

Check \$ 4,150,507.42

Project Cost Allocation

Taxiway	\$	1,973,011.95	
Road/Utilities	\$	2,177,495.46	
	Check	\$ 4,150,507.42	

Less BIL Funding

FAA BIL Grant	\$	2,083,301	
Taxiway (Both Phases)	\$	982,680.56	Taxiway cost allocation - 48% BIL Grant
Road/Utilities	\$	1,084,525.85	Road/Utilities cost allocation - 52% BIL Grant
	Check	\$ 4,150,507.42	

Total Project Cost	\$	4,150,507.42	
FAA BIL Grant	\$	2,083,301	
Cost To Be Allocated		\$2,067,206	

CHELAN DOUGLAS REGIONAL PORT AUTHORITY
Taxiway B & Hangar Site Development Capital Recovery Fee - CDRPA 25%

Phase I

Hangar Pad Site	Hangar Size	Hangar Square Footage	Parcel Square Footage	Current Land Lease Rate =		Taxiway	Road/Utilities	Capital Recovery Fee
				\$0.35 per Sq Ft per Year per Month	Annually			
A	120x120	14,400	36,310	\$ 1,059.04	\$ 12,708.50	\$ 71,033.30	\$ 133,083.77	\$ 204,117.07
B	100X100	10,000	31,209	910.26	10,923.15	61,054.21	114,387.54	175,441.75
C	100X100	10,000	31,314	913.33	10,959.90	61,259.62	114,772.38	176,032.00
D	100X100	10,000	31,146	908.43	10,901.10	60,930.96	114,156.63	175,087.59
E	100X100	10,000	29,526	861.18	10,334.10	57,761.75	108,218.99	165,980.74
F	80x80	6,400	23,495	685.27	8,223.25	45,963.30	86,114.11	132,077.41
G	80x80	6,400	22,036	642.72	7,712.60	43,109.06	80,766.57	123,875.63
H	60x60	3,600	16,887	492.54	5,910.45	33,036.06	61,894.40	94,930.46
221,923				\$ 6,472.77	\$ 77,673.05	\$ 434,148.26	\$ 813,394.39	\$ 1,247,542.65

Phase II

I	100X100	10,000	24,714	720.83	8,649.90	\$ 48,348.55	TBD	\$ 48,348.55
J	80X80	6,400	25,189	\$ 734.68	\$ 8,816.15	49,277.80	TBD	49,277.80
K	80X80	6,400	25,305	738.06	8,856.75	49,504.73	TBD	49,504.73
L	80x80	6,400	23,786	693.76	8,325.10	46,533.08	TBD	46,533.08
M	60x60	3,600	10,852	316.52	3,798.20	21,230.01	TBD	21,230.01
N	60x60	3,600	10,903	318.00	3,816.05	21,329.78	TBD	21,329.78
O	60x60	3,600	10,950	319.38	3,832.50	21,421.73	TBD	21,421.73
P	60x60	3,600	10,922	318.56	3,822.70	21,366.95	TBD	21,366.95
Q	60x60	3,600	12,191	355.57	4,266.85	23,849.52	TBD	23,849.52
154,812				\$ 3,794.53	\$ 45,534.30	\$ 302,862.15	TBD	\$ 302,862.15

	Benefit Area	Allocation %	Allocation with RPA Benefit	Cost Allocation:
Taxiway				\$ 982,680.56
Hangar Pads - Phase I	221,923	58.91%	44.18%	\$ 434,148.27
Hangar Pads - Phase II	154,812	41.09%	30.82%	302,862.15
Regional Port Benefit			25.00%	245,670.14
Road/Utilities				\$ 1,084,525.85
Hangar Pads - Phase I	221,923	100%	75.00%	\$ 813,394.39
Regional Port Benefit			25.00%	271,131.46
				Check
				Phase I
				Phase II
				Port
				\$ 1,247,542.66
				302,862.15
				516,801.60
				\$ 2,067,206.41

CHELAN DOUGLAS REGIONAL PORT AUTHORITY
Taxiway B & Hangar Site Development Capital Recovery Fee - CDRPA 10%

Phase I

Hangar Pad Site	Hangar Size	Hangar Square Footage	Parcel Square Footage	Current Land Lease Rate =		Taxiway	Road/Utilities	Capital Recovery Fee	
				\$0.35 per Sq Ft per Year per Month	Annually				
A	120x120	14,400	36,310	\$ 1,059.04	\$ 12,708.50	\$ 85,246.39	\$ 159,700.53	\$ 244,946.92	
B	100X100	10,000	31,209	910.26	10,923.15	73,270.58	137,265.05	210,535.63	
C	100X100	10,000	31,314	913.33	10,959.90	73,517.09	137,726.86	211,243.95	
D	100X100	10,000	31,146	908.43	10,901.10	73,122.67	136,987.96	210,110.63	
E	100X100	10,000	29,526	861.18	10,334.10	69,319.33	129,862.79	199,182.12	
F	80x80	6,400	23,495	685.27	8,223.25	55,160.12	103,336.93	158,497.05	
G	80x80	6,400	22,036	642.72	7,712.60	51,734.77	96,919.88	148,654.65	
H	60x60	3,600	16,887	492.54	5,910.45	39,646.26	74,273.28	113,919.54	
				221,923	\$ 6,472.77	\$ 77,673.05	\$ 521,017.21	\$ 976,073.28	\$ 1,497,090.49

Phase II

I	100X100	10,000	24,714	720.83	8,649.90	\$ 58,011.98	TBD	\$ 58,011.98	
J	80X80	6,400	25,189	\$ 734.68	\$ 8,816.15	59,126.96	TBD	59,126.96	
K	80X80	6,400	25,305	738.06	8,856.75	59,399.25	TBD	59,399.25	
L	80x80	6,400	23,786	693.76	8,325.10	55,833.66	TBD	55,833.66	
M	60x60	3,600	10,852	316.52	3,798.20	25,473.25	TBD	25,473.25	
N	60x60	3,600	10,903	318.00	3,816.05	25,592.97	TBD	25,592.97	
O	60x60	3,600	10,950	319.38	3,832.50	25,703.29	TBD	25,703.29	
P	60x60	3,600	10,922	318.56	3,822.70	25,637.57	TBD	25,637.57	
Q	60x60	3,600	12,191	355.57	4,266.85	28,616.33	TBD	28,616.33	
				154,812	\$ 3,794.53	\$ 45,534.30	\$ 363,395.26	TBD	\$ 363,395.26

	Benefit Area	Allocation %	Allocation with RPA Benefit	Cost Allocation:
Taxiway				\$ 982,680.56
Hangar Pads - Phase I	221,923	58.91%	53.02%	\$ 521,017.23
Hangar Pads - Phase II	154,812	41.09%	36.98%	363,395.27
Regional Port Benefit			10.00%	98,268.06
Road/Utilities				\$ 1,084,525.85
Hangar Pads - Phase I	221,923	100%	90.00%	\$ 976,073.27
Regional Port Benefit			10.00%	108,452.59
				Check
				Phase I
				\$ 1,497,090.50
				Phase II
				363,395.27
				Port
				206,720.65
				\$ 2,067,206.42

CHELAN DOUGLAS REGIONAL PORT AUTHORITY
Taxiway B & Hangar Site Development Capital Recovery Fee

Phase I

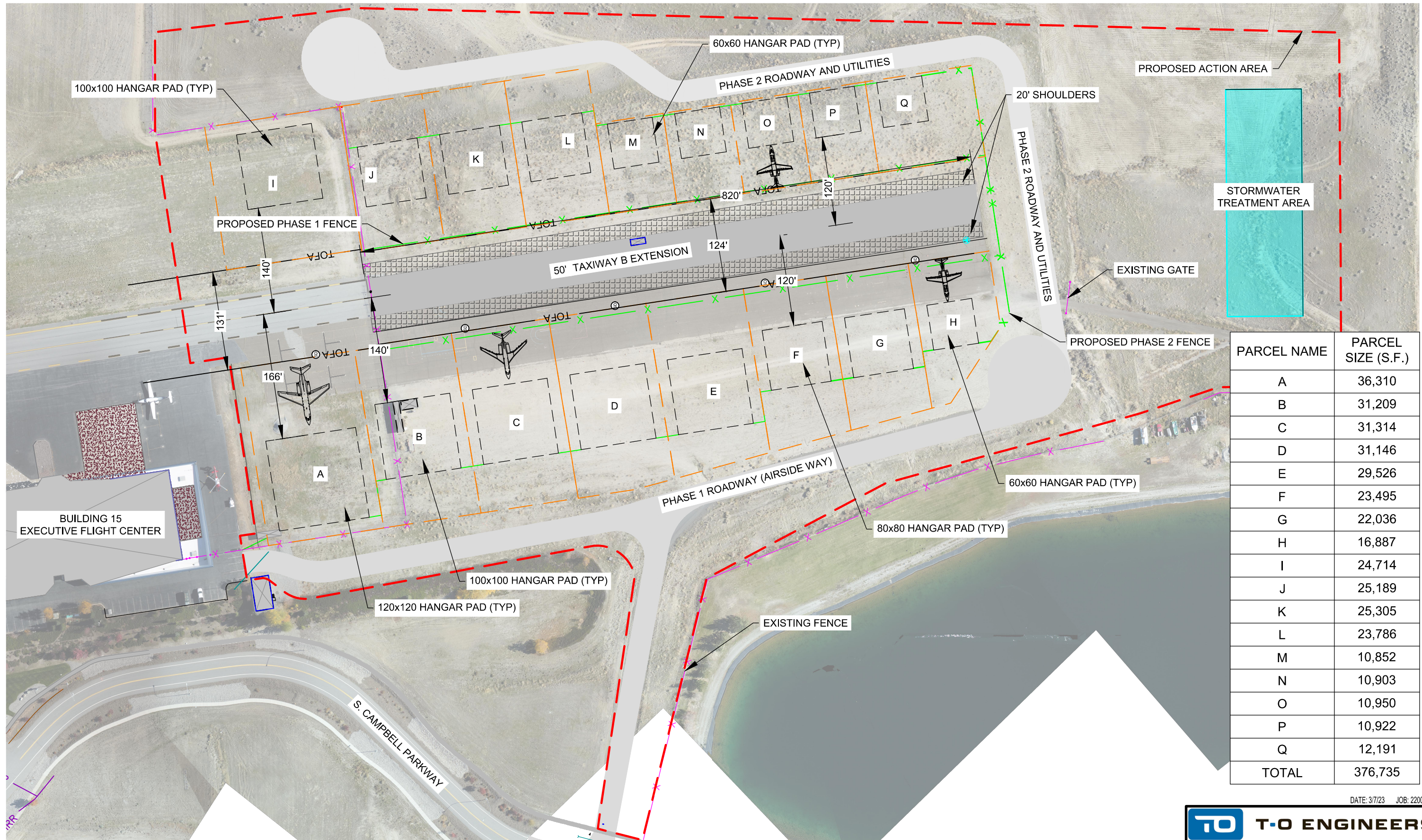
Hangar Pad Site	Hangar Size	Hangar Square Footage	Parcel Square Footage	Current Land Lease Rate =		Taxiway	Road/Utilities	Capital Recovery Fee
				\$0.35 per Sq Ft per Year per Month	Annually			
A	120x120	14,400	36,310	\$ 1,059.04	\$ 12,708.50	\$ 94,716.43	\$ 177,445.03	\$ 272,161.46
B	100X100	10,000	31,209	910.26	10,923.15	81,410.22	152,516.72	233,926.94
C	100X100	10,000	31,314	913.33	10,959.90	81,684.12	153,029.85	234,713.97
D	100X100	10,000	31,146	908.43	10,901.10	81,245.88	152,208.84	233,454.72
E	100X100	10,000	29,526	861.18	10,334.10	77,020.03	144,291.99	221,312.02
F	80x80	6,400	23,495	685.27	8,223.25	61,287.87	114,818.81	176,106.68
G	80x80	6,400	22,036	642.72	7,712.60	57,482.00	107,688.76	165,170.76
H	60x60	3,600	16,887	492.54	5,910.45	44,050.57	82,525.87	126,576.44
			221,923	\$ 6,472.77	\$ 77,673.05	\$ 578,897.12	\$ 1,084,525.87	\$ 1,663,422.99

Phase II

I	100X100	10,000	24,714	720.83	8,649.90	\$ 64,459.50	TBD	\$ 64,459.50
J	80X80	6,400	25,189	\$ 734.68	\$ 8,816.15	65,698.40	TBD	65,698.40
K	80X80	6,400	25,305	738.06	8,856.75	66,000.96	TBD	66,000.96
L	80x80	6,400	23,786	693.76	8,325.10	62,039.07	TBD	62,039.07
M	60x60	3,600	10,852	316.52	3,798.20	28,304.38	TBD	28,304.38
N	60x60	3,600	10,903	318.00	3,816.05	28,437.40	TBD	28,437.40
O	60x60	3,600	10,950	319.38	3,832.50	28,559.99	TBD	28,559.99
P	60x60	3,600	10,922	318.56	3,822.70	28,486.96	TBD	28,486.96
Q	60x60	3,600	12,191	355.57	4,266.85	31,796.79	TBD	31,796.79
			154,812	\$ 3,794.53	\$ 45,534.30	\$ 403,783.45	TBD	\$ 403,783.45

	Benefit Area	Allocation %	Allocation with RPA Benefit	Cost Allocation:
Taxiway				\$ 982,680.56
Hangar Pads - Phase I	221,923	58.91%		\$ 578,897.12
Hangar Pads - Phase II	154,812	41.09%		403,783.44
Regional Port Benefit				-
Road/Utilities				\$ 1,084,525.85
Hangar Pads - Phase I	221,923	100%		\$ 1,084,525.85
Regional Port Benefit				-

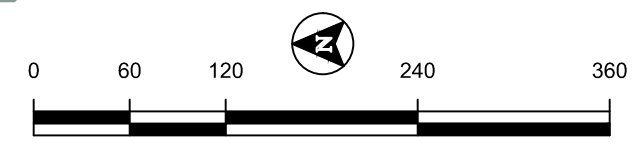
N:\220095\Tasks\Task Order 22-08 - Exec Hangar Site Design\3_Acad.dwg\Exhibits\Hangar Dev Project Component Fence Exhibit.dwg, 3/7/2023 3:43:51 PM, Conner Hansen, DWG To PDF.pcd
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PARCEL NAME	PARCEL SIZE (S.F.)
A	36,310
B	31,209
C	31,314
D	31,146
E	29,526
F	23,495
G	22,036
H	16,887
I	24,714
J	25,189
K	25,305
L	23,786
M	10,852
N	10,903
O	10,950
P	10,922
Q	12,191
TOTAL	376,735

*PARCEL SIZES COULD FLUCTUATE BASED ON HANGAR CONFIGURATION/SIZE.
 *HANGAR PAD SIZES ARE PRELIMINARY AND COULD BE SUBJECT TO CHANGE.

TAXIWAY B EXTENSION AND EXECUTIVE HANGAR DEVELOPMENT SITE PLAN EXHIBIT



DATE: 3/7/23 JOB: 220095

T-O ENGINEERS
 1717 S. RUSTLE STREET, SUITE 201
 SPOKANE, WA 99224
 509-319-2580 | WWW.TO-ENGINEERS.COM

Memo

To: Board of Directors

From: Ryan Fancher

Date: June 5, 2023

Re: Ardurra Task Order 23-06 – General Aviation (GA) Terminal
UST Removal Project

The approved 2023 budget included a line item for \$160,000 for design and construction to remove two avgas underground storage tanks in the apron outside the GA terminal at Pangborn Airport. As discussed on May 23, 2023, the scope of work has since changed to include the removal of three additional underground storage tanks on the north and east sides of the GA terminal building.

Under the existing agreement for professional engineering services with T-O Engineers (now Ardurra) dated 3/28/22, CDRPA requested a task order to perform engineering, environmental, and categorical exclusion work to remove the five underground storage tanks. Please see attached for the proposed task order 23-06.

Staff is seeking Board approval to authorize the CEO to sign task order 23-06 in an amount not to exceed \$146,040.



Pangborn Memorial Airport A/E Services
Task Order 23-06
General Aviation (GA) Terminal UST Removal Project

Task Order No.: 23-06

Fee Estimate (T&M): \$146,040

Schedule
NTP: June 15, 2023

Contract Expiration
December 31, 2023

PROJECT UNDERSTANDING

The General Aviation (GA) Terminal building is situated in the north central portion of the Airport, off Taxiway Alpha. The Owner is planning on decommissioning 5 underground storage tanks (USTs) that exist around the GA Terminal Building and within the GA Terminal Apron.

Specifically, Tanks A, J, Q, R, and W are planned for decommission and removal.

Tanks Q and R are the 10,000-gallon 100LL avgas tanks that were in use up until 2018. Tanks Q and R were installed in 1968 and are single wall steel tanks. They were excavated in 1995, inspected (wall thickness measured), lined with an epoxy coating, painted, and re-buried. At the same time, a tank monitoring system and cathodic protection system were installed. These tanks have been operated and inspected in accordance with Department of Ecology (DOE) regulations. They have been in temporary closure since 2019. Tanks W and A are not identified on the Department of Ecology's website. It is possible that these tanks pre-date DOE's electronic records. Little information is known about Tanks W and A. Lastly, Tank J is a 1,000-gal heating oil tank that was used to supply a fuel oil furnace for the GA Terminal. The furnace was removed years ago, but the tank remains in the ground. The Owner's approach to decommissioning these five identified USTs involves: hiring a consulting environmental engineer to develop a plan for decommissioning and removing these tanks in consultation with the DOE and completing the appropriate level of NEPA documentation for the Proposed Action. This task order also involves developing the 100% bid set for the removal of the USTs.

ITEMS TO BE COMPLETED BY CONSULTANT

Please refer to Scope of Work dated May 16, 2023.

SERVICES PROVIDED BY CLIENT

Please refer to Scope of Work dated May 16, 2023.

DELIVERABLES

Please refer to Scope of Work dated May 16, 2023.

PROJECT SCHEDULE

Please refer to the tentative schedule presented in the Scope of Work dated May 16, 2023.

Total Estimated Fee: \$146,040.00

* The fee for services rendered will be paid on a time and materials basis.

Client and Consultant have made and executed this Task Order pursuant to the Agreement dated March 28, 2022.

Jim Kuntz, CEO
Chelan Douglas Regional Port Authority

Date:

Vince Barthels, Environmental Services Manager
Ardurra, dba T-O Engineers, LLC

Date:



Exhibit A - Scope of Work

Pangborn Memorial Airport, Douglas County, Washington

General Aviation (GA) Terminal Apron Underground Storage Tanks (USTs) Removal Project

Background & Project Description

The Pangborn Memorial Airport is owned and operated by the Chelan Douglas Regional Port Authority (Owner). Pangborn Memorial Airport (EAT) is in East Wenatchee, Washington, and serves the general aviation and commercial service needs of the Wenatchee Area. The Airport property currently contains approximately 700 acres.

The General Aviation (GA) Terminal building (**see Figure 1 – current photo**) is situated in the north central portion of the Airport, off Taxiway Alpha (**see Figure 2 - Existing Airport Layout**). The Owner is planning on decommissioning 5 underground storage tanks (USTs) that exist around the GA Terminal Building and within the GA Terminal Apron (**see Figure 3a – UST Exhibit**). Specifically, Tanks A, J, Q, R, and W are planned for decommission and removal.

Tanks Q and R are the 10,000-gallon 100LL avgas tanks that were in use up until 2018. Tanks Q and R were installed in 1968 and are single wall steel tanks. They were excavated in 1995, inspected (wall thickness measured), lined with an epoxy coating, painted, and re-buried. At the same time, a tank monitoring system and cathodic protection system were installed. These tanks have been operated and inspected in accordance with Department of Ecology (DOE) regulations. They have been in temporary closure since 2019. Tanks W and A are not identified on the Department of Ecology’s website. It is possible that these tanks pre-date DOE’s electronic records. Little information is known about Tanks W and A. Lastly, Tank J is a 1,000-gal heating oil tank that was used to supply a fuel oil furnace for the GA Terminal. The furnace was removed years ago, but the tank remains in the ground.

Collectively, all these tanks were investigated/inventoried by G-Logics between 2018-2020 on behalf of the WA state Pollution Liability Insurance Agency. This state agency funded a grant to document potential petroleum contaminated sites on the Airport property. These investigations included boring soil samples, which were then tested for diesel and gasoline range petroleum distillates and constituent chemicals. With only a few exceptions, there were no detections above MTCA cleanup levels.

The Owner’s approach to decommissioning these five identified USTs involves: hiring a consulting environmental engineer to develop a plan for decommissioning and removing these tanks in consultation with the DOE and completing the appropriate level of NEPA documentation for the Proposed Action. The Federal Aviation Administration (FAA) is requesting that a Documented Categorical Exclusion (Catex) be developed to evaluate the potential impacts from the Proposed Action described above.



Figure 1: This photo is looking north at the front of the existing GA terminal building.

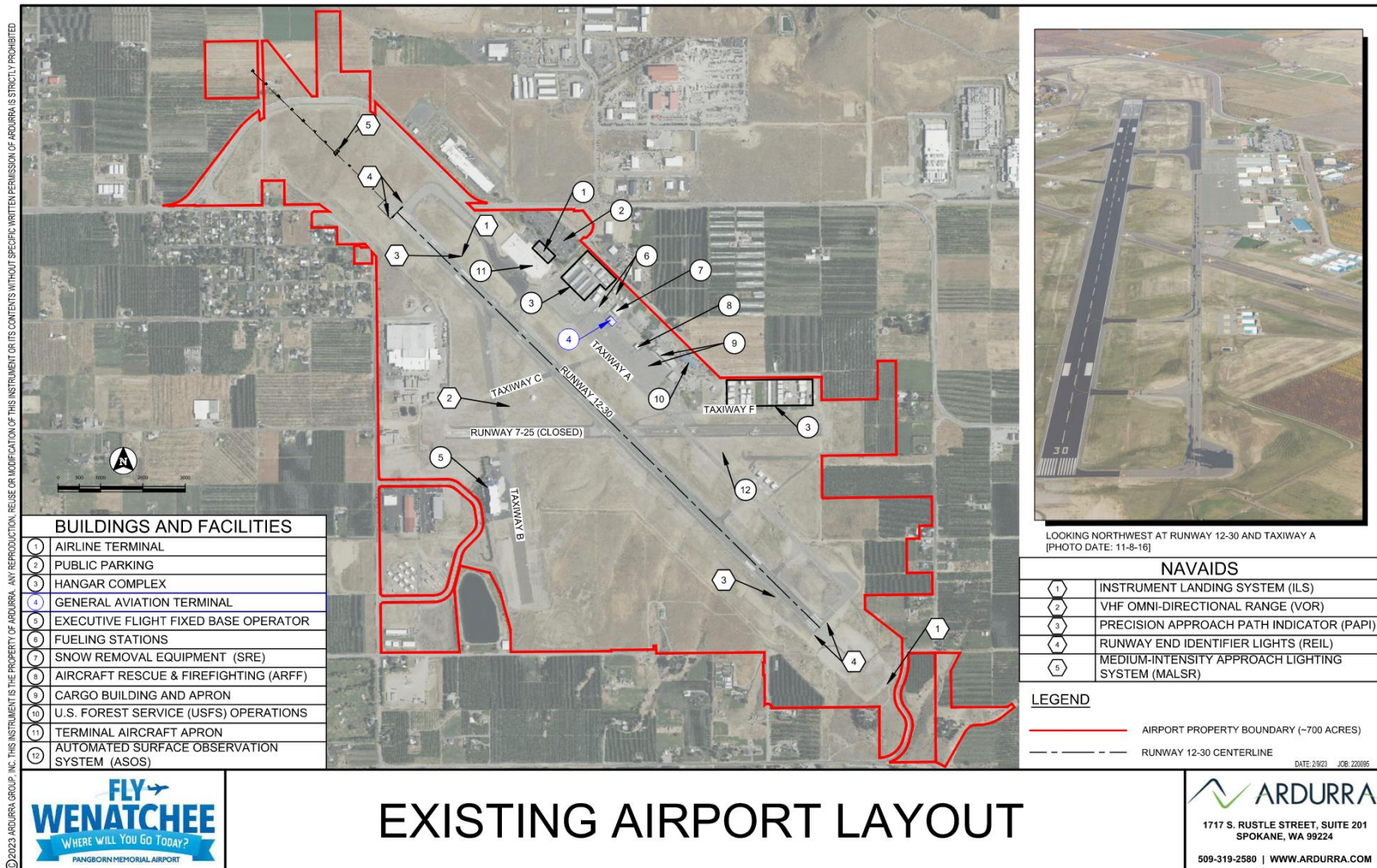


Figure 2: Existing Airport Layout Exhibit – GA Terminal Building is # 4 shown in blue.

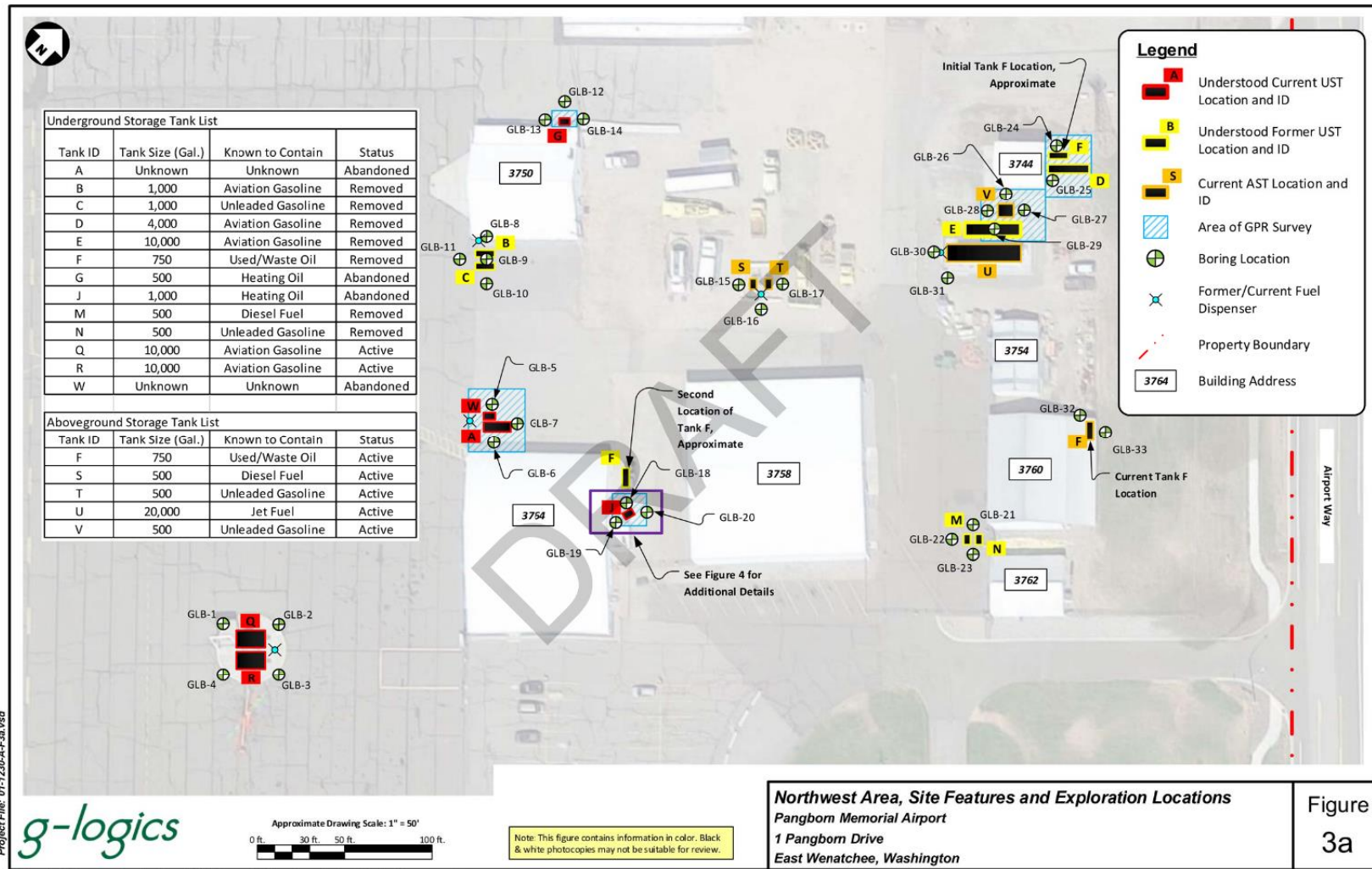


Figure 3a (completed by g-logics): illustrates the location of the five (5) planned USTs that are planned for removal (i.e., Tanks A, J, Q, R and W). Note the GA Terminal Building is Addressed at “3754.”

Scope of Services

Under this Scope of Work (SOW), the Consultant team will provide environmental analysis and administrative services necessary to prepare a Documented Catex and supporting environmental documentation for the Proposed Action. The Documented Catex and associated documentation will be completed in accordance with the National Environmental Policy Act (NEPA), FAA Order 1050.1F: *Policies and Procedures for Considering Environmental Impacts*, and FAA Order 5050.4B: *Airport Environmental Handbook*.

Supplemental to the Documented Catex, a Decommissioning Plan will be developed as a separate report in coordination with the DOE. It is envisioned that the Decommissioning Plan will become an Attachment to the Documented Catex.

Pending FAA's review and approval of the Documented Catex and Decommissioning Plan, the Consultant under this SOW will provide a Construction Bid Set to complete the Decommissioning work.

The Consultant Team consists of Ardurra as the Prime Consultant and Budinger and Associates as the subconsultant (or UST Consultant).

This SOW is presented in the following Work Tasks:

1. Administration
2. Documented Catex and Decommissioning Plan
3. Construction Bid Set

Work Tasks

The following services shall be provided under this SOW:

Task 1 –Administration

Coordinate with Owner to evaluate the scope, budget, and approach. Assist in project scope review and formulation. Prepare draft SOW for review by the Owner. This task includes all the efforts necessary to complete the project, as described in the following subtasks:

1.1 Scope and Fee Negotiation

- 1.1.1 Prepare a SOW and submit to FAA and Owner for review. Discuss comments with FAA and Owner and revise SOW to reflect comments received. Prepare final SOW and submit electronically to the Owner and FAA for approval.
- 1.1.2 Prepare proposed fee for work in accordance with the approved SOW. Negotiate fee with Owner. Prepare an agreement for professional services, including a copy of the final approved SOW and approved fee.

1.2 Project Coordination and Management

Organize a scoping meeting with the FAA and Owner as well as continued coordination throughout the project. This includes regular email and telephone correspondence regarding project status. Prepare and submit monthly invoices for payment. Maintain project records and files throughout the course of the work. This will also include financial reporting during the study.

1.3 Pen and Ink ALP Update

- 1.3.1 Per the FAA Section 163 Determination letter dated 12/22/2022 and addendum email dated 3/8/2023, a pen and ink update to the Airport Layout Plan (ALP) will be submitted to the FAA Seattle ADO once the project is completed. This task includes one on-site meeting with the Owner to review information for inclusion in the ALP drawing, and one revision to address any FAA review comments.

Task 1 Deliverables:

- Electronic copies of draft Scope of Work to FAA and Owner.
- Electronic copies of the final Scope of Work to FAA and Owner.
- Proposed fee (electronic copy) to Owner.
- Scope of Work and Fee (electronic copy).
- Monthly Invoices.
- Meeting minutes from the scoping meeting (electronic copy).
- Pen and ink ALP Update

Task 2 – Documented CATEX and Decommissioning Plan

This task includes all efforts necessary to coordinate with the applicable agencies early during the NEPA process and develop the Documented CATEX and supporting Decommissioning Plan for the Proposed Action, as described in the following subtasks.

2.1 Agency Coordination

The purpose of this subtask is to contact all local, state, and federal agencies that have responsibility for the specific applicable impact categories listed in FAA 1050.1F. It is assumed that the Consultant will attend up to two (2) agency meetings and conduct up to five (5) conference calls.

Within a letter or email format, the Consultant will provide applicable agencies or entities with a project description and project site plan, identify areas of potential impact, and locations of nearby known natural resources.

Regarding the development of the Decommissioning Plan, the Consultant will coordinate with DOE and the appropriate local agencies.

Task 2.1 Deliverables:

- The Consultant will provide written correspondence with agencies/entities and document their responses for each of the applicable environmental resource categories described in FAA Order 1050.1F.

2.2 Documented CATEX

The Consultant will prepare an FAA Northwest Mountain Region Documented Categorical Exclusion (CATEX) checklist for the proposed Project Action. Specific components of subtask 2.2 include:

- Prepare the project description and purpose & need statements.
- Perform environmental research within the project limits, including anticipated staging areas, and identify any potential impacts from the Proposed Action.
- Prepare necessary maps and figures.
- Prepare a draft CATEX addressing the resource categories specified by FAA Orders 1050.1F and 5050.4B including figures and appendices.
- Perform Quality Control internal review.
- Submit draft CATEX to Owner and FAA for review and comment.
- Coordinate with Design Team, Owner, FAA, and appropriate regulatory agencies.
- Submit permitting applications prepared by the Owner to relevant agencies, as needed.

Task 2.2 Deliverables:

- Draft Documented CATEX (electronic).
- Final Documented CATEX (electronic).

2.3 Decommissioning Plan

The UST consultant will collect and compile available information concerning the UST's to be decommissioned and the current regulatory status of each. The tanks will be located on the site plan along with associated piping for vents, dispensers, and remote fill pipes when present. The tanks with access will be opened to verify the diameter and depth of burial, and to determine the amount of product, sludge, or water present in each tank. Tanks without access will be carefully exposed and investigated consistent with the Decommissioning Plan.

A “one-call” utility location request will be made along with review of utility records and airport personnel to help identify utilities in the vicinity of each tank. The limits of anticipated excavation will be marked on site and recorded on project plans.

The UST consultant will develop a narrative description of each tank and Decommissioning Plan for each UST location. The plan will describe the requirements for removing residual product or sludge, describe WSDOE and Fire department notification and permitting requirements, the plan document the number of samples, location and chemical analysis required for each tank during UST decommissioning and assessment. The decommissioning and assessment plan will be developed in accordance with WSDOE publication 21-09-050, “Site Assessment Guidance for Underground Storage Tank Systems” (rev. October 2022).

It is possible that one or more of the UST’s has had a significant release. It is likely that minor amounts of soil contamination will be encountered from small piping or dispenser leaks, spills, or overfilling. The consultant will coordinate with Airport personnel to identify a suitable location for stockpiling potentially contaminated soils to minimize impact to airfield operations. The plan will include criteria for segregating potentially contaminated soils from unaffected overburden along with requirements for sampling and chemical analysis to characterize the soils for use as backfill or disposal. Local disposal options will be identified in the plan for soils, sludge, water, or product that may be generated during decommissioning.

The plan will include criteria for deciding whether remediation of a small release may be performed during the UST removal process, or whether the release is extensive enough that excavation following UST removal would not be cost effective or feasible. The Decommissioning Plan will include recommendations for restoration of each UST site.

The Decommissioning Plan is intended to be submitted for review by WSDOE and the Fire Department as well as the FAA and other agencies who will review the overall project. It will be presented in a format suitable for inclusion in plans and specifications issued by the Airport to solicit bids for UST decommissioning. The UST consultant will assist project designers in the development of Special Provisions, pay items and engineering estimates applicable to UST removal.

The Draft Decommissioning Plan will be submitted to FAA and Sponsor for review and comment. One (1) round of comments is anticipated. FAA and Sponsor comments will be incorporated into the Final Plan, as necessary.

Task 2.3 Deliverables:

- Draft Decommissioning Plan.
- Final Decommissioning Plan.

Task 3 – Construction Bid Set

3.1 Pre-Design Tasks

- 3.1.1 Kick-off Meeting: Prepare for and meet with the design team and Owner to discuss scope, schedule, design goals, and budget. Review Decommissioning Plan. This meeting will be held at the Airport offices and via Teams. Ardurra will prepare agenda and minutes.
- 3.1.2 Predesign Conference: Prepare for and participate in a predesign conference (via conference call) with the FAA and the Owner’s staff. Include agenda items per FAA Advisory Circular (AC) 150/5370-12B. Meeting will be attended by the Ardurra Project Manager and Budinger and Associates Project Manager.
- 3.1.3 Utility Locations: Ardurra will contact OneCall and coordinate with OneCall, utility purveyor representatives, and Airport staff to determine if any previously documented utilities occur within the project area. Utility locations will be marked via paint (yes/no) onsite. The owner will escort purveyors on the airfield as needed.
- 3.1.4 Topo Survey: Ardurra will complete a limited topographic survey within a 100’ radius of Tanks A and W. The survey efforts will aid in re-grading efforts in these areas.

Task 3.1 Assumptions:

- As the apron will be reconstructed to existing grade, a drainage and stormwater study is not required.
- It is anticipated that utility lines are present near Tank J. Should other historic utility lines be identified during project formulation or implementation, provisions will be made to abandon them in place. Utilities lines nearest Tank J will need to be preserved in place. In addition, there is a drain field nearest Tank J, which will also need to be protected during the decommissioning process.
- The project will not require a National Pollutant Discharge Elimination System (NPDES) Construction Stormwater General Permit (CSWGP) and associated Stormwater Pollution Prevention Plan.

Task 3.1 Deliverables:

- Kickoff Meeting Agenda and Minutes
- FAA Predesign Checklist and Predesign Meeting Agenda and Minutes

3.2 Design

- 3.2.1 Coordination Meetings / Workshops: Present virtual design updates to Port and Airport staff. Attend meetings at the Port Offices for 50% Design Review and 90% Design Review. Ardurra will prepare meeting agendas and distribute meeting minutes.
- 3.2.2 Conceptual UST Decommissioning and Apron Reconstruction Plan: Refine layouts and develop a revised UST Decommissioning and Apron Reconstruction Plan. Airport staff will be consulted to determine the projected needs.
- 3.2.3 Geometric Design and Overall Layout: Upon approval of the UST Decommissioning and Apron Reconstruction Plan, AC 150/5300-13B *Airport Design* will be utilized to refine the alignment and grading geometry for the project as needed. This consists of setting apron horizontal and vertical alignments, cross-slopes, and connections to airfield pavements based on the design aircraft.

- 3.2.4 Apron Pavement Design: Utilize the 16-inch-thick pavement section previously calculated for Taxiway G2 (part of the Taxiway A Realignment Project). Include compaction criteria for subgrade and technical specifications for pavements.
- 3.2.5 Prepare Plans: Prepare Cover Sheet, Construction Layout Plan, Safety and Phasing Sheets, UST Decommissioning Plan and Profile Sheets, Apron Plan and Profile Sheet, Utility Plan and Profile Sheets, Grading and Drainage, Temporary Erosion and Sediment Control (TESC) Plan, Striping, Signage, and appropriate Detail Sheets.
- 3.2.6 Specifications, Special Provisions, and Bid Items: Develop a project manual incorporating frontal documents, instructions to bidders, EJCDC General Conditions and Supplementary Conditions specific to the UST Decommissioning Plan. Technical specifications will be based on *WSDOT Standard Specifications* presented in the 6-digit CSI format. Subconsultants will provide technical specs, and/or a list of bid items for their assigned scopes of work.
- 3.2.7 Quantities and Cost Estimate: Opinions of probable construction costs will be made based on experience, previous bid tabs, industry trends, etc. Provide a schedule of estimated quantities, projected unit prices, and total cost for the project. Divide the project into two bid schedules: AIP-eligible items and non-AIP eligible items. Subconsultants will provide quantities and unit cost estimates for their assigned scopes of work.
- 3.2.8 Design Documentation: Compile Engineer's design rationale into a formal report to document the design considerations, engineering analysis, and explanation of the Engineer's design assumptions and selections.
- 3.2.9 Design Review: Conduct in-house Quality Assurance (QA) review of the proposed design submittals.
- 3.2.10 Design Review Meetings: Prepare the Plans, Specifications, and Estimate (PS&E); and Design Report for in-person review meetings with the Owner at 50% and 90%. The Ardurra Project Manager and Budinger and Associates Project Manager will participate. Provide agendas and meeting minutes.
- 3.2.11 Final Submittal: After Owner review of the 90% Submittal, update and submit the PS&E Package, and Design Report for final approval.

Task 3.2 Assumptions:

- The final plan set will yield approximately 15 Plan Sheets.
- It is assumed that the Airport property boundary will not change. Subdivisions, Boundary Line Adjustments, and FAA Section 163 property exchanges are excluded from this scope. If required, these items will be negotiated separately.

Task 3.2 Deliverables:

- Meeting Agendas and Minutes
- TESC plan to be included in plan set in pdf format.
- 50%, 90%, and Final Construction Cost Estimates, with non-AIP Bid Schedules FAA Form 7460-1
- 50%, 90%, and Final Plans (Two 11"x17" sets and 1 pdf per submittal)
- 50%, 90%, and Final Specifications (1 pdf per submittal, plus 2 paper copies for final)
- 50%, 90%, and Final Design Report (1 pdf per submittal, plus 2 paper copies for final)

EXCLUSIONS

The following services are excluded or subject to additional fees per the terms of the agreement:

1. Safety Risk Management (SRM) Panel
2. Modifications to Standards.
3. Multiple Bid Packages
4. Copying Bid Documents and/or copying Issued for Construction Plans and Specs.
5. Stormwater Pollution Prevention Plan, Notice of Intent application, and/or permitting via an individual State Waste Discharge (SWD) permit.

SCHEDULE

The following approximate milestone dates are anticipated:

ACTIVITY	COMPLETION
Scope of Work Approval	May 2023
Finalize Fee and Agreement	May 2023
Documented CATEX and Decommissioning Plan	June 2023
Bid Opening	August 2023

Dates are subject to change, based on review timing, and the needs of the Owner.

**FEE ESTIMATE
PANGBORN MUNICIPAL AIRPORT
GA TERMINAL APRON UNDERGROUND STORAGE TANKS
Dated 5/16/23**

		Ardurra							Budinger						
		Principal	Env. Project Manager	Senior Engineer / Proj Mgr	Staff Engineer	Surveyor	CAD Designer	Admin.	Engineer	Geologist	Engineer Technician	Admin			
Charge Rates		\$247.00	\$215.00	\$215.00	\$149.00	\$193.00	\$121.00	\$83.00	\$225.00	\$145.00	\$105.00	\$90.00	Hours	Total Labor	Expenses
Task	Task Description														
Task 1	Scoping and Administration														
1.1	Scope and Fee Negotiation														
1.1.1	Prepare a Scope of Work	1	8	12	4	0	2	2	8	8	0	0	45	\$8,511.00	
1.1.2	Prepare Proposed Fee	1	6	4	0	1	0	0	4	0	0	3	19	\$3,760.00	
1.2	Project Coordination and Management	2	12	12	0	0	0	12	8	0	0	2	48	\$8,630.00	
1.3	Closeout Documentation														
1.3.1	Airport Layout Plan Update	2	2	8	4	4	8	2	0	0	0	0	30	\$5,146.00	\$222.70
	Task Budget:	6	28	36	8	5	10	16	20	8	0	5	142	\$26,047.00	
Task 2	Documented CATEX and Decommissioning Plan														
2.1	Agency Coordination	2	8	8	2	0	0	0	8	4	0	0	0	\$6,612.00	
2.2	Documented CATEX	2	12	4	24	0	8	2	4	0	0	2	58	\$9,724.00	\$281.70
2.3	Decommissioning Plan	2	8	8	4	0	0	0	16	32	8	6	84	\$14,150.00	\$281.70
	Task Budget:	6	28	20	30	0	8	2	28	36	8	8	142	\$30,486.00	
Task 3	Construction Bid Set														
3.1	Pre-Design Tasks														
3.1.1	Kick-off Meeting	0	2	10	4	0	0	2	4	0	0	0	22	\$4,242.00	\$281.70
3.1.2	Predesign Conference	0	2	8	4	0	0	2	4	0	0	0	20	\$3,812.00	
3.1.3	Utility Locations	0	0	4	4	2	4	2	0	0	0	0	16	\$2,492.00	\$3,500.00
3.1.4	Topo Survey	0	2	4	4	16	12	2	2	0	0	0	42	\$7,042.00	\$340.70
3.2	Design														
3.2.1	Coordination Meetings / Workshops	2	2	12	8	0	8	4	12	0	0	0	48	\$8,696.00	\$563.40
3.2.2	Conceptual UST Decommissioning and Apron Reconstruction Plan	2	2	4	8	0	4	0	6	0	0	2	28	\$4,990.00	
3.2.3	Geometric Design and Overall Layout	0	0	8	8	0	12	2	0	0	0	0	30	\$4,530.00	
3.2.4	Apron Pavement Design	0	0	4	8	0	8	2	0	0	0	0	22	\$3,186.00	
3.2.5	Prepare Plans	0	0	4	12	0	32	4	0	0	0	0	52	\$6,852.00	
3.2.6	Specifications, Special Provisions, and Bid Items	0	0	8	12	0	8	12	4	16	0	2	62	\$8,872.00	
3.2.7	Quantities and Cost Estimate	2	0	4	8	0	4	2	18	0	0	2	40	\$7,426.00	

3.2.8	Design Documentation	2	0	4	8	0	4	2	0	0	0	0	20	\$3,196.00	
3.2.9	Design Review	8	0	0	0	0	0	2	0	0	0	0	10	\$2,142.00	
3.2.10	Design Review Meetings	2	0	8	4	0	4	2	8	0	0	0	28	\$5,260.00	
3.2.11	Final Submittal	2	2	8	12	0	12	4	4	12	0	4	60	\$9,216.00	\$531.70
	Task Budget:	20	12	90	104	18	112	44	62	28	0	10	500	\$81,954.00	
	Totals	32	68	146	142	23	130	62	110	72	8	23	784	\$ 138,487.00	\$6,003.60

Consultant Team Expenses	
Travel - 8 Vehicle Trips (@ 340 RT Miles ea @ \$0.655).	\$ 1,781.60
Per Diem - 8 days (@ \$59 per day).	\$ 472.00
Other expenses (locates and printing etc.).	\$ 3,750.00
Total Expenses	\$ 6,003.60
Total Labor Fee	\$ 138,487.00
Total Subconsultant Fees (Labor and Expenses)	\$ 38,722.40
Subconsultant Mark-up (4%)	\$ 1,548.90
Total Project Fee	\$ 146,039.50

Memo

To: Board of Directors

From: Stacie de Mestre

Date: June 8, 2023

Re: Purchasing and Contracting Policy Update

Attached please find proposed updates (in red) to our Purchasing and Contracting Policy.

Below is a summary of the proposed changes and the reasoning behind them:

- Table of Contents – Revised to match changes see below for more info.
- Page 4 – Formal Competition – clarifying how long bid tabs must be posted on the website, this will help staff to be more consistent.
- Page 8 – Length of Contracts – gives staff more flexibility for certain contracts that are a lot of work to solicit and award – such as the IT contract.
- Page 10 – Solicitation Approval Professional Services – revised to match Delegation of Authority.
- Page 20 – Bid Limits Purchased Services – revised to match Delegation of Authority and allow more flexibility.
- Page 28 – Design Build – used language from RCW. Removed old resolution.

- **Page 27 – Cooperative Purchasing – this was never in our previous policy; staff would like the option of using state contracts or piggy backing.**
- **Page 32 – Competitive Solicitation Exemptions Purchases – Added auction and surplus sales as a purchasing option for us.**

Legal has reviewed and approved the proposed updates.



Purchasing and Contracting Policy

Effective ~~April 13, 2021~~ June 13, 2023

PURCHASING AND CONTRACTING POLICY ESTABLISHING GUIDELINES FOR THE ACQUISITION OF EQUIPMENT, MATERIALS, SERVICES, PROFESSIONAL & PERSONAL SERVICES, AND PUBLIC WORKS FOR THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY.

POLICY: The Chelan Douglas Regional Port Authority (the “Port”) will acquire equipment, materials, services and public works in a manner that is consistent with statutory provisions of the Revised Code of Washington (“RCW”) and in accordance with Port Resolutions, resulting in the most effective delivery of goods and services considering not only cost but value received.

PURPOSE: The purpose of this Policy is to establish guidelines, responsibilities and practices to be followed by the Port in acquiring equipment, materials and services to accomplish its overall mission. The guidelines set forth in this Policy are intended to assure compliance with state and federal laws and develop a uniform purchasing and contracting system. This Policy does not provide additional legal rights to parties not otherwise provided by law.

AUTHORITY: The authority to establish and from time to time amend the Policy and guidelines rests with the Chief Executive Officer of the Port through the “Delegation of Authority” Resolution, approved and adopted annually by the Board of Directors of the Port.

SUPERSEDES: This Policy supersedes and replaces all previous policies and resolutions adopted by the Port, or its predecessors, relating to purchasing and contracting guidelines, except those policies and resolutions explicitly incorporated herein, including the Chelan Douglas Regional Port Authority Federal Procurement Standards Policy, and those policies and resolutions adopted contemporaneously herewith.

Chelan Douglas Regional Port Authority

Jim Kuntz, Chief Executive Officer

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~~Exhibit A – CDRPA Resolution 2021-08 Policies and Procedures to Implement Design-Build Contracting for Public Works Projects~~

Exhibit ~~B~~A – CDRPA Federal Procurement Standards Policy

1. DEFINITIONS

Bid Limits. Contract, project, or purchase dollar amounts inclusive of tax, which define bidding requirements. Formal competition is required above bid limits in order to encourage fairness, open competition, and efficiency. Below bid limits, agencies have varying degrees of flexibility in establishing purchasing and contracting procedures. To that end, this Policy establishes uniform purchasing and contracting procedures to be followed by the Port which complies with any statutory bid limits and requirements.

Competitive Solicitation. A documented process providing an equal and open opportunity to qualified parties and culminating in a selection based on criteria, in which criteria other than price may be the primary basis for consideration. The criteria may include such factors as the consultant's fees or costs, ability, capacity, experience, reputation, responsiveness to time limitations, responsiveness to solicitation requirements, quality of previous performance, and compliance with statutes and rules relating to contracts or services.

Emergency. A set of unforeseen circumstances beyond the control of the Port that either: (1) Present a real, immediate threat to the proper performance of essential functions; or (2) May result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Formal Competition. Above bid limits specified in statutes, formal competition and bidding is required. Typically, formal solicitations are more rigorous or time-intensive, and likely apply to larger and more complex contracts and purchases. The exact formal procedures are laid out in this Policy and additional Port documents. Usually, formal competition requires public advertisement for a specified time and in a particular manner, sealed bids, and public bid openings. The contract must be awarded to the lowest responsive, responsible bidder, and the bid results must be published on the Port's website and remain for one year from the bid opening date.

Informal Competition. State statutes allow many agencies to follow less stringent competitive requirements for projects below a certain threshold by selecting businesses from a small works roster or a vendor list. For public works projects, eligible agencies can use the small public works roster process for projects below \$300,000 for port districts. For purchases, eligible agencies may use a vendor list up to a certain amount, with the maximum dollar limit depending on the agency's statutes and adopted policies. The Port's limits as they relate to the level and

requirements of competitive bidding are established and provided below in this Policy.

Minimal Competition. Below bid limits, competitive bidding, informal or formal, is not required. No requirement to seek multiple or written quotes. Agencies may seek quotes directly from individual vendors or a vendor may be selected from the small works roster.

Ordinary Maintenance. Maintenance work performed by the regular employees of the state or any county, municipality, or political subdivision created by its laws.

Personal Services. Professional or technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statement which may not reasonably be required in connection with a public works project (not including professional architecture and engineering services).

Public Works. All work, construction, alteration, repair, or improvement, other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein.

Purchasing. Purchases of goods, equipment, supplies, or materials that are not connected with a public works project.

Purchased Services. Services provided by a vendor to accomplish routine, continuing, and necessary functions. "Purchased services" includes, but is not limited to, services for equipment maintenance and repair; operation of a physical plant; security; computer hardware and software maintenance; data entry; and computer time-sharing, contract programming, and analysis.

Professional Architecture and Engineering Services. Professional services provided by a consultant that fall under architecture, engineering, land surveying, or landscape architecture.

Responsible Bidder/Contractor. A contractor who meets the criteria in RCW 39.04.350 as follows:

- a. Has a certificate of registration in compliance with Chapter 18.27 RCW;
- b. Has a current state unified business identifier number;
- c. If applicable, has industrial insurance coverage for the bidder's employees working in Washington, an employment security department number, and a state excise tax registration number;
- d. Is not barred from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3);

- e. If bidding on a public works project subject to the apprenticeship utilization requirements, not have been found out of compliance by the Washington state apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes for the one-year period immediately preceding the date of the bid solicitation;
- f. Has training on the requirements related to public works and prevailing wage; and
- g. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated any provision of Chapters 49.46, 49.48, or 49.52 RCW.

Sole Source. A consultant providing professional or technical expertise, or a contractor providing goods or services of such a unique nature that the consultant or contractor is clearly and justifiably the only practicable source to provide the goods or services. The justification shall be based on the uniqueness of the service, sole availability at the location required, or warranty or defect correction service obligations of the consultant.

Unit-Priced Contract. A competitively bid contract in which public works are anticipated on a recurring basis to meet the business or operational needs of a port district, under which the contractor agrees to a fixed period indefinite quantity delivery of work, at a defined unit price, for each category of work.

2. GENERAL GUIDELINES FOR PURCHASING AND CONTRACTING

The following outlines General Guidelines for making purchases and contracting:

2.1. Individual Authority

The “Delegation of Authority” is adopted annually via Port Resolution and gives the Chief Executive Officer (“CEO”) administrative powers and duties. Those duties and powers include the ability to delegate purchasing authority to specific individual staff members.

2.2. Local Preference

All things being equal in terms of cost, delivery and vendor support, preference will be given to vendors and/or service providers operating in Chelan and Douglas Counties.

2.3. Conflicts of Interest

“Employees have an obligation to conduct business within guidelines that prohibit actual, potential, or perceived conflicts of interest.” (*See Port Personnel Handbook – Policy No. 805: Conflicts of Interest*). Moreover, if an employee has any influence on transactions involving purchases or contracts, it is imperative that he or she discloses to a supervisor as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

2.4. Availability of Funds

Employees with purchasing/contracting authority shall ensure that purchases are initiated only where budgeted funds within a particular account are sufficient to cover the anticipated cost. This applies to both operating budget line items and capital budget accounts.

Project Managers (*those persons introducing and supporting capital and maintenance projects*) are responsible for the general oversight of all project costs; i.e. work orders, contracts, purchase orders, etc., verifying that the aggregate project costs do not exceed the authorized budget line item.

If it is anticipated that project budget may be insufficient for a specific purchase, the project manager should review available options for completing the funding first with the Director of Finance.

2.5. Capital Purchases and Projects

New Capital Purchases are expenditures used in the operation of the Port which are more than \$5,000 in cost and have a useful life longer than one year.

Maintenance and Repair projects are “capitalized” if the work costs more than \$10,000 and increases the useful life or enhances the use of the asset.

All proposed Capital Projects and Capital Maintenance projects are approved through the annual budget and/or supplemental budget process. Any proposed expenditures for products or services that have not been approved through the formal budget process are subject to the latest version of the Delegation of Authority.

2.6. Emergency Purchases

When an emergency shall require the immediate acquisition of materials, equipment, supplies, services, or public works, the CEO is authorized to make a finding of the existence of such emergency and execute any contract to respond to the emergency provided that the CEO shall, at the first Board of Directors meeting following the finding of the existence of an emergency, or in no event later than fourteen (14) days after the contract has been awarded (or for Personal Service Contracts seven (7) days), request Board of Directors ratification of the finding of an emergency and any contract awarded or executed pursuant to this authority. Emergency purchasing shall only be used to avoid immediate hazard to life, to preserve Port property, or to prevent significant service disruptions. Such emergency purchases are not subject to the competitive pricing and/or formal bid processes.

2.7. Contract Log

Pursuant to RCW 53.08.440, the Port shall maintain and updated quarterly a contract log, listing all current contracts, on the Port’s website. At a minimum, the log must identify the contractor, purpose of contract, effective dates, period of performance, the cost of the contract and funding source, any modifications to the contract, including amendments and change orders, and how the contract was procured (competitively or sole source basis).

2.8. Length of Contracts

The Port shall not enter into contracts with an auto renewal clause unless approved by the CEO. Initial contract terms shall not exceed two years, unless the project duration will be longer. Contracts can allow for up to two, one-year renewals. If deemed necessary,

longer initial contract terms or additional renewals shall be subject to review and approval by the Board of Directors. However, unit-priced contracts may be executed for an initial contract term not to exceed three years, with the Port having the option of extending or renewing the unit-priced contract for one additional year.

2.9. Insurance Requirements

All service providers, vendors, contractors and suppliers delivering goods or performing services on behalf of the Port must have insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance by the service provider/supplier, their agents, representatives, employees, or subcontractors. Proof of insurance and naming the Chelan Douglas Regional Port Authority, Port of Chelan County, and Port of Douglas County as an additional insured on their policy is required and shall be made a term of the purchase or service contract.

2.10. Responsible Contractors

Before selecting a contractor or vendor, the Project Manager shall verify their debarment and responsible contractor status. Additionally, each contractor and vendor will certify to their debarment and/or responsible contractor status under the purchase or service contract.

2.11. Diversity in Contracting

The Port will ensure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts under this Policy.

3. SERVICE CATEGORIES, PUBLIC WORKS, OTHER PURCHASES AND LEVELS OF COMPETITIVE SOLICITATION

This section provides guidance on determining the appropriate category of services and/or purchases before a particular contract as well as the appropriate method of solicitation.

3.1 Professional Services

3.1.1 General: Professional Services are rendered by any person, other than as an employee of the agency, contracting to perform activities within the general definition of professional practice. They are services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement As defined in Chapter 39.80 RCW, Professional Services include, but are not limited to, architects (Chapter 18.08 RCW), engineers and land surveyors (Chapter 18.43 RCW), and landscape architects (Chapter 18.96 RCW).

3.1.2 Examples of Professional Services: All engineering disciplines, land surveyors, architects, landscape architects, environmental consulting, hazardous material inspections, and construction materials testing and inspections (if consultant is providing professional judgment by providing analysis of testing for compliance with specifications in their reports).

3.1.3 Solicitation Procedure:*

ACTIVITY	< \$50K	\$50K-\$100K	>\$100K
LEVEL OF COMPETITIVE SOLICITATION	Minimal	Informal	Formal
TYPE OF SOLICITATION	Consulting Services Roster, pursuant to Port Resolution 2021-09 (Review of Qualifications)	Consulting Services Roster, pursuant to Port Resolution 2021-09 (RFP to Minimum of 3)**	Detailed scope description, Public Request for Proposals & Evaluation Criteria
ADVERTISEMENT METHOD (# TO SOLICIT)	Public Notice Required - See Section 3.1.4	Public Notice Required - See Section 3.1.4	Public Notice Required
SOLICITATION APPROVAL	CEO	Board of Directors <u>CEO</u>	Board of Directors

**Staff may elect to use a Formal Solicitation for any value when appropriate. If the project includes grant funding, the conditions of the grant may require a specific method of advertisement and other aspects of the solicitation process; wherever a discrepancy exists between Port and grant funded methods, the more stringent set of methods shall apply.*

3.1.4 Public Notice Required: Professional Services are required to be procured under the provisions of Chapter 39.80 RCW. RCW 39.80.030 requires that the Port publish its need for Professional Services in advance, concisely stating the general scope and nature of the project or work for which services are required. The notice must also provide the address of a representative of the Port who can provide additional details. Compliance with this requirement may be accomplished by either:

- a. Publishing an announcement each time the service is needed; or
- b. Announcing generally to the public the Port's projected requirements for any category or type of professional services such as the annual Consultant Services Roster advertisement.

3.1.5 Basis of Award: Professional Services are awarded using the Qualifications-Based Selection (QBS) requirements. QBS is a competitive procurement process in which the Port reviews the qualifications of professional service firms and where price cannot be used as a selection criterion, to select the most qualified firm for the project. The most qualified firm will be selected as follows:

- a. For contracts below \$50,000, using a QBS process, the Port will review the qualifications of the appropriate firms on the Consulting Services Roster who have indicated the capability of performing the kind of services being contracted.
- b. For contracts between \$50,000 and \$100,000, the Port will utilize a request for proposals to provide a description of the project, solicit firm qualifications, and provide evaluation criteria from at least three (3) firms on the Consulting Services Roster.
- c. For contracts above \$100,000, the Port will utilize a public request for proposals to provide a description of the project, solicit firm qualifications, and provide evaluation criteria.

After the most qualified firm has been chosen, the Port will negotiate a contract for a fair and reasonable price, taking in account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature thereof. If the Port cannot negotiate a contract with the firm at a price that is fair and reasonable, negotiations with that firm will be formally terminated and the Port will select the next most qualified firm(s) until an agreement is reached or the process is terminated.

- 3.1.6 Competitive Solicitation Exemption: All Professional Service contracts shall be entered into pursuant to the QBS detailed above except for:
- a. Emergency contracts; and
 - b. Contract amendments. Professional Service contracts will not be amended in lieu of open competition if the added work is not similar in scope and size.
- 3.1.7 Form of Contract: For contracts up to \$50,000, the Port should use a standard short format agreement referred to as “Short Form Professional Services Agreement.” For contracts in excess of \$50,000 the Port should use a standard format referred to as a “Standard Agreement for Professional Services.”
- 3.1.8 Signing Authority: The CEO may, without prior Board of Director approval, execute contracts up to \$50,000.
- 3.1.9 Board of Director Action/Notification: Board of Director action is required if the limits of the “Signing Authority” will be exceeded.

3.2 **Personal Services**

3.2.1 General: As defined in Chapter 53.19 RCW, Personal Services means technical expertise provided by a consultant to render an opinion or recommendation or to accomplish a specific study, project, task, service or other work statement which may not reasonably be required in connection with a public works project and the activity or product is mostly intellectual in nature. Personal Services do not include architecture and engineering services, nor should they be confused with purchased services, which are generally routine, repetitive, or mechanical in nature and support an agency's day-to-day operations.

3.2.2 Examples of Personal Services: Accounting, comprehensive plans, legal services, management analyses, grant writing, and public relations. Certain personal services may require licensing or certification by state agencies, such as accounting, legal, or medical services.

3.2.3 Solicitation Procedure: *

ACTIVITY	< \$50K	\$50K - \$200K	>\$200K
LEVEL OF COMPETITIVE SOLICITATION	Minimal	Informal	Formal
TYPE OF SOLICITATION	general scope description	detailed scope	description & evaluation criteria
ADVERTISEMENT METHOD (# TO SOLICIT)	1-3	3 minimum	Public Notice Required
SOLICITATION APPROVAL	CEO		

**Staff may elect to use a Formal Solicitation for any value when appropriate. If the project includes grant funding, the conditions of the grant may require a specific method of advertisement and other aspects of the solicitation process; wherever a discrepancy exists between Port and grant funded methods, the more stringent set of methods shall apply.*

3.2.4 Basis of Award: Pursuant to Chapter 53.19 RCW, for contracts above \$50,000, the selection of Personal Services shall include a documented competitive solicitation process demonstrating that the Port has solicited responses from an appropriate number of firms thereby providing an equal and open opportunity to qualified parties and culminating in a selection

based on specific evaluation criteria developed and included in the Informal and Formal solicitations which may include such factors as: (1) the consultant's fees or costs (does not necessarily need to be the primary basis for consideration), (2) ability, (3) capacity to undertake the project, (4) experience, (5) reputation for responsiveness to time limitations, (6) responsiveness to solicitation requirements, and (7) quality of previous performance on Port projects.

3.2.5 Competitive Solicitation Exemption: As provided for in RCW 53.19.020, all Personal Service contracts shall be entered into pursuant to competitive solicitation, except for:

- a. Contracts under \$50,000;
- b. Contracts awarded to companies that furnish a service where the tariff is established by the utilities and transportation commission or other public entity;
- c. Intergovernmental agreements awarded to any governmental entity;
- d. Contracts awarded for services to be performed for a standard fee, when the standard fee is established by the contracting agency or any other governmental entity and a like contract is available to all qualified applicants;
- e. Contracts for services that are necessary to the conduct of collaborative research if prior approval is granted by the funding source;
- f. Contracts for professional services which are entered into under chapter 39.80 RCW;
- g. Contracts for the employment of expert witnesses for the purposes of litigation or legal services to supplement the expertise of port staff;
- h. Emergency contracts;

- i. Sole source contracts. Personal Services may be selected on a “Sole Source” basis if the consultant providing technical expertise is of such a unique nature that the consultant is clearly and justifiably the only practicable source to provide the service; the justification shall be based on either the uniqueness of the service or sole availability at the location required. The person making the selection shall provide a *Sole-Source Justification* memo to the Board of Directors justifying the sole source selection prior to the start date of the contract;
- j. Contract amendments, provided, however, that substantial change in the scope of work specified in the contract or which are substantial additions to the scope of work specified in the formal solicitation must be submitted to the Board of Directors for a determination of whether the change warrants a new contract as required by RCW 53.19.060. Personal Service contracts will not be amended in lieu of open competition if the added work is not similar in scope and size; and
- k. Other specific contracts or classes or groups of contracts exempted from the competitive solicitation process by the Board of Directors when it has been determined that a competitive solicitation process is not appropriate or cost-effective, including purchases involving special facilities or market conditions.

3.2.6 Form of Contract: The Port uses a standard format referred to as a “Standard Agreement for Personal Services” which is processed by the Project Manager. A Short-Form Contract may also be issued to engage Personal Services in lieu of a “Standard Agreement for Personal Services” if all of the following conditions are met:

- a. The project scope is clearly defined by tasks and deliverables either on the Short-Form Contract or in correspondence from the Consultant to be attached to the Short-Form Contract;
- b. The project scope can be completed in a short term, typically within thirty (30) days;
- c. Cost for the service is under \$10,000;

- d. Liability insurance is not required because consultant is not working on Port property; and
- e. Professional liability insurance is not required.

If a Short-Form Contract is used, the Project Manager must file compliance documentation for selection along with the Short-Form Contract.

3.2.7 Signing Authority: The CEO may, without prior Board of Director approval, execute all Personal Services contracts, regardless of contract amount.

3.3 Purchased Services

3.3.1 General: Purchased Services are those provided by vendors for routine, necessary, and continuing functions of a local government agency, mostly relating to physical activities. These services are usually repetitive, routine, or mechanical in nature, support the agency’s day-to-day operations, involve the completion of specific tasks or projects, and involve minimal decision-making. There are a number of purchased services that hover a grey line between purchased services and public works contracting. If a particular contract is very near the line, the Port endeavors to take the conservative approach and consider it a public works contract.

3.3.2 Examples of Purchased Services: Delivery/courier service, landscape maintenance, building maintenance (janitorial), herbicide and pesticide application services, recycling/disposal/litter pickup service, vehicle inspection-lubricating-repair services, computer hardware and software maintenance, and security services.

3.3.3 Solicitation Procedure: *

ACTIVITY	< \$510K	\$510K - \$3050K	> \$3050K
LEVEL OF COMPETITIVE SOLICITATION	Minimal	Informal	Formal
TYPE OF SOLICITATION	General scope description	Detailed scope description & evaluation criteria	Detailed scope description & evaluation criteria
ADVERTISEMENT METHOD (# TO SOLICIT)	1-3 Open Market	Small Works Roster, pursuant to RCW 39.04.155 and Port Resolution 2021-09 (3 minimum)	Public Notice Required
SOLICITATION APPROVAL	None	CEO (<u>under \$100k</u>)/BOD (<u>over \$100k</u>)	Board of Directors

**Staff may elect to use a Formal Solicitation for any value when appropriate. If the project includes grant funding, the conditions of the grant may require a specific method of advertisement and other aspects of the solicitation process; wherever a discrepancy exists between Port and grant funded methods, the more stringent set of methods shall apply.*

- 3.3.4 Prevailing Wage: Some Purchased Services require Prevailing Wages to be paid even though they are not subject to Public Works bidding requirements. These Purchased Services include: (1) building maintenance services (janitorial), (2) grounds keeping, (3) traffic control (flagging), and (4) fire extinguisher service and replacement. The foregoing services providers must file a *Statement of Intent to Pay Prevailing Wages* prior to when the work is performed and payment is made and an *Affidavit of Wages Paid* upon completion. Prevailing wage requirements must be included in the Solicitation provided by the Port.
- 3.3.5 Basis of Award: The selection of Purchased Services shall include a documented competitive solicitation process demonstrating that the Port has solicited responses from an appropriate number of vendors thereby providing an equal and open opportunity to qualified parties and culminating in a selection based on specific evaluation criteria developed and included in the Informal and Formal solicitations which may include such factors as: (1) the vendor's fees or costs (does not necessarily need to be the primary basis for consideration), (2) ability, (3) capacity to undertake the project, (4) experience, (5) reputation for responsiveness to time limitations, (6) responsiveness to solicitation requirements, and (7) quality of previous performance on Port projects.
- 3.3.6 Competitive Solicitation Exemption: All Purchased Service contracts shall be entered into pursuant to competitive solicitation, except for:
- a. Emergency contracts;
 - b. Sole source contracts. The person making the selection shall provide a Sole-Source Justification memo to the Board of Directors justifying the sole source selection prior to the start date of the contract;
 - c. Contract amendments. Purchase Service contracts will not be amended in lieu of open competition if the added work is not similar in scope and size; and
 - d. Purchases involving special facilities or market conditions.
- 3.3.7 Form of Contract: The Port uses either a Service Agreement or Short-Form Contract depending on the length, size and scope of services provided, insurance requirements, and prevailing wage requirements. Services that

(1) span more than one billing cycle, (2) require insurance, and (3) require prevailing wages to be paid should be procured using a Service Agreement. In the event a service spans more than one fiscal year, Board of Director approval is required, or the contract must include language that makes the contract contingent upon further budget appropriation and Board of Director approval.

3.3.8 Signing Authority: The CEO may, without prior Board of Director approval, execute Purchased Service contracts up to \$50,000 as long as funds for such Purchased Service is within the overall approved budget.

3.3.9 Board of Director Action/Notification: Board of Director action is required if the limits of the “Signing Authority” will be exceeded.

3.4 Public Works

3.4.1 General: Public Work means all work, construction, alteration, repair, or improvement *other than ordinary maintenance*, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. “Ordinary maintenance” is defined in WAC 296-127-010(7)(b)(ii) as maintenance work performed by the regular employees of the state or any county, municipality, or political subdivision created by its laws.

3.4.2 Examples of Public Works: New construction, building/structure remodeling and repairs, road construction and repairs (including striping), and all other work involving - construction, alteration, enlargement, improvement, repairs, and/or demolition which, by law, constitutes a lien or charge on any property of the state or of a municipality.

3.4.3 Solicitation Procedure: *

ACTIVITY	<\$5K	\$5K - \$50K	\$50K - \$300K	>\$300K
LEVEL OF COMPETITIVE SOLICITATION	None	Minimal	Informal	Formal
TYPE OF SOLICITATION	general scope and description	general scope and nature, including materials and equipment to be furnished**		detailed plans & scope description
ADVERTISEMENT METHOD (# TO SOLICIT)	Open Market, 1 – 3	Small Works Roster, Pursuant to RCW 39.04.155 and Port Resolution 2021-09 (3 min.) ***	Small Works Roster, Pursuant to RCW 39.04.155 and Port Resolution 2021-09 (5 min.)	Public Notice Required
SOLICITATION APPROVAL	None	CEO	CEO (under \$100k)/BOD (over \$100k)	Board of Directors

**Staff may elect to use a Formal Solicitation for any value when appropriate. If the project includes grant funding, the conditions of the grant may require a specific method of advertisement and other aspects of the solicitation process; wherever a discrepancy exists between Port and grant funded methods, the more stringent set of methods shall apply.*

*** This does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.*

**** See section 3.4.10 for Awarding Public Works without Bids*

3.4.5 Small Work Roster Process: The Port Board of Directors established the implementation of the small works roster process in Resolution 2021-09. The small works roster may be used to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property which the estimated cost is \$300,000 or less. The small works roster shall consist of all responsible contractors who have requested to be on the list, and where required by law are properly licensed or registered to perform such work in this state. Annually, the Port shall publish, in a newspaper of general circulation within the jurisdiction, a notice of the existence of the small works roster and, through such publication, solicit the names of contractors for said small works roster. Contractors desiring to be placed on the small works roster must keep current records of any applicable licenses, certification, registration, bonding, insurance, or other appropriate matters and, where requested, provide the same to the Port as a condition of being placed on the small works roster. In addition, responsible contractors shall be added to the small works roster at any time if they submit a written request to the Port and necessary records. The Port may alternatively use the MRSC small works roster to seek qualified contractors.

3.4.6 Solicitation Procedure: For Public Works contracts solicited using the small works roster process, the Port shall obtain telephone, written or electronic quotations from the appropriate number of contractors for the size of the contract on the small works roster who have indicated the capability of performing the kind of work being contracted, and in a manner that will equitably distribute the opportunity among the contractors. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.

For contracts between \$50,000 and \$300,000, quotations must be invited from a minimum of five (5), but up to all of the appropriate contractors on the small works roster. If the estimated cost of the contract is more than \$250,000 and the Port chooses to solicit quotations from less than all the appropriate contractors on the small works roster, it must notify the remaining contractors on the small works roster that quotations are being sought. Notice under this section may be made by: (1) publishing notice in

a legal newspaper in general circulation in the area where the work is being done, (2) mailing a notice to the contractors, or (3) sending notice to the contractors by electronic means.

For contracts between \$5,000 and \$50,000 (Limited Public Works projects), quotations must be invited from a minimum of three (3) appropriate contractors from the small work roster.

- 3.4.7 Solicitation Procedure For Unit-Priced Public Works Projects: In addition to the above solicitation procedure, for the purpose of bid evaluation, Unit-priced contracts must be competitively bid, with invitations including: (1) estimated quantities of the anticipated type of work or trades and (2) specifications on how the Port will issue or release work assignments, work orders, or task authorizations pursuant to a unit priced contract for projects, tasks, or other work based on the hourly rates or unit priced bid by the contractor.
- 3.4.8 Prevailing Wages: Chapter 39.12 RCW requires contractors and subcontractors to pay prevailing wages to all workers for all public works and maintenance contracts, regardless of the dollar value of the contract. These contractors and subcontractor must file a *Statement of Intent to Pay Prevailing Wages* prior to when the work is performed and payment is made and an *Affidavit of Wages Paid* upon completion. Prevailing wage requirements must be included in the Solicitation provided by the Port.
- 3.4.9 Basis of Award: Public Works contracts must be awarded in accordance with the requirements in RCW 53.08.120 and RCW 39.04.350. Contracts will be awarded to the lowest responsible bidder in accordance with RCW 39.04.350.
- 3.4.10 Procedure for Awarding Public Works without Bids: In addition to using the small work roster process, pursuant to RCW 53.08.120(c), port districts also have the option to construct any Public Works project by soliciting on the open market and without calling for bids (solicit 1-3 contractors for quotes), whenever the estimated cost of the work or improvement, including the cost of material, supplies, and equipment, will not exceed \$40,000. Under this statute, Public Works projects cannot be divided into units of work or classes of work to avoid calling for bids. Port staff must utilize their best effort to reach out to qualified contractors, including certified minority and

woman-owned contractors and must also document the selection process for audit requirements and retention.

3.4.11 Competitive Solicitation Exemption: RCW 39.04.280 provides the following uniform exemptions to competitive bidding requirements for Public Works contracts:

- a. Emergency contracts;
- b. Sole source contracts. The person making the selection shall provide a Sole-Source Justification memo to the Board of Directors justifying the sole source selection prior to the start date of the contract;
- c. Purchases of insurance or bonds;
- d. Contract amendments. Public Works contracts will not be amended in lieu of open competition if the added work is not similar in scope and size; and
- e. Purchases involving special facilities or market conditions.

3.4.12 Form of Contract: The Port contracts for Public Works using either a Short Form Contract for Limited Public Works (LPW) projects under \$40,000 or a Public Works Contract for projects over \$40,000.

3.4.13 Retainage and Bond Requirements:

- a. Retainage. Chapter 60.28 RCW requires contract retainage on “public improvement contracts” unless the contract is for a federally funded transportation project. Often, contracted maintenance will not involve making any “public improvement.” If so, there is no requirement for any contract retainage on a maintenance contract.

For projects awarded under the small works roster or Limited Public Works processes established in this Policy, the Port may waive the retainage requirements of RCW 60.28.011(1)(a), thereby assuming the liability for contractor's nonpayment of laborers, mechanics, subcontractors, material persons, suppliers, taxes, increases, and penalties under Titles 50, 51, and 82 RCW that may be due from the contractor for the project. However, the Port has the right of

recovery against the contractor for any payments made on the contractor's behalf. Recovery of unpaid wages and benefits shall be the first priority for actions filed against the contract.

- b. Bond. RCW 39.08.010 requires a contract bond on state or local government contracts with any person or corporation to perform any work. That is a broad requirement that applies to contracted ordinary maintenance. RCW 39.08.015 places liability on the public entity when the entity fails to obtain the required contract bond.

For projects awarded under the Limited Public Works process established in this Policy, the Port may waive the bond requirements of RCW 39.08.010.

Additionally, for contracts below \$150,000, at the option of the contractor or the general contractor/construction manager, the Port may, in lieu of the bond, retain ten percent (10%) of the contract amount for a period of thirty (30) days after date of final acceptance, or until receipt of all necessary releases from the department of revenue, the employment security department, and the department of labor and industries and settlement of any liens filed under Chapter 60.28 RCW, whichever is later. The recovery of unpaid wages and benefits shall be the first priority for any actions filed against retainage held by the Port.

- 3.4.14 Signing Authority: The CEO may, without prior Board of Director approval, execute contracts up to \$50,000 as long as funds for such contract is within the overall approved budget.
- 3.4.15 Board of Director Action/Notification: Board of Director action is required if the limits of the "Signing Authority" will be exceeded. The Board of Directors will be provided an updated contract log on a quarterly basis containing all Public Works contracts awarded.

3.5 *Design-Build Contracting for Public Works Projects*

3.5.1 Chapter 39.10 RCW authorizes alternative public works contracting procedures, including design-build procedures, because under certain circumstances, alternative public works contracting procedures may best serve the public interest if such procedures are implemented in an open and fair process based on objective and equitable criteria. With Board of Director approval, Design-Build Contracting can be utilized for public works projects in which the total project cost is over \$2,000,000 and where:

- a. The construction activities are highly specialized and a design-build approach is critical in developing the construction methodology; or
- b. The projects selected provide opportunity for greater innovation or efficiencies between the designer and the builder; or
- c. Significant savings in project delivery time would be realized.

3.6 *Federal Procurement Standards Policy*

3.6.1 Incorporation: The Chelan Douglas Regional Port Authority Federal Procurement Standard Policy establishes Policies and Procedures to implement federal regulations and establishes a code of conduct regarding the Port's purchasing and contracting decisions to ensure efficient, fair and professional administration of Federal grant funds in compliance with federal regulation and laws. The Federal Procurement Standard Policy is attached to this Policy as Exhibit B and incorporated herein by this reference.

3.7 Cooperative Purchasing

3.7.1 General: The Chelan Douglas Regional Port Authority may participate in, sponsor, conduct or administer a cooperative purchasing agreement with one or more public bodies or agencies for the purpose of achieving economies of scale, increased efficiency or reduced administrative expenses, in accordance with RCW 39.34.030, as it now is or may be amended.

3.7.2 Piggyback Contracts: The Port may opt to fulfill its purchasing requirements by obtaining goods and services from contracts made available by Federal, State or other governmental agencies or purchasing cooperatives. Since these contracts were competitively bid by the lead agency, such purchases may be made by the Port without further competitive solicitation, provided they are in the best interest of the Port. The Procurement & Contracts Manager will review and approve all contracts to ensure they meet the requirements of RCW 39.04.030. The Port must have an interlocal purchasing agreement, or equivalent, with the federal state or public entity to utilize that entities contracts.

3.7.3 Purchasing Cooperatives:

- a. The Port may join purchasing cooperatives, provided that the purchasing cooperative meets the requirements of RCW 39.34.030 as it stands now or may be amended. The Commission shall take appropriate action prior to the Port becoming a member.
- b. Individual Entities: The Port may enter into an interlocal agreement or other similar agreement with another public agency for the purposes of cooperative purchasing. The Commission shall take appropriate action to approve such an agreement.
- c. Piggyback Purchases: Prior to utilizing contracts available from a purchasing cooperative or individual entity, the Procurement and Contract manager shall work with the end user to ensure that the contract meets the requirements of RCW 39.34.030 as it stands now or may be amended.

d. State Contracts: The Port may utilize State of Washington contracts, as well as State of Oregon contracts, without verifying that the contract meets the requirements of RCW 39.34.030.

3.8 Other Purchases – Goods, Equipment, Materials, and Supplies

- 3.8.1 General: Other Purchases refers to buying of goods, equipment, materials, and supplies, as long as the purchase is *not made in connection with a Public Works project*. If the purchase is made in connection with a Public Works project, it must follow the Public Works bidding requirements detailed in Section 3.4 above. Moreover, the solicitation and bidding requirements in this Policy for Other Purchases do not apply to the purchases of goods, equipment, materials, and supplies where the cost will not exceed \$5,000. In making such purchases, however, the Port will endeavor to obtain the lowest practical price for such equipment, materials, and supplies.
- 3.8.2 Examples of Materials, Equipment, and Supplies: Supplies, computer hardware/software & other electronics, vehicles, equipment, and tools.
- 3.8.3 Solicitation Procedure: *

ACTIVITY	\$5K-\$50K	>\$50K
LEVEL OF COMPETITIVE SOLICITATION	Minimal	Formal
TYPE OF SOLICITATION	general scope description	detailed scope description & evaluation criteria
ADVERTISEMENT METHOD (# TO SOLICIT)	Open Market (3 minimum)	Public Notice Required
SOLICITATION APPROVAL	None	CEO

**Staff may elect to use a Formal Solicitation for any value when appropriate. If the project includes grant funding, the conditions of the grant may require a specific method of advertisement and other aspects of the solicitation process; wherever a discrepancy exists between Port and grant funded methods, the more stringent set of methods shall apply.*

- 3.8.4 Basis of Award: The selection of Other Purchases shall include a documented competitive solicitation process demonstrating that the Port has solicited responses from an appropriate number of vendors thereby providing an equal and open opportunity to qualified parties and culminating in a selection based on specific evaluation criteria developed and included in the Formal solicitation which may include such factors as:

(1) the vendor's fees or costs (does not necessarily need to be the primary basis for consideration), (2) ability, (3) capacity to undertake the work, (4) reputation, (5) responsiveness to time limitations, (6) responsiveness to solicitation requirements, and (7) quality of previous performance.

3.8.5 Competitive Solicitation Exemption: RCW 39.04.280 provides the following uniform exemptions to competitive bidding requirements for Purchase contracts:

- a. Emergency contracts;
- b. Sole source contracts. The person making the selection shall provide a Sole-Source Justification memo to the Board of Directors justifying the sole source selection prior to the start date of the contract;
- c. Purchases of insurance or bonds;
- d. Contract amendments. Purchase contracts will not be amended in lieu of open competition if the added work is not similar in scope and size; and
- e. Purchases involving special facilities or market conditions.
- f. RCW 39.30.045 authorizes the acquisition of supplies, materials, and equipment through an auction conducted by an agency of the State of Washington, an agency of the United States, any municipality or other government agency, or private party if the items can be obtained at a competitive price.
- g. RCW 39.33.010 authorizes the acquisition of surplus property from governmental agencies without the use of competitive quotes or bids.

3.8.6 Form of Contract: Purchase Order or Credit Card.

3.8.7 Signing Authority: The CEO may, without prior Board of Director approval, execute Purchase Orders up to \$50,000.

3.8.8 Board of Director Action/Notification: Board of Director action is required if the limits of the “Signing Authority” will be exceeded.

4. LEGAL REFERENCES

4.1 RCWs:

Chapter 39.12 RCW
Chapter 53.08 RCW
Chapter 53.19 RCW
Chapter 60.28 RCW
Chapter 39.10 RCW
Chapter 39.04 RCW
Chapter 39.08 RCW

4.2 Port Policies and Resolutions:

Port Delegation of Authority – Adopted by Resolution annually
Port Resolution No. 2021-10 – Adopting Port Purchasing and Contracting Policy
~~Port Resolution No. 2021-08 – Design-Build Contracting for Public Works Projects~~
Port Resolution No. 2021-09 – Adopting Small Works and Consulting Services Rosters
Port Federal Procurement Standards Policy

4.3 Other References:

MRSC Contracting for Services
Personal Services Contracting Manual for Washington Ports

5. APPENDIX

Memo

To: Board of Directors
From:  Jim Kuntz
Date: June 8, 2023
Re: Streamline Fulfillment, LLC

Streamline Fulfillment's base lease agreement for Building G & I at the Lineage Complex comes up for renewal at the end of October. They have subsequently expanded the distribution business footprint into buildings F, E, D & C (see attached handout).

Streamline would like to enter into a new master lease agreement encompassing all of their leased space. They have requested a one-year lease renewal with (2) one-year options for renewal.

Will provide additional details at Tuesday's meeting.

Streamline Fulfillment, LLC

Buildings G & I

10/15/2021 – 10/31/2023

19,960 SF @ \$11,976.00

\$0.60/SF per month

Building F

Month-to-Month

9,600 SF @ \$4,120.00

\$0.429 per month

Building E

Month-to-Month

4,500 SF @ \$2,025.00 (\$2,085.75 at July 1)

\$0.45 (\$0.4635) per month

Building D

Month-to-Month

4,685 SF @ \$2,108.25

\$0.45 per month

Building C

Month-to-Month

4,000 SF @ \$1,800.00

\$0.45 per month

Totals:

Monthly Rent = \$22,029.25

Yearly Rent = \$264,351.00

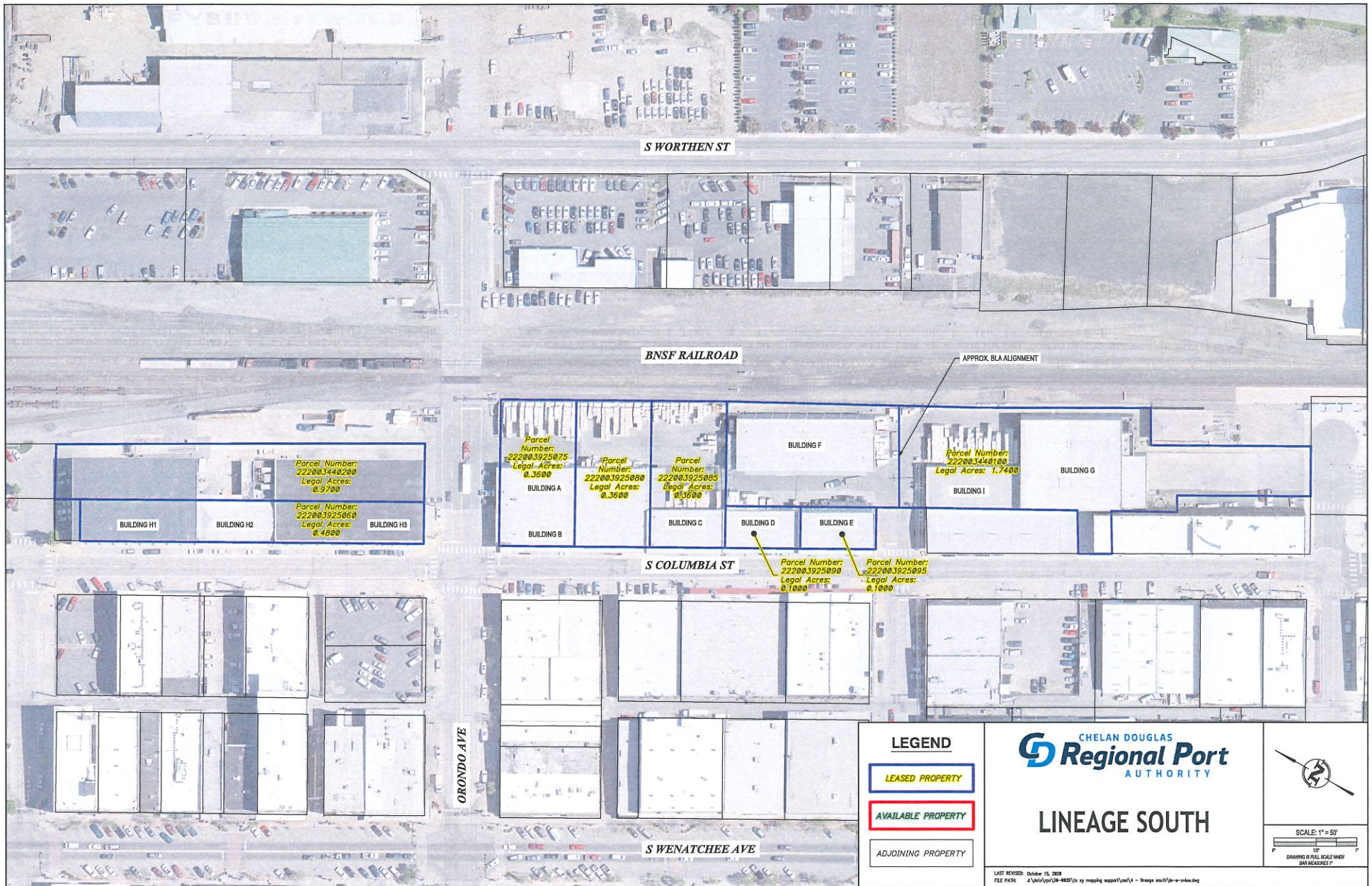
Square Footage = 42,745 SF

Return on Investment:

42,745 SF @ \$45.00 = \$1,923,525/Acquisition Costs

Annual Rent: \$264,351

ROI: 13.7%



CHELAN COUNTY
CASCADE PUBLIC INFRASTRUCTURE
FUND

APPLICATION FOR FUNDING



Chelan County Cascade Public Infrastructure Fund

Grant Program for Public Facilities Fostering Growth in Economic Development, the Retention of Private Sector Jobs and Creation or Maintenance of Permanently Affordable Housing

Program Information

**The intent of this program is to be consistent with [RCW 82.14.370](#): Sales and use tax for public facilities in rural counties*

- 1. Eligible applicants:** Local governments, junior taxing districts, entities of higher education, qualifying providers as defined in [RCW 82.14.370](#).
- 2. Eligible projects:** Construction or improvements of publicly owned infrastructure or facilities serving economic development purposes, including permanently affordable workforce housing infrastructure or facilities, that are consistent with the goals and objectives of the Cascade Public Infrastructure Fund (CPIF) Grant Program. Furthermore, the project must be listed or referenced in the Chelan County Comprehensive Plan, or the comprehensive plan of a city, town or Port District located within the county.
- 3. Eligible activities:** Feasibility studies, marketing analyses, new construction, refurbishment, replacement, rehabilitation, renovation or repair. Demolition is allowable if tied to construction. Staff time, administrative, and indirect costs allowed within scope of construction budget.
- 4. Eligible Public Facilities:** Bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroads, electrical facilities, natural gas facilities, research, testing, training, and incubation facilities in innovation partnership zones designated under [RCW 43.330.270](#), buildings, structures, telecommunications infrastructure, transportation infrastructure, or commercial infrastructure, port facilities, or permanently affordable workforce housing infrastructure or facilities
- 5. Additional requirements and information:** Minimum local match is 25% of CPIF request. CPIF Advisory Committee will make recommendations to the Board of Chelan County Commissioners which makes the final decision. Grant disbursements are contingent on successful completion of deadlines and on an incremental reimbursement basis.
- 6. Scoring Criteria:** For details on how each application will be scored, please refer to the Chelan County Cascade Public Infrastructure Fund Grant Program Policies – sections 4 & 5.

Past Performance

Have you received CPIF Program funding in the past? Yes; No

If yes, provide project name and CPIF grant/loan awarded:

If yes, CPIF Program staff and/or the CPIF Advisory Committee may conduct an audit to review performance measures against projected outcomes, such as job creation projections.

Has your jurisdiction received any audit findings from the Washington State Auditor in the past 10 years?

Yes; No.

If yes, provide details:

Chelan County Cascade Public Infrastructure Fund

Grant Program for Public Facilities Fostering Growth in Economic Development, the Retention of Private Sector Jobs and Creation or Maintenance of Permanently Affordable Housing

Project Applicant

Applicant Name: _____

Applicant Address: _____

Applicant Contract Person: _____

Applicant Email and Phone Number: _____

Project Title

Project Amount Requested

CPIF Request: \$ _____

Local Match: \$ _____ (25% of CPIF request minimum)

Project Description

(attach document labeled "Project Description" if more room is needed)

Chelan County Cascade Public Infrastructure Fund

Grant Program for Public Facilities Fostering Growth in Economic Development, the Retention of Private Sector Jobs and Creation or Maintenance of Permanently Affordable Housing

Basic Project Information

1. Is this public facility/infrastructure/housing project listed or referenced in the Chelan County Comprehensive Plan, or the Comprehensive Plan of the city or town applying for CPIF funds?*

___ Yes ___ No

If answer is “Yes,” include the supporting section of the relevant Comprehensive Plan as Attachment A. With the project reference highlighted.

If answer is “No,” the project is not eligible for a CPIF Grant per [RCW 82.14.360](#).

**The project may either be specifically listed or generally defined in the County Comprehensive Plan or the Comprehensive Plan of the applicant’s jurisdiction*

2. Is this project located in unincorporated Chelan County? ___ Yes; ___ No

Project location/address:

3. Complete the public project budget and status of funds below. If CPIF funds are approved, will the funding be 100% complete? ___ Yes; ___ No

Project Budget (construction, permitting, admin, etc.)	Amount
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
TOTAL	\$ _____

Funding Source	Amount	Planned/Applied For	Secured
Federal Dollars	\$ _____	Yes ___ No ___	Yes ___ No ___
State Dollars	\$ _____	Yes ___ No ___	Yes ___ No ___
Local Dollars	\$ _____	Yes ___ No ___	Yes ___ No ___
CPIF Request	\$ _____	Yes ___ No ___	Yes ___ No ___
TOTAL	\$ _____		

Chelan County Cascade Public Infrastructure Fund

Grant Program for Public Facilities Fostering Growth in Economic Development, the Retention of Private Sector Jobs and Creation or Maintenance of Permanently Affordable Housing

4. List all permits and environmental reviews required for the public project and detail their status (completed, in-process, etc.)

	In Process	Date Completed
Preliminary Engineering		
Environmental Review		
Design Engineering		
Right-of-way		
Construction Permits		
Environmental Permits		
Bid Documents		
Award Construction Contract		
Begin Construction		
Project Operational		

5. Describe the amount of outside (private) funding committed to the project (e.g. plant and equipment).

6. Describe the public infrastructure being proposed. Include engineering estimates, stage of design completion, and a site map detailing the proposed improvements as Attachments B and C.

7. Describe how these improvements will enhance or encourage community vitality and stimulate other private development in the area.

Chelan County Cascade Public Infrastructure Fund

Grant Program for Public Facilities Fostering Growth in Economic Development, the Retention of Private Sector Jobs and Creation or Maintenance of Permanently Affordable Housing

8. Are any other public jurisdictions involved in this project? If so, in what way?

9. Who will maintain the public facility/infrastructure to be completed with CPIF dollars? How will this project impact utility rates within the jurisdiction?

10. Will this project generate sales tax, personal property tax, or another source of revenue for Chelan County? In answer is yes, what are the projected revenues?

11. If this project contributes toward private development, explain how the private development project will be supported by this public facility project. If there is a committed private sector partner include Contingency Agreement (Attachment D). If this is a housing development, explain how your agency will ensure the development will remain permanently affordable.

12. Explain why the private development requires the proposed public improvement(s).

Chelan County Cascade Public Infrastructure Fund

Grant Program for Public Facilities Fostering Growth in Economic Development, the Retention of Private Sector Jobs and Creation or Maintenance of Permanently Affordable Housing

13. What is the status of the associated private development review and permits? List all permits required and give the current status (applied for, being reviewed, issued).

	In Process	Date Completed
Environmental Review		
Construction Permits		
Environmental Permits		

14. Describe the type of industry or economic activity the public development will attract. What is the strategy to attract industry to the project site?

15. **For Economic Development Projects:** List the number of projected jobs, by type, to be retained and/or created by the private entity.

Occupation	Current Jobs Retained** (in FTEs)	# of Jobs Created Year 1 (in FTEs)	# of Jobs Created by Year 5 (in FTEs)	Wage of current or new position	Local Occupational Wages***
Mgmt./Admin*					
Technical/Prof					
Office/Clerical					
Production					
Sales					
Skilled Crafts					
Others					
Totals				N/A	N/A

*Indicate management positions in annual salary

**Retained jobs are defined as jobs that would otherwise be lost from the county without the project

***Use data from Employment Security Dept to fill out this column, go to:

<https://esd.wa.gov/labormarketinfo/occupations>, click either PDF or Excel format of the “occupational employment and wage estimates report”; navigate to “Wenatchee MSA” and find the level of positions related to your project.

a. Projected annual gross payroll for all job classifications \$

b. Describe fringe benefits the company offers to regular full time employees? (e.g. health insurance, retirement plans, etc.)

Chelan County Cascade Public Infrastructure Fund

Grant Program for Public Facilities Fostering Growth in Economic Development, the Retention of Private Sector Jobs and Creation or Maintenance of Permanently Affordable Housing

16. **For Affordable Housing Projects:** List the number of projected units, by type, to be retained and/or created by the nonprofit.

Housing type	Current Units Retained	# of Units Created Year 1	# of Units Created by Project Completion
Apartments			
Duplexes			
Triplexes			
Tiny Homes			
Single Family Homes			
Other Housing Stock			
Totals			

17. How does this project support the economy of Chelan County and how does it fit into a county-wide economic development strategy? (E.g. Chelan County Comprehensive Plan, Chelan Douglas Regional Port Authority Economic Development Plan, etc.)

18. What will the effect of this project be on the natural environment – does the project address any issues related to public health, climate change, or quality of life?

19. Does this project address any existing issues related to public safety and/or does it increase public safety in the future or address a potential future public safety issue?

Chelan County Cascade Public Infrastructure Fund

Grant Program for Public Facilities Fostering Growth in Economic Development, the Retention of Private Sector Jobs and Creation or Maintenance of Permanently Affordable Housing

20. Describe specific quantifiable measures of the outcomes, other than purely jobs, that will demonstrate project success. Describe how you will measure this and explain what you expect to show as progress toward the outcome.

Application for Funding Certification

I HEREBY CERTIFY THAT THE INFORMATION GIVEN IN THIS APPLICATION TO CHELAN COUNTY FOR THE CASCADE PUBLIC INFRASTRUCTURE FUNDS GRANT PROGRAM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature of Responsible Public Official: _____ Date _____

Memo

To: Board of Directors

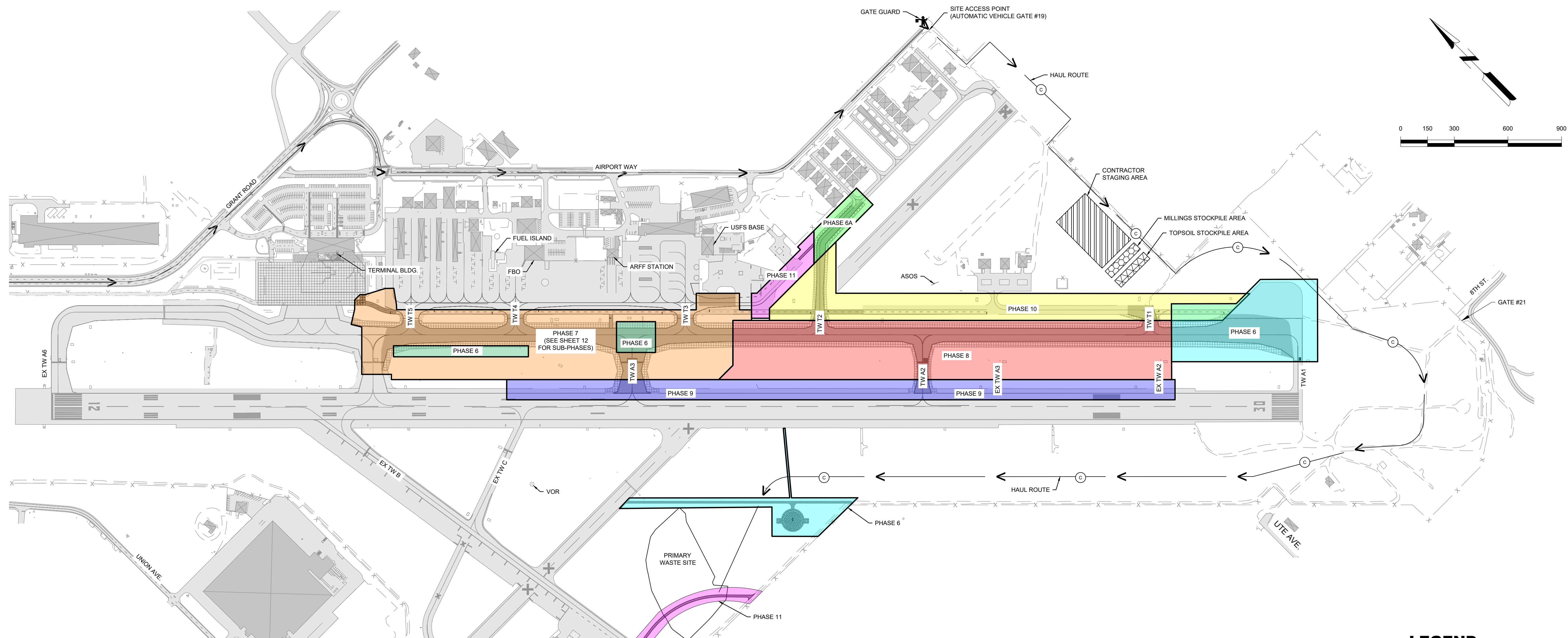
From: Stacie de Mestre

Date: June 8, 2023

Re: Taxiway A Project Update

At Tuesday's meeting I will provide a detailed update of the Taxiway A project. Attached, please find the phasing plan and a spreadsheet used to track cost issues and change orders. As of today (June 8th) we are on contract day 60 of 168 – approx. 36% complete. Per the attached spreadsheet, if all the pricing was finalized and if all the work change directives were approved by the CDRPA, we will have used up our 5% contingency that was established for the project. Further discussion will be had on Tuesday.

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BORDER SIZE	DESIGNED	MD	HT. TV. CL.	CHECKED	CHM	APPROVED	CHM
22"x34"							

NO.	DATE	DESCRIPTION

T-O ENGINEERS
CONSULTING ENGINEERS, SURVEYORS & PLANNERS
1717 S. RUSTLE STREET, SUITE 201
SPOKANE, WA 99224
509-319-2580 | WWW.T-O-ENGINEERS.COM
BOISE • CODY • CHEYENNE • COEUR D'ALENE
HEBER CITY • MERIDIAN • NAMPA • SPOKANE

AIRFIELD SURFACE CLOSURE SCHEDULE

PHASE	TIME (CALENDAR DAYS)	RUNWAY 12-30	TAXIWAY A	TAXIWAY A1	TAXIWAY A2	PROPOSED TAXIWAY A2	TAXIWAY A3	PROPOSED TAXIWAY A3	TAXIWAY A4	TAXIWAY A5	TAXIWAY A6	TAXIWAY B	TAXIWAY C	TAXIWAY F
PHASE 6	45 DAYS	OPEN	PARTIAL CLOSURE	CLOSED	OPEN		OPEN		OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
PHASE 6A	25 DAYS	OPEN	OPEN	OPEN	OPEN		OPEN		OPEN	OPEN	OPEN	OPEN	OPEN	PARTIAL CLOSURE
PHASE 7	45 DAYS	OPEN	OPEN	OPEN	OPEN		OPEN		REMOVED	OPEN	OPEN	OPEN	OPEN	OPEN
PHASE 7A	24 DAYS	OPEN	PARTIAL CLOSURE	OPEN	OPEN		OPEN		REMOVED	OPEN	OPEN	OPEN	OPEN	OPEN
PHASE 7B	24 DAYS	OPEN	PARTIAL CLOSURE	OPEN	OPEN		OPEN		REMOVED	CLOSED	OPEN	OPEN	OPEN	OPEN
PHASE 7C	21 DAYS	OPEN	PARTIAL CLOSURE	OPEN	OPEN		OPEN		REMOVED	OPEN	OPEN	OPEN	OPEN	OPEN
PHASE 8	45 DAYS	OPEN	OPEN	OPEN	REMOVED		REMOVED		REMOVED	OPEN	OPEN	OPEN	OPEN	OPEN
PHASE 9	7 DAYS	CLOSED	CLOSED	CLOSED	REMOVED		REMOVED		REMOVED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
PHASE 10	16 DAYS	OPEN	OPEN	OPEN	REMOVED	OPEN	REMOVED	OPEN	REMOVED	OPEN	OPEN	OPEN	OPEN	OPEN
PHASE 11	7 DAYS	OPEN	OPEN	OPEN	REMOVED	OPEN	REMOVED	OPEN	REMOVED	OPEN	OPEN	OPEN	OPEN	OPEN
PHASE 12	3 DAYS	OPEN	PARTIAL CLOSURE	PARTIAL CLOSURE	REMOVED	OPEN	REMOVED	OPEN	REMOVED	PARTIAL CLOSURE	PARTIAL CLOSURE	OPEN	OPEN	PARTIAL CLOSURE

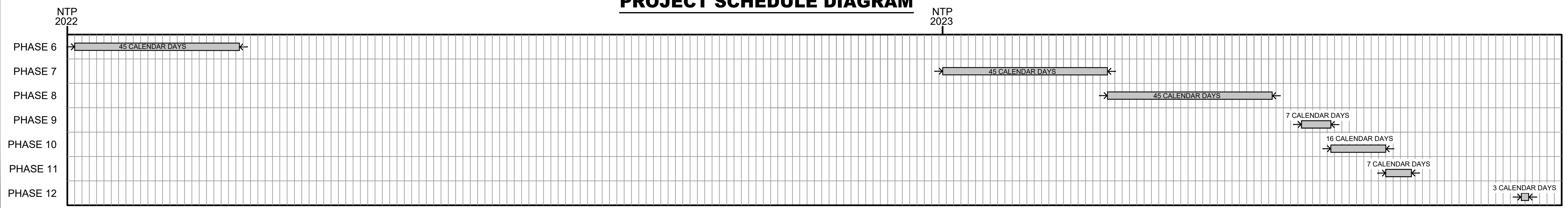
NAVAID CLOSURE SCHEDULE

PHASE	TIME (CALENDAR DAYS)	RUNWAY 12 PAPI'S	RUNWAY 30 PAPI'S	RUNWAY 12 ILS/DME	RUNWAY 12 REIL'S	RUNWAY 30 REIL'S	VOR
PHASE 6	45 DAYS	ACTIVE	ACTIVE	INACTIVE	ACTIVE	ACTIVE	INACTIVE
PHASE 6A	25 DAYS	ACTIVE	ACTIVE	INACTIVE	ACTIVE	ACTIVE	INACTIVE
PHASE 7	45 DAYS	ACTIVE	ACTIVE	INACTIVE	ACTIVE	ACTIVE	INACTIVE
PHASE 7A	24 DAYS	ACTIVE	ACTIVE	INACTIVE	ACTIVE	ACTIVE	INACTIVE
PHASE 7B	24 DAYS	ACTIVE	ACTIVE	INACTIVE	ACTIVE	ACTIVE	INACTIVE
PHASE 7C	21 DAYS	ACTIVE	ACTIVE	INACTIVE	ACTIVE	ACTIVE	INACTIVE
PHASE 8	45 DAYS	ACTIVE	ACTIVE	INACTIVE	ACTIVE	ACTIVE	ACTIVE
PHASE 9	7 DAYS	INACTIVE	INACTIVE	INACTIVE	INACTIVE	INACTIVE	INACTIVE
PHASE 10	16 DAYS	ACTIVE	ACTIVE	INACTIVE	ACTIVE	ACTIVE	ACTIVE
PHASE 11	7 DAYS	ACTIVE	ACTIVE	INACTIVE	ACTIVE	ACTIVE	ACTIVE
PHASE 12	3 DAYS	ACTIVE	ACTIVE	ACTIVE	ACTIVE	ACTIVE	ACTIVE

LEGEND

- EXISTING PAVEMENT
- EXISTING PAVEMENT TO BE REMOVED
- PROPOSED PAVEMENT
- EXISTING BUILDING
- PAVEMENT DEMO
- CONTRACTOR STAGING AREA
- MILLINGS STOCKPILE SITE
- TOPSOIL STOCKPILE SITE
- AIRCRAFT MOVEMENT AREA
- AOA CLOSURE BARRICADES
- CONSTRUCTION HAUL ROUTE
- RUNWAY SAFETY AREA (RSA)
- TAXIWAY OBJECT FREE AREA (TOFA)
- EXISTING FENCE
- FLAGGER/GATE GUARD

PROJECT SCHEDULE DIAGRAM



NOTE:
1. FOR PHASES 1-5, SEE TERMINAL APRON RECONSTRUCTION PROJECT FAA AIP NO. 3-53-0084-044-2021.
2. NTP ISSUE DATE WILL DEPEND ON FUNDING, WEATHER, ETC.
3. WORKING HOURS ARE IN SPECIFICATION SECTION 011100.
4. ALLOW A 30-DAY CURE TIME BETWEEN PHASE 11 AND 12.

**PANGBORN MEMORIAL AIRPORT
TAXIWAY A REALIGNMENT
CONSTRUCTION SAFETY AND PHASING
OVERVIEW**

Taxiway A - Cost Issue Tracking

5% Contingency: \$822,231
15% Grant Amendment Cap: \$2,504,061

As of 6/8/23 Contract Day 60 of 168

Work Change Directives

Number	Description	Reason	Amount		CDRPA Approved	Change Order
			Existing Bid Item	New Bid Item		
1	Phase 6 Signage Revisions	Approval of Part 129 lighting, marking, and signage plan	\$ 2,339.28	\$ 14,217.85	Yes	
2	Drywell Size Clarifications	Differing field conditions	\$ (220,932.00)	\$ 80,142.00	Yes	
3	TW E to TW A1 Grade Change	Remedy low point, unnecessary drywells	\$ (48,115.52)			Contract Qty
4	Signage Revisions*	Approval of Part 129 lighting, marking, and signage plan	\$ 57,320.00			
5	Re-grade at warm up apron tie in	Preserve existing damaged pavement, alter grade break	\$ 18,995.82	\$ 21,443.40	Yes	Partial 2
XX	FAA Comm Line Relocation	Unknown location?		\$ 30,639.00		2
6	RSA Revisions Phase 7,8,9**	Different aircraft	\$ 250,000.00			
7	Additional Edge Lighting*	Change reflectors to lights per FAA inspector	\$ 26,208.60			
8	New 18" pipe and manhole*	Elevation conflict with subgrade, existing not reinforced	\$ 32,273.40			
9	Spare Conduits at crossings*	Planning for the future		\$ 13,537.50		
			\$ 118,089.58	\$ 159,979.75		

* Engineer Estimate


** ROM

Change Orders/Amendments

Number	Description	Reason	Amount	CDRPA Approved	FAA Approved
1	Wage Rate Difference	Updated wage rates	\$ 474,782.87	Yes	
	Ardurra Amendment 1	Wage rate tracking/verification	\$ 71,000.00	Yes	
2	FAA Comm Line, Partial WCD 5	See above	\$ 54,625.44	Yes	
			\$ 600,408.31		

Total Change Orders and WCDs Not in Cos \$ 826,395.24

Memo

To: Board of Directors
From:  Jim Kuntz
Date: June 8, 2023
Re: Unified Tax Levy Resolution

Enclosed is a draft Resolution that would authorize a unified tax levy vote to go before voters in Chelan and Douglas counties at the November 7th, 2023 election. The Resolution has been reviewed and edited by Quentin.

At Tuesday's Board meeting, staff will be seeking input only from the Board. The final Resolution would be put on the June 27th agenda for formal adoption if authorized by the Board.



**PORT OF CHELAN COUNTY RESOLUTION NO. 2023-01
PORT OF DOUGLAS COUNTY RESOLUTION NO. 2023-02
RESOLUTION AUTHORIZING A UNIFIED PROPERTY TAX LEVY**

A RESOLUTION OF THE PORT OF CHELAN COUNTY AND PORT OF DOUGLAS COUNTY PROVIDING FOR THE SUBMISSION TO QUALIFIED ELECTORS IN CHELAN AND DOUGLAS COUNTIES AT THE GENERAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 7TH, 2023 OF A PROPOSITION AUTHORIZING TO LEVY AND COLLECT A UNIFIED PROPERTY TAX LEVY FOR THE TWO PORT DISTRICTS.

THE PORT COMMISSIONERS OF THE PORT OF CHELAN COUNTY AND PORT OF DOUGLAS COUNTY HEREBY RESOLVE AS FOLLOWS:

Section 1. Findings. During the 2023 Washington State Legislative Session, the legislature passed by a unanimous vote in the House and Senate Engrossed House Bill 1663 (EHB), hereby attached as Exhibit A. The Governor signed the bill on May 1, 2023. EHB 1663 authorizes a unified property tax levy rate between the Port of Chelan County and the Port of Douglas County provided that at least two-thirds majority of each port commissions in Chelan and Douglas Counties agree to conduct a joint levy by July 1 for collection in the following year and for subsequent years; and subject to approval by a majority of the total number of votes cast among the public residing within the port districts in a general election. A unified property tax levy rate would allow for improved management of the ports, would strengthen regional port operations, and gives both counties the same stake in the process. This would benefit taxpayers in both counties.

Section 2. Proposition. The Chelan County Auditor and the Douglas County Auditor are requested to call and conduct an election to be held within Chelan and Douglas Counties on Tuesday, November 7th, 2023, for the purpose of submitting to qualified electors for their ratification or rejection a unified property tax levy consistent with Washington State EHB 1663.

A port district can impose a regular annual property tax levy of up to 45 cents per \$1,000 of assessed value of the taxable property within the district for general port purposes. The Port of Chelan County's 2022 levy rate is 175 cents per thousand of assessed value. The Port of Douglas County's 2022 levy rate is 132 cents per thousand of assessed value. If approved by voters, the existing levy rates would be unified into one tax levy starting with the 2023 levy.

The Executive Director of the Port of Chelan County and Port of Douglas County is authorized and directed to certify the following proposition to the County Auditors and request that it be placed on the election ballot in substantially the following form:

PROPOSITION NO. 1
PORT OF CHELAN COUNTY AND PORT OF DOUGLAS COUNTY
UNIFIED TAX LEVY

The Ports of Chelan and Douglas County propose to unify the tax levy rate into a single tax levy encompassing both districts. The Port of Chelan County's 2022 levy rate is 175 cents/\$1,000 of assessed value. The Port of Douglas County's 2022 tax levy rate is 132 cents/\$1,000 of assessed value. Using 2022 levy rates, a unified tax levy would be approximately 162 cents/\$1,000 of assessed value for both port districts. Should this proposition be:

APPROVED

REJECTED

Section 3. Severability. If any section, sentence, clause or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution.

Section 4. Effective Date. This Resolution shall take effect and be in full force immediately upon passage by the Port Commissioners of the Port of Chelan County and Port of Douglas County.

ADOPTED by the Port of Chelan and Port of Douglas Commissioners at a properly convened meeting thereof held on the 23rd day of June 2023 and in compliance with EHB1663 confirming at least two-thirds majority agreeing to conduct a joint levy.

Port of Chelan County

Port of Douglas County

Donn Etherington, President

W. Alan Loeb sack, President

Richard DeRock, Vice President

Mark Spurgeon, Vice President

JC Baldwin, Secretary

Jim Huffman, Secretary



One Campbell Parkway, Suite A | East Wenatchee, WA 98802 | Phone: 509.884.4700 | Fax: 509.662.5151 | www.cdrpa.org

June 5, 2023

Clint Wall
Mayor - City of Mansfield
P.O. Box 218
Mansfield, WA 98830

Dear Mayor Wall,

Please find the Mansfield Airport Virtower Airport Operations Tracking Activity Report for the month of May 2023 enclosed.

Sincerely,

Sarah Deenik

Sarah Deenik
Communications Coordinator

CC: Jim Kuntz, Chief Executive Officer
Trent Moyers, Director of Airports

BOARD OF DIRECTORS

Donn Etherington, Commissioner, Chelan County Dist. 1 | Jim Huffman, Commissioner, Douglas County Dist. 1 | JC Baldwin, Commissioner, Chelan County Dist. 2
W. Alan Loeb sack, Commissioner, Douglas County Dist. 2 | Richard DeRock, Commissioner, Chelan County Dist. 3 | Mark Spurgeon, Commissioner, Douglas County Dist. 3



Airport Operations Tracking

VirTower LLC
 13721 Jetport Commerce Pkwy, Suite 2
 Fort Myers FL 33913
 Phone +1 888 31 70 747
 virtower.com | info@virtower.com

Airport Operations

Snapshot Local Time

Start Date 05/01/2023 00:00 LT
 End Date 05/31/2023 23:59 LT

Creation 06/02/2023 09:47
 User trent_moyers8W3
 Customer ID K8W3

Summary

Landings		Take-Offs		Totals	
Single Engine	5	Single Engine	5	Single Engine	10
Helicopter	1	Helicopter	2	Helicopter	3
TOTAL	6	TOTAL	7	TOTAL	13

FAA AAC/ADG Summary

Landings		Take-Offs		Totals	
A1	4	A1	4	A1	8
HEL	1	HEL	2	HEL	3
UKN	1	UKN	1	UKN	2
TOTAL	6	TOTAL	7	TOTAL	13

Operations by Aircraft Type

Single Engine	Single Engine Turbine	Multi Engine	Multi Engine Turbine	Business Jet	Jet 2	Jet NB	Jet 4	Jet WB	Helicopter
108	2								H60 3
C172	1								
RV6	3								
RV8	2								
Others	2								

Activity Summary

LANDING RWY 03	5
LANDING RWY 21	1
TAKEOFF RWY 03	7
TOTAL	13

This report was generated using sensors monitoring aircraft operations at the selected airport and may not contain aircraft that do not have ADS-B. Airports that have multiple sensors deployed will also feature aircraft fitted with transponders only. The information presented is correct to the best of our knowledge

2023 CDRPA Calendar of Events

JUNE 2023

Date:	Time:	Event:	Location:	Attending:
13-Jun	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
14-Jun	2:30pm-4:00pm	Douglas County Community Leadership Advisory Group	Executive Flight	Commissioner DeRock, Commissioner Huffman and Kuntz; Advisory Group members
14-Jun	3:00pm-6:30pm	Possibilities Tour/Networking Event	Host Wenatchee	de Mestre and Larsen
14-Jun	6:30pm-7:30pm	Regional Sports Complex - Open House Event #1	CTC	de Mestre and Lammert
15-Jun	12:00pm-1:00pm	Regional Sports Complex - Open House Event #2	CTC	de Mestre and Lammert
15-Jun	4:30pm	Historic Downtown Chelan Happy Hour - Celebrating WA Main Street Week	216 E. Woodin Ave., Chelan, WA	Larsen
20-Jun	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
24-Jun	5:00pm	Cashmere Founders' Day Parade	Cashmere, WA	Commissioner Baldwin
27-Jun	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

JULY 2023

Date:	Time:	Event:	Location:	Attending:
4-Jul	All Day	Independence Day - Office Closed	All Offices	CDRPA Staff
7-Jul	10:00am-3:00pm	Rep. April Berg Visit	Executive Flight	Commissioners Baldwin, Spurgeon & Etherington; Kuntz
7-Jul	6:00pm-9:00pm	Hangar Dance - Scholarship Fundraiser	Executive Flight	
8-Jul	All Day	Pangborn Festival of Flight	Pangborn Airport	Commissioners Baldwin, Spurgeon & DeRock; CDRPA Staff
11-Jul	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
13-Jul	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
13-14 Jul	All Day	WPPA 2023 Directors' Seminar	Hotel Indigo, Everett	Kuntz
18-Jul	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	
22-23 July	All Day	Entiat Vintage Hydro Races	Entiat Park	
24-26 Jul	All Day	WPPA 2023 Commissioner Seminar	Alderbrook Resort	Commissioners Baldwin, Spurgeon and DeRock
25-Jul	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

AUGUST 2023

Date:	Time:	Event:	Location:	Attending:
8-Aug	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
8-10 Aug	All Day	WEDA Summer Conference	Marcus Whitman Hotel & Conference Center, Walla Walla	
8-11 Aug	All Day	Brownfields 2023 Conference	Detroit, MI	Commissioner Baldwin & Larsen
10-Aug	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
13-15 Aug	All Day	Routes Takeoff (Airline Meetings)	Atlantic City, NJ	Moyers
15-Aug	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
22-Aug	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
29-Aug	6:00pm	Dinner with Jack Penning	Visconti's	Commissioner Baldwin
30-Aug	7:30am-1:30pm	Partners in Economic Development Breakfast & Lunch - Jack Penning	Wenatchee Valley Convention Center	Board of Directors; Staff
30-Aug	6:00pm	Dinner with Jack Penning	Atlas Fare	
31-Aug	12:00pm	Wenatchee Rotary Club	Pybus Event Center	Kuntz and Deenik

SEPTEMBER 2023

Date:	Time:	Event:	Location:	Attending:
4-Sep	All Day	Labor Day - Office Closed	All Offices	CDRPA Staff
10-12 Sep	All Day	National Airports Conference	Spokane, WA	Moyers
12-Sep	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
13-Sep	2:30pm-4:00pm	Douglas County Community Leadership Advisory Group	Executive Flight	Commissioner DeRock, Commissioner Huffman and Kuntz; Advisory Group members
14-Sep	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner Baldwin
19-Sep	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
19-22 Sep	All Day	2023 WFOA 68th Annual Conf.	Spokane Convention Ctr.	Lough
20-22 Sep	All Day	NWAAAE Annual Conference	Kelowna, BC	Moyers
26-Sep	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

OCTOBER 2023

Date:	Time:	Event:	Location:	Attending:
7-Oct	All Day	Triannual Fire Exercise Training	Pangborn Airport	Moyers; Staff
10-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
12-Oct	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner Baldwin
17-Oct	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
24-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
24-26 Oct	All Day	Infrastructure Assistance Coordinating Council Conference	Wenatchee Convention Center	
26-27 Oct	All Day	Small Ports Seminar	Campbell's Resort	Commissioners Spurgeon and Baldwin

NOVEMBER 2023

Date:	Time:	Event:	Location:	Attending:
9-Nov	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner Baldwin
14-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
21-Nov	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
23-Nov	All Day	Thanksgiving Holiday - Office Closed	All Offices	CDRPA Staff
24-Nov	All Day	Thanksgiving Holiday - Office Closed	All Offices	CDRPA Staff
28-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

DECEMBER 2023

Date:	Time:	Event:	Location:	Attending:
6-8 Dec	All Day	WPPA 2023 Annual Meeting	Hilton: Vancouver	Commissioner Baldwin, Spurgeon & DeRock
12-Dec	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
3-Dec	2:30pm-4:00pm	Douglas County Community Leadership Advisory Group	Executive Flight	Commissioner DeRock, Commissioner Huffman and Kuntz; Advisory Group members
14-Dec	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner Baldwin
19-Dec	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
25-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff
26-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff