



Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
June 27th, 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.
Ron Russ, Maint. & Prop. Mngr
Craig Larsen, Community Rel. Mngr.
Tricia Degnan, CTC Manager (Zoom)

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

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm LLP

Guests:

Kyle Steinburg, Douglas Co. Commissioner
Rich Cole
Mike Mackey
Kalie Worthen, Wenatchee World (Zoom)
Jason Taylor, KPQ (Zoom)
Mike Walker, Community Member (Zoom)
Jerri Barkley, Visit Chelan County Executive Director (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 June 13th, 2023 Meeting Minutes and May 2023 Commission Calendar were presented.

Motion No.	06-06-23 CDRPA
Moved by:	JC Baldwin
Seconded by:	W. Alan Loebsack
	To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the June 13 th , 2023 Meeting and May 2023 Commission Calendar.

Motion Passed 6-0

Commissioner Spurgeon noted that the Port of Douglas County action item will be presented prior to the Port of Chelan County action item.

PORT OF DOUGLAS COUNTY ACTION ITEM:

Unified Tax Levy Resolution No. 2023-02

Kuntz reviewed with the Board edits that have been made to the resolution since the June 13th Board meeting. Both county assessors have reviewed the resolution and approved it as to form only. Kuntz reminded the Board that the EHB 1663 was approved unanimously in both the House and the Senate. EHB 1663 requires the approval of two thirds from each Board to submit the Unified tax levy to the voters. The Board reviewed the projected levy equalization rate and its impact on both counties. Lastly, Kuntz shared a list of discretionary investments that the Regional Port has made in Douglas County.

PUBLIC COMMENTS:

- **Rich Cole** – Mr. Cole requested clarification on which airport terminal is receiving the investment for renovations. Kuntz confirmed it is the General Aviation Terminal. Mr. Cole went through a list of questions regarding the Unified Tax Levy which were answered by the Board. He thanked the Board for having public comment up front on the topic prior to calling for a vote.
- **Commissioner Kyle Steinburg** – Read a statement from the Douglas County Commissioners on why they believe the Unified Tax Levy should not go before the voters. Requested the Port of Douglas County Commissioners to vote against the Resolution. Discussion ensued.

Motion No.	06-07-23 PODC
Moved by:	Jim Huffman
Seconded by:	Mark Spurgeon
	To adopt PODC Resolution No. 2023-02 authorizing the Unified Tax Levy to go before voters in Chelan and Douglas counties at the November 7 th , 2023 election.

Motion passed 3-0

PORT OF CHELAN COUNTY ACTION ITEM:

Unified Tax Levy Resolution 2023-01

Commissioner DeRock expressed the importance of the Regional Port's levy equalization projections being accurate, especially the impact to Douglas County taxpayers. In the event voters approve the levy equalization and the county assessors final unified levy is higher than the Regional Port's projections, then the Regional Port should reduce its property tax collections to keep the unified rate as projected prior to the election. All Board members supported Commissioner DeRock's recommendation. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

06-08-23 POCC
Richard DeRock
JC Baldwin
To adopt POCC Resolution No. 2023-01 authorizing the Unified Tax Levy to go before voters in Chelan and Douglas counties at the November 7th, 2023 election.

Motion passed 3-0

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

Unified Tax Levy Concurrence

The Unified Tax Levy was reviewed during the Port of Chelan and Port of Douglas Action Items.

Motion No.
Moved by:
Seconded by:

06-09-23 CDRPA
Donn Etherington
W. Alan Loeb sack
To concur with POCC Resolution No. 2023-01 and PODC Resolution No. 2023-02 authorizing the Unified Tax Levy to go before voters in Chelan and Douglas counties at the November 7th, 2023 election.

Motion passed 6-0

At 10:23 a.m. Commissioner Spurgeon called for a 10-minute break.

Authorization to Solicit Qualifications for Architectural Service – Airlift Northwest Hangar

de Mestre reviewed the history of the project. Discussed the timeline and need to solicit bids. Kuntz reviewed the financials of the project with the Board. Commissioner Etherington requested that any deviation from the approved final design be noted as an Airlift Northwest cost. Kuntz assured that the design will be signed off on by Airlift Northwest prior to construction beginning. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

06-10-23 CDRPA
Richard DeRock
Jim Huffman
To authorize the CEO to solicit Qualifications for Architectural Services for the Airlift Northwest Hangar.

Motion passed 6-0

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

INFORMATIONAL ITEMS:

Taxiway B/Hangar Site Development – Lease Terms – Kuntz reminded the Board that the Capital Recovery Fees were established at the last Board meeting. He then walked the Board through general lease terms and conditions for their input.

ABC Learning Center – Lease Renewal – The Board reviewed photos showing the current exterior condition of ABC Learning Center compared to the Regional Port's Industrial Building #5 and Chelan County PUD's new buildings. Kuntz shared that a meeting is scheduled with the current tenant to discuss their interest in a lease renewal at the end of November. Kuntz recommended the exterior of the building be upgraded.

Social Pinpoint Website – Regional Sports Complex Feasibility Study – de Mestre walked the Board through the Social Pinpoint website to showcase the survey options presented to the public to collect data for the Regional Sports Complex feasibility study.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Shared with the Board data from the May 2023 Employment Security Labor Report.

Moyers provided information and updates including:

- Discussed the presentation and airport tour that occurred on June 23rd with the Upper Valley Commissioners.
- Shared that Pangborn Memorial Airport has a new FAA Program Manager and that a visit occurred on June 23rd to review current and upcoming projects.
- Updated the Board on the Waterville Airport. Runway edge lights have been installed. The beacon tower and approach path indicator lights installation are all that remain to complete the project.
- Reminded the Board that the Pangborn Festival of Flight event is occurring on July 7th and tickets are still available for the fundraiser dance being held at Executive Flight on July 6th.

de Mestre provided information and updates including:

- Updated the Board on the Malaga Waterline project. A weeklong delay was approved to deal with unexpected fiber lines being found during the dig. The project engineers took the delay to work through the best course of action moving forward.
- Discussed the Chelan PUD's redevelopment plans for their 5th Street campus.

Degnan provided information and updates including:

- Discussed the potential of using the CTC basement as a space to rent out server racks. She continues to research the concept.

Russ provided information and updates including:

- Shared that a full reimbursement will be issued by the insurance company of the driver who wrecked into the Pangborn Memorial Airport fencing along Grant Road last year.

Larsen provided information and updates including:

- Reviewed recent community meetings.
- Shared that Alyce Brown will be stepping down from her role at the Economic Development District.

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.

EXECUTIVE SESSION:

Executive Session was announced at 12:26 p.m. for a period of thirty minutes with no action anticipated at the conclusion of the session. The purpose consisted of 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 ten minutes at 12:56 p.m. Executive Session was extended for an additional ten minutes at 1:06 p.m. Executive Session concluded at 1:16 p.m.

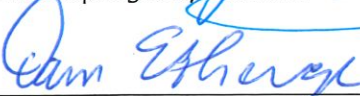
Meeting reconvened in Regular Session and was immediately adjourned at 1:16 p.m. with no action taken.

Signed and dated this 11th day of July 2023.

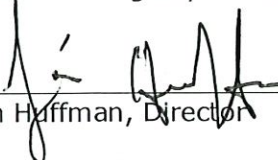
CHELAN DOUGLAS REGIONAL PORT AUTHORITY



Mark Spurgeon, Director



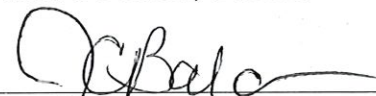
Donn Etherington, Director



Jim Hoffman, Director



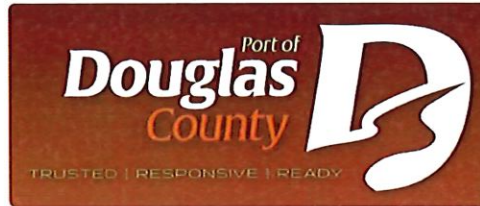
Richard DeRock, Director



JC Baldwin, Director



W. Alan Loebbeck, Director



**PORT OF CHELAN COUNTY RESOLUTION NO. 2023-01
PORT OF DOUGLAS COUNTY RESOLUTION NO. 2023-02
RESOLUTION AUTHORIZING A UNIFIED PROPERTY TAX LEVY**

A RESOLUTION OF THE PORT OF CHELAN COUNTY AND PORT OF DOUGLAS COUNTY PROVIDING FOR THE SUBMISSION TO QUALIFIED ELECTORS IN CHELAN AND DOUGLAS COUNTIES AT THE GENERAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 7TH, 2023 OF A PROPOSITION AUTHORIZING TO LEVY AND COLLECT A UNIFIED PROPERTY TAX LEVY FOR THE TWO PORT DISTRICTS.

THE PORT COMMISSIONERS OF THE PORT OF CHELAN COUNTY AND PORT OF DOUGLAS COUNTY HEREBY RESOLVE AS FOLLOWS:

Section 1. Findings. During the 2023 Washington State Legislative Session, the legislature passed by a unanimous vote in the House and Senate Engrossed House Bill 1663 (EHB), hereby attached as Exhibit A. The Governor signed the bill on May 1, 2023. EHB 1663 authorizes a unified property tax levy rate between the Port of Chelan County and the Port of Douglas County provided that at least two-thirds majority of each port commission agree to conduct a joint levy by July 1 for collection in the following year and for subsequent years; and subject to approval by a majority of the total number of votes cast among the public residing within both port districts in a general election. A unified property tax levy rate would:

- help preserve equal representation on the Regional Port Board of Directors with three elected officials from each county;
- uniformly apply a tax levy rate to ensure all taxpayers in Chelan and Douglas counties have one equalized levy rate;
- provide levy rate equalization at a time when the levy rate differential between Ports is only 4.3 cents per thousand of assessed value; and
- allow for the efficient operation of the Regional Port as it works to enhance the economic vitality of Chelan and Douglas counties.

Section 2. Proposition. The Chelan County Auditor and the Douglas County Auditor are requested to call and conduct an election to be held within Chelan and Douglas Counties on Tuesday, November 7th, 2023, for the purpose of submitting to qualified electors for their ratification or rejection a unified property tax levy consistent with Washington State EHB 1663.

A port district can impose a regular annual property tax levy of up to 45 cents per \$1,000 of assessed value of the taxable property within the district for general port purposes. The Port of Chelan County's levy rate for tax year 2023 is .175 cents per thousand of assessed value. The Port of Douglas County's levy rate for tax year 2023 is .137 cents per thousand of assessed value. If approved by voters, the existing levy rates would be unified into one tax levy starting with the 2024 tax year levy.

The Executive Director of the Port of Chelan County and Port of Douglas County is authorized and directed to certify the following proposition to the County Auditors and request that it be placed on the election ballot in substantially the following form:

PROPOSITION NO. 1
PORT OF CHELAN COUNTY AND PORT OF DOUGLAS COUNTY
UNIFIED TAX LEVY

The Ports of Chelan and Douglas County propose to unify the tax levy rate into a single tax levy encompassing both districts. The levy rate for tax year 2023 in the Port of Chelan County is .175 cents/\$1,000 of assessed value. The levy rate for tax year 2023 in the Port of Douglas County is .137cents/\$1,000 of assessed value. Using the 2023 tax year levy rates, a unified tax levy would be approximately .162 cents/\$1,000 of assessed value for both port districts. Should this proposition be:

APPROVED

REJECTED

Section 3. Severability. If any section, sentence, clause or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution.

Section 4. Effective Date. This Resolution shall take effect and be in full force immediately upon passage by the Port Commissioners of the Port of Chelan County and Port of Douglas County.

ADOPTED by the Port of Chelan and Port of Douglas Commissioners at a properly convened meeting thereof held on the 27th day of June 2023 and in compliance with EHB1663 confirming at least two-thirds majority agreeing to conduct a joint levy.

Port of Chelan County



Donn Etherington, President



Richard DeRock, Vice President



JC Baldwin, Secretary

Port of Douglas County



W. Alan Loeb sack, President



Mark Spurgeon, Vice President



Jim Huffman, Secretary