



*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  
August 9<sup>th</sup>, 2022  
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. CONSENT AGENDA**

- **CDRPA:** Approval of July 12<sup>th</sup>, 2022 Meeting Minutes; June 2022 Commission Calendar; Check Register Pages #2022-28 through #2022-31, including Electronic Transfers; and CDRPA Resolution 2022-09 Voiding Check #10116
- **POCC:** Approval of July 2022 Check Register Page consisting of an Electronic Transfer

**V. PUBLIC COMMENT**

**VI. PRESENTATIONS**

- **SBDC Quarterly Report – Kirk Duncan**

**VII. POCC ACTION ITEMS**

- (1) Amendment #1 – Interlocal Agreement between Port of Chelan County & Port of Douglas County

**VIII. PODC ACTION ITEMS**

- (2) Amendment #1 – Interlocal Agreement between Port of Chelan County & Port of Douglas County

**IX. CDRPA ACTION ITEMS**

- (3) Ownership Allocation Memo – Santa Cruz Property
- (4) Authorization to Proceed – Acquisition of Santa Cruz Farms Property/Pangborn Airport
- (5) Authorization to Award Construction Contract for Taxiway Alpha Project to Selland Construction Subject to FAA Grant Awards
- (6) Authorization to Proceed – Executive Hangar Site Design
- (7) Authorization to Solicit Qualifications for Architects – Trades District

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

- (8) Declaring Two (2) Mobile Homes & One (1) Motorhome Surplus – Malaga Property
- (9) Pangborn Airport – Capital Improvement Plan
- (10) Virtower Monthly Update
- (11) Private Hangar Updates - Pangborn Airport
- (12) Alternative Landing Area – Cost Estimate – Pangborn Airport
- (13) DCSD #1 Industrial Wastewater Contracted User Contract

**XI. MISCELLANEOUS STAFF REPORTS**

- CEO
- Director of Finance & Administration
- Director of Airports
- Director of Economic & Business Development
- Public Works & Capital Projects 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  
July 12, 2022  
9:00 am**

**Present:**

**Directors:**

*JC Baldwin, Director  
Jim Huffman, Director  
Mark Spurgeon, Director*

*Donn Etherington, Director (Zoom)  
W. Alan Loeb sack, Director  
Richard DeRock, Director*

**Staff:**

*Jim Kuntz, Chief Executive Officer  
Monica Lough, Director of Finance & Admin.  
Trent Moyers, Director of Airports  
Ron Cridlebaugh, Director of Econ. Dev.  
Ron Russ, Property & Maintenance Mngr.  
Craig Larsen, Bus. Dev. Mngr.*

*Tricia Degnan, CTC Manager (Zoom)  
Sarah Deenik, Comm. Coordinator  
Julie Avis, Acct. Specialist (Zoom)  
Lorena Amador, Acct. Specialist (Zoom)  
Laura Camarillo-Reyes, Admin Asst. (Zoom)  
Bobbie Chatriand, Admin Assistant*

**Legal Counsel:**

*Quentin Batjer, Davis Arneil Law Firm, LLP*

**Guests:**

*Don Flick, Cascade Soaring Society  
Kyle Lamb, KPQ (Zoom)  
Emily Thornton, Wenatchee World*

*Troy Bishop, ALSC Architects  
JR Norvell, TO Engineers*

**The Chelan Douglas Regional Port Authority Board Meeting was called to order at 9:00 a.m. during a scheduled tour of the Pangborn Memorial Airport Terminal Apron Project. Directors, Port employees, consultants and guests completed the tour at 9:50 a.m. and proceeded to the original meeting location. The meeting reconvened at 10:30 a.m.**

**Introductions were made. Monica Lough introduced new Port Accounting Specialist, Lorena Amador.**

**Conflicts of Interest:** None

**CDRPA CONSENT AGENDA**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from June 28<sup>th</sup>, 2022 Meeting and Check Register Pages #2022-24 through #2022-27 was presented.

**Motion No.**

*Moved by:  
Seconded by:*

**07-01-22 CDRPA**

*Mark Spurgeon  
W. Alan Loeb sack  
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the June 28<sup>th</sup>, 2022 Meeting and Check Register Pages #2022-24 through #2022-27, including electronic transfers.*

*Motion passed 6-0*

**PODC CONSENT AGENDA**

The Port of Douglas County Consent Agenda consisting of Check Register Page #2022-01 was presented.

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

**07-02-22 PODC**  
W. Alan Loeb sack  
Mark Spurgeon  
To approve the Port of Douglas County Consent Agenda consisting of  
Check Register Page #2022-01.

*Motion passed 3-0*

**PRESENTATIONS:**

Troy Bishop from ALSC Architects presented a project summary regarding the Pangborn Memorial General Aviation Terminal Renovation. Bishop discussed the importance of first impressions, building efficiency and usability. Pictures were shown of the existing terminal building as well as two early design options for the new terminal. Bishop pointed out "The Reach" design option was preferred over the other design presented. This preferred design provides flexible terminal space as well as functional office space. Landscaping and outdoor space was also discussed.

**CDRPA INFORMATIONAL ITEMS:**

- **Capital Projects Review** – Kuntz provided the Board a master list of all capital projects currently being planned by the Regional Port.
- **2023 Debt Financing** – Kuntz presented a list of projects that could be potentially financed through varying types of debt. The Board will need to determine which projects are debt financed as part of the 2023 budget process.

**PODC ACTION ITEMS:**

**PODC Resolution No. 2022-03 Authorizing the Executive Director to submit a CERB Loan Application for the Trades District.**

Cridlebaugh provided information regarding a potential CERB Loan. He discussed the required steps to complete the application as well as the amount requested, and an estimated amortization schedule. Discussion ensued and the following action was taken:

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

**07-03-22 PODC**  
Mark Spurgeon  
W. Alan Loeb sack  
To adopt PODC Resolution No. 2022-03 Authorizing the Executive  
Director to submit a CERB Loan Application for the Trades District.

*Motion passed 3-0*

**CDRPA ACTION ITEMS:**

**Concurrence to submit CERB Loan Application – Trades District/Approval.**

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

**07-04-22 CDRPA**  
Mark Spurgeon  
W. Alan Loeb sack  
To approve the Port of Douglas County signing PODC Resolution No. 2022-03 authorizing the submission of a CERB loan application for the Trades District.

*Motion passed 6-0*

**CDRPA Resolution No. 2022-08 Authorizing CEO to order pipe for Malaga Waterline Extension Project.**

Kuntz discussed Project 4 of the Malaga Water System Improvements as defined by RH2 Engineering. Currently the delivery time of all large diameter pipe from US manufacturers is 5-7 months from order. Kuntz advised purchasing the pipe now would help ensure the project meets timelines as required by the Phase I Development and Reimbursement Agreement with Microsoft.

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

**07-05-22 CDRPA**  
W. Alan Loeb sack  
Mark Spurgeon  
To adopt CDRPA Resolution No. 2022-08 Authorizing the CEO to order pipe for the Malaga Waterline Extension Project.

*Motion passed 6-0*

**Director Baldwin called for a 10-minute break at 11:15 a.m., meeting reconvened at 11:25 a.m.**

**CDRPA INFORMATIONAL ITEMS CONTINUED:**

- **Taxiway Alpha Update** - Kuntz discussed the overall budget, FAA funding over time, and the Regional Port’s Contribution to this project with PFC funds.
- **Chelan-Douglas Transportation Council – Quorum Issue** – Kuntz provided information on a potential quorum issue with the Chelan-Douglas Transportation Council, due to both Directors DeRock and Baldwin residing on the Council’s Board. It was determined the Port will provide public notice for any meetings that include attendance of two Commissioners from the same Port District.
- **Community Liaison Assignments** – Kuntz went over the 2022 Port Commission Assignments.

## **MISCELLANEOUS STAFF REPORTS:**

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

- Senator Hawkins has contacted the Port regarding a Regional Aquatic Center that would serve the greater Wenatchee area. Kuntz advised more information will follow at an upcoming date.
- Kuntz suggested having workshop session on the Cashmere Mill District to discuss the future uses of vacant land. There will be a Cashmere Mill District Workshop on August 2<sup>nd</sup> at 11:00 am at Executive Flight.
- Kuntz will be attending the WPPA Directors Seminar in Bellingham, WA July 13-15<sup>th</sup>.

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

- Lough updated the Board on her role with the WPPA Dues Committee.

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

- Moyers reminded staff that Pangborn's Festival of Flight will be on August 6<sup>th</sup> this year.
- Moyers also provided information regarding the Centrex Hangar development meeting with interested tenants. The meeting was rescheduled for July 21<sup>st</sup>.
- Moyers provided an update on the Waterville Lighting Project which is scheduled to go out to bid in early August.

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

- Russ recently attended a Greater Wenatchee Irrigation District Board Meeting regarding the annexation of airport properties.
- Russ provided an update on the Virtower Camera installation at the Mansfield Airport. This project is scheduled to be completed on July 15<sup>th</sup>.

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

- Cridlebaugh updated the board on Streamline Fulfillment, a tenant who leases three buildings of the Lineage Property. They are growing at a rapid pace and are requiring more space. Cridlebaugh will be meeting with them soon to find out their future needs.

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

- Degnan provided an overview of the CTC revenue for the 2<sup>nd</sup> Quarter of 2022 in comparison to past years. Degnan pointed out that the CTC revenue year-to-date has already surpassed the entirety of 2021.

**PUBLIC COMMENT:** None

**REVIEW CALENDAR OF EVENTS:** The July 26<sup>th</sup> Board Meeting was cancelled due to Board attendance at the WPPA Commissioners Seminar being held July 25-27<sup>th</sup>.

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

**Director Etherington excused himself from the meeting at 1:17 p.m.**

### **EXECUTIVE SESSION:**

Executive session was announced at 1:25 p.m. for a period of twenty minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.100(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. The session was extended at 1:45 p.m. for an additional ten minutes. Executive session concluded at 1:55 p.m.

Meeting reconvened in Regular Session with no action taken.

Meeting was adjourned at 1:55 p.m.

Signed and dated this 9th day of August 2022.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

\_\_\_\_\_  
JC Baldwin, Director

\_\_\_\_\_  
Jim Huffman, Director

\_\_\_\_\_  
Donn Etherington, Director

\_\_\_\_\_  
Mark Spurgeon, Director

\_\_\_\_\_  
Richard DeRock, Director

\_\_\_\_\_  
W. Alan Loeb sack, Director

**Chelan Douglas Regional Port Authority**

**Board of Directors Calendar**

**June 2022**

<b>Date</b>	<b>Meeting</b>	<b>Location</b>	<b>JCB</b>	<b>DE</b>	<b>JH</b>	<b>MS</b>	<b>RD</b>	<b>AL</b>
6/1	District 7 Legislators Meeting	Douglas County PUD				X		
6/2	Columbia Basin Development League Board Mtg	Zoom						X
6/3	Meeting w/ Jim Kuntz: SB 5868	CDRPA				X		
6/5	AAAE Meeting	Sheraton/Seattle		X				
6/6	AAAE Meeting	Sheraton/Seattle		X				
6/7	AAAE Meeting	Sheraton/Seattle		X				
6/8	AAAE Meeting	Sheraton/Seattle		X				
6/9	Chelan-Douglas Transp. Council Board Mtg	Zoom	X			X		
6/14	CDRPA Board Meeting	CTC	X	X	X	X		X
6/15	Douglas County Leadership Mtg	CDRPA	X		X			
6/20	Jim Kuntz/Pete Fraley Microsoft Water	CDRPA	X					
6/21	Spokane/Coeur d'alene - Various Mtgs	Spokane/Coeur d'alene		X		X		X
6/22	Spokane/Coeur d'alene - Various Mtgs	Spokane/Coeur d'alene		X		X		X
6/22	Dedication of Bridge	W Cashmere Bridge	X					
6/24	Upper Valley Commissioners Mtg	Big Y Café	X					
6/24	Pick Up Binder	CDRPA				X		
6/27	BBQ - Esther Retirement	CDRPA	X	X	X	X		
6/27	Benefits Paperwork	CDRPA					X	
6/28	CDRPA Board Meeting	CTC	X	X	X	X	X	X
*	<b>denotes multiple meetings on same day</b>							



**Chelan Douglas Regional Port Authority  
Check Register Listing  
2022-July**

<b>Date Issued</b>	<b>Register #</b>	<b>Reason</b>	<b>First #</b>	<b>Last #</b>	<b>Amount</b>
07/01/22		FAA Reimbursable Agreement		ACH	\$14,056.60
07/15/22		Mid-Month Employee Advances		ACH	\$3,750.00
07/15/22	2022-28	Mid-Month Payables	10063	10126	\$253,222.97
07/18/22	2022-29	Payroll Quarterlies	10127	10128	\$12,508.97
07/26/22		WA Dept of Revenue - Sales Tax		ACH	\$10,953.46
07/29/22	2022-30	July 2022 Payroll	10129	10131	\$269,283.19
07/29/22	2022-31	Month-End Payables	10132	10183	\$1,899,183.62
Transactions for approval August 9, 2022 total:					\$2,462,958.81

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. Monica Raugh \_\_\_\_\_

Director Baldwin \_\_\_\_\_

Director Etherington \_\_\_\_\_

Director DeRock \_\_\_\_\_

Director Huffman \_\_\_\_\_

Director Loeb sack \_\_\_\_\_

Director Spurgeon \_\_\_\_\_

**Chelan Douglas Regional Port Authority  
Check Register  
2022-28**

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 July 15 2022 checks 10063 - 10126 in the amount of **\$253,222.97**

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check Number</u>	<u>Amount</u>
<b><u>CASHMERE MILL DISTRICT</u></b>				
07/15/2022	Basin Tree Service	Landscaping	10077	4,535.95
07/15/2022	Chelan County PUD	Utilities	10080	723.32
07/15/2022	City of Cashmere	Utilities	10082	572.27
07/15/2022	USDA, APHIS	Inspection Service	10118	549.10
07/15/2022	Waste Management	Utilities	10121	405.24
	<b>Net Cashmere Mill District</b>			<b>\$6,785.88</b>
<b><u>CONFLUENCE TECHNOLOGY CENTER</u></b>				
07/15/2022	Banner Bank - TD	Building Repairs; Supplies; Travel	10074	875.50
07/15/2022	Chelan County PUD	Utilities	10080	7,569.66
07/15/2022	City of Wenatchee	Utilities	10083	767.15
07/15/2022	Crown Paper & Janitorial Supply	Janitorial Supplies	10086	913.20
07/15/2022	Department of Labor & Industries	Annual Elevator Operating Certificate	10087	533.40
07/15/2022	Department of Labor & Industries (Boiler)	Inspection Fees	10088	56.80
07/15/2022	Firefly	Workstation Software	10092	19.91
07/15/2022	GFC Services	Meeting Room Setups/Janitorial Services	10093	5,046.64
07/15/2022	Home Depot Pro	Maintenance Supplies	10095	91.00
07/15/2022	Lowe's	Maintenance Supplies	10102	8.96
07/15/2022	North Central ESD	Contract Service - May/June	10105	14,107.50
07/15/2022	Stoneway Electric Supply	Maintenance Supplies	10115	278.88
07/15/2022	Waste Management	Utilities	10121	1,191.01
07/15/2022	Weinstein Beverage Co.	Coffee Supplies	10122	28.66
	<b>Net Confluence Technology Center</b>			<b>\$31,488.27</b>
<b><u>DOWNTOWN WENATCHEE SOUTH</u></b>				
07/15/2022	Chelan County PUD	Utilities	10080	1,124.47
07/15/2022	City of Wenatchee	Utilities	10083	728.62
07/15/2022	Keyhole Security Inc.	Key Copies	10100	16.94
	<b>Net Downtown Wenatchee South</b>			<b>\$1,870.03</b>
<b><u>OLDS STATION BUSINESS PARK</u></b>				
07/15/2022	Basin Tree Service	Landscaping	10077	1,895.30
07/15/2022	Chelan County PUD	Utilities	10080	2,153.31
07/15/2022	City of Wenatchee	Utilities	10083	888.42
07/15/2022	Stemilt Organic Recycling Center	Landscaping Yard Waste	10114	120.00
07/15/2022	Waste Management	Utilities	10121	139.88
	<b>Net Olds Station Business Park</b>			<b>\$5,196.91</b>

**Chelan Douglas Regional Port Authority  
Check Register  
2022-28**

**PANGBORN AIRPORT**

07/15/2022	Advanced Automotive and Diesel	Vehicle Maintenance	10063	435.39
07/15/2022	Ag Supply Co.	Maintenance Supplies & Fuel	10064	3,876.41
07/15/2022	AvFuel Corp	Fuel Stickers	10067	111.65
07/15/2022	Banner Bank - CG	FBO Expenses	10068	25.50
07/15/2022	Banner Bank - PE	FBO Expenses	10070	63.16
07/15/2022	Banner Bank - RR	Lightning Maintenance Seminar - S. Lamb	10072	1,875.00
07/15/2022	Banner Bank - SD	Travel - ADB Safegate Training - S. Lamb	10073	1,503.85
07/15/2022	Banner Bank - TF	Maintenance Supplies	10075	457.06
07/15/2022	Banner Bank - TM	Phone Service, AAAE Meeting, VirTower	10076	2,320.36
07/15/2022	CamCal Inc.	FBO Expenses	10078	857.70
07/15/2022	Cintas Corporation	FBO Expenses; Uniforms	10081	146.82
07/15/2022	Fastenal Company	Equipment Parts	10090	265.86
07/15/2022	Ferguson Enterprises, Inc.	Maintenance Supplies	10091	40.28
07/15/2022	Firefly	Projects Setup	10092	1,875.90
07/15/2022	Home Depot Pro	Maintenance Supplies	10095	491.00
07/15/2022	LN Curtis & Sons Inc	MSA Flow Testing	10101	912.59
07/15/2022	Lowe's	Maintenance Supplies	10102	30.47
07/15/2022	OmniPark, Inc.	Parking Lot Expenses	10106	366.05
07/15/2022	Oxarc, Inc.	FBO Expenses; Oxy Cylinders	10107	82.94
07/15/2022	Stan's Merry Mart	Maintenance Supplies	10113	18.76
07/15/2022	USDA, APHIS	Inspection Service	10118	1,089.22
07/15/2022	Valley Tractor & Rentals, Inc.	Equipment Maintenance	10119	1,633.52
07/15/2022	Voltaire Aviation Inc	Air Service Development Retainer	10120	4,000.00
07/15/2022	Waste Management	Utilities	10121	818.56
	<b>Net Pangborn Airport</b>			<b>23,298.05</b>

**PANGBORN BUSINESS PARK**

07/15/2022	Basin Tree Service	Landscaping	10077	7,210.85
07/15/2022	Harvest Valley Pest Control, Inc.	Pest Control Service	10094	279.40
07/15/2022	North Cascade Heating & A/C, Inc.	Service Call	10104	124.66
07/15/2022	Schmitt Electric, Inc	Way-Finding Sign Bulbs	10111	1,058.83
	<b>Net Pangborn Business Park</b>			<b>\$8,673.74</b>

**RPA OFFICE/AVIATION CENTER**

07/15/2022	Ag Supply Co.	Building Maintenance Supplies	10064	14.29
07/15/2022	Banner Bank - RR	Air Filters	10072	88.27
07/15/2022	Home Depot Pro	Maintenance Supplies	10095	219.36
07/15/2022	iPro Building Services, LLC	Janitorial Service - July 2022	10096	750.00
07/15/2022	United Rentals	Equipment Rental	10117	628.47
07/15/2022	Waste Management	Utilities	10121	469.10
	<b>Net RPA Office/Aviation Center</b>			<b>\$2,169.49</b>

**LAKE CHELAN AIRPORT**

7/15/2022	Banner Bank - TM	VirTower Software	10076	400.00
	<b>Net Lake Chelan Airport</b>			<b>400.00</b>

**MANSFIELD AIRPORT**

7/15/2022	Airport Way, LLC	License Agreement	10065	200.00
7/15/2022	Banner Bank - TM	VirTower Software	10076	400.00
7/15/2022	Basin Tree Service	Landscaping	10077	7,179.71
7/15/2022	Douglas County PUD	Utilities	10089	42.00
	<b>Net Mansfield Airport</b>			<b>7,821.71</b>

**Chelan Douglas Regional Port Authority  
Check Register  
2022-28**

<b><u>WATERVILLE AIRPORT</u></b>				
7/15/2022	Banner Bank - RR	Supplies	10072	330.25
7/15/2022	Banner Bank - TM	VirTower Software	10076	400.00
	<b>Net Waterville Airport</b>			<b><u>730.25</u></b>
<b><u>ORONDO RIVER PARK</u></b>				
07/15/2022	Banner Bank - RR	Maintenance Supplies	10072	45.09
07/15/2022	S&W Irrigation System	Maintenance Supplies	10110	65.29
07/15/2022	Waste Management	Utilities	10121	138.92
	<b>Net Orondo River Park</b>			<b><u>\$249.30</u></b>
<b><u>PYBUS INCUBATOR</u></b>				
07/15/2022	Chelan County PUD	Utilities	10080	42.85
	<b>Net Pybus Incubator</b>			<b><u>\$42.85</u></b>
<b><u>MALAGA PROPERTY</u></b>				
7/15/2022	Chelan County PUD	Utilities	10080	244.77
7/15/2022	Wilbur-Ellis Company LLC	Maintenance Supplies	10124	37.31
	<b>Net Malaga Property</b>			<b><u>282.08</u></b>
<b><u>ADMINISTRATIVE &amp; GENERAL</u></b>				
07/15/2022	Banner Bank - JK	Travel Expenses	10069	608.59
07/15/2022	Banner Bank - PE	Travel Expenses; Office Supplies	10070	1,475.25
07/15/2022	Banner Bank - RR	Fuel	10072	109.99
07/15/2022	Cascade Quality Water	Bottled Water - Office	10079	25.26
07/15/2022	CPI Printing	Office Supplies	10084	263.08
07/15/2022	Craig Larsen	Mileage Reimbursement	10126	151.96
07/15/2022	Firefly	Software/Machine Setup	10092	1,091.92
07/15/2022	JC Baldwin	Mileage Reimbursement	10098	129.87
07/15/2022	Jerry's Auto Supply	Auto Supplies	10099	21.24
07/15/2022	Mark M Spurgeon	Mileage Reimbursement	10103	43.17
07/15/2022	Quadient Finance USA, Inc.	Postage	10108	500.00
07/15/2022	Stacie De Mestre	Mileage Reimbursement	10112	132.80
07/15/2022	Xerox Corporation	Office Copier	10125	211.19
	<b>Net Administrative &amp; General</b>			<b><u>\$4,764.32</u></b>
<b><u>BUSINESS DEVELOPMENT &amp; MARKETING</u></b>				
07/15/2022	Banner Bank - JK	Promotional Hosting	10069	45.69
07/15/2022	Banner Bank - PE	Employee Expenses -AS Ad	10070	138.48
07/15/2022	Banner Bank - RC	Marketing	10071	335.56
07/15/2022	Wenatchee World	Legal Ads	10123	895.40
	<b>Net Business Development &amp; Marketing</b>			<b><u>\$1,415.13</u></b>

**Chelan Douglas Regional Port Authority  
Check Register  
2022-28**

<u><b>CAPITAL PROJECTS</b></u>			
07/15/2022	ALSC Architects	GA Terminal - A&E Fees	10066 57,311.23
07/15/2022	Firefly	Wireless Network - A&E	10092 439.97
07/15/2022	J-U-B Engineers, Inc.	Waterville Lighting Design	10097 8,569.35
07/15/2022	Lowe's	Pangborn Airport Wireless Project	10102 98.51
07/15/2022	RH2 Engineering, Inc.	Malaga Site - Cooling Water Disposal Eval.	10109 20,705.51
07/15/2022	T-O Engineers	Environmental Assessment - A&E	10116 70,910.39
	<b>Net Capital Projects</b>		<u><u>158,034.96</u></u>
		<b>TOTAL</b>	<u><u>\$253,222.97</u></u>

**VOID: 10085**

**Chelan Douglas Regional Port Authority  
Check Register  
2022-29**

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 July 18, 2022 checks 10127 - 10128 in the amount of \$ 12,508.97

Jim Kuntz, Chief Executive Officer \_\_\_\_\_

Monica Lough, Director of Finance & Admin \_\_\_\_\_

<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check Number</u>	<u>Amount</u>
<b><u>ADMINISTRATIVE &amp; GENERAL</u></b>				
07/18/2022	Department of L&I	2Q22 Payroll Taxes	10127	9,999.71
07/18/2022	Employment Security Department	2Q22 Payroll Taxes - Paid Family Medical Leave	10128	2,509.26
<b>TOTAL</b>				<b><u><u>\$12,508.97</u></u></b>

**Chelan Douglas Regional Port Authority  
Check Register  
2022-30**

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 July 29, 2022, checks 10129 - 10131 and electronic payments in the amount of:

\$ 269,283.19

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<b><u>Payroll</u></b>				
07/29/22	Amador, Lorena	July 2022 Payroll	EFT	3,213.72
07/29/22	Asplund, Randy L	July 2022 Payroll	EFT	965.06
07/29/22	Baldwin, Janet L	July 2022 Payroll	EFT	1,424.67
07/29/22	Beidler, Camryn N	July 2022 Payroll	EFT	2,949.57
07/29/22	Burdick-Avis, Julie	July 2022 Payroll	EFT	3,266.32
07/29/22	Camarillo Reyes, Laura	July 2022 Payroll	EFT	3,526.18
07/29/22	Chatriand, Bobbie J	July 2022 Payroll	EFT	3,551.80
07/29/22	Cridlebaugh, Ronald W	July 2022 Payroll	EFT	6,467.29
07/29/22	Day, Skylar	July 2022 Payroll	EFT	3,091.92
07/29/22	de Mestre, Stacie	July 2022 Payroll	EFT	6,257.56
07/29/22	Deenik, Sarah K	July 2022 Payroll	EFT	5,520.26
07/29/22	Degnan, Tricia E	July 2022 Payroll	EFT	4,890.13
07/29/22	DeRock, Richard	July 2022 Payroll	EFT	1,229.18
07/29/22	Etherington, Donn	July 2022 Payroll	EFT	1,935.64
07/29/22	Flaget, Todd R	July 2022 Payroll	EFT	4,423.88
07/29/22	Goodrich, Colby	July 2022 Payroll	EFT	4,277.38
07/29/22	Huffman, James D	July 2022 Payroll	EFT	1,315.60
07/29/22	Kern, Dana	July 2022 Payroll	EFT	3,329.25
07/29/22	Kidder, Hunter M	July 2022 Payroll	EFT	1,454.46
07/29/22	Kuntz, James M	July 2022 Payroll	EFT	13,055.66
07/29/22	Lamb, Kenneth R	July 2022 Payroll	EFT	4,148.25
07/29/22	Lamb, Shane C	July 2022 Payroll	EFT	3,732.11
07/29/22	Larsen, Craig N	July 2022 Payroll	EFT	6,107.13
07/29/22	Loebsack, W Alan	July 2022 Payroll	EFT	1,519.80
07/29/22	Lough, Monica D	July 2022 Payroll	EFT	8,126.68
07/29/22	Martin, Kole	July 2022 Payroll	EFT	2,019.32
07/29/22	Martinez, Rafael	July 2022 Payroll	EFT	2,978.56
07/29/22	Moyers, Trent D	July 2022 Payroll	EFT	7,959.72
07/29/22	Orr, Marcus J	July 2022 Payroll	EFT	4,321.80

07/29/22	Rumburg, Concetta	July 2022 Payroll	EFT	1,534.56
07/29/22	Russ, Ronald R	July 2022 Payroll	EFT	6,373.57
07/29/22	Russell, Justin L	July 2022 Payroll	EFT	4,101.27
07/29/22	Smith, Charles B	July 2022 Payroll	EFT	3,527.89
07/29/22	Spurgeon, Mark M	July 2022 Payroll	EFT	912.93
07/29/22	Vargas, Manuel A	July 2022 Payroll	EFT	4,286.81
07/29/22	Warren, Kole A	July 2022 Payroll	EFT	2,791.82
07/29/22	Bobbie Chatriand	July Sunshine fund	10129	135.00
07/29/22	HRA VEBA Trust	July VEBA	10130	1,000.00
07/29/22	Health Care Authority	August Insurance	10131	41,923.32
07/29/22	Department of Retirement Systems	July Retirement	ACH	36,269.20
07/29/22	US Treasury	July Payroll taxes	EFTPS	49,367.92
	<b>Net Payroll</b>			<b><u>269,283.19</u></b>

**Voided: None**



**Chelan Douglas Regional Port Authority**  
**Check Register**  
 2022-29 31 *mk*

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 July 29, 2022 checks 10132 - 10183 in the amount of 1,899,183.62

Jim Kuntz, Chief Executive Officer \_\_\_\_\_

Monica Lough, Director of Finance & Admin \_\_\_\_\_

Date Issued	Claimant	Purpose	Check Number	Amount
<b><u>CASHMERE MILL DISTRICT</u></b>				
7/29/2022	Local Tel Communications	Fire Alarm Service	10163	181.94
	<b>Net Cashmere Mill District</b>			<b><u>181.94</u></b>
<b><u>CONFLUENCE TECHNOLOGY CENTER</u></b>				
7/29/2022	Cascade Natural Gas	Utilities	10138	13.78
7/29/2022	Chelan County PUD	Utilities	10139	790.66
7/29/2022	Crown Paper & Janitorial Supply	Janitorial Supplies	10144	679.46
7/29/2022	Express Services, Inc.	Admin Assistant	10152	595.24
7/29/2022	Firefly	Managed Services	10153	2,186.93
7/29/2022	Home Depot Pro	Maintenance Supplies	10156	110.77
7/29/2022	Local Tel Communications	Fire Supression/Telephone	10163	962.69
7/29/2022	Lowe's	Landscaping Supplies	10164	30.94
7/29/2022	Pacific Security	Patrol Services	10170	444.00
7/29/2022	Weinstein Beverage Co.	Beverage Supplies	10181	278.08
	<b>Net Confluence Technology Center</b>			<b><u>6,092.55</u></b>
<b><u>DOWNTOWN WENATCHEE SOUTH</u></b>				
7/29/2022	Cascade Natural Gas	Utilities	10138	493.50
7/29/2022	Home Depot Pro	Maintenance Supplies	10156	111.05
7/29/2022	Keyhole Security Inc.	Repair Supplies	10161	146.56
7/29/2022	Local Tel Communications	Utilities	10163	112.58
7/29/2022	Lowe's	Maintenance Supplies	10164	16.47
7/29/2022	Star Rentals, Inc.	Equipment Rental	10178	381.98
	<b>Net Downtown Wenatchee South</b>			<b><u>1,262.14</u></b>
<b><u>OLDS STATION BUSINESS PARK</u></b>				
7/29/2022	BNSF Railway Company	Spur Lease	10137	1,200.00
7/29/2022	Cascade Natural Gas	Utilities	10138	13.78
7/29/2022	Chelan County PUD	Utilities	10139	579.49
7/29/2022	Home Depot Pro	Landscaping Supplies	10156	28.01
7/29/2022	Local Tel Communications	Alarm Systems	10163	573.42
7/29/2022	Pacific Security	Patrol Services	10170	888.00
7/29/2022	Stan's Merry Mart	Misc. Supplies	10177	27.14
	<b>Net Olds Station Business Park</b>			<b><u>3,309.84</u></b>

**Chelan Douglas Regional Port Authority**  
**Check Register**  
**2022-29 31 umg**

<u><b>PANGBORN AIRPORT</b></u>				
7/29/2022	Ag Supply Co.	Maintenance Supplies	10132	343.87
7/29/2022	Avfuel Corp	Fuel Purchases	10135	70,207.22
7/29/2022	Aviation Laboratories, Inc	De-Icer	10136	2,085.00
7/29/2022	Cintas Corporation	Uniforms	10140	97.88
7/29/2022	Co-Energy	Vehicle & Equipment Maintenance	10141	1,383.93
7/29/2022	Douglas County Sewer District	Utilities	10150	281.19
7/29/2022	East Wenatchee Water District	Water	10151	622.17
7/29/2022	Firefly	Managed Services	10153	1,900.12
7/29/2022	GCR Tires & Services	Vehicle Maintenance	10154	602.90
7/29/2022	Jerry's Auto Supply	Vehicle & Equipment Maintenance	10159	229.53
7/29/2022	Local Tel Communications	Phone/Internet/Cable	10163	855.01
7/29/2022	Ogden Murphy Wallace, PLLC	Legal Services	10168	313.50
7/29/2022	OSHKOSH Airport Products, LLC	Vehicle & Equipment Maintenance	10169	204.91
7/29/2022	Pacific Security	Patrol Services	10170	444.00
7/29/2022	RH2 Engineering, Inc.	Irrigation Analysis & Annexation	10171	4,415.70
7/29/2022	T-O Engineers	Engineering Services	10179	2,959.69
7/29/2022	Wenatchee Petroleum Co	Aeroshell Oil	10182	715.93
	<b>Net Pangborn Airport</b>			<b>\$87,662.55</b>
<u><b>PANGBORN BUSINESS PARK</b></u>				
7/29/2022	Ag Supply Co.	Maintenance Supplies	10132	36.82
7/29/2022	Douglas County Sewer District	Utilities	10150	91.00
7/29/2022	East Wenatchee Water District	Water	10151	672.50
7/29/2022	Local Tel Communications	Fire Alarm Service	10163	171.13
7/29/2022	York Building Services, Inc.	Janitorial Service	10183	1,788.00
	<b>Net Pangborn Business Park</b>			<b>\$2,759.45</b>
<u><b>RPA OFFICE/AVIATION CENTER</b></u>				
7/29/2022	Ag Supply Co.	Maintenance Supplies	10132	10.83
7/29/2022	Cascade Natural Gas	Utilities	10138	63.28
7/29/2022	Douglas County Sewer District	Utilities	10150	284.83
7/29/2022	East Wenatchee Water District	Water	10151	249.00
7/29/2022	Home Depot Pro	Maintenance Supplies	10156	101.08
	<b>Net RPA Office/Aviation Center</b>			<b>\$709.02</b>
<u><b>WATERVILLE AIRPORT</b></u>				
7/29/2022	Douglas County PUD	Utilities	10149	28.00
	<b>Net Waterville Airport</b>			<b>\$28.00</b>
<u><b>LAKE CHELAN AIRPORT</b></u>				
7/29/2022	Lake Chelan Airport	Airport Operations Q3	10162	11,548.00
	<b>Net Lake Chelan Airport</b>			<b>\$11,548.00</b>
<u><b>ORONDO RIVER PARK</b></u>				
7/29/2022	Alpine Environmental	June Management Services	10134	400.00
7/29/2022	Douglas County PUD	Utilities	10149	119.00
7/29/2022	Local Tel Communications	Internet	10163	65.90
7/29/2022	Pacific Security	Patrol Services	10170	1,056.00
7/29/2022	S&W Irrigation Supply	Maintenance Supplies	10174	670.89
	<b>Net Orondo River Park</b>			<b>\$2,311.79</b>

Chelan Douglas Regional Port Authority  
 Check Register  
 2022-29 31 umg

**ADMINISTRATIVE & GENERAL**

7/29/2022	Alan Loeb sack	Mileage	10133	44.11
7/29/2022	Coleman Oil Company	Port Truck Fuel	10142	730.15
7/29/2022	Davis Arneil Law Firm, LLP	Legal Services	10145	6,652.50
7/29/2022	Department of Ecology	Hazardous Waste Generation Fee	10146	60.00
7/29/2022	Donn Etherington	Mileage & Travel Reimburse ments	10148	579.92
7/29/2022	Firefly	Managed Services	10153	2,998.83
7/29/2022	James Kuntz	Mileage	10158	238.75
7/29/2022	Jim Huffman	Mileage	10160	166.74
7/29/2022	Local Tel Communications	Telephone	10163	986.51
7/29/2022	Monica Lough	Mileage/WFOA Registration	10166	462.25
7/29/2022	ODP Business Solutions, LLC	Office Supplies	10167	262.68
7/29/2022	Ogden Murphy Wallace, PLLC	Legal Services	10168	1,625.50
7/29/2022	RH2 Engineering, Inc.	Commission Meeting Attendance	10171	400.00
7/29/2022	Richard DeRock	Mileage	10172	15.21
7/29/2022	Ron Cridlebaugh	Mileage	10173	20.00
7/29/2022	Shane Lamb	Mileage	10175	58.52
7/29/2022	Silicon Valley Business Journal	Subscription - Craig Larsen	10176	105.00
7/29/2022	Washington Public Ports Association	Finance & Admin Seminar - Monica Lough	10180	445.00
	<b>Net Administrative &amp; General</b>			<b>\$15,851.67</b>

**BUSINESS DEVELOPMENT & MARKETING**

7/29/2022	Davis Arneil Law Firm, LLP	Legal Services - Public Records Requests	10145	147.50
	<b>Net Business Development &amp; Marketing</b>			<b>\$147.50</b>

**CAPITAL PROJECTS**

7/29/2022	Consolidated Electrical Distributors, Inc	Supplies - Wireless Network	10143	223.27
7/29/2022	DOH Associates	CTC Shell Restoration Services	10147	265.50
7/29/2022	Gregory Excavation LLC	Lytle - Relocation Expenses	10155	22,320.55
7/29/2022	Hurst Construction LLC	Terminal Apron Reconstruction	10157	1,608,274.95
7/29/2022	Lowe's	Supplies - CTC Ceiling Mic Project	10164	12.29
7/29/2022	Lowe's	Supplies - CTC Pond Project	10164	33.04
7/29/2022	Maul Foster Alongi, Inc.	Consulting Service - EPA Brownsfields	10165	5,038.75
7/29/2022	Ogden Murphy Wallace, PLLC	PMA Instrument Lighting System	10168	57.00
7/29/2022	Ogden Murphy Wallace, PLLC	Malaga Properties	10168	34,198.50
7/29/2022	Ogden Murphy Wallace, PLLC	Santa Cruz Property Purchase	10168	324.50
7/29/2022	RH2 Engineering, Inc.	Wood Waste Removal - Cashmere	10171	2,497.42
7/29/2022	RH2 Engineering, Inc.	GBI Property Phase 1 ESA	10171	1,101.62
7/29/2022	RH2 Engineering, Inc.	Malaga Water Improvements - A&E	10171	35,175.73
7/29/2022	RH2 Engineering, Inc.	Santa Cruz Property Phase 1 ESA	10171	3,576.61
7/29/2022	RH2 Engineering, Inc.	Hays Environmental Site Assessment	10171	2,869.49
7/29/2022	S&W Irrigation Supply	Weed Barrier - CTC Pond Entry Project	10174	492.02
7/29/2022	T-O Engineers	MALSR Construction Management	10179	2,910.00
7/29/2022	T-O Engineers	Pangborn Enviromental Assessment (EA)	10179	40,910.39
7/29/2022	T-O Engineers	Pangborn Taxiway Realignment - A&E	10179	5,209.72
7/29/2022	T-O Engineers	Exec. Hangar West Side Development	10179	755.00
7/29/2022	T-O Engineers	Turf Landing Strip Study	10179	1,072.82
	<b>Net Capital Projects</b>			<b>\$1,767,319.17</b>

**TOTAL**

**\$1,899,183.62**

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION NO. 2022-09  
RESOLUTION TO VOID CHECK NO. 10116**

**Whereas** Check No. 10116 in the amount of \$70,910.39 payable to T-O Engineers, on Register Page No. 2022-28 was created and signed on July 15<sup>th</sup>, 2022.

**Whereas** check issued is originally voided, due to amount being corrected and check No. 10179 was issued on July 29<sup>th</sup>, 2022, in the amount of \$40,910.39.

**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. 10116 be declared VOID.

Dated this 9<sup>th</sup> day of August 2022.

Chelan Douglas Regional Port Authority

\_\_\_\_\_  
JC Baldwin, Director

\_\_\_\_\_  
Jim Huffman, Director

\_\_\_\_\_  
Donn Etherington, Director

\_\_\_\_\_  
Mark Spurgeon, Director

\_\_\_\_\_  
Richard DeRock, Director

\_\_\_\_\_  
W. Alan Loeb sack, Director

**Port of Chelan County  
Check Register Log  
2022- July**

<u>Date Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>First #</u>	<u>Last #</u>	<u>Amount</u>
7/21/2022		GBI Property Purchase		ACH	\$ 1,781,480.47

One Transactions for approval August 9, 2022 total:

\$1,781,480.47

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

\_\_\_\_\_

*Monica Raugh*

\_\_\_\_\_

Dir. of Finance & Admin.

Commissioner Baldwin

\_\_\_\_\_

Commissioner Etherington

\_\_\_\_\_

Commissioner DeRock

\_\_\_\_\_

**FIRST AMENDMENT  
TO THE INTERLOCAL COOPERATION AGREEMENT  
BY AND BETWEEN  
PORT OF DOUGLAS COUNTY AND THE PORT OF CHELAN COUNTY  
FOR THE FUNCTIONAL CONSOLIDATION OF PORT FINANCES, MANAGEMENT AND  
OPERATIONS**

THIS FIRST AMENDMENT to the Interlocal Cooperation Agreement by and between the Port of Douglas County and the Port of Chelan County is made and entered into by and between the Port of Douglas County, a Washington municipal corporation, and the Port of Chelan County, a Washington municipal corporation, jointly hereinafter referred to as the “Parties.”

**RECITALS**

WHEREAS, on June 11, 2019, the Parties entered into an Interlocal Cooperation Agreement regarding the functional consolidation of Port Finances, Management and Operations (the “Interlocal Agreement”); and

WHEREAS, the Parties wish to amend the Interlocal Agreement to address individual ports meeting separately, as it is currently set forth in Section 5.5 in the Interlocal Agreement.

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein, the Parties agree as follows:

1. **Agreement Documents.** The Interlocal Agreement, dated June 11, 2019, is incorporated by reference into this First Amendment as though written in full and shall remain in full force and effect except as provided herein.

2. **Amendment.** Section 5.5 of the Interlocal Agreement is amended as follows (strikethrough denotes a deletion, underline denotes an addition):

Meetings of a Port. Should an individual Port desire to meet separately, that Port shall first give the Board of Directors seven (7) days advance, written notice of the meeting, including the agenda for the meeting-; provided, however, that this subsection shall be waived when two commissioners from an individual Port simultaneously serve on the Chelan Douglas Transportation Council.

3. **Full Force and Effect.** Except as otherwise amended by this Amendment, all other provisions of the Interlocal Agreement, including adherence to the Open Public Meetings Act, RCW 42.30 *et seq.*, shall remain in effect.

Approved and executed in a joint open public meeting by the Port of Douglas and the Port of Chelan this 9th day of August, 2022.

**PORT OF DOUGLAS**

**PORT OF CHELAN**

\_\_\_\_\_  
James D. Huffman, Commissioner

\_\_\_\_\_  
JC Baldwin, Commissioner

\_\_\_\_\_  
W. Alan Loeb sack, Commissioner

\_\_\_\_\_  
Donn Etherington, Commissioner

\_\_\_\_\_  
Mark M. Spurgeon, Commissioner

\_\_\_\_\_  
Richard DeRock, Commissioner

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
OWNERSHIP ALLOCATION MEMO  
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020  
DOUGLAS COUNTY, WA PARCEL #22211530012 (Santa Cruz)**

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

The Board of Directors seeks to purchase approximately 14.12 acres of real property from Santa Cruz Farms LLC adjacent to the Airport, identified as Douglas County, WA Assessor's Tax Parcel Number 22211530012. Funds currently held by the Chelan Douglas Regional Port Authority will be used for the entirety of the purchase which is estimated at \$1,200,000. Neither the Port of Chelan nor the Port of Douglas will be issuing separate debt or entering into a joint financing plan for the capital purchase.

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

In the event of dissolution of the Chelan Douglas Regional Port Authority, the parcel will be allocated to the two Port Districts based on the percentage of 2022 budgeted tax receipts, which calculates to 25% ownership by the Port of Douglas and 75% ownership by the Port of Chelan.

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

Signed and dated this 9<sup>th</sup> day of August, 2022.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

\_\_\_\_\_  
JC Baldwin, Director

\_\_\_\_\_  
Jim Huffman, Director

\_\_\_\_\_  
Donn Etherington, Director

\_\_\_\_\_  
Mark Spurgeon, Director

\_\_\_\_\_  
Richard DeRock, Director

\_\_\_\_\_  
W. Alan Loeb sack, Director



# Memo

**To:** Board of Directors

**From:** Stacie de Mestre

**Date:** August 3, 2022

**Re:** Authorization to Award Construction Contract for Taxiway A Project to Selland Construction

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On March 22, 2022 the following actions were taken with regard to the Pangborn Memorial Airport Taxiway A Project:

**Motion No. 03-09-22 CDRPA**

To accept the Engineer's recommendation that Selland Construction, Inc. is the apparent low bidder for the Pangborn Memorial Airport Taxiway A Realignment Project, in the amount of \$16,444,627.44, including Washington State Sales Tax.

**Motion No. 03-10-22 CDRPA**

To authorize the CEO to award and sign the contract with Selland Construction, Inc., in the amount of \$16,444,627.44 including Washington State Sales Tax, upon receipt of and acceptance of all necessary deliverables required by the contract documents.

**Motion No. 03-11-22 CDRPA**

To authorize the CEO to enter into a FAA AIP Grant Offer for the Pangborn Memorial Airport Taxiway A Realignment Project.

Due to recent developments with the availability of FAA grant funds, staff is now seeking Board approval to authorize the CEO to award and sign the contract with Selland Construction, Inc., in the amount of

**\$16,444,627.44 including Washington State Sales Tax, upon receipt of and acceptance of all necessary deliverables required by the contract documents and further conditioned on the Regional Ports prior acceptance of FAA grant offers totaling not less than \$6,197,272.**

# Memo

**To:** Board of Directors  
**From:** Stacie de Mestre  
**Date:** August 3, 2022  
**Re:** Authorization to Proceed – Executive Hangar Site Design

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The approved 2022 Supplemental Budget included a line item of \$225,000 for engineering services for the Executive Hangar Site Development Project. Attached, please find Task Order 22-08 from TO Engineers to complete the design and facilitate bidding of this project.

Key project elements include extending Taxiway B, reconfiguring access roads and security fencing, rough grading of future hangar sites, creating access from Pangborn Industrial Park, and providing utilities. Key schedule milestones include:

Surveying/Base Map	8/25/22 – 9/30/22
Design	10/1/22 – 1/9/23
Bidding	1/12/23 – 2/7/22
Construction	4/3/23 – 6/30/23

Staff is seeking Board approval to sign TO Engineers' Task Order 22-08 for the Executive Hangar Site Design in an amount not to exceed \$242,000.



**Pangborn Memorial Airport A/E Services  
Task Order 22-08  
Executive Hangar Site Design  
Design and Bidding Services**

Task Order No.: 22-08

Schedule

NTP: Aug 9, 2022

Fee Amount: \$242,000

Final Design Submittal: Jan 9, 2023

**PROJECT UNDERSTANDING**

The T-O Engineers Team will provide design engineering and bidding services for the Airport Sponsor, Chelan Douglas Regional Port Authority (CDRPA), associated with the Westside Executive Hangar Site Development (WEHSD), which includes an 800-ft extension of Taxiway B at 50 feet wide, new apron pavement to the Taxiway Safety Area, 2,000 feet of access roadway, new 'development-ready' pads for future hangars, utility improvements, and fence work.

Construction services and project close-out are not included, and will be a separate task order, if required.

**ITEMS TO BE COMPLETED BY CONSULTANT**

The T-O Engineers, Inc. team proposes to provide the following services. For detailed Description see attached Exhibit A: Scope of Work

1. Project Administration and Management
2. Project Formulation
3. Design
4. Bidding

**Personnel Hour Estimate (T-O Engineers)**

ITEM NO.	DESCRIPTION	Total	Principal	Proj Mgr / Sr. Planner	Project Engineer	Staff Engineer	CAD / Jr. Planner	Admin
	<i>Rate per Hour</i>		\$220	\$195	\$165	\$135	\$105	\$65
1.	Project Administration and Management	104	8	28	24	32		12
2.	Project Formulation	83	4	15	30		30	4
3.	Design	336	12	36	72	100	100	16
4.	Bidding	56	2	16	8	24		6
	<i>Estimated Hours</i>	579	26	95	134	156	130	38
	<i>Estimated Labor Expense:</i>	<b>\$83,535.00</b>	\$5,720	\$18,525	\$22,110	\$21,060	\$13,650	\$2,470
	<i>Reimbursable Expenses:</i>	<b>\$2,701.19</b>						
	<i>Subconsultant Fee (RH2 Engineering):</i>	<b>\$124,669.00</b>						
	<i>Subconsultant Fee (Erlandsen):</i>	<b>\$10,000.00</b>						
	<i>Subconsultant Fee (Strata):</i>	<b>\$15,000.00</b>						
	<i>Administrative Fee (4%)</i>	<b>\$6,094.81</b>						

**Total Fee \$242,000.00**

\* The fee for services rendered will be paid on a combination of Time-and-Materials and Lump Sum basis, not to exceed the above amount without prior written authorization.

Client and Consultant have made and executed this Task Order pursuant to the Agreement Dated March 8, 2022.

\_\_\_\_\_  
Jim Kuntz, CEO  
Chelan Douglas Regional Port Authority

\_\_\_\_\_  
James R. Norvell, Regional Manager, David A. Mitchell, Vice President  
T-O Engineers, Inc.

Date: \_\_\_\_\_

Date: August 4, 2022

## **EXHIBIT A: SCOPE OF WORK** **Pangborn Memorial Airport (EAT)** **East Wenatchee, WA**

### **Executive Hangar Site Design**

The T-O Engineers Team will provide design engineering and bidding services for the Airport Sponsor, Chelan Douglas Regional Port Authority (CDRPA), associated with the Westside Executive Hangar Site Development (WEHSD). The project includes an 800-ft extension of Taxiway B at 50-ft wide, new apron pavement to the Taxiway Safety Area, 2,000 feet of new access roadway, 2,100 feet of airfield security fence with two gates, utility improvements, and nine (9) pad-ready sites for future hangars. See **Exhibit 1** – Pangborn Phase 1 Hangar Development and **Exhibit 2** – Airside Way Improvements.

Improvements on the airfield will be designed to FAA standards. A separate Bid Schedule will be prepared for these AIP-eligible items. However, design and bidding services are considered Non-AIP Eligible as an assumption of this scope and fee.

#### **PURPOSE OF PROJECT / BASIS OF DESIGN:**

The WEHSD project is being driven by the Army Air National Guard's interest in occupying the existing Executive Flight facility building, identified as Building 15 on the current 2019 Airport Layout Plan (ALP). This facility currently houses based turboprop and business jet aircraft. The Airport has expressed an interest in repurposing this building for additional revenue producing purposes. The WEHSD would provide a potential home for the aircraft that currently occupy Building 15.

The WEHSD was conceptually laid out and depicted on the ALP and described in the 2017 Pangborn Master Plan Update (MPU). Per the Airport's request, T-O Engineers re-evaluated the spacing and developed a new layout as part of Task Order 22-01, with consideration given to each hangar having rest rooms and ~200 square feet of office space. Potential box hangar sizes range from 60' x 60' to 120' x 120' to best anticipate development on the site.

#### **PROJECT ELEMENTS**

Specific project elements include:

- Extend Taxiway B: Pavement width will be 50 feet and designed to meet Airplane Design Group ADG-II and Taxiway Design Group TDG-3 criteria, per the ALP. The taxiway extension and shoulders will be constructed of hot mix asphalt pavement, based on anticipated results of the life-cycle cost analysis.
- Construct new asphalt apron to the Taxiway Safety Area (TSA). It is assumed that developers will be responsible to tie this apron into their private hangars as part of the lease agreement.
- Reconfigure existing access roads and security fencing.
- Finalize the hangar layout based on the Airport's input with respect to existing and future needs.
- Grade areas beyond the apron area to provide pad sites (+/- 1 foot) for future hangars.
- Provide utility design for sanitary sewer, water, storm sewer, electricity, and communications.

- Provide utility stubs (sewer, water, power, comm) for each pad site.

One bid package is anticipated. Construction costs are currently estimated at \$4 million, including taxes and contingencies. The AIP-eligible portion is estimated at \$1.2 million.

## PROJECT TEAM

T-O Engineers, Inc. is the prime consultant for the project. T-O will provide contract / project management and civil design, and bidding services. T-O will subcontract a portion of the project to other specialized subconsultant firms and will serve as the liaison between the Port Authority and subconsultants.

### **T-O Engineers, Inc.:**

- Overall project management
- Lead designer
- Taxiway, apron, airfield shoulder, hangar pad, fence, and gate design
- Grant applications

### **Erlandsen and Associates:**

- Survey control, utility research, topographic surveying, and base mapping

### **RH2 Engineering, Inc.:**

- Utility coordination and design
- Roadway coordination and design
- Stormwater collection, treatment, and disposal
- Erosion control and permitting

### **STRATA:**

- Review of existing geotechnical data and reports
- Subsurface soil borings, test pits, laboratory testing, and reporting

## SCOPE OF SERVICES

The T-O team will provide engineering services as outlined in the following tasks. Fees for Tasks 1 thru 4 will be paid on a lump sum basis. Tasks 5 and 6 will be on an hourly, time-and-materials basis.

### **Task 1 Project Administration and Management**

- 1.1 Project Formulation: Coordinate with Owner to evaluate scope, budget and approach to the project. Assist in project scope review and formulation. Prepare a Scope of Professional Services narrative for review by the Owner. Discuss review comments with the Owner and revise draft scope accordingly. Prepare a Task Order Agreement for Professional Services for submittal and review by the Owner. This Agreement shall be comprehensive in description of services and responsibilities of contract parties.
- 1.2 Scope Review Meetings: Assume two (2) meetings with Owner to review scope of services.
- 1.3 Fee Estimate: Prepare a detailed fee proposal based on estimates of professional service hours.

- 1.4 Contract Coordination: T-O will submit a Task Order for CDRPA review and approval. Upon NTP, T-O will execute three (3) subconsultant agreements.
- 1.5 Client Coordination: Advise and coordinate with the Owner on administrative and management tasks for the duration of the design and bidding phase (August 2022 – February 2023).
- 1.6 Project Team Coordination: Coordinate with Owner and the Consultant Team throughout the project, including regular email and telephone correspondence regarding project status. Ancillary coordination will be completed by the Geotech, Surveyor, and administrative staff.
- 1.7 Project Administration: Prepare and submit monthly invoices for payment. Assume T-O and its subconsultants will each spend 2 hours per each month for 8 months.
- 1.8 Grant Applications: Prepare FAA-AIP Grant Pre-Application for the Owner’s review, signature, and submittal. This grant will be Construction-Only and will be prepared in Fall 2022 (FAA FY23, Q1). Assist with required certifications, signatures, and coordination of submittal. In Spring 2023 (FAA FY23, Q2), update the Grant App with bid results, and prepare a WSDOT Aviation Grant Application for the Owner’s review, signature, and submittal. *Grant Administration is not included.*

#### **Task 1 Deliverables**

- Project scope of work
- Fee estimate
- Professional Services Agreement (Task Order format)
- Project status updates and billing
- FAA Grant Application
- WSDOT Aviation Grant Application

#### **Task 2 Project Formulation**

- 2.1 Kick-off Meeting: Prepare for and meet with the design team and Owner to discuss scope, schedule, design goals, and budget. Review existing and proposed layouts. This meeting will be held at the Airport offices and via Teams. T-O will prepare agenda and minutes.
- 2.2 Environmental Review: This project is part of a Planned Action development shown on the ALP. Prepare a Documented Categorical Exclusion (CatEx) for FAA review. Pending FAA approval of the CatEx, the Port can accept the NEPA finding as the SEPA determination.
- 2.3 Section 163 Review: Mark-up the Airport Property Map (ALP Sheet 15) with the project limits and submit a 1-page Project Description for FAA review. Sponsor will provide supporting data regarding ownership of the land. Assume a land release is not required.
- 2.4 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 T-O Project Manager and subconsultant PM’s.

2.5 Utility Locates:

- 2.5.1 T-O will review the Survey Limits Map and Geotechnical Investigation Map with the Owner prior to making the OneCall.
- 2.5.2 Erlandsen staff will white-line the utility-locate limits and call for utility locates. Correspond with OneCall and utility purveyor representatives, including airport staff to identify airfield utilities. Verify utility paint marks (yes/no) onsite. Owner will escort purveyors on the airfield as needed.

2.6 Geotechnical Investigation:

- 2.6.1 STRATA will conduct a geotechnical investigation in general conformance with FAA Advisory Circular (AC) 150/5320-6G, *Airport Pavement Design and Evaluation*.
- 2.6.2 STRATA will evaluate soil and pavement conditions along the proposed Taxiway extension. Exploration to characterize subgrade conditions and existing pavement thickness along the alignment will be accomplished by excavating or drilling a series of ten (10) subsurface explorations for earthwork, pavement, and roads. Explorations will be evenly distributed along the proposed alignment, to at least 10 feet below existing grade. Each exploration shall include assessment of in situ compaction per FAA pavement design standards. Conduct infiltration / permeability testing at two (2) of the subsurface explorations.
- 2.6.3 Within existing pavement areas, document asphalt, base course, and subbase thickness. Upon completion, each boring will be backfilled. Borings within existing pavement will be capped with quick-set, high-strength concrete.

2.7 Topographic Survey:

- 2.7.1 Survey Control: Horizontal and vertical control will be based on the NAD83-2011 and NAVD88 survey control network established on the Runway 12 Extension Project, per As-Built Plan Sheet 17 of 88, dated 9/30/2016. Set secondary control points (temporary benchmarks) for use during construction
- 2.7.2 Field Survey: Erlandsen & Associates will conduct a comprehensive site survey of existing surface features including pavements, fences, gates, signs, lights, drainage systems, and utilities that may be affected by the improvements. Survey utility locate markings. Verify sanitary and storm rim elevations, pipe diameters, pipe types, and depth to pipe inverts. Survey water valves, hydrants, and appurtenances. Survey electrical vaults, transformers, handholes, edge lights, and FAA NAVAIDs. Record concrete pad and vault elevations and dimensions. Identify connecting duct banks between vaults and handholes.
- 2.7.3 Boundary Survey: Search for property corners of three (3) parcels shown on the Airport Property Map (known as Lots 7, 18, and 19).

- 2.8 Survey Base Map: Erlandsen will prepare a Base Map and Digital Terrain Model (DTM) of the Topographic Survey. Identify all existing features. Linework for existing utilities shall include all nodes and connecting pipe sizes, slopes, and pipe materials, if known. Establish centerlines of Taxiway B, Campbell Parkway, and Airside Way (West). Show lot lines for ALP Lots 7-18-19. Submit Base Map of findings for T-O and RH2 review, and update as required to incorporate review comments. The final topography shall be sealed by a Professional Land Surveyor, and AutoCAD files shall be prepared for use by the construction team and successful Bidder.



- 2.9 Geotechnical Report:
- 2.9.1 Laboratory testing will be completed in accordance with applicable ASTM International (ASTM) standards. Include particle-size analyses, Atterberg Limits, moisture-density relationship (Modified Proctor) tests; and one (1) California Bearing Ratio (CBR) test.
  - 2.9.2 Classify the frost susceptibility of the soil, utilizing FAA guidelines, for Complete Frost Protection, Limited Subgrade Frost Penetration, and Reduced Subgrade Strength pavement design methodologies. Include gradation and compaction criteria for subgrade, subbase, base courses, airfield pavements, and service roads.
  - 2.9.3 Site Evaluation: Provide recommendations for site preparation and earthwork including preparation of soil exposed at subgrade, compaction criteria, and treatment of unsuitable soil that might be present below subgrade.
  - 2.9.4 Evaluate the feasibility and design considerations for treatment and disposal of stormwater. Assess on-site disposal feasibility and recommend design infiltration rates for swales and outflow rates for drywells.
  - 2.9.5 Submit a Draft Report containing findings and conclusions for review, and a Final Report incorporating mutually agreed-upon changes.
- 2.10 RH2 will prepare the National Pollutant Discharge Elimination System (NPDES) Construction Stormwater General Permit (CSGP) Notice of Intent (NOI). The Port will submit and pay permit fees prior to bidding authorization.
- 2.11 RH2 prepare a Stormwater Pollution Prevention Plan (SWPPP) as required by the NPDES CSGP.
- 2.12 RH2 perform hydrologic modeling for new and existing impervious surfaces within the drainage area. Establish water quality flow rate and volume based on current County and Washington State Department of Ecology Stormwater Management Manual for Eastern Washington standards. Design the water quality treatment system and storm system conveyance.
- 2.13 RH2 will prepare a stormwater report. The report will address the hydraulic modeling results, as well as system design and capacity.

**Task 2 Deliverables**

- Kickoff Meeting Agenda and Minutes
- FAA Predesign Checklist and Predesign Meeting Agenda and Minutes
- Survey Base Map
- Geotechnical Report (Draft and Final)
- Environmental documentation
- Section 163 review documents
- NPDES CSGP Notice of Intent in pdf format.
- SWPPP in pdf format.
- Stormwater report in pdf format.

### Task 3 Design

- 3.1 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. T-O will prepare meeting agendas and distribute meeting minutes.
- 3.2 Fleet Mix: Determine the fleet mix (design aircraft, load, and frequency of operations) for the project. Submit for Owner and FAA approval.
- 3.3 Conceptual Hangar Layout and Ramp Parking Plan: Refine layouts and develop a revised Hangar Layout and Ramp Parking Plan. The MPU and airport staff will be consulted to determine the projected needs of executive and general aviation aircraft for parking and storage.
- 3.4 Geometric Design and Overall Layout: Upon approval of the Conceptual Hangar Layout, use AC 150/5300-13B *Airport Design* to refine the alignment and grading geometry for the project. This consists of setting Taxiway horizontal and vertical alignments, cross-slopes, and connections to airfield pavements based on the design aircraft. Prepare exhibits and simulations for turning movements utilizing AviPLAN or similar software modeling program.
- 3.5 Airfield Pavement Design: Develop design criteria to be used for the pavement design process, based on the approved fleet mix. Calculate pavement structures for hot-mix asphalt (HMA) pavement based on projected loadings from the fleet mix, utilizing AC 150/5320-6G and FAA-approved FAARFIELD software. The Limited Subgrade Frost Penetration methodology will be used. Include compaction criteria for subgrade and thickness criteria for pavements.
- 3.6 Roadway Design: Develop road design for approximately 2,000 feet of roadway, from South Campbell Parkway to the Airside Lot cul-de-sac. No frontage improvements are included on Campbell Parkway or 8th Street SE. Design tasks include creating alignments and profiles with cuts, fills, cross-sections, and signage. Roadway section and signage will follow County standard for Rural Local Access.
- 3.7 Drainage Design: Identify existing drainage basins within the project site. Establish design storms, frequency, and hydrologic design criteria, based on:
  - *WSDOE Stormwater Management Manual for Eastern Washington (SMMEW)*, Aug 2019.
  - *Douglas County Road Standards*, July 2014; and/or
  - *Airport Drainage Design*, FAA Advisory Circular 150/5320-5D, Aug 2013;

- 3.8 Utility Design: Prepare the design layout of the proposed utilities to serve two (2) phases of hangar development. Utilities will include water, sewer, stormwater, and dry utility conduits. The anticipated layout is a gravity system from the Airside Lots to the existing sewer stub-out at Campbell Parkway.

Coordinate with utility agencies. This subtask will include coordination with agency staff to determine impacts to their facilities and confirm necessary improvements to serve the proposed development.

- Coordinate with the East Wenatchee Water District.
  - Coordinate with the Douglas County Sewer District.
  - Coordinate with the Greater Wenatchee Irrigation District (GWID). At this time the proposed development is not anticipated to affect GWID. The development will be set back outside (north of) the existing GWID easement along 8th Street SE.
  - Coordinate with the Public Utility District No. 1 of Douglas County, Frontier Communications, and Charter Communications to determine what, if any, infrastructure they need to serve the proposed development.
- 3.9 Fence and Gate Design: Design approximately 2100 feet of airfield security fencing to encompass the project, including two automated gates. Design tasks include evaluation of existing fencing fabric for potential re-use, new fence alignment and grade, and details.
- 3.10 Prepare Plans: Prepare Cover Sheet, Survey Control Plan, Construction Layout Plans, Safety and Phasing Sheets, Taxiway Plan & Profile Sheet, Roadway Plan and Profile Sheets, Utility Plan and Profile Sheets, Grading and Drainage, Stormwater Plan and Profile Sheets, Temporary Erosion and Sediment Control (TESC) Plan, Striping, Signage, Fencing Plan, Gate Plan, and appropriate Detail Sheets.
- 3.11 Specifications, Special Provisions, and Bid Items: Develop a project manual incorporating frontal documents, FAA Contract Provisions and FAA General Provisions, EJCDC General Conditions and Supplementary Conditions. Technical specifications for AIP work will be based on AC 150/5370-10H, *Standard Specifications for Construction of Airports*. Technical specifications for non-AIP work will be based on *WSDOT Standard Specifications* presented in the 6-digit CSI format. Subconsultants will provide technical specs, Special Provisions, and a list of bid items for their assigned scopes of work.
- 3.12 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.
- 3.13 CSPP Document: Develop construction phasing alternatives and estimate contract time durations for each phase, focusing on safety, aircraft movements, and construction access. Develop a Draft Construction Safety Phasing Plan (CSPP) in accordance with AC 150/5370-2G, *Operational Safety on Airports During Construction*. Provide copies to the Sponsor and FAA for review and comment. This task includes two submittals and two teleconferences with the Sponsor and FAA to review issues and refine the concept.
- 3.14 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.

- 3.15 Design Review: Conduct in-house Quality Assurance (QA) review of the proposed design submittals.
- 3.16 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%. Assume the T-O Project Manager and RH2 Project Manager will participate. Provide agendas and meeting minutes.
- 3.17 Pre-Application Meeting: After the 50% review meeting, Consultant will prepare Site Plan with proposed hangar sizes, layouts, spacings, and assumed building construction type; for Sponsor submittal to Douglas County. The Pre-App process will validate the spacing and clear distance around the hangars based on fire protection ratings, and generate a list of permitting requirements.
- 3.18 Leasing / Property Exhibit: After the 90% Review Meeting, Erlandsen will prepare a Leasing Exhibit for the Sponsor. Include dimensions, acreage, and metes-and-bounds descriptions of the lease lots within the development. This document will be similar in scope and detail to the "USFS-Pangborn Lease Partitions Exhibit" prepared by Erlandsen in April 2011.  
  
*Note: 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.*
- 3.19 Final Submittal: After Owner review of the 90% Submittal, update and submit the PS&E Package, Design Report, and CSPP document for final approval.

### **Task 3 Assumptions**

- 40 Plan Sheets

### **Task 3 Deliverables**

- Meeting Agendas and Minutes
- TESC plan to be included in roadway plan set in pdf format.
- Conceptual Hangar Plan, with proposed Utilities, for Douglas County Pre-App Meeting
- 50%, 90%, and Final Construction Cost Estimates, with AIP and 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 CSPP Document (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)

#### **Task 4 Bidding**

- 4.1 Bid Administration: Upload the plans and specifications to the T-O online plan-room. Administer the public bid advertisement process through the Plan Room. Owner will submit “Notice Inviting Bids” advertisement prepared by Engineer, to appropriate newspaper(s) for publication. Owner is responsible for any publication costs.
- 4.2 Pre-Bid Conference: Prepare a detailed agenda, including a PowerPoint presentation. Conduct meeting on site to familiarize bidders and interested parties with the construction project scope and requirements. T-O and RH2 Project Manager will be on site, and two staff members will participate on-line. Prepare and issue minutes of the conference.
- 4.3 Questions/Addenda: Respond to contractor/supplier questions during the bid period. Issue addenda or other clarifications as may be required. Two (2) addenda are anticipated.
- 4.4 Bid Analysis: Engineer will not attend bid opening. Owner to provide pdf and paper copies of bids received. Engineer will prepare Bid Tabulations, evaluate qualifications of bidders and responsiveness to bidding criteria, and submit analysis to Owner. One teleconference with the Owner is anticipated to discuss the bid results and options for award of the bid.
- 4.5 Contract Forms: Prepare and distribute Notice of Intent to Award, Notice of Award, Construction Agreement, and other contract forms. Review Construction Agreement, bonds and insurance documents submitted by Contractor, and assist Owner and Contractor in processing documents for the project.

#### **Task 4 Deliverables**

- Notice Inviting Bids
- Pre-Bid Conference agenda and minutes
- Responses to bidder questions and Addenda
- Bid tabulation and evaluation forms
- Recommendation of award letter
- Notice of Award, and other contract forms for execution

*Note: Construction services and project close-out are not included in this Scope of Work.*

## EXCLUSIONS

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

1. Permitting, permitting fees, and permitting applications
2. Modifications to FAA Standards.
3. Retaining Wall Design.
4. Edge lights and Site Lighting
5. Copying Bid Documents, Plans, and Specs.
6. Airport Property Map revisions.
7. Construction Staking.

## PROJECT SCHEDULE

The following milestone dates are anticipated:

	<u>Start Date</u>	<u>End Date</u>
Submit Scope of Work to Sponsor and FAA	Aug 3, 2022	
Scope & Fee approved by CDRPA	Aug 9, 2022	
Signed Task Order / Notice to Proceed	Aug 10, 2022	
Pre-Design Conference	Sep 16, 2022	
Surveying & Base Map	Aug 25, 2022	Sep 30, 2022
Design	Oct 1, 2022	Jan 9, 2023
Approval to Advertise – CDRPA Board Meeting	Jan 10, 2023	
Advertise for Bids	Jan 12, 2023	
Pre-Bid Conference	Jan 20, 2023	
Open Bids		Feb 7, 2023
Award Concurrence – CDRPA Board Meeting	Feb 14, 2023	
Award / Contracting	Feb 15, 2023	Mar 15, 2023

## ESTIMATED CONSTRUCTION SCHEDULE (N.I.C.)

	<u>Start Date</u>	<u>End Date</u>
Submit Scope of Work to Sponsor and FAA	Feb 15, 2023	
Independent Fee Estimate (IFE) for Construction	Feb 16, 2023	Mar 2, 2023
Construction (60 working days)	Apr 3, 2023	Jun 30, 2023

N:\220095\Tasks\Task Order 22-08 - Exec Hangar Site Design\Exhibits\Hangar Dev Project Component Exhibit--Aerial (2).dwg, 8/3/2022 8:26:12 AM, Conner Hansen, AutoCAD PDF (General Documentation).pc3  
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PARCEL NAME	PARCEL SIZE (S.F.)
A	38,459
B	36,268
C	35,575
D	34,449
E	32,933
F	26,688
G	25,512
H	20,067
I	18,423
TOTAL	268,374

PANGBORN PHASE 1 HANGAR DEVELOPMENT EXHIBIT

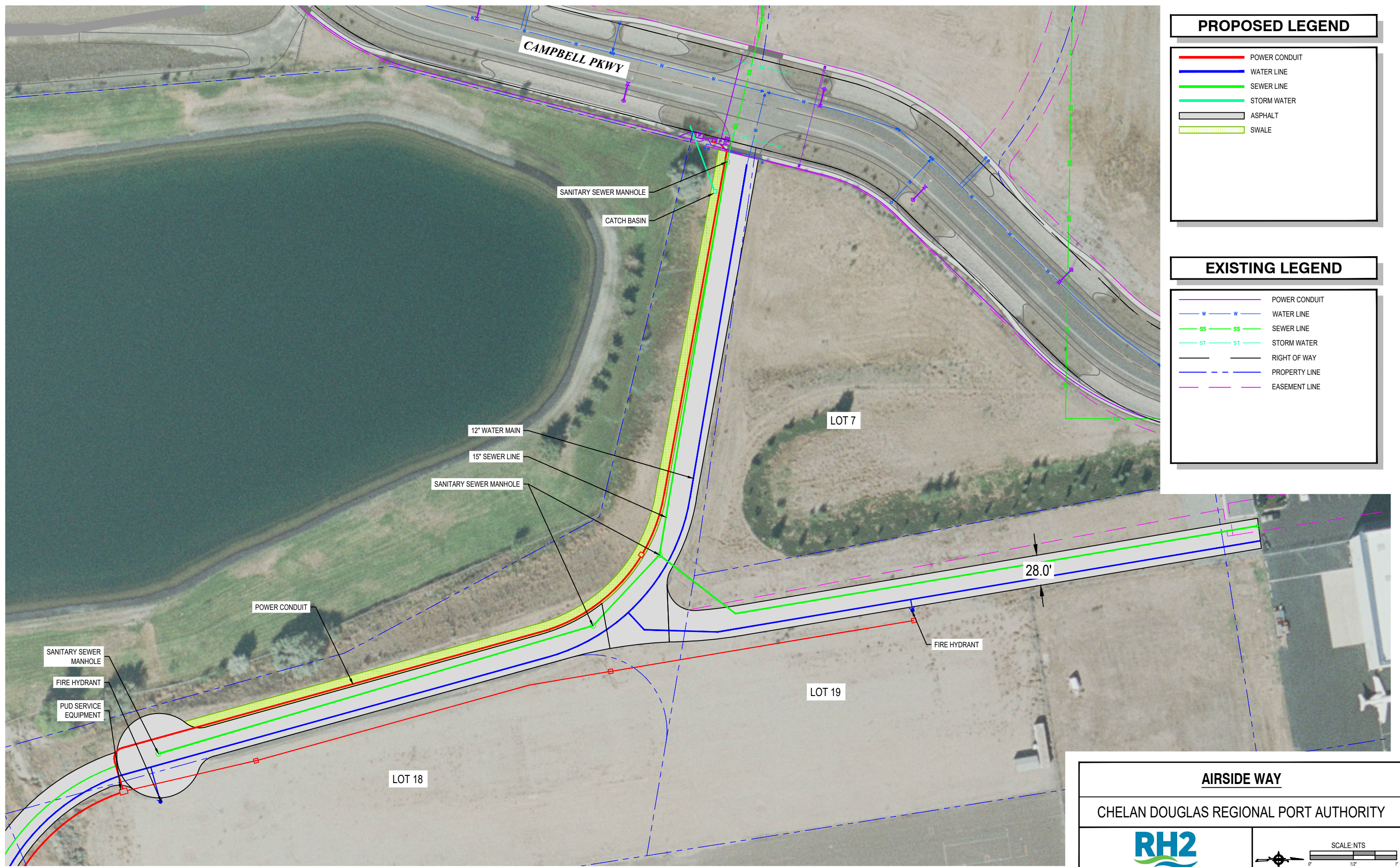


DATE: 8/3/22 JOB: 220095

**T-O ENGINEERS**

1717 S. RUSTLE STREET, SUITE 201  
 SPOKANE, WA 99224

509-319-2580 | WWW.TO-ENGINEERS.COM



**PROPOSED LEGEND**

- POWER CONDUIT
- WATER LINE
- SEWER LINE
- STORM WATER
- ASPHALT
- SWALE

**EXISTING LEGEND**

- POWER CONDUIT
- - - W WATER LINE
- - - SS SEWER LINE
- - - ST STORM WATER
- RIGHT OF WAY
- PROPERTY LINE
- EASEMENT LINE

**PLAN VIEW**  
1" = 80'

**AIRSIDE WAY**

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

**RH2**  
CHELAN DOUGLAS  
Regional Port  
AUTHORITY

SCALE: NTS

1" = 80'

DRAWING IS FULL SCALE WHEN BAR MEASURES 1"

PLOT DATE: 4/26/2022  
FILE PATH: U:\DATA\RP\2022\TA 99 MINOR REQUESTS\0999.99 UNCATEGORIZED\AIRSIDE WAY - HANGAR DEVELOPMENT -



# Memo

**To:** Board of Directors

**From:** Stacie de Mestre

**Date:** August 3, 2022

**Re:** Authorization to Solicit Qualifications for  
Architectural/Engineering Services – Trades District

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The approved 2022 Supplemental Budget included a line item of \$200,000 to begin architectural/engineering design services for the Trades District. It is estimated that the overall cost of the project will be \$11,600,000. Based on the State of Washington Architect/Engineer Fee Schedule the total A/E cost will around 9.70% of the total project costs or \$1,125,000.

Below is the proposed schedule for architectural/engineering services:

Issue RFQ: 8/18/22  
SOQs Due: 9/15/22  
Review/Rank Qualifications: Week of 9/19/22  
Interviews: Week of 9/26/22  
Contract Negotiations: 10/3/22 – 10/20/22  
Board Approval on Professional Services Agreement: 10/25/22  
Project Design Complete: May 2023

Per the CDRPA Purchasing and Contracting Policy, Staff is seeking Board approval to solicit qualifications for Architectural/Engineering Services for the Trades District.

# Memo

**To:** Port Commissioners

**From:** Ron Russ

**Date:** August 5, 2022

**Re:** Declaring Two (2) Mobile Homes and One 1 Motorhome Surplus

---

The Regional Port Authority has acquired 2 mobile homes and associated outbuildings with the purchase of the Curtis property. In addition, one of the former residents abandoned an old motorhome. The market value of this personal property (listed below) does not exceed \$10,000.

<u>Description</u>	<u>Serial/Vin #</u>
1972 Vantage 56X14 Mobile Home (and associated outbuildings)	4056
1965 Kit 55X10 Mobile Home (and associated outbuildings)	55X3FKBS486
1981 Titan Motorhome	M40CK9T520663

The Port Authority has no use for this property and wishes to declare all items surplus. The mobile homes and associated outbuildings will be demolished and disposed of along with miscellaneous personal property left behind by former occupants. Staff anticipate attempting to sell the motorhome on Public Surplus, an online auction site for public entities. If we are unable to dispose of the motorhome in this

**manner, we will likely need to demolish it on site and dispose of the debris appropriately.**

**The CEO's Delegation of Authority requires that an itemized list of property certifying it as no longer needed for Port purposes be presented to the Port Commission prior to selling or conveying it as surplus personal property. This memo is intended to meet that reporting requirement.**

**We anticipate that we may acquire additional personal property in conjunction with real property acquisitions in the Malaga area that will likely be surplus to the Regional Port Authority's needs. Additional surplus actions may be necessary as that occurs.**

# Memo

**To:** CDRPA Board of Directors

**From:** Trent Moyers, Director of Airports

**Date:** August 3, 2022

**Re:** Capital Project Funding Sources at Airports

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The following is a list of Federal and State funding sources for use on airport improvement projects:

**FAA: entitlement grant – Pangborn receives an annual \$1M entitlement from the FAA that may be used on a variety of Airport Improvement Program (AIP) eligible projects. Lake Chelan Airport receives an annual \$150,000 entitlement. Waterville and Mansfield airports are not eligible for FAA funding. Airports can “carryover” their entitlement dollars for up to 4 years.**

**FAA: discretionary grant – AIP eligible projects may be funded at the FAA’s discretion. The FAA uses a “scoring system” to rank projects within the region (CO, ID, MT, OR, UT, WA, WY) thereby determining which projects receive funds.**

**FAA: passenger facility charge (PFC) – Fees imposed at Pangborn and collected by the airlines. Airlines remit these fees to the airport. Currently, Pangborn receives \$4.32 per enplaned passenger. Funds can be used with (airline consent) on FAA approved projects.**

**FAA: Bipartisan Infrastructure Law (BIL) – Beginning in FAA FY 2023 (Oct. 1, 2022), the FAA will administer \$2.39B annually through FY 2028. Pangborn is allocated \$1,041,901 annually. These funds are known as**

**Airport Infrastructure Grants (AIG) and may be used on AIP eligible projects (similar to entitlement funds).**

**FAA: BIL competitive – Eligible Airports (Pangborn and Chelan) can compete for additional funds (similar to the discretionary grant program).**

**FAA: BIL terminal (competitive) – BIL provides \$970M annually that airport terminal projects will be eligible to compete for funds.**

**WSDOT: Airport Aid Grant – Available to political subdivisions that own and operate public-use airports. On projects seeking state funds only, the airport sponsor must contribute a minimum 5% match of the entire project cost. WSDOT grants may be used as part of the local match on federally funded projects. All projects must be included in WSDOT Aviation’s five-year Statewide Capital Improvement Program.**

**WSDOT: Airport Transformation Grant – Ten percent of the annual Airport Aid Grant program funds will be dedicated to Airport Transformation Grants. These grants are intended to assist airports over time to be more environmentally sustainable. Types of projects include sustainable aviation fuel storage, electrification of ground support equipment, and electric aircraft charging infrastructure.**

**WSDOT: Sustainable Aviation Grant – Projects not selected for inclusion in the Airport Transformation Grant program will automatically be considered for a Sustainable Aviation Grant.**

**WSDOT: Community Aviation Revitalization Board (CARB) Loan – A revolving loan program for revenue-producing capital projects. Eligible projects include hangars, fueling facilities, paid parking facilities, business parks on airport property, and passenger amenities. Loans are available for up to \$750,000 at 2% interest and have a maximum 20-year term.**

Pangborn Memorial Airport																		
Capital Improvement Program																		
Airport:	Pangborn Memorial Airport						State:	Washington			NPIAS #:	3-53-0084			LOC ID:	EAT	Date:	Tuesday, August 2, 2022
Project Description/Narrative	NPR	WORK CODE	Federal Funds				Federal - BIL			Local		Totals	Consultant Raw Estimate	Environmental Type	Environmental Status	Comments		
			Entitlement	Discretionary	State Apportionment	AIP Eligible Shortfall	AIG - Allocated	AIG - Competitive	ATP (Airport Terminal) - Competitive	PFC	Other							
<b>FFY 2022</b>																		
Taxiway A Design & Reconstruction	74	RC TW IM	\$1,000,000	\$16,693,746	\$0	\$0	\$0	\$0	\$0	\$0	\$1,965,972	\$0	\$19,659,718	\$19,659,718	CATEX	21-Apr-21	Bid Opened March 16, 2022 - \$16,444,627	
<b>Total FFY 2022</b>			<b>\$1,000,000</b>	<b>\$16,693,746</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,965,972</b>	<b>\$0</b>	<b>\$19,659,718</b>	<b>\$19,659,718</b>				
<b>FFY 2023</b>																		
Acquire Snow Removal Equipment	75	ST EQ SN	\$0	\$0	\$0	\$0	\$1,620,000	\$0	\$0	\$0	\$0	\$180,000	\$1,800,000	\$1,800,000	CATEX	TBD	90% AIG 2023. Local share will provide cashflow shortfall. (Total 10% Costshare is \$180,000)	
Rehabilitate Terminal Building (GA)	40	ST TE IM	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$2,000,000	\$4,000,000	\$4,000,000	CATEX	TBD	Co-located with FBO, assume 50% eligibility	
Land Acquisition (RPZ) - PARCEL #22210840006, 22210840008, 22210840016	67	ST LA SZ	\$0	\$0	\$0	\$2,025,000	\$0	\$0	\$0	\$0	\$0	\$225,000	\$2,250,000	\$2,250,000	EA	FONSI	Request will be repeated until funded (Y-E Popup)	
Taxiway B Extension	71	RC TW DV	\$1,000,000	\$0	\$0	\$0	\$260,000	\$0	\$0	\$0	\$0	\$140,000	\$1,400,000	\$1,400,000	CATEX	TBD	Taxiway Extension, design under contract - Local share includes 5% WSDOT grant	
Conduct Terminal Building (CS) Planning Study	46	PL BD NP	\$0	\$0	\$0	\$0	\$0	\$0	\$315,000	\$0	\$0	\$35,000	\$350,000	\$350,000	CATEX	TBD		
<b>Total FFY 2023</b>			<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,025,000</b>	<b>\$1,880,000</b>	<b>\$0</b>	<b>\$2,315,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,580,000</b>	<b>\$9,800,000</b>	<b>\$9,800,000</b>				
<b>FFY 2024</b>																		
Install Security Fence & Access Control	85	SA EQ SE	\$0	\$0	\$0	\$1,800,000	\$0	\$0	\$0	\$0	\$0	\$200,000	\$2,000,000	\$2,000,000	CATEX	TBD		
Reconstruct Runway (R12/R30) Phase I - Design	79	RC RW IM	\$1,000,000	\$0	\$0	\$1,700,000	\$0	\$0	\$0	\$0	\$0	\$300,000	\$3,000,000	\$3,000,000	CATEX	21-Apr-21	Design Only - Local match includes 5% WSDOT grant	
<b>Total FFY 2024</b>			<b>\$ 1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ 500,000</b>	<b>\$ 5,000,000</b>	<b>\$ 5,000,000</b>				
<b>FFY 2025</b>																		
Reconstruct Runway (R12/R30) Phase II - Construct	79	RC RW IM	\$1,000,000	\$17,000,000	\$0	\$11,828,250	\$0	\$0	\$0	\$0	\$0	\$3,314,250	\$33,142,500	\$33,142,500	CATEX	21-Apr-21	Local match includes \$750k WSDOT grant	
<b>Total FFY 2025</b>			<b>\$1,000,000</b>	<b>\$17,000,000</b>	<b>\$0</b>	<b>\$11,828,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,314,250</b>	<b>\$33,142,500</b>	<b>\$33,142,500</b>				
<b>FFY 2026</b>																		
Expand Commercial Service Terminal Building	46	CA TE EX	\$1,000,000	\$19,000,000	\$0	\$0	\$0	\$0	\$25,000,000	\$0	\$0	\$5,000,000	\$50,000,000	\$50,000,000	TBD	TBD		
<b>Total FFY 2026</b>			<b>\$1,000,000</b>	<b>\$19,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000,000</b>	<b>\$50,000,000</b>	<b>\$50,000,000</b>				
<b>FFY 2027</b>																		
Construct ARFF Building	56	SA BD EX	\$1,000,000	\$0	\$0	\$1,700,000	\$0	\$0	\$0	\$0	\$0	\$800,000	\$3,500,000	\$3,500,000	TBD	TBD	DCL Request: \$2,700,000 / Assuming higher local match due to ineligible items	
Construct SRE Building	50	ST BD SN	\$0	\$0	\$0	\$2,700,000	\$0	\$0	\$0	\$0	\$0	\$800,000	\$3,500,000	\$3,500,000	TBD	TBD	DCL Request: \$2,700,000 / Assuming higher local match due to ineligible items	
<b>Total FFY 2027</b>			<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,400,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,600,000</b>	<b>\$7,000,000</b>	<b>\$7,000,000</b>				
<b>FFY 2028</b>																		
Rehabilitate Apron (GA)	67	RE AP IM	\$1,000,000	\$0	\$0	\$170,495	\$3,329,505	\$0	\$0	\$0	\$0	\$500,000	\$5,000,000	\$5,000,000	CATEX	TBD	Local match includes 5% WSDOT grant	
<b>TOTAL FFY 2028</b>			<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$170,495</b>	<b>\$3,329,505</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$5,000,000</b>	<b>\$5,000,000</b>				
Project Description/Narrative	NPR	WORK CODE	Federal Funds				Federal - BIL			Local		Totals	Consultant Raw Estimate	Environmental Type	Environmental Status	Comments		
			Entitlement	Discretionary	State Apportionment	AIP Eligible Shortfall	AIG - Allocated	AIG - Competitive	ATP (Airport Terminal)	PFC	Other							
<b>Total FFY 2023 to 2027</b>			<b>\$ 7,000,000</b>	<b>\$ 52,693,746</b>	<b>\$ -</b>	<b>\$ 21,923,745</b>	<b>\$ 5,209,505</b>	<b>\$ -</b>	<b>\$ 27,315,000</b>	<b>\$ 1,965,972</b>	<b>\$ 13,494,250</b>	<b>\$ 129,602,218</b>	<b>\$ 129,602,218</b>					

Airport Operations  
**Snapshot Local Time**

Start Date 07/01/2022 0:01 LT  
 End Date 07/31/2022 23:59 LT

Creation 08/04/2022 8:32  
 User trent\_moyers  
 Customer ID KEAT

## PANGBORN

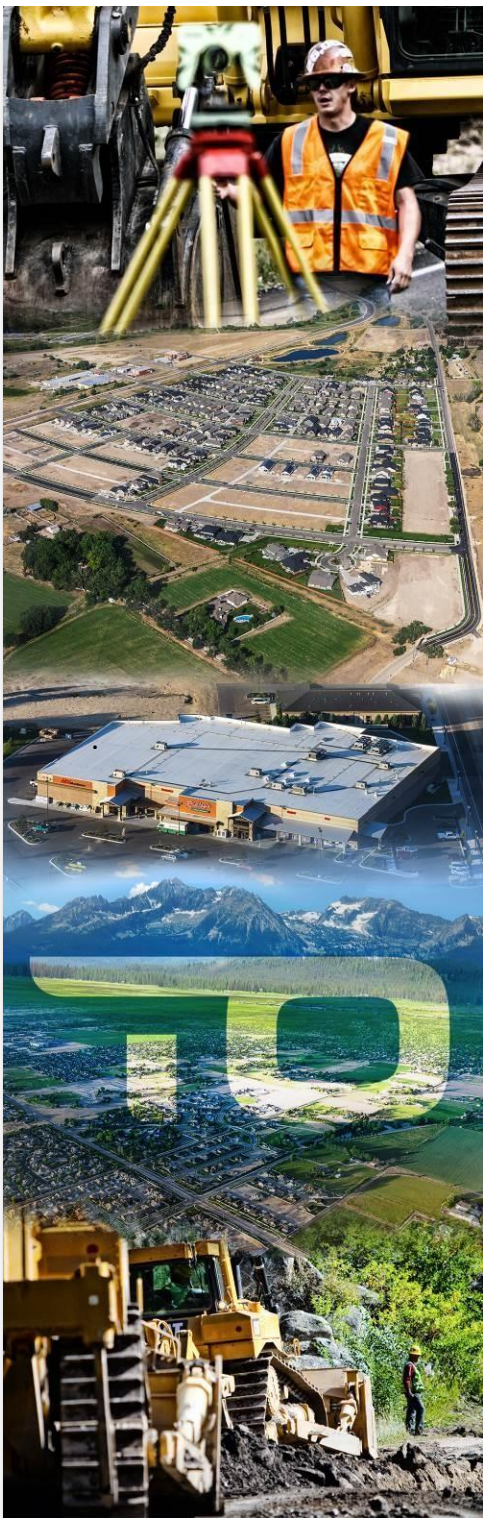
Landings		Take-Offs		Totals	
Airline	62	Airline	60	Airline	122
Business Jet	51	Business Jet	44	Business Jet	95
Helicopter	42	Helicopter	45	Helicopter	87
Military Helicopter	1	Military Helicopter	1	Military Helicopter	2
Multi Engine	58	Multi Engine	58	Multi Engine	116
Other	1	Other	2	Other	3
Single Engine	565	Single Engine	560	Single Engine	1125
<b>TOTAL</b>	<b>780</b>	<b>TOTAL</b>	<b>770</b>	<b>TOTAL</b>	<b>1550</b>

## LAKE CHELAN

Landings		Take-Offs		Totals	
Business Jet	3	Business Jet	4	Business Jet	7
Helicopter	39	Helicopter	62	Helicopter	101
Multi Engine	9	Multi Engine	9	Multi Engine	18
Single Engine	449	Single Engine	394	Single Engine	843
<b>TOTAL</b>	<b>500</b>	<b>TOTAL</b>	<b>469</b>	<b>TOTAL</b>	<b>969</b>

## MANSFIELD

Landings		Take-Offs		Totals	
Single Engine	2	Single Engine	3	Single Engine	5
<b>TOTAL</b>	<b>2</b>	<b>TOTAL</b>	<b>3</b>	<b>TOTAL</b>	<b>5</b>



# Pangborn Memorial Airport Turf Landing Strip

## *PROPOSED SCOPE OF WORK & COST ESTIMATE*

Presented To: Chelan Douglas  
Regional Port Authority

Presented By: Aaron Buob,  
Stephanie Krabbe, & Caleb Lindquist



**T-O ENGINEERS**

**CONSULTING ENGINEERS, SURVEYORS AND PLANNERS**

1717 S. Rustle Street, Suite 201  
Spokane, Washington 99224

August 1, 2022



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T-O ENGINEERS is pleased to have the opportunity to present this proposed scope of work and cost estimate to the Chelan Douglas Regional Port Authority.

### **PROPOSED SCOPE OF WORK**

As a result of numerous conversations with airport stakeholders and T-O's airport planning services, a location was identified for a proposed turf landing strip. Construction includes the demolition of existing asphalt pavement, excavation of top course gravel, installation of an irrigation system, topsoil, and hydroseeding to construct a new turf landing strip in place of existing closed crosswind Runway 7-25 at Pangborn Memorial Airport.

Although an official Scope of Work has not been created, the following tasks are anticipated.

#### **Procedure**

1. General Administration: T-O will prepare a Scope of Professional Services and detailed cost proposal for the project.
2. Site Visit: Meet with Owner at Pangborn Memorial Airport to review existing site conditions and discuss alternatives. Meeting will include Project Engineer and Landscape Architect.
3. Site Survey: Perform a topographic survey of the site. Survey will identify any above ground information and grade breaks as necessary to ensure proper drainage.
4. Cost Estimate: Prepare preliminary construction cost estimates, based on historical information available from previous projects completed at the airport and other comparable airports.
5. Preliminary Design: Develop preliminary design plans (in conformance with FAA Advisory Circulars) and construction documents to be submitted to the Owner for review. Construction documents will include plans, technical specifications, contract documents, bid documents, and Construction Safety & Phasing Plan. Participate in meetings with Airport Staff to review preliminary plans and construction documents. Following the receipt of comments delivered from the preliminary submittal, the Engineer will incorporate necessary revisions and comments into the final design plans and construction documents.
6. FAA Part 77 & Part 157: If necessary, prepare and submit FAA 7460-1, Notice of Proposed Construction or Alteration and/or FAA 7480-1, Notice for Construction, Alteration, and Deactivation of Airports. Coordinate with the FAA & Owner as required.
7. Final Design: Submit final design Plans and Construction Documents to the Owner.
8. Bidding & Contractor Award: Respond to contractor/supplier questions during the pre-bid period. Issue addenda or other clarifications as required. Attend the Bid Opening and assist the Owner with review and analysis of bids received. Evaluate qualifications of bidders and responsiveness to bidding criteria. Prepare Bid Tabulations documenting results and submit to Owner.
9. Construction Services: Provide construction services to the owner. Services include conducting a pre-construction meeting, review contractor's schedule/operational safety plan/quality

control plan, process submittals, provide a part-time project representative during construction, organize, and conduct weekly construction meetings, prepare monthly pay requests, and assist with Design Change Notices, Construction Change Orders, Field Directives, and Requests for Information.

10. Closeout: Prepare As-Constructed Drawings noting all project revisions and improvements. Finalize closeout paperwork and submit for project completion.

Deliverables:

- Cost Estimate
- Preliminary Plans and Construction Documents
- Final Plans and Construction Documents

OWNER: CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
 AIRPORT: PANGBORN MEMORIAL AIRPORT  
 PROJECT: TURF LANDING STRIP (TASK ORDER 22-06)  
 ENGINEER: T-O ENGINEERS

August 1, 2022

**ESTIMATE OF CONSTRUCTION COSTS**

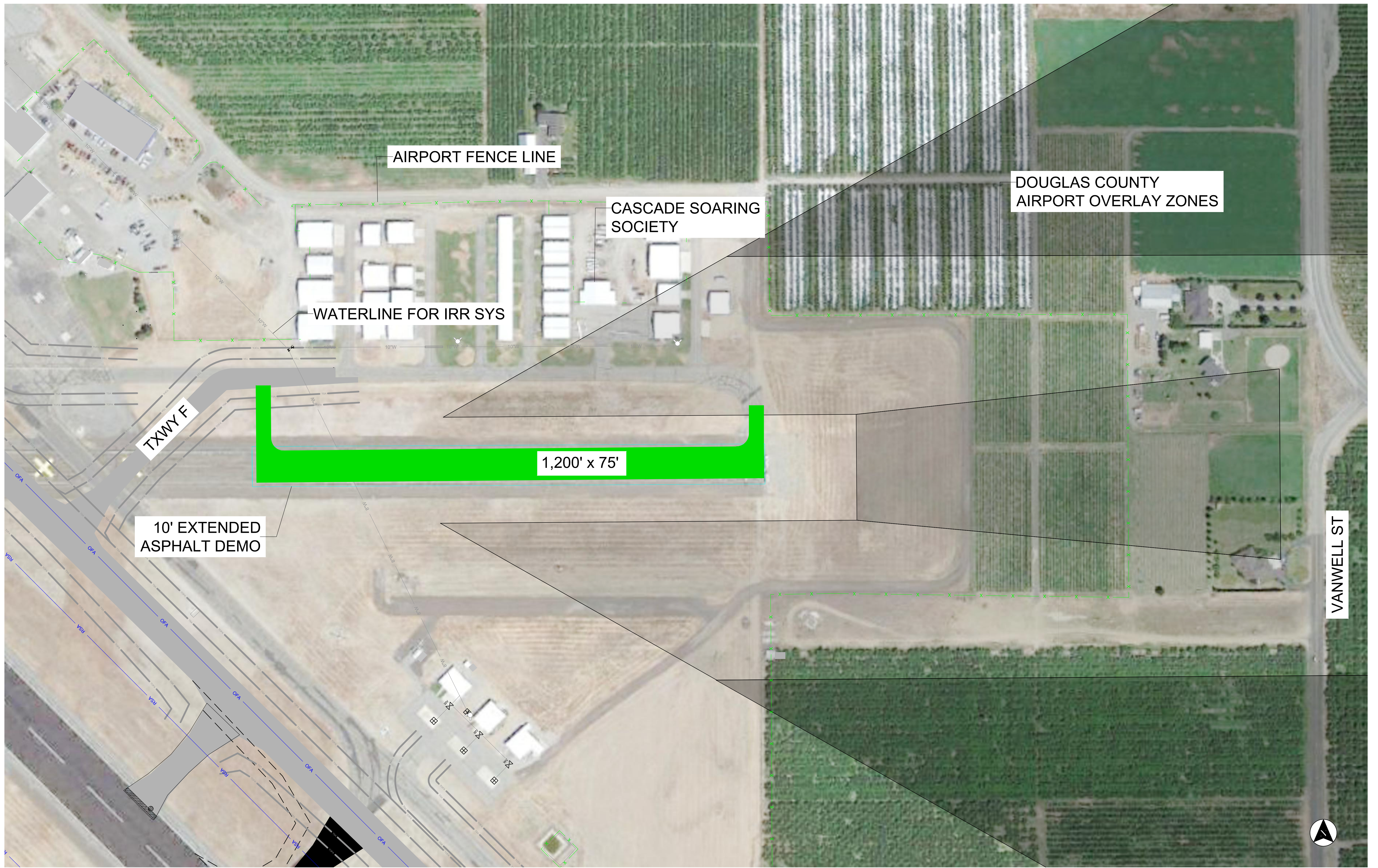
ITEM	DESCRIPTION	Quantity	Unit	Engineer's Estimate	
				Unit Price	Extended Amount
1	<b>Mobilization</b>				
	Mobilization (10% Maximum)	1	L.S.	\$ 37,000.00	\$ 37,000.00
2	<b>Safety Compliance</b>	1	L.S.	\$ 20,000.00	\$ 20,000.00
3	<b>Contractor Quality Control Program (CQCP)</b>	1	L.S.	\$ 5,000.00	\$ 5,000.00
4	<b>Contractor Surveys</b>	1	L.S.	\$ 10,000.00	\$ 10,000.00
5	<b>Dust Control</b>	1	L.S.	\$ 10,000.00	\$ 10,000.00
6	<b>Temporary Air and Water Pollution, Soil Erosion, &amp; Siltation Control</b>				
	Inlet Protection, Straw Wattle, Construction Entrance	1	L.S.	\$ 15,000.00	\$ 15,000.00
7	<b>Preparation/Removal of Existing Pavements</b>				
	Pavement Removal (Rotomilling)	11,221	S.Y.	\$ 5.00	\$ 56,102.78
	Sawcutting	2,221	L.F.	\$ 2.25	\$ 4,997.25
8	<b>Subgrade, Excavation, and Embankment</b>				
	Unclassified Excavation, On-Site Disposal	1,820	C.Y.	\$ 55.00	\$ 100,115.28
	Grade Preparation	10,922	S.Y.	\$ 3.50	\$ 38,225.83
9	<b>Turfing</b>				
	Topsoil, Obtained Off-Site	1,820	C.Y.	\$ 20.00	\$ 36,405.56
	Hydroseeding	2.26	ACRE	\$ 5,000.00	\$ 11,282.71
10	<b>Irrigation</b>				
	Saddle Tap to 10" Water Main	1	EA	\$ 7,500.00	\$ 7,500.00
	Computerized Irrigation Control Box	1	EA	\$ 10,000.00	\$ 10,000.00
	3" Irrigation Service	180	L.F.	\$ 2.75	\$ 495.00
	1" Irrigation Distribution Line	2,600	L.F.	\$ 1.50	\$ 3,900.00
	Sprinkler Heads	24	EA	\$ 150.00	\$ 3,600.00
10	<b>Electrical</b>				
	Connect to Hangar Electrical Panel	1	E.A.	\$ 5,000.00	\$ 5,000.00
	#8 AWG, 120V Cable, Installed in Conduit	250	L.F.	\$ 15.00	\$ 3,750.00
	1W-2" PVC Conduit, Schedule 40, Concrete Encased	50	L.F.	\$ 75.00	\$ 3,750.00
<b>CONSTRUCTION</b>					<b>\$ 382,124.41</b>
<b>CONTINGENCY (20%)</b>					<b>\$ 76,424.88</b>
<b>WSST (8.3%)</b>					<b>\$ 38,059.59</b>
<b>ENGINEERING (18%)</b>					<b>\$ 68,782.39</b>
<b>TOTAL</b>					<b>\$ 565,391.27</b>

**ESTIMATE OF EQUIPMENT COSTS**

ITEM	DESCRIPTION	COST	
1	Kubota Z725KH-3-60 Zero-Turn Lawn Mower		\$ 11,649.00
		<b>WSST (8.3%)</b>	<b>\$ 966.87</b>
		<b>EQUIPMENT TOTAL</b>	<b>\$ 12,615.87</b>

**TOTAL ESTIMATED PROJECT COSTS (CONSTRUCTION + ENGINEERING + EQUIPMENT + WSST)**

**\$578,000.00**



PANGBORN MEMORIAL AIRPORT  
TURF LANDING STRIP



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# RH2 TECHNICAL MEMORANDUM

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Client: Chelan Douglas Regional Port Authority (Port)

Project: Proposed Malaga area industrial customer

Project File: RPA 20.0026.25 Project Manager: Erik Howe PE

Composed by: Ryan Peterson PE

Subject: Water supply hydraulic analysis

Date: Aug 2, 2022

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Signed: 8/2/2022

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## Background

The Port is working with a prospective industrial facility in the Malaga area which needs potable water for their processes. Preliminary information is they will need 150 to 200 gpm for each of two buildings. The process water will be used year-round. Specifics of water use patterns have not been provided other than the amount may vary slightly with ambient temperature and daily process adjustments.

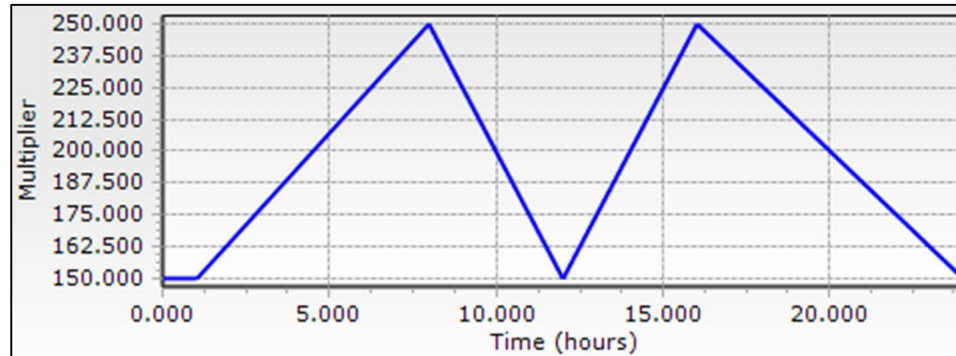
RH2 has been asked to review if this water could be provided through the proposed water system improvement projects planned for the Microsoft facility.

## Analysis

RH2 has made the following assumptions:

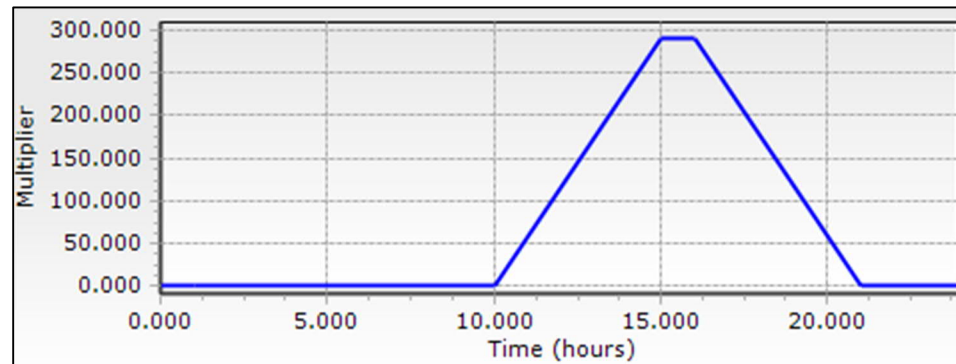
- Both buildings will be on parcel 222135210050 (see attached map).
- The buildings will be served directly from the 18-inch watermain currently planned for installation along the Malaga/Alcoa Highway in 2023.
- Daily water use per building will vary between 150 gpm and 250 gpm as shown on Chart 1. The left axis is gallons per minute.

Chart 1 – Assumed Water Use per Building



Microsoft's proposed peak water use is 90 gpm per building maximum day demand (MDD) average, and 290 gpm per building peak instantaneous demand (PID). Up to 6 buildings are proposed for a total of 540 gpm MDD and 1,740 gpm PID. PID will occur in the afternoon concurrent with peak ambient temperature. MDD water use per building is represented approximately as shown on Chart 2.

Chart 2 - Microsoft Water Use per Building



Microsoft has additional criteria that there must be 60 psi to the site at all times, including a scenario where they are refilling their onsite storage at up to 1,000 gpm assuming it has been fully depleted, coincident with MDD. This results in peak flow for Microsoft of 2,740 gpm.

## Pipe Sizing

As a rule of thumb, velocity should stay below 5 fps under non-emergency conditions to mitigate possible water hammer and to allow for future expansion.

- Peak MDD flow through the 18-inch main would be  $6 \times 290 \text{ gpm} + 2 \times 250 \text{ gpm} = 2,240 \text{ gpm}$ . In a nominal 18.0-inch watermain this is 2.8 feet per second (fps).
- Peak flow during refill of Microsoft's onsite storage would be 3,240 gpm, or 4.1 fps.

Friction loss assumes an 18.0-inch watermain with Hazen-Williams friction factor of 135. This should be conservative, as new 18-inch ductile iron pipe has an actual inside diameter of approximately 18.4 inches. Plastic pipe may be nominal diameter but has a smoother surface and less friction. The approximate friction through the 5,000 feet of 18-inch main anticipated to be built in 2023 is expected to be:

- 1,740 gpm = 4.6 feet (2 psi) [Microsoft PHD baseline]
- 2,740 gpm = 10.7 feet (4.6 psi) [Microsoft refill PHD baseline]
- 2,240 gpm = 7.4 feet (3.2 psi) [New PHD]
- 3,240 gpm = 14.6 feet (6.3 psi) [New refill PHD]

Based on the hydraulic model, the total friction loss between a proposed future reservoir and the Microsoft site with all future water system improvements in place may be approximately 52 feet (22 psi). The  $14.6 - 10.7 = 3.9$  ft (1.7 psi) friction increase through the 2023 section of watermain represents an 8-percent increase.

While a larger pipe would reduce the friction loss, most losses will occur in the anticipated future watermains between the future reservoir and the 2023 watermain. Therefore, increasing the size of the future upstream pipes would be a better approach, if even needed. Raising the future tank slightly could also offset the added losses. As the projects progress, more certainty in pipe routes and customer demands should be learned and future project configurations adjusted as necessary.

## Water Supply

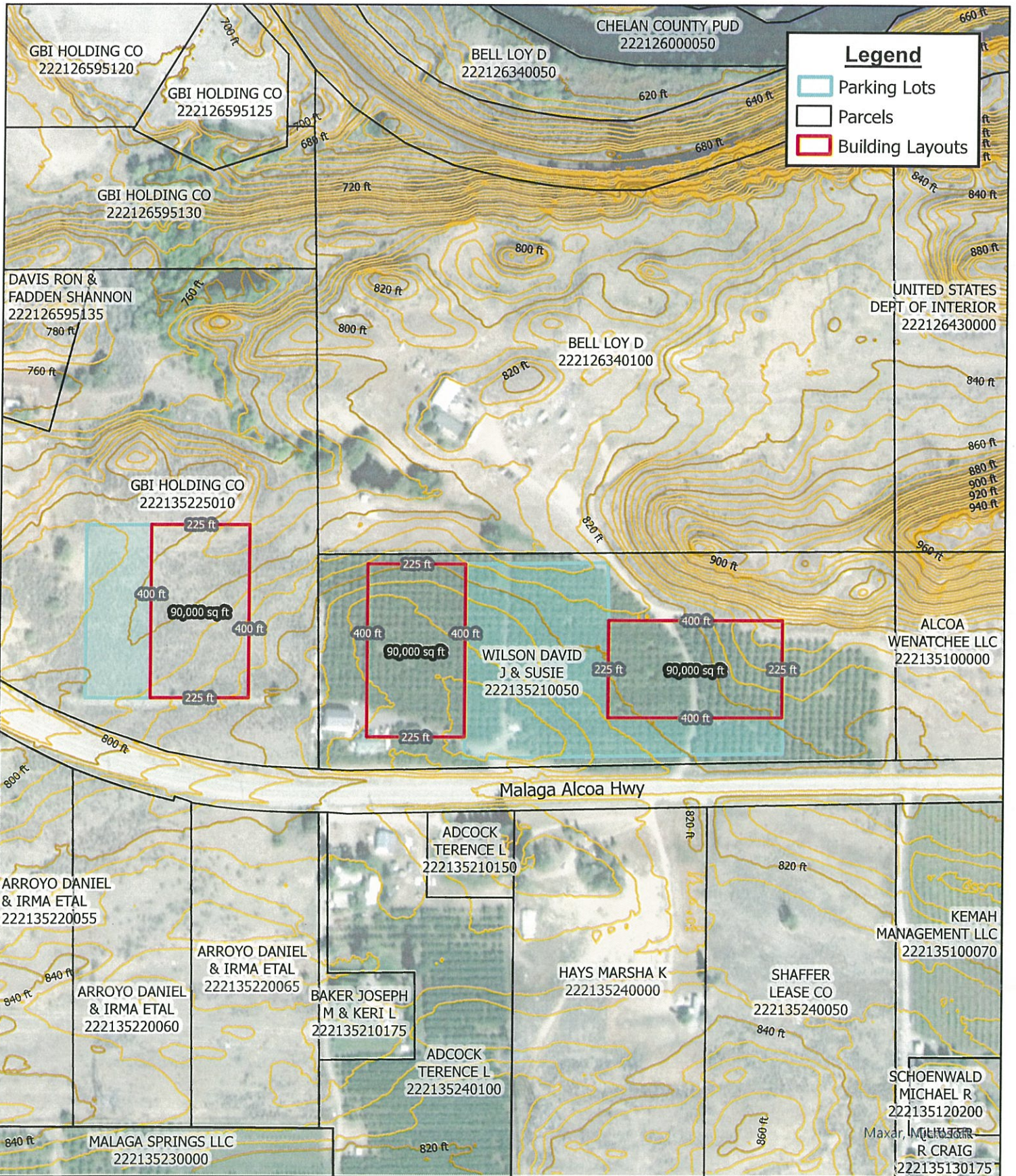
Supply capacity must be sufficient to meet MDD with the largest single source out of service.

Exploration is planned for 2022 and 2023 for one or more wells to supply the additional Microsoft water use. It is currently unknown what, if any, capacity will be developed, but at least 300 gpm to 500 gpm is anticipated for Microsoft.

The new proposed industrial user will need additional well supply capacity at least equal to their anticipated water use of 150 gpm to 200 gpm per building.

## Conclusion

The 18-inch watermain planned for installation in 2023 appears sufficient to supply the facility as currently proposed. Subsequent water system improvements may need to be changed from those currently planned as more information regarding this potential facility is obtained.



**Legend**

- Parking Lots
- Parcels
- Building Layouts

J:\DATA\PAI20-0026-19\GIS\ILOJO COOLING MAPPING.APRX BY: ANEFF PLOT DATE: MAY 24, 2022 COORDINATE SYSTEM: NAD 1983 2011 STATEPLANE WASHINGTON NORTH FIPS 4601 FT US

**RH2**

**NORTH**

1 inch : 300 Feet

0 75 150 300 Feet

DRAWING IS FULL SCALE WHEN BAR MEASURES 2"

**CHELAN DOUGLAS Regional Port AUTHORITY**

**Figure 3**

**Building Layout Map**

**CDRPA**

**GBI HOLDINGS**

**Vicinity Map**

Estimate HERE, Garmin

USGS, EPA, NPS

This map is a graphic representation derived from the Chelan Douglas Regional Port Authority (Port) Geographic Information System. It was designed and intended for Port staff use only; it is not guaranteed to survey accuracy. This map is based on the best information available on the date shown on this map.

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Acct Name: CHELAN DOUGLAS REGIONAL PORT

**SUMMARY - USD**

Page 1

Acct Number: XXXXXX013

For period 06/01/2022 - 06/30/2022

**ACTIVITY - Settled/Cleared Cash Activity**

<b>Transaction Type</b>	<b>Amount</b>
Purchases	0.00
Purchase Reversals	0.00
Sales	0.00
Sale Reversals	0.00
Withdrawals	0.00
Receipts	0.00
Deliveries	0.00
Principal Reversals	0.00
Interest	11,562.50
Interest Reversals	0.00
Interest Adjustments	0.00
Maturities	0.00
Calls	0.00
Puts	0.00
Paydowns	0.00
Paydown Adjustments	0.00
Payups	0.00
Payup Adjustments	0.00
Cash Dividends	0.00
Balance Changes	0.00
Stock Dividends	0.00
Closeouts	0.00
Closeout Dividends	0.00
<b>Net Activity</b>	<b>11,562.50</b>

Your Sales Representative is: SAFEKEEPING OPERATIONS  
(800) 236-4221

**Statement Contents**

- \*Summary
- \*Activity - Settled/Cleared Cash Activity
- \*Activity - Projected Activity for Next Statement Period
- \*Holdings
- \*Cash Flow Projections

**HOLDINGS - Custody**

<b>Category</b>	<b>Par/Shares</b>	<b>Original Face</b>	<b>Principal Cost</b>	<b>Market Value</b>
Treasury Obligations	1,000,000.00000	1,000,000.00000	987,675.79	941,269.50
US Government Agency Securities	3,000,000.00000	3,000,000.00000	3,091,883.50	2,971,155.50
<b>Total Custody Holdings</b>	<b>4,000,000.00000</b>	<b>4,000,000.00000</b>	<b>4,079,559.29</b>	<b>3,912,425.00</b>



Acct Name: CHELAN DOUGLAS REGIONAL PORT  
Acct Number: XXXXXXX013

**ACTIVITY - USD**  
**Settled/Cleared Cash Activity**

Page 2  
For period 06/01/2022 - 06/30/2022

Date Ticket	Activity	Description	Rate Maturity	Par/Shares Price/NAV	Security ID	Amount
06/09/2022 392209429	Interest	FEDERAL HOME LOAN BANK 12/09/22	1.875 12/09/2022		313381BR5	4,687.50
06/21/2022 392209428	Interest	FEDERAL HOME LOAN MTG CORP 06/19/23	2.750 06/19/2023		3137EAEN5	6,875.00
<b>Net Activity</b>						<b>11,562.50</b>



Acct Name: CHELAN DOUGLAS REGIONAL PORT

**ACTIVITY - USD**

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Acct Number: XXXXXXX013

**Projected Activity for Next Statement Period**

Date Ticket	Activity	Description	Rate Maturity	Par/Shares Price/NAV	Security ID	Amount
07/07/2022 392209425	Interest	FEDERAL NATL MORTGAGE ASSN 01/07/25	1.625 01/07/2025		3135G0X24	4,062.50
<b>Net Projected Activity</b>						<b>4,062.50</b>



Acct Name: CHELAN DOUGLAS REGIONAL PORT  
 Acct Number: XXXXXX013

**HOLDINGS AS OF 06/30/2022 - USD**

**CUSTODY**

Maturity	Security ID Ticket	Rate Acq Date	Description	Par/Shares Original Face	Principal Cost	Market Value NAV
<b>Treasury Obligations</b>						
10/31/2023	91282CDD0 392221580	.375 01/22	U S TREASURY NOTE .375 NOTE 2023	500,000.00 500,000.00	495,703.13	482,929.50
08/31/2025	91282CAJ0 392218130	.250 08/21	U.S. Treasury Notes .250, 08/31/2025	500,000.00 500,000.00	491,972.66	458,340.00
<b>Treasury Obligations Total</b>				<b>1,000,000.00000</b>	<b>987,675.79</b>	<b>941,269.50</b>
<b>US Government Agency Securities</b>				<b>1,000,000.00000</b>		
10/13/2022	3133ELGN8 392209430	1.600 02/20	FEDERAL FARM CREDIT BANK 10/13/22	500,000.00 500,000.00	502,900.00	499,266.50
12/09/2022	313381BR5 392209429	1.875 02/20	FEDERAL HOME LOAN BANK 12/09/22	500,000.00 500,000.00	506,935.00	499,010.50
06/19/2023	3137EAEN5 392209428	2.750 02/20	FEDERAL HOME LOAN MTG CORP 06/19/23	500,000.00 500,000.00	522,897.50	498,670.00
02/05/2024	3135G0V34 392209427	2.500 02/20	FEDERAL NATL MORTGAGE ASSN 02/05/24	500,000.00 500,000.00	521,402.50	495,790.00
09/13/2024	3130A2UW4 392209426	2.875 02/20	FEDERAL HOME LOAN BANK 09/13/24	500,000.00 500,000.00	532,965.00	496,901.00
01/07/2025	3135G0X24 392209425	1.625 02/20	FEDERAL NATL MORTGAGE ASSN 01/07/25	500,000.00 500,000.00	504,783.50	481,517.50
<b>US Government Agency Securities Total</b>				<b>3,000,000.00000</b>	<b>3,091,883.50</b>	<b>2,971,155.50</b>
				<b>3,000,000.00000</b>		
<b>Total Custody Holdings</b>				<b>4,000,000.00000</b>	<b>4,079,559.29</b>	<b>3,912,425.00</b>
				<b>4,000,000.00000</b>		

RECEIVED

JUL 11 2022

CHELAN DOUGLAS  
REGIONAL PORT AUTHORITY

**Chelan Douglas Regional Port Authority - Lease Report**

**Leases & Renewals - Aviation Related**

**Reporting Period - July 2022**

**Meeting: August 9th, 2022**

<b>New Leases</b>					
<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Starting</b>	<b>Term</b>	<b>Base Rent/Month</b>

None Reported for this Period

<b>Lease Renewals</b>					
<b>Renewal Signed</b>	<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Term</b>	<b>Base Rent/Month</b>

None Reported for this Period

<b>Tenants Moving Out</b>					
<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Ending</b>	<b>Base Rent/Month</b>	

None Reported for this Period

**Executive Director's Authority to Sign Leases**

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.

**Chelan Douglas Regional Port Authority - Lease Report**

**Leases & Renewals - CTC**

**Reporting Period - July 2022**

**Meeting: August 9th, 2022**

<b>New Leases</b>					
<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Starting</b>	<b>Term</b>	<b>Base Rent/Month</b>

None Reported for this Period

<b>Lease Renewals</b>					
<b>Renewal Signed</b>	<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Term</b>	<b>Base Rent/Month</b>

None Reported for this Period

<b>Tenants Moving Out</b>					
<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Ending</b>	<b>Base Rent/Month</b>	

None Reported for this Period

**Executive Director's Authority to Sign Leases**

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.

**Chelan Douglas Regional Port Authority - Lease Report**

**Leases & Renewals - CDRPA**

**Reporting Period - July 2022**

**Meeting: August 9th, 2022**

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
Streamline Fulfillment	Lineage, Bldg F, North Bay 3	2400	7/1/2022	M-2-M	\$1,000.00
Streamline Fulfillment	Lineage, Bldg E / Adjacent D	4500	7/13/2022	M-2-M	\$2,025.00

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month

None Reported for this Period

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	

None Reported for this Period

**Executive Director's Authority to Sign Leases**

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.

## Chelan Douglas Regional Port Authority Calendar of Events

8/5/2022

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
<b>August 2022</b>				
August 9	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
August 9 - 11	Tues - Thursday	WEDA Summer Conference; Bellingham, WA		
August 10	Wednesday	NCWEDD Meeting	Commissioner Huffman	
August 11	Thursday	CDTC Board Meeting 9:00 am	Commissioners Baldwin & DeRock	
August 16	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioners Spurgeon & Etherington	
August 17	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
August 17	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm; Executive Flight/Zoom		
August 21-23	Sun-Tuesday	AAAE General Aviation Conference - San Francisco		Session #4: Trends & Issues with GA Hangar Development
August 23	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
<b>September 2022</b>				
September 5	Monday	Labor Day Office Closed		
September 8	Thursday	CDTC Board Meeting 9:00 am	Commissioners Baldwin & DeRock	
September 13	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
September 13-16	Tues-Friday	WFOA 2022 Conference; Tacoma, WA	M. Lough	Conference & Room Booked
September 14	Wednesday	NCWEDD Meeting	Commissioner Huffman	
September 15	Thursday	CERB Board Meeting - Lacey, WA	Commissioners DeRock & Spurgeon	Re: Trades District
Septembr 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioners Spurgeon & Etherington	
September 21	Wednesday	NCW Tech Alliance Board Meeting; 3:00 am		
September 27	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
September 27-29	Tues - Thurs	NW AAAE - Jackson Hole, WY	Trent Moyers	
<b>October 2022</b>				
October 11	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
October 12	Wednesday	NCWEDD Meeting	Commissioner Huffman	
October 13	Thursday	CDTC Board Meeting 9:00 am	Commissioners Baldwin & DeRock	
October 18	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioners Spurgeon & Etherington	
October 19	Wednesday	NCW Tech Alliance Board Meeting; 3:00 am		
October 19	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm; Executive Flight/Zoom		
October 19-21	Wednesday - Fri	2022 RevitalizeWA Conference; Wenatchee	S. de Mestre	Early Bird Reg until 8/31
October 20-21	Thursday - Friday	WPPA Small Ports Seminar; Enzian Inn, Leavenworth		Registration Not Open
October 25	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
October 26	Wednesday	Partner Breakfast; Convention Center; 7:30am-9am		Center Confirmed; Jack Penning as Speaker confirmed
October 27	Thursday	Partner Lunch; Convention Center; 11:30am-1pm		Center Confirmed; Jack Penning as Speaker confirmed



## Chelan Douglas Regional Port Authority Calendar of Events

8/5/2022

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
<b>November 2022</b>				
November 3	Thursday	CDRPA Board Retreat; Pybus Event Center; 10:00am-4:00pm	Board of Directors; staff	Event center reserved
November 8	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
November 9	Wednesday	NCWEDD Meeting	Commissioner Huffman	
November 10	Thursday	CDTC Board Meeting 9:00 am	Commissioners Baldwin & DeRock	
November 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioners Spurgeon & Etherington	
November 16	Wednesday	NCW Tech Alliance Board Meeting; 3:00 am		
November 22	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
November 24	Thursday	Thanksgiving/Office Closed		
November 25	Friday	Thanksgiving/Office Closed		
<b>December 2022</b>				
December 8	Thursday	CDTC Board Meeting 9:00 AM	Commissioners Baldwin & DeRock	
December 13	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
December 14	Wednesday	NCWEDD Meeting	Commissioner Huffman	
December 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioners Spurgeon & Etherington	
December 21	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
December 23	Friday	Christmas Eve Holiday Observed Office Closed		
December 26	Monday	Christmas Day Holiday Observed Office Closed		
December 27	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	