

**Board of Directors**  
**Chelan Douglas Regional Port Authority**  
**Meeting Minutes**  
**October 13<sup>th</sup>, 2020**  
**9:00 am**

**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  
\*Bobbie Chatriand, Administrative Asst.  
Bealinda Tidd, Accounting Specialist  
Randy Asplund, Port Engineer

\*Trent Moyers, Director of Airports  
Ron Russ, Property Mgr.  
Craig Larsen, Business Dev. Mgr.  
Stacie de Mestre, Capital Projects Mgr.  
Cami Harris, Executive Assistant  
Laura Camarillo Reyes, CTC Assistant  
Esther McKivor, Accounting Specialist

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

**Guests (all via Zoom):**

Ray Dobbs

Mayor Bob Goedde, City of Chelan

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

**CEO Kuntz reported the Regional Port family has grown with the arrival of Zoe Eliza Deenik. Congratulations to Sarah and family.**

**CDRPA CONSENT AGENDA:**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of September 22<sup>nd</sup>, 2020 Meeting; CDRPA Resolution No. 2020-18 Voiding Check #6624; and Check Register Pages #2020-40-#2020-46, including Electronic Transfers, was presented and the following action was taken:

**Motion No.**

Moved by:  
Seconded by:

**10-01-20 CDRPA**

Jim Huffman  
Mark Spurgeon

*To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of September 22<sup>nd</sup>, 2020 Meeting; CDRPA Resolution No. 2020-18 Voiding Check #6624; and Check Register Pages #2020-40-#2020-46, including Electronic Transfers, as presented*

*Motion passed 6-0*

**POCC CONSENT AGENDA:**

The Port of Chelan County Consent Agenda consisting of Check Register Page #2020-13, including Electronic Funds Transfer was presented, and the following action was taken:

<i><b>Motion No.</b></i>	<b>10-02-20 POCC</b>
<i>Moved by:</i>	JC Baldwin
<i>Seconded by:</i>	Rory Turner
	<i>To approve the Port of Chelan County Consent Agenda consisting of check register page #2020-13, including electronic funds transfer, as presented.</i>

*Motion passed 3-0*

**PODC CONSENT AGENDA:**

The Port of Douglas County Consent Agenda consisting of PODC Resolution No. 2020-06 voiding warrant #5059 was presented, and the following action was taken:

<i><b>Motion No.</b></i>	<b>10-03-20 PODC</b>
<i>Moved by:</i>	Mark Spurgeon
<i>Seconded by:</i>	Jim Huffman
	<i>To approve the Port of Douglas County Consent Agenda consisting of PODC Resolution No. 2020-06, as presented.</i>

*Motion passed 3-0*

**ACTION ITEMS:**

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

**Ownership Allocation Memo Executive Flight HVAC System** – Kuntz presented a proposed Ownership Allocation Memo concerning the HVAC system for Executive Flight Building. All new investments in existing property over \$1.0 million require an Allocation Memo. In consideration, the FAA CARES Act dollars are paying for said improvements to the HVAC system, the proposed allocation memo provides for the Port of Chelan County to retain 100% ownership of the property. Discussion ensued and the following action was taken:

<i><b>Motion No.</b></i>	<b>10-04-20 CDRPA</b>
<i>Moved by:</i>	Mark Spurgeon
<i>Seconded by:</i>	JC Baldwin
	<i>To approve the Ownership Allocation memo concerning Executive Flight HVAC System.</i>

*Motion passed 6-0.*

**T-O Engineers Task Order 20-14** - Kuntz provided information on a proposed T-O Engineers Task Order 20-14 to perform a Pangborn Airport Runway Protection Zone Analysis at the request of the FAA. The FAA will pay for 90% of the study's cost. Discussions ensued and the following action was taken:

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

**10-05-20 CDRPA**  
*Jim Huffman*  
*JC Baldwin*  
*To authorize the CEO to sign T-O Engineers Task Order 20-14 concerning Pangborn Airport Runway Protection Zone Analysis in the amount of \$43,100.00.*

*Motion passed 6-0.*

**CDRPA 2021 Proposed Health Care Insurance Plan Policy** – Lough reviewed the Regional Port proposed 2021 Health Care Insurance Plan Policy. The following action was taken:

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

**10-06-2020 CDRPA**  
*W. Alan Loeb sack*  
*Mark Spurgeon*  
*To approve the 2021 Health Care Insurance Plan Policy, as presented.*

*Motion passed 6-0*

**Executive Flight Building Envelope Repair Bid** – Kuntz provided information on the Executive Flight Envelope Repair Project. A Small Works RFP was issued and one bid was received for the project from Halme Construction, Inc. Discussion ensued and the following action was taken:

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

**10-07-2020 CDRPA**  
*Rory Turner*  
*Mark Spurgeon*  
*To authorize the CEO to award the Executive Flight Building Envelope Repair Project to Halme Construction, Inc, the apparent low bidder, in the amount of \$67,579.20, including WSST.*

*Motion passed 6-0*

## **CDRPA INFORMATIONAL ITEMS:**

**Pangborn Airport Land Use Planning Review** – Kuntz provided an update on the Airport Planning Use Review process including information & timelines concerning:

- Boundary Line Adjustments
- Airport Land Use Compatibility & Density (Airport Overlay Zone)
- Amendment to Douglas County Comprehensive Plan
- Plan for small parcels South of Union Street
- Irrigation water issues
- Use/Zoning of future Clear Zone property acquisitions

**Government & Non-Profit Leases at Lineage** – Kuntz provided an update on current Government & Non-Profit Leases at the Lineage Property.

**LOJO Property** – Kuntz provided several updates on the LOJO property including:

- Purchase closed
- Hunting rights
- Update on orchards on the property
- Water rights update

**Lake Chelan Airport** – Kuntz reported CDRPA Commissioners will attend the City of Chelan and Port of Chelan County Joint Meeting tonight, which is required annually as part of the Chelan Airport Joint Operating Agreement between the Port of Chelan County and the City of Chelan. Kuntz & Moyers will also attend. Attendance will take place via Zoom.

**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.

**FAA CARES Act Grant:**

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

**MISC STAFF REPORTS:**

**Kuntz provided information and updates including:**

- FedEx hangar land lease at Pangborn Airport
- Badger Mountain Brewing lease rate
- 2021 Douglas County property tax rate issue
- CTC South (former Port of Chelan County office) potential uses
- Huney Jun lease at Cashmere Mill District update

**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 20<sup>th</sup>, from 10:00 am – 3:00 pm.

**ITEMS FROM BOARD OF DIRECTORS:** None.

**EXECUTIVE SESSION:**

Executive Session was called at 11:56 am for 20-minutes for the purpose of (1) to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); and (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)). Executive Session was extended at 12:16 pm for 10-minutes.

Meeting was reconvened at 12:26 pm in Regular Session with no action taken.

Commissioner Turner recessed the meeting until 6:00 pm. Meeting was reconvened at 6:00 pm for Board attendance at the City of Chelan and Port of Chelan County Joint Meeting via Zoom.

The meeting adjourned at 6:28 pm.

Signed and dated this 27<sup>th</sup> day of October, 2020.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

  
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JC Baldwin, Director

  
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Donn Etherington, Director

  
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Rory Turner, Director

  
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Jim Huffman, Director

  
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Mark Spurgeon, Director

  
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W. Alan Loeb sack, Director

## **CHELAN DOUGLAS REGIONAL PORT AUTHORITY 2021 PROPOSED HEALTH CARE INSURANCE PLAN POLICY**

This policy is established with the purpose of providing staff with guidance from the Chelan Douglas Regional Port Authority Board of Directors for obtaining health insurance coverage for 2021, with the intent of keeping costs reasonable for the Port Authority while still providing coverage for employees that meets or exceeds current coverage.

Staff recommends the following actions with approval of the policy:

- (1) Approve Regional Port Authority paid coverage for Commissioners, employees and families.
- (2) Approve the Washington Counties Insurance Fund "Heritage Plus Plan" for 2021.
- (3) Approve WCIF VSP Standard Plan for vision coverage.
- (4) Approve Delta Dental of Washington (DDW) Plan D-4 for dental coverage.
- (5) Approve \$100,000 of life insurance coverage for each employee and elected official.
- (6) Approve HRA VEBA Contribution of \$500 per month if a Regional Port Authority Employee or Elected Official elects out and provides documentation of other coverage (not available to Medicare recipients).
- (7) Approve a Health Reimbursement Plan for out-of-pocket expenses to be reimbursed after an individual reaches \$2,000 in expenses or a family reaches \$4,000 in expenses.
- (8) Authorize the 2021 budget to establish the reimbursement pool at 20% of the potential liability at \$28,800.
- (9) Approve Vimly, Inc. as the HRA manager for the Health Reimbursement Accounts (\$5.25 per employee per month paid by the RPA).

**Adopted by the Chelan Douglas Regional Port Authority on October 13, 2020.**

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION NO. 2020-18  
RESOLUTION TO VOID CHECK NO. 6624**

**Whereas** Check No. 6624 in the amount of \$5,000.00, payable to Bella Imagen, on Register Page No. 2020-40 was created and signed on September 4, 2020.

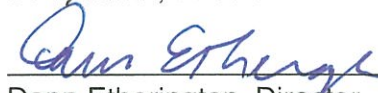
**Whereas** check was not received by payee and has not cleared the Chelan Douglas Regional Port Authority main checking account, and considered to be lost in the mail at this time. Check #6873 is being issued as a replacements, respectively.

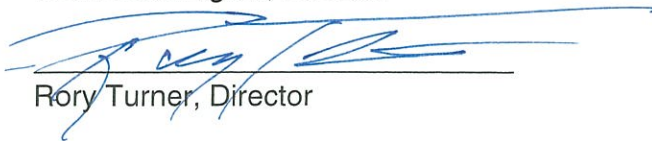
**Now, therefore be in resolved** by the Board of Directors of the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, that Check No. 6624 be declared VOID.

Dated this 13<sup>th</sup> day of October, 2020.

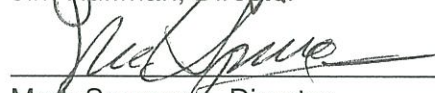
Chelan Douglas Regional Port Authority

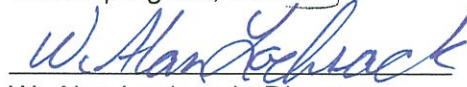
  
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JC Baldwin, Director

  
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Donn Etherington, Director

  
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Rory Turner, Director

  
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Jim Huffman, Director

  
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Mark Spurgeon, Director

  
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W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
OWNERSHIP ALLOCATION MEMO  
CAPITAL INVESTMENTS EQUAL TO OR OVER \$1.0 MILLION  
HVAC SYSTEM FOR EXECUTIVE FLIGHT**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments for real property owned by either the Port of Chelan County or Port of Douglas County. Section 2 of that policy states if there is joint financing for the capital investment equal to or over \$1.0 million, the Board of Directors is required to adopt an Ownership Allocation Memo as a means to allocate respective ownership interests in the property in the event of a dissolution.

The Board of Directors seeks to rebuild the HVAC system at the Executive Flight building at a total projected cost of \$1.5 million. Federal CARES Act grant funds will be used for the entirety of the HVAC rebuild. Neither the Port of Chelan nor the Port of Douglas will be issuing separate debt or entering into a joint financing plan for the capital improvement.

Because the source of funds for the capital investment will not be financed by either port district, there is no ownership allocation change.

The Port of Chelan County remains the 100% owner of the Executive Flight building. The Chelan Douglas Regional Port Authority shall manage the Executive Flight building pursuant to and consistent with CDRPA Resolution 2020-02.

Signed and dated this 13<sup>th</sup> day of October, 2020.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**


  
\_\_\_\_\_  
JC Baldwin, Director

  
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Jim Huffman, Director

  
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Donn Etherington, Director

  
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Mark Spurgeon, Director

  
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Rory Turner, Director

  
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W. Alan Loebsock, Director



**PORT OF DOUGLAS COUNTY RESOLUTION NO. 2020-06  
RESOLUTION TO VOID WARRANT NO. 5059**

**Whereas** Warrant No. 5059 in the amount of \$5.00 payable to Ron Cridlebaugh on Register 2020-13 and was created and signed on July 15, 2020.

**Whereas** Warrant No. 5059 was later deemed to be not received by the respective payee.

**Now, therefore be it resolved** by the Board of Commissioners of the Port of Douglas County, a municipal corporation of the State of Washington, that Warrant No. 5059 be declared VOID.

Dated this 13th day of October 2020.

PORT OF DOUGLAS COUNTY



W. Alan Loeb sack, Commissioner



James D. Huffman, Commissioner



Mark M. Spurgeon, Commissioner

Copy sent to Douglas County Treasurer's office

Date: \_\_\_\_\_ By: \_\_\_\_\_