



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
February 8, 2022
9:00 am**

Present:

Directors:

JC Baldwin, Director
Rory Turner, Director
Donn Etherington, Director (Zoom)

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

Staff:

Jim Kuntz, Chief Executive Officer
Trent Moyers, Director of Airports
Stacie de Mestre, Capital Projects Manager
Sarah Deenik, Comm. Specialist (Zoom)
Laura Camarillo Reyes, Admin. Assistant (Zoom)

Monica Lough, Dir. of Finance & Admin.
Quentin Batjer, Legal Counsel
Cami Harris, Executive Assistant
Esther McKivor, Acct. Specialist (Zoom)
Bealinda Tidd, Acct. Specialist (Zoom)

Guests:

Stuart Freed
Ellyn Freed, Forte Architects
Erik Howe, RH2 (Zoom)
Linda Haglund, Wen. Downtown Assoc. (Zoom)

Ron Nielsen, SBDC
Randy Asplund, Port Engineer (Zoom)
Kyle Lamb, KPQ (Zoom)
Wenatchee World (Zoom phone in)

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

Introductions were made.

Conflict of Interest: None

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of January 25th, 2022 Meeting; Minutes of Columbia Street Study Work Session Meeting January 20th, 2022; and Check Register Pages #2022-01 - #2022-05, including Electronic Transfers, as presented and the following action was taken.

Motion No.

Moved by:

Seconded by:

02-01-22 CDRPA

W. Alan Loeb sack

Rory Turner

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of January 25th, 2022 Meeting; Minutes of Columbia Street Study Work Session Meeting January 20th, 2022; and Check Register Pages #2022-01 - #2022-05, including Electronic Transfers, as presented.

Motion passed 6-0.

POCC CONSENT AGENDA:

The Port of Chelan County Consent Agenda consisting of Check Register Page #2022-01 was presented and the following action was taken:

Motion No.	02-02-22 POCC
Moved by:	Rory Turner
Seconded by:	Donn Etherington
	To approve the Port of Chelan County Consent Agenda consisting of Check Register Page #2022-01, as presented.

Motion passed 3-0.

PRESENTATIONS:

SoCo Crossing – Stuart Freed & Elyn Freed provided updates on the status of the SoCo Crossing Project including the filing of a building permit with the City of Wenatchee and financing options. The Board asked a host of questions.

Small Business Development Center – Ron Nielsen from the SBDC provided a Fourth Quarter 2021 and year-end review of the organization’s work and activities. The SBDC will continue to provide quarterly reports to the Regional Port Board.

PORT OF CHELAN COUNTY AMENDMENT TO COMPREHENSIVE PLAN TO SURPLUS PROPERTY – PUBLIC HEARING

Commissioner Baldwin opened the public hearing at 10:00 am. An opportunity for public comment was provided; however, no public comments were received. Commissioner Baldwin closed the public hearing at 10:01 am.

POCC ACTION ITEM:

POCC Resolution No. 2022-02 – POCC Resolution No. 2022-02 amending the Port of Chelan County’s Comprehensive Plan to declare certain real property surplus to the needs of the Port of Chelan County was presented and the following actions were taken:

Motion No.	02-03-22 POCC
Moved by:	Rory Turner
Seconded by:	Donn Etherington
	To adopt POCC Resolution No. 2022-02 declaring certain real property surplus to the needs of the Port of Chelan County.

Motion passed 3-0.

CDRPA ACTION ITEM:

Regional Port Authority Concurrence:

Motion No.	02-04-22 CDRPA
Moved by:	Rory Turner
Seconded by:	Mark Spurgeon
	To concur with POCC Resolution No. 2022-02 declaring certain real property surplus.

Motion passed 6-0.

CDRPA INFORMATIONAL ITEMS:

Kuntz provided an update on several items including:

- Aviation Tenant Meeting recap – Board provided positive feedback on the meeting. Staff presented a list of issues that need to be followed up on.
- Private hangar pad development near Executive Flight – reviewed initial layout concept and discussions ensued.
- Airport contractor yards – meeting with Douglas County Planning Department to learn about their requirements for contractor yards (power, restrooms, etc). More information will be brought back to the Board at an upcoming meeting.
- EDA Grant – EDA has asked the Regional Port a host of questions regarding its grant application. Staff will follow up with the EDA in the next few weeks.

Greater Wenatchee Irrigation District Update – Asplund and Lough provided an update on the Greater Wenatchee Irrigation District. The new Manager at the District is supportive of the Airport being annexed into the District. A petition letter will be presented to the District's Board today. Discussions ensued and the following actions were taken:

Motion No.
Moved by:
Seconded by:

02-09-22 CDRPA
Jim Huffman
W. Alan Loeb sack
To concur with the CEO sending a letter to the Greater Wenatchee Irrigation District seeking annexation of Pangborn Airport properties into the irrigation district's service boundaries.

Motion passed 6-0.

Motion No.
Moved by:
Seconded by:

02-10-22 CDRPA
W. Alan Loeb sack
Mark Spurgeon
To authorize the Greater Wenatchee Irrigation District to connect to the Airport sewer line, subject to the Irrigation District waiving any past fees & charges owed from unbilled M & I water and subject to said sewer connection costs being at their sole cost & expense.

Motion passed 6-0.

Director Baldwin called for a 5-minute break at 11:15 am; meeting reconvened at 11:20 am.

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Reviewed Pangborn Memorial Airport Operating Income & Operating Expenses for 2021 – The Airport ended the year in the positive at \$314,394. The positive operating margin was used to offset a small portion of the Airport's capital expenditures.
- Discussion to move the next Board meeting to Wednesday February 23rd due to the President's Day Holiday. The Board concurred.

Lough provided information and updates including:

- Provided information on Tax Increment Financing. The Board concurred this could be a useful financing tool for future Port projects.

Moyers provided information and updates including:

- Received three Airport Consultant Proposals. It was discussed and decided that Director Baldwin & Director Huffman will participate in the selection process.
- AV Fuel report for 2021: 537,000 gallons sold vs. 320,000 in 2020, with the increase due to fire activity last summer.

de Mestre provided information and updates including:

- The draft RFP for the Chelan County PUD 5th Street Campus project has been given to the PUD for feedback.
- Graham Baba is working on the Master Plan for the Columbia Street Adaptive Reuse Feasibility Study.

Russ provided information and updates including:

- Reported on an issue with the large door in the maintenance hangar. Staff was able to promptly repair the issue.

Degnan provided information and updates including:

- North Cascades Heating & Cooling has completed the CTC rebalancing work.
- Some of the smaller monitors in the Quad Room are being replaced this week; the overhead microphones are on order.
- Began advertising for the part-time CTC Assistant position.
- Signed a new lease for CTC South with a local photographer.

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

REVIEW CALENDAR OF EVENTS: Did not review.

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

EXECUTIVE SESSION:

An Executive Session was called at 12:00 pm for 30-minutes to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); and 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)). Executive Session was extended at 12:30pm for 5-minutes.

Meeting reconvened in Regular Session and was immediately adjourned at 12:35 pm with no action taken.

Signed and dated this 23rd day of February, 2022.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Donn Etherington, Director



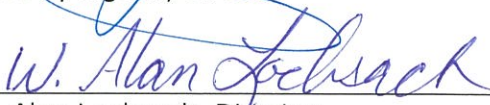
Rory Turner, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director

PORT OF CHELAN COUNTY RESOLUTION NO. 2022-02

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF CHELAN COUNTY DECLARING CERTAIN REAL PROPERTY LOCATED IN CHELAN COUNTY WASHINGTON AS SURPLUS TO THE NEEDS OF THE PORT OF CHELAN COUNTY AND AMENDING THE PORT OF CHELAN COUNTY'S COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS (THE "COMPREHENSIVE PLAN") TO REMOVE PROPERTY FROM THE COMPREHENSIVE PLAN.

Whereas the Port of Chelan County (the "POCC") has an option to purchase real property located in Chelan County, Washington and legally described on Exhibit "A" ("Curtis Property") and owns real property located in Chelan County, Washington, and legally described on Exhibit "B" ("Torres Property"), which are attached hereto and incorporated herein by this reference; and

Whereas the Torres Property was acquired in 2021 and is included as part of the POCC's inventory and is considered part of the POCC's Comprehensive Plan also known as the Comprehensive Scheme of Harbor Improvements; and

Whereas the Curtis Property is an intervening parcel between the Torres Property and the Lojo Property acquired in 2019 and located to the east of the Curtis Property. The Lojo Property has previously been declared surplus by the POCC. In light of the foregoing, if the Torres Property is declared surplus, the Curtis Property will also be deemed surplus to the POCC's needs and upon exercising the option to purchase, the Curtis Property will not be incorporated into the POCC's Comprehensive Plan; and

Whereas the Port gave proper public notice of the hearing to consider declaring the Torres Property as surplus to the POCC's needs, to declare the Curtis Property surplus to the POCC's needs upon exercising the option to purchase, and to amend the POCC's Comprehensive Plan accordingly; and

Whereas the opportunity for public testimony was provided and all public testimony was considered by the Board of Commissioners; and

Whereas the Board of Directors of the Chelan Douglas Regional Port Authority, as the manager of the Property, support and approve the decision to declare the Property surplus; and

Whereas after a public hearing held on February 8, 2022, and careful consideration of the public testimony, the POCC Commissioners decided that retaining the Torres Property and the Curtis Property is not necessary or needed for the POCC's purposes and concluded that the Comprehensive Plan should be amended to remove the Torres Property from the Comprehensive Plan and to provide that the Curtis Property will not be incorporated into the Comprehensive Plan if the option to purchase the Curtis Property is exercised.

EXHIBIT "A"
Legal Description of Curtis Property

Lots 3 and 4, as described in and delineated on Melton-Curtis Short Plat No. 650, recorded March 17, 1980, under Auditor's File No. 811106, being a portion of Section 35, Township 22 North, Range 21, E.W.M., Chelan County, Washington.

EXHIBIT "B"
Legal Description of Torres Property

Lot 2 of Melton-Curtis Short Plat Subdivision No. 650, as recorded under Auditors File No. 811106, recorded March 17, 1980, being a portion of the Northwest quarter of the Northeast quarter of Section 35, Township 22 North, Range 21, E.W.M., Chelan County, Washington.

Now, Therefore, the Board of Commissioners for the Port of Chelan County hereby resolve as follows:

1. The Property legally described on Exhibit "B", i.e. the Torres Property, is no longer needed or necessary for the POCC's purposes, and is hereby declared to be surplus.
2. The POCC's Comprehensive Plan is hereby amended to delete the Torres Property from the Comprehensive Plan.
3. Notwithstanding any prior Resolution to the contrary, in the event the POCC exercises the option to purchase the Curtis Property, upon acquisition, the Curtis Property will not be incorporated into the Comprehensive Plan and will be deemed surplus to the POCC's needs.
4. Some or all of the Torres Property and Curtis Property (if the option to purchase the Curtis Property is exercised) may be leased or sold on such terms and conditions as the Board of Directors of the Chelan Douglas Regional Port Authority deem appropriate. Any decision to lease or sell all or a portion of the Property shall be made in a future open public meeting.
5. Nothing herein precludes the POCC Commission from deciding, in the future, to incorporate all or a portion of the Torres Property or the Curtis Property (if the option to purchase the Curtis Property is exercised) as part of the POCC's Comprehensive Plan.

ADOPTED by the Commission of the Port of Chelan County, following a hearing, at a public meeting thereof held this 8th day of February, 2022.

PORT OF CHELAN COUNTY



J.C. Baldwin, Commissioner



Donn Etherington, Commissioner



Rory Turner, Commissioner