



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
January 10th, 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
Monica Lough, Director of Finance & Admin.
Ron Criddlebaugh, Director of Econ. Dev.
Trent Moyers, Director of Airports
Craig Larsen, Bus. Dev. Mngr.
Stacie de Mestre, Capital Projects Mngr.
Ron Russ, Property & Maintenance Mngr.
Tricia Degnan, CTC Manager (Zoom)*

*Sarah Deenik, Comm. Specialist (Zoom)
Julie Avis, Acct. Specialist (Zoom)
Lorena Amador, Acct. Specialist (Zoom)
Brooke Lammert, Executive Assistant
Laura Camarillo-Reyes, Admin Asst. (Zoom)
Colby Goodrich, FBO Manager (Zoom)*

Legal Counsel:

*Quentin Batjer, Davis Arneil Law Firm, LLP
Peter Fraley, Ogden Murphy Wallace P.L.L.C.*

Guests:

*Jason Taylor, KPQ (Zoom)
Kalie Worthen, Wenatchee World (Zoom)
David Marten, Elevate (Zoom)
Don Flick (Zoom)
Erik Howe, RH2
Adam Neff, RH2*

*Steve Croci, City of Cashmere
Randy Asplund
Chris Mansfield, Ardurra
Lawrence Dillon, Chelan County
Mark Sele, Chelan County*

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

Introductions were made.

Conflicts of Interest: None

PUBLIC COMMENTS – An opportunity for public comment was provided; however, no public comments were received.

CDRPA ELECTION OF OFFICERS: Kuntz reviewed the previously approved rotation schedule for Board of Director Officers. The following action was taken:

Motion No.
Moved by:
Seconded by:

01-01-23 CDRPA
W. Alan Loeb sack
Richard DeRock
To nominate the Board of Directors Officer Positions for 2023 as follows:
Director Spurgeon President; Director Etherington Vice President;
Director Huffman Secretary; and Director DeRock Treasurer.

Motion Passed 6-0

CDRPA CONSENT AGENDA

The Chelan Douglas Regional Port Authority Consent Agenda consisting of December 13th, 2022, Meeting Minutes, December 13th, 2022, Tri-Commission Special Meeting Minutes, CDRPA Resolution No. 2023-01 Voiding Check #10801, November 2022 Commission Calendar and Check Register Pages #2022-48 through #2022-51, including Electronic Transfers was presented.

Motion No.
Moved by:
Seconded by:

01-02-23 CDRPA
JC Baldwin
Richard DeRock
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the December 13th, 2022 Meeting, Minutes from the December 13th, 2022 Tri-Commission Meeting, CDRPA Resolution No. 2023-01 Voiding Check #10801, November 2022 Commission Calendar and Check Register Pages #2022-48 through #2022-51, including Electronic Transfers.

Motion Passed 6-0

PRESENTATIONS:

- **Taxiway B/Hangar Pad Development Update – Ardurra:** Chris Mansfield gave an update to the Board on the Taxiway B/Hangar Pad Development project. Mansfield shared that 50% of the design phase has been completed and staff is working closely with the FAA on the project. Discussion ensued on the phasing process.
- **Malaga Water System Project Update – RH2 Engineers:** Eric Howe gave an overview of the project and shared video footage from the testing well.

Kuntz requested that the Board move the Cashmere Mill District – City of Cashmere Land Purchase Offer – Sunset Highway Improvement Project up on the agenda due to consideration of guests' time.

POCC ACTION ITEM:

Cashmere Mill District – City of Cashmere Land Purchase Offer – Sunset Highway Improvement Project

The City of Cashmere and Chelan County are looking to buy 0.255 acres of the property north of Sunset Highway to be used for stormwater retention purposes. The City of Cashmere and Chelan County had the property appraised and are looking to purchase at \$4.25 per sq. ft. Discussion ensued.

Motion No.
Moved by:
Seconded by:

01-03-23 POCC
Richard DeRock
Donn Etherington
To delegate to the Executive Director to negotiate with the City of Cashmere regarding the property to determine terms and conditions of the land purchase offer.

Motion passed 3-0

Motion No.
Moved by:
Seconded by:

01-07-23 CDRPA
W. Alan Loeb sack
Richard DeRock
To authorize the CEO to extend the CDRPA Federal Affairs Contract with Elevate Governmental Affairs for the remainder of the fiscal year 2023.

Motion passed 6-0

2022 Partners in Economic Development – Funding Request - TREAD

The application submitted by TREAD and amount requested was reviewed by Kuntz to the Board. Lough noted that the request was made for the 2022 budget, however she suggested that it be pulled from the 2023 budget if approved. After reviewing the criteria, discussion ensued on the fit of the application.

No action was taken. Staff will meet with TREAD staff to work on a revised application that is more focused on economic development.

Renewal – Small Business Development Center Agreement with Washington State University

The Board reviewed the two-year (2022-2023) contract. Kuntz shared that \$80,000 per year was budgeted for this contract, however it will only cost \$60,000 per year. Discussion ensued.

Motion No.
Moved by:
Seconded by:

01-08-23 CDRPA
Richard DeRock
JC Baldwin
To authorize the CEO to sign a renewal of the Small Business Development Center Agreement with Washington State University.

Motion passed 6-0

Authorization to Purchase – Used Snow Blower from Pullman Airport

Moyers shared with the Board issues that have occurred with the current snow blower owned by the CDRPA. Staff is currently renting a snow blower from Pullman Airport to assist in handling the maintenance needed at the airport during the winter season. Staff is requesting to purchase the rental blower to add to the Regional Port fleet.

Motion No.
Moved by:
Seconded by:

01-09-23 CDRPA
Richard DeRock
W. Alan Loeb sack
To authorize the CEO to purchase a used snow blower from Pullman Airport at a cost not to exceed \$50,000 plus applicable taxes.

Motion passed 6-0

Lease Renewal Authorization – Central Washington Interagency Communication Center (CWICC)

Lough reviewed with the Board the lease with Central Washington Interagency Communication Center (CWICC) and the request for renewal. Discussion ensued.

Motion No.
Moved by:
Seconded by:

01-10-23 CDRPA
JC Baldwin
Richard DeRock
To authorize the CEO to sign a lease renewal with Central Washington Interagency Communication Center (CWICC).

Motion passed 6-0

PODC Resolution 2023-01 CERB Loan Repayment Agreement

Kuntz reviewed the CERB Loan details with the Board for the Trades District Project. Discussion ensued.

Motion No.
Moved by:
Seconded by:

01-15-23 PODC
Jim Huffman
Mark Spurgeon
To authorize the Executive Director to enter into a loan repayment agreement with CERB for the Trades District Project.

Motion passed 3-0

PODC INDUSTRIAL DEVELOPMENT CORPORATION:

The PODC Industrial Development Corporation meeting was called to order at 12:00 p.m., and the following actions were taken:

Election of Port of Douglas County Industrial Development Corporation Commission Officer Positions – The following action was taken:

Motion No.
Moved by:
Seconded by:

01-16-23 PODC Industrial Development Corporation
Mark Spurgeon
Jim Huffman
To nominate Port of Douglas County Industrial Development Corporation Officer Positions for 2023 as follows: Commissioner Loeb sack President; Commissioner Spurgeon Vice President; and Commissioner Huffman Treasurer; and Kuntz as Secretary.

Motion passed 3-0

Approval of January 10th, 2023 Meeting Minutes

Motion No.
Moved by:
Seconded by:

01-17-23 PODC Industrial Development Corporation
Mark Spurgeon
Jim Huffman
To approve the Port of Douglas County Industrial Development Corporation minutes of January 10th, 2023 as read by Jim Kuntz

Motion passed 3-0

The PODC Industrial Development Corporation meeting was adjourned at 12:05 p.m.

ADDITIONAL INFORMATIONAL ITEMS:

Board of Directors – Community Liaison Agreements – Kuntz reviewed with the Board the previous Community Liaison assignments and changes were discussed for 2023 representation.

Review of Board Notebooks – Kuntz updated the Board on items added to the 2023 Board notebooks and did a brief review of older documents. Commissioner Baldwin requested that suggested breaks and additional opportunities for public comment be added to the agenda.

City of Mansfield Meeting – Mansfield Airport – Kuntz and Moyers updated the Board on the status of the Mansfield Airport. Kuntz gave an overview of what he will discuss at the Mansfield City Council Meeting being held January 10th, 2023 at 6 p.m.

Department of Commerce – Evergreen Manufacturing Grant Program – Cridlebaugh reviewed the requirements and timeline of the grant with the Board. The Board provided suggestions for potential candidates.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Reviewed the Federal Legislative Agenda with the Board and plans moving forward.
- Kuntz updated the Board on the Airlift Northwest meeting regarding Hangar Pad development.

Moyers provided information and updates including:

- Moyers shared with the Board that the one-year extension on the SCASDP grant was awarded.
- The Board was made aware that letters will be going out to Pangborn Airport tenants as a reminder of the Airport's hanger use policy.
- Updated the Board on the status of the ILS system.
- Moyers shared that the Washington Army National Guard is looking to begin their lease in January 2024.
- Taxiway Alpha project is set to begin in April 2023.

de Mestre provided information and updates including:

- Updated the Board on how the first check-in meeting went with Design West on the Trades District project. There will be a review of the design at the next Board meeting.
- de Mestre shared with the Board that the CTC Salvage, Demolition and Restoration Project meeting occurred, and the project will continue into early summer due to lead times.

Russ provided information and updates including:

- Russ notified the Board that the glycol recovery and collection system is completed and running.

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

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

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

Meeting adjourned at 1:25 p.m.

Signed and dated this 24th day of January 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

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2023-01
RESOLUTION TO VOID CHECK NO. 10801**

Whereas Check No. 10801 in the amount of \$637.36, payable to Local Tel Communications, on Register Page No. 2022-48 was created and signed on December 15, 2022.

Whereas the Chelan Douglas Regional Port Authority was invoiced for services that were included in signed contract agreement.


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. 10801 be declared VOID.

Dated this 10th day of January 2023.

Chelan Douglas Regional Port Authority



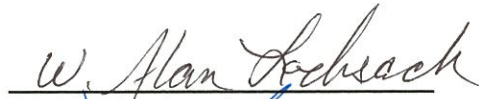
Donn Etherington, Director



Richard DeRock, Director



JC Baldwin, Director



W. Alan Loebsock, Director



Mark Spurgeon, Director



Jim Huffman, Director

**PORT OF CHELAN COUNTY
MINUTES OF THE PORT OF CHELAN COUNTY
INDUSTRIAL DEVELOPMENT CORPORATION MEETING**
Tuesday, January 10th, 2023

Present:

JC Baldwin, Director
Richard DeRock Director
Donn Etherington, Director

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

Jim Kuntz, Chief Executive Officer
Trent Moyers, Director of Airports
Ron Criddlebaugh, Dir. of Economic Dev.
Stacie de Mestre, Capital Projects Manager
Tricia Degnan, CTC Manager (Zoom)
Sarah Deenik, Communications Specialist
Laura Camarillo Reyes, Admin. Assistant (Zoom)

Monica Lough, Dir. of Finance & Admin.
Ron Russ, Property Manager
Craig Larsen, Economic Dev. Manager
Quentin Batjer, Legal Counsel
Brooke Lammert, Executive Assistant
Julie Avis, Accounting Specialist (Zoom)
Lorena Amador, Accounting Specialist (Zoom)

Guests:

Commissioner Baldwin called the meeting to order at 11:45am.

ELECTION OF OFFICERS

Commissioner Baldwin called for the nominations and election of officers. Commissioner Etherington moved, and Commissioner DeRock seconded, and the Board of Directors of the Port of Chelan County Industrial Development Corporation cast a unanimous ballot for Donn Etherington as President, Richard DeRock as Vice President, and JC Baldwin as Treasurer for 2023. Motion Passed 3-0. The Board of Directors appointed Jim Kuntz as Secretary.

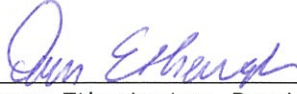
APPROVAL OF MINUTES

Secretary Kuntz read the minutes of the January 10th, 2023 meeting, which were moved for adoption by Commissioner Etherington and seconded by Commissioner DeRock. Motion passed 3-0.

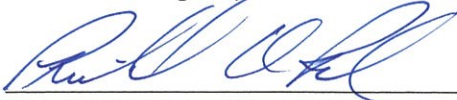
The Port of Chelan County Industrial Development Corporation meeting was adjourned at 11:50 am.

Signed this 10th, day of January, 2023.

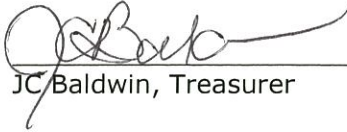
PORT OF CHELAN COUNTY INDUSTRIAL DEVELOPMENT CORPORATION BOARD OF DIRECTORS



Donn Etherington, President



Richard DeRock, Vice President



JC Baldwin, Treasurer

PORT OF DOUGLAS COUNTY
MINUTES OF THE PORT OF DOUGLAS COUNTY
INDUSTRIAL DEVELOPMENT CORPORATION MEETING
Tuesday, January 10th, 2023

Present:

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

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

Jim Kuntz, Chief Executive Officer
Trent Moyers, Director of Airports
Ron Cridlebaugh, Dir. of Economic Dev.
Stacie de Mestre, Capital Projects Manager
Tricia Degnan, CTC Manager (Zoom)
Sarah Deenik, Communications Specialist
Laura Camarillo Reyes, Admin. Assistant (Zoom)

Monica Lough, Dir. of Finance & Admin.
Ron Russ, Property Manager
Craig Larsen, Economic Dev. Manager
Quentin Batjer, Legal Counsel
Brooke Lammert, Executive Assistant
Julie Avis, Accounting Specialist (Zoom)
Lorena Amador, Accounting Specialist (Zoom)

Guests:

Commissioner Huffman called the meeting to order at 12:00 pm.

ELECTION OF OFFICERS

Commissioner Huffman called for the nominations and election of officers. Commissioner Spurgeon moved, and Commissioner Loeb sack seconded, and the Board of Directors of the Port of Douglas County Industrial Development Corporation cast a unanimous ballot for Alan Loeb sack as President, Mark Spurgeon as Vice President, and Jim Huffman as Treasurer for 2023. Motion Passed 3-0. The Board of Directors appointed Jim Kuntz as Secretary.

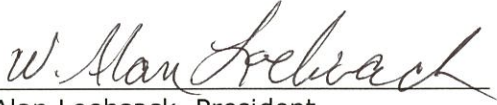
APPROVAL OF MINUTES

Secretary Kuntz read the minutes of the January 10th, 2023 meeting, which were moved for adoption by Commissioner Loeb sack and seconded by Commissioner Spurgeon. Motion passed 3-0.

The Port of Douglas County Industrial Development Corporation meeting was adjourned at 12:05 pm.

Signed this 10th, day of January, 2023.

PORT OF DOUGLAS COUNTY INDUSTRIAL DEVELOPMENT CORPORATION BOARD OF DIRECTORS



W. Alan Loebach, President



Mark Spurgeon, Vice President



Jim Huffman, Treasurer

PORT OF DOUGLAS COUNTY RESOLUTION No. 2023-01

**A RESOLUTION OF THE PORT OF DOUGLAS COUNTY, WASHINGTON,
AUTHORIZING AND DIRECTING THE EXECUTIVE DIRECTOR TO
EXECUTE, ON BEHALF OF THE PORT OF DOUGLAS COUNTY, AN
AGREEMENT BETWEEN THE WASHINGTON STATE COMMUNITY
ECONOMIC REVITALIZATION BOARD AND THE PORT OF DOUGLAS
COUNTY FOR AID IN FINANCING THE COSTS OF PUBLIC FACILITIES
FOR THE TRADES DISTRICT PROJECT.**

WHEREAS the Board of Commissioners of the Port of Douglas County approved Resolution No. 2022-03 authorizing a CERB Loan/Grant Application for the Trades District Project, and;

WHEREAS CERB has provided an Initial Offering of Financial Aid that has been accepted by the Port of Douglas County on September 19, 2022;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port of Douglas County authorize and direct the Executive Director of the Port of Douglas County to execute, on behalf of the Port of Douglas County, a Final Contract between the Community Economic Revitalization Board and the Port of Douglas County and such other documents as may be required for securing aid in financing the cost of the public facilities including site work to extend water, sewer and power to each building. Renovation of the existing buildings to create additional space, install rollup doors, windows, ADA accessible restrooms, electrical, HVAC and energy efficiency upgrades. New construction on foundations to match renovation of existing structures.

BE IT FURTHER RESOLVED that the Board of Commissioners of the Port of Douglas County has accepted the offer of the loan from the Community Economic Revitalization Board in the amount of \$2,500,000, said loan to bear interest at the rate of 3% per annum. Repayment of the said \$2,500,000 general obligation loan shall be consistent with the terms provided in the signed Initial Offer of Financial Aid and more particularly as follows:

- General obligation loan of \$2,500,000
- Interest rate: 3% per annum on the outstanding balance
- Term: 20 years maximum, including a payment deferral to July 31, 2025

A copy of said Initial Offer of Financial Aid is attached hereto, designated as **Exhibit A**, and made a part hereof as though set forth herein in full.

An estimated repayment schedule is attached hereto, designated as **Exhibit B**, and made a part hereof as though set forth herein in full.

The Port of Douglas County reserves the right to accelerate payments of principal and eliminate interest on any accelerated principal payments.

This obligation shall be considered as a legal general obligation of the Port of Douglas County and the Port of Douglas County hereby pledges its full faith and credit to the payment thereof.

BE IT FURTHER RESOLVED that the Port of Douglas County shall establish a separate fund to be known as the Community Economic Revitalization Board (CERB) Fund. Establishment of this fund applies to CERB grants and loans. In the case of a loan, there shall be sufficient moneys placed in this fund to meet the above-detailed repayment schedule. The source of payment is: operating and non-operating revenues of the Port of Douglas County.

DATED AND SIGNED this 10th day of January 2023.

DOUGLAS COUNTY PORT COMMISSION



W. Alan Loeb sack, President



Mark Spurgeon, Vice-President



James Huffman, Secretary

ATTEST:


James Kuntz, Executive Director