



**Board of Directors  
Chelan Douglas Regional Port Authority  
Board Retreat Meeting Minutes  
Residence Inn  
November 7<sup>th</sup>, 2023  
10:00 am**

**Present:**

**Directors**

JC Baldwin, Director  
Richard DeRock, Director  
Donn Etherington, Director

Jim Huffman, Director  
W. Alan Loeb sack, Director  
Mark Spurgeon, Director

**Staff**

Jim Kuntz, Chief Executive Officer  
Monica Lough, Director of Finance & Admin.  
Stacie de Mestre, Dir. of Econ. Dev. & Cap. Projects  
Trent Moyers, Director of Airports  
Tricia Degnan, CTC Manager  
Craig Larsen, Community Rel. Manager  
Ron Russ, Property Manager

Shane Lamb, Maint. Supervisor – Bus. Parks  
Todd Flaget, Airport Maint. Supervisor  
Colby Goodrich, FBO Manager  
Sarah Deenik, Communications Coordinator  
Brooke Lammert, Executive Assistant  
Laura Camarillo Reyes, Admin. Assistant  
Lorena Amador, Accounting Specialist  
Julie Avis, Accounting Specialist

**Guest**

Mike Mackey

**The Chelan Douglas Regional Port Authority Board Retreat was called to order at 10:00 am.**

**CEO Kuntz reviewed the agenda for the day.**

**CDRPA Retreat** –Topics and discussions included:

- **2023 in Review**
- **2024 Budget Outlook**
  - Cash Carry Forward Balance Projections
  - Revenue & Expense Pie Charts
  - Cash Reserve Policy
  - Ports Tax Levy Rates
  - Debt Service Schedules
  - Debt Service Capacity
  - Levy Allocation per Community
  - Tenant Lease Expiration Dates
  - Business Park – Profit/Loss
  - Significant Unknowns
  - 2024 Preliminary Budget
- **Investment Philosophy**
  - Use of Tax Levy
  - What Matters

- Capital Allocation Matrix
- Return on Investment
- **Specific Project Reviews**
  - FAA Projects
    - 5-Year Capital Improvement Plan
    - Passenger Facility Charges – Use Plan
- **Review Proposed 2024 Capital Projects** - Staff reviewed proposed Capital Projects. The Board provided input and requested Staff incorporate their input into the draft 2024 Budget.
- **2024 Legislative Priorities**
  - State
  - Federal
- **Miscellaneous Discussions**
  - Regional Port Strategic Plan
  - Partners In Economic Development Programs
  - Air Service
  - Community Outreach/Public Relations
  - Other
    - Award Snowplowing Contract: Staff reviewed bids with the Board for the Snow and Ice Control Services at Olds Station Business Park and Downtown Wenatchee. After discussion the following action was taken:

<b>Motion No.</b>	<b>11-01-23 CDRPA</b>
Moved by:	Richard DeRock
Seconded by:	W. Alan Loeb sack
	To authorize the CEO to enter into a snow plowing services agreement with Anderson Landscaping.

*Motion Passed 6-0*

**The meeting was adjourned at 3:41 pm.**

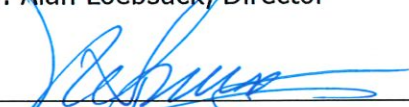
Signed and dated this 14<sup>th</sup> day of November, 2023.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

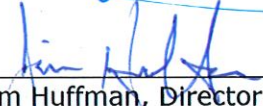
  
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