

**Board of Directors**  
**Chelan Douglas Regional Port Authority**  
**Meeting Minutes**  
**Zoom Meeting**  
**June 9<sup>th</sup>, 2020**  
**9:00 am**

**Present:**

**Directors**

JC Baldwin, Director (via Zoom)  
Donn Etherington, Director (via Zoom)  
\*Rory Turner, Director

Jim Huffman, Director (via Zoom)  
W. Alan Loeb sack, Director (via Zoom)  
Mark Spurgeon, Director (via Zoom)

**Staff**

\*Jim Kuntz, Chief Executive Officer  
\*Monica Lough, Director of Finance & Admin.  
Ron Criddlebaugh, Director of Economic Development  
Craig Larsen, Business Development Manager  
Tricia Degan, CTC Manager  
Sarah Deenik, Communications Coordinator  
Esther McKivor, Accounting Specialist

\*Trent Moyers, Director of Airports  
\*Cami Harris, Executive Assistant  
\*Quentin Batjer, Legal Counsel  
Stacie de Mestre, Property & Facilities Mgr.  
Ron Russ, Airport Operations Manager  
Randy Asplund, Port Engineer  
Laura Camarillo Reyes, CTC Assistant

\*Commissioner Turner, Jim Kuntz, Monica Lough, Trent Moyers, Quentin Batjer, and Cami Harris in person; others via Zoom.

**Guests:**

Ray Dobbs, City of Chelan (via Zoom)  
Jack Penning, Volaire Aviation Consulting (via Zoom)  
Eric Miller, Holaday Parks (via Zoom)  
Brent Walley, Holaday Parks (via Zoom)  
Michael Cook, Holaday Parks (via Zoom)  
Linda Haglund, Wenatchee Downtown Association (via Zoom)

**The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:00 am. Due to the COVID-19 virus outbreak, the meeting was held at Confluence Technology Center via Zoom as previously posted in the required Public Meeting Notice.**

**Director Turner inquired how his fellow Directors are doing during COVID-19, and each Director gave a short report. Roll call was taken.**

**Conflict of Interest – None.**

**CDRPA CONSENT AGENDA:**

The Consent Agenda consisting of minutes of the Chelan Douglas Regional Port Authority (CDRPA) meeting of May 27<sup>th</sup>, 2020; and Check Register Pages #2020-13-#2020-15, including electronic transfers, was presented and the following action was taken:

**Motion No.**

Moved by:  
Seconded by:

**06-01-20 CDRPA**

JC Baldwin  
Mark Spurgeon  
To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of Minutes of May 27<sup>th</sup>, 2020 Meeting; and Check Register Pages #2020-13-#2020-15, including electronic transfers, as presented.

*Motion passed 6-0.*

**POCC CONSENT AGENDA:**

The Consent Agenda consisting of minutes of the Port of Chelan County (POCC) Check Register Pages #2020-09-#2020-10, including electronic transfers, was presented and the following action was taken:

<b>Motion No.</b>	<b>06-02-20 POCC</b>
Moved by:	Rory Turner
Seconded by:	JC Baldwin
	To approve the Port of Chelan County (POCC) Consent Agenda consisting of Check Register Pages #2020-09-#2020-10, including electronic transfers, as presented.

*Motion passed 3-0.*

**PODC CONSENT AGENDA:**

The Consent Agenda consisting of minutes of the Port of Douglas County (PODC) Check Register Pages #2020-08-#2020-09, including electronic transfers, was presented and the following action was taken:

<b>Motion No.</b>	<b>06-03-20 PODC</b>
Moved by:	Mark Spurgeon
Seconded by:	Jim Huffman
	To approve the Port of Douglas County (PODC) Consent Agenda consisting of Check Register Pages #2020-08-#2020-09, including electronic transfers, as presented.

*Motion passed 3-0.*

**PORT OF CHELAN COUNTY ACTION ITEMS:**

**Public Hearing Declaring Certain Property Located in Chelan County Surplus to the Needs of the Port – Lineage Property North Node (Columbia Street Property)**

Due to the COVID-19 pandemic and public meetings required to occur remotely, the Public Hearing concerning surplus property, which was originally slated for March 24<sup>th</sup>, 2020 and extended several times, was recommended to be terminated. A new Public Hearing will now occur on June 23<sup>rd</sup>, 2020 and provide an opportunity for remote public comments via Zoom. The following action was taken:

<b>Motion No.</b>	<b>06-04-20 POCC</b>
Moved by:	Rory Turner
Seconded by:	JC Baldwin
	To terminate the original Public Hearing Process dated March 24 <sup>th</sup> , 2020 regarding surplus Lineage Property North Node (Columbia Street Property).

*Motion passed 3-0.*

## **CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:**

**Authorization to Enter into Interlocal Agreement with Douglas County – CARES Act Grant** - Kuntz provided information on a proposed Interlocal Agreement with Douglas County concerning the \$1,000,000 CARES Act Grant. Douglas County Commissioners voted to have the Regional Port administer the program for Douglas County to assist small businesses affected by the COVID-19 pandemic. The interlocal agreement outlines the agreement between Douglas County and the Regional Port. Discussions ensued. The Board suggested a couple modifications to the document and attachments. Legal counsel will make the adjustments prior to execution of the document. The following action was taken:

**Motion No.**  
*Moved by:*  
*Seconded by:*

**06-05-2020 CDRPA**  
*JC Baldwin*  
*W. Alan Loeb sack*  
*To authorize the CEO to enter into an Interlocal Agreement with Douglas County related to COVID-19 CARES Act Small Business Fund, with modifications requested by Board of Directors.*

*Motion passed 6-0.*

## **PRESENTATIONS:**

### **Volaire Aviation Consulting – Jack Penning**

Jack Penning provided a presentation on the COVID-19 Post-Pandemic Outlook for Commercial Air Service including:

- Comparisons to Previous Downturns
- How Airlines are Serving in Washington
  - Capacity Reductions
  - Lost Nonstop Routes
- Wenatchee Market Fundamentals
  - Updated Passenger Leakage
  - Service Performance vs. Peers
- Leveraging Airline Strategy
  - Network Airline HUB Structure
  - Free Agent: Skywest Airlines
  - Securing Service

Penning suggested securing meetings with Alaska Airlines and Skywest as soon as it is feasible to do so. The Board thanked Penning for his work with Pangborn Memorial Airport over the years.

### **Holiday Parks – Brent Walley, Michael Cook, and Eric Miller**

The Holiday Parks team provided an overview on their recent HVAC Evaluation at Executive Flight Building including:

- Provided an Engineering Review of the status of the HVAC equipment in the building
- Provided recommended HVAC updates/repairs and additions

Staff will review the HVAC report provided to the Regional Port. Further discussion will likely occur at the June 23<sup>rd</sup> Regional Port Board Meeting.

**Regional Port Economic Development Initiatives Related to COVID-19 (Third Party Resources)** – Kuntz provided an update concerning the COVID-19 grant programs which the CDRPA will administer on behalf of other agencies, including:

- Department of Commerce Working Washington Small Business Emergency Grants (the CDRPA is managing this program as the Chelan/Douglas County ADO)
- Douglas County CARES Act Grant
- Chelan County CARES ACT Grant
- Chelan County Community Development Block Grant
- Douglas County Community Development Block Grant
- Chelan County .09 Sales Tax Grant
- City of Wenatchee – Community Development Block Grant
- City of East Wenatchee – Community Development Block Grant
- City of Cashmere

Kuntz reviewed criteria and total grant amounts for each program.

**Regional Port Economic Development Initiatives Related to COVID-19 (Regional Port Funding)** – Kuntz provided an update on the Regional Port initiatives including:

- Rent Participation Fund
- Getting Ready to Reopen Fund

Kuntz reviewed the requests received to date. He also recommended the criteria be relaxed to allow additional businesses to qualify. The Board concurred.

**What's Next** – Kuntz will meet soon with a Microsoft representative; Jenny Rojanasthien from GWATA; and JC Baldwin to discuss mid-term plans post-pandemic such as helping build websites for small businesses, and/or creating an E-platform for small businesses to sell their products online.

#### **CDRPA INFORMATIONAL ITEMS – COVID-19 RELATED:**

**FAA CARES Act Grant** – Moyers reported the FAA approved the Pangborn Airport sponsor name change to Chelan Douglas Regional Port Authority. Lough reported the Regional Port has already submitted two reimbursement requests to the FAA; time frame for reimbursements from the FAA is to be determined.

**Rent Relief Requests** – Kuntz provided an update on the Regional Port tenant rent relief requests noting the status is the same as reported at the May 27<sup>th</sup> Board meeting. He will continue to provide updates in the future.

#### **CDRPA INFORMATIONAL ITEMS:**

**Proposed Housing Development Near Pangborn Airport** – Kuntz & Moyers provided information on a proposed housing development in East Wenatchee that is in the airport flight path. The Board thought it was appropriate to comment and request that prospective home owners be notified that a commercial airport is nearby.

**Tenant Lease Updates** – Kuntz provided an update on tenant leases including:

- Actapio – Kuntz and Cridlebaugh reported on marketing efforts to find a replacement tenant when Actapio's lease expires the end of February 2021.

**Public Comment – An opportunity for public comment was provided:**

- Ray Dobbs reported on the City of Chelan's protests last weekend; the protests stayed very peaceful. He also provided general updates on the City.

**REVIEW CALENDAR OF EVENTS** – Kuntz noted the Wenatchi Landing Ground Breaking Ceremony will be held June 11<sup>th</sup>, at 10:00 am at the corner of Empire & 35<sup>th</sup> Street in East Wenatchee.

**ITEMS FROM BOARD OF DIRECTORS:**

- Commissioner Huffman informed the Board that it was suggested to him we continue to offer our Board meetings via Zoom so public can attend remotely even after the counties move into COVID-19 reopening phase 2 and beyond.
- Commissioner Spurgeon noted the Wenatchee Chamber of Commerce Board meeting may be cancelled.

**STAFF REPORTS & UPDATES:**

**Kuntz provided information and updates including:**

- Lineage South Properties – staff preparing to draft an RFP soon. Have several interested parties in the properties. Some non-profit groups have an interest in perhaps using one of the warehouses for a food distribution facility.
- Giga Watt – progress continues on the site clean-up.

**De Mestre provided information and updates including:**

- Executive Flight Building Space Study – Forte Architects has been selected to do the space study.
- EPA Brownfield Grant Update.
- Lineage North (Columbia Street Property) - RFP's are due this week.
- Orondo River Park locks were replaced and security cameras will be installed soon.

**Lough provided information and updates including:**

- The Regional Port has received three fraudulent unemployment security claims to date. Each staff member affected has been informed and instructed on steps to take to protect themselves.
- The Regional Port has received three fraudulent checks at Banner Bank.

**Degnan provided information and updates including:**

- Chelan County Public Safety testing will be held at the CTC this week. They were granted an exception to hold the testing there.

**The Chelan Douglas Regional Port Authority meeting was adjourned at 12:20 pm.**

Signed and dated this 23<sup>rd</sup> day of June, 2020.

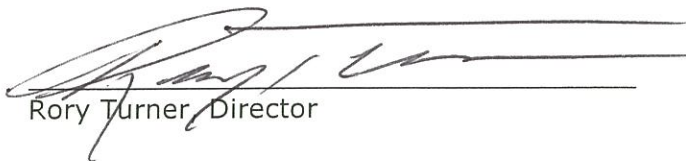
**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

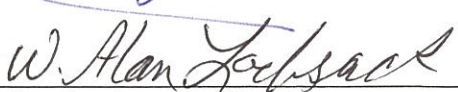
  
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