



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
August 22nd, 2023
9:00 am**

Present:

Directors:

*Donn Etherington, Director (Zoom)
Jim Huffman, Director
JC Baldwin, Director*

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

Staff:

*Jim Kuntz, Chief Executive Officer
Monica Lough, Director of Finance & Admin
Trent Moyers, Director of Airports
Stacie de Mestre, Dir. of Econ Dev.
Ron Russ, Maint. & Prop. Mngr.
Bobbie Chatriand, Admin Assistant*

*Tricia Degnan, CTC Manager
Colby Goodrich, FBO Mngr. (Zoom)
Laura Camarillo-Reyes, Admin. Asst. (Zoom)
Julie Avis, Acct. Specialist (Zoom)
Lorena Amador, Acct. Specialist (Zoom)
Craig Larson, Comm. Relationship Mgr.*

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm LLP

Guests:

*Mike Mackey
Morgan Ireland, Microsoft
Kevin Vitulli, Banner Bank
Steve Robinson, YMCA*

*Josh Fedora, Ardurra
Emily Thornton, Wenatchee World (Zoom)
Jason Taylor, KPQ (Zoom)
Adam Neff, RH2*

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

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 the August 8th, 2023 Meeting Minutes and July 2023 Commission Calendar was presented.

Motion No.
Moved by:
Seconded by:

08-08-23 CDRPA
*JC Baldwin
Mark Spurgeon
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the August 8th, 2023 Meeting and July 2023 Commission Calendar.*

Motion Passed 6-0

Engineering Service Agreement – Cooling Water/RH2 Engineers System. de Mestre presented a Task Authorization encompassing the engineering responsibilities agreed to in Phase 1 of the Industrial Cooling Water Agreement with Microsoft. The Task Authorization is not to exceed \$884,088.

Motion No. 08-13-23 CDRPA
Moved by: W. Alan Loeb sack
Seconded by: Jim Huffman
To authorize the CEO to sign RH2 Engineers Task Authorization 31- Malaga Industrial Area Cooling Water Discharge System, with a budget not to exceed \$884,088.

Motion passed 6-0

At 10:35 a.m. Commissioner Spurgeon called for a 10-minute break

Purchase and Sale Agreement – Lytle Property (Pangborn Airport). Kuntz presented a proposed Purchase & Sale Agreement with Mr. Lytle on a 4.76-acre parcel in the Pangborn Airport clear zone.

Motion No. 08-14-23 CDRPA
Moved by: Jim Huffman
Seconded by: W. Alan Loeb sack
TO authorize the CEO to enter into a Purchase and Sale Agreement with Chris Lytle

Motion passed 6-0

Purchase and Sale Agreement – Baker Property (Malaga). Kuntz presented a proposed Purchase & Sale Agreement, to acquire the Joe & Keri Baker property in Malaga.

Motion No. 08-15-23 CDRPA
Moved by: JC Baldwin
Seconded by: Richard DeRock
To authorize the CEO to enter into a Purchase and Sale Agreement with Joeseeph and Keri Baker.

Motion passed 6-0

Authorization to Seek Bids – Malaga Vicinity Test Well 1 Pump Test. de Mestre reported the initial pump and water quality tests were favorable leading the engineers to advise to move on to the next test, a long-term constant rate pump test. Staff is seeking Board approval to seek bids for the Malaga Vicinity Test well 1 Pump Project. Discussion ensued, the Commissioners asked that the pipe supply component of the bid be revised; the following action taken:

Motion No. 08-16-23 CDRPA
Moved by: Richard DeRock
Seconded by: JC Baldwin
To authorize the CEO to seek bids for the Malaga Vicinity Test Well 1 Pump Test.

Motion passed 6-0

City of Entiat- Partners in Economic Development Funding Request. As requested at the last meeting, Kuntz worked with Mark Botello from the City of Entiat to revise their Partners in Economic Development Grant request. After discussion, the following motion was made:

Motion No. 08-17-23 CDRPA
Moved by: JC Baldwin
Seconded by: Richard DeRock
To approve the 2023 Partners in Economic Development Grant Request from the City of Entiat in the amount of \$22,500 to be paid over two fiscal years.

Motion passed 6-0

Streamline Fulfillment – Lease Renewal. Lough reported that Streamline leases several buildings on the former Lineage Property. They are model tenants and staff has negotiated a lease renewal commencing November 1, 2023. The following action was taken:

Motion No.	08-18-23 CDRPA
Moved by:	W. Alan Loeb sack
Seconded by:	JC Baldwin
	To authorize the CEO to enter into a Lease Renewal with Streamline Fulfillment

Motion passed 6-0

Frito Lay – Lease Renewal. Lough reported Frito Lay continues to look for another location in the valley. In the meantime, staff has negotiated a lease extension commencing October 1, 2023. The following action was taken:

Motion No.	08-19-23 CDRPA
Moved by:	Richard DeRock
Seconded by:	W. Alan Loeb sack
	To authorize the CEO to enter into a Lease Renewal with Frito Lay.

Motion passed 6-0

INFORMATIONAL ITEMS:

2023 National Brownfields Training Conference. Craig Larsen and Brooke Lammert attended the National Brownfields Conference in Detroit this past week. Larsen provided a recap on how the conference provides a platform for participants to learn about the latest technologies and strategies for cleaning up and reusing contaminated properties.

Takeoff North America 2023 Conference- Recap. Trent Moyers traveled to Atlantic City, NJ for the Takeoff North America Conference. This conference is focused entirely on aviation route development. Moyers went to potentially meet with several airlines, however, only one meeting was held.

Child Care Partnership Grant – Washington Department of Commerce. The Washington Department of Commerce is soliciting applications to support local partnerships to develop action plans that stabilize and expand childcare capacity in communities. Stacie de Mestre and Brooke Lammert are representing the Port to partner with numerous local businesses in the valley to make childcare more affordable and available in the Wenatchee Valley. The Regional Port will be submitting a Grant Application by the end of the month.

Weather Radar Issue. Kuntz reported there are five active Doppler radars in WA State that monitor real time weather. None of those five radars cover below 10,000 feet in the northeastern slope of the Cascade Mountains. All or part of six counties along the eastern slope of the Cascades are impacted by the lack of coverage. The Regional Port will brief the Congressional Delegation on this issue during meetings scheduled with them on September 18th.

At 11:45 a.m. Commissioner Spurgeon called for a 10-minute break.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Reported on a Digital Marketing Campaign for the 2nd flight. Commissioners expressed an interest in a more robust marketing campaign.

Lough provided information and updates including:

- Reported the Department of Retirement Systems has requested a compliance review for the 2022 calendar year.

- Discussed progress on the State Audit the Port is currently undergoing.
- Shared the June 30, 2023 Budget vs Actual Financial Report is included in the meeting packet.

Moyers provided information and updates including:

- Reported that the Runway at Pangborn Airport is currently being restriped during the closure as well as showed pictures and a short movie of staff restriping.
- Shared pictures of the new rotating beacon at the Waterville Airport.

Russ provided information and updates including:

- Shared pictures of sidewalks at the Cashmere Mill district that are crumbling and will need to eventually be repaired or replaced.
- Mentioned that the FAA has completed the environmental review and approval allowing Pangborn Airport to proceed with removing underground storage tanks.

de Mestre provided information and updates including:

- Provided an update on the Vamonos Junk Haulers lease at Pangborn Business Park.
- Shared that she will be visiting Thurston County; touring successful Economic Development projects toward the end of the week.
- Shared that the EDA Project Manager made a site visit to the Trades District last week.
- Provided scenarios for the new Port Administration Offices at the CTC.

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

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

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

EXECUTIVE SESSION:

Executive Session was announced at 12:55 p.m. for a period of twenty minutes with no action anticipated at the conclusion of the session. The Executive Session was extended twice for 20 additional minutes each. The purpose consisted of 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 concluded at 1:55 p.m.

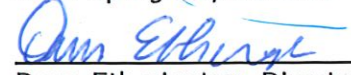
Meeting reconvened in Regular Session and was immediately adjourned at 1:55 p.m. with no action taken.

Signed and dated this 12th day of September 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



Mark Spurgeon, Director



Donn Etherington, Director



Jim Huffman, Director



Richard DeRock, Director

Excused Absence

JC Baldwin, Director



W. Alan Loeb sack, Director