

Memo

To: Board of Directors

From: Ron Russ

Date: March 21, 2024

Re: Authorization to Award – Landscape Maintenance Services

Staff have solicited bids for Landscape Maintenance Services at the Pangborn Airport Business Park, Orondo River Park and the Kelly Property (Chelan).

We have received only one bid for this work from Young Bucks Landscaping LLC. Their bid prices are as follows:

<u>Location</u>	<u>Total Bid Price</u>
Pangborn Business Park	\$37,452
Orondo River Park	\$36,740
Kelly Property	\$10,075
Grand Total	\$84,267

The scope of work for this contract includes routine mowing, trimming and weeding; herbicide application; and sprinkler system maintenance. The scope for the Kelly Property is limited to spring cleanup, minimal herbicide and insecticide applications, and infrequent mowing. Additional services can be authorized by work order during the term of the contract.

Staff recommend awarding a contract to Young Bucks Landscaping in accordance with their unit prices, with a total estimated contract value of \$84,267.

Appendix B - Proposal - Purchased Services

Bids Due: Monday, March 04, 2024 at 2:00 PM

Contract Name: CDRPA Landscape Maintenance Services 2024

Contract Number: 2024-12

Anticipated Contract Term: April 1, 2024 to November 30, 2024

I propose to furnish the materials and perform the labor necessary to perform the **CDRPA Landscape Maintenance Services 2024**, as described on the CDRPA's Invitation to Bid dated **February 17, 2022**. I will provide the following:

SCOPE OF SERVICES – As described in Appendix A – Scope of Work

SCHEDULE OF PRICES - The total amount shown in the Schedule of Prices shall be the full compensation due for the work shown in Appendix A.

REMINDER: Contractors may bid on 1, 2, or all 3 locations. If you don't wish to submit pricing for one of the three locations, draw a diagonal line through that bid schedule and only complete the bid schedule(s) for which you want to submit pricing. CDRPA may choose to award a single contract to the contractor that submits the lowest total price for all 3 locations or may choose to award multiple contracts to the contractors who submit the lowest price for each bid schedule.

SCHEDULE OF PRICES

Bid Schedule A - Pangborn Airport Business Park					
Bid Item	Description	Units	Quantity	Unit Cost* (per occurrence)	Total Cost (quantity x unit cost)
PABP 1	Basic Landscape Maintenance	Lump Sum	8	\$3245.00	\$25,960.00
PABP 2	Pruning	Lump Sum	2	\$1595.00	\$3,190.00
PABP 3	Fertilizer	Lump Sum	3	\$934.00	\$2,802.00
PABP 4	Insecticide	Lump Sum	1	\$1,000.00	\$1,000.00
PABP 5	Herbicide	Lump Sum	1	\$2,500.00	\$2,500.00
PABP 6	Start-up Irrigation System	Lump Sum	1	\$1,000.00	\$1,000.00
PABP 7	Drain and winterize irrigation	Lump Sum	1	\$1,000.00	\$1,000.00
Total of Bid Schedule A					\$37,452.00

Appendix B - Proposal - Purchased Services

Bid Schedule B - Orondo River Park					
Bid Item	Description	Units	Quantity	Unit Cost* (per occurrence)	Total Cost (quantity x unit cost)
ORP 1	Basic Landscape Maintenance	Lump Sum	8	\$3,520.00	\$28,160.00
ORP 2	Pruning	Lump Sum	2	\$1,760.00	\$3,520.00
ORP 3	Fertilizer	Lump Sum	3	\$1,100.00	\$3,300.00
ORP 4	Herbicide	Lump Sum	2	\$880.00	\$1,760.00
Total of Bid Schedule B					\$36,740.00

Bid Schedule C - Chelan					
Item	Description	Units	Quantity	Unit Cost* (per occurrence)	Total Cost (quantity x unit cost)
Chelan 1	Field and perimeter mowing	Lump Sum	10	\$495.00	\$4,950.00
Chelan 2	Prune arborvitae	Lump Sum	1	\$2,420.00	\$2,420.00
Chelan 3	Ground clear herbicide - gravel and building perimeter	Lump Sum	1	\$220.00	\$220.00
Chelan 4	Selective herbicide - field	Lump Sum	2	\$550.00	\$1,100.00
Chelan 5	Insecticide - arborvitae and eaves/foundations	Lump Sum	1	\$385.00	\$385.00
Chelan 6	Irrigation Start-up	Lump Sum	1	\$500.00	\$500.00
Chelan 7	Drain and winterize irrigation	Lump Sum	1	\$500.00	\$500.00
Total of Bid Schedule C					\$10,075.00

Bid Schedule D - Additional services - shall be paid for on a time and material basis.

Contractor will provide additional services for an hourly labor rate of \$ 85 per hour.

Contractor mark up on materials will be no more than 17 %.

NOTE: Hourly labor rate and markup shall not be considered in determining the lowest responsible bidder.

Appendix B - Proposal - Purchased Services

Prevailing Wage Rate:

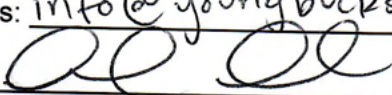
All labor shall be paid at the prevailing wage rate for one or more of the following job classifications:

Landscape Maintenance – Groundskeeper (Douglas County) - \$16.28 as of February 14, 2024.

Landscape Maintenance – Groundskeeper (Chelan County) - \$16.28 as of February 14, 2024.

Additional job classifications may be applicable.

CONTRACTOR INFORMATION:

Print Name Angel Avelar Company Name Young Bucks Landscaping
Address 1110 Walla Walla Ave City Wenatchee State/Zip WA 98801
Cell Phone No. 509-881-8355 Business Phone 509-470-5084
E-mail address: info@youngbucksllc.com Contractor License No. YOUNG BLS65DS
SIGNATURE  Date 03/04/2024

REFERENCES

Reference #1

Business Name: Confidence Health

Contact: Trent Thompkin Phone #: 509-264-8436

Reference #2

Business Name: Worldmark

Contact: Sean Griffith Phone #: 509-548-1419 ext 193

Reference #3

Business Name: Home Depot

Contact: MORRIS Berriochoa Phone #: 208-334-9933

Please return completed Invitation to Bid packet to Ron Russ at ronr@cdrpa.org or 1 Campbell Pkwy, Suite A, East Wenatchee, WA 98802.

Include the following items with your packet:

- Evidence of a Washington State business license.
- A Current Washington State Department of Agriculture Pesticide/SPI License if applicable.

Memo

To: Board of Directors

From:  Jim Kuntz

Date: March 21, 2024

Re: Strategic Planning Consulting Services Contract- Moss Adams

At the Board's Special Meeting on March 7th, 2024, Moss Adams was ranked as the most qualified firm pending the submittal of additional information. The Board wanted information on how they would incorporate a "Guiding Principles Document" into the strategic plan and additional clarification on projected staff hours.

Please find attached information from Moss Adams on the above requests.

Staff is recommending the Board approve retaining Moss Adams for the Regional Port's Strategic Plans.



CHELAN DOUGLAS REGIONAL PORT AUTHORITY MOSS ADAMS STRATEGIC PLAN PROPOSAL

A. HOW WOULD YOU INCORPORATE THE “GUIDING PRINCIPLES DOCUMENT” INTO THE OVERALL STRATEGIC PLAN?

The CDRPA’s strategic plan should serve as both a roadmap for the future and as a decision-making framework that can be used to evaluate emergent issues and initiatives. Many elements within the strategic plan document—including the mission, vision, and value statements—will form the basis of this framework.

We propose incorporating a Guiding Principles section of the strategic plan, where we would develop a shared set of decision-making criteria. We will work with CDRPA’s leadership team to establish these criteria, and have included some sample criteria below as an example:

- **Mission Alignment:** Is the initiative aligned with our mission and within our organization’s scope/authority? Is there another organization that is better situated to take the lead on this initiative?
- **Vision Alignment:** Will the initiative actively move us closer to our long-term vision for the community?
- **Values Alignment:** Is the initiative aligned with our organizational values?
- **Financial Sustainability:** Can this initiative be funded in a financially sustainable manner?
- **Internal Capacity:** Do we have the internal staff capacity to take on this new initiative? What other work might we need to pause, reschedule, or cancel in order to support this work?
- **Urgency:** Does the initiative have a specific timeline for implementation? Does this work need to happen now?

B. HOW MANY STAFF HOURS YOU ARE PROJECTING FOR EACH PHASE OF WORK?

We have added the number of estimated hours per phase of work to the table below.

Service Description	Amount	Estimated Hours Per Phase
Phase 1: Coordination	\$10,000	33
Phase 2: Fact Finding	\$15,000	50
Phase 3: Facilitation	\$25,000	83
Phase 4: Reporting	\$15,000	50
Total	\$65,000	216 hours

This estimate is based off the draft workplan in our proposal. If there are additional or expanded areas of work, we are happy to produce an updated estimate. Depending on the scope of work, we typically estimate needing between 215-285 hours (or around \$65,000-\$85,000) to accomplish this type of project.

Memo

To: Board of Directors

From: Stacie de Mestre

Date: March 21, 2024

Re: WSU/SBDC Contract Extension

The current contract with Washington State University for the Small Business Development Center (SBDC) expired at the end of January. The agreement does allow for a two (2) year extension. Please see attached for the proposed amendment to the agreement extending services through the end of 2025. No other business terms have changed.

Due to the overall value and that this is an interlocal agreement, Staff is seeking Board approval to execute the amendment for Modification 1 to the Washington State University and Chelan Douglas Regional Port Authority Cooperative Agreement.

AMENDMENT TO COOPERATIVE AGREEMENT
Washington State University – Chelan Douglas Regional Port Authority
ORSO #143595 Modification 1

WHEREAS: A Cooperative Agreement was entered into on the 13th day of January, 2023, between the Chelan Douglas Regional Port Authority and Washington State University through its Small Business Development Center (“WSU”) for the period commencing January 1, 2022, and terminating December 31, 2023.

NOW THEREFORE: Both parties desire to continue the collaboration and amend the Agreement as follows:

Section 3: Effective Date and Duration.

The performance period of the Agreement is extended and will run from **January 1, 2022** through **December 31, 2025**, unless amended by written mutual agreement.

Section 4: Compensation.

Compensation under this agreement shall be a fixed price contract as follows: Chelan Douglas Regional Port Authority shall reimburse SBDC Fifteen Thousand Dollars and no/100 (\$15,000.00) per quarter. For the avoidance of doubt, the maximum compensation to be paid under this agreement shall be sixty thousand dollars and no/100 (\$60,000.00) per year for a total of \$240,000.00 over the entire agreement period.

All other terms and conditions of the original agreement and any and all amendments thereto remain in full effect.

IN WITNESS WHEREOF:

WASHINGTON STATE UNIVERSITY

**CHELAN DOUGLAS REGIONAL PORT
AUTHORITY**

Dan Nordquist, AVP
Office of Research, Support and Operations

Jim Kuntz
Chief Executive Officer

Memo

To: Jim Kuntz

CC: Board of Directors

From: Colby Goodrich

Date: March 20, 2024

Re: Seeking Authorization to Solicit Fuel Supplier Agreement Proposals

The Regional Port currently purchases aviation fuel via a fuel supply agreement with Avfuel. The agreement is set to expire on July 31, 2024. The typical agreement length for these agreements within the industry are 5 years with options to extend.

Please find attached the following document:

- Fuel Supply Agreement RFP

The CDRPA purchasing policy states “Initial contract terms shall not exceed two years unless the project duration will be longer. Contracts can allow for up to two, one-year renewals. If deemed necessary, longer initial contract terms or additional renewals shall be subject to review and approval by the Board of Directors”.

The attached RFP specifies a fuel supplier will be selected based off the following criteria: the price basis for the supply of aviation fuels, the support and services to be provided to the Airport by the Proposer, the contract terms offered by the Proposer and any additional considerations offered by the Proposer.

Below is the proposed timeline:

RFP Release: 04/05/24

Proposals Due: 04/26/24

Staff Review: 04/26/24-05/07/24

Negotiation Period: 05/09/24-05/30/24

Board Approval: Week of 06/11/24

Per the CDRPA Purchasing and Contracting Policy, Staff is seeking Board approval to solicit proposals for a fuel supply agreement and to authorize the CEO to award a five-year contract.

AVIATION FUEL SUPPLIER

REQUEST FOR PROPOSALS



Chelan Douglas Regional

Port Authority,

Pangborn Memorial Airport

East Wenatchee, WA

April 2024

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**Chelan Douglas Regional
Port Authority
Request for Proposals
Aviation Fuel Supplier**

I. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit offers from qualified producers and suppliers of aviation fuels and lubricants to supply bulk and branded Jet-A and 100LL Avgas aviation fuels for storage and resale, and to provide other business support service to the Chelan Douglas Regional Port Authority operating Pangborn Aviation Services (PAS), the sole Fixed Base Operation (FBO) at the airport. PAS is located at the Pangborn Memorial Airport (Airport), in East Wenatchee, WA. PAS represents all available Jet A and 100LL aviation fuels available for sale at the Airport. Upon selection of a successful Proposer, the Chelan Douglas Regional Port Authority (CDRPA) will enter into an appropriate supply agreement (Fuel Supply Agreement) only a single successful Proposer will be selected to supply aviation fuels and lubricants. The CDRPA currently owns or has partial ownership in 4 airports in the region. The CDRPA may in the future decide to expand and offer fuel services at one or more of these other owned airports.

II. THE AIRPORT

Pangborn Memorial Airport is owned and operated by the CDRPA. A Board of Directors provides policy direction for the Airport. The Director of Airports and staff conduct the day-to-day business operations of the Airport.

The Airport is classified by the FAA as a primary, non-hub airport with commercial service currently provided by Horizon Airlines. The Airport is also an important general aviation asset that serves Chelan and Douglas Counties. As previously noted, the Airport provides FBO services through Pangborn Aviation Services (PAS) and is responsible for fueling scheduled commercial air carrier, cargo, general aviation, and military aircraft, offers hangar rentals, transient parking and other FBO services. There are privately owned and operated businesses

which provide aircraft maintenance, flight training, aircraft rental and National Guard operations. The Airport is home to approximately 108 based aircraft; including several business aircraft. There are 79 hangar units on the airfield; 52 of which are owned by the Airport. The sole runway (12/30) is 7,000 feet long and 150 feet wide with high intensity runway lights, a MALS-R system, and multiple instrument approach procedures.

Table I details the estimated number of commercial and general aviation operations at the Airport for the last six calendar years.

Table I
Aircraft Operations

Type of Operation	2018	2019	2020	2021	2022	2023
Commercial	2,317	1,012	732	730	1,135	828
Charter/Air Taxi	2,500	2,794	2,195	2,049	2,998	3,331
Itinerant General Aviation	11,000	12,492	11,095	10,797	11,631	11,166
Military	500	350	270	275	250	200
Local	28,380	29,121	32,413	31,766	32,398	33,979
Total Airport Operations	44,697	45,769	46,705	45,617	48,412	49,504

The Airport, having exercised their proprietary right to provide FBO services, has operated Pangborn Aviation Services (previously called Pangborn Flight Center) since 2012 and intends to continue providing FBO fueling services into the foreseeable future. Pangborn Aviation Services provides terminal services to pilots, owners, passengers, and customers.

Table II identifies Fuel Sales history for each of the last six calendar years.

Table II
Fuel Sales
(in gallons)

Year	Avgas	Jet A	Total
2018	42,578	283,571	326,149
2019	35,039	155,121	190,160
2020	32,107	267,129	299,236
2021	35,448	502,337	537,785
2022	35,946	346,525	382,471
2023	28,104	356,125	384,229
Total	209,222	1,910,808	2,120,030

A. Pangborn Aviation Services/Airport Fuel Storage

Jet-A fuel is stored in three (3) above ground tanks. One with a capacity of 20,000 gallons with the other two (2) tanks having a capacity of 12,000 gallons each. Two mobile refuelers are owned by the Airport, the first with a capacity of 2,500 gallons, the second has a capacity of 5,000 gallons was acquired in 2023 from Skymark refuelers. Currently, Jet-A is only available via mobile refueling. There is no self-service station available for Jet-A. The Jet-A refuelers each have an anti-icing additive injection system and PAS offers Jet-A or Jet-A with Prist.

100LL Avgas is stored in a single above ground storage tank with a total capacity of 12,000 gallons that was installed in the middle of 2019. Currently Avgas is only provided via the self-service above ground tank. A QTPOD M4000 dispensing unit is utilized for the self-service fuel station.

III. THE NEED FOR AN AVIATION FUEL SUPPLIER

To ensure a continued level of service, uninterrupted fuel supply and facilitate a profitable arrangement for the acquisition of our respective requirements of aviation fuel. The Airport is presently purchasing fuel under a contractual agreement with an aviation fuel supplier. The CDRPA, who is solely directing this RFP process, shall select the fuel supplier for itself based upon competitive proposals submitted pursuant to this Request for Proposal (RFP). After evaluation of all proposals, the CDRPA intends to enter into an agreement by which the selected Proposer will serve as the fuel supplier for the term of the respective Fuel Supply Agreement.

IV. MINIMUM QUALIFICATIONS

The Proposer shall in its proposal affirmatively demonstrate or attest to its ability to meet or exceed the following minimum qualifications/specifications:

A. Product Specifications

- i. Jet Fuel: Aviation Kerosene type Jet- A fuel received shall conform to ASTM D-1655 specifications, latest revision.
- ii. Avgas: Fuel received shall conform to ASTM D-910 specifications, latest revision and shall be of the Aviation Gasoline type, 100 Octane, Low Lead (Avgas 100LL) or future replacement.
- iii. Fuel storage, handling, refuelers and related training shall conform to AC 150-5230-4B, latest revision.
- iv. Proposer will provide a certificate of analysis on all aviation fuel shipments. Proposer shall also provide traceability on all shipments back to refinery.

B. Pricing and Payment Terms

- i. Jet A Fuel pricing offered shall be based off the weekly index for prior week's Platts Index for the term of the respective fuel supply agreement(s).
 - a) Proposer shall define in its offer which regional Platts Index (E.g LA Mean) shall be used, and include a detailed price build including:
 1. Platts Index Price, carried out to five (5) decimal places, for the week of March 26, 2024, has been selected as the weekly price basis for all proposers to use in their proposal.
 2. Proposer's margin/differential
 3. Freight
 4. Taxes

- ii. Avgas shall be based on supplier's rack price. The week of March 26, 2024, has been selected as the weekly price basis for all proposers to use in their proposal.
- iii. Payment terms shall be no less than Net 15, with Net 30 being preferred.

C. Delivery & Supply

- i. Proposer shall be a refiner, producer or marketer of both Jet A and Avgas meeting standards established from time to time by the Federal Aviation Administration (FAA) and by manufacturers of the aircraft routinely operated in the United States.
- ii. Proposer shall be able to provide fuel supply to the Airport with aviation fuels for at least five (5) years.
- iii. Proposer shall provide ordering capability 24 hours a day, 7 days a week.
- iv. Proposer shall provide delivery capability 24 hours a day, 7 days a week.
- v. Proposer shall be able to provide delivery within 72 hours or less of a placed order.
- vi. Proposer shall be able to provide a delivery plan to ensure timely deliveries in the event of a wildfire emergency being declared in our area.
- vii. Proposer will indicate the primary location of supply and describe its contingency plan in case of interrupted fuel delivery from the primary delivery point. A minimum of one secondary supply location / plan shall be identified.
- viii. Proposer specifically acknowledges that from time-to-time, split loads between PAS and other locations or partial loads may be required.
 - a) Proposer shall provide pricing example for split or partial

loads, if different from the proposer's formula price offered.

D. Service and Technical Support

- i. Proposer shall have in place an Aviation Fuels Quality Control (QC) program that meets or exceeds regulatory and industry standards.
- ii. Proposer shall be a full-service general aviation marketer who provides marketing support, including a nationally recognized brand identity.
- iii. Proposer shall have an account manager whose total interest and function is aviation related.
- iv. Proposer shall have the demonstrated ability to provide, if requested, fuel trucks of a type and in the number required to deliver Jet-A and/or 100LL fuel to aircraft. Jet-A requirements are a minimum 3,500-gallon refueler with single-point and over wing fueling nozzles and an anti-icing additive injection system. 100LL Avgas requirements are a 750-gallon refueler with an over wing fueling nozzle.
 - a) Proposer shall provide specifications on a Jet A refueler meeting the above described mobile refuelers currently available to be provided as part of this RFP. Such specifications shall include at a minimum, a specification sheet for the proposed refueler(s), photo of each refueler, monthly lease rates, shipping costs and a sample of the Proposer's standard refueler lease agreement.
- v. Proposer shall have in place a customer service program that includes:
 - a) A representative that can answer fueling and Quality Control (QC) questions and provide support in a timely manner.
 - b) Experience with FAA regulations required to support the Airport's

requirements for FAA certification.

- vi. Proposer shall have a representative proficient with DLA government fuel contracts available to assist with any future government fuel contract applications.
- vii. Proposer shall have a credit card program that utilizes standard POS equipment. The POS system shall be capable of electronically processing, at a minimum, the following cards: Supplier's branded credit card, Master Card, Visa, American Express, Discover, AvCard, Multi-Service Card, and Military/Government cards.
 - a) Proposer shall describe options for remote processing of credit cards from the refuelers through phone, tablet, remote fuel meters, if available.
 - b) Proposer shall provide the associated processing fees expressed a percentage for all credit card types accepted by the supplier, in a table showing the fees for both swiped and manually input cards, plus the associated EFT payment time(s) of each.

E. Branding / Marketing

- i. Proposer shall provide a complete outdoor signage plan proposal for the PAS facility. This includes airside, landside and interior signage. (Note: The CDRPA has exercised its federal right to provide sole fuel and FBO services on the Airport.) All signage shall first be approved by the Airport prior to installation, which shall occur at the beginning of the contract period at no additional cost to the Airport. The CDRPA recently completed remodel design plans of the existing FBO facility. The signage plan proposal should be based off the new building designs.
- ii. All regulatory type labeling and placards (i.e. product identification, No Smoking, Flammable, Hazardous ID labels) shall be provided as required at

no additional cost to the Airport.

- iii. Proposer shall outline any promotional materials available for Airport events or marketing events the Airport participates in such as banners, backdrops, registration fees, and promotional giveaway items.
- iv. Proposer shall outline options to participate in advertising programs for promotion of the Airport fuel sales and services including subscriptions and advertising with industry websites, social media outlets and publications.

F. Additional Considerations

In addition to the minimum qualifications, additional consideration will be given to the following items:

- i. Unrestricted Marketing/Business Development Grant monies made available to the Airport.
- ii. Co-op Marketing Programs.
- iii. Options for employee uniforms and personal protective equipment such as gloves, eye protection and hearing protection.
- iv. Options for test equipment and quality control equipment such as hydrometers, test buckets, millipore testing supplies, water detection supplies, fuel filters, separators and coalescers.
- v. Options for supplies necessary to deliver fuel such as ladders, platforms, upgrades to equipment such as hoses, fuel pumps, nozzles, etc.
- vi. Options for Aviation Oils for piston and turbine aircraft and other fluids.

V. SELECTION OF SUCCESSFUL PROPOSAL

The Fuel Supplier will be selected by the Airport based upon the Airport's evaluation of the qualifications of the Proposer, the price basis for the supply of aviation fuels, the support and services to be provided to the Airport by the Proposer, the contract terms offered by the Proposer and the additional considerations offered by the Proposer.

Except for offered pricing, payment terms, and term (length) of the respective Fuel Supply Agreement for the Airport, other aspects of the agreement. It is possible that the Airport or the Proposer may agree upon modifications and addendums to certain contract terms offered by Proposer and in such cases the modifications and addenda will be incorporated into the Fuel Supply Agreement. If the Airport and the Proposer cannot agree on certain contract terms or if the Proposer fails to promptly provide a Fuel Supply Agreement acceptable to the Airport, the Airport may abandon its discussions with the successful Proposer and select another Proposer as the Fuel Supplier.

VI. CHOICE OF LAW

This RFP, submitted proposals and any contract ultimately awarded shall be governed by Washington law.

VII. PROPOSAL DEADLINE AND TIMETABLE

Proposals, as described in this RFP, shall be submitted in hardcopy triplicate, along with two USB/Flash Drive versions containing electronic versions of the same proposal, in a sealed envelope or box, and **shall be received no later than 2:00 P.M. on Friday, April 26th, 2024.** Proposals shall be clearly marked “2024 Aviation Fuel Supplier.” Limit proposals to no more than twenty-five (25) pages single sided (minimum 11pt. font size).

Other than the deadline above, the following date(s) and times are estimates only and subject to change. Note: All dates times expressed below are 2024 and Pacific Daylight Time (PDT), respectively.

Table III: Proposal Timeline

RFP Release Date	Friday, April 5 th
RFP Question Period	Monday April 8 th - Thursday, April 11 at 2:00pm
Answer(s) to Proposer’s Questions	Monday, April 15 th by 2:00pm
RFP Proposals Due	Friday, April 26 th by 2:00pm
Preliminary Notification of Successful Respondent	Wednesday, May 8 th
Negotiation Period with Successful Respondent	Thursday, May 9- Thursday, May 30 th
Anticipated Contract Execution Date	Wednesday, June 5 th
Anticipated Fuel Supplier Start Date	Monday, July 1 st

All inquiries concerning this RFP may be made by email to the contact below. For additional information and/or an inspection of the facilities, contact:

Colby Goodrich, FBO Manager
 Pangborn Memorial Airport
 3764 Airport Way
 East Wenatchee, WA 98802-9233
 (509) 884-4700 ext 312 – phone
Colby@cdrpa.org

VII. REVISIONS TO THE RFP AND REJECTION OF PROPOSALS:

In the event that it becomes necessary to revise any part of the RFP, the Airport reserves the right to add an addendum to the RFP. Any addenda will be sent via email for all individuals and/or firms who have requested a copy of the RFP.

This RFP does not obligate the Airport to complete this request and the Airport specifically and expressly reserves the right to cancel this request or suspend the RFP without notice and to accept or reject any and all proposals, in whole or in part, in the Airport’s sole discretion. The Airport reserves the right to reject any proposal for a Proposer that the Airport determines does not have adequate qualifications. The Airport assumes no financial responsibility or liability whatsoever for the preparation of any response to this RFP.

VIII. PROPRIETARY INFORMATION AND PUBLIC DISCLOSURE:

With the exception of pricing information which shall be redacted by the Airport, all RFP materials are subject to public disclosure in accordance with the Public Records Act.

IX. COSTS TO PROPOSE:

All labor, materials, and miscellaneous costs incurred and expended by Proposer in order to respond and produce the submittal of this RFP shall be borne entirely by the Proposer. In responding to the RFP, the participating Proposer agrees that it will indemnify and hold harmless the Chelan Douglas Regional Port Authority against any charges, costs, or claims that may arise as a result of their participation in this RFP.

All Proposals submitted become the property of the Chelan Douglas Regional Port Authority and will not be returned to the Proposer.

X. EQUAL EMPLOYMENT OPPORTUNITY/COMPLIANCE REQUIREMENTS

The Airport does not discriminate in the administration of any of its programs or activities. The Fuel Supplier will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against, on the grounds of or because of the basis of race, sex, religion, age, national origin, or disability.

The Fuel Supplier, for itself, its personal representatives, successors in interest, and

assigns as part of the consideration hereof, does hereby covenant and agree:

Chelan Douglas Regional Port Authority
Fuel Supplier RFP
April 5, 2024

A. that no person on the grounds of race, color, creed, sex, age or national origin or handicap shall be excluded from participation, denied the benefits of or be otherwise subjected to discrimination in the use of its facilities.

B. that, in the construction of any improvements on behalf of Fuel Supplier and the furnishing of services, no person shall be excluded from participation in, denied the benefits of or otherwise be subjected to discrimination on the grounds of race, creed, color, sex, age, national origin or handicap; and

C. that Fuel Supplier shall use the Airport facilities in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination-Effectuation of Title VI of the Civil Rights Act of 1964, as amended; and that in the event of breach of any of these nondiscrimination covenants, the Airport shall have the right to terminate this Agreement.

The Fuel Supplier assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to ensure that no person shall on the grounds of race, creed, color, national origin, age, handicap or sex be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. Fuel Supplier assures that no person shall be excluded on these grounds from participating or receiving the services or benefits of any programs or activity covered by the Subpart.

Further, Fuel Supplier agrees that it will require that its covered sub-organization provide assurance to the Airport that they similarly will undertake affirmative action programs and that they will require assurances from their sub-organizations, as required by 14 CFR Part 152, Subpart E.

(This area intentionally left blank)

XI. SUBMISSION OF MULTIPLE PROPOSALS

No Proposer shall submit more than one proposal in response to this RFP. Collusion among Proposers, the submission of more than one proposal under different names by any entity or individual, or an ownership interest in more than one Proposer by any entity or individual shall be cause for rejection of all such proposals without consideration. Proposer affirms that he/she/it is not barred from bidding on this contract as a result of a violation of Federal, State or local laws.

XII. HOLD HARMLESS

Upon award of the contract, the Fuel Supplier agrees to indemnify, defend and hold harmless the Airport, and any agents, elected officials, officers or employees thereof, against all suits, demands, loss, damages, expenses, claims or judgments of any kind (including attorneys' fees and expenses incurred in connection therewith and in enforcing this indemnity and hold harmless) for deaths or injuries to persons, or for loss of or damage to property arising out of or in connection with the actions or inactions of the Fuel Supplier, its agents, officers, subcontractors or employees under the contract; or by the Fuel Supplier, its agents, officers, subcontractors or employees' non-observance of any law, ordinance or regulation applicable to Fuel Supplier's activities upon the Airport.

With respect to the performance under the contract, and as to claims against the Airport, its elected officials, officers, agents and employees, Fuel Supplier expressly waives any immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees and agrees that the obligation to indemnify, defend and hold harmless provided for herein extends to any claim brought by or on behalf of any employee of Fuel Supplier and includes any judgment, award or costs thereof, including attorney's fees.

(This area intentionally left blank)

XIII. INSURANCE REQUIREMENTS

Upon award of the contract, Fuel Supplier shall maintain the insurance coverage set forth below, which shall in no way limit or modify the Fuel Supplier's indemnity obligation.

The Fuel Supplier shall maintain continuously during the term of the contract:

A. Commercial General Liability Insurance, including coverage for owned and non-owned automobiles, and other insurance necessary to protect the Airport and the public with limits of liability of not less than \$3 million per occurrence, \$6 million general aggregate bodily injury and property damage. The insurance shall be primary as to any other insurance maintained by the Airport.

B. Workers' Compensation and Employer's Liability Insurance to cover Fuel Supplier, any subcontractors, employees, and agents, with an insurance carrier authorized to transact business in the State of Washington covering the full liability for compensation for injury to those employed by Fuel Supplier or subcontractor. Each such policy shall be endorsed to state that the Workers' Compensation carrier waives its right of subrogation against the Airport, its elected officials, officers, employees, agents, and volunteers which might arise in connection with this agreement.

C. Contractor's Pollution Liability, Environmental Impairment Liability, or Hazardous Waste Liability Insurance, with limits of liability of not less than \$3 million per occurrence.

D. A policy of Comprehensive Airport Liability Insurance for bodily injury (including death) and property damage including owned and non-owned aircraft coverage of \$3 million per occurrence and \$4 million aggregate.

E. With regard to all insurance coverage required by this agreement: (1) Any deductible or self-insured retention exceeding \$25,000 for Fuel Supplier or subcontractor shall be disclosed to and be subject to approval by the Airport prior to the effective date of the contract. (2) If any insurance coverage required hereunder is provided on a "claims made" rather than "occurrence" form, Fuel Supplier or subcontractor shall maintain such insurance coverage with an effective date earlier or equal to the effective date of this agreement and continue coverage for a period of three years after the expiration of this agreement and any extensions thereof. In lieu of

maintaining post-agreement expiration coverage as specified above, Fuel Supplier or subcontractor may satisfy this provision by purchasing tail coverage for the claims-made policy. Such tail coverage shall, at a minimum, provide the insurance coverage required hereunder for claims received and reported three years after the expiration date of this agreement. (3) All insurance (except workers' compensation and professional liability) shall include an endorsement or an amendment to the policy of insurance which names the Airport, its elected officials, officers, employees, agents, and volunteers as additional insureds and provides that coverage shall not be reduced or canceled without 30 days written prior notice certain to the Airport. (4) Each insurance policy (except for workers' compensation and professional liability policies), or an endorsement thereto, shall contain a "separation of insureds" clause which shall read: "Separation of Insureds. Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this insurance applies: a) As if each Named Insured were the only Named Insured; and b) Separately to each suit insured against whom a claim is made or suit is brought."

Fuel Supplier shall provide the Airport with an endorsement or amendment to Fuel Supplier's policy of insurance as evidence of insurance protection before the effective date of the contract.

ATTACHMENT A

CERTIFICATION AND ASSURANCES

I/we make the following certification and assurances regarding the attached Proposal, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions to the award of any potential contract with the Chelan Douglas Regional Port Authority:

1. The prices and/or cost data have been determined independently, without consultation, communication or agreement with others for the purpose of restricting competition. This understanding does not, however, preclude the ability of this Proposer to join with other persons or organizations for the purpose of presenting a single proposal.
2. The attached proposal is a firm offer for a period of 90 days following receipt, and it may be accepted by Chelan Douglas Regional Port Authority without further negotiation (except where obviously required by lack of certainty in key terms) at any time with the 90-day period.
3. In preparing this Proposal, I/we have not been assisted by any current or former employee of Chelan Douglas Regional Port Authority, who previously was an employee of Chelan Douglas Regional Port Authority during the past 24 months, whose duties relate (or did relate) to this project or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I/we understand that Chelan Douglas Regional Port Authority will not reimburse me/us for any costs incurred in the preparation, submission or presentation of this Proposal or the oral evaluation. All submittals and any subsequent ideas and material resulting from the RFP/contract become the property of Chelan Douglas Regional Port Authority and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this Proposal.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Proposer or to any competitor.
6. No attempt has been made by the Proposer to induce any other person or firm to submit or not to submit a Proposal for the purposes of restricting competition.

Signature of Proposer	Title	Date
-----------------------	-------	------

**ATTACHMENT “B”
PROPOSAL FORM**

**PROPOSAL for AVIATION FUEL
SUPPLIER
for the
Chelan Douglas Regional Port Authority**

The undersigned (“Proposer”) hereby proposes to the Chelan Douglas Regional Port Authority, (“Airport”) that Proposer be selected by the Airport to serve as fuel supplier (“Fuel Supplier”) to supply the Airport with its requirements for aviation fuel for resale at the Airport as described in the Request for Proposal. If selected by the Airport as the Fuel Supplier, Proposer will supply the Airport’s requirements for aviation fuels and lubricants and provide other services as described in this proposal and the fuel supplier agreement (“Agreement”) to be made between Proposer and the Airport as more particularly described below:

- I. The Airport will purchase from the Fuel Supplier and the Fuel Supplier shall provide and sell to the Airport’s requirements for aviation fuels and lubricants (collectively the “Product”) at the Airport. The Airport shall purchase the Product for resale to aircraft owners and operators at the Airport.

- II. The Product shall include the following types of fuels:
 - (i) Aviation Turbine Fuel – Jet A;
 - (ii) Aviation Gasoline, 100 Octane, Low Lead (Avgas) or future replacement; and
 - (iii) Other (if any).

The Product delivered to the Airport shall comply with the following specification:

(Here describes the current product specification required by the FAA and aircraft manufacturers for Jet A and Avgas and aviation lubricants)

or such other specification that may be established by applicable governmental regulation or industry standard in the future. We will supply with each load of Product a certificate of the specification of the Product and will warrant that each load meets or exceeds applicable specifications and quality control requirements.

- III. Prices for Product will be established as follows:

(Here describe the methodology for pricing aviation fuels and lubricants. Pricing methodology shall be as described in Section IV. Minimum Requirements, Subsection B, Pricing and Payment Terms. Please attach a sample invoice for each

Chelan Douglas Regional Port Authority
Fuel Supplier RFP
April 5, 2024

product type.)

- IV. We commit to deliver at the stated date, time, and price the Airport's requirements of Product subject to the following limitation:

(Here describe the limitation, if any, on the amount of Product Fuel Supplier shall be obligated to supply to the Airport at the stated price. Describe plan to provide continuous product delivery on time and on schedule.)

- V. We will not impose retail/wholesale credit card related discount/rebate programs that require the Airport's participation or funding.

- VI. We have and will keep in place during the term of the Agreement the following Product Quality Control Program:

(Here describe, in detail, your quality control and assurance program. Include complete description of any documented breakdowns in quality of your product and itemize any instances of aircraft damage or personal injury that have been established as proximately caused by the failure of your product to meet specifications.)

- VII. Credit Card Program:

(Here describe your credit card program. Include as much detail as necessary for the Airport to fully understand the operations of same and how it compares with other credit card programs operated by other aviation fuel suppliers.)

- VIII. Refuelers:

We will offer to supply to the Airport self-propelled fuel storage and delivery vehicles ("refuelers") as follows:

(Here describe the type and specification of refuelers you propose to provide to the Airport for the purpose of transferring fuel from the fuel storage area of the Airport into planes at the Airport. Be specific as to the type, size, specification, manufacturer, age, condition and number of such refuelers. If you propose to be compensated for the use of such refuelers state the basis of such compensation and the disposition to be made of the refuelers at the end of the Agreement.)

- IX. Advertising and Promotions:

(Here explain method or plan for Airport advertising in relation to national and international programs. Explain aviation directory support available from supplier.

Set forth sales aids items provided through suppliers and cost. Explain co-op program, if applicable, and related funds available to the Airport.)

X. Industry Involvement and Commitment:

(Here set forth trade show participation by supplier and how the Airport will benefit from activity. Describe all memberships in industry organizations like NBAA and NATA, including active participation on committees if any. Set forth a list demonstrating involvement with FBOs nationwide and examples of customers similar to the Airport.)

XI. Training:

(Here describe any training programs you propose to conduct at the Airport including the curriculum, the number of employees to be trained, the periodic re-training and the cost, if any. The training should include the following areas at the minimum: ground servicing, safety, refueling piston aircraft, refueling turbo prop aircraft, refueling jet aircraft, towing, fuel farm operation, quality control, customer service, and fire safety. Quality control and basic fuel farm operation should be provided on a regular basis to accommodate new employees.)

XII. Crisis Management Plan:

(Here describe supplier's program or plan to support the Airport in the event supplier's product is called into question or implicated in an aircraft incident or accident.)

XIII. Additional Considerations:

(Here describe the total dollar amount of Unrestricted Marketing/Business Development Grant Monies to be provided to the Airport, plus other inducements, incentives and additional consideration provided at no charge to the Airport.)

XV. Qualifications; References:

(Here describe your company or organization; your qualifications to be selected as Fuel Supplier; and include at least five reference airports/contacts at which you are the exclusive provider of aviation fuel. Please include contact information for the references.)

ACKNOWLEDGMENT OF PROPOSAL

The undersigned, being the _____ (*here describe your position*) of
_____ (*here give the complete business
name of Proposer*), with full authority to bind the Proposer, do hereby make this proposal to the
Chelan Douglas Regional Port Authority this the _____ day of _____, 2024.

Name of Proposer

Typed Name

Title

General Aviation Terminal Building

Funding Options

Design	\$	474,258
Environmental Assessment	\$	159,883
FAA AIP Compliance (estimate)	\$	80,000
Construction (w/ WSST)	\$	4,800,735
Parking Lot Improvements (w/ WSST)	\$	113,346
Furnishings (w/ WSST)	\$	350,000
Total Project Cost Estimate:	\$	<u>5,978,222</u>

Confirmed Funding

Douglas County .09 Sales Tax Funding	\$	250,000
FY 24 CDS Grant	\$	3,096,000
Dept Commerce Grant	\$	500,000
	\$	<u>3,846,000</u>

***Regional Port** \$ 2,132,222

*Proceeds from Airport Land Sale to Army National Guard	\$	1,273,500
Port Capital Contribution	\$	<u>858,722</u>
	\$	2,132,222

Memo

To: Board of Directors

From: Stacie de Mestre

Date: March 21, 2024

Re: Diamond Foundry Option Extension

Attached please find the executed Letter of Intent with Diamond Foundry for approximately 17 acres at the corner of Urban Industrial Way and Grant Road (see last page for a map). The feasibility period expires at the end of this month. I have been in communication with Diamond Foundry, they have requested an extension as they are still in negotiations with Douglas County Public Utility District for their power contract.

Staff has suggested to Diamond Foundry a six-month extension in exchange for an additional \$32,500 reservation fee – if broken out on a monthly basis this is roughly half of the original reservation fee. Additional conversation with the Board will take place on Tuesday.

LETTER OF INTENT TO LEASE A PORTION OF PROPERTY ("LOI")

- Parties:** Chelan Douglas Regional Port Authority (the "Port")
Diamond Foundry, Inc. ("Diamond Foundry")
- Non Binding LOI:** Except as set forth under the section below "Property Reservation/ Feasibility Period" and the clauses relating to the Reservation Fee which shall be binding, nothing herein obligates either Party to negotiate or sign a Lease Agreement setting forth the material terms of a potential Lease Agreement between the Parties. In the event a Lease Agreement is not successfully negotiated and signed by the Parties during the Feasibility Period (as defined below), this LOI shall terminate and be of no further force or effect between the Parties, without recourse or liability to either Party arising from said termination. The intent of the Parties is to resolve several matters during Feasibility Period so that a Lease Agreement can be considered and negotiated. Both Parties will be committing good faith and time and incurring expense with the goal of entering a Lease Agreement. The Parties waive all claims, of any kind or nature, against one another if this LOI expires or is terminated as provided herein (i.e. the Parties are unable to enter a binding Lease Agreement for any reason prior to the expiration of the Feasibility Period). Diamond Foundry shall have the exclusive right to negotiate a Lease Agreement during the Feasibility Period, defined below.
- Property:** The Property as further described and depicted in Exhibit A (the "Property"). The Property as described and depicted on Exhibit "A" is not a legal lot of record (it is a portion of a larger legal lot of record). During the Feasibility Period, the Parties will explore the options to make the Property a legal lot of record. The Port shall be solely responsible for taking the steps to make the Property a legal lot of record, which shall be a condition of entering the Lease Agreement.
- Improvements:** Diamond Foundry shall use the Property to construct several diamond production and support facilities consistent with the Douglas County Code. Upon the expiration of the Lease Agreement, the improvements shall either be surrendered to the Port, or the Port may require removal of the improvements and restoration of the Property. Adequate security for the removal of the improvements upon Lease termination (if selected by the Port) shall be set forth in the Lease Agreement.
- Property Reservation/ Feasibility Period:**
- The Port shall not enter any negotiation for any transaction for the sale, lease or occupancy of the Property for a period 1 (one) year from signature hereof or until a Lease Agreement is signed by the Parties, whichever is the earliest (the "Feasibility Period"). Subject to the terms of this paragraph, Diamond Foundry will inspect, investigate, and conduct a feasibility analysis of the Property addressing environmental, zoning, utilities, redevelopment, access, the

condition of title to the Property and the like. Diamond Foundry's inspection and investigation may include, at Diamond Foundry's option, an inspection of the Property for hazardous materials. At any time, Diamond Foundry may terminate this LOI if, in Diamond Foundry's sole and absolute discretion, the Property is not suitable for Diamond Foundry's intended use, does not meet Diamond Foundry's intended objectives, or Diamond Foundry is not satisfied with the feasibility review. All inspections shall be (a) ordered by Diamond Foundry, (b) performed by an inspector of Diamond Foundry's choice, (c) completed at Diamond Foundry's expense, and (d) subject to the terms of this paragraph. Prior to gaining access to the Property for any purpose during the Feasibility Period, Diamond Foundry shall name the Port as additional insureds on a commercial general liability insurance policy in an amount not less than \$1 million per occurrence and provide a certificate of insurance in this regard. The form of the certificate of insurance and the coverage provided by the insurance policy shall be approved by the Port prior to entry onto the Property by Diamond Foundry. Diamond Foundry shall notify Stacie de Mestre (Public Works and Capital Projects Manager for the Port), by phone call or email, at least 24 hours prior to each entry onto the Property. Any kind of invasive testing, including borings or samples taken of any kind, must be approved by the Port prior to the test occurring (in writing or email to Diamond Foundry). Diamond Foundry shall be solely responsible for the restoration of the Property as a result of any activities conducted by or on behalf of Diamond Foundry on the Property.

Reservation Fee: As a condition of this LOI and, in particular, Diamond Foundry's exclusive right to negotiate the Lease Agreement during the Feasibility Period, Diamond Foundry shall pay the Port, within three (3) business days of entering this LOI, the sum of \$130,000. The Parties agree that the Reservation Fee is non-refundable if Diamond Foundry determines to no longer pursue a Lease Agreement as a result of the feasibility analysis to be conducted during the Feasibility Period.

Lease Agreement: The Parties intend to enter a full a Lease Agreement on the Property, substantially consistent with the terms set forth below:

A. Lease Term:

Initial term of 30 years with two 10-year options for a total possible term of 50 years.

B. Rent:

35 cents per year, per square foot with an increase of 3% annually. Every 10 years an MAI appraisal shall be performed to set market rent, which will thereafter increase at 3% annually; provided that the appraisal shall not result in a rent increase less than 3% of previous rental rate. Rent payments to the Port shall commence when the Lease is signed.

C. Security Deposit:

If the Lease Agreement is entered by the Parties, the Port agrees that one-half of the Reservation Fee (i.e. \$65,000) shall be converted to a security deposit under the Lease Agreement, the return of which to Diamond Foundry shall be governed by the terms to be negotiated and included in the Lease Agreement.

D. Leasehold Tax:

In addition to the base rent, the Diamond Foundry shall pay to the Port a leasehold excise tax, which is currently 12.84% of taxable rent.


E. Utilities/Substation:

The Diamond Foundry shall pay charges for all utilities associated with the Property and the improvements to be constructed by Diamond Foundry. In the event Diamond Foundry must locate an electrical substation on the Property, Diamond Foundry shall purchase the property necessary for the substation, at a price to be agreed upon and set forth in the Lease Agreement.


F. Insurance:

Diamond Foundry shall procure and maintain for the duration of the Term, all risk and commercial general liability insurance policies against claims for injuries to persons or damage to property which may arise from or in connection with the operation and use of the Property, in amounts and coverage acceptable to the Port and as may be recommended by its insurance carrier; including a clause allowing for an increase in the amounts of insurance or the types of coverage, over the term of the Lease Agreement, consistent with industry standards

Note: Notwithstanding the signature set forth below, this LOI shall not be binding on the Port until approved by the Chelan Douglas Regional Port Authority Board at a public meeting.

Chelan Douglas Regional Port Authority


TITLE: G. E. S.
DATE: 3/31/23

Diamond Foundry Inc.


TITLE: VP of Finance
DATE: 3/31/23

Exhibit A

Property Plans / Description

The northern approximate 17 acres of the following described property, as generally depicted on Exhibit "A-1":

Parcel 22210930007

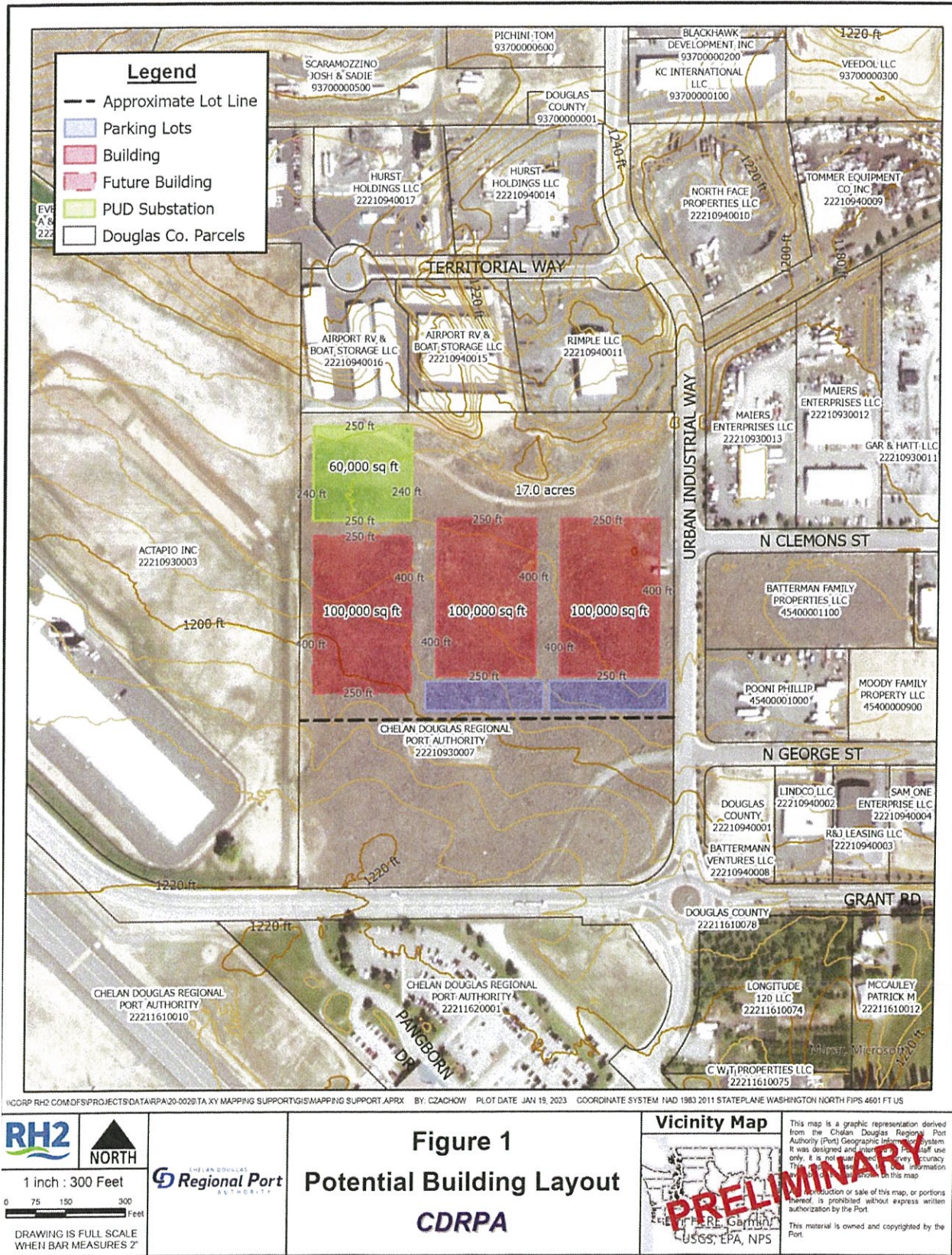
The Southwest quarter of Section 9, Township 22 North, Range 21 E.W.M., Douglas County, Washington. EXCEPT the West 1650 feet thereof,

AND EXCEPT that portion conveyed by instrument recorded under Auditor's No. 291683.

TOGETHER with the South 60.00 feet of the West 951.60 of the East 991.60 feet of the Southwest quarter of Section 9;

AND EXCEPT a parcel of land described as follows: Beginning at the South quarter corner of Said Section 9; thence South 89°31'01" West 40 feet along the South Section line of said Section 9; to the TRUE POINT OF BEGINNING; thence South 89°31'01" West 107.13 feet; thence North 00°28'59" West 40 feet to the beginning of a non-tangential curve, said curve turning to the left through an angle of 76° 23'51", having a radius of 122.65 feet, and with a chord bearing of North 44°33'30" East for a chord distance of 151.69 feet to a point of intersection with a line. Thence South 00°24'00" East 147.19' feet to the TRUE POINT OF BEGINNING.

Exhibit A-1



Memo

To: Jim Kuntz

From: Trent Moyers

Cc: Board of Directors

Date: March 21, 2024

Re: Department of Natural Resources – Lease Agreement

The Washington State Department of Natural Resources (DNR) has requested to lease airport property in support of wildland fire suppression activities.

The terms of the agreements include:

Monthly rent payment of \$2,000

Effective dates: June 10, 2024, through September 30, 2024

DNR will pay up to \$30,000 for electrical service to be installed near/on the leased space and will pay for water and power usage.

Standard landing and fuel flowage fees will apply.

The airport will provide ramp space to accommodate up to four CL-415 Scooper Tankers, and adjacent space for up to 8 trailers for aircraft operations and maintenance support.



BRIDGER
AEROSPACE

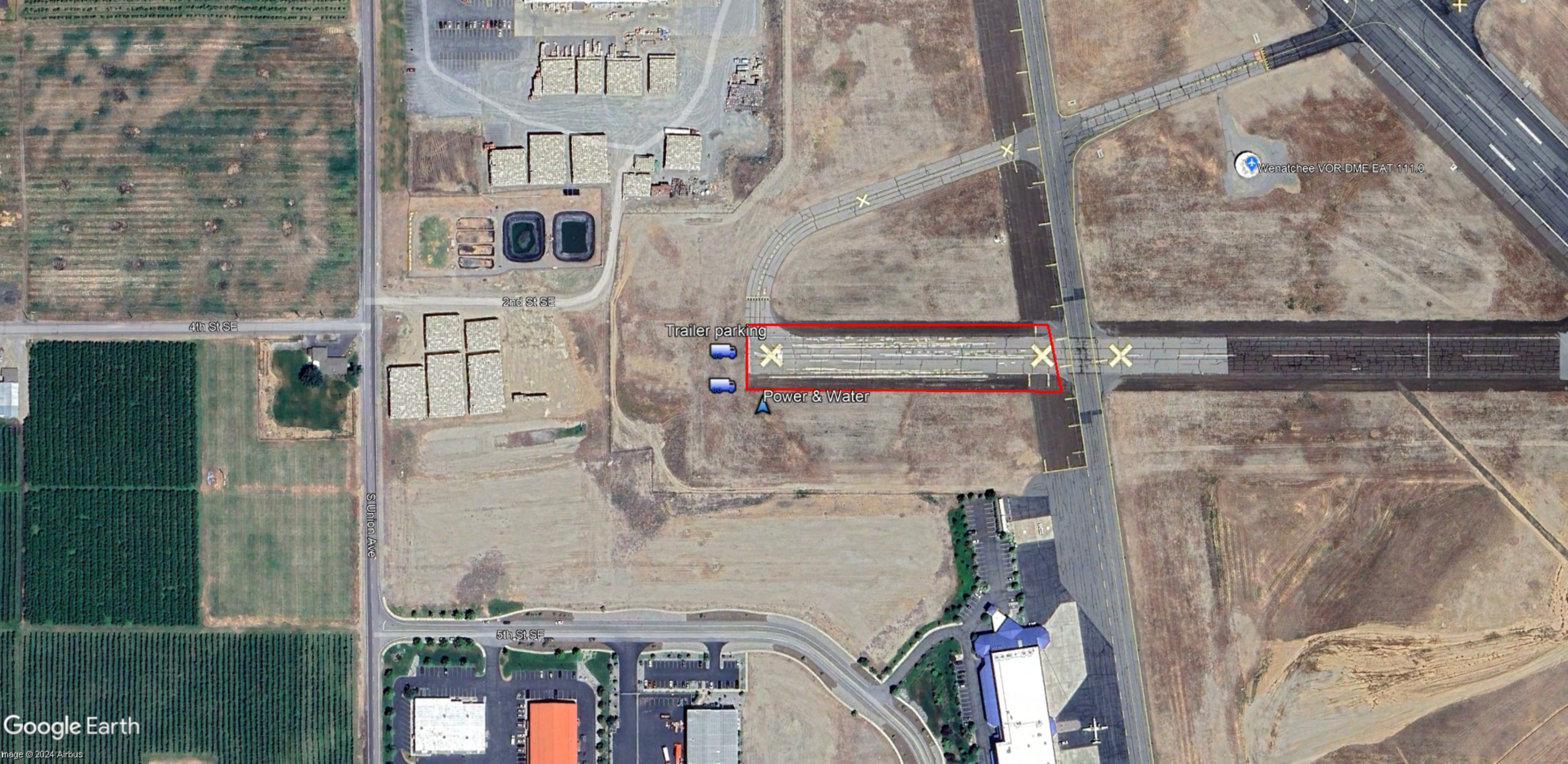
Executive Flight

N417BT

282

Lewis





Wenatchee VOR-DME EAT 111.0

4th St SE

2nd St SE

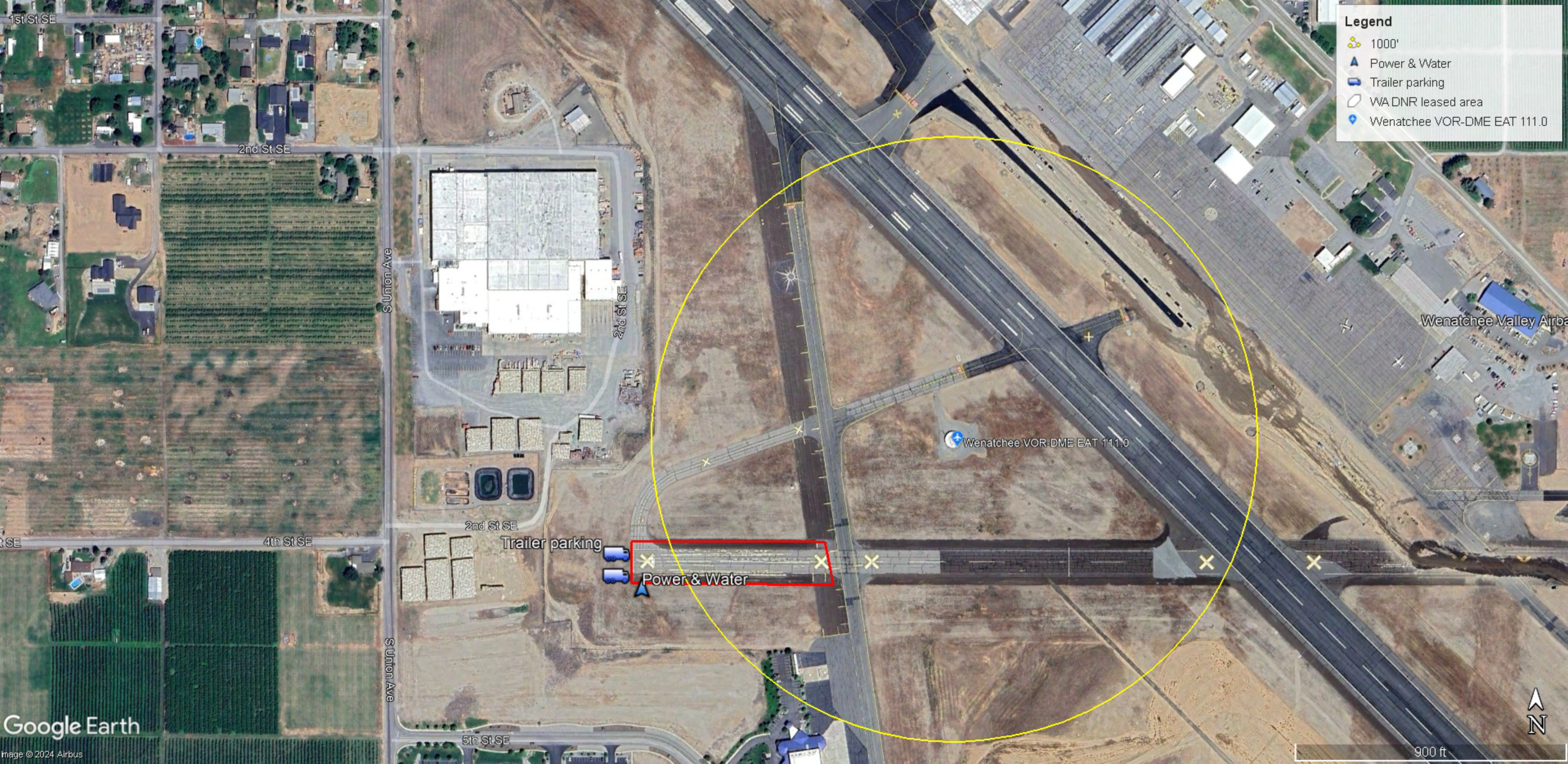
Trailer parking



Power & Water

5th St SE

S Union Ave



Legend

- 1000'
- Power & Water
- Trailer parking
- WA DNR leased area
- Wenatchee VOR-DME EAT 111.0

1st St SE

2nd St SE

S Union Ave

2nd St SE

4th St SE

2nd St SE

Trailer parking

Power & Water

S Union Ave

5th St SE

Wenatchee VOR-DME EAT 111.0

Wenatchee Valley Airba

Google Earth

Image © 2024 Airbus

900 ft



INSTALL NEW 5/8"x3/4"
WATER SERVICE

**COLUMBIA FRUIT PACKERS
SOUTH ENTRANCE**

5TH ST SE

INSTALL APPROX. 600
LINEAL FEET OF 2" HDPE
WATER SERVICE LINE

INSTALL HOSE BIB
ASSEMBLY

ORCHARD

5TH ST SE

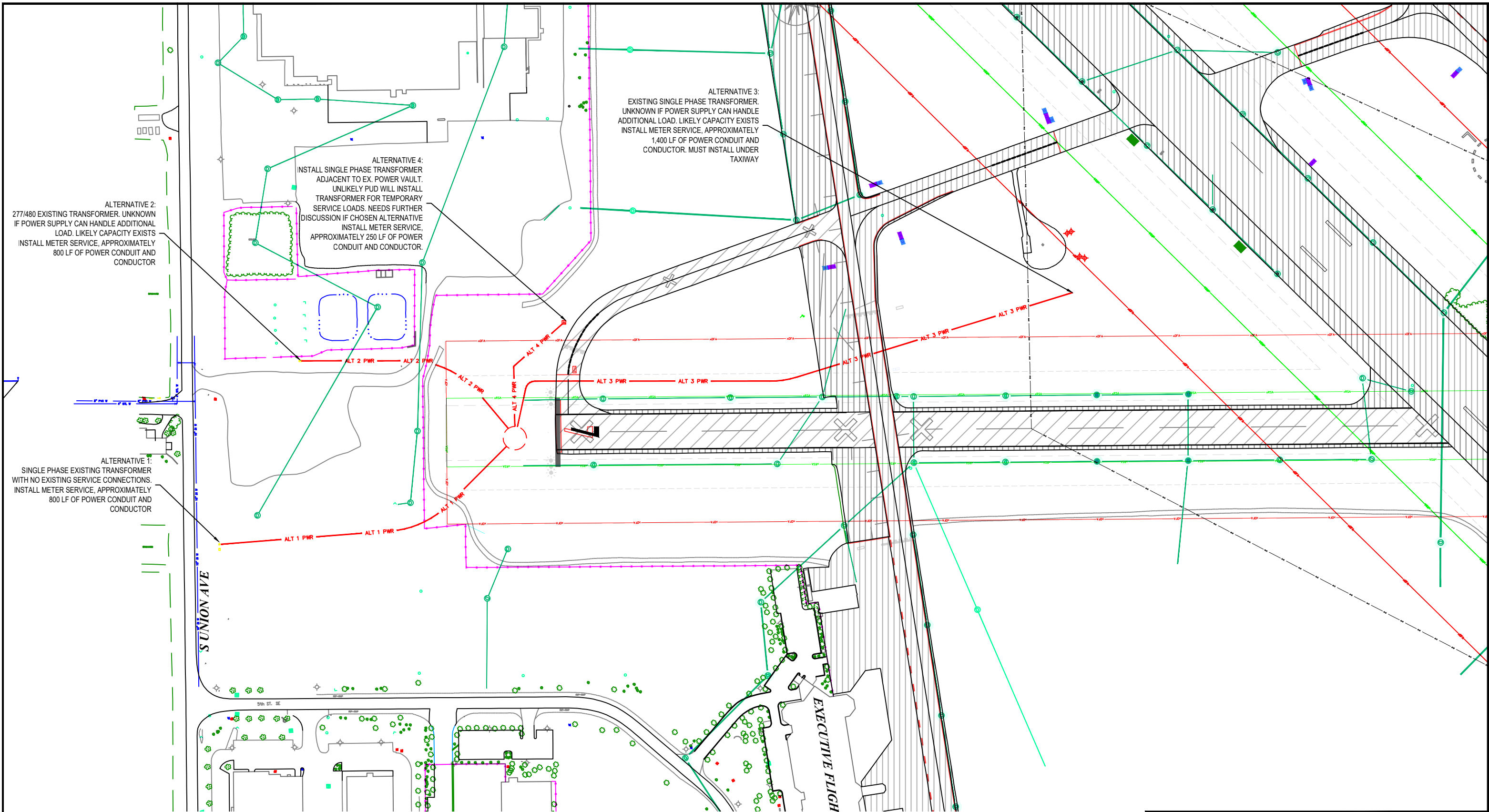
WATER SERVICE LAYOUT




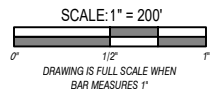
PANGBORN MEMORIAL AIRPORT



SCALE: 1" = 100'
0' 1/2" 1'
DRAWING IS FULL SCALE WHEN
BAR MEASURES 1"

PLOT DATE: 3/18/2024
FILE PATH: Drawing1.dwg



POWER SERVICE LAYOUT	
PANGBORN MEMORIAL AIRPORT	
 	  <p>SCALE: 1" = 200'</p> <p>1/2" DRAWING IS FULL SCALE WHEN BAR MEASURES 1"</p>
<small> PLOT DATE: 3/19/2024 FILE PATH: C:\Users\pdm\OneDrive - RH2 ENGINEERING, INC\Desktop\PMA-Hosebit.dwg </small>	



Chelan Douglas Regional Port

Revised Washinton State Legislative Districts

Rock Island & Pangborn Airport

13th Legislative District

Senator Judy Warnick

Representative Tom Dent

Representative Alex Ybarra

Douglas County Unincorporated

7th Legislative District

East Wenatchee, Downtown Wenatchee

Senator Shelly Short

Olds Station

Representative Joel Kretz

Representative Shelly Short

Chelan County, Outside of

12th Legislative District

Downtown Wenatchee & Olds Station

Senator Brad Hawkins

Representative Mike Steele

Representative Keith Goehner



Chelan County Tri-Commission Meeting
March 26, 2024
1:00 – 3:00 p.m.

Grand Apple North Room
Wenatchee Convention Center
121 N. Wenatchee Avenue
Wenatchee, WA 98801

Agenda

- 1) Call to Order, Flag Salute, Introductions
- 2) Climavision Presentation 45 minutes
Climavision brings together the power of a proprietary, high resolution weather radar and satellite network, combined with advanced weather prediction modelling and decades of industry expertise, to close significant weather observation gaps and drastically improve forecast speed and accuracy.
- 3) Tri-Commission Updates 45 minutes
 - a. Chelan County Commission
 - i. Community Meeting Updates
 - ii. Stehekin Sustainability Plan
 - b. Chelan Douglas Regional Port Authority
 - i. Project Update
 - ii. Regional Sport Complex Planning
 - c. Chelan County PUD
 - i. Strategic Visioning – *Imagine 2075*
 - ii. Project Update
- 4) Insights from the Mayors 20 minutes
- 5) Commissioner Comments 10 minutes
- 6) Adjourn

Partners in Economic Development Event - March 28th, 2024 Attendee List

Number of guests that will be attending:	Name(s) of guest(s):	Company/Organization/Affiliation:
BREAKFAST EVENT:		
1	Stephanie Nelson	AAA
1	Phil Bowman	Absher Construction
2	Aaron Binger and Jeremy Ackerman	Absher Construction
1	Tod McLaughlin	Apple Valley Honda
1	Caleb Lindquist	Ardurra
1	Josh Fedora	Ardurra
1	Chris Mansfield	Ardurra Group
2	Arturo Zavala & Danny Zavala	Arturo Zavala (Windermere RE Lake Chelan) & Danny Zavala (Laura Mounter RE)
1	Kevin Vitulli	Banner Bank
1	Clancy Jordan	Barrett Financial
1	Buell Hawkins	Buellhawkins@Assoc
1	Jill FitzSimmons	Chelan County
1	Kevin T Overbay	Chelan County Commissioner
1	Tiffany Gering	Chelan County Commissioner
1	Kelli Scott	Chelan County PUD
1	Lindsey Mohns	Chelan County PUD
1	John Stoll	Chelan County PUD
1	Kurt Carson	Chelan County PUD
1	Alan Walker	Chelan Douglas Community Action Council
1	Brooke Lammert	Chelan Douglas Regional Port Authority
1	Monica Lough	Chelan Douglas Regional Port Authority
1	Brian Smith	Chelan Douglas Regional Port Authority
1	nick rohrbach	Chelan Douglas Regional Port Authority
1	Stacie de Mestre	Chelan Douglas Regional Port Authority
1	Ron Russ	Chelan Douglas Regional Port Authority
1	Sarah Deenik	Chelan Douglas Regional Port Authority
2	Bobbie Chatriand ; Allen Chatriand	Chelan Douglas Regional Port Authority ; Grant PUD
1	James Fletcher	City of Cashmere
1	Jerrilea Crawford	City of East Wenatchee
1	Trina Elmes	City of East Wenatchee
1	Renee Swearingen	City of Entiat
1	Mark Botello	City of Entiat
1	Mayor Poirier	city of wenatchee
1	Drew Dalgetty	Crunch Pak
1	Paul Coppock	DOH Associates
1	Marc Straub	Douglas County
1	Shiloh Burgess	Douglas County PUD
1	Mina Gomez	Edward Jones
1	Sasha McGinn	Edward Jones
2	Allie Jordan & Cory Wendt	Elevated Marketing & Events
1	Christopher McCarthy	Epoch/Wenatchee Downtown Assoc.
1	Jay Smith	Express Employment Professionals
1	Michael Schwartzberger	Gesa Credit Union
1	Simon Poole	Goodfellow Bros. LLC
1	Rhyanne Oates	Grant County Economic Development Council
1	Melissa LaFayette	Grow America (formerly NDC)
1	Oly Mingo	Heirloom Creatives
1	Chrissy Shull	Integrity Piercing
1	Jay Smith	JD Smith Inc dba Express Employment Professionals
1	Bob Siderius	JDSA Law
1	Randy Baldwin	John L Scott Real Estate
1	Monica Pluta	Labcorp
2	Laura Mounter & Don Mounter	Laura Mounter Real Estate
1	Christine Douglas	Laura Mounter Real Estate
1	Lauren Scanga	Marsh McLennan Agency
1	Cindy Wright	N/A
1	Pete Phillips	NCESD
1	Barbara Walters	NCW Libraries
1	Kim Neher	NCW Libraries
1	Jason Williams	North Central Educational Service District
1	Brittany Tait	Osteostrong Wenatchee
1	Steve Maher	Our Valley Our Future
1	Griffin Smith	Pacific Engineering & Design
1	stephen Jiran	Pacific Rim Land, Inc.
5	Todd Flaget, Ken Lamb, Rafael Martinez, Marcus Orr and Kole Warren	Pangborn Airport Maintenance (CDRPA)
1	Shawn Riggs	Pizza Hut
1	Erik Howe	RH2 Engineering
2	Malachi Salcido CEO and Nick Warner COO	Salcido
1	Rob Jorgensen	Schooley Mitchell
1	Dan Ireland	SCJ Alliance
1	Aaron Parrott	SkillsSource Regional Workforce Board
1	Wendy Dalpez	The entrepreneurs source
1	Mark H Miller	Town Toyota Center
1	Brian Brennan	Umpqua Bank
1	Alisa Allen	US Bank
1	Jason Grover	Visit Wenatchee
1	Eric Featherstone	Wapato Point Management Company
2	david granatstein, elizabeth kirby	Washington State Univ Tree Fruit Research Center
2	John McQuaig, Brae Runnels	Waterworks, LLC
1	Russ Alman	Wenatchee Valley Senior Activity Center
5	Tyler Mackay, Curt Kazen, Dave Retell, Matt Paden, Eric Keogh	WM
97	Total (Community & Staff)	
84	Community Only	
LUNCH EVENT:		

2	Bobbie Austin	ABC Pros LLC
1	Janice Brown	American Pacific Mortgage
1	Eric Harrison	AttorneyWenatchee.com
1	Eric Peterson	Blewett Brewing
2	Danielle Martin & Morgan Dobbins	Building North Central Washington
2	Edwin Araiza, Mona Lopez	CAFE
4	Alma Chacon, Tona, Metz, Maria	CAFE: Community for the Advancement of Family Education
1	Roni Freund	Cascade Loop Association
1	Julie Helligso	Cascade Veterinary Clinics
1	Rob Ogburn	Central Washington University
1	John Tobin	CheckSix Aerosolutions LLC
1	Kyle Skalisky	CheckSix AeroSolutions, LLC
1	Ron Cridlebaugh	Chelan County
1	Mario Cantu	Chelan County PUD
1	Kelly Allen	Chelan County PUD
1	Justin Erickson	Chelan County PUD
1	Mario Cantu	Chelan County PUD
1	Kristin Lodge	Chelan County PUD
1	JC BALDWIN	Chelan Douglas Regional Port Authority
1	Brooke Lammert	Chelan Douglas Regional Port Authority
1	Colby G	Chelan Douglas Regional Port Authority
1	Monica Lough	Chelan Douglas Regional Port Authority
1	Tricia Degnan	Chelan Douglas Regional Port Authority
1	Stacie de Mestre	Chelan Douglas Regional Port Authority
1	Sarah Deenik	Chelan Douglas Regional Port Authority
2	Tom Leonard and Tom Dye	Cimco Enterprises, Inc.
1	Steve Croci	City of Cashmere
1	Curtis Lillquist	City of East Wenatchee
1	Josh Delay	City of East Wenatchee
1	Diana Sanchez	City of East Wenatchee
1	Rob Tidd	City of East Wenatchee/City Councilmember
1	Carl Florea	City of Leavenworth
1	Laura Gloria	City of Wenatchee
1	Kevin Tomalty	CLA
1	Bart Clennon	clennon and associates
2	Rochelle Bohm, Robb Myers	CMI Orchards
1	Thomas Bellamy	CMI Orchards
2	Suzanne Carte-Cocroft & Katina Maier	Confluence Health
1	Ruby Gaston	Congresswoman Kim Schrier
2	Donald Meseck and Min-Kyoung Meseck	DATA Division, WA State ESD
1	Yvette davis	Davis commercial services
1	Jennifer Lange	Douglas County
1	Jordyn Giulio	Douglas County
1	Cathy Morris	Douglas County
2	Dan/Cheryl Sutton	Douglas County
1	Brett McDonald	Dragonfly Team and Leadership Counseling
1	Becky Berg	Eastmont School District
1	Lora Wood	Employment Security Department
1	Kevin Meyers	Etched in time llc
1	Mayra Garcia	Evergreen Luxury Events, Chair of Wenatchee Valley Chamber Hispanic Business Council
1	Steven J Wilkinson	Executive Director, Wenatchee Valley Chamber of Commerce
1	Karl Krauskopf	Gold MF
1	Andrew Hilger	Goodfellow Bros.
1	Tess Goulet	Goodfellow Bros.
1	Stephanie Matthews	Guild Mortgage
2	Yaneth Preciado, Janie Shrader	Guild Mortgage
1	JANIE L SHRADER	GUILD MORTGAGE CO
2	Michelle Jester Leslie Peterson	Health Alliance Northwest
1	Randy Embernate	Hellbent Brewing
2	Gina Muller & Peyton Stockman	Hilton Garden Inn
1	Rubén	Hispanic Business Council
1	Cory Murdock	Hurst International
1	Jake Davison	Jake Davison Agency
1	Todd Kiesz	JDSA
1	Jennifer Witherbee	Larson Gross CPAs and Consultants
1	Shaunna Larson	Laura Mounter Real Estate
2	Laura L Mounter, & Amber Kapral	Laura Mounter Real Estate
1	Jeff Rounds	Libke Insurance Associates, Inc. / Wenatchee Valley Chamber
1	Angela Hendrick	Lupine Family Medicine
1	Carleton McHenry	McHenry Capital, LLC
1	Craig Larsen	NCWEDD
1	Thomas Kozina	NCWTEch
1	Jessi Mendoza	Numerica Credit Union
2	Dave and Emylee Tolliver	OXARC LLC
1	chris martin	pacific rim land
1	stephen Jiran	Pacific Rim Land, Inc.
1	Adam Wright	Pacific Rim Land, Inc.
1	Theresa L Terry	Peoples bank
1	Darel Ansley	Peoples Bank
1	Patrick Boss	Port of Quincy (Grant County Port District No. 1)
1	Paul Mares	Premier One Properties
1	Bryan Campbell	Pro Active Business Solutions
1	Chris Rasmussen	Rasmussen Tax & Accounting
2	Amanda Dallman & Marion Dallman	Real Estate Agent
1	Ryan Beebout	Sabey Data Centers
2	Greg Smith, Director of Operations and Molly Nelson, Executive Assistant	Salcido Enterprises, LLC
1	Lisa Romine	SkillSource
1	Joseph Hauth	SkillSource
1	Brandt Cappell	State Representative Keith Goehner
2	Micheal Moellendorf; Megan Moellendorf	Sun Basin Theatres

	2	Tony Velickoff/Angela Gaston	The Solution People
	1	Emily Thornton	The Wenatchee World
	1	Steve Sandman	Townsquare Media
	1	Gladys Gillis	Transportation Demand Management
	2	Ron Feld & Lorna Klemanski	Unaffiliated
	1	Kristin Newberry	US Aluminum Castings
	2	Alisa Allen Shelly Colomb	US Bank
	1	Mike Steele	WA State Representative
	2	Curt Mathison, Lincoln Denny	Washington Trust Bank
	2	Lincoln Denny; Curt Mathison	Washington Trust Bank
	1	Caleb Kleiman	Weidner Apartment Homes
	2	Rosa Pulido, Eloise Sheets	Wenatchee Downtown Association
	2	Kory Kalahar, Sean Fitzgerald	Wenatchee School District
	2	Chelsea Ewer & Teddy Garcia	Wenatchee Valley Chamber of Commerce
	2	Yuritzi Lozano, Riva Morgan	Wenatchee Valley College
	1	Rachel Evey	Wenatchee Valley College
	1	Cam de Mestre	Wenatchee Valley Fire Dept
	1	Rufus Woods	Wenatchee World
	1	Stephanie Musser	Wheatland Bank
	1	Evan Church	Wheatland Bank
	1	Deina Seiber	Windermere Real Estate/NCW
	1	Terrie Garcia-Hernandez	WorkSource Wenatchee Valley
	1	Jenni Jourdan	WVC
142		Total (Community & Staff)	
135		Community Only	



CHELAN DOUGLAS
Regional Port
AUTHORITY

285 Technology Center Way, Suite 202 | Wenatchee, WA 98801 | Phone: 509.884.4700 | Fax: 509.662.5151 | www.cdrpa.org

March 26, 2024

Representative Keith Goehner
122B Legislative Building
P.O. Box 40600
Olympia, WA 98504-0600

Dear Representative Goehner,

On behalf of the Chelan Douglas Regional Port Authority Board of Directors, we are writing to express our sincerest appreciation for your outstanding leadership and commitment to our community. Your efforts have had a profound impact on our region, and we are grateful for your dedication.

During the recent legislative session, your work was instrumental in advancing several key initiatives that are crucial to the prosperity and well-being of our community. These projects included funding for the Airlift Northwest Hangar, the Chelan Waterline project, and the Regional Sports Complex Feasibility Study.

Your tireless advocacy ensured that important issues were brought to the forefront and received the attention they deserved. Thank you for your dedication to improving our community through legislative action.

With sincere appreciation,

Donn Etherington, Director

Jim Huffman, Director

JC Baldwin, Director

W. Alan Loeb sack, Director

Richard DeRock, Director

Mark Spurgeon, Director

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 | Richard DeRock, Commissioner, Chelan County Dist. 3 | Mark Spurgeon, Commissioner, Douglas County Dist. 3



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March 26, 2024

Representative Mike Steele
335A Legislative Building
P.O. Box 40600
Olympia, WA 98504-0600

Dear Representative Steele,

The Chelan Douglas Regional Port Authority Board of Directors wants to extend our deepest gratitude for your exceptional leadership and dedication in securing \$1.2 million in funding for the Airlift Northwest Hangar, as well as \$1.0 million in additional funding for the Chelan Airport Waterline project. Your efforts have been instrumental in ensuring the success of these crucial projects that will greatly benefit our community.

Your unwavering support and tireless advocacy for our community has not gone unnoticed. We are immensely grateful for your hard work and dedication. Thank you for all that you do to make our community a better place for all.

With sincere appreciation,

Donn Etherington, Director

Jim Huffman, Director

JC Baldwin, Director

W. Alan Loeb sack, Director

Richard DeRock, Director

Mark Spurgeon, Director

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March 26, 2024

Senator Brad Hawkins
P.O. Box 40412
Olympia, WA 98504-0412

Dear Senator Hawkins,

On behalf of the Chelan Douglas Regional Port Authority Board of Directors, we want to extend our sincere gratitude for your unwavering support and dedicated work during the legislative session. Your efforts have been instrumental in securing \$300,000 in funding in the Capital budget and \$225,000 in the Operating budget for the Regional Sports Complex Design and Community Engagement.

Your support for this project from the beginning has been invaluable. Your advocacy and belief in the importance of this project have helped propel it forward, and we are grateful for your steadfast commitment. The funding you helped secure will not only enhance our region's recreational offerings but also contribute to the overall well-being and quality of life for our community members.

Your leadership and dedication to improving our community through legislative action are truly commendable. Thank you for all that you do to make our region a better place for everyone. We look forward to continuing our work together for the betterment of our community.

With sincere appreciation,

Donn Etherington, Director

Jim Huffman, Director

JC Baldwin, Director

W. Alan Loeb sack, Director

Richard DeRock, Director

Mark Spurgeon, Director

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2024 CDRPA Calendar of Events

MARCH 2024

Date:	Time:	Event:	Location:	Attending:
26-Mar	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
26-Mar	1:00pm	Tri-Commission Meeting	CTC	Board of Directors; Staff
28-Mar	7:30am-1:30pm	Partners in Economic Development Breakfast & Lunch	Wenatchee Valley Convention Center	Board of Directors; Staff

APRIL 2024

Date:	Time:	Event:	Location:	Attending:
2-4 Apr	All Day	FAA Airports Conference	Seattle, WA	Moyers
9-Apr	9:00am	CDRPA Board Meeting - Commissioner Etherington via Zoom	CTC	Board of Directors; Staff
15-18 Apr	All Day	Data Center World Conference	Walter E. Washington Convention Center - Washington D.C.	Commissioner Spurgeon & Kuntz
16-Apr	9:00am - 1:00pm	FAA Meeting	Chelan Airport	Moyers
16-Apr	12:00pm	Wenatchee Valley Chamber of Commerce Board Meeting	WVCC	Commissioners Spurgeon & Etherington
17-19 Apr	All Day	2024 Flywheel Investment Conference	Wenatchee Convention Center	Commissioner Baldwin, Commissioner Huffman, de Mestre & Lammert
21-24 Apr	All Day	Craft Brewers Conference - BrewExpo America	Las Vegas, NV	Commissioner Etherington, de Mestre & Lammert
23-Apr	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff- Commissioner Etherington - Excused Absence
28 Apr - May 1	All Day	AAAE Annual Conference	Nashville, TN	Commissioner DeRock, Commissioner Spurgeon, Kuntz & Moyers

MAY 2024

Date:	Time:	Event:	Location:	Attending:
6-8 May	All Day	WAMA Annual Conference	Auburn, WA	Commissioner Baldwin & Moyers
9-May	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
14-May	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
15-17 May	All Day	WPPA 2024 Spring Meeting	Skamania Lodge - Stevenson, WA	Registration is open
21-May	12:00pm	Wenatchee Valley Chamber of Commerce Board Meeting	WVCC	Commissioners Spurgeon & Etherington
27-May	9:00am	Memorial Day - Office Closed	All Offices	CDRPA Staff
28-May	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

JUNE 2024

Date:	Time:	Event:	Location:	Attending:
11-Jun	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
13-Jun	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
18-Jun	12:00pm	Wenatchee Valley Chamber of Commerce Board Meeting	WVCC	Commissioners Spurgeon & Etherington
21-22 June		Pangborn Festival of Flight	Pangborn Airport	
22-Jun	All Day	Community Dedication Celebration - Army National Guard	Executive Flight	Board of Directors; Staff
23-25 Jun	All Day	Summer Fancy Food Show	New York, NY	Kuntz
25-Jun	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
26-28 Jun	All Day	WPPA 2024 Finance & Administration Seminar	AC Hotel by Marriot - Vancouver, WA	Lough & Deenik

JULY 2024

Date:	Time:	Event:	Location:	Attending:
4-Jul	All Day	Independence Day - Office Closed	All Offices	CDRPA Staff
9-Jul	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
11-Jul	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
11-12 Jul	All Day	WPPA 2024 Directors Seminar	McMenamins Kalama Harbor Lodge	
16-Jul	12:00pm	Wenatchee Valley Chamber of Commerce Board Meeting	WVCC	Commissioners Spurgeon & Etherington
23-Jul	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

AUGUST 2024

Date:	Time:	Event:	Location:	Attending:
8-Aug	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
13-Aug	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
20-Aug	12:00pm	Wenatchee Valley Chamber of Commerce Board Meeting	WVCC	Commissioners Spurgeon & Etherington
27-Aug	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

SEPTEMBER 2024

Date:	Time:	Event:	Location:	Attending:
2-Sep	All Day	Labor Day - Office Closed	All Offices	CDRPA Staff
10-Sep	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
12-Sep	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
17-Sep	12:00pm	Wenatchee Valley Chamber of Commerce Board Meeting	WVCC	Commissioners Spurgeon & Etherington
17-20 Sep	All Day	Washington Finance Officers Association	Yakima	Lough
19-20 Sep	All Day	WPPA 2024 Environmental Seminar	Marcus Whitman Hotel & Conference Center, Walla Walla	
24-Sep	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

OCTOBER 2024

Date:	Time:	Event:	Location:	Attending:
8-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
8-11 Oct	All Day	NWAAAE Annual Conference	Boise, ID	Moyers
10-Oct	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
15-Oct	12:00pm	Wenatchee Valley Chamber of Commerce Board Meeting	WVCC	Commissioners Spurgeon & Etherington
22-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
24-25	All Day	WPPA 2024 Small Ports Seminar	Campbell's Resort - Lake Chelan	

NOVEMBER 2024

Date:	Time:	Event:	Location:	Attending:
12-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
14-Nov	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
19-Nov	12:00pm	Wenatchee Valley Chamber of Commerce Board Meeting	WVCC	Commissioners Spurgeon & Etherington
26-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
28-Nov	All Day	Thanksgiving Holiday - Office Closed	All Offices	CDRPA Staff
29-Nov	All Day	Thanksgiving Holiday - Office Closed	All Offices	CDRPA Staff

DECEMBER 2024

Date:	Time:	Event:	Location:	Attending:
10-Dec	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
11-13 Dec	All Day	WPPA 2024 Annual Meeting	Hyatt Regency - Bellevue	
12-Dec	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
17-Dec	12:00pm	Wenatchee Valley Chamber of Commerce Board Meeting	WVCC	Commissioners Spurgeon & Etherington
24-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff
25-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff