



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
May 23rd, 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
Trent Moyers, Director of Airports
Stacie de Mestre, Dir. of Econ Dev.
Ryan Fancher, Project Manager
Tricia Degnan, CTC Manager (Zoom)
Ron Russ, Maint. & Prop. Mngr. (Zoom)*

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

Legal Counsel:

*Quentin Batjer, Davis Arneil Law Firm LLP
Jennifer Sands, Ogden Murphy Wallace PLLC*

Guests:

*Brian Bonlender, Lodestar Partners
Blake Baldwin, Lodestar Partners
Don Flick, Hangar Tenant
Kalie Worthen, Wenatchee World (Zoom)
Jason Taylor, KPQ (Zoom)
Terra Sokol, KPQ (Zoom)*

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. No public comments were received.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA

The Chelan Douglas Regional Port Authority Consent Agenda consisting of April 25th, 2023 Meeting Minutes, Check Register Pages#2023-15 through #2023-19, including Electronic Transfers and the April 2023 Commission Calendar were presented.

Motion No.
Moved by:
Seconded by:

05-01-23 CDRPA
JC Baldwin
W. Alan Loeb sack
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the April 25th, 2023 Meeting, Check Register Pages #2023-15 through #2023-19, including Electronic Transfers and the April 2023 Commission Calendar.

Motion Passed 6-0

PORT OF CHELAN COUNTY CONSENT AGENDA

The Port of Chelan County Consent Agenda consisting of Check Register Page #2023-04 was presented.

Motion No.
Moved by:
Seconded by:

05-02-23 POCC
Richard DeRock
JC Baldwin
To approve the Port of Chelan County Consent Agenda consisting of Check Register Page #2023-04.

Motion Passed 3-0

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

Bid Award – Taxiway B/Hangar Pad Project

de Mestre reviewed the results of the May 16th bid opening for the Taxiway B Extension and Executive Hangar Site project. Two bids were received, and staff proposed entering into a contract with the low bidder Selland Construction Inc. The Board then reviewed details of the suggested overall budget. Kuntz discussed the scope of the project and the need to establish a Capital Facility Charge to recover Regional Port costs. Discussion ensued and the following actions were taken:

Motion No.
Moved by:
Seconded by:

05-03-23 CDRPA
JC Baldwin
Jim Huffman
To accept the Engineer's recommendation that Selland Construction, Inc. is the apparent low bidder for the Taxiway B Hangar Pad Project and award said base bid in the amount of \$3,143,188.56, including Washington State Sales Tax.

Motion passed 5-1
Commissioner Etherington Nay.

Motion No.
Moved by:
Seconded by:

05-04-23 CDRPA
W. Alan Loeb sack
Richard DeRock
To authorize the CEO to award and sign the contract with Selland Construction, Inc. in the amount of \$3,143,188.56 plus Washington State Sales Tax upon receipt and acceptance of all necessary deliverables required by the contract documents from the contractor.

Motion passed 5-1
Commissioner Etherington Nay.

Motion No.
Moved by:
Seconded by:

05-05-23 CDRPA
Richard DeRock
JC Baldwin
To establish an overall project budget in the amount of \$4,169,207, including Washington State Sales Tax.

Motion passed 5-1
Commissioner Etherington Nay.

PRESENTATION:

- **2023 Washington State Legislative Session Recap:** Brian Bonlender and Blake Baldwin with Lodestar Partners shared with the Board an overview of the 2023 Legislative Session and major projects funded in the Operating, Capital, and Transportation Budgets. The Board thanked Lodestar for their outstanding work.

At 10:24 a.m. Commissioner Spurgeon called for a 10-minute break.

Ownership Allocation Memo – Kemah Management

Kuntz presented a proposed Ownership Allocation Memo recommending the 100% ownership of the Kemah Management property by the Port of Chelan County should the transaction close. The following action was taken:

Motion No. **05-06-23 CDRPA**
Moved by: *W. Alan Loeb sack*
Seconded by: *Donn Etherington*
To approve the Ownership Allocation Memo concerning the Kemah Management property in Malaga.

Motion passed 6-0

Ownership Allocation Memo – Schoenwald

Kuntz presented a proposed Ownership Allocation Memo recommending the 100% ownership of the Schoenwald property by the Port of Chelan County should the transaction close. The following action was taken:

Motion No. **05-07-23 CDRPA**
Moved by: *W. Alan Loeb sack*
Seconded by: *JC Baldwin*
To approve the Ownership Allocation Memo concerning the Schoenwald property in Malaga.

Motion passed 6-0

Ownership Allocation Memo – Craig Quilter

Kuntz presented a proposed Ownership Allocation Memo recommending the 100% ownership of the Craig Quilter property by the Port of Chelan County should the transaction close. The following action was taken:

Motion No. **05-08-23 CDRPA**
Moved by: *JC Baldwin*
Seconded by: *Donn Etherington*
To approve the Ownership Allocation Memo concerning the Craig Quilter property in Malaga.

Motion passed 6-0

Ownership Allocation Memo – Jeff Quilter

Kuntz presented a proposed Ownership Allocation Memo recommending the 100% ownership of the Jeff Quilter property by the Port of Chelan County should the transaction close. The following action was taken:

Motion No. **05-09-23 CDRPA**
Moved by: *Jim Huffman*
Seconded by: *W. Alan Loeb sack*
To approve the Ownership Allocation Memo concerning the Jeff Quilter property in Malaga.

Motion passed 6-0

WSDOT Aviation Division – WSDOT Resolution No. 2023-04 Snow Removal Equipment

Moyers shared that as a part of a grant the Regional Port is seeking, a Board resolution is required guaranteeing a local match for the procurement of snow removal equipment. Discussion ensued and the following action was taken:

Motion No. 05-10-23 CDRPA
Moved by: JC Baldwin
Seconded by: Richard DeRock
To adopt Chelan Douglas Regional Port Authority Resolution No. 2023-04 guaranteeing a \$90,000 grant match for procuring snow removal equipment.

Motion passed 6-0

Pregis Lease Extension

Kuntz updated the Board on the status of Pregis Innovation Packing, LLC’s lease with the Regional Port. The option to renew for five years was written into the original lease agreement, however Pregis staff is requesting a two-year renewal. Discussion ensued and the following action was taken:

Motion No. 05-11-23 CDRPA
Moved by: Richard DeRock
Seconded by: W. Alan Loeb sack
To authorize the CEO to sign a two-year lease extension with Pregis Innovation Packing, LLC.

Motion passed 6-0

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

INFORMATIONAL ITEMS:

1st Quarter Airport Activity Report – Moyers reviewed the 1st Quarter Airport Activity Report with the Board noting the change in numbers due to the shift to one flight per day.

1st Quarter FBO Report– Goodrich gave an overview of the 1st Quarter FBO Report. It was pointed out that during a portion of the quarter the ILS system was down due to projects which likely impacted fuel sales. Additional discussion occurred on tracking FBO staff hours when shifting to assist maintenance staff.

Trades District Update– Kuntz updated the Board on a meeting held with the Design West team while in Spokane for the WPPA 2023 Spring Conference. de Mestre shared updated renderings and that the branding and signage are still being discussed.

Waterville Airport Update–Moyers shared that the new lights have been installed at the Waterville Airport and will be on when the PUD restores electrical service. The Airport is for daytime use only until the power is restored. The new lighting control/shelter and restroom have been installed.

Pangborn Airport Café – The Board was notified that the Airport Café has chosen not to extend their lease. Larsen will begin working on leads for a new vendor.

Pangborn Airport – Airport Way Utility Planning Group – Kuntz reviewed the need to upgrade utilities for Pangborn Memorial Airport and surrounding area to support continued growth in the area. Meetings will be held between the CDRPA, Water District, Sewer District, Douglas County Public Works and PUD with the potential to create a TIF district.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS CONTINUED:

Department of Commerce – Industrial Symbiosis Grant – Kuntz shared with the Board a Request for Proposals disseminated by the Washington Department of Commerce on an Industrial Symbiosis Grant. Discussion occurred on the opportunity to use this grant to create a more sustainable option for cooling water coming from data centers in Douglas county.

Motion No.	05-12-23 CDRPA
Moved by:	JC Baldwin
Seconded by:	Richard DeRock
	To authorize the CEO to apply for the Washington State Department of Commerce Industrial Symbiosis Grant.

Motion passed 6-0

EXECUTIVE SESSION:

Executive Session was announced at 11:46 a.m. for a period of fifteen minutes with no action anticipated at the conclusion of the session. The purpose consisted of 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 and RCW 42.30.110(1)(c) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price (final action selling or leasing public property shall be taken in a meeting open to the public). Executive Session was extended for an additional five minutes at 12:01 p.m. Executive Session concluded at 12:06 p.m.

Meeting reconvened in Regular Session with no action taken.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Shared that the Lake Chelan Airport is seeking an FAA grant to improve the taxiway with crack sealing and slurry sealing. As co-owners the Regional Port would cover half of the funding, which is estimated at \$10,000.
- Reviewed with the Board the Return on Investment from the Parcels hangar in Waterville.
- Kuntz shared that staff is working on solidifying a term sheet for Airlift Northwest's hangar pad development. The plan is to develop a construction and lease agreement with Airlift Northwest for bid approval.
- Updated the Board on fundraising letters that have gone out to help offset the cost of Alaska Airline's Minimum Revenue Guarantee that secured an additional flight out of Pangborn Memorial Airport.
- Kuntz provided the Board with Lough's Budget vs. Actual numbers for the period ending March 31, 2023 in her absence.

Moyers provided information and updates including:

- Shared with the Board details on the 2023 WAMA Conference.
- Reviewed an opportunity to pursue a Community Aviation Revitalization Board (CARB) loan to help finance the Taxiway B/Hangar Pad project. Application deadline is August 1st.
- Invited the Board to view the live fire exercise occurring at the Airport on May 31st.

de Mestre provided information and updates including:

- Updated the Board on the progress with leasing to RiverCom at the CTC.
- Shared that a successful pump test was conducted for the Malaga Waterline Project. The test well produced 1200 gallons of water per minute during the exercise.

- Reported that the first phase of the Taxiway A Project concluded on Sunday. Ardurra is working with the FAA to adjust moisture requirements on the project.

Fancher provided information and updates including:

- Reported to the Board the status on the removal of the underground storage tanks. This is a line item in the Regional Port budget and needs to occur before construction on the General Aviation Terminal Building remodel.
- Shared that staff is researching more cost-efficient IT service options for the Regional Port.

Russ provided information and updates including:

- Shared an update on the irrigation leak that occurred near Industrial Building #4 at Olds Station Business Park.
- Informed the Board that the south facing hangar door at the Executive Flight building has a broken shaft and is currently inoperable. Staff is dismantling and working to create a replacement shaft. Testing will occur on the remaining shafts to check for hairline fractures that may cause a similar breakage in the future.

Batjer provided information and updates including:

- Reminded the Board on protocol for campaigning as elections approach.

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 1:27 p.m.

Board approved on the 13th day of June 2023.

Singed and dated this 27th day of June 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



 Mark Spurgeon, Director



 Richard DeRock, Director



 Donn Etherington, Director



 JC Baldwin, Director



 Jim Huffman, Director



 W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
OWNERSHIP ALLOCATION MEMO
KEMAH MANAGEMENT, LLC PROPERTY ACQUISITION
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020
CHELAN COUNTY, WA PARCEL #222135100070**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of the policy addresses real property acquired after January 1, 2020. Under that section, the Board of Directors is required to adopt in advance an Ownership Allocation Memo as a means to allocate the percentage ownership of real property.

The Board of Directors has an interest in purchasing the Kemah Management, LLC property located in Malaga, Washington with a parcel number of 222135100070. The property encompasses approximately 10.69 acres with an anticipated acquisition price of \$900,000.

Because this property is located within Chelan County and the Port of Chelan County has the financial resources to acquire the property using its own resources, the Board hereby approves the acquisition of 100% of the Kemah Management, LLC property by the Port of Chelan County.

Once acquired, the Chelan Douglas Regional Port Authority shall manage the Kemah Management, LLC property pursuant to and consistent with CDRPA Resolution No. 2020-02.

Board approved and signed this 23rd day of May, 2023.


CHELAN DOUGLAS REGIONAL PORT AUTHORITY



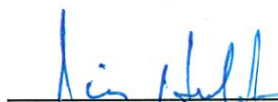
JC Baldwin, Director



Donn Etherington, Director



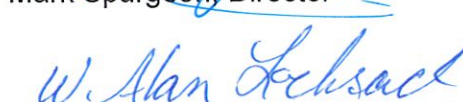
Richard DeRock, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
OWNERSHIP ALLOCATION MEMO
SCHOENWALD PROPERTY ACQUISITION
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020
CHELAN COUNTY, WA PARCEL #222135120200**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of the policy addresses real property acquired after January 1, 2020. Under that section, the Board of Directors is required to adopt in advance an Ownership Allocation Memo as a means to allocate the percentage ownership of real property.

The Board of Directors has an interest in purchasing the Schoenwald property located in Malaga, Washington with a parcel number of 222135120200. The property encompasses approximately 1 acre with an anticipated acquisition price of \$600,000.

Because this property is located within Chelan County and the Port of Chelan County has the financial resources to acquire the property using its own resources, the Board hereby approves the acquisition of 100% of the Schoenwald property by the Port of Chelan County.


Once acquired, the Chelan Douglas Regional Port Authority shall manage the Schoenwald property pursuant to and consistent with CDRPA Resolution No. 2020-02.

Board approved and signed this 23rd day of May, 2023.

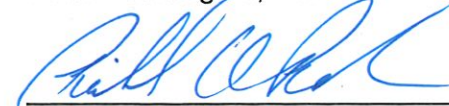
CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Donn Etherington, Director




Richard DeRock, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
OWNERSHIP ALLOCATION MEMO
C. QUILTER PROPERTY ACQUISITION
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020
CHELAN COUNTY, WA PARCEL #222135130175**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of the policy addresses real property acquired after January 1, 2020. Under that section, the Board of Directors is required to adopt in advance an Ownership Allocation Memo as a means to allocate the percentage ownership of real property.

The Board of Directors has an interest in purchasing the C. Quilter property located in Malaga, Washington with a parcel number of 222135130175. The property encompasses approximately 1 acre with an anticipated acquisition price of \$870,000.

Because this property is located within Chelan County and the Port of Chelan County has the financial resources to acquire the property using its own resources, the Board hereby approves the acquisition of 100% of the C. Quilter property by the Port of Chelan County.

Once acquired, the Chelan Douglas Regional Port Authority shall manage the C. Quilter property pursuant to and consistent with CDRPA Resolution No. 2020-02.

Board approved and signed this 23rd day of May, 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY




JC Baldwin, Director



Donn Etherington, Director



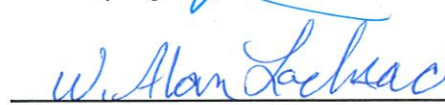
Richard DeRock, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loebach, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
OWNERSHIP ALLOCATION MEMO
J. QUILTER PROPERTY ACQUISITION
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020
CHELAN COUNTY, WA PARCEL #222135120150**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of the policy addresses real property acquired after January 1, 2020. Under that section, the Board of Directors is required to adopt in advance an Ownership Allocation Memo as a means to allocate the percentage ownership of real property.

The Board of Directors has an interest in purchasing the J. Quilter property located in Malaga, Washington with a parcel number of 222135120150. The property encompasses approximately 1 acre with an anticipated acquisition price of \$700,000.

Because this property is located within Chelan County and the Port of Chelan County has the financial resources to acquire the property using its own resources, the Board hereby approves the acquisition of 100% of the J. Quilter property by the Port of Chelan County.

Once acquired, the Chelan Douglas Regional Port Authority shall manage the J. Quilter property pursuant to and consistent with CDRPA Resolution No. 2020-02.

Board approved and signed this 23rd day of May, 2023.


CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Donn Etherington, Director



Richard DeRock, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director

CDRPA RESOLUTION NO. 2023-04

A RESOLUTION OF THE BOARD TO THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION AVIATION DIVISION, GUARANTEEING GRANT MATCH FUNDS AVAILABILITY

Whereas, the CDRPA submitted an Airport Application to the Washington State Department of Transportation (WSDOT) Aviation Division, for acquisition of snow removal equipment at the Pangborn Memorial Airport. The procurement will include "multi-tasking equipment" and a rotary plow.


Whereas, the total funding for the project is to be comprised of \$90,000 from WSDOT Aviation, with a local match amount of \$90,000 from the CDRPA funds. The calculation for the match is 10% of the total project amount of \$1,800,000.

Now, therefore, be it resolved, the CDRPA supports this project and allocates \$90,000 in the 2023/24 budget to fulfill the local match contribution requirement.

Adopted by the Board of Directors of the Chelan Douglas Regional Port Authority at a regular meeting thereof held this 23rd day of May, 2023.

Dated this 23rd day of May 2023

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Jim Huffman, Director




Donn Etherington, Director



W. Alan Loeb sack, Director



Richard DeRock, Director



Mark Spurgeon, Director