

Board of Directors Chelan Douglas Regional Port Authority Meeting Minutes **Zoom Meeting** September 22nd, 2020 9:00 am

Present: **Directors**

> JC Baldwin, Director (via Zoom) *Rory Turner, Director Donn Etherington, Excused Absence

Jim Huffman, Director (via Zoom) W. Alan Loebsack, Director (via Zoom) Mark Spurgeon, Director (via Zoom)

Staff

*Jim Kuntz, Chief Executive Officer *Monica Lough, Director of Finance & Admin. Ron Cridlebaugh, Dir. of Economic Dev. Stacie de Mestre, Public Works & Capital Projects Mgr. *Quentin Batjer, Legal Counsel Tricia Degnan, CTC Manager Cami Harris, Executive Assistant *Bobbie Chatriand, Administrative Assistant Bealinda Tidd, Accounting Specialist

*Trent Moyers, Director of Airports Ron Russ, Property & Facilities Mgr. Craig Larsen, Business Dev. Mgr. *Pete Fraley, Legal Counsel Randy Asplund, Port Engineer Laura Camarillo Reyes, CTC Assistant Esther McKivor, Accounting Specialist

*Commissioner Turner, Jim Kuntz, Monica Lough, Trent Moyers, Quentin Batjer, Pete Fraley, and Bobbie Chatriand in person; others via Zoom.

Guests (all via Zoom):

Ellyn Freed, Forte Architects Lenka Slapnika, Forte Architects Reilly Kneedler, Wenatchee World Jerrilea Crawford, Mayor City of E. Wenatchee Ray Dobbs, City of Chelan Linda Haglund, Downtown Association

The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:00 am. Due to the COVID-19 virus outbreak, the meeting was held at Confluence Technology Center via Zoom as previously posted in the required Public Meeting Notice.

Director Turner inquired how his fellow Directors are doing during COVID-19, and each Director gave a short report. Roll call was taken.

Conflict of Interest – Director Turner stated he has a possible conflict concerning Forte Architects and Executive Flight Space Study.

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of September 9th, 2020 Special Meeting; and August 2020 Commission Meeting Calendar was presented and the following action was taken:

Motion No.
Moved by:
Seconded by:

09-11-20 CDRPA Mark Spurgeon

Jim Huffman

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of September 9th, 2020 Special Meeting; and August

2020 Commission Meeting Calendar, as presented.

Motion passed 5-0.

ACTION ITEMS:

FAA Reimbursable Agreement – Kuntz provided information on the FAA Reimbursable Agreement for installation of a Medium Intensity Approach Lighting System at Pangborn Airport. Kuntz noted the Agreement provides for the Regional Port to deposit \$96,442.81 in an FAA account that they can charge against to help the Regional Port manage the project. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

09-12-20 CDRPA

Mark Spurgeon JC Baldwin

To authorize the CEO to enter into Reimbursable Agreement with FAA in support of the Regional Port's efforts to install a Medium Intensity Approach Lighting

System at Pangborn Airport.

Motion passed 5-0.

Huney Jun Lease Agreement – Cashmere Mill District – Kuntz reviewed the proposed lease term sheet with Huney Jun for a portion of Building B at Cashmere Mill District. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

09-13-20 CDRPA

JC Baldwin

W. Alan Loebsack

To authorize the CEO to enter into lease agreement with

Huney Jun at Cashmere Mill District.

Motion passed 5-0.

Tenant Improvements for Huney Jun – Cashmere Mill District – Kuntz reviewed the probable costs for tenant improvements in a portion of Building B to be leased by Huney Jun. The Regional Port has requested a grant from Chelan County to pay a portion of the costs of the tenant improvements but no decision from the County has yet been made. The improvements to the building are necessary in order to lease the space. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

09-14-20 CDRPA

Mark Spurgeon JC Baldwin

To authorize the CEO to proceed with constructing tenant

improvements for Huney Jun at Cashmere Mill District at a cost not to

exceed \$700,000.

Motion passed 5-0.

Lineage South Request for Proposals – Kuntz and Asplund provided details on the proposed Request for Proposal (RFP) for Lineage South, Buildings G & I, surplus property offering. Buildings G & I will be offered for sale as one package. The property will be listed for sale at a minimum price of \$1.2 million. Discussion ensued and the following action was taken:

Motion No. 09-15-2020 CDRPA

Moved by: JC Baldwin Seconded by: Mark Spurgeon

To authorize the CEO to solicit bids for Lineage South.

Motion passed 5-0.

Hunting Rights Access – LOJO Property – Kuntz provided information on the limited hunting rights access granted to the LOJO family as outlined in the Purchase & Sale Agreement. A discussion concerning further public access through the property ensued and the following action was taken:

Motion No. 09-16-2020 CDRPA

Moved by: Jim Huffman Seconded by: JC Baldwin

To establish a policy of not granting hunting access rights on or through the LOJO Property with the exception of those limited rights

granted as part of the Purchase & Sale Agreement.

Motion passed 4-1. Director Spurgeon Nay

IB#5 Roof Edge Gutter System Replacement Project – Russ reviewed the bid received for the Gutter System Replacement Project. The bid came in under the Engineer's estimate, and staff recommends awarding the project to JR Swigart Company, Inc. A discussion ensued and the following actions were taken:

Motion No. 09-17-2020 CDRPA
Moved by: Mark Spurgeon
Seconded by: W. Alan Loebsack

To authorize the CEO to award the IB#5 Roof Edge Gutter System Replacement Project to JR Swigart Company, Inc., the apparent low bidder, for the base bid and two bid alternatives for a total of \$44,016.28 including WSST.

Motion passed 5-0.

Motion No. 09-18-2020 CDRPA

Moved by: Jim Huffman Seconded by: Mark Spurgeon

To establish an overall project budget in an amount not to

exceed \$64,000.

Motion passed 5-0.

PRESENTATION:

Executive Flight Office Layout Concepts – Ellyn Freed & Lenka Slapnika of Forte Architects provided a presentation on Phase III Executive Flight office layout concepts. The Phase III project would focus on the portion of the building not occupied by Regional Port staff and include potential leasable office and garage space. Commissioners provided feedback on the four proposed layout options that were presented and more discussions will occur at a later date.

Director Loebsack excused for a prior engagement.

CDRPA INFORMATIONAL ITEMS:

Waterville Airport Runway Improvement Project Bid Results – Moyers reminded the Board that staff was authorized to seek bids for the Waterville Airport pavement maintenance project. The project is being funded primarily through a WSDOT Aviation Grant. The bid opening was September 17th. Only one bid was received and the bid exceeded the Engineer's estimate. Staff is awaiting a response from the WSDOT on whether the bid can be awarded as submitted in order to complete the work this year, or rebid the project in 2021. A question concerning availability of grant funding in 2021 was discussed.

It is the Regional Port Board of Director's preference to rebid the project in 2021 if WSDOT will provide assurances that grant funding will be available. In the event WSDOT will not provide said assurances for funding in 2021, the following actions were taken:

Motion No. 09-19-2020 CDRPA

Moved by: JC Baldwin Seconded by: Jim Huffman

> To authorize the CEO to award the Waterville Airport Runway Improvement Project to CR Contracting, LLC for

the base bid of \$193,441.67 including WSST.

Motion passed 4-0.

Motion No. 09-20-2020 CDRPA Moved by: Jim Huffman

Moved by: Jim Huffman
Seconded by: Mark Spurgeon

To establish an overall project budget in an amount not to

exceed \$230,000.

Motion passed 4-0.

Pangborn Airport Cafe – Moyers provided information on the current Airport Café tenant. The tenant has not been able to open due to COVID-19 and has requested to be let out of the lease. Discussion ensued on options for the tenant to remain at the Airport. Staff will seek further input from the tenant and more information will be brought back to the Board at an upcoming meeting.

Pangborn Airport Land Use Planning Review – This item will be discussed at the first meeting in October.

Government & Non-Profit Leases at Lineage – This item will be discussed at the first meeting in October.

COVID-19 UPDATES:

Economic Development Initiatives Related to COVID-19 - Updates and Information Including:

• Lough provided an update on grants processed to date including all programs administered by the Regional Port.

FAA CARES Act Grant:

Lough provided an update on the FAA CARES Act Grant reimbursements.

PORT OF DOUGLAS COUNTY RESOLUTION NO. 2020-06 RESOLUTION TO VOID WARRANT NO. 5059

Whereas Warrant No. 5059 in the amount of \$5.00 payable to Ron Cridlebaugh on Register 2020-13 and was created and signed on July 15, 2020.

Whereas Warrant No. 5059 was later deemed to be not received by the respective payee.

Now, therefore be in resolved by the Board of Commissioners of the Port of Douglas County, a municipal corporation of the State of Washington, that Warrant No. 5059 be declared VOID.

Dated this 13th day of October 2020.

PORT OF DOUGLAS COUNTY

HODE

W Alan Loebsack Commissioner

James D. Huffman, Commissioner

Mark M. Spurgeon, Commissioner

Copy sent to Douglas County Treasurer's office

Date: ______ By: _____

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Update on potential tenant for IB#2; reviewed current photos of the building and architectural renderings of potential future exterior remodel.
- Ultra Polymers update on exhaust system removal. More information will be provided at an upcoming meeting.

Lough provided information and updates including:

- State Auditors continue their remote audits of Pangborn, and Port of Douglas County; Port of Chelan County audit will begin soon.
- Reviewing Regional Port medical insurance for 2021.

Moyers provided information and updates including:

- Pangborn has been approached by WSDOT to participate in beta testing for electric aircraft.
- August Activity Report was included in the Meeting Packet.

Public Comment – An opportunity for public comment was provided; however no public comments were made.

REVIEW CALENDAR OF EVENTS: Did not review.

ITEMS FROM BOARD OF DIRECTORS: Directors provided updates on various meeting attendance and committee work.

Meeting was adjourned at 11:30 am.

Signed and dated this 13th day of October, 2020.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Excused Absence
Donn Etherington, Director

Rory Turner Director

Mark Spurgeon, Director

Jim Huffman, Director

W. Alan Loebsack, Director