

**Chelan Douglas Regional Port Authority
Meeting Agenda
September 22nd, 2020
9:00 am**

**In order to maximize social distancing related to COVID-19,
the meeting will be held remotely using Zoom Virtual Conference Room**

I. CALL TO ORDER

**Note: When the Chelan Douglas Regional Port Authority meeting is called to order, the Port of Chelan County and Port of Douglas County meetings are simultaneously called to order.*

II. INTRODUCTIONS

III. CONFLICT OF INTEREST

IV. CONSENT AGENDA

CDRPA: Approval of Chelan Douglas Regional Port Authority Minutes of September 9th, 2020 Special Meeting; and August 2020 Commission Calendar

V. CDRPA ACTION ITEMS

1. Authorization to Enter into Reimbursement Agreement with FAA
2. Authorization to Enter into Lease Agreement with Huney Jun – Cashmere Mill District
3. Authorization to Proceed with Constructing Tenant Improvements for Huney Jun – Cashmere Mill District
4. Lineage South RFP
5. Hunting Access Rights – LOJO Property
6. Bid Award – IB#5 Gutter Replacement Project

VI. INFORMATIONAL ITEMS

- Waterville Airport Bid Results
- Executive Flight – Office Layout Concepts
- Pangborn Airport Café
- Pangborn Airport – Land Use Planning Review
- Government & Non-Profit Leases at Lineage

VII. CDRPA – ECONOMIC DEVELOPMENT INITIATIVES RELATED TO COVID-19

- Update on Grants Programs and Processing

VIII. CDRPA – COVID-19 OTHER

- FAA CARES Act Grant

IX. MISCELLANEOUS STAFF REPORTS

X. PUBLIC COMMENT

XI. REVIEW CALENDAR OF EVENTS

XII. ITEMS FROM BOARD OF DIRECTORS

XIII. EXECUTIVE SESSION: An Executive Session may be called during the meeting. The purpose must be announced and is limited by RCW 42.30.110. Examples include: (1) to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); (2) 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)); and (3) 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)(RCW 42.30.110(1)(c)); and (4) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee(RCW 42.30.110(1)(g))

XIV. ADJOURN

**REMINDER: Port Retreat – Tuesday, October 20th, 2020
10:00 am – 3:00 pm**

PLEASE NOTE: The agenda is tentative only. The Board of Directors may add, delete, or postpone items and may take action on any item not on the agenda (This does not apply during a "special" meeting). The Directors may also move agenda items during the meeting. If you wish to address the Regional Port Authority on a non-agenda or an agenda item, please raise your hand to be recognized by the President. When you have been recognized, give your name and address before your comments. The Board of Directors are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principal.

The Port Authority office is ADA compliant. Please contact the Administrative Office at 509-884-4700 at least three (3) days in advance if you need any language, hearing or physical accommodation.



**Chelan Douglas Regional Port Authority
Board of Directors
SUGGESTED MOTIONS
September 22nd, 2020**

IV. CONSENT AGENDAS

CDRPA CONSENT AGENDA

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of September 9th, 2020 Special Meeting; and August 2020 Commission Meeting Calendar, as presented.

V. ACTION ITEMS

REGIONAL PORT AUTHORITY

(1) Authorization to Enter Into Reimbursable Agreement with FAA

To authorize the CEO to enter into Reimbursable Agreement with FAA in support of the Regional Port's efforts to install a Medium Intensity Approach Lighting System at Pangborn Airport.

(2) Authorization to Enter Into Lease Agreement with Huney Jun – Cashmere Mill District

To authorize the CEO to enter into lease agreement with Huney Jun at Cashmere Mill District.

(3) Authorization to Proceed with Constructing Tenant Improvements for Huney Jun – Cashmere Mill District

To authorize the CEO to proceed with constructing tenant improvements for Huney Jun at Cashmere Mill District at a cost not to exceed \$700,000.

(4) Lineage South RFP

To authorize the CEO to solicit RFP's for Lineage South.

(5) Hunting Access Rights – LOJO Property

To establish a policy of not granting hunting access rights on or through the LOJO Property with the exception of those limited rights granted as part of the Purchase & Sale Agreement.

(6) IB#5 Roof Edge Gutter System Replacement Project Bid Award

- (a) To authorize the CEO to award the IB#5 Roof Edge Gutter System Replacement Project to JR Swigart Company, Inc., the apparent low bidder, for the base bid and two bid alternatives for a total of \$44,016.28. including WSST.
- (b) To establish an overall project budget in an amount not to exceed \$64,000.



**Board of Directors
Chelan Douglas Regional Port Authority
Special Meeting Minutes
Zoom Meeting
September 9th, 2020
1:00 pm**

Present:

Directors

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

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, Dir. of Economic Dev.
Tricia Degnan, CTC Manager
*Quentin Batjer, Legal Counsel
Cami Harris, Executive Assistant
Laura Camarillo Reyes, CTC Assistant
Esther McKivor, Accounting Specialist

*Trent Moyers, Director of Airports
Ron Russ, Property Mgr.
Craig Larsen, Business Dev. Mgr.
Sarah Deenik, Communications Coordinator
*Pete Fraley, Legal Counsel
*Bobbie Chatriand, Administrative Asst.
Bealinda Tidd, Accounting Specialist
Randy Asplund, Port Engineer

*Commissioner Turner, Jim Kuntz, Monica Lough, Trent Moyers, Quentin Batjer, Pete Fraley, and Bobbie Chatriand in person; others via Zoom.

Guests (all via Zoom):

Tim Ike, J-U-B Engineers
Mark Napier, J-U-B Engineers

Peter Jamtgaard, City of Chelan

The Chelan Douglas Regional Port Authority (CDRPA) Special Meeting was called to order at 1:00 pm. 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.

CEO Kuntz reported the Regional Port family has grown with the arrival of Charlie George de Mestre, on September 4th. Congratulations to Stacie and family.

Conflict of Interest – None.

CONSENT AGENDAS:

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of August 25th, 2020 Meeting; and Check Register Pages #2020-33-#2020-39 including Electronic Funds Transfers, was presented and the following action was taken:

Motion No.	09-01-20 CDRPA
<i>Moved by:</i>	<i>Jim Huffman</i>
<i>Seconded by:</i>	<i>Mark Spurgeon</i>
	<i>To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of August 25th, 2020 meeting; and check register pages #2020-33-#2020-39, including electronic funds transfers, as presented.</i>
	<i>Motion passed 6-0</i>

POCC CONSENT AGENDA:

The Port of Chelan County Consent Agenda consisting of Check Register Page #2020-12, including Electronic Funds Transfer was presented, and the following action was taken:

Motion No.	09-02-20 POCC
<i>Moved by:</i>	<i>JC Baldwin</i>
<i>Seconded by:</i>	<i>Rory Turner</i>
	<i>To approve the Port of Chelan County Consent Agenda consisting of check register page #2020-12, including electronic funds transfer, as presented.</i>
	<i>Motion passed 3-0</i>

PODC CONSENT AGENDA:

The Port of Douglas County Consent Agenda consisting of Check Register Pages #2020-14-#2020-15 was presented, and the following action was taken:

Motion No.	09-03-20 PODC
<i>Moved by:</i>	<i>Mark Spurgeon</i>
<i>Seconded by:</i>	<i>Jim Huffman</i>
	<i>To approve the Port of Douglas County Consent Agenda consisting of check register pages #2020-14-#2020-15, as presented.</i>
	<i>Motion passed 3-0</i>

PRESENTATION:

Waterville Airport Runway Improvement Project – Tim Ike and Mark Napier of J-U-B Engineers provided a presentation on the Waterville Airport Runway Improvement Project. They reviewed details of the planned work including crack sealing, surface repair, slurry sealing and pavement markings for the runway, taxiway, taxi lanes, and the apron tie down area. The project is currently being bid through the Abadan Plan Room and advertised in the Wenatchee World. Bid opening is on September 17th, 2020 at 1:00 pm via Zoom. Moyers noted the project is being funded primarily by a WSDOT Aviation Grant.

IB#9 Lease Agreement with Frito-Lay – Kuntz reviewed terms and conditions of the Frito-Lay lease for IB#9. Discussion ensued and the following action was taken:

Motion No.	09-08-2020 CDRPA
Moved by:	Mark Spurgeon
Seconded by:	Jim Huffman
	To authorize the CEO to enter into a Lease Agreement with Frito-Lay for IB#9.

Motion passed 6-0

Waterville Airport Runway Improvement Project Bid Award – Moyers reminded Directors that during the August 25th, 2020 Board of Directors Meeting, staff was authorized to solicit bids for the Waterville Airport pavement maintenance project. Details of the project were provided earlier during this meeting in J-U-B Engineer’s presentation. The WSDOT Aviation grant of \$184,783.50 with a local match of \$20,531.50 will fund the project. This project is included in the most recent supplemental budget with a total project cost of \$205,315. The engineer’s estimate including fees is \$185,205.50, and bids will be opened on September 17th, 2020. To expedite the process to ensure the project gets completed this year, staff recommended authorizing the CEO to award the bid to the lowest bidder contingent upon WSDOT concurrence and that the lowest bid plus fees does not exceed the total budget of \$205,315, including WSST. Discussions ensued and the following action was taken:

Motion No.	09-09-2020 CDRPA
Moved by:	Jim Huffman
Seconded by:	JC Baldwin
	To Authorize the CEO to award the Waterville Airport Pavement Maintenance Project to the apparent low bidder, contingent upon WSDOT concurrence and that the overall project budget does not exceed the total budget of \$205,315, including WSST.

*Motion passed 5-1
Commissioner Etherington opposed.*

Declaring State of Emergency for Airport Terminal Building Water Line Repair Project – Russ provided information on the recent water line failure in the airport parking lot. A temporary repair was completed on a portion of the water line, however, a permanent repair is needed to replace the corroded pipes which were installed when the airport was built in 1992. To expedite the process to ensure the work be completed this year prior to freezing temperatures, staff recommends declaring a state of emergency for the project. Discussion ensued and the following action was taken:

Motion No.	09-10-2020 CDRPA
Moved by:	W. Alan Loeb sack
Seconded by:	Mark Spurgeon
	To confirm CEO actions declaring an emergency for the temporary repair of the Airport Terminal Building water line, and confirm CEO waiving competitive bidding requirements to proceed with a permanent fix per RCW:39.04.280.

Motion passed 6-0

CDRPA INFORMATIONAL ITEMS:

Lineage South Buildings G-I Minimum Pricing Review – Asplund reviewed the cost basis for establishing the sales price for Lineage South buildings (G-I) including engineering, architectural, and legal fees and closing costs. The recommendation for the minimum sales price for the buildings is \$1.2 million. Discussions ensued.

Cashmere Mill District Tenant Update – Kuntz provided an update on a potential new tenant at Cashmere Mill District. Kuntz reviewed a lease rate concept and tenant improvements that will be necessary to lease the space. More information will be brought back to the Board at the September 22nd, 2020 meeting.

Airport Land Lease – Kuntz provided an update on the meeting held last Friday with a company interested in a commercial land lease on the Airport. The land would need to be rezoned to commercial, and density requirements need to be addressed. Discussions with this company will continue and more information will be provided as available.

COVID-19 UPDATES:

Economic Development Initiatives Related to COVID-19 – Updates and Information Including:

- Lough provided an update on grants processed to date including all programs administered by the Regional Port.
- Kuntz reviewed the Washington State Department of Commerce CARES Act II Grant program and the Microenterprise Grant program and its criteria. Both grant details are on the Regional Port website and are open for applications.

FAA CARES Act Grant:

- Lough provided an update on the FAA CARES Act Grant reimbursements.

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Update on Approach Lighting System and potential FAA takeover of the system. The FAA has requested the Regional Port to sign a reimbursable agreement allowing the FAA to help review and coordinate the project. Kuntz reported he signed the agreement but would like the Board of Directors to ratify at the next meeting.
- Ultra Polymer update.
- Chelan Valley Marine update on District Court claim for monies owed.
- Fibro update.

Lough provided information and updates including:

- Reminder flu shots will be available Thursday September 17th, 9:00 am to 10:30 am at the Regional Port office.

Cridlebaugh provided information and updates including:

- Updates on potential new Airport Business Park tenants.

Larsen provided information and updates including:

- Update on a business lead for land at Cashmere Mill District.

Russ provided information and updates including:

- Update on irrigation leak at IB#4 in Olds Station.

PUBLIC COMMENT – An opportunity for public comment was provided; however no public comments were made:

REVIEW CALENDAR OF EVENTS: Kuntz reminded Directors the Board Retreat is scheduled for October 20th, from 10:00 am – 3:00 pm.

ITEMS FROM BOARD OF DIRECTORS: None.

Meeting was adjourned at 4:10 pm.

Signed and dated this 22nd day of September, 2020.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

**Chelan Douglas Regional
Port Authority**

Memo

To: Board of Directors
From:  Jim Kuntz
cc: None
Date: September 17, 2020
Re: FAA Reimbursable Agreement

As mentioned at the last Board Meeting, the FAA is supporting the Regional Port efforts to install a Medium Intensity Approach Lighting System at Pangborn Airport. The attached Reimbursable Agreement provides for the Regional Port to deposit \$96,442.81 in an FAA account that they can charge against to help us manage this project. Article 3 in the agreement spells out the services they are going to perform.

In consideration this is a priority project of the Board, and the FAA needed the Reimbursable Agreement signed ASAP, I executed the agreement on September 7th. Will be seeking concurrence of the Board at Tuesday's meeting.

NON-FEDERAL REIMBURSABLE AGREEMENT

BETWEEN

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

AND

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
PANGBORN MEMORIAL AIRPORT
WENATCHEE, WASHINGTON**

WHEREAS, the Federal Aviation Administration (FAA) can furnish directly or by contract, material, supplies, equipment, and services which the **Chelan Douglas Regional Port Authority** (Sponsor) requires, has funds available for, and has determined should be obtained from the FAA;

WHEREAS, it has been determined that competition with the private sector for provision of such material, supplies, equipment, and services is minimal; the proposed activity will advance the FAA's mission; and the FAA has a unique capability that will be of benefit to the Sponsor while helping to advance the FAA's mission;

WHEREAS, the authority for the FAA to furnish material, supplies, equipment, and services to the Sponsor upon a reimbursable payment basis is found in 49 U.S.C. § 106(1)(6) on such terms and conditions as the Administrator may consider necessary;

NOW THEREFORE, the FAA and the Sponsor mutually agree as follows:

ARTICLE 1. Parties

The Parties to this Agreement are the FAA and **Chelan Douglas Regional Port Authority**.

ARTICLE 2. Type of Agreement

This Agreement is an "other transaction" authorized under 49 U.S.C. § 106(1)(6). It is not intended to be, nor will it be construed as, a partnership, corporation, joint venture or other business organization.

ARTICLE 3. Scope

- A. The purpose of this Agreement between the FAA and the Sponsor is to provide design and construction services for the replacement of the RWY 12 Runway End Identifier Lights (REIL) with a Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) as well as investigate the feasibility of

installing a Runway Visual Range (RVR) system to support operations on RWY 12 and relocating the Automated Surface Observing System (ASOS) [Note: Until a National Environmental Policy Act (NEPA) determination is made, the authorized scope of work for the MALSRL is limited to activities associated with development of 30% design.]. This Agreement provides funding for the FAA to establish these services. Therefore, this Agreement is titled:

Wenatchee, WA (EAT) – Replace the RWY 12 REIL with a MALSRL

B. The FAA will perform the following activities:

1. Conduct preliminary planning activities. This may include, but is not limited to technical consultation, engineering, design review, site visits, feasibility assessments, project planning, scope definition, development of cost estimate(s), and development of design packages.
2. Provide to the Sponsor any requirements and/or recommendations related to FAA facilities impacted by the Sponsor's project.
3. Complete the decommissioning process for the RWY 12 Runway End Identifier Lights (REIL). This includes:
 - a. Updating the FAA as-built drawings
 - b. Modifying the lease agreement
 - c. Removing the REIL from the FAA's Facility, Service, and Equipment Profile (FSEP) data system
 - d. Disassembling and removing the REIL Individual Control Cabinets (ICC) and Master Control Cabinet (MCC)
4. Assist the Sponsor in the design, installation, and commissioning of the proposed RWY 12 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSRL).
5. Review Sponsor provided engineering documents and provide comments. Fourteen calendar days shall be provided for FAA Air Traffic Organization (ATO) review at each intermediate design stage. Thirty calendar days shall be provided at the final design stage.
6. Complete the required FAA Environmental and Occupational Safety and Health (EOSH) paperwork including the *EOSH Checklist* (FAA Form 3900-17) and the *Preconstruction EOSH Checklist* (FAA Form 3900-18).
7. Prepare the Integrated Risk Management Checklist (IRMC) and Project Plan (as required by FAA Order JO 6000.50D) based on information provided by the

Sponsor at least 45 days prior to the start of construction activities. Information used to create these documents will be conveyed to the FAA by means of the Sponsor's Construction Safety and Phasing Plan (CSPP).

8. Provide shutdown and restoration services for FAA facilities during runway closures associated with this project.
9. Provide a full time Resident Engineer (RE)/Technical Operations Representative (TOR) to be on site at all times during critical construction and installation activities.
10. Issue FAA equipment and Flight Data Center (FDC) Notices to Airmen (NOTAM) as required.
11. Participate in a Contractor Acceptance Inspection (CAI) and complete Joint Acceptance Inspection (JAI).
12. Schedule a flight inspection and assist in commissioning activities for the new MALSR.
13. Investigate the feasibility of installing a Runway Visual Range (RVR) system to support operations on RWY 12 and relocating the Automated Surface Observing System (ASOS). This initial investigation will be limited to project scoping, site analysis, and cost estimating. The deliverable from this investigation will be a siting report detailing the feasibility, cost, and timeframe required for each.

C. The Sponsor will perform the following activities:

1. Provide the FAA with access to the project site, including any airport-specific security briefs or driving requirements, for the purposes of site surveys, construction inspection, and other activities.
2. Provide a full set of plans, including scaled electronic drawings, showing the proposed work, specifications, and any project-related documents. Such documents will be provided by the FAA with 14 days allocated for intermediate level design reviews and 30 days provided for final review.
3. Incorporate all ATO requirements and recommendations into the design drawings and specifications impacting FAA-owned systems. This includes the requirements of all applicable FAA ATO Orders, Notices, Technical Information Books, Design Standards, Handbooks, and Engineering Briefs.
4. Demolish the existing RWY 12 REIL utilities, structures and infrastructure to their satisfaction and assume ownership of any abandoned REIL utilities, structures and infrastructure.

5. Procure and install an ATO compliant Patriot Taxiway Industries FA-21000 Hybrid MALSR. Provide the FAA with standard site spares and any required additional lifecycle sustainment spares identified by the FAA Logistics Center.
6. Arrange for runway and taxiway closures as required.
7. Issue NOTAMs as required.
8. Complete all required Operational Risk Management (ORM) and Safety Risk Management (SRM) analyses and paperwork. Hold discussions as necessary with the airport, System Support Center, Air Traffic, and Engineering Services regarding ORM and SRM concerns.
9. Submit Notice of Proposed Construction of Alteration (FAA Form 7460-1) as required prior to construction.
10. Complete all required National Flight Data Center (NFDC) and Flight Procedures updates as required.
11. Complete the NEPA evaluation for the relevant Federal actions. This shall be specifically addressed in the Airport's current Environmental Assessment which is scheduled for completion in December of 2020.
12. Provide a detailed schedule for the work to be accomplished, including construction activities related to FAA facilities and equipment.
13. Submit FAA Form 6000-26, *Airport Sponsor Strategic Event Submission Form*, no less than 45 days prior to the start of construction that will impact NAS facilities, result in a full or partial runway closure, or result in a significant taxiway closure. This form is available on the OE/AAA website. This form may also be used to notify the FAA of any changes to the project schedule.
14. Notify the FAA at least 30 calendar days in advance of when FAA RE/TOR services are required.
15. During the course of construction, provide progress reports to the FAA. These reports shall be emailed on a weekly basis and include the week's progress, photos of the work accomplished, and activities planned for the following week. Failure to provide adequate notification could result in the FAA's rejection of the Sponsor's work and delay or prevent FAA takeover of Sponsor provided equipment, facilities, and infrastructure during CAI and JAI activities and may result in requiring repairs or reconstruction.
16. Conduct CAI(s) and participate in the final JAI with FAA representatives and correct exceptions as noted. If exceptions are not corrected within 45 days, the FAA will clear remaining CAI/JAI exceptions and charge reasonable incurred costs to the Sponsor through the reimbursable agreement (RA). All exceptions must be cleared or otherwise resolved before the Agreement can be closed out.

17. Perform commissioning activities for the new MALSR.
 18. Provide redlined drawings (three sets) to the FAA prior to any cutover activities. In addition, provide “as-built” drawings in electronic copies in .pdf and AutoCAD 2017 format. The final AutoCAD submittal cannot use referenced drawings. Each sheet must be standalone and complete file. The “as-built” drawings will be delivered no later than 60 days from JAI. The “as-built” will be in accordance with FAA-STD-002G.
- D. This agreement is in whole or in part funded with funding from an AIP grant [] Yes [X] No. If Yes, the grant date is: _____ and the grant number is: _____ . If the grant information is not available at the time of agreement execution, the Sponsor will provide the grant information to the FAA when it becomes available.

ARTICLE 4. Points of Contact

A. FAA:

1. The **FAA Western Service Area, Planning & Requirements Group, NAS Planning & Integration Team** will provide administrative oversight of this Agreement. **Tamra Lee** is the **Lead Planner** and liaison with the Sponsor and can be reached at **(206) 231-2852** or via email at **tamra.lee@faa.gov**. This liaison is not authorized to make any commitment, or otherwise obligate the FAA, or authorize any changes which affect the estimated cost, period of performance, or other terms and conditions of this Agreement.
2. The **FAA Western Service Area, Engineering Services, NAVAIDS Engineering Center – Seattle B** will perform the scope of work included in this Agreement. **Austin Mixsell** is the **Civil Engineer** and liaison with the Sponsor and can be reached at **(206) 231-2638** or via email at **austin.mixsell@faa.gov**. This liaison is not authorized to make any commitment, or otherwise obligate the FAA, or authorize any changes which affect the estimated cost, period of performance, or other terms and conditions of this Agreement.
3. **FAA Contracting Officer:** The execution, amendment, and administration of this Agreement must be authorized and accomplished by the Contracting Officer, **Brad Logan** who can be reached at **(817) 222-4395** or via email at **brad.logan@faa.gov**.

B. Sponsor:

Chelan Douglas Regional Port Authority
Trent Moyers
One Campbell Parkway, Suite A
East Wenatchee, WA 98802
Telephone: (509) 884-4700
Email: trent@cdrpa.org

ARTICLE 5. Non-Interference with Operations

The Sponsor understands and hereby agrees that any relocation, replacement, or modification of any existing or future FAA facility, system, and/or equipment covered by this Agreement during its term or any renewal thereof made necessary by Sponsor improvements, changes, or other actions which in the FAA's opinion interfere with the technical and/or operations characteristics of an FAA facility, system, and/or piece of equipment will be at the expense of the Sponsor, except when such improvements or changes are made at the written request of the FAA. In the event such relocations, replacements, or modifications are necessitated due to causes not attributable to either the Sponsor or the FAA, the parties will determine funding responsibility.

ARTICLE 6. Property Transfer

- A. To the extent that the Sponsor provides any material associated with the Project, and to the extent that performance of the requirements of this Project results in the creation of assets constructed, emplaced, or installed by the Sponsor, all such material (buildings, equipment, systems, components, cable enclosures, etc.) and assets will be transferred to and become the property of the FAA upon project completion. For purposes of this Article 6, "project completion" means that FAA has inspected the specific equipment or construction, and has accepted it as substantially complete and ready for use. The creation of an additional agreement will not be required, unless such other agreement is required by the laws of the state in which the subject property is located. The Sponsor and FAA acknowledge by execution of this agreement the FAA will accept the fundamental responsibilities of ownership by assuming all operations and maintenance requirements for all property transferred to the FAA. The transfer of asset(s) will occur on the date the asset(s) is placed in service. It has been determined the subject transfer(s) to FAA is in the best interest of both the Sponsor and FAA.
- B. In order to ensure that the assets and materials subject to this Article remain fully accounted-for and operational, the Sponsor will provide the FAA any additional documents and publications that will enhance the FAA's ability to manage, maintain and track the assets being transferred. Examples may include, but are not limited to, operator manuals, maintenance publications, warranties, inspection reports, etc. These documents will be considered required hand-off items upon Project completion.

ARTICLE 7. Estimated Costs

The estimated FAA costs associated with this Agreement are as follows:

DESCRIPTION OF REIMBURSABLE ITEM	ESTIMATED COST
Labor	
WB4020 – Engineering Support	\$25,902.80
WB4050 – Construction	\$25,176.80
WB4060 – Site Preparation, Installation, Test, & Checkout	\$1,613.92
WB4060 – Flight Inspection	\$806.96
WB4070 – Joint Acceptance Inspection/Commissioning/Closeout	\$5,890.72
Labor Subtotal	\$59,391.20
Labor Overhead	\$9,403.61
Total Labor	\$68,794.81
Non-Labor	
WB4010, WB4020, WB4050, WB4060, WB4070 – Travel	\$12,600.00
WB4050, WB4070 – Supplies/Materials	\$1,000.00
WB4060 – Flight Check	\$12,000.00
Non-Labor Subtotal	\$25,600.00
Non-Labor Overhead	\$2,048.00
Total Non-Labor	\$27,648.00
TOTAL ESTIMATED COST	\$96,442.81

ARTICLE 8. Period of Agreement and Effective Date

The effective date of this Agreement is the date of the last signature. This Agreement is considered complete when the final invoice is provided to the Sponsor and a refund is sent or payment is received as provided for in Article 9, Section E of this Agreement. This Agreement will not extend more than five years beyond its effective date.

ARTICLE 9. Reimbursement and Accounting Arrangements

- A. The Sponsor agrees to prepay the entire estimated cost of the Agreement. The Sponsor will send a copy of the executed Agreement and submit full advance payment in the amount stated in Article 7 to the Reimbursable Receipts Team listed in Section C of this Article. The advance payment will be held as a non-interest bearing deposit. Such advance payment by the Sponsor must be received before the FAA incurs any obligation to implement this Agreement. Upon completion of this Agreement, the final costs will be netted against the advance payment and, as appropriate, a refund or final bill will be sent to the sponsor. Per U.S. Treasury

guidelines, refunds under \$1.00 will not be processed. Additionally, FAA will not bill the sponsor for amounts less than \$1.00.

- B. The Sponsor certifies that arrangements for sufficient funding have been made to cover the estimated costs of the Agreement.
- C. The Reimbursable Receipts team is identified by the FAA as the billing office for this Agreement. The preferred method of payment for this agreement is via Pay.Gov. The sponsor can use a check or credit card to provide funding in this manner and receipt-processing time is typically within 3 working days. Alternatively, the sponsor can mail the payment to the address shown below. When submitting funding by mail, the Sponsor must include a copy of the executed Agreement and the full advance payment. All payments mailed to the FAA must include the Agreement number, Agreement name, Sponsor name, and project location. Payments submitted by mail are subject to receipt-processing delay of up to 10 working days.

FAA payment remittance address using USPS or overnight method is:

Federal Aviation Administration
Reimbursable Receipts Team
800 Independence Ave S.W.
Attn: Rm 612
Washington D.C. 20591
Telephone: (202) 267-1307

The Sponsor hereby identifies the office to which the FAA will render bills for the project costs incurred as:

Chelan Douglas Regional Port Authority
Attn: Monica Lough
One Campbell Parkway, Suite A
East Wenatchee, WA 98802
Telephone: (509) 884-4700
Email: monica@cdrpa.org

- D. The FAA will provide a quarterly Statement of Account of costs incurred against the advance payment.
- E. The cost estimates contained in Article 7 are expected to be the maximum costs associated with this Agreement, but may be amended to recover the FAA's actual costs. If during the course of this Agreement actual costs are expected to exceed the estimated costs, the FAA will notify the Sponsor immediately. The FAA will also provide the Sponsor an amendment to the Agreement which includes the FAA's additional costs. The Sponsor agrees to prepay the entire estimated cost of the amendment. The Sponsor will send a copy of the executed amendment to the Agreement to the Reimbursable Receipts Team with the additional advance payment. Work identified in the amendment cannot start until receipt of the additional advance

payment. In addition, in the event that a contractor performing work pursuant to the scope of this Agreement brings a claim against the FAA and the FAA incurs additional costs as a result of the claim, the Sponsor agrees to reimburse the FAA for the additional costs incurred whether or not a final bill or a refund has been sent.

ARTICLE 10. Changes and Amendments

Changes and/or amendments to this Agreement will be formalized by a written amendment that will outline in detail the exact nature of the change. Any amendment to this Agreement will be executed in writing and signed by the authorized representative of each party. The parties signing this Agreement and any subsequent amendment(s) represent that each has the authority to execute the same on behalf of their respective organizations. No oral statement by any person will be interpreted as amending or otherwise affecting the terms of the Agreement. Any party to this Agreement may request that it be amended, whereupon the parties will consult to consider such amendments.

ARTICLE 11. Termination

In addition to any other termination rights provided by this Agreement, either party may terminate this Agreement at any time prior to its expiration date, with or without cause, and without incurring any liability or obligation to the terminated party other than payment of amounts due and owing and performance of obligations accrued, in each case on or prior to the termination date, by giving the other party at least thirty (30) days prior written notice of termination. Payment of amounts due and owing may include all costs reimbursable under this Agreement, not previously paid, for the performance of this Agreement before the effective date of the termination; the total cost of terminating and settling contracts entered into by the FAA for the purpose of this Agreement; and any other costs necessary to terminate this Agreement. Upon receipt of a notice of termination, the receiving party will take immediate steps to stop the accrual of any additional obligations which might require payment. All funds due after termination will be netted against the advance payment and, as appropriate, a refund or bill will be issued.

ARTICLE 12. Order of Precedence

If attachments are included in this Agreement and in the event of any inconsistency between the attachments and the terms of this Agreement, the inconsistency will be resolved by giving preference in the following order:

- A. This Agreement
- B. The attachments

ARTICLE 13. Legal Authority

This Agreement is entered into under the authority of 49 U.S.C. § 106(1)(6), which authorizes the Administrator of the FAA to enter into and perform such contracts, leases,

cooperative agreements and other transactions as may be necessary to carry out the functions of the Administrator and the Administration on such terms and conditions as the Administrator may consider appropriate. Nothing in this Agreement will be construed as incorporating by reference or implication any provision of Federal acquisition law or regulation.

ARTICLE 14. Disputes

Where possible, disputes will be resolved by informal discussion between the parties. In the event the parties are unable to resolve any dispute through good faith negotiations, the dispute will be resolved by alternative dispute resolution using a method to be agreed upon by the parties. The outcome of the alternative dispute resolution will be final unless it is timely appealed to the Administrator, whose decision is not subject to further administrative review and, to the extent permitted by law, is final and binding (see 49 U.S.C. § 46110).

ARTICLE 15. Warranties

The FAA makes no express or implied warranties as to any matter arising under this Agreement, or as to the ownership, merchantability, or fitness for a particular purpose of any property, including any equipment, device, or software that may be provided under this Agreement.

ARTICLE 16. Insurance

The Sponsor will arrange by insurance or otherwise for the full protection of itself from and against all liability to third parties arising out of, or related to, its performance of this Agreement. The FAA assumes no liability under this Agreement for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf.

ARTICLE 17. Limitation of Liability

To the extent permitted by law, the Sponsor agrees to indemnify and hold harmless the FAA, its officers, agents and employees from all causes of action, suits or claims arising out of the work performed under this Agreement. However, to the extent that such claim is determined to have arisen from the act or omission by an officer, agent, or employee of the FAA acting within the scope of his or her employment, this hold harmless obligation will not apply and the provisions of the Federal Tort Claims Act, 28 U.S.C. § 2671, et seq., will control. The FAA assumes no liability for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf. In no event will the FAA be liable for claims for consequential, punitive, special and incidental damages, claims for lost profits, or other indirect damages.

ARTICLE 18. Civil Rights Act

The Sponsor will comply with Title VI of the Civil Rights Act of 1964 relating to nondiscrimination in federally assisted programs.

ARTICLE 19. Protection of Information

The parties agree that they will take appropriate measures to identify and protect proprietary, privileged, or otherwise confidential information that may come into their possession as a result of this Agreement.

ARTICLE 20. Security

In the event that the security office determines that the security requirements under FAA Order 1600.72A applies to work under this Agreement, the FAA is responsible for ensuring that security requirements, including compliance with AMS clause 3.14.2.1, Contractor Personnel Suitability Requirements are met.

ARTICLE 21. Entire Agreement

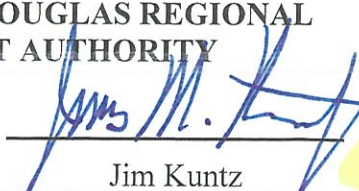
This document is the entire Agreement of the parties, who accept the terms of this Agreement as shown by their signatures below. In the event the parties duly execute any amendment to this Agreement, the terms of such amendment will supersede the terms of this Agreement to the extent of any inconsistency. Each party acknowledges participation in the negotiations and drafting of this Agreement and any amendments thereto, and, accordingly that this Agreement will not be construed more stringently against one party than against the other. If this Agreement is not executed by the Sponsor within 120 calendar days after the FAA transmits it to the Sponsor, the terms contained and set forth in this Agreement shall be null and void. Additionally, the FAA expects this agreement to be funded within 120 days of execution, if funding is not received by that date; the FAA may exercise the right to renegotiate estimated costs.

AGREED:

**FEDERAL AVIATION
ADMINISTRATION**


SIGNATURE _____
NAME Bradley K. Logan
TITLE Contracting Officer
DATE _____

**CHELAN DOUGLAS REGIONAL
PORT AUTHORITY**

SIGNATURE  _____
NAME Jim Kuntz
TITLE Chief Executive Officer
DATE 9-7-2020

**Chelan Douglas Regional
Port Authority**

Memo

To: Board of Directors
From:  Jim Kuntz
cc: None
Date: September 17, 2020
Re: Huney Jun

At Tuesday's meeting, the Board of Directors will need to determine if the Regional Port should proceed with entering into a lease with Huney Jun and construct the necessary tenant improvements within Building B at the Cashmere Mill District.

Please find enclosed the following documents:

1. Draft lease term sheet
2. Probable costs for tenant improvements
3. Letter to Chelan County requesting a \$350,000 grant to pay for half of the tenant improvements

This lease comes with risks. While Huney Jun is an exciting small company on the grow, I believe cash flow is a challenge for their business. Their credit profile is trending downward. Yet, when we spoke to their current landlord, they said rent has been paid on time and they really enjoyed them as a tenant.

Will provide additional information on Tuesday.

Huney Jun
Lease Rate Concept
Cashmere Mill District – Building B
9,671 Square Feet

Lease Term

5 years with (2) options of renewals of 5 years each

Lease Surety Deposit

\$8,413.77 (one month rent)

Lease Rate

Base Lease Rate: \$0.70 per sq. ft. per month

Improvements: \$0.17 per sq. ft. per month

Totals: \$0.87 per sq. ft. per month

Yearly Rents

***Year One**

- 1st six months (one half rent)

\$4,206.45 per month

\$ 540.11 State Leasehold Tax (12.84%)

\$4,746.56 per month

- 2nd six months (full rent)

\$8,413.77 per month

\$1,080.32 State Leasehold Tax (12.84%)

\$9,494.09 per month

*Huney Jun likely to propose a different staggered rent schedule.

Year Two

\$0.89 per sq. ft. per month plus State Leasehold Tax

Year Three

\$0.91 per sq. ft. per month plus State Leasehold Tax

Year Four

\$0.93 per sq. ft. per month plus State Leasehold Tax

Year Five

\$0.95 per sq. ft. per month plus State Leasehold Tax

First Option Period

3% increase in rent each year

Second Option Period

3% increase in rent each year

statement of probable costs

Port of Chelan County

DOH No. 1723

Huney Jun Tenant Improvement Suite 80B

Date: 9/1/20

PRE-DESIGN - Base Bid	9/6/19 SITE	\$ 694,629
Cashmere Mill District		2020 costs

	description	quantity	unit	cost	total	
	new tenant demising wall	0.00	ls @	\$ 50,000	\$ 0.00	
	demising wall	0.00	lf @	\$ 725.00	\$ 0.00	
	full height walls	500.00	sf @	\$ 15.00	\$ 7,500.00	
by tenant	partial height walls/perimeter	380.00	sf @	\$ 15.00	\$ 5,700.00	
except RR	framed drywall ceiling	75.00	sf @	\$ 30.00	\$ 2,250.00	
	exterior concrete sidewalk demo	0.00	ls @	\$ 1,500	\$ 0.00	
	exterior concrete walk/pad	110.00	sf @	\$ 20.00	\$ 2,200.00	
	saw cut concrete	2.00	ls @	\$ 1,500	\$ 3,000.00	
	concrete floor slab patch	2.00	ls @	\$ 2,500	\$ 5,000.00	
by tenant	seal concrete floors	0.00	sf @	\$ 1.90	\$ 0.00	
by tenant	epoxy floor	0.00	sf @	\$ 10	\$ 0.00	
	chainlink fence add for top enclosure	32.00	lf @	\$ 30	\$ 955.20	
	chainlink gates	3.00	ea @	\$ 701.50	\$ 2,104.50	
	doors, frames, and hardware/painting	1.00	ea @	\$ 2,300	\$ 2,300.00	
	rubber base	232.00	lf @	\$ 4.00	\$ 928.00	
	walk-off entry carpet	50.00	sf @	\$ 10.00	\$ 500.00	
unpainted	painting walls/clg	0.00	sf @	\$ 1.75	\$ 0.00	
	frp wall panels rr/3 comp sink	150.00	sf @	\$ 6.50	\$ 975.00	
	acoustical ceilings	50.00	sf @	\$ 6.50	\$ 325.00	
	toilet room accessories	1.00	ea @	\$ 400.00	\$ 400.00	
	toilet room shower/seat/grab bars	1.00	ea @	\$ 750.00	\$ 750.00	
	relocate existing exterior door	0.00	ls @	\$ 4,000	\$ 0.00	
	entry vestibule storefront	1.00	ls @	\$ 25,000	\$ 25,000.00	
	signage	1.00	ls @	\$ 2,900	\$ 2,900.00	
	plumbing fixtures/wh	3.00	ea @	\$ 4,500	\$ 13,500.00	
	2" water new line	190.00	lf @	\$ 20	\$ 3,800.00	
	trench drain	110.00	lf @	\$ 150	\$ 16,500.00	
	pump and connection for industrial waste	1.00	ea @	\$ 5,000	\$ 5,000.00	
	rough in sink, 3 sink, bar sink	3.00	ea @	\$ 1,000	\$ 3,000.00	
	HVAC system (Ultra Speed Bid 1/19 +)	1.00	ls @	\$ 79,546	\$ 79,545.58	
	fire sprinklers modifications	9,671.00	sf @	\$ 1.25	\$ 12,088.75	
	electrical - lighting and branch wiring	0.00	sf @	\$ 25.00	\$ 0.00	
	electrical modifications shop, wire/light	9,671.00	sf @	\$ 7	\$ 67,697.00	
	electrical outlets 208 v equipment/oh drop	11.00	ea @	\$ 1,750	\$ 19,250.00	
	provide new electrical panels	1.00	ea @	\$65,000	\$ 65,000.00	
	subcontractor mobilization	12.00	ea @	\$1,000	\$ 12,000.00	
	estimating contingency	360,169.03	\$ @	10.00%	\$ 36,016.90	
	Contractor General Conditions	396,185.93	\$ @	6.00%	\$ 23,771.16	
	Contractor O&P	419,957.09	\$ @	15.00%	\$ 62,993.56	
	Estimated Contractor Bid				\$ 482,950.65	\$ 49.94 /sf
	Washington State Sales Tax	570,257.07	\$ @	8.40%	\$ 47,901.59	
	Permits and Fees	1.00	ls @	\$ 5,810	\$ 5,810.02	
	A/E Fees	570,257.07	% @	12%	\$ 68,430.85	
	Construction Contingency	\$ 530,852.25	ls @	5.00%	\$ 26,542.61	

RECOMMENDED PROJECT BUDGET

\$ 694,629.29

\$ 71.83 /sf

statement of probable costs

Port of Chelan County

DOH No. 1723

Huney Jun Tenant Improvement Suite 50B

Date: 9/1/20

PRE-DESIGN - Mechanical Enclosure
 Castlere Mill District 452 sq ft \$ 99,372
 2020 costs

description	quantity	unit	cost	total
new tenant demising wall	0.00	ls @	\$ 50,000	\$ 0.00
demising wall	60.00	lf @	\$ 725.00	\$ 43,500.00
full height walls		sf @	\$ 14.00	\$ 0.00
framed drywall ceiling		sf @	\$ 30.00	\$ 0.00
exterior concrete sidewalk mods	0.00	ls @	\$ 5,000	\$ 0.00
saw cut concrete		ls @	\$ 1,400	\$ 0.00
concrete floor slab patch		ls @	\$ 1,400	\$ 0.00
seal concrete floors	452.00	sf @	\$ 1.90	\$ 858.80
doors, frames, and hardware/painting	2.00	ea @	\$ 2,300	\$ 4,600.00
upper/lower cabinets and casework	0.00	lf @	\$ 800	\$ 0.00
rubber base	60.00	lf @	\$ 2.50	\$ 150.00
walk-off entry carpet	0.00	sf @	\$ 10.00	\$ 0.00
painting walls	1,560.00	sf @	\$ 1.75	\$ 2,730.00
frp wall panels	0.00	sf @	\$ 6.50	\$ 0.00
acoustical ceilings	0.00	sf @	\$ 6.50	\$ 0.00
toilet room accessories	0.00	ea @	\$ 400.00	\$ 0.00
toilet room shower/seat/grab bars	0.00	ea @	\$ 750.00	\$ 0.00
added entry vestibule - storefront	0.00	ls @	\$ 12,000	\$ 0.00
signage	1.00	ls @	\$ 100	\$ 100.00
overhead doors/bollards	0.00	ea @	\$ 15,080	\$ 0.00
plumbing fixtures/wh	0.00	ea @	\$ 4,000	\$ 0.00
HVAC system	452.00	sf @	\$ 29.00	\$ 13,108.00
fire sprinklers modifications	452.00	sf @	\$ 2	\$ 904.00
electrical - lighting and branch wiring	0.00	sf @	\$ 15.00	\$ 0.00
electrical modifications shop, wire/light	452.00	sf @	\$ 5	\$ 2,260.00
electrical outlets 208 v equipment	0.00	ea @	\$ 1,750	\$ 0.00
provide new electrical panels	0.00	ea @	\$60,000	\$ 0.00
subcontractor mobilization	0.00	ea @	\$1,000	\$ 0.00
estimating contingency	68,210.80	\$ @	5.00%	\$ 3,410.54
Contractor General Conditions	71,621.34	\$ @	6.00%	\$ 4,297.28
Contractor O&P	75,918.62	\$ @	15.00%	\$ 11,387.79
Estimated Contractor Bid				\$ 87,306.41
Washington State Sales Tax	87,306.41	\$ @	8.40%	\$ 7,333.74
Permits and Fees	0.00	ls @	\$ 1,501	\$ 0.00
A/E Fees	0.00	% @	12%	\$ 0.00
Construction Contingency	\$ 94,640.15	ls @	5.00%	\$ 4,732.01
RECOMMENDED PROJECT BUDGET				\$ 99,372.16



One Campbell Parkway, Suite A | East Wenatchee, WA 98802 | Phone: 509.884-4700 | Fax: 509.662-5151 | www.cdrpa.org

September 15, 2020

Chelan County Commissioners Overbay, Bugert & England
400 Douglas Street
Suite 201
Wenatchee, WA 98801

Re: .09% Sales Tax Grant Request – Cashmere Mill District

Dear County Commissioners,

Since 2008, the Port of Chelan County has been working to transform the former Cashmere Lumber Mill Site into a prosperous business park. Much has been accomplished.

The Port has spent \$8.1 million in cleaning up the site. The major cost component was the removal of contaminated wood waste. In 2018/2019 the Port constructed, with the help of Chelan County, two 16,500 sq. ft. development buildings at an additional cost of \$8.0 million.

The Port has attracted two outstanding tenants that are growing and creating jobs: Blue Spirits Distilling and Hurst International.

We are close to securing our third tenant, Huney Jun that would take the remainder of the unoccupied space. Huney Jun is a local business with production facilities in Peshastin. They are quickly outgrowing their space and need to expand soon. Huney Jun brews Kombucha, which is a combination of green tea, raw honey, and jun culture.

To assist them expand and create jobs, the Port will need to invest \$700,000 in building improvements. Passing on all the costs to them is not economically feasible for their business.

The Port would like to request a \$350,000 .09% sales tax grant from Chelan County to help offset the needed economic development infrastructure.

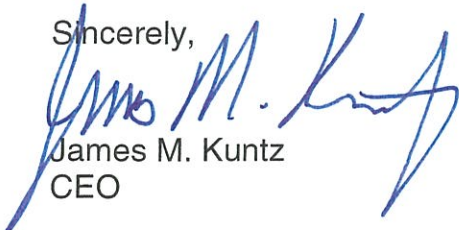
BOARD OF DIRECTORS

Donn Etherington, Commissioner, Chelan County Dist. 1 **Jim Huffman**, Commissioner, Douglas County Dist. 1 **JC Baldwin**, Commissioner, Chelan County Dist. 2
W. Alan Loeb sack, Commissioner, Douglas County Dist. 2 **Mark Spurgeon**, Commissioner, Douglas County Dist. 3 **Rory Turner**, Commissioner, Chelan County Dist. 3

We appreciated the county's previous \$500,000 sales tax grant to get the shell buildings constructed. It has already produced positive economic returns from the two current tenants. This new grant request would allow a local homegrown company to expand its operations in Chelan County.

Please do not hesitate to contact me with any questions. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "James M. Kuntz". The signature is stylized and fluid, with a long, sweeping tail on the final letter.

James M. Kuntz
CEO

BOARD OF DIRECTORS

Donn Etherington, Commissioner, Chelan County Dist. 1 Jim Huffman, Commissioner, Douglas County Dist. 1 JC Baldwin, Commissioner, Chelan County Dist. 2
W. Alan Loeb sack, Commissioner, Douglas County Dist. 2 Mark Spurgeon, Commissioner, Douglas County Dist. 3 Rory Turner, Commissioner, Chelan County Dist. 3

Jim Kuntz

Chief Executive Officer

One Campbell Parkway Suite A, East Wenatchee, WA 98802

☎ 509.884.4700 | Cell 509.336.5595 | www.cdrpa.org



From: Randy Asplund <rasplund@rh2.com>

Sent: Thursday, September 17, 2020 11:00 AM

To: Jim Kuntz <Jim@cdrpa.org>

Cc: Craig Larsen <Craig@cdrpa.org>; Peter A. Fraley <pfraley@omwlaw.com>; Stacie De Mestre <stacie@cdrpa.org>

Subject: 233 Columbia Street Property Offering Supplemental Details and Submittal Requirements.docx

Jim;

Enclosed is the updated Surplus Property Offering for Bldgs G-I and the separate document containing supplemental details and submittal requirements for your review.

I added the language regarding truck traffic in the supplemental details and in the proposal requirements. I also included a disclosure for the loading dock access and the license agreement for the covered roof attached to the to the Precision Water Jet building. I've made an attempt to guess at the dates for the schedule in the supplemental details document. I had hoped we could close by year end but given the process, I've got closing scheduled for March 1, 2021. It could be accelerated given that the MOU/PSA documents should be straightforward.

Please let me know if you see anything that needs to be changed prior to going out in the Commission Packet.

Thanks

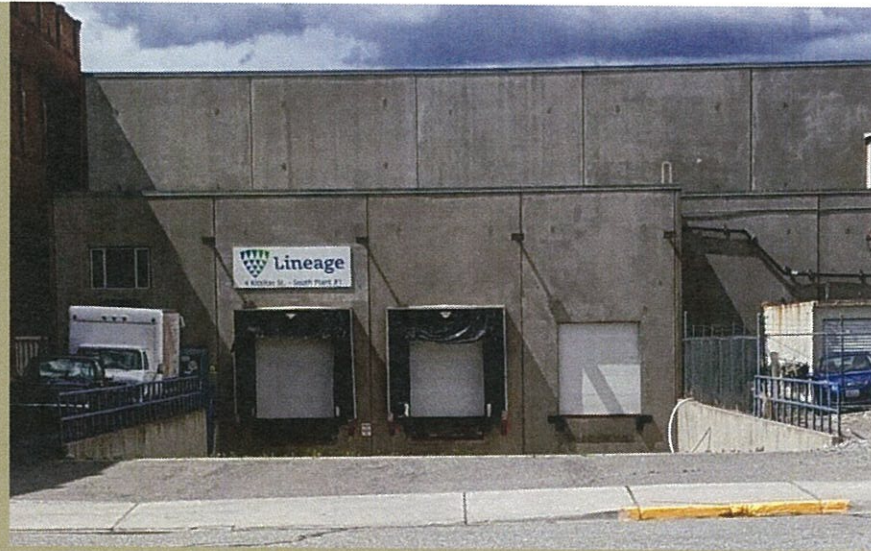
Randy

Columbia Street Property Offering

October 2, 2020

G & I Buildings

233 S. Columbia Street
Wenatchee, WA 98801



 CHELAN DOUGLAS
Regional Port
AUTHORITY

The Chelan Douglas Regional Port Authority (CDRPA) is requesting proposals from interested parties relating to buildings and land located at 233 Columbia Street in Wenatchee, Washington.

The goal of the process is to select a proposal from a qualified developer/business that best meets the "goals and vision" of the CDRPA for the adaptive reuse of the properties as set forth in this presentation.

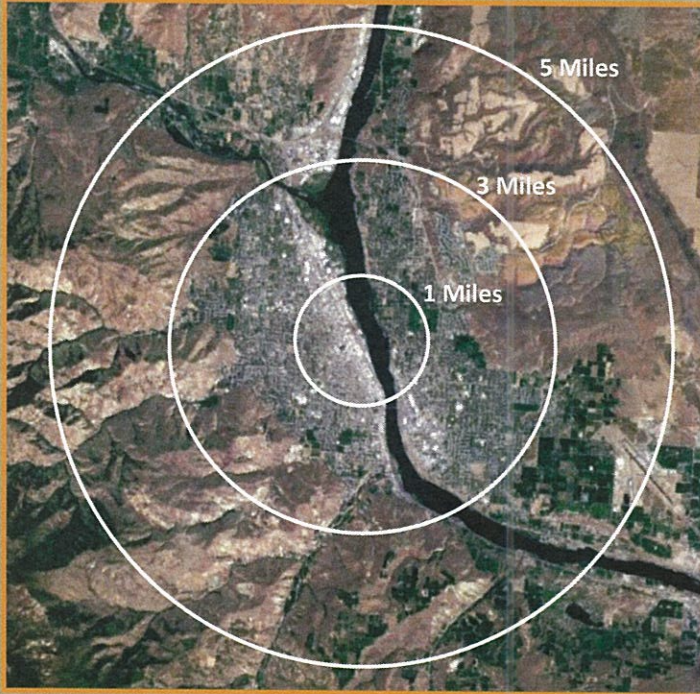
The property consists of one tax parcel totaling approximately 1.16 acres.

There are two existing buildings totaling approximately 20,000 sf on the parcel which were formerly used as apple cold storage and most recently as freezer space.

Please request "Supplemental Details and Submittal Requirements" for a description of the buildings, utilities serving the property, and access locations.



Location Overview Wenatchee, Washington



Population - 2018	Household Income - 2018
1 Mile - 14,538	1 Mile - \$50,769
3 Mile - 61,351	3 Mile - \$68,347
5 Mile - 70,396	5 Mile - \$70,027

Situated in central Washington on the eastern slopes of the Cascade Mountains between the Columbia and Wenatchee rivers. Wenatchee serves as the major cultural, economic, and healthcare hub of the region.



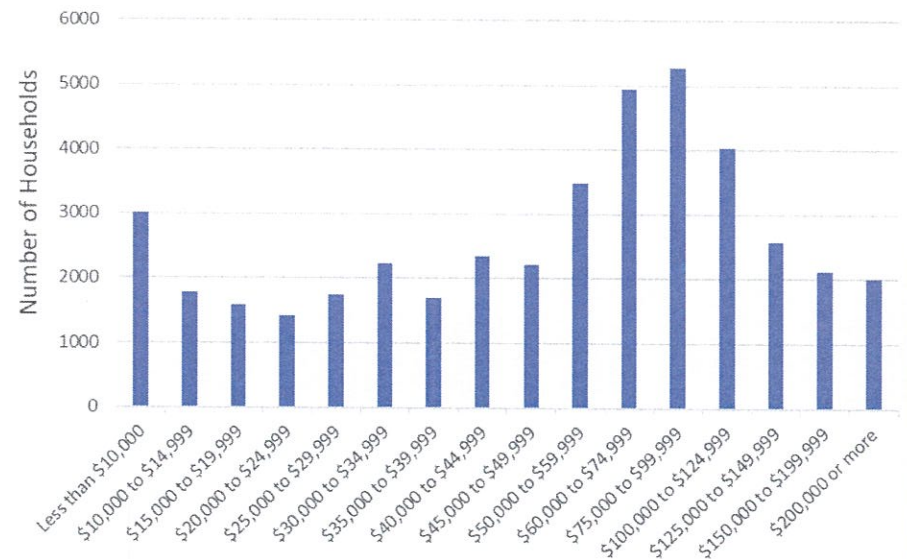
Location Overview Wenatchee Metropolitan Area



The Wenatchee Washington Metro Area encompasses both Chelan and Douglas Counties with a population of 118,478 and 3 million tourist visitors a year.

Wenatchee Metropolitan Statistical Area Household Income 2017

Source: ACS 2017



Wenatchee Spending Capacity

2016 Total Direct Travel & Tourism Spending – 575 Million

2017 GDP - 4.6 Billion

2018 Annual Taxable Retail Sales – 3.17 Billion

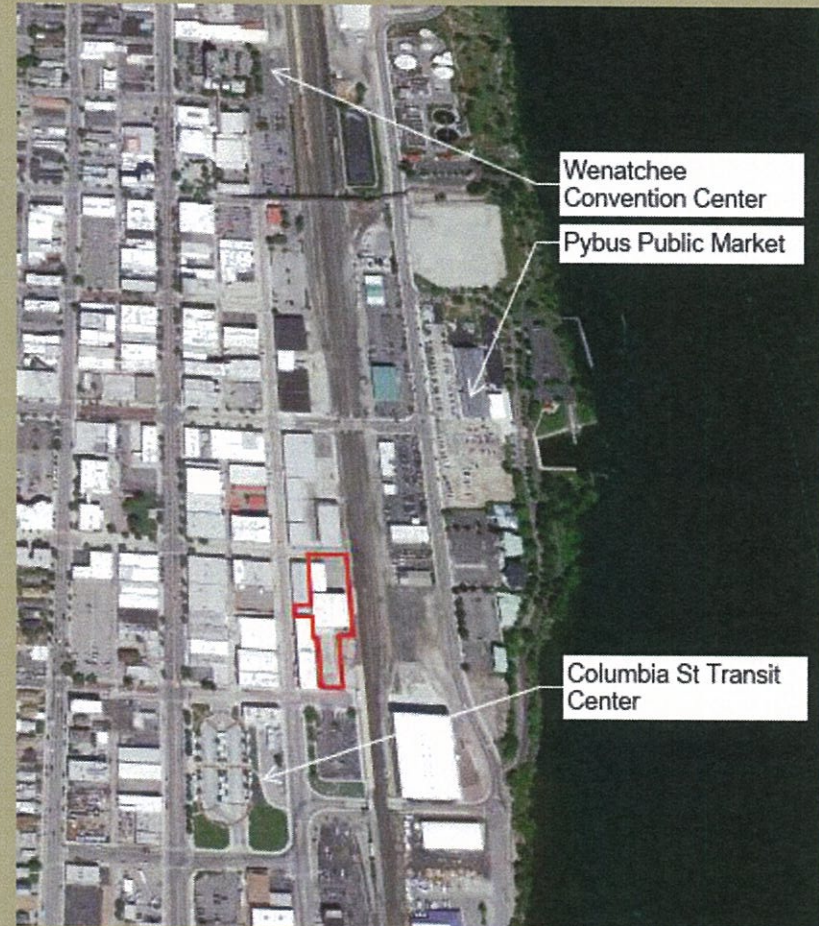
Property Location

Within the Central Business District and
Columbia Street Overlay Zones

Located near:

- Transit Center and Train Station
- Pybus Public Market
- Numerica Performing Arts Center
- Downtown Shops and Restaurants
- Apple Capital Loop Trail
- Access to SR285

Located within a Federal Opportunity
Zone



Exterior Architectural Goals

Adaptive Reuse and Exterior Architectural Goals

The CDRPA has established adaptive reuse and exterior architectural goals for the property consistent with the City of Wenatchee current land use plan and the Columbia Street Overlay.

The Columbia Street Overlay designation envisions the preservation of the industrial flavor of the District, while allowing new uses including loft live/work space, maker spaces, studios for dance or gymnastics, artisan retail, tasting rooms, breweries and offices.

For this District, the development character is focused on maintaining the apple packing and warehousing history of the District.

Consistent with the City's Comprehensive Plan and Zoning Code, the CDRPA has established the following four goals for redevelopment of the properties.



Above rendering provides examples of canopies, exterior coatings/cladding and window treatments that could be used for the surplus buildings consistent with CDRPA exterior architectural goals. Minimum building exterior treatments consistent with the architectural goals are required for:
Bldg. I - North and East sides,
Bldg. G – South side along with landscaping buffer along east property line adjacent to the loading dock and Columbia St frontage.

Exterior Architectural Requirements – Adaptive Reuse Goals

Community Activation:

Designs are encouraged to incorporate elements of the former apple packing district that engage the community on a diverse and flexible scale. The goal is to connect activity and pedestrian traffic from The Loop Trail and Pybus Public Market to the downtown core on Wenatchee Avenue.

Adaptive Reuse:

Wherever feasible, the existing buildings and character should be retained to reflect the historical nature of the apple packing district that existed along Columbia Street.

Allow existing exterior cladding such as brick and concrete block to maintain a visual connection to the neighborhood, while accenting with more contemporary and/or modern-industrial materials.

Encourage architectural features to soften existing blank walls and help contextually “shorten” the length of these large buildings for pedestrian appeal.

Human Scale:

Flat or shed style awnings and/or canopies are encouraged over sidewalks along Columbia Street and Orondo Avenue to scale down the height of these buildings, as well as provide pedestrians with shelter from weather while protecting doors, windows, and building facades.

Incorporate the use of building modulation and/or articulation to reduce and soften the scale of the existing structures and incorporate architectural design features to increase visual interest.

Distinctive, covered and lighted entrances are encouraged.

Incorporate lighting underneath canopies/awnings and throughout the property that keeps with the City of Wenatchee Dark Sky code.

Historic Wall Signs:

Historic painted wall signs are encouraged – bold, block lettering in style. Existing signage should be preserved.

Purchase Proposal

Interested parties are required to submit a purchase proposal for consideration by the CDRPA. Proposal requirements, additional details and terms of sale are outlined in the "Supplemental Details and Submittal Requirements". Interested parties shall request this document from the CDRPA.

The CDRPA is only willing to entertain proposals for the purchase of both buildings as one package

Minimum Established Sales Price: \$ 1,200,000

Property Inspection

The CDRPA will make the property available and open for self-guided inspection on the following dates: October 7th, 12th, 15th, and 19th. A waiver of liability will be signed by all individuals entering the property and proper attire (sturdy closed toed shoes, long sleeve shirts, and pants) ,and safety equipment (hard hat, safety glasses, and flashlight) will be required for the site inspections. To book an appointment, please contact Craig Larsen.

Proposal Submittal Package

Please see "Supplemental Details and Submittal Requirements" for additional details regarding the surplus property, proposal requirements, and proposal review/selection process. This document can be obtained by contacting Craig Larsen.

All proposals for the surplus properties must be received by the CDRPA no later that 2:00 PM on October 30th, 2020.

All questions and inquiries should be directed to: Craig Larsen - (509) 884-4700- Craig@CDRPA.org

Schedule Disclaimer

The schedule is subject to change based on orders and direction from Governor Inslee. All changes in the schedule will be posted on the Chelan Douglas Regional Port Authority website.

Public Disclosure Notice

In order to protect the integrity of the process, Proposers should be aware that proposals and any other documents they submit to the CDRPA will become a public record under the Washington Public Records Act (RCW 42.56). It is the intent of the CDRPA to post all proposals on its website and make them available for public review.



Chelan Douglas Regional Port Authority
Columbia Street Property Offering – Buildings G-I
Supplemental Details and Submittal Requirements

The Chelan Douglas Regional Port Authority (CDRPA) is requesting proposals from interested parties relating to two parcels of land and associated buildings located at 233 S. Columbia Street in Wenatchee, Washington. This document contains supplemental information that should be used in conjunction with the CDRPA Columbia Street Property Offering dated September 22, 2020.

A. PARCELS AND BUILDINGS:

The property consists of one tax parcel totaling approximately 1.16 acres. There are two attached buildings sharing a common wall on the property. The common wall does not meet building code separation requirements and is therefore considered as part of Building G. Please see the offering document for the location of the buildings described below:

Building I (north bldg.):

- Approximate Dimensions (WxLxH): 49ft x 112ft x 24ft
- Approximate Building Footprint: 5,488 Sq. Ft.
- Construction Date: unknown sometime between 1983 and 1989
- Building Type: Concrete tilt-up, shares internal common wall with Building G. steel truss wood roof.
- Fire Sprinkler System part of Building G
- Prior Uses: Cold fruit storage and freezer storage

Building G: (south bldg.)

- Approximate Dimensions (WxLxH): 108ft x 134ft x 32ft
- Approximate Building Footprint: 14,472 Sq. Ft.
- Construction Date: unknown sometime between 1980 and 1985
- Building Type: concrete tilt-up and steel truss wood roof, internal walls – wood w/foam insulation with shotcrete covering. South end of the building contains 1,200 sf office, restrooms with three bay loading dock. Engine Room is located on the southeast corner of the building and houses the decommissioned ammonia cooling system and fire sprinkler systems for the two buildings.
- Prior Uses: Cold fruit storage and freezer storage

Utilities

Water, sewer, electrical, fiber optic and telephone services are either available on-site or from utility mains located in Columbia St. or Yakima Street. There is an existing underground 3-phase 480 electrical service located on the south end of Building G engine room which provides electrical service to the two buildings. Water and sewer services are located on the south end of Building G. A 16-inch diameter watermain is located on an easement that runs through the property. Depending on the future uses of the individual buildings, additional utility service extensions may be required. The cost of any utility extension and/or upgrade, including utility connection fees and charges are the responsibility of the purchaser.

Access

Access to the property is located on the north side from Yakima Street and there is a shared 30-foot access easement located on the north property line with the property to the north. The property also has direct access from the property frontage along Columbia Street (covered alcove). The loading dock on the south end of Building G has historically crossed BNSF property to access Kittitas Street. No documentation has been found that provides legal access from the property to Kittitas Street. The CDRPA makes no representation that this parcel has legal access to Kittitas Street.

Please note the location of this property is not well suited for high volumes of truck traffic. Any planned use that generates high volumes of truck traffic may be incompatible with the Columbia Street Overlay District.

Columbia Street Frontage - Easement and License Agreement

A 20-foot wide access easement benefitting the building to the south (231 S Columbia St.) and license agreement for the attachment of the canopy to the building to the north (207 S Columbia St) exist for the covered alcove fronting Columbia Street. Copies of these documents are attached to this document.

Zoning

All of the CDRPA property is within the Columbia Street Overlay (CSO) of the Central Business District (CBD) zoning District. To determine the uses within the CSO overlay zone, you need to have both the District Use Chart as well as the actual zoning code for the District which are included below:

Here is the link to the District Use Chart to go with the zoning map:

<https://www.codepublishing.com/WA/Wenatchee/#!/Wenatchee10/Wenatchee1010.html#10.10Here>

Here is the link to the Columbia Street Overlay (CSO) within the zoning code:

<https://www.codepublishing.com/WA/Wenatchee/#!/Wenatchee10/Wenatchee1040.html#10.40.020>

Since the CSO is an overlay to the Central Business District zoning code you also need to read the underlying zoning district for general requirements. There is a link in the CSO to the CBD zoning district.

Here is the URL to the interactive zoning

map: <https://maps.wenatcheewa.gov/portal/apps/webappviewer/index.html?id=f0a6287b6c4f447abc291d6f29267145>

Site environmental Condition

A prior Phase One environmental site assessment, prepared by RH2 Engineering for the CDRPA dated December 2019, is available for inspection upon request. The applicants shall not rely on this assessment and are encouraged to perform an independent site assessment.

Site Condition and Disclaimer

Please note the above information is for informational purposes only. The CDRPA makes no representations or warranties as to the environmental site assessment mentioned above, the condition of the property, or the site, buildings and utilities. All applicants agree to purchase the property "AS-IS, WHERE IS, WITH ALL FAULTS". All prospective parties are encouraged to do their own due diligence regarding the property and building condition. For utility availability please contact the City of Wenatchee, Chelan County PUD No. 1, Frontier Communications and Cascade Natural Gas.

B. PROPOSAL REQUIREMENTS:

All proposals must include the following information:

1. Development Plan and Proposed Uses - Provide a detailed description of your proposed development plan including types proposed uses and square footage of commercial spaces.
2. Exterior Architectural Goals – Provide a detailed description of how you intend to comply with the required exterior architectural goals as identified in the CDRPA Surplus Property Offering dated September 22, 2020 (Property Offering document). Provide conceptual sketches of exterior treatments for the north and east sides of Building I and the south side of Building G including perimeter landscaping and proposed improvements to the covered alcove fronting Columbia Street as described in the Property Offering document.
3. Traffic and Parking – Provide an estimate of daily vehicle trips to/from the property, and an estimate of parking requirements. If your proposal includes light manufacturing, warehousing/distribution, or storage, provide an estimate of daily truck trip volumes.
4. Proposed purchase price.
5. Job Creation – provide estimate of approximate number of new/existing jobs to be created and approximate average hourly wages.
6. Adaptive Reuse - describe the extent of remodeling, proposed building access, and how you will meet exterior architectural requirements described in the Property Offering document.
7. Prospective development timeline including major milestones such as: 1) completion of due diligence, 2) submittal of building plans, 3) groundbreaking, and 4) completion/occupancy.
8. How soon can you close the transaction? Will you require that closing be contingent on financing?
9. Identify and provide brief biographies of the key individuals and/or the firm(s) involved in the project.
10. Past Projects – Provide at least three descriptions of other similar projects completed or under development.
11. References–Provide financial and past project references including: banks, tenants, co-developers, or municipal entities.

Public Disclosure Notice

In order to protect the integrity of the process, Proposers should be aware that proposals and any other documents they submit to the CDRPA will become public records under the Washington Public Records Act (RCW 42.56). It is the intent of the CDRPA to post all proposals on its website and make them available for public review.

C. SUBMITTAL:

Provide six (6) bound originals of your proposal to the address below, along with an electronic copy sent to Craig Larsen at: Craig@CDRPA.ORG

A complete submittal must be received by 2:00 pm on June 12, 2020 at:

Chelan Douglas Regional Port Authority
ATTN: Craig Larsen
One Campbell Parkway, Suite A
East Wenatchee, WA 98802

Upon release of this RFP, all communications should be directed to Craig Larsen as listed above. Unauthorized contact regarding this RFP with other CDRPA employees and Directors may result in disqualification. Any oral communications will be considered unofficial and non-binding. All proposals prepared by the proposer for this RFP shall become the property of the CDRPA.

D. SCHEDULE:

These dates are estimates and are subject to change by the CDRPA.

First Advertising date of RFP: October 2, 2020

Property available for self-tour appointments: October 7, 12, 15 and 19, 2020

Proposal Responses Due: October 30, 2020

Evaluation of Proposals: November 2 – 6, 2020

Staff Recommendation to Board: November 10, 2020

Shortlist Interviews: November 23, 2020

Selection of Purchaser: November 24, 2020

Memorandum of Understanding to Purchase: December 2020

Purchase and Sale Agreement: January 2020

Satisfaction of Contingencies to Closing: 30 days

Closing: March 1, 2021

E. TERMS OF SALE:

The CDRPA proposes a two-step negotiated process for the sale of the properties. Upon review and selection of the best proposal, a non-binding Memorandum of Understanding to Purchase (MOU) will be entered into with selected proposer. The MOU will list a series of conditions and approvals that must be met prior to entering into a purchase and sale agreement. A Purchase and Sale Agreement will be prepared and entered into with the selected proposer only after all conditions have been met as identified in the MOU. Please see Sections F and G for additional details of the contracting process.

The terms of sale are as follows:

- All cash sale, no seller financing.
- Property and Buildings – To be sold “AS IS” with no warranties and to the condition of the buildings its components or condition of the property.
- Property transaction will be by Quit Claim Deed.

F. PROPOSAL SELECTION AND CONTRACTING PROCESS:

Each proposal will be rated, scored, and ranked based on the following criteria.

Criteria	Weighting
1. Extent to which proposal matches the adaptive reuse and land use vision for the Columbia Street Warehouse District as described in pages 6-7 of the CDRPA Surplus Property Offering.	30 pts
2. Developer's demonstrated experience with adaptive reuse projects of similar scale/complexity and financial capacity to undertake the project.	30 pts
3. Proposed purchase price for the property and building (s).	20 pts
4. Number of new jobs created and average wage.	10 pts
5. The proposed timeline to construct and occupy the site.	5 pts
6. Proposed use is additive/complimentary to downtown and waterfront	5 pts

The Chelan Douglas Regional Port Authority intends to select the proposal that ensures the property will be developed to the "goals and vision" for the property and reserves the right to reject any and all proposals. CDRPA Staff will review and rank proposals using the above criteria. A short-list identifying the top four proposals will be presented to the Board of Directors. The Board of Directors will conduct interviews with the short-list candidates and will make the final selection.

The Chelan Douglas Regional Port Authority reserves the right to negotiate with the selected Proposer. It is the intent of the CDRPA to enter into a nonbinding Memorandum of Understanding to Purchase with the selected Proposer and the CDRPA shall incur no liability to any proposer as a result of such negotiation. It is the intent of the CDRPA to ensure it has the flexibility it needs to arrive at a mutually acceptable non-binding Memorandum of Understanding for the sale and purchase of the property.

The CDRPA reserves the right to begin negotiations with the second ranked proposal if an MOU is not successfully negotiated with the first ranked proposal, a Purchase Agreement is not successfully negotiated with the first ranked proposal, or if the transaction with the first ranked proposal does not close. This process may be repeated allowing the CDRPA to work down the ranking of the best proposals, if that occurs.

Each applicant assumes the risk and all costs associated with submitting a proposal, negotiating the MOU, negotiating a Purchase and Sale Agreement, and satisfying the contingencies necessary for closing (e.g. due diligence, designs, permits, etc).

Non-Binding Memorandum of Understanding

The selected Proposer will be expected to enter into a non-binding Memorandum of Agreement to Purchase with the CDRPA. This MOU would detail the conditions as described in the RFP and include the following elements as negotiated with the selected Proposer:

- Timeframe for due diligence.
- Timeframe to develop conceptual exterior and site plans.
- Schedule and attend a pre-application conference with the City of Wenatchee.
- Identify CDRPA approval requirements.
- Timeline to negotiate a "Purchase and Sale Agreement" including contingencies
- Establish closing conditions and dates.

G. PURCHASE AND SALE AGREEMENT:

A Purchase and Sale Agreement will be entered into upon satisfaction of the conditions listed in the Non-Binding Memorandum of Understanding to Purchase. The CDRPA shall not be bound, or in any way obligated to sell any of the property to the applicant, until both parties have executed the Purchase and Sale Agreement.

Closing

The closing date will be determined as part of the negotiations of the Non-binding Memorandum of Understanding to Purchase. It is the CDRPA's goal to close as soon as possible after all conditions and requirements have been met by the selected Proposer.

Covenants/Easements

Covenants will be recorded at closing regarding the agreed upon design and redevelopment of the property.

Provision for Option to Repurchase Property

The RPA reserves the option to repurchase the property at the original sales price if the purchaser fails to commence redevelopment within two years of closing, or decides to sell the unimproved property, or any portion thereof, without the advance written consent of the CDRPA five-years after closing.

Memo

To: Board of Directors
From: Ron Russ
cc: Jim Kuntz
Date: September 16, 2020
Re: IB5 Roof Edge Gutter System Replacement Rebid

JR Swigart Company, Inc. submitted the only bid for the IB5 Roof Edge Gutter System Replacement Rebid project. A summary of their bid (with sales tax added) is as follows:

Item	Item Total
Base bid – cut back roof edge, replace gutters	\$34,882.75
Bid Alternate #1 – Install new heating cable	\$8,219.96
Bid Alternate #2 - replace damaged building corner trim	\$913.57
Grand Total	\$44,016.28

The total of all three bid schedules and DOH Task Authorization for A&E Services (\$12,200) are within the approved project budget of \$64,000.

I recommend awarding a contract to JR Swigart and Company, Inc. for the base bid and two bid alternates for a total of \$44,016.28, including WSST.



EXECUTIVE FLIGHT

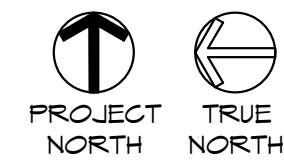
PHASE III

**ARCHITECTURAL SCHEMATIC DESIGN
SPATIAL REORGANIZATION STUDY**

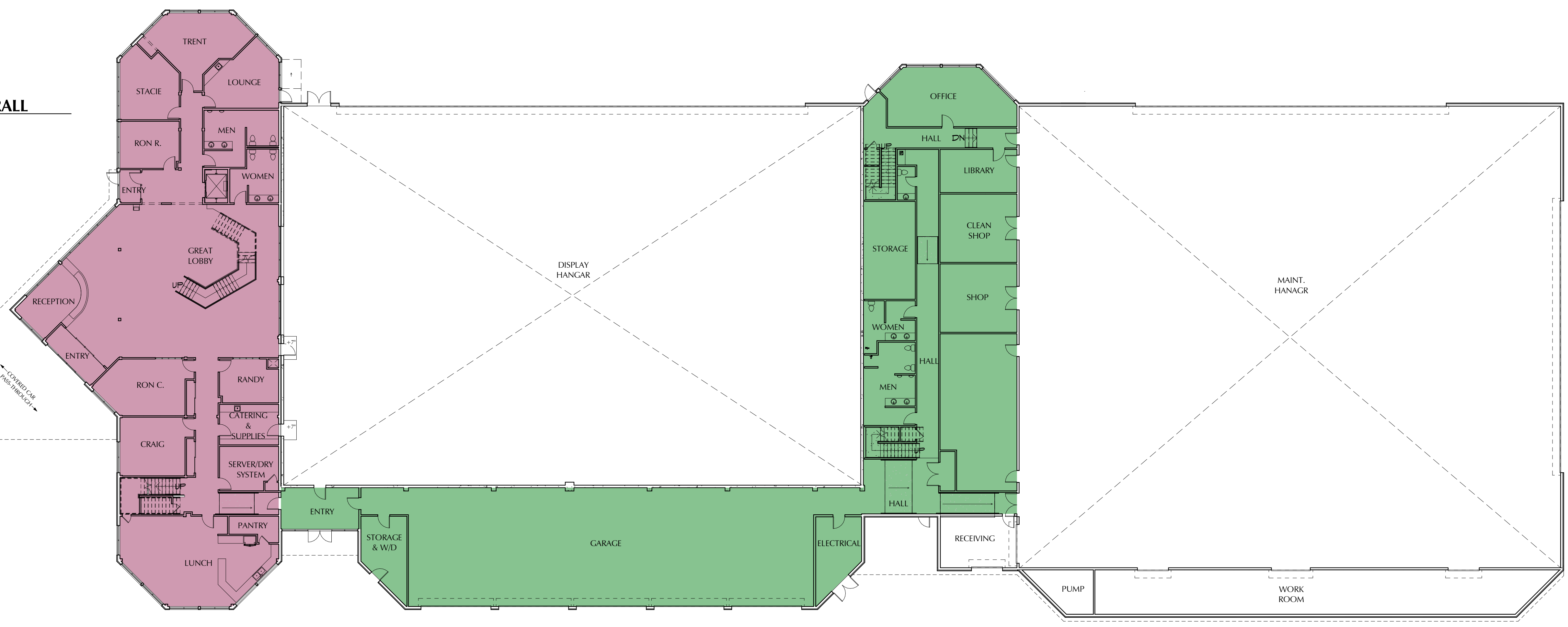
**ONE CAMPBELL PARKWAY, CENTER & WEST WINGS
EAST WENATCHEE, WA 98802**

COMMISSION REVIEW MEETING
TUESDAY, SEPTEMBER 22, 2020

EXISTING FIRST FLOOR - OVERALL
 SCALE: 1/16" = 1'-0"



1



ADJACENT PLANS REPRESENT EXISTING BUILDING LAYOUTS

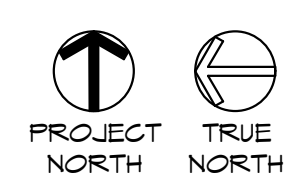


PHASE I
 ARCH AREA OF DESIGN FOCUS

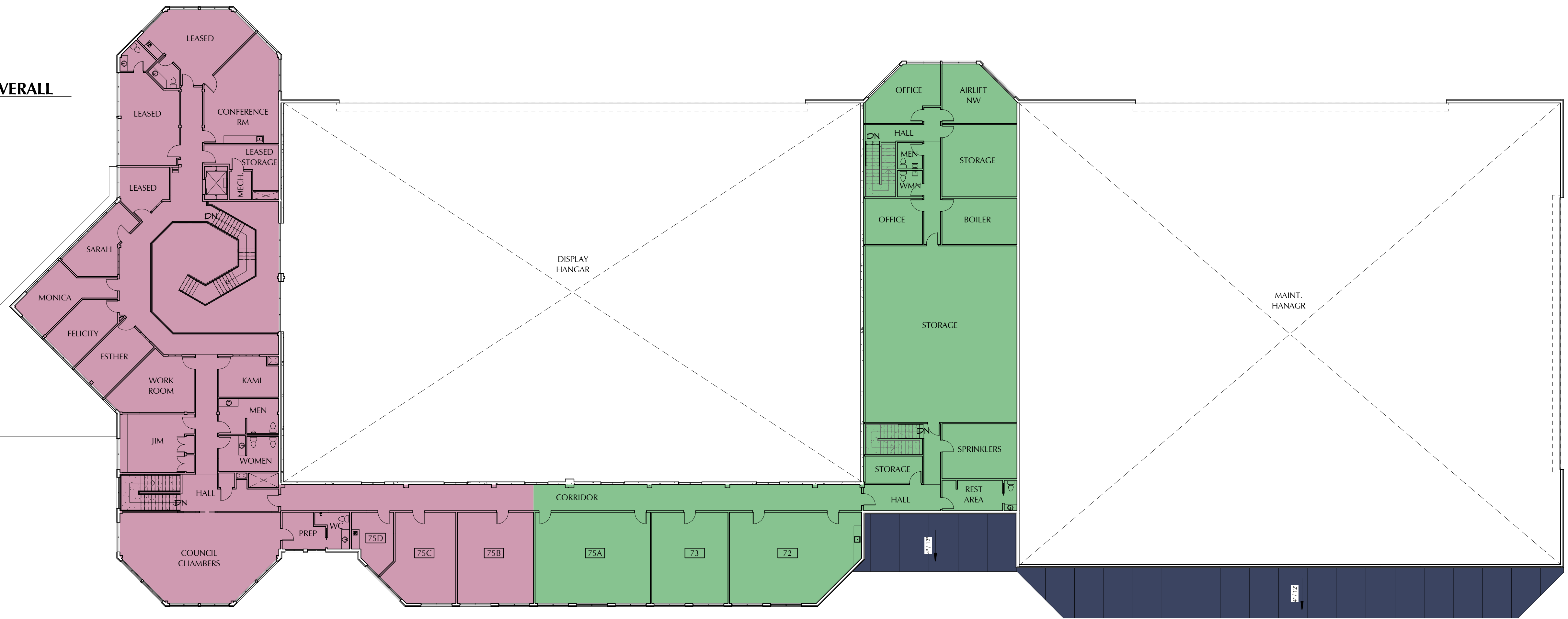


PHASE III
 ARCH AREA OF DESIGN FOCUS

EXISTING SECOND FLOOR - OVERALL
 SCALE: 1/16" = 1'-0"



2





CHELAN DOUGLAS
Regional Port
AUTHORITY

PHASE I - REVIEW

ARCHITECTURAL SCHEMATIC DESIGN
SPATIAL REORGANIZATION STUDY

ONE CAMPBELL PARKWAY, NORTH WING
EAST WENATCHEE, WA 98802













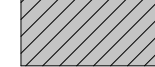


PRELIMINARY DESIGN

IN REVIEW

COMMISSION REVIEW MEETING
TUESDAY, SEPTEMBER 22, 2020

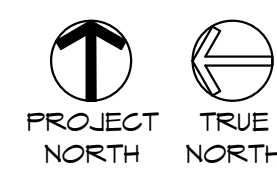
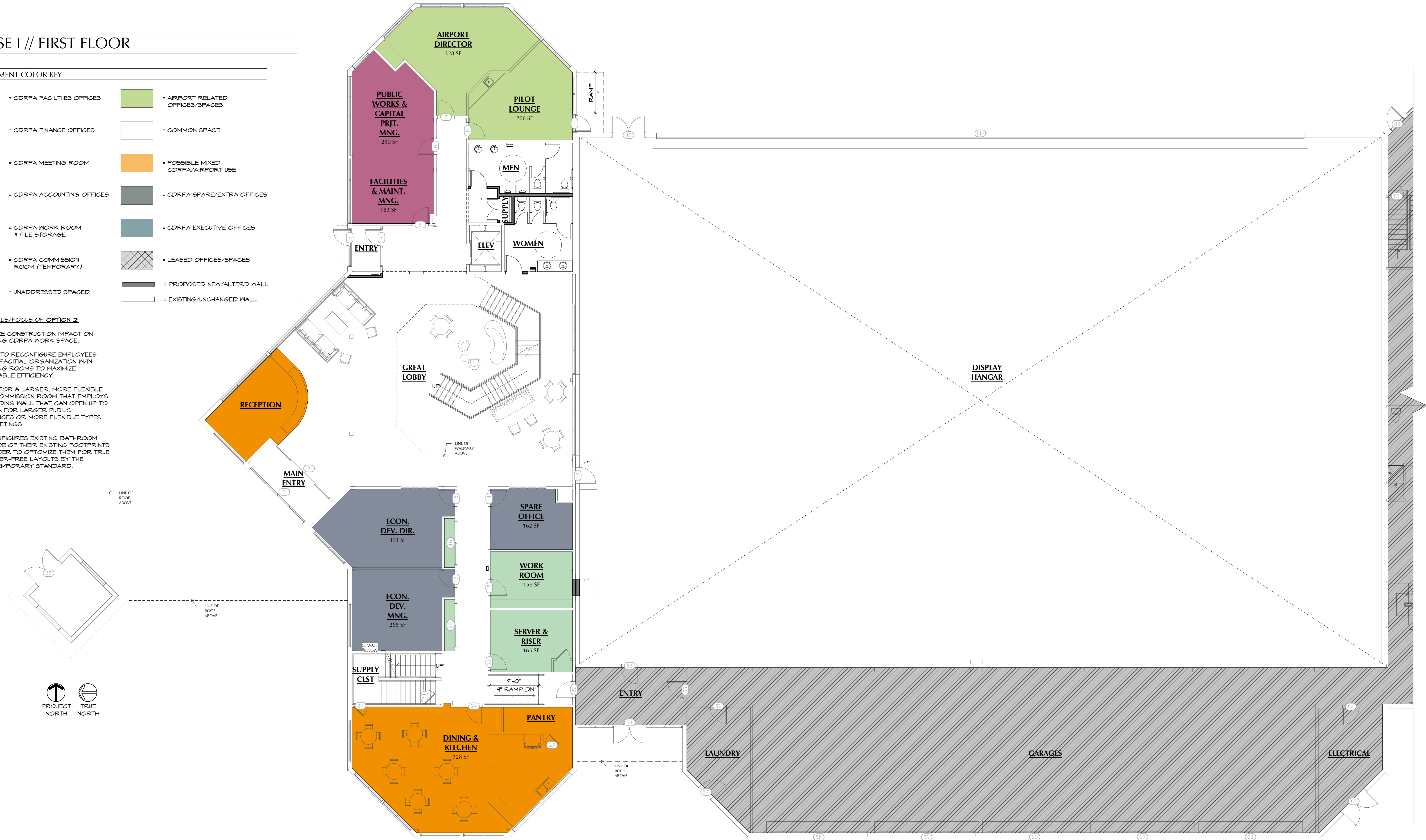
PHASE I // FIRST FLOOR

DEPARTMENT COLOR KEY

	= CDRPA FACILITIES OFFICES		= AIRPORT RELATED OFFICES/SPACES
	= CDRPA FINANCE OFFICES		= COMMON SPACE
	= CDRPA MEETING ROOM		= POSSIBLE MIXED CDRPA/AIRPORT USE
	= CDRPA ACCOUNTING OFFICES		= CDRPA SPARE/EXTRA OFFICES
	= CDRPA WORK ROOM & FILE STORAGE		= CDRPA EXECUTIVE OFFICES
	= CDRPA COMMISSION ROOM (TEMPORARY)		= LEASED OFFICES/SPACES
	= UNADDRESSED SPACED		= PROPOSED NEW/ALTERED WALL
			= EXISTING/UNCHANGED WALL
















MAIN GOALS/FOCUS OF OPTION 2:

- MINIMIZE CONSTRUCTION IMPACT ON EXISTING CDRPA WORK SPACE.
- LOOK TO RECONFIGURE EMPLOYEES AND SPACIAL ORGANIZATION W/IN EXISTING ROOMS TO MAXIMIZE AVAILABLE EFFICIENCY.
- OPTS FOR A LARGER, MORE FLEXIBLE NEW COMMISSION ROOM THAT EMPLOYS A FOLDING WALL THAT CAN OPEN UP TO ALLOW FOR LARGER PUBLIC AUDIENCES OR MORE FLEXIBLE TYPES OF MEETINGS.
- RECONFIGURES EXISTING BATHROOM OUTSIDE OF THEIR EXISTING FOOTPRINTS IN ORDER TO OPTIMIZE THEM FOR TRUE BARRIER-FREE LAYOUTS BY THE CONTEMPORARY STANDARD.



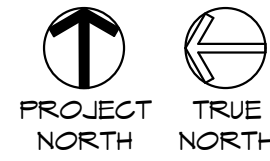
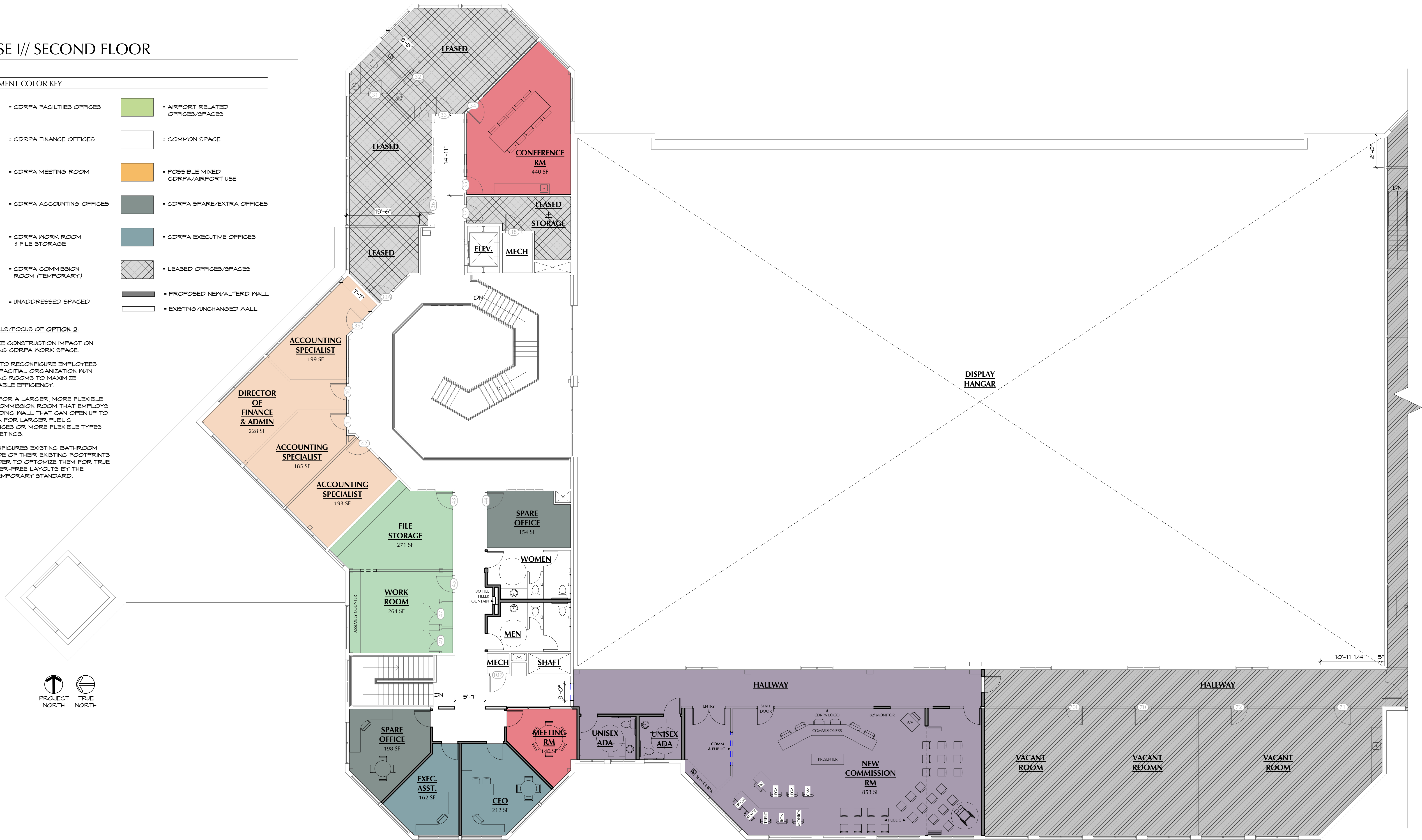
PHASE I// SECOND FLOOR

DEPARTMENT COLOR KEY

	= CDRPA FACILITIES OFFICES		= AIRPORT RELATED OFFICES/SPACES
	= CDRPA FINANCE OFFICES		= COMMON SPACE
	= CDRPA MEETING ROOM		= POSSIBLE MIXED CDRPA/AIRPORT USE
	= CDRPA ACCOUNTING OFFICES		= CDRPA SPARE/EXTRA OFFICES
	= CDRPA WORK ROOM & FILE STORAGE		= CDRPA EXECUTIVE OFFICES
	= CDRPA COMMISSION ROOM (TEMPORARY)		= LEASED OFFICES/SPACES
	= UNADDRESSED SPACED		= PROPOSED NEW/ALTERED WALL
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PHASE III

ARCHITECTURAL SCHEMATIC DESIGN
SPATIAL REORGANIZATION STUDY

ONE CAMPBELL PARKWAY, CENTER & WEST WINGS
EAST WENATCHEE, WA 98802

SCHEMATIC LAYOUT
OPTIONS 1 - 4

COMMISSION REVIEW MEETING
TUESDAY, SEPTEMBER 22, 2020

PHASE III // FIRST FLOOR // OPTION 1

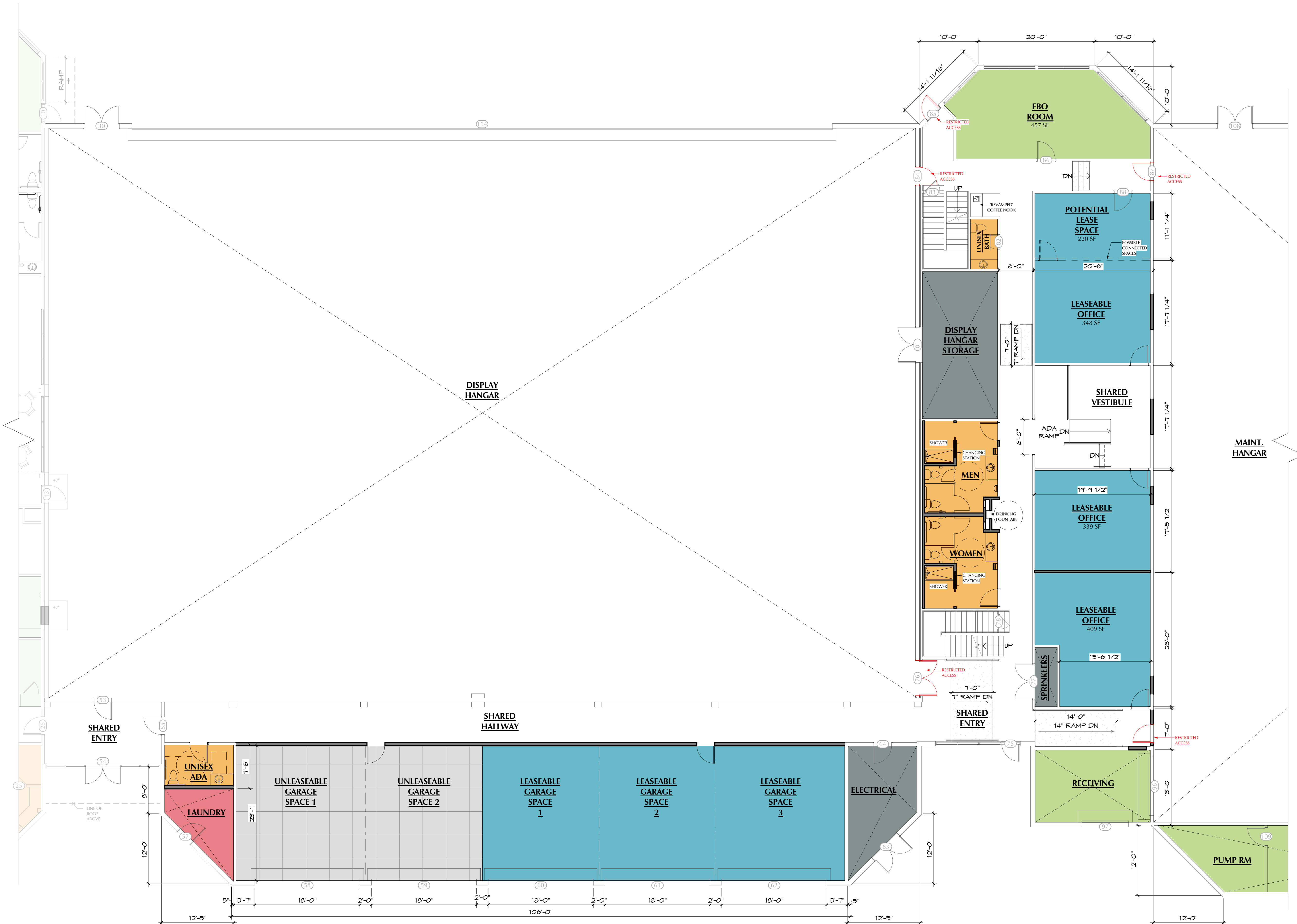
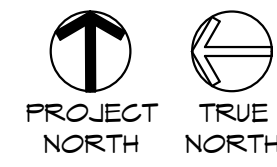
DEPARTMENT COLOR KEY

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- = SHARED BATHROOMS
- = AIRLIFT NORTHWEST/ UNLEASEABLE
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- = CURRENTLY LEASED GARAGE SPACES/ UNLEASEABLE
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MAIN GOALS/FOCUS OF PHASE 3, OPTION 1:

- THE MAIN GOAL OF OPTION 1 IS TO LIMIT THE AMOUNT OF CONSTRUCTION THAT WOULD NEED TO BE DONE IN ORDER TO CREATE AS MANY NEW LEASEABLE SPACES AS POSSIBLE. THIS OPTION WOULD RELY ON ELEVATOR ACCESS FROM THE CDRPA SIDE OF THE BUILDING TO GIVE ADA ACCESS TO THE SECOND FLOOR OF THIS CENTER WING OF THE BUILDING, BUT THIS WOULD SAVE A LARGE AMOUNT OF MONEY IN BOTH DESIGN, CONSTRUCTION AND MATERIAL COSTS TO THE PROJECT. IT ALSO ALLOWS FOR MORE LEASEABLE SPACE AS THERE IS NO ADDITIONAL SQUARE FOOTAGE BEING TAKEN UP BY AN ADDITIONAL ELEVATOR. THIS CONFIGURATION ALSO ALLOWS FOR A NEW SHARED VESTIBULE AT THE FIRST FLOOR TO ALLOW FOR ACCESSIBLE ACCESS TO THE ROOMS FLANKING THE MAINT. HANGAR SO THAT THE HANGAR ITSELF CAN REMAIN UNTOUCHED BY THE CONSTRUCTION PROCESS IN THIS OPTION. THE SAME IS TRUE, IN BOTH OPTIONS, FOR THE DISPLAY HANGAR.

OPTION 1 ALLOWS FOR 3-4 NEW LEASEABLE OFFICE/WORK SPACES, WITH 5 EITHER SEPARATELY LEASEABLE OR CONNECTED GARAGE SPACES THAT COULD BE USED FOR VEHICLE OR COMMERCIAL STORAGE BASED ON HOW CDRPA WANTS TO FACILITATE THE USAGE OF THESE GARAGE SPACES AND WHO WILL BE ABLE TO RENT/OCCUPY THEM. THE SECOND FLOOR ALLOWS FOR 10 NEW LEASEABLE SPACES WITH A VERY FLEXIBLE LAYOUT THAT CAN BE EASILY MANIPULATED TO A SPECIFIC TENANT DEPENDING ON THEIR SIZE, USE AND LEASE TERMS.



PHASE III // SECOND FLOOR // OPTION 1

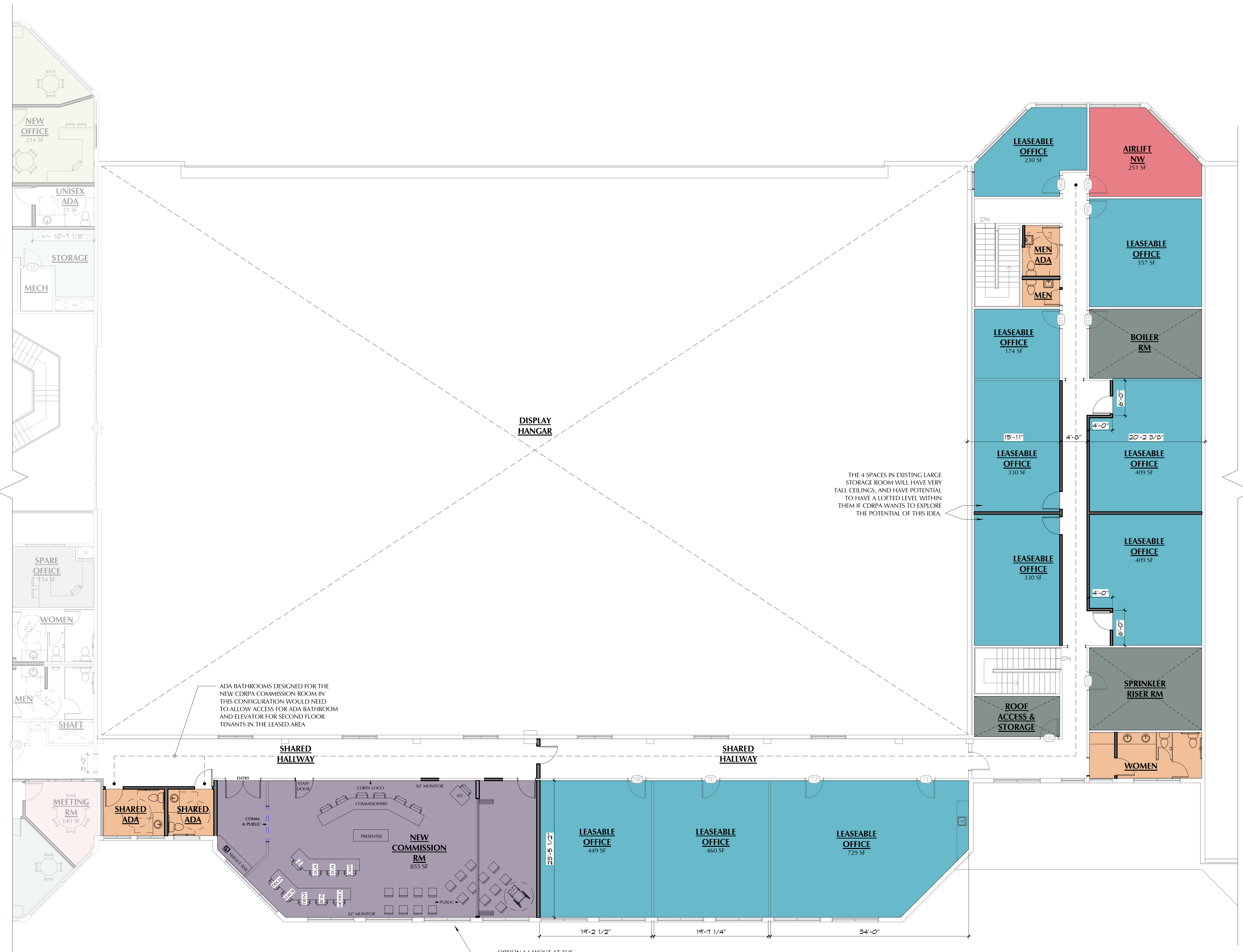
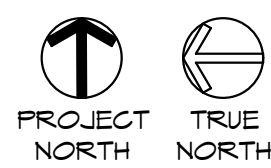
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THE 4 SPACES IN EXISTING LARGE STORAGE ROOM WILL HAVE VERY TALL CEILINGS, AND HAVE POTENTIAL TO HAVE A LOFTED LEVEL WITHIN THEM IF CDRPA WANTS TO EXPLORE THE POTENTIAL OF THIS IDEA.

ADA BATHROOMS DESIGNED FOR THE NEW CDRPA COMMISSION ROOM IN THIS CONFIGURATION WOULD NEED TO ALLOW ACCESS FOR ADA BATHROOM AND ELEVATOR FOR SECOND FLOOR TENANTS IN THE LEASED AREA

OPTION 1 LAYOUT AT THE SECOND LEVEL HAS BEEN PAIRED WITH THE POTENTIAL OPTION OF CDRPA OPTING TO MOVE THEIR COMMISSION RM TO THIS WEST WING OF THE BUILDING. WE DID THIS IN ORDER TO GIVE A SENSE OF WHAT IT WOULD LOOK LIKE TO HAVE THE TWO USES 'SHARING' THIS WING OF THE BUILDING AND HOW MUCH LEASEABLE SPACE THIS COMMISSION ROOM TAKES UP.

PHASE III // FIRST FLOOR // OPTION 2

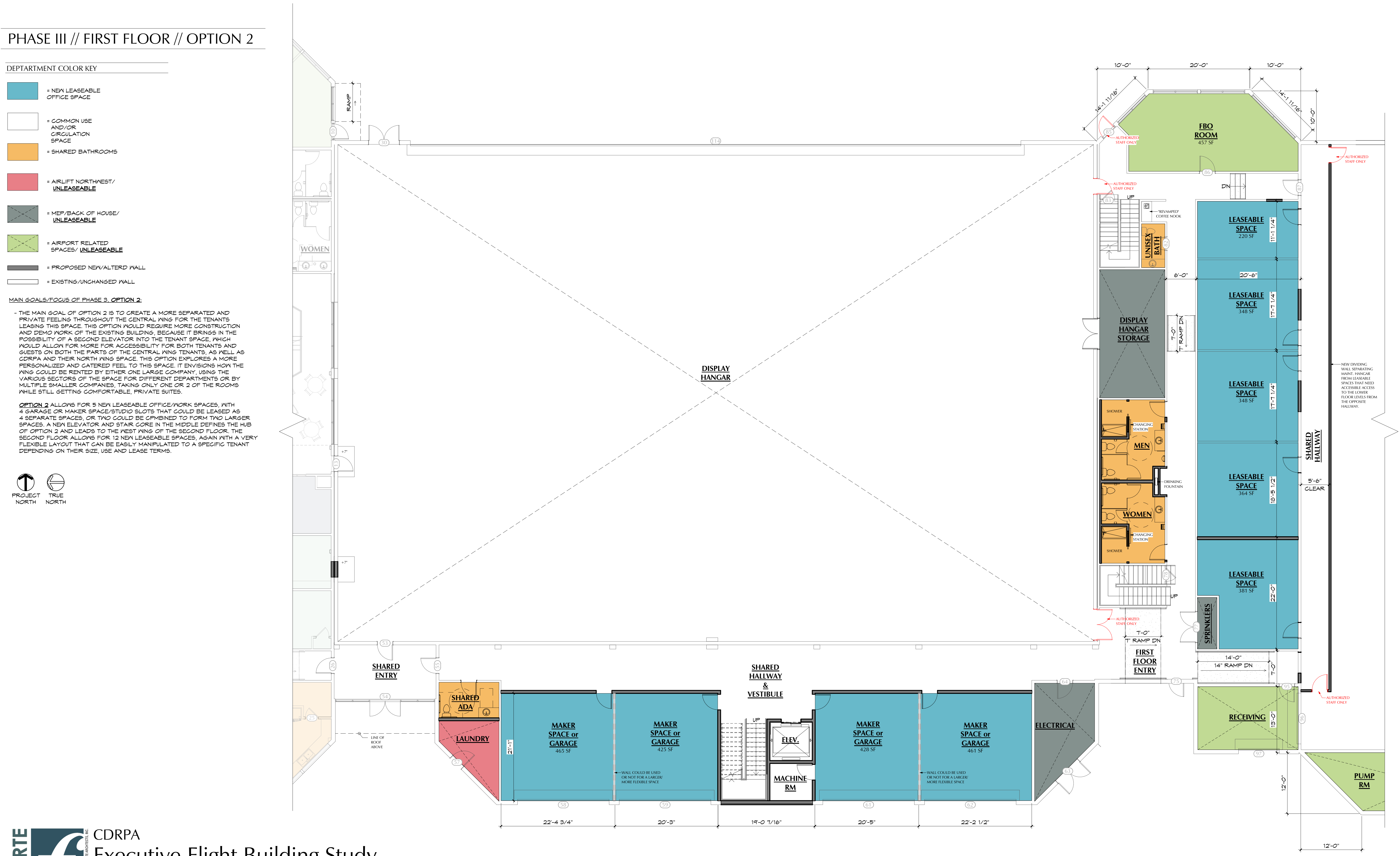
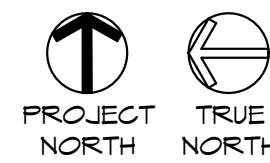
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MAIN GOALS/FOCUS OF PHASE 3, OPTION 2:

- THE MAIN GOAL OF OPTION 2 IS TO CREATE A MORE SEPARATED AND PRIVATE FEELING THROUGHOUT THE CENTRAL WING FOR THE TENANTS LEASING THIS SPACE. THIS OPTION WOULD REQUIRE MORE CONSTRUCTION AND DEMO WORK OF THE EXISTING BUILDING, BECAUSE IT BRINGS IN THE POSSIBILITY OF A SECOND ELEVATOR INTO THE TENANT SPACE, WHICH WOULD ALLOW FOR MORE FOR ACCESSIBILITY FOR BOTH TENANTS AND GUESTS ON BOTH THE PARTS OF THE CENTRAL WING TENANTS, AS WELL AS CDRPA AND THEIR NORTH WING SPACE. THIS OPTION EXPLORES A MORE PERSONALIZED AND CATERED FEEL TO THIS SPACE. IT ENVISIONS HOW THE WING COULD BE RENTED BY EITHER ONE LARGE COMPANY, USING THE VARIOUS SECTORS OF THE SPACE FOR DIFFERENT DEPARTMENTS OR BY MULTIPLE SMALLER COMPANIES, TAKING ONLY ONE OR 2 OF THE ROOMS WHILE STILL GETTING COMFORTABLE, PRIVATE SUITES.

OPTION 2 ALLOWS FOR 5 NEW LEASEABLE OFFICE/WORK SPACES, WITH 4 GARAGE OR MAKER SPACE/STUDIO SLOTS THAT COULD BE LEASED AS 4 SEPARATE SPACES, OR TWO COULD BE COMBINED TO FORM TWO LARGER SPACES. A NEW ELEVATOR AND STAIR CORE IN THE MIDDLE DEFINES THE HUB OF OPTION 2 AND LEADS TO THE WEST WING OF THE SECOND FLOOR. THE SECOND FLOOR ALLOWS FOR 12 NEW LEASEABLE SPACES, AGAIN WITH A VERY FLEXIBLE LAYOUT THAT CAN BE EASILY MANIPULATED TO A SPECIFIC TENANT DEPENDING ON THEIR SIZE, USE AND LEASE TERMS.



PHASE III // SECOND FLOOR // OPTION 2

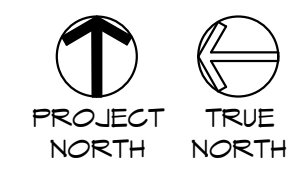
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MAIN GOALS/FOCUS OF PHASE 3, OPTION 2:

- THE MAIN GOAL OF OPTION 2 IS TO CREATE A MORE SEPARATED AND PRIVATE FEELING THROUGHOUT THE CENTRAL KING FOR THE TENANTS LEASING THIS SPACE. THIS OPTION WOULD REQUIRE MORE CONSTRUCTION AND DEMO WORK OF THE EXISTING BUILDING, BECAUSE IT BRINGS IN THE POSSIBILITY OF A SECOND ELEVATOR INTO THE TENANT SPACE, WHICH WOULD ALLOW FOR MORE ACCESSIBILITY FOR BOTH TENANTS AND GUESTS ON BOTH THE PARTS OF THE CENTRAL KING TENANTS, AS WELL AS CDRPA AND THEIR NORTH KING SPACE. THIS OPTION EXPLORES A MORE PERSONALIZED AND CATERED FEEL TO THIS SPACE. IT ENVISIONS HOW THE KING COULD BE RENTED BY EITHER ONE LARGE COMPANY, USING THE VARIOUS SECTORS OF THE SPACE FOR DIFFERENT DEPARTMENTS OR BY MULTIPLE SMALLER COMPANIES, TAKING ONLY ONE OR 2 OF THE ROOMS WHILE STILL GETTING COMFORTABLE, PRIVATE SUITES.

OPTION 2 ALLOWS FOR 5 NEW LEASEABLE OFFICE/WORK SPACES, WITH 4 GARAGE OR MAKER SPACE/STUDIO SLOTS THAT COULD BE LEASED AS 4 SEPARATE SPACES, OR TWO COULD BE COMBINED TO FORM TWO LARGER SPACES. A NEW ELEVATOR AND STAIR CORE IN THE MIDDLE DEFINES THE HUB OF OPTION 2 AND LEADS TO THE WEST KING OF THE SECOND FLOOR. THE SECOND FLOOR ALLOWS FOR 12 NEW LEASEABLE SPACES, AGAIN WITH A VERY FLEXIBLE LAYOUT THAT CAN BE EASILY MANIPULATED TO A SPECIFIC TENANT DEPENDING ON THEIR SIZE, USE AND LEASE TERMS.



OPTION 2 LAYOUT AT THE SECOND LEVEL HAS BEEN PAIRED WITH THE POTENTIAL OPTION OF CDRPA OPTING TO MOVE THEIR COMMISSION RM TO THE EAST SIDE OF THE NORTH WING OF THE BUILDING. THIS WILL GIVE A SENSE OF THE MAXIMUM AVAILABLE LEASEABLE SPACE IN THE WEST WING OF THE BUILDING.

PHASE III // FIRST FLOOR // OPTION 3

DEPARTMENT COLOR KEY

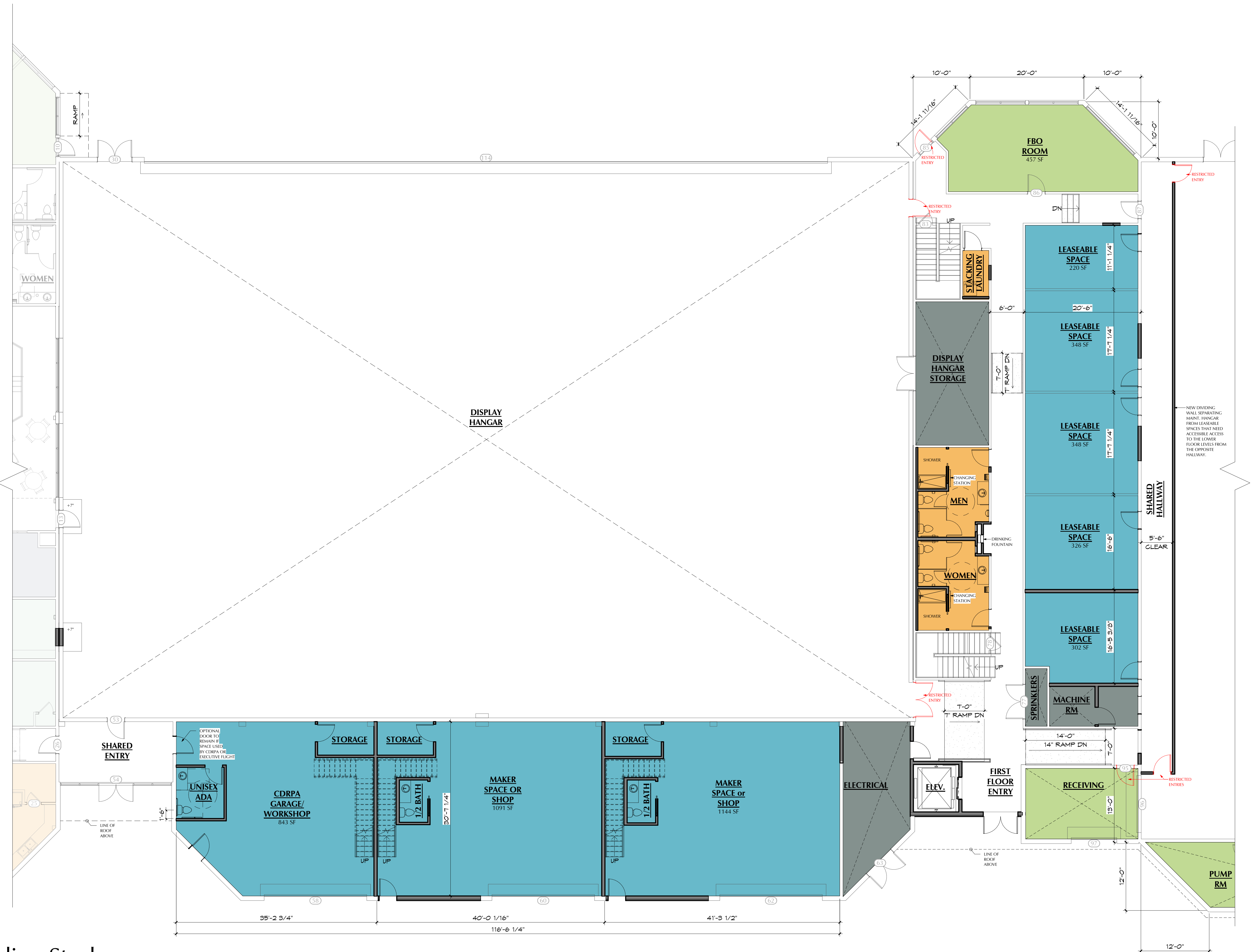
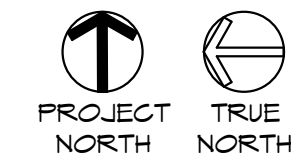
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- = MEP/BACK OF HOUSE/ UNLEASEABLE
- = AIRPORT RELATED SPACES/ UNLEASEABLE
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- = EXISTING/UNCHANGED WALL

MAIN GOALS/FOCUS OF PHASE 3, OPTION 3:

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OPTION 3 ENVISIONS THE WEST WING WITHOUT THE COMMISSION ROOM IN THIS AREA, SO IT ALLOWS FOR 3 NEW POTENTIAL LIVE/WORK STUDIO SPACES THAT COULD EITHER BE UTILIZED AS RENATABLE WORKSHOP, GARAGES, OR MAKER SPACES ON THE FIRST FLOOR AND CONTRACTOR OFFICES, TEMPORARY SLEEPING QUARTERS (IF ZONING CODE ALLOWS), OR EXECUTIVE SUITES ON THE SECOND FLOOR. THE SUITE CLOSEST TO THE NORTH WING COULD ALSO POSSIBLY BE USED BY CDRPA OR EXECUTIVE FLIGHT AS A CARRYOVER SPACE FOR PILOTS THAT NEED A PLACE TO HOUSE VEHICLES OR NEED A SPOT TO STAY OVERNIGHT IN BAD WEATHER. THE SMAE COULD BE SAID FOR EXECUTIVE FLIGHT GUESTS OR CDRPA STAFF AND/OR CLIENTS.

IN THE CENTER OF THE BUILDING, A NEW ELEVATOR AND AN EXISTING STAIR CORE IN THE MIDDLE DEFINES THE HUB OF OPTION 3 AND MAKES WAY FOR THE POTENTIAL OF EITHER 2 MEDIUM OR 1 LARGER COMPANY TO OCCUPY THE NEW OFFICE SPACES COMPOSED ON THE 1ST AND 2ND FLOORS OF THE MIDDLE SECTION OF THE BUILDING. BOTH FLOORS HAVE A PRIVATE YET CONNECTED FEEL THAT WOULD MAKE FOR A GREAT NEW COMPANY SPACE.



PHASE III // SECOND FLOOR // OPTION 3

DEPARTMENT COLOR KEY

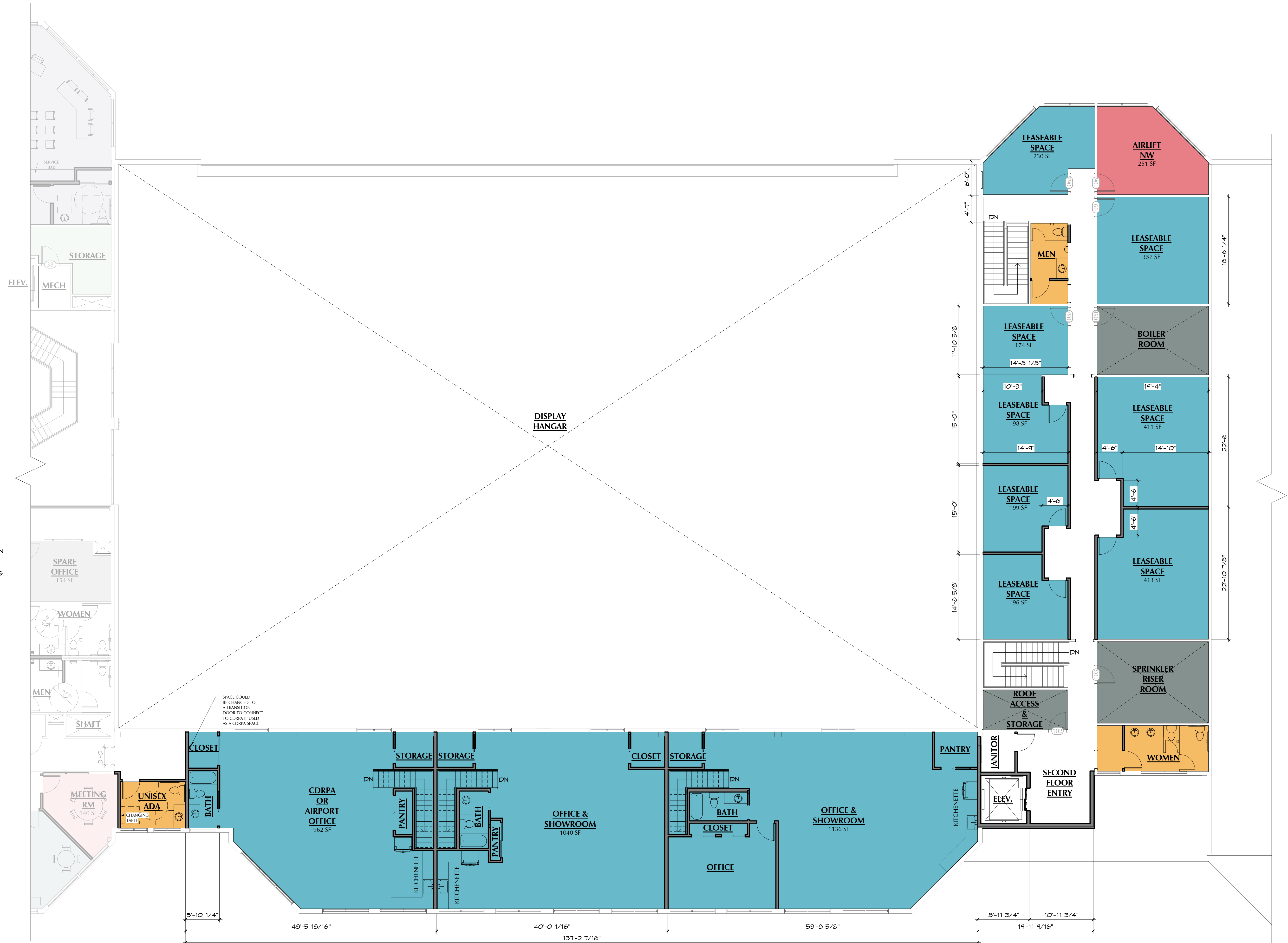
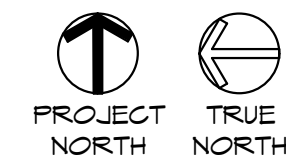
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PHASE III // FIRST FLOOR // OPTION 4

DEPARTMENT COLOR KEY

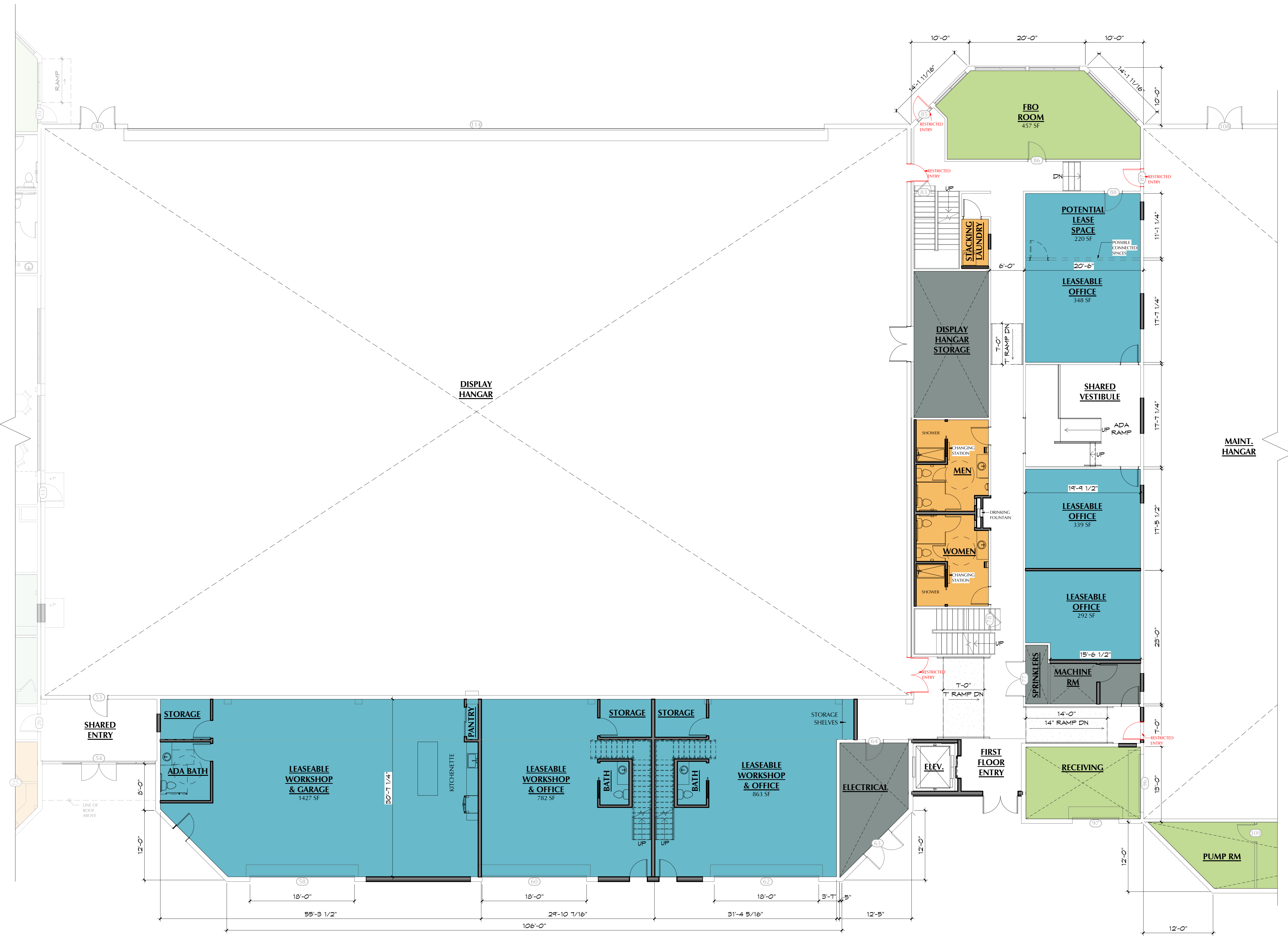
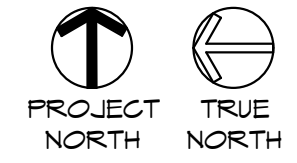
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OPTION 4 ENVISIONS THE WEST KING WITH THE COMMISSION ROOM IN THIS AREA, SO IT ALLOWS FOR 2 NEW POTENTIAL LIVE/WORK STUDIO SPACES THAT COULD EITHER BE UTILIZED AS RENATABLE WORKSHOP, GARAGES, OR MAKER SPACES ON THE FIRST FLOOR AND CONTRACTOR OFFICES, TEMPORARY SLEEPING QUARTERS (IF ZONING CODE ALLOWS), OR EXECUTIVE SUITES ON THE SECOND FLOOR. THE SUITE CLOSEST TO THE NORTH KING COULD BE RENTED AS A LARGE, SINGLE STORY GARAGE AND WORKSHOP THAT WOULD BE PERFECT FOR USE BY A CONTRACTOR OR SOMEONE TRADESMAN TEAM NEEDING WORKSHOP SPACE.

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PHASE III // SECOND FLOOR // OPTION 4

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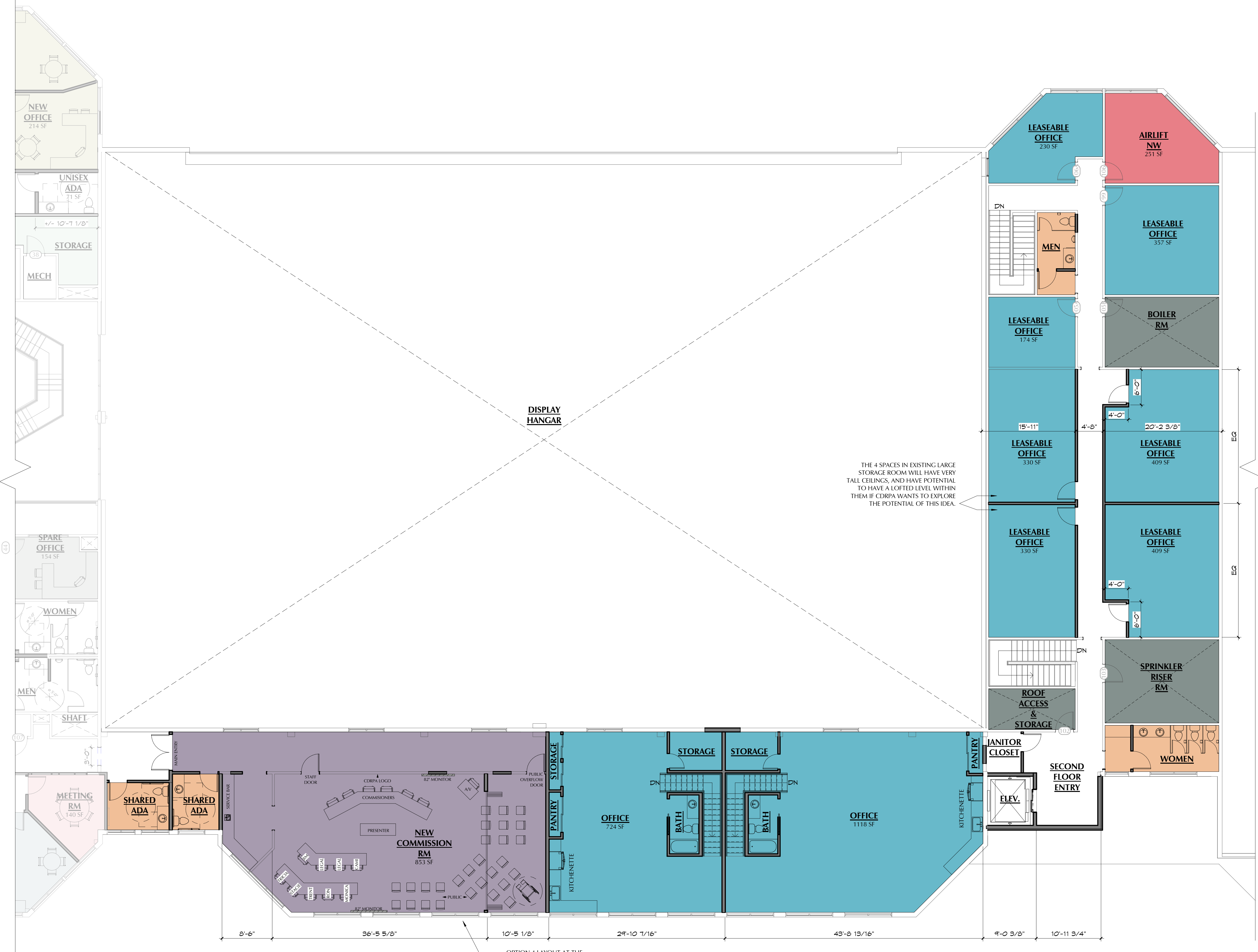
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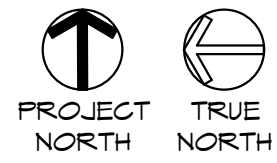
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THE 4 SPACES IN EXISTING LARGE STORAGE ROOM WILL HAVE VERY TALL CEILINGS, AND HAVE POTENTIAL TO HAVE A LOFTED LEVEL WITHIN THEM IF CDRPA WANTS TO EXPLORE THE POTENTIAL OF THIS IDEA.

DISPLAY HANGAR

OPTION 4 LAYOUT AT THE SECOND LEVEL HAS BEEN PAIRED WITH THE POTENTIAL OPTION OF CDRPA OPTING TO MOVE THEIR COMMISSION RM TO THIS WEST WING OF THE BUILDING. WE DID THIS IN ORDER TO GIVE A SENSE OF WHAT IT WOULD LOOK LIKE TO HAVE THE TWO USES "SHARING" THIS WING OF THE BUILDING AND HOW MUCH LEASEABLE SPACE THIS COMMISSION ROOM TAKES UP.



Pangborn Airport

Land Use Planning Review

Boundary Line Adjustment

The Airport has some 36 plus parcels of property including a host of parcels acquired during the Runway Extension Project. The Regional Port needs to undertake a comprehensive Boundary Line Adjustment. The goal is to reconfigure parcel boundaries to more accurately reflect current uses and to create future opportunities. This will be beneficial as the Airport develops in the future.

Timeline: We can start this process now. Goal for completion and adoption by Douglas County March/April 2021.

Airport Land Use Compatibility and Density (Airport Overlay Zone)

Current compatibility & density rules adopted in 2008. Model after California Land Use Planning Manual.

California has updated its planning manual which is more flexible. Policy issue for the Board to review during first quarter of 2021.

If Board wants to proceed with the revised California Model, what is the best way to proceed?

- Could be a separate rezone request.
- Combine with the other zoning and planning efforts for entire PISA.

Amendment to Douglas County Comprehensive Plan

- Expand the Pangborn Industrial Service Area (PISA).
- Add a Pangborn Airport Development District as a new chapter in County Code.
 - Protect/Reserve Aviation Use Property.

- **Remainder of Airport Property – seek a broad use table to include commercial, some limited retail, light industrial, warehouse, and distribution, etc al.**

***Douglas County wants to engage the CDRPA in a broader planning discussion regarding PISA and potential amendments for economic development purposes.**

Timeline:

- 1. Coordinate processes and scope with Douglas County Planning before year end.**
- 2. CDRPA Board action regarding zoning & planning requests Jan/Feb next year.**
- 3. Douglas County Commission adoption by December 31, 2021.**

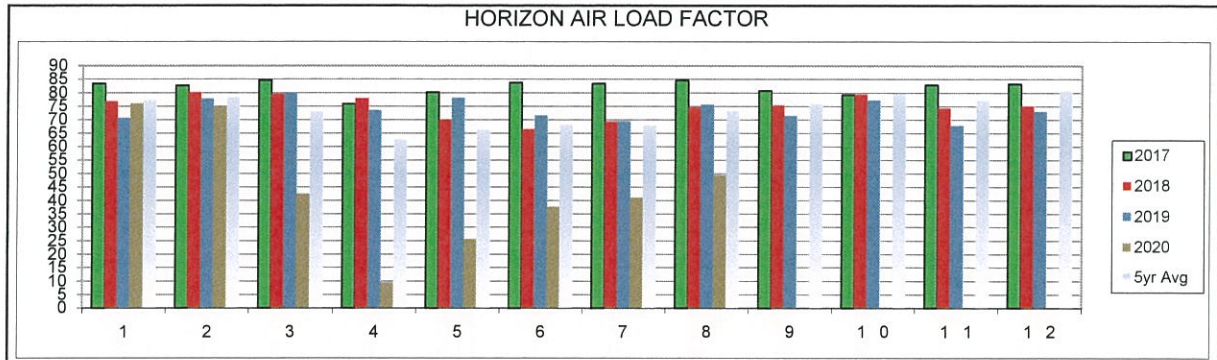
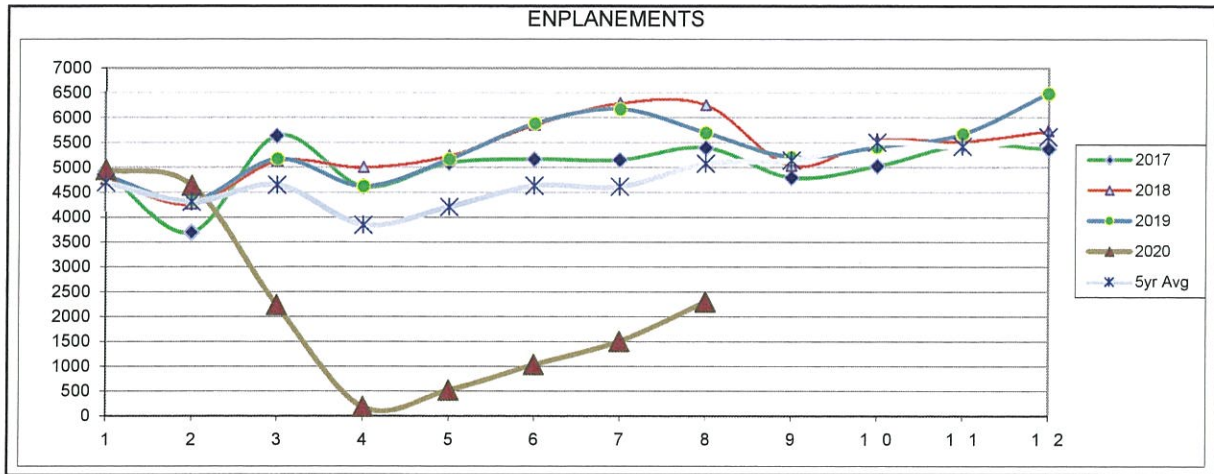
Miscellaneous Land Use Issues Needing to Review

- **What to do with small parcels South of Union Street?**
 - **Surplus them.**
 - **Will take FAA release of Airport property.**
 - **Move lot lines to other areas on the Airport and create larger parcels for future leases.**
- **Do we want/need any ag lands via our irrigation water rights.**
 - **Irrigation water rights acquired during runway extension project.**
 - **2020 irrigation assessment \$32,933.12.**
 - **Try to move water (and expensive) off Airport to other lands in Irrigation District.**
 - **In exchange, Irrigation District to renew its M&I water agreement for use of irrigation water on Airport lands.**
- **Use/zoning of soon to be acquired clear zone properties.**

Chelan Douglas Regional Port Authority
 FAA CARES Act Grant #3-53-0084-043-2020
 Allocation of Grant

Total Grant Funding Available		\$ 18,120,860.00
RFR #1 - February 2020 Operations	182,242.32	
RFR #2 - Runway Extension Bonds		
POCC	1,728,770.24	
PODC	744,059.70	
RFR #3 - March 2020 Operations	242,778.15	
RFR #4 - CERB Infrastructure		
CERB - PABP Phase II	796,749.86	
CERB - South Billingsley - Giga Watt	270,291.41	
CERB - South Billingsley - Salcido	120,953.93	
RFR #5 - Executive Flight Bonds		
North Cascades Bank - 2020A	797,742.40	
North Cascades Bank - 2020B	2,072,911.77	
RFR #6 - April 2020 Operations	352,538.14	
RFR #7 - May 2020 Operations	239,448.52	
RFR #8 - June Operations plus debt payments	658,266.91	
RFR #9 - July 2020 Operations	232,924.93	
RFR #10 - PODC Business Park Bonds		
CWICC 2013 - callable	318,663.67	
PABP Phase II - callable after 12.01.2021	1,152,746.25	
3310 Purchase - callable after 06.01.2026	4,045,187.50	
Total Requested as of 09-22-2020	13,956,275.70	
Amount still available		\$ 4,164,584.30

Pangborn Memorial Airport
Aug 2020 Activity Report



MONTH	2019			2020 PASSENGERS			%2020 Vs 2019		
	On	Off	Total	On	Off	Total	On	Off	Total
Jan	4,831	4,526	9,357	4,957	4,510	9,467	102.6%	99.6%	101.2%
Feb	4,331	4,123	8,454	4,640	4,586	9,226	107.1%	111.2%	109.1%
Mar	5,173	5,276	10,449	2,235	2,929	5,164	43.2%	55.5%	49.4%
Apr	4,624	4,941	9,565	186	215	401	4.0%	4.4%	4.2%
May	5,168	5,412	10,580	517	517	1,034	10.0%	9.6%	9.8%
Jun	5,888	5,808	11,696	1,031	959	1,990	17.5%	16.5%	17.0%
Jul	6,180	6,276	12,456	1,503	1,425	2,928	24.3%	22.7%	23.5%
Aug	5,701	5,617	11,318	2,297	2,075	4,372	40.3%	36.9%	38.6%
Sep	5,213	4,791	10,004						
Oct	5,413	5,038	10,451						
Nov	5,674	5,356	11,030						
Dec	6,494	6,113	12,607						
TO DATE	41,896	41,979	83,875	17,366	17,216	34,582	41.5%	41.0%	41.2%
TOTALS	64,690	63,277	127,967						



Office of the Mayor, Frank J. Kuntz
(509) 888-6200 Phone
(509) 888-3636 Fax
Wenatchee City Hall
301 Yakima Street, Suite 301
P.O. Box 519
Wenatchee, WA 98807-0519
Website: www.wenatcheewa.gov

September 17, 2020

Chelan Douglas Regional Port Authority
One Campbell Parkway, Suite A
East Wenatchee, WA 98802

Re: NEPA Funding Request Commitment Follow up

Dear CDRPA Board Members:

We would like to thank the Chelan-Douglas Regional Port Authority (Port) for taking the time to consider the City of Wenatchee's (City) funding request for the National Environmental Policy Act (NEPA Study) for Confluence Parkway. The Port generously agreed to contribute \$175,000 for the NEPA Study predicated on the City's ability to secure the rest of the needed funding, approximately \$689,000 total. Since then, the City has received a commitment of \$262,500 from Link Transit, leaving a total unfunded balance of \$252,000. With this letter, the City and other partners agree to fund the remaining balance.

The City is full steam ahead on the NEPA Study and anticipates being able to complete the work no later than June 2022 in time to submit the FERC license amendment. This will allow the City to acquire the necessary right of way in the Horan Natural area and check off yet another milestone. The City appreciates the ongoing support from the Port for this regional priority which will ultimately provide much needed congestion relief, improve emergency access, and provide transit and other non-motorized enhancements to the Wenatchee Valley.

Sincerely,

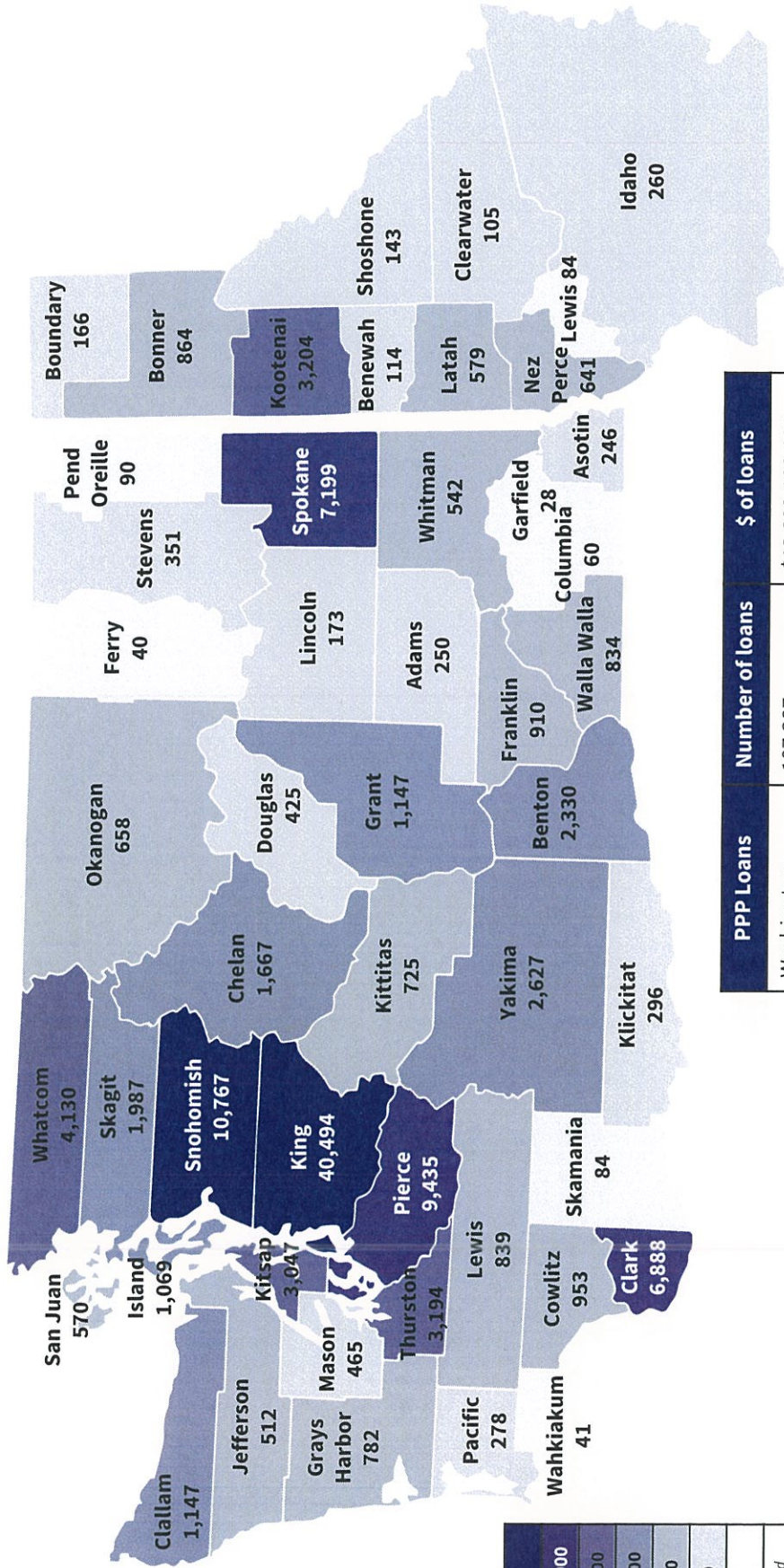
Frank J. Kuntz
Mayor, City of Wenatchee

Apple Capital of the World



U.S. Small Business Administration

SBA Seattle District Office PPP Loan Mapping Report (as of 8/17/20)



10,001+
5,001 - 10,000
3,001 - 5,000
1,001 - 3,000
501 - 1,000
101 - 500
<100*
*7 loans listed without a county

PPP Loans	Number of loans	\$ of loans
Washington	107,287	\$12,399,188,608
N. Idaho	6,163	\$513,123,906

Washington State

PPP Loans	Number of Loans	\$ of Loans
Total Loans	107,287	\$12,399,188,608

Loans by County

Loans by County	Number of Loans	\$ of Loans
Adams	250	\$28,090,156
Asotin	246	\$18,963,995
Benton	2,330	\$269,439,137
Chelan	1,667	\$165,275,191
Clallam	1,147	\$79,025,621
Clark	6,888	\$786,890,380
Columbia	60	\$5,069,139
Cowlitz	953	\$109,027,041
Douglas	425	\$41,045,398
Ferry	40	\$2,792,476
Franklin	910	\$119,315,580
Garfield	28	\$2,046,480
Grant	1,147	\$122,079,455
Grays harbor	782	\$85,739,640
Island	1,069	\$61,489,698
Jefferson	512	\$31,761,867
King	40,494	\$5,344,709,826
Kitsap	3,047	\$254,653,460
Kittitas	725	\$50,704,992
Klickitat	296	\$27,818,026
Lewis	839	\$88,184,840
Lincoln	173	\$12,103,208

Loans by County	Number of Loans	\$ of Loans
Mason	465	\$36,929,175
Okanogan	658	\$52,659,904
Pacific	278	\$21,826,173
Pend oreille	90	\$13,389,472
Pierce	9,435	\$1,139,894,402
San juan	570	\$34,063,760
Skagit	1,987	\$199,044,944
Skamania	84	\$4,809,681
Snohomish	10,767	\$1,111,912,442
Spokane	7,199	\$811,883,844
Stevens	351	\$30,168,604
Thurston	3,194	\$311,622,523
Wahkiakum	41	\$3,500,231
Walla walla	834	\$63,853,389
Whatcom	4,130	\$442,034,165
Whitman	542	\$35,329,196
Yakima	2,627	\$379,797,657
Not specified	7	\$243,439
Grand Total	107,287	\$12,399,188,608

Loans by Industry Sector

Industry Sector	Number of Loans	\$ of Loans
11 - Agriculture, Forestry, Fishing, and Hunting	3,542	\$449,767,870
21 - Mining, Quarrying, and Oil and Gas Extraction	122	\$30,647,163
22 - Utilities	139	\$20,894,611
23 - Construction	12,472	\$1,998,231,920

Industry Sector	Number of Loans	\$ of Loans
31-33 - Manufacturing	5,044	\$1,114,318,007
42 - Wholesale Trade	2,922	\$577,225,913
44-45 - Retail Trade	9,248	\$1,019,041,414
48-49 - Transportation and Warehousing	4,465	\$358,327,104
51 - Information	1,478	\$196,752,876
52 - Finance and Insurance	2,813	\$201,684,895
53- Real Estate and Rental and Leasing	5,174	\$361,388,039
54 - Professional, Scientific, and Technical Services	13,579	\$1,431,083,756
55 - Management of Companies and Enterprises	123	\$13,992,738
56 - Administrative and Support and Waste Management Remediation Services	4,777	\$482,029,278
61 - Educational Services	1,965	\$186,237,819
62 - Health Care and Social Assistance	11,745	\$1,566,107,727
71 - Arts, Entertainment, and Recreation	2,575	\$215,772,254
72 - Accommodation and Food Services	8,833	\$1,102,658,576
81 - Other Services (except Public Administration)	10,707	\$674,075,413
92 - Public Administration	239	\$41,187,876
Not specified	5,325	\$357,763,359
Total	107,287	\$12,399,188,608

Top 50 Lenders

Lender	Number of Loans	\$ of Loans
Bank of America, National Association	11,283	\$1,014,681,981
U.S. Bank, National Association	7,492	\$770,329,296
JPMorgan Chase Bank, National Association	5,869	\$532,969,807
KeyBank National Association	5,704	\$1,037,221,782

Lender	Number of Loans	\$ of Loans
Cross River Bank	5,508	\$190,638,725
Banner Bank	4,860	\$614,485,817
Umpqua Bank	4,211	\$437,817,640
Wells Fargo Bank, National Association	3,833	\$269,766,275
Washington Trust Bank	3,811	\$919,839,691
Heritage Bank	3,762	\$671,064,519
Coastal Community Bank	2,618	\$393,516,645
Boeing Empl CU	2,507	\$94,786,055
Washington Federal Bank, National Associati	2,313	\$388,293,719
Square Capital, LLC	2,093	\$27,481,257
Columbia State Bank	1,966	\$497,542,592
Kabbage, Inc.	1,846	\$27,352,139
Peoples Bank	1,803	\$230,761,558
WebBank	1,502	\$51,482,096
Customers Bank	1,297	\$143,710,336
HomeStreet Bank	1,224	\$171,699,103
Timberland Bank	1,050	\$125,991,475
Glacier Bank	958	\$127,667,025
First Interstate Bank	940	\$109,499,273
Celtic Bank Corporation	929	\$48,371,306
Whatcom Educational CU	919	\$36,393,700
Spokane Teachers CU	898	\$25,859,400
Kitsap Bank	885	\$106,827,187
Sound Community Bank	884	\$68,598,834
Numerica CU	877	\$63,339,499
Cashmere Valley Bank	835	\$69,921,593
Quontic Bank	687	\$30,535,400
Wheatland Bank	671	\$74,135,650

Lender	Number of Loans	\$ of Loans
SaviBank	650	\$60,389,939
Community First Bank	644	\$96,210,644
Zions Bank, A Division of	613	\$286,219,600
Sound CU	545	\$31,955,574
Bank of the Pacific	540	\$93,043,920
Mountain Pacific Bank	527	\$76,780,741
First Federal Savings & Loan Association of	516	\$32,197,051
Columbia Community CU	508	\$32,973,729
Commencement Bank	505	\$112,910,688
First-Citizens Bank & Trust Company	498	\$94,608,700
Riverview Community Bank	494	\$76,505,824
Gesa CU	486	\$37,825,820
1st Security Bank of Washington	462	\$72,700,875
First Financial Northwest Bank	459	\$51,936,645
GBC International Bank	447	\$29,467,100
TwinStar CU	432	\$21,068,871
State Bank Northwest	402	\$42,834,309
IQ CU	376	\$12,916,395

Chelan County

PPP Loans	Number of Loans	\$ of Loans
Total	1,667	\$165,275,191

Loans by NAICS Sector

NAICS Sector	# Loans	\$ of Loans
11 - Agriculture, Forestry, Fishing, and Hunting	230	\$27,893,291
21 - Mining, Quarrying, and Oil and Gas Extraction	4	\$197,324
22 - Utilities	2	\$61,655
23 - Construction	230	\$30,499,414
31-33 - Manufacturing	82	\$6,768,059
42 - Wholesale Trade	31	\$12,534,062
44-45 - Retail Trade	186	\$14,821,229
48-49 - Transportation and Warehousing	31	\$2,294,548
51 - Information	14	\$1,151,005
52 - Finance and Insurance	53	\$2,470,988
53- Real Estate and Rental and Leasing	63	\$3,199,897
54 - Professional, Scientific, and Technical Services	129	\$9,209,751
55 - Management of Companies and Enterprises		
56 - Administrative and Support and Waste Management Remediation Services	57	\$2,641,063
61 - Educational Services	23	\$863,421
62 - Health Care and Social Assistance	121	\$20,562,379
71 - Arts, Entertainment, and Recreation	44	\$2,388,500
72 - Accommodation and Food Services	208	\$20,820,367
81 - Other Services (except Public Administration)	126	\$5,142,811
92 - Public Administration	3	\$45,000
Not Specified	30	\$1,710,427

Top 15 Lenders

Lender	# Loans	\$ Loans
Cashmere Valley Bank	513	\$42,370,384
Glacier Bank	221	\$23,257,972
Washington Trust Bank	186	\$36,579,300
Peoples Bank	98	\$7,791,830
Banner Bank	86	\$4,662,052
Wheatland Bank	81	\$8,216,433
Numerica CU	70	\$2,587,384
Washington Federal Bank, National Associati	68	\$3,009,108
KeyBank National Association	45	\$14,486,786
Wells Fargo Bank, National Association	44	\$2,203,594
Cross River Bank	35	\$1,256,862
JPMorgan Chase Bank, National Association	35	\$1,305,619
U.S. Bank, National Association	33	\$6,740,259
Square Capital, LLC	17	\$142,635
Customers Bank	14	\$461,785

Loans by City

City	# Loans	\$ Loans
Cashmere	143	\$17,413,728
Chelan	216	\$18,877,679
Dryden	10	\$1,181,630
Entiat	21	\$1,813,353
Leavenworth	240	\$16,811,069
Malaga	24	\$1,151,631
Manson	69	\$5,390,580
Monitor	14	\$563,601
Peshastin	48	\$8,411,973
Stehekin	2	\$81,000
Wenatchee	871	\$93,316,213
Not Specified	9	\$262,734

Douglas County

Top 15 Lenders

PPP Loans	Number of Loans	\$ of Loans
Total	425	\$41,045,398

Lender	# Loans	\$ Loans
Cashmere Valley Bank	74	\$7,836,834
Washington Trust Bank	62	\$6,240,600
Glacier Bank	39	\$2,812,432
Peoples Bank	35	\$3,375,680
Numerica CU	34	\$869,659
Wheatland Bank	34	\$3,101,059
Banner Bank	29	\$4,054,086
KeyBank National Association	16	\$6,589,134
Wells Fargo Bank, National Association	14	\$364,222
Washington Federal Bank, National Associati	12	\$341,216
U.S. Bank, National Association	11	\$2,081,262
Cross River Bank	8	\$204,016
JPMorgan Chase Bank, National Association	8	\$323,355
Square Capital, LLC	5	\$33,099
Umpqua Bank	5	\$471,700

Loans by NAICS Sector

NAICS Sector	# Loans	\$ of Loans
11 - Agriculture, Forestry, Fishing, and Hunting	83	\$5,681,406
21 - Mining, Quarrying, and Oil and Gas Extraction	1	\$15,000
22 - Utilities	1	\$391,090
23 - Construction	80	\$7,038,131
31-33 - Manufacturing	18	\$4,218,229
42 - Wholesale Trade	11	\$2,823,634
44-45 - Retail Trade	31	\$4,652,806
48-49 - Transportation and Warehousing	18	\$3,239,136
51 - Information	2	\$13,232
52 - Finance and Insurance	11	\$332,818
53- Real Estate and Rental and Leasing	16	\$845,985
54 - Professional, Scientific, and Technical Services	21	\$2,067,237
55 - Management of Companies and Enterprises	1	\$2,151,300
56 - Administrative and Support and Waste Management Remediation Services	23	\$1,297,167
61 - Educational Services	4	\$40,837
62 - Health Care and Social Assistance	29	\$1,892,506
71 - Arts, Entertainment, and Recreation	7	\$334,841
72 - Accommodation and Food Services	25	\$2,521,775
81 - Other Services (except Public Administration)	33	\$1,154,155
92 - Public Administration	1	\$34,078
Not Specified	9	\$300,035

Loans by City

City	# Loans	\$ Loans
Bridgeport	7	\$431,065
East Wenatchee	338	\$32,607,560
Mansfield	7	\$164,022
Orondo	27	\$3,230,488
Palisades	5	\$72,017
Rock Island	21	\$1,878,596
Waterville	17	\$2,526,053
Not Specified	3	\$135,597

Cami Harris

From: Monica Lough
Sent: Thursday, September 17, 2020 8:27 AM
To: Cami Harris
Subject: FW: CDRPA Reopen Grant - Approval

From: Director Cashmere Museum <Director@cashmeremuseum.org>
Sent: Wednesday, September 16, 2020 4:53 PM
To: Grants <grants@cdrpa.org>
Subject: RE: CDRPA Reopen Grant - Approval

Dear Sarah –

I'm writing to extend my deepest appreciation for this grant, and hoping you might pass on my thanks to the committee members who approved it. Because of this grant, we were able to buy the majority of the things we needed – especially professionally printed signage, which is not inexpensive, and new automatic hand sanitizer/soap dispensers – and none of we had before. With the funds provided by CDRPA, we were able to strengthen our re-opening proposal and therefore allowed to re-open the Pioneer Village and the Gift Shop on August 19, 2020.

CDRPA's grant made all the difference to us in re-opening, and being safe in doing so. The Board members, staff, and I are incredibly grateful to you all for offering and providing this opportunity. Thank you again for your generosity and support.

With gratitude,
Lexie Palmer-Gapper

Dear *Friends at the Port Authority!*

I wish I could better convey how important and powerful your ^{GRANT} gift has been. Thank you!



Your generosity in these uncertain and unique times is especially gratifying.

The vision and foresight of the Garden Terrace founders 50 years ago can now be well documented. This non-profit ministry of hospitality has been home and saving grace for over eight hundred seniors through those years.

So, on behalf of each and every one of our senior residents, **THANK YOU** for supporting this safe and secure home where seniors meet new friends, eat nutritious meals, and find comfort in community.

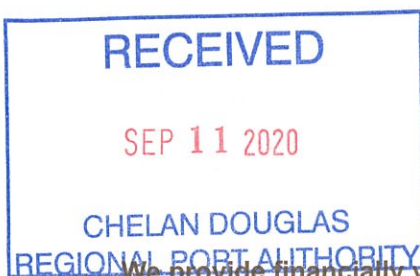
And as a not-for-profit, your gift to Garden Terrace may be tax deductible. Be sure to contact your tax professional to see if you qualify for this extra benefit.

So again, thank you for your wonderful contribution and please stay healthy and happy.


Ken Neher, executive director

PS: THANKS!

Be Well!



Dear Commissioners,
As Chair of the Minnesota Performing Arts Center, I thank the chosen design Regional Post Authority so much for your response to our request for funds to keep the PAC get through the difficult situation resulting from the pandemic. We are deeply appreciative of the \$5,000 grant that we recently received from you. Thank you!
As you know, the PAC is currently cleared. All but one of the staff are functioning. Nonetheless, we have ongoing bills to pay: bookkeeper's salary, insurance premiums, utilities, office supplies, and more. We need to keep up with these expenses, and by covering

September 3, 2020

MINNESOTA
PERFORMING
ARTS CENTER

we want to be financially ready to get the ball rolling as soon as we are allowed to reopen.

We are looking forward to the future with optimism. We hope all of you and your families are safe and healthy.

Thanks again for the very helpful grant.

Sincerely,

Marilyn Barrett,
PAC Board Member

**Chelan Douglas Regional Port Authority
Calendar of Events**

9/18/2020

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attending</i>	<i>Cami RSVP arrangements if applicable</i>
September 22-25	Tuesday - Friday	WFOA Conference Virtual	Monica	
September 22	Tuesday	CDRPA Board Meeting; 9:00 AM/Zoom		
September 23	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm Zoom	Ron C.	
September 24	Thursday	Partners Breakfast; 7:30am; Convention Center	CANCELLED	
September 24-25	Thur-Friday	WPPA Environmental Seminar; Alderbrook Resort	Virtual	
October 4-7	Sun - Thurs	NWAAAE Annual Conference; Jackson Hole, WY	Cancelled ?	
October 8	Thursday	CDTC, 9-11am, Zoom	Commissioner Baldwin	
October 13	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
October 14	Wednesday	NCWEDD Board Meeting, Zoom; 9:00 am	Craig, Commissioner Huffman	
October 15	Thursday	Economic Leadership Roundtable Lunch; 11:30 am ; 230 N. Georgia, E. Wen.	CANCELLED	
October 20	Tuesday	Board Retreat - 10 am - 3 pm/CTC	Commissioners/Staff	
October 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Zoom	Commissioner Spurgeon	
October 21	Wednesday	GWATA Board Meeting, 3-5pm, Zoom		
October 22	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	cancel?
October 23	Friday	Cashmere Chamber of Commerce Banquet; 5:30pm-8:30pm	CANCELLED	
October 22-23	Thur-Friday	WPPA Small Ports Seminar; Enzian Leavenworth	Virtual?	
October 27	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
October 28	Wednesday	Douglas County Community Leadership Advisory Meeting, Zoom, 2:30 pm - 4:00 pm	Ron C.	
November 5	Thursday	Airport Planning Meeting; 2:00 pm	CDPRA Staff	Cancel?
November 10	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		(2020 Budget Hearing)
November 11	Wednesday	NCWEDD Board Meeting, Zoom; 9:00 am	Craig, Commissioner Huffman	
November 12	Thursday	CDTC, 9-11am, Zoom	Commissioner Baldwin	
November 12	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	Cancel?

TBD	TBD	Wenatchee Valley Chamber Board Retreat - TBD	Commissioner Spurgeon	
November 18	Wednesday	GWATA Board Meeting, 3-5pm, Zoom		
November 19	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	Cancel?
November 19	Thursday	Cashmere Museum Membership Meeting	Zoom?	
November 24	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		(2020 Budget Adoption)
November 25	Wednesday	Douglas County Community Leadership Advisory Meeting, Zoom , 2:30 pm - 4:00 pm	Ron C.	
November 26-27	Thur-Friday	Thanksgiving Holiday Office Closed		
December 2-4	Tuesday - Friday	WPPA Annual Meeting, Hyatt Regency, Bellevue	Virtual ?	
December 3	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	Cancel?
December 8	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
December 9	Wednesday	NCWEDD Board Meeting, Zoom; 9:00 am	Craig, Commissioner Huffman	
December 10	Thursday	CDTC, 9-11am, Zoom	Commissioner Baldwin	
December 10	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	Cancel?
December 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Zoom	Commissioner Spurgeon	
December 16	Wednesday	GWATA Board Meeting, 3-5pm, Zoom		
December 17	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	Cancel?
December 22	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
December 23	Wednesday	Douglas County Community Leadership Advisory Meeting, Zoom , 2:30 pm - 4:00 pm	Ron C.	
December 24	Thursday	<i>Christmas Eve Office Closed</i>		