



Board of Directors
Chelan Douglas Regional Port Authority Meeting Minutes
September 26th, 2023
9:00 am

Present:

Directors:

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

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

Staff:

Jim Kuntz, Chief Executive Officer
Stacie de Mestre, Dir. of Econ Dev.
Ron Russ, Maint. & Prop. Mngr. (Zoom)
Colby Goodrich, FBO Manager (Zoom)
Monica Lough, Director of Finance & Admin (Zoom)

Bobbie Chatriand, Admin. Asst.
Laura Camarillo-Reyes, Admin. Asst. (Zoom)
Juile Avis, Acct. Specialist (Zoom)
Lorena Amador, Acct. Specialist (Zoom)

Legal Counsel:

Quentin Batjer, Davis Arnell Law Firm LLP

Guests:

Mike Mackey, Community Member
Josh Fedora, Ardurra

Kasey Safford, NCW LIFE
Samantha Vedders, Wenatchee World

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

Introductions were made.

Conflicts of Interest: None

Jim Kuntz commended Director of Airports, Trent Moyers, on being presented the award for the 2023 NWAAAE Airport Executive of the Year at the recent NWAAAE Conference that was held in Kelowna, BC.

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

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of the September 12th, 2023 Meeting Minutes and August 2023 Commission Calendar were presented.

Motion No.
Moved by:
Seconded by:

9-14-23 CDRPA
W. Alan Loeb sack
Jim Huffman
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of the September 12th, 2023 Meeting Minutes and August 2023 Commission Clander.

Motion Passed 6-0

PUBLIC HEARING: The Public Hearing for the CDRPA Proposed 2023 Supplemental Budget #1 was opened at 9:06 a.m. for public comment. No public comment was received. The Public Hearing was then closed at 9:07 a.m.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

City of Leavenworth – Partners in Economic Development Funding Request.

Kuntz presented clarification on the Parking Study Scope of Work for the City of Leavenworth after an additional review was requested by the Board at the September 26th Board meeting. Discussion ensued and the following motion was made:

Motion No.	9-15-23 CDRPA
Moved by:	JC Baldwin
Seconded by:	W. Alan Loeb sack
	To approve the 2023 Partners in Economic Development Grant Request from the City of Leavenworth in an amount not to exceed \$10,000.

Motion Passed 6-0

Resolution 2023-08 Adoption of the Regional Port 2023 Supplemental Budget#1

Lough presented the 2023 Supplemental Budget#1 and clarified changes in budget figures since the last presentation. The following motion was made:

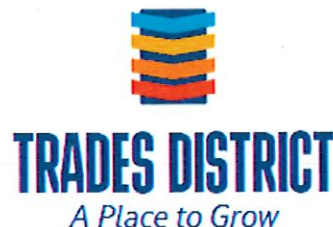
Motion No.	9-16-23 CDRPA
Moved by:	JC Baldwin
Seconded by:	W. Alan Loeb sack
	To adopt Resolution No. 2023-08 Approving the 2023 Supplemental Budget #1.

Motion Passed 6-0

INFORMATIONAL ITEMS:

Executive Flight Building – Fire Sprinkler System - Ron Russ provided an update on the recent inspection of the Fire Sprinkler System in the Executive Flight Building that was performed by Kaufman Co. They presented a list of items that will need to be updated and repaired in the immediate future. Based on the age of the system, a new Fire Sprinkler System may be a more cost-effective option long-term.

The Trades District – Branding/Logo - Stacie de Mestre presented Board and staff the final two logo options that Claridge Media has been working on for the Port. This logo will be used on all site signage, building signage, advertising and the Trades District webpage. The Board selected the following logo:



Partners in Economic Development Breakfast and Lunch – Recap - Kuntz provided a recap of the day, attendance numbers and feedback from attendees.

Capital Project Lists – Waterville and Mansfield Airports - Moyers provided an update on the capital project lists for both airports as requested by WSDOT. These lists are required to be updated annually if requesting grant money.

Congressional Outreach – Recap of Meetings - Kuntz provided a recap of the Congressional Outreach trip that was recently made to Washington DC. The Delegation first traveled to Chicago and met with Pregis Packaging. In DC meetings were held with HITT Construction as well as the NOAA and members of our WA State Senate and Members of Congress.

At 10:21 a.m. Commissioner Spurgeon called for a 10-minute break.

MISCELLANEOUS STAFF REPORTS:

Lough provided information and updates including:

- The State Audit is completed and there are no findings.
- Lough met with a representative from Enduris. The Enduris reinsurance provider is requiring all buildings valued in excess of \$5,000,000 to receive an appraisal. More information will be provided as we learn more.

Moyers provided information and updates including:

- The 2nd Horizon Airlines Flight has returned. Reports on the flight performance are forthcoming.
- The TRI-ACE Exercise will be held Saturday, October 7th this year with around 40 volunteers and various emergency service groups.
- Moyers attended a NWAAAE Conference in Kelowna, BC and provided the Board a recap of the annual conference.

de Mestre provided information and updates including:

- de Mestre provided an update on the Child Care Partnership Grant Program. Proposals were due at the end of August and the next step is to evaluate the proposals. She will provide more updates at future meetings.
- An update was provided on the Trades District Utilities. If the business will be serving food or beverages, certain buildings will be pre-designated for such a use.

Russ provided information and updates including:

- Russ updated Staff and Board on the continuous flooding at the Cashmere Mill District, mostly because of Reed Canary Grass and Beavers.

EXECUTIVE SESSION:

Executive Session was announced at 11:05 a.m. for a period of thirty minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110(1)(l) to discuss with legal counsel litigation, potential litigation and/or legal risks and RCW 42.30.110(1)(b) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. The Executive Session was extended for ten minutes at 11:35 a.m. Executive Session concluded at 11:45 a.m.

Meeting reconvened in Regular Session with no action taken.

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

Meeting adjourned at 11:46 a.m.

Signed and dated this 10th day of October 2023.

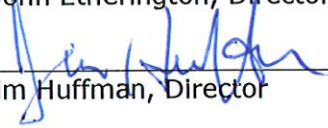
CHELAN DOUGLAS REGIONAL PORT AUTHORITY



Mark Spurgeon, Director




Donn Etherington, Director



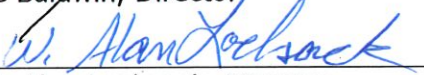
Jim Huffman, Director



Richard DeRock, Director



JC Baldwin, Director



W. Alan Loeb sack, Director

CDRPA RESOLUTION NO. 2023-08

RESOLUTION OF THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY
APPROVING THE 2023 SUPPLEMENTAL BUDGET #1

Whereas, the proposed 2023 Supplemental Budget #1 has been presented to and reviewed by the Chelan Douglas Regional Port Authority Board of Directors; and

Whereas, the proposed 2023 Supplemental Budget #1 was reviewed at an open public hearing held on September 26th, 2023, notice of which was published as required by law.

Be It Resolved by the Board of Directors of the Chelan Douglas Regional Port Authority that the proposed 2023 Supplemental Budget #1 in the form submitted to the Directors on this date, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved.

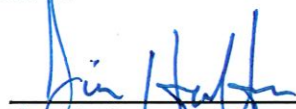
This Resolution shall become effective immediately upon its adoption.

Adopted by the Board of Directors at a regular meeting thereof held this 26th day of September, 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



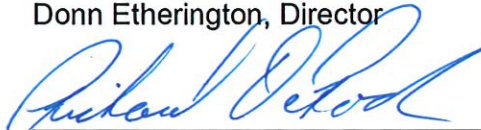
Jim Huffman, Director



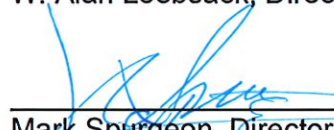
Donn Etherington, Director



W. Alan Loebsock, Director



Richard DeRock, Director



Mark Spurgeon, Director

**Chelan Douglas Regional Port Authority
2023 Supplemental Budget #1**

Exhibit "A" to CDRPA Resolution No. 2023-08

Receipts

Business Park Revenues	\$	7,212,767
Tax Receipts		4,628,462
Non-Operating Revenues		33,653,311
		<hr/>
Total Receipts	\$	45,494,540

Expenditures

Business Park Expenses	\$	6,109,659
Administrative & General Expenses		3,061,081
Business Development & Marketing Expenses		180,193
Economic Development Contracts (Nonprofits)		73,223
Community Partnership Projects (Municipalities)		40,000
Other Expenditures		1,067,538
Capital Projects		46,035,294
		<hr/>
Total Expenditures	\$	56,566,988

Net Results

	\$	<u>(11,072,448)</u>
--	----	----------------------------