



Working Together to Enhance the Economic Vitality of North Central Washington

Chelan Douglas Regional Port Authority

**Confluence Technology Center
285 Technology Center Way, Wenatchee WA
Methow & Teanaway River Rooms
or
Zoom Virtual Conference Room Option**

**Meeting Agenda
November 14th, 2023
9:00 am**

I. CALL TO ORDER

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

II. INTRODUCTIONS

III. CONFLICT OF INTEREST

IV. CONSENT AGENDA

- **CDRPA:** Approval of the October 24th, 2023 Meeting Minutes, Approval of the November 7th, 2023 Retreat Meeting Minutes, CDRPA Resolution 2023-10 Voiding Check No. 11955, Approval of the Calendar of Events, and Check Register Pages #2023-42 through #2023-46, including Electronic Transfers.

V. PUBLIC HEARING

- **Review 2024 Budgets**
 - **Chelan Douglas Regional Port Authority Budget**
 - **Port of Chelan County Budget**
 - **Port of Douglas County Budget**
- **Chelan Douglas Regional Port Authority Preliminary 2024 Budget – Public Hearing**
 - **Open Public Hearing**
 - **Receive Public Comment**
 - **Close Public Hearing**
- **Port of Chelan County Preliminary 2024 Budget – Public Hearing**
 - **Open Public Hearing**
 - **Receive Public Comment**
 - **Close Public Hearing**

- **Port of Douglas County Preliminary 2024 Budget – Public Hearing**
 - **Open Public Hearing**
 - **Receive Public Comment**
 - **Close Public Hearing**

VI. PUBLIC COMMENT

VII. CDRPA ACTION ITEMS (Public Comment Opportunity)

- (1) Authorization to Renew Contract – Lodestar Partners
- (2) Authorization to Renew Contract – Elevate Government Affairs
- (3) Authorization to Extend IT Contract – Firefly
- (4) Ownership Allocation Memo – Cornelius Holdings LLC

VIII. SUGGESTED BREAK: 10 MINUTES

IX. MISCELLANEOUS STAFF REPORTS

- CEO
- Director of Finance & Administration
- Director of Airports
- Director of Economic Development & Capital Projects
- Community Relationship Manager
- Property & Maintenance Manager
- CTC Manager

X. PUBLIC COMMENT

XI. REVIEW CALENDAR OF EVENTS

XII. ITEMS FROM BOARD OF DIRECTORS

XIII. EXECUTIVE SESSION (9:00 a.m.): An Executive Session may be called during the meeting. The purpose must be announced and is limited by RCW 42.30.110. Examples include: (1) to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); (2) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b)); and (3) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price (final action selling or leasing public property shall be taken in a meeting open to the public)(RCW 42.30.110(1)(c)); and (4) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee(RCW 42.30.110(1)(g))

XVI. ADJOURN

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

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



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
October 24th, 2023
9:00 am**

Present:

Directors:

*Donn Etherington, Director
Jim Huffman, Director
JC Baldwin, Director*

*W. Alan Loeb sack, Director
Mark Spurgeon, Director
Richard DeRock, Director*

Staff:

*Jim Kuntz, Chief Executive Officer
Monica Lough, Dir. of Finance & Admin.
Trent Moyers, Director of Airports
Stacie de Mestre, Dir. of Econ. Dev.
Ron Russ, Maint. & Properties Manager
Craig Larsen, Community Rel. Mngr.*

*Sarah Deenik, Comm. Coordinator
Brooke Lammert, Executive Assistant
Colby Goodrich, FBO Manager (Zoom)
Laura Camarillo-Reyes, Admin. Asst. (Zoom)
Tricia Degnan, CTC Manager (Zoom)
Lorena Amador, Acct. Specialist (Zoom)*

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm LLP

Guests:

*Dave Mitchell, Ardurra
Josh Fedora, Ardurra
Caleb Lindquist, Ardurra
Alan Holiman, T.S.A.
Salvador Quintoriano, T.S.A.
Phil Foshee, Streamline Fulfillment
Carl Skerlong, Streamline Fulfillment*

*Kirk Duncan, Small Business Dev. Center
Randy Rantz, Douglas County Community Member
Mike Mackey, Community Member
Chris Mansfield, Ardurra (Zoom)
Jason Taylor, KPQ (Zoom)
Emily Thorton, Wenatchee World (Zoom)*

The Chelan Douglas Regional Port Authority Board Meeting was called to order at 9:00 a.m.

Introductions were made.

Conflicts of Interest: None

Jim Kuntz requested a moment from the Board for Trent Moyers to recognize TSA agents, Alan Holiman and Salvador Quintoriano, as well as Regional Port staff member, Marcus Orr, for their quick response in reviving a Pangborn Airport passenger in distress. Board members expressed their appreciation.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of the October 10th, 2023 Meeting Minutes and September 2023 Commission Calendar was presented.

Motion No.

Moved by:

Seconded by:

10-07-23 CDRPA

JC Baldwin

Richard DeRock

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of October 10th, 2023 Meeting Minutes and September 2023 Commission Calendar.

Motion Passed 6-0

PUBLIC COMMENTS: Randy Rantz, a Douglas County community member, made the request that the Board explain why a community member should vote in support of Proposition No. 1, which would unify the tax levies of Chelan and Douglas counties. Regional Port legal counsel, Quentin Batjer, shared that the Board cannot legally share any positive or negative comments on the ballot proposition per Washington State election laws. Commissioner DeRock provided the factual data regarding the decision to place the Unified Tax Levy on the ballot.

WORK SESSION: Dave Mitchell, Ardurra, presented on the upcoming reconstruction of the main runway. Kuntz shared rough estimates on cost and the potential schedule for FAA funding. The Board reviewed various options to move forward with and examples of other runway reconstructions.

At 10:32 a.m. Commissioner Spurgeon called for a 10-minute break.

PRESENTATION:

- **Streamline Fulfillment:** Phil Foshee and Carl Skerlong presented to the Board on the immense growth their fulfillment business has seen. The team discussed plans to build an additional facility in the future.
- **Small Business Development Center Quarterly Report:** Kirk Duncan gave a brief presentation to the Board on the third quarter and year-to-date small business counseling activities.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

CDRPA Resolution No. 2023-09 – Adoption of Chelan Douglas Regional Port Authority 2024 Rates and Charges

Kuntz shared with the Board that as a best business practice, Regional Port staff review Rates and Charges each year to ensure that they are competitive with the market rate. The Board reviewed all suggested changes in detail. Discussion occurred and the following action was taken:

Motion No.

Moved by:

Seconded by:

10-08-23 CDRPA

W. Alan Loeb sack

JC Baldwin

To adopt CDRPA Resolution No. 2023-09 setting the 2024 Rates and Charges with suggested changes.

Motion Passed 6-0

Authorization to Bid – Industrial Building #9 Canopy Roofing Installation

Russ updated the Board on the canopy roofing issues occurring at Industrial Building #9. He reviewed previous actions taken by staff to repair the canopy roofing and shared that it is time for a more aggressive remedy. Discussion occurred and the following action was taken:

Motion No.

Moved by:

Seconded by:

10-09-23 CDRPA

Donn Etherington

W. Alan Loeb sack

To authorize the CEO to solicit bids for Industrial Building #9 Canopy Roofing repairs.

Motion Passed 6-0

Authorization to Enter into a Purchase and Sale Agreement with Cornelius Holdings, LLC

Kuntz shared the opportunity to purchase land in Douglas County to be used for industrial development. The land is near Pangborn Memorial Airport but is not eligible for FAA funding. Discussion occurred and the following action was taken:

Motion No.

Moved by:

Seconded by:

10-10-23 CDRPA

Richard DeRock

JC Baldwin

To authorize the CEO to enter into a Purchase and Sale Agreement with Cornelius Holdings, LLC for approximately 5.56 acres off Grant Road and North Union Avenue.

Motion Passed 6-0

INFORMATIONAL ITEMS:

Global Produce and Floral Show Recap – Commissioner Etherington shared that he had previously attended the conference in 2019 with Craig Larsen. He noted the large scale of the conference and the value added in visiting with many of the Regional Port’s tenants who were also in attendance.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Reminded the Board and staff of the upcoming Board Retreat on November 7th, 2023 at 10:00 a.m. being held at the Residence Inn.
- Shared that work with Microsoft continues regarding the Malaga site and provided the Board with a rendering for the Data Centers to be built.
- Kuntz shared that he will be speaking at the upcoming WPPA Small Ports Seminar in Chelan.
- Updated the Board on a meeting held with Central Washington University’s Aviation Department head, Dr. Samuel Pavel, to recruit a satellite flight school to Pangborn Memorial Airport.

Lough provided information and updates including:

- Updated the Board on the status of the Department of Retirement review.

Moyers provided information and updates including:

- Shared that the Regional Port was unsuccessful in obtaining a WSDOT match for the Snow Removal Equipment.

de Mestre provided information and updates including:

- Shared that the Airlift Northwest Hangar design began with DOH Associates hired as the architect. Mid-November is the date staff are aiming to have cost estimates for design. Historic data has been requested for recently built hangars.
- Updated the Board on a recent meeting held between staff and Microsoft in which the team shared an interest in being more pro-active with community engagement in Chelan County.
- de Mestre reminded the Board of the upcoming Phase I Report for the Regional Sports Complex Feasibility Study that is to be presented to the Steering Committee in an Open Public meeting on October 26th at 2:30 p.m.
- Shared that the Regional Port was unsuccessful in receiving funding through the Washington State Department of Commerce Child Care Program Grant.
- Updated the Board that the Central Washington University’s Tech Hub grant application was unsuccessful. The Regional Port was one of many entities supporting the application.

Larsen provided information and updates including:

- Shared with the Board that he is working with Diamond Foundry regarding resource needs of the company.
- Larsen updated the Board that he is working with Cassandra Divis, Marathon Digital Holdings LLC, to find property that works for their expansion.

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

EXECUTIVE SESSION:

Executive Session was announced at 1:00 p.m. for a period of ten minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110(1)(i) to discuss with legal counsel litigation, potential litigation and/or legal risks. Executive Session concluded at 1:10 p.m.

Meeting reconvened in Regular Session and immediately adjourned at 1:10 p.m. with no action taken.

Signed and dated this 14th day of November 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

Donn Etherington, Director

W. Alan Loeb sack, Director

Richard DeRock, Director

Mark Spurgeon, Director

JC Baldwin, Director

Jim Huffman, Director

Board of Directors
Chelan Douglas Regional Port Authority
Board Retreat Meeting Minutes
Residence Inn
November 7th, 2023
10:00 am

Present:

Directors

JC Baldwin, Director
Richard DeRock, Director
Donn Etherington, Director

Jim Huffman, Director
W. Alan Loeb sack, Director
Mark Spurgeon, Director

Staff

Jim Kuntz, Chief Executive Officer
Monica Lough, Director of Finance & Admin.
Stacie de Mestre, Dir. of Econ. Dev. & Cap. Projects
Trent Moyers, Director of Airports
Tricia Degnan, CTC Manager
Craig Larsen, Community Rel. Manager
Ron Russ, Property Manager

Shane Lamb, Maint. Supervisor – Bus. Parks
Todd Flaget, Airport Maint. Supervisor
Colby Goodrich, FBO Manager
Sarah Deenik, Communications Coordinator
Brooke Lammert, Executive Assistant
Laura Camarillo Reyes, Admin. Assistant
Lorena Amador, Accounting Specialist
Julie Avis, Accounting Specialist

Guest

Mike Mackey

The Chelan Douglas Regional Port Authority Board Retreat was called to order at 10:00 am.

CEO Kuntz reviewed the agenda for the day.

CDRPA Retreat –Topics and discussions included:

- **2023 in Review**
- **2024 Budget Outlook**
 - Cash Carry Forward Balance Projections
 - Revenue & Expense Pie Charts
 - Cash Reserve Policy
 - Ports Tax Levy Rates
 - Debt Service Schedules
 - Debt Service Capacity
 - Levy Allocation per Community
 - Tenant Lease Expiration Dates
 - Business Park – Profit/Loss
 - Significant Unknowns
 - 2024 Preliminary Budget
- **Investment Philosophy**
 - Use of Tax Levy
 - What Matters

- Capital Allocation Matrix
- Return on Investment

- **Specific Project Reviews**
 - FAA Projects
 - 5-Year Capital Improvement Plan
 - Passenger Facility Charges – Use Plan

- **Review Proposed 2024 Capital Projects** - Staff reviewed proposed Capital Projects. The Board provided input and requested Staff incorporate their input into the draft 2024 Budget.

- **2024 Legislative Priorities**
 - State
 - Federal

- **Miscellaneous Discussions**
 - Regional Port Strategic Plan
 - Partners in Economic Development Programs
 - Air Service
 - Community Outreach/Public Relations
 - Other
 - Award Snowplowing Contract: Staff reviewed bids with the Board for the Snow and Ice Control Services at Olds Station Business Park and Downtown Wenatchee. After discussion the following action was taken:

Motion No.
Moved by:
Seconded by:

11-01-23 CDRPA
Richard DeRock
W. Alan Loeb sack
To authorize the CEO to enter into a snow plowing services agreement with Anderson Landscaping.

Motion Passed 6-0

The meeting was adjourned at 3:41 pm.

Signed and dated this 14th day of November, 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

Donn Etherington, Director

W. Alan Loeb sack, Director

Richard DeRock, Director

Mark Spurgeon, Director

JC Baldwin, Director

Jim Huffman, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2023-10
RESOLUTION TO VOID CHECK NO. 11955**

Whereas Check No. 11955 in the amount of \$51.60, payable to Cascade Foothills Farmland, on Register Page No. 2023-35 was created and signed on August 15th, 2023.

Whereas check issued was returned to the Port Authority uncashed as Cascade Foothills Farmland Association are no longer in business. The returned check is to be voided.

Now, therefore be it resolved by the Board of Directors of the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, that Check No. 11955 be declared VOID.

Dated this 14th day of November 2023.

Chelan Douglas Regional Port Authority

Donn Etherington, Director

W. Alan Loeb sack, Director

Richard DeRock, Director

Mark Spurgeon, Director

JC Baldwin, Director

Jim Huffman, Director

**Chelan Douglas Regional Port Authority
Check Register Listing
2023-October**

Date Issued	Register #	Reason	First #	Last #	Amount
10/13/23		Mid-Month Employee Advances		ACH	\$4,000.00
10/13/23	2023-42	Mid-Month Payables	12233	12304	\$2,512,771.96
10/18/23	2023-43	Q3 2023 Payroll Taxes	12305	12307	\$16,865.87
10/20/23		Department of Retirement Systems		ACH	\$29,098.83
10/27/23		WA Dept of Revenue - Sales Tax		ACH	\$8,126.10
10/31/23		Q3 2023 Leasehold Tax		ACH	\$110,538.90
10/31/23	2023-44	October 2023 Payroll	12385	12386	\$276,017.53
10/31/23	2023-45	Month-End Payables	12308	12384	\$414,980.67
10/31/23	2023-46	Earnest Funds - Cornelius Holdings Property	12387	12387	\$10,000.00

Transactions for approval November 14, 2023 total:

\$3,382,399.86

We, the undersigned Directors of the Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify the merchandise or services hereinafter have been received and that the checks listed above are approved for payment.

Chief Executive Officer _____

Dir of Finance & Admin. _____

Director Etherington _____

Director DeRock _____

Director Baldwin _____

Director Loeb sack _____

Director Spurgeon _____

Director Huffman _____

**Chelan Douglas Regional Port Authority
Check Register
2023-42**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval October 13, 2023 checks 12233 - 12304 in the amount of

\$2,512,771.96

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
10/13/2023	City of Cashmere	Utilities	12253	687.19
10/13/2023	Correct Equipment	Building Maintenance	12256	2,658.22
10/13/2023	Home Depot Pro	Equipment Rental	12268	82.61
10/13/2023	Waste Management	Utilities	12299	421.43
	Net Cashmere Mill District			3,849.45
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
10/13/2023	Banner Bank - TD	Advertising/Landscaping/Custodial Supplies	12246	537.04
10/13/2023	Chelan County PUD	Utilities	12250	10,548.42
10/13/2023	City of Wenatchee	Utilities	12254	836.74
10/13/2023	Crown Paper & Janitorial Supply	Custodial Supplies	12257	538.55
10/13/2023	Express Services, Inc.	Admin Assistant	12262	1,215.41
10/13/2023	Firefly	MDR Service	12264	2.59
10/13/2023	GFC Services	Meeting Room Setups/Janitorial Services	12266	5,788.16
10/13/2023	Home Depot Pro	Landscaping	12268	114.92
10/13/2023	North Central ESD	Video Conference Operator	12279	4,815.57
10/13/2023	Otis Elevator Company	Elevator Maintenance	12283	9,821.34
10/13/2023	Pacific Security	Patrol Service	12285	444.00
10/13/2023	Valley Tractor & Rentals, Inc.	Landscaping	12296	324.90
10/13/2023	Waste Management	Utilities	12299	1,208.44
10/13/2023	Weinstein Beverage Co.	Coffee Supplies	12300	592.83
	Net Confluence Technology Center			36,788.91
<u>DOWNTOWN WENATCHEE SOUTH</u>				
10/13/2023	Chelan County PUD	Utilities	12250	854.39
10/13/2023	City of Wenatchee	Utilities	12254	755.38
	Net Downtown Wenatchee South			\$1,609.77
<u>OLDS STATION BUSINESS PARK</u>				
10/13/2023	Chelan County PUD	Utilities	12250	2,471.84
10/13/2023	Chelan County Treasurer	Irrigation	12251	836.00
10/13/2023	City of Wenatchee	Utilities	12254	979.06
10/13/2023	Pacific Security	Patrol Service	12285	888.00
10/13/2023	Stemilt World Famous Compost	Landscaping	12291	120.00
10/13/2023	Waste Management	Utilities	12299	146.83
	Net Olds Station Business Park			5,441.73

**Chelan Douglas Regional Port Authority
Check Register
2023-42**

<u>PANGBORN AIRPORT</u>			
10/13/2023	Ag Supply Co.	Fuel, Diesel	12234 4,228.24
10/13/2023	Banner Bank - PE	Parking Lot Expenses	12241 1,104.62
10/13/2023	Banner Bank - TC	Security Expenses	12245 400.00
10/13/2023	Banner Bank - TF	Maintenance Supplies, Small Tools	12247 383.32
10/13/2023	Banner Bank - TM	NAC/AAAE Conferences, Phone Service	12248 2,551.56
10/13/2023	Douglas County PUD	Utilities	12258 1,744.00
10/13/2023	Emily B Lammert	Training; Tri-Ace Event	12260 137.91
10/13/2023	FlashParking, Inc.	Parking Software	12265 7.96
10/13/2023	Harvest Valley Pest Control, Inc.	Pest Control	12267 81.23
10/13/2023	Home Depot Pro	Terminal Maintenance	12268 440.82
10/13/2023	Jack Roy	Tire Damage	12271 160.00
10/13/2023	Les Schwab Tire Center	Vehicle Maintenance	12274 374.19
10/13/2023	Lowe's	Terminal Maintenance	12277 317.37
10/13/2023	NuClear Property Maintenance	Window Cleaning	12280 994.73
10/13/2023	Omnipark Inc.	Parking Software	12282 366.05
10/13/2023	Pacific Security	Patrol Service	12285 444.00
10/13/2023	Pomp's Tire Service, Inc.	Vehicle Maintenance	12287 1,630.76
10/13/2023	Rodda Paint Co.	Airfield Maintenance	12290 1,663.11
10/13/2023	USDA, APHIS	Regulatory Compliance	12295 454.60
10/13/2023	Voltaire Aviation Inc.	Air Service Dev Retainer	12297 8,000.00
10/13/2023	Waste Management	Utilities	12299 672.31
	Net Pangborn Airport		26,156.78
<u>PANGBORN FBO</u>			
10/13/2023	AvFuel Corp	Jet A Fuel	12236 90,501.49
10/13/2023	Banner Bank - CG	Package Shipping	12238 81.04
10/13/2023	Cintas Corporation	Uniforms	12252 158.40
10/13/2023	FBO Partners, LLC	Subscription to OSO	12263 1,794.00
10/13/2023	Oxarc Inc.	FBO Supplies	12284 88.86
10/13/2023	Waste Management	Utilities	12299 177.43
	Net Pangborn FBO		92,801.22
<u>PANGBORN BUSINESS PARK</u>			
10/13/2023	Douglas County PUD	Utilities	12258 1,814.00
10/13/2023	Home Depot Pro	Maintenance Supplies	12277 105.78
10/13/2023	Platt Electric Supply	Building Maintenance	12286 104.07
10/13/2023	United Rentals	Equipment Rental	12294 306.89
10/13/2023	York Building Services, Inc.	Janitorial Services	12303 1,788.00
10/13/2023	Young Bucks Landscaping LLC	Landscaping	12304 2,715.52
	Net Pangborn Business Park		6,834.26
<u>RPA OFFICE/AVIATION CENTER</u>			
10/13/2023	Banner Bank - TF	Building Supplies	12247 151.62
10/13/2023	Douglas County PUD	Utilities	12258 18.00
10/13/2023	Waste Management	Utilities	12299 551.86
10/13/2023	Young Bucks Landscaping LLC	Landscaping	12304 1,810.34
	Net RPA Office/Aviation Center		2,531.82
<u>LAKE CHELAN AIRPORT</u>			
10/13/2023	Chelan County PUD	Utilities	12250 24.49
10/13/2023	Young Bucks Landscaping LLC	Landscaping	12304 536.09
	Net Lake Chelan Airport		560.58
<u>MANSFIELD AIRPORT</u>			
10/13/2023	Douglas County PUD	Utilities	12258 32.00
	Net Mansfield Airport		32.00
<u>WATERVILLE AIRPORT</u>			
10/13/2023	Firefly	Camera Setup	12264 609.19
	Net Waterville Airport		609.19

**Chelan Douglas Regional Port Authority
Check Register
2023-42**

ORONDO RIVER PARK

10/13/2023	Banner Bank - RR	Supplies	12243	18.40
10/13/2023	Express Services, Inc.	Park Attendant	12262	310.78
10/13/2023	Home Depot Pro	Maintenance Supplies	12268	23.19
10/13/2023	Pacific Security	Patrol Service	12285	1,056.00
10/13/2023	Waste Management	Utilities	12299	160.57
10/13/2023	Young Bucks Landscaping LLC	Landscaping	12304	5,003.46
	Net Orondo River Park			<u>6,572.40</u>

PYBUS INCUBATOR

10/13/2023	Pybus Market Charitable Foundation	Tenant Deposit	12288	2,762.50
	Net Pybus Incubator			<u>\$2,762.50</u>

BUSINESS PARK MAINTENANCE

10/13/2023	Banner Bank - RR	Small Equipment, Auto Expenses	12243	281.67
10/13/2023	Banner Bank - TF	Auto Expenses	12247	2,036.55
10/13/2023	Coleman Oil Company	Fuel	12255	533.00
	Net Business Park Maintenance			<u>2,851.22</u>

ADMINISTRATIVE & GENERAL

10/13/2023	Banner Bank - JK	Travel/Lodging/Meals; Chicago/DC Delegation Trip	12239	3,888.94
10/13/2023	Banner Bank - MS	Lodging; Chicago/DC Delegation Trip	12240	1,492.29
10/13/2023	Banner Bank - PE	Office Supplies, Board Mtg Lunch, Software	12241	969.89
10/13/2023	Banner Bank - RD	Travel/Lodging; Chicago/DC Delegation Trip	12242	1,552.31
10/13/2023	Banner Bank - RR	Package Shipping	12243	38.21
10/13/2023	Banner Bank - TC	Subscriptions/Software	12245	226.61
10/13/2023	Elevate Government Affairs, LLC	Governmental Affairs Federal Contract	12259	8,500.00
10/13/2023	Firefly	MDR Service	12264	2.58
10/13/2023	James Kuntz	Travel/Mileage; Chicago/DC Delegation Trip	12272	626.16
10/13/2023	Lodestar Strategic LLC	Governmental Affairs State Contract	12276	6,000.00
10/13/2023	ODP Business Solutions LLC	Office Supplies	12281	537.32
10/13/2023	Quadient Finance USA, Inc.	Postage	12289	500.00
10/13/2023	Trent Moyers	Meals; AAAE Conference	12293	50.18
10/13/2023	WA State Community Airport Association	Registration - JC Baldwin	12298	100.00
10/13/2023	Xerox Corporation	Printer Usage	12302	134.65
	Net Administrative & General			<u>\$24,619.14</u>

BUSINESS DEVELOPMENT & MARKETING

10/13/2023	Banner Bank - JK	Promotional Hosting	12239	748.51
10/13/2023	Banner Bank - PE	Desktop Technician/Construction Project Manager Ads	12241	347.53
10/13/2023	Banner Bank - SD	Construction Project Manager Ads	12244	657.00
10/13/2023	Banner Bank - TC	Adobe Subscription	12245	22.77
10/13/2023	InPrint Printing	Tax Levy Voter Post Cards	12270	4,882.50
10/13/2023	The Spokesman-Review	Construction Project Manager Ads	12292	1,372.00
10/13/2023	Wenatchee Convention Center	Partners Economic Dev. Breakfast/Lunch	12301	7,349.63
	Net Business Development & Marketing			<u>\$15,379.94</u>

ECONOMIC DEVELOPMENT CONTRACTS - NONPROFITS

10/13/2023	Lake Chelan Wine Valley	Economic Development Contract	12273	3,707.50
	Net Economic Development Contracts - Nonprofits			<u>\$3,707.50</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-42**

CAPITAL PROJECTS

10/13/2023	Ardurra	SRE Procurement	12235	6,165.26
10/13/2023	Ardurra	GA Terminal EA	12235	9,156.61
10/13/2023	Bernardo Wills Architects, PC	CTC Administrative Office Study	12249	8,228.75
10/13/2023	Erlandsen	Adcock Property BLA	12261	890.00
10/13/2023	Hurst Construction LLC	Terminal Apron Reconstruction	12269	312,342.98
10/13/2023	Local Tel Communications	CTC Security Camera System Upgrade	12275	47,867.39
10/13/2023	Maul Foster Alongi, Inc.	EPA Brownsfields Coalition Grant Consulting Services	12278	3,937.60
10/13/2023	Otis Elevator Company	CTC Restoration Project	12283	4,655.00
10/13/2023	Selland Construction, Inc	Malaga Water Improvements	12233	278,283.18
10/13/2023	Selland Construction, Inc	Taxiway A Realignment	12233	482,032.83
10/13/2023	Selland Construction, Inc	Taxiway B Realignment/Executive Hangar Site	12233	1,126,103.95
				2,279,663.55
				2,512,771.96

Void: 12237

**Chelan Douglas Regional Port Authority
Check Register
2023-43**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval October 18, 2023 checks 12305 - 12307 in the amount of \$ 16,865.87

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check Number</u>	<u>Amount</u>
<u>ADMINISTRATIVE & GENERAL</u>				
10/18/2023	Department of L&I	3Q23 Payroll Taxes	12305	10,095.60
10/18/2023	Employment Security Department	3Q23 Payroll Taxes - Paid Family Medical Leave	12306	3,484.68
10/18/2023	Employment Security Department	3Q23 Payroll Taxes - WA Cares Fund	12307	3,285.59
TOTAL				<u><u>\$16,865.87</u></u>

Chelan Douglas Regional Port Authority
Check Register
2023-44

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval October 31, 2023, checks 12385 - 12386 and electronic payments in the amount of:

\$ 276,017.53

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<u>Payroll</u>				
10/31/23	Amador Lopez, Lorena	October 2023 Payroll	EFT	3,999.72
10/31/23	Asplund, Randy L	October 2023 Payroll	EFT	914.26
10/31/23	Baldwin, Janet L	October 2023 Payroll	EFT	1,432.67
10/31/23	Beidler, Camryn N	October 2023 Payroll	EFT	3,408.58
10/31/23	Burdick-Avis, Julie A	October 2023 Payroll	EFT	2,776.13
10/31/23	Camarillo-Reyes, Laura	October 2023 Payroll	EFT	3,444.28
10/31/23	Chatriand, Bobbie J	October 2023 Payroll	EFT	3,652.30
10/31/23	Day, Skylar	October 2023 Payroll	EFT	2,800.51
10/31/23	de Mestre, Stacie C	October 2023 Payroll	EFT	7,420.14
10/31/23	Deenik, Sarah K	October 2023 Payroll	EFT	5,665.66
10/31/23	Degnan, Tricia E	October 2023 Payroll	EFT	5,148.27
10/31/23	DeRock, Richard A	October 2023 Payroll	EFT	2,169.84
10/31/23	Etherington, Donn	October 2023 Payroll	EFT	1,317.38
10/31/23	Flaget, Todd R	October 2023 Payroll	EFT	5,148.39
10/31/23	Goodrich, Colby A	October 2023 Payroll	EFT	4,770.13
10/31/23	Huffman, James D	October 2023 Payroll	EFT	1,197.39
10/31/23	Kern, Dana	October 2023 Payroll	EFT	3,270.75
10/31/23	Kuntz, James M	October 2023 Payroll	EFT	13,568.96
10/31/23	Lamb, Kenneth R	October 2023 Payroll	EFT	5,001.28
10/31/23	Lamb, Shane C	October 2023 Payroll	EFT	4,621.79
10/31/23	Lammert, Emily B	October 2023 Payroll	EFT	2,198.16
10/31/23	Larsen, Craig N	October 2023 Payroll	EFT	5,412.21
10/31/23	Loebsack, W Alan	October 2023 Payroll	EFT	1,211.18
10/31/23	Lough, Monica D	October 2023 Payroll	EFT	8,374.09
10/31/23	Martinez, Rafael	October 2023 Payroll	EFT	3,818.21
10/31/23	Moyers, Trent D	October 2023 Payroll	EFT	8,426.83
10/31/23	Orr, Marcus J	October 2023 Payroll	EFT	4,713.91
10/31/23	Rumburg, Concetta A	October 2023 Payroll	EFT	1,491.64
10/31/23	Russ, Ronald R	October 2023 Payroll	EFT	6,691.37

10/31/23	Russell, Justin L	October 2023 Payroll	EFT	4,282.61
10/31/23	Smith, Charles B	October 2023 Payroll	EFT	4,245.41
10/31/23	Spurgeon, Mark M	October 2023 Payroll	EFT	1,026.13
10/31/23	Vargas-Mata, Manuel A	October 2023 Payroll	EFT	5,202.34
10/31/23	Warren, Kole A	October 2023 Payroll	EFT	2,828.84
10/31/23	HRA VEBA Trust	October VEBA	EFT	2,550.00
10/31/23	Bobbie Chatriand	October Sunshine Fund	12385	125.00
10/31/23	Health Care Authority	November Insurance	12386	45,960.72
10/31/23	Department of Retirement Systems	October Retirement	ACH	37,647.01
10/31/23	US Treasury	October Payroll Taxes	EFTPS	48,083.44
	Net Payroll			<u>276,017.53</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-45**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval October 31, 2023 checks 12308 - 12384 in the amount of **\$414,980.67**

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
10/31/2023	Chelan County PUD	Utilities	12320	1,044.44
10/31/2023	Local Tel Communications	Fire Alarm Service	12354	75.96
	Net Cashmere Mill District			<u>1,120.40</u>
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
10/31/2023	Crown Paper & Janitorial Supply	Janitorial Supplies	12327	433.83
10/31/2023	Express Services, Inc.	Admin Assistant	12337	2,400.81
10/31/2023	Firefly	Managed Services	12340	3,373.19
10/31/2023	Home Depot Pro	Maintenance Supplies	12344	34.26
10/31/2023	Kelley Connect	Copier Usage	12351	145.62
10/31/2023	Keyhole Security Inc.	Office Supplies	12352	25.70
10/31/2023	Local Tel Communications	Telephone	12354	561.27
10/31/2023	Lowe's	Landscaping Supplies	12356	86.17
10/31/2023	Stoneway Electric Supply	Maintenance Supplies	12378	180.18
10/31/2023	Weinstein Beverage Co.	Coffee Supplies	12383	245.70
	Net Confluence Technology Center			<u>7,486.73</u>
<u>DOWNTOWN WENATCHEE SOUTH</u>				
10/31/2023	Cascade Natural Gas	Utilities	12318	410.06
10/31/2023	Local Tel Communications	Utilities	12354	397.15
	Net Downtown Wenatchee South			<u>807.21</u>
<u>OLDS STATION BUSINESS PARK</u>				
10/31/2023	Cascade Natural Gas	Utilities	12318	13.78
10/31/2023	Glacier Supply Group	Building Maintenance	12342	395.45
10/31/2023	Home Depot Pro	Maintenance Supplies	12344	27.15
10/31/2023	Local Tel Communications	Alarm Systems	12354	612.01
10/31/2023	Lowe's	Landscaping	12356	36.52
10/31/2023	Motor Mart Electric Motors, LLC	Building Maintenance	12361	195.66
10/31/2023	Stemilt World Famous Compost	Landscaping	12377	60.00
	Net Olds Station Business Park			<u>1,340.57</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-45**

PANGBORN AIRPORT

10/31/2023	Ag Supply Co.	Maintenance Supplies	12308	26.01
10/31/2023	Alman Media Group LLC	Website Updates	12310	140.00
10/31/2023	Anatek Labs, Inc.	Winter Operations	12313	375.00
10/31/2023	Apple Valley Pumping Inc.	Portables Rental; Tri Ace Exercise	12314	440.00
10/31/2023	Ardurra	Engineering Services	12315	3,133.75
10/31/2023	CO-Energy	Equipment Maintenance	12323	1,448.57
10/31/2023	Door Tech, Inc.	Terminal Maintenance	12331	2,924.10
10/31/2023	Doug's Diesel Repair Inc	Equipment Maintenance	12332	1,564.25
10/31/2023	Douglas County Sewer District No. 1	Glycol Disposal	12334	335.14
10/31/2023	East Wenatchee Water District	Water	12335	366.80
10/31/2023	Fastenal Company	Maintenance Supplies	12338	26.04
10/31/2023	Ferguson Enterprises, Inc.	Terminal Maintenance	12339	27.87
10/31/2023	Firefly	Managed Services	12340	2,977.49
10/31/2023	FOP Legal Defense Plan, Inc	ABC Coverage; B Smith	12341	324.00
10/31/2023	Home Depot Pro	Terminal Maintenance	12344	653.84
10/31/2023	Jerry's Auto Supply	Maintenance Supplies	12348	291.21
10/31/2023	Keith Rosema	Deposit Refund	12350	25.00
10/31/2023	Local Tel Communications	Phone/Internet/Cable	12354	523.56
10/31/2023	Lowe's	Maintenance Supplies	12356	149.59
10/31/2023	Midvalley Automotive	Vehicle Maintenance	12358	623.23
10/31/2023	Moon Security Services, Inc	Security Expenses	12360	47.65
10/31/2023	Ogden Murphy Wallace, PLLC	Legal Fees	12364	793.00
10/31/2023	Rebuilding & Hardfacing, Inc.	Equipment Maintenance	12368	2,179.15
10/31/2023	Schmitt Electric, Inc	Retainage	12373	628.02
10/31/2023	United Rotary Brush Corporation	Winter Operations	12379	10,454.20
10/31/2023	Virtower LLC	VirTower Tracking Software	12380	400.00
	Net Pangborn Airport			30,877.47

PANGBORN FBO

10/31/2023	Avfuel Corp	AvFuel, Jet Fuel	12316	123,228.92
10/31/2023	Cintas Corporation	Uniforms	12321	105.60
10/31/2023	Local Tel Communications	Utilities	12354	250.70
	Net Pangborn FBO			123,585.22

PANGBORN BUSINESS PARK

10/31/2023	East Wenatchee Water District	Water	12335	723.80
10/31/2023	Harvest Valley Pest Control, Inc.	Pest Control	12343	127.76
10/31/2023	Local Tel Communications	Fire Alarm Service	12354	37.74
10/31/2023	Lowe's	Maintenance Supplies	12356	106.33
10/31/2023	Performance Systems Integration, LLC	Building Maintenance	12366	819.85
	Net Pangborn Business Park			\$1,815.48

RPA OFFICE/AVIATION CENTER

10/31/2023	Cascade Natural Gas	Utilities	12318	87.52
10/31/2023	East Wenatchee Water District	Water	12335	367.60
10/31/2023	Inland Fire Protection, Inc.	Building Maintenance	12345	1,824.11
10/31/2023	Lowe's	Building Maintenance	12356	137.27
10/31/2023	NuClear Property Care Co.	Building Maintenance	12362	1,087.60
10/31/2023	Performance Systems Integration, LLC	Building Maintenance	12366	1,077.60
	Net RPA Office/Aviation Center			4,581.70

**Chelan Douglas Regional Port Authority
Check Register
2023-45**

<u>MANSFIELD AIRPORT</u>			
10/31/2023	Virtower LLC	VirTower Tracking Software	12380 400.00
	Net Mansfield Airport		<u>400.00</u>
<u>BUSINESS PARK MAINTENANCE</u>			
10/31/2023	Coleman Oil Company	Fuel	12325 627.08
	Net Business Park Maintenance		<u>627.08</u>
<u>WATERVILLE AIRPORT</u>			
10/31/2023	Douglas County PUD	Utilities	12333 47.00
10/31/2023	Local Tel Communications	Utilities	12354 48.94
10/31/2023	Virtower LLC	VirTower Tracking Software	12380 400.00
	Net Waterville Airport		<u>495.94</u>
<u>CHELAN AIRPORT</u>			
10/31/2023	Virtower LLC	VirTower Tracking Software	12380 400.00
	Net Chelan Airport		<u>400.00</u>
<u>ORONDO RIVER PARK</u>			
10/31/2023	Alpine Environmental	Water Management Services	12311 410.00
10/31/2023	Douglas County PUD	Utilities	12333 145.00
10/31/2023	Express Services, Inc.	Park Attendant	12337 151.38
10/31/2023	Keyhole Security Inc.	Maintenance Supplies	12352 264.79
10/31/2023	Local Tel Communications	Internet	12354 65.90
	Net Orondo River Park		<u>\$1,037.07</u>
<u>ADMINISTRATIVE & GENERAL</u>			
10/31/2023	Alan Loeb sack	Mileage	12309 106.77
10/31/2023	Amazon Capital Services	Office Supplies, Conference Room Snacks	12312 375.00
10/31/2023	Davis Arneil Law Firm, LLP	Legal Services	12328 12,121.00
10/31/2023	DOH Associates	Engineering Services	12329 4,312.29
10/31/2023	Donn Etherington	Mileage	12330 66.16
10/31/2023	Emily B. Lammert	Mileage	12336 259.47
10/31/2023	Firefly	Managed Services	12340 4,422.32
10/31/2023	J. C. Baldwin	Mileage	12346 88.43
10/31/2023	James Kuntz	Mileage	12347 106.11
10/31/2023	K&L Gates LLP	Legal Services	12349 781.40
10/31/2023	Laura Camarillo Reyes	Mileage	12353 288.51
10/31/2023	Local Tel Communications	Telephone	12354 898.25
10/31/2023	Lorena Amador	Mileage	12355 41.66
10/31/2023	Mark M Spurgeon	Mileage	12357 29.08
10/31/2023	Monica Lough	Mileage, Registration; Surgent CPE	12359 265.31
10/31/2023	ODP Business Solutions LLC	Office Supplies	12363 113.55
10/31/2023	Ogden Murphy Wallace, PLLC	Legal Services	12364 3,782.50
10/31/2023	Puget Sound Business Journal	Subscription	12367 170.00
10/31/2023	Richard DeRock	Meals/Travel; Chicago/DC Delegation Trip	12370 219.99
10/31/2023	Ricoh USA, Inc	Ricoh Printer Usage	12371 664.89
10/31/2023	Sarah K Deenik	Mileage	12372 52.53
10/31/2023	Stacie de Mestre	Meals/Travel; Global Produce & Trade Show	12375 223.01
10/31/2023	State Auditor's Office	Audit Services 09/2023	12376 4,546.35
10/31/2023	WA State Community Airport Association	WSCAA Conference - T Moyers	12381 100.00
	Net Administrative & General		<u>\$34,034.58</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-45**

BUSINESS DEVELOPMENT & MARKETING

10/31/2023	Cashmere Mailing House, LLC	Tax Levy Voter Post Card	12319	3,024.24
10/31/2023	Davis Arneil Law Firm, LLP	Public Record Request	12328	2,232.00
10/31/2023	Washington State University	SBDC Funding Q3 2023	12382	15,000.00
10/31/2023	Wenatchee World	Marketing, Advertising	12384	4,675.00
	Net Business Development & Marketing			24,931.24

CAPITAL PROJECTS

10/31/2023	Ardurra	Taxiway A Realignment	12315	118,250.32
10/31/2023	Ardurra	GA Terminal Building A & E	12315	894.00
10/31/2023	Ardurra	Taxiway B Extension	12315	21,729.19
10/31/2023	Bernardo Wills Architects, P C	CTC Administrative Offices A & E	12317	750.00
10/31/2023	Claridge Media	Trades District	12322	380.00
10/31/2023	Coffman Engineers	AFFF Evalutaion	12324	2,625.00
10/31/2023	Column Software PBC	SRE - Invitation to Bid	12326	1,053.54
10/31/2023	DOH Associates	CTC Shell Restoration	12329	4,784.73
10/31/2023	DOH Associates	EF Roof Repairs	12329	4,917.00
10/31/2023	DOH Associates	IB9 Roof Repairs	12329	819.50
10/31/2023	Ogden Murphy Wallace, PLLC	Trades District	12364	465.00
10/31/2023	Ogden Murphy Wallace, PLLC	Malaga Property	12364	553.00
10/31/2023	Ogden Murphy Wallace, PLLC	Malaga Cooling Water Agreement	12364	2,005.00
10/31/2023	Ogden Murphy Wallace, PLLC	South End Utilities - LAMIRD	12364	9,875.00
10/31/2023	Ogden Murphy Wallace, PLLC	Malaga UGA	12364	186.00
10/31/2023	Ogden Murphy Wallace, PLLC	Malaga Cooling Water Agreement	12364	1,410.00
10/31/2023	Ogden Murphy Wallace, PLLC	National Guard Lease	12364	124.00
10/31/2023	Ogden Murphy Wallace, PLLC	Adcock Property Purchase	12364	961.00
10/31/2023	Ogden Murphy Wallace, PLLC	Firing Range Assoc Property	12364	961.00
10/31/2023	Ogden Murphy Wallace, PLLC	Malaga Springs Property	12364	1,983.50
10/31/2023	Ogden Murphy Wallace, PLLC	Flying W Holdings Property Sale	12364	806.00
10/31/2023	Pacific Engineering	Executive Flight Apron Repair A & E	12365	1,600.00
10/31/2023	RH2 Engineering, Inc.	Adcock Property Phase I ESA	12369	955.30
10/31/2023	RH2 Engineering, Inc.	Firing Range Property Phase I ESA	12369	260.35
10/31/2023	RH2 Engineering, Inc.	Lytle Property II Purchase Phase I ESA	12369	436.75
10/31/2023	RH2 Engineering, Inc.	Baker Property Phase I ESA	12369	1,740.55
10/31/2023	SCJ Alliance	National Guard CUP Application	12374	165.00
10/31/2023	SCJ Alliance	Trades District Planning	12374	749.25
	Net Capital Projects			\$181,439.98

TOTAL

\$414,980.67

Chelan Douglas Regional Port Authority
 Check Register
 2023-46

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval October 31, 2023 check 12387 in the amount of

\$10,000.00

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
10/31/2023	CW Title and Escrow	Earnest Funds - Cornelius Holdings Property	12387	<u>\$10,000.00</u>
TOTAL				<u><u>\$10,000.00</u></u>

**Chelan Douglas Regional Port Authority
2023 Supplemental and 2024 Draft Preliminary Budgets**

	<u>2023 Supplemental #1</u>	<u>2024 Draft Preliminary</u>
OPERATING REVENUES		
BUSINESS PARKS		
<u>CASHMERE MILL DISTRICT</u>		
Building A - Blue Spirits	\$ 129,507	\$ 81,792
Building B - Hurst International & Blue Spirits	126,765	107,454
Utility & Operating Reimbursements	57,750	72,500
Misc. Income	2,500	2,500
TOTAL CASHMERE MILL DISTRICT	\$ 316,522	\$ 264,246
<u>CONFLUENCE TECHNOLOGY CENTER</u>		
Office Space Leases	\$ 583,930	\$ 172,929
CTC South Office Space Leases	26,968	23,903
Video Conference/Meeting Room Rentals	210,000	240,000
Utility & Operating Reimbursements	35,796	5,200
Misc. Income	1,500	1,500
TOTAL CONFLUENCE TECHNOLOGY CENTER	\$ 858,194	\$ 443,532
<u>COLUMBIA STREET PROPERTIES</u>		
Building A - Badger Mtn Brewing	\$ 45,360	\$ 22,680
Buildings G/I - Streamline	143,712	155,688
Buildings C/D - Streamline	41,648	50,352
Building E - Streamline	24,300	27,000
Building F - Streamline	48,000	57,600
Building B - Streamline	25,090	44,496
Misc. Rents	1,200	1,200
Utility & Operating Reimbursements	35,150	44,725
TOTAL COLUMBIA STREET PROPERTIES	\$ 364,460	\$ 403,741
<u>MALAGA INDUSTRIAL SITE</u>		
Farm/Land Rents	\$ -	\$ -
TOTAL MALAGA INDUSTRIAL SITE	\$ -	\$ -

	2023 Supplemental #1	2024 Draft Preliminary
<u>OLDS STATION BUSINESS PARK</u>		
IB 2 - Synergy Food Solutions	\$ 54,871	\$ 57,305
IB 3 - Confluence Health	76,456	78,795
IB 4 - Pregis Corporation	216,949	223,458
IB 5 - Chelan County PUD	356,631	60,766
IB 6 - ABC Early Learning	13,565	18,282
IB 7 & 8 - Pacific Aerospace & Electronics	754,907	777,554
IB 9 - Sinclair Systems & Frito Lay	300,600	325,350
Utility & Operating Reimbursements	167,500	172,500
Misc. Income	2,500	2,500
TOTAL OLDS STATION BUSINESS PARK	\$ 1,943,979	\$ 1,716,510
<u>PANGBORN AIRPORT</u>		
Landing Fees	\$ 28,500	\$ 45,000
Parking Income	155,000	200,000
Aircraft Parking	8,500	12,000
Rental Income - Aviation Land	101,362	102,550
Rental Income - NonAviation Land	69,995	70,005
Rental Income - Terminal/Aviation Building	79,640	138,605
Rental Income - NonAviation Buildings	97,850	265,012
Rental Income - Hangars	168,905	172,075
Glycol Discharge Reimbursement	25,000	25,000
Car Rental Concession Fees	59,500	77,500
Fuel Flowage Fees	20,000	25,000
Festival of Flight	19,840	20,000
Misc. Fees and Permits	51,250	47,500
TOTAL PANGBORN AIRPORT	\$ 885,342	\$ 1,200,247
<u>PANGBORN FBO</u>		
FBO Fuel Income	\$ 1,600,000	\$ 1,600,000
FBO Income (After hours)	12,500	12,500
FBO Misc. Income	10,000	12,500
TOTAL PANGBORN FBO	\$ 1,622,500	\$ 1,625,000

	2023 Supplemental #1	2024 Draft Preliminary
<u>PANGBORN BUSINESS PARK</u>		
<u>Land Leases</u>		
Lot 4 - Coca-Cola	\$ 85,778	\$ 88,351
Lot 17 - Salcido	33,140	33,803
<u>Building Leases</u>		
3306 - Multi-Tenant	119,750	120,294
3310 - Accor Building	360,489	365,901
CWICC	202,318	225,157
Utility & Operating Reimbursements	14,650	17,250
Misc. Income	2,500	2,500
TOTAL PANGBORN BUSINESS PARK	\$ 818,625	\$ 853,256
<u>EXECUTIVE FLIGHT BUILDING</u>		
Rental Income - Offices	\$ 148,248	\$ 441,599
Rental Income - Aviation/Hangar Uses	168,500	-
Utility & Operating Reimbursements	-	53,500
Misc. Income	2,500	-
TOTAL EXECUTIVE FLIGHT BUILDING	\$ 319,248	\$ 495,099
<u>LAKE CHELAN AIRPORT</u>		
Rental Income - Kelly Property	\$ 3,840	\$ 4,800
TOTAL LAKE CHELAN AIRPORT	\$ 3,840	\$ 4,800
<u>MANSFIELD AIRPORT</u>		
Lease Income	\$ -	\$ -
TOTAL MANSFIELD AIRPORT	\$ -	\$ -
<u>WATERVILLE AIRPORT</u>		
Lease Income	\$ 2,544	\$ 2,596
Parcell Hangar	6,900	8,820
TOTAL WATERVILLE AIRPORT	\$ 9,444	\$ 11,416
<u>ORONDO RIVER PARK</u>		
Chelan County PUD	\$ 45,750	\$ 32,306
Misc. Income	-	-
TOTAL ORONDO RIVER PARK	\$ 45,750	\$ 32,306

	<u>2023 Supplemental #1</u>	<u>2024 Draft Preliminary</u>
<u>PYBUS INCUBATOR</u>		
Office Space Lease	\$ 24,863	\$ -
Misc. Income	-	-
TOTAL PYBUS INCUBATOR	\$ 24,863	\$ -
TOTAL BUSINESS PARK REVENUE	\$ 7,212,767	\$ 7,050,153
<u>TAX RECEIPTS</u>		
Current Levy		\$ 4,628,462
1.0% of Prior Year Tax		46,285
New Construction		93,227
Tax Refunded (receipts)		22,913
TOTAL TAX RECEIPTS	\$ 4,628,462	\$ 4,790,887

	2023 Supplemental #1	2024 Draft Preliminary
<u>NON-OPERATING REVENUES</u>		
<u>Cashmere Mill District</u>		
Property Sale - City of Cashmere	\$ 52,697	\$ -
Property Sale - North Parcels	259,185	-
Chelan County .09 Grant		244,600
<u>Confluence Technology Center</u>		
Sale of Surplus Equipment	1,210,000	-
<u>Columbia Street Properties</u>		
JAB Investors - Letter of Intent	10,000	-
<u>Malaga Industrial Sites</u>		
Dept of Com - Malaga Waterline Ext (\$1,498,650)	1,498,650	-
Client Contr - Malaga Waterline Ext (\$8,501,350)	3,001,350	3,164,094
Client Overhead Reimb. - Waterline Ext (\$300,000)	150,000	150,000
Client Contribution - Cooling Water System	2,263,053	5,691,286
Client Overhead Reimb. - Cooling Water System	16,800	213,200
Option to Purchase Deposits	3,783,306	476,223
Firing Range Property Replacement Reimbursement		3,000,000
Surplus Property	10,200	-
<u>Pangborn Airport</u>		
FAA Grant Proceeds (Apron Rehab)	-	1,866,320
Engineering Settlement (Apron Project)	-	111,000
FAA Grant Proceeds (Phase I - Taxiway A Realignment)	9,062,387	1,033,953
FAA Grant Proceeds (Phase II - Taxiway A Realignment)	5,718,793	1,303,324
WSDOT - Taxiway A Realignment	594,881	-
FAA Grant Proceeds (Taxiway B to Site Development)	1,874,971	208,330
Taxiway B - CARB Loan	1,200,000	-
Douglas County .09 - GA Terminal	250,000	-
FAA Grant Proceeds - Runway Reconstruction Design	-	1,041,400
National Guard Land Sale	-	1,997,500
CWICC Generator Reimbursement	-	75,000
GSA/TSA Office Remodel Reimbursement		100,000
PFC Capital Funds	97,500	127,500
TSA Operating Grant	14,160	18,750
Air Service - Minimum Revenue Guarantee Support	60,000	-
Misc. - Insurance Settlement for Perimeter Fencing	20,306	-

	2023 Supplemental #1	2024 Draft Preliminary
<u>Pangborn Business Park</u>		
Douglas County Payment - PWTF	80,000	-
Trades District EDA Grant (\$4,990,967)	-	4,990,967
Trades District State Capital Grant (\$2,950,000)	-	2,950,000
Trades District CERB Financing (\$2,500,000)	-	2,500,000
Trades District SBIF Grant (\$1,000,000)	750,000	250,000
<u>Waterville Airport</u>		
WSDOT Aviation - Lighting Construction	506,264	-
<u>Economic Development</u>		
ADO Contracts - Dept. of Commerce	150,000	150,000
Dept of Commerce - Statewide Disaster Relief Grant	84,796	-
Dept of Commerce - Evergreen Manuf. Growth Grant	185,212	-
<u>Other</u>		
EPA Brownsfield Grant (\$600,000)	200,000	-
Regional Aquatic Center Study	270,000	-
Other Tax Income (LHT & Timber Dist.)	14,050	13,250
Interest Income	129,750	47,500
Other Income	5,000	5,000
Diamond Foundry - Letter of Intent	130,000	-
Sale of Fixed Assets	-	-
TOTAL NON-OPERATING REVENUES	\$ 33,653,311	\$ 31,729,197
TOTAL REVENUES	\$ 45,494,540	\$ 43,570,237

	2023 Supplemental #1	2024 Draft Preliminary
BUSINESS PARK EXPENSES		
<u>CASHMERE MILL DISTRICT</u>		
Debt Service - Buildings A & B (2035)	\$ 219,134	\$ 219,134
CERB Loan (2031)	75,781	75,781
Property Insurance	22,002	25,300
Building Maintenance	15,000	20,000
Property Maintenance	20,000	20,000
Utilities	37,500	37,500
Misc. Expenses	2,500	2,500
TOTAL CASHMERE MILL DISTRICT	\$ 391,917	\$ 400,215
<u>CONFLUENCE TECHNOLOGY CENTER</u>		
Salaries	\$ 128,000	\$ 112,275
Employee Benefits	42,500	33,875
Payroll Taxes	11,795	10,500
Contract Labor	20,000	20,000
Building Operational Expenses	461,420	468,739
CTC South Building Operational Expenses	23,500	23,500
Video Conference Center/Meeting Room Expenses	192,650	211,815
Debt Service (2023)	48,529	-
Misc. Expenses	5,000	5,000
TOTAL CONFLUENCE TECHNOLOGY CENTER	\$ 933,394	\$ 885,704
<u>MALAGA INDUSTRIAL SITE</u>		
GBI Property Maintenance	\$ 5,000	\$ -
Hayes Property Maintenance	5,000	-
Property Maintenance	-	5,000
Property Insurance	560	1,500
Utilities	1,000	1,500
Misc. Expenses	5,000	5,000
TOTAL MALAGA INDUSTRIAL SITE	\$ 16,560	\$ 13,000

	2023 Supplemental #1	2024 Draft Preliminary
<u>OLDS STATION BUSINESS PARK</u>		
Building Maintenance & Repairs	\$ 20,000	\$ 15,000
Property & Grounds	42,500	35,000
Utilities	54,000	54,750
Fire Protection in lieu of taxes	13,397	14,500
Property Insurance	68,885	77,500
Misc. Expenses	7,500	5,000
TOTAL OLDS STATION BUSINESS PARK	\$ 206,282	\$ 201,750
<u>COLUMBIA STREET PROPERTIES</u>		
Building Maintenance & Repairs	\$ 15,000	\$ 15,000
Property & Grounds	7,500	7,500
Fire Protection in lieu of taxes	12,779	13,750
Property Insurance	60,622	69,715
Utilities	35,000	35,000
Misc. Expenses	15,000	15,000
TOTAL COLUMBIA STREET PROPERTIES	\$ 145,901	\$ 155,965

	2023 Supplemental #1	2024 Draft Preliminary
<u>PANGBORN AIRPORT</u>		
Salaries	\$ 610,000	\$ 642,500
Salaries - Overtime	37,500	37,500
Employee Benefits	192,500	197,500
Payroll Taxes	77,500	79,750
Engineering/Professional Fees	25,000	50,000
Real Estate Commission (Lease Negotiation)	15,000	-
Air Service Development	48,000	40,000
Non-Aviation Maintenance	15,000	15,000
Aviation Maintenance	10,000	15,000
Terminal Maintenance	55,000	35,000
Airfield Maintenance	60,000	60,000
Vehicle & Equipment Maintenance	35,000	45,000
Small Tools & Equipment	4,000	4,000
Utilities	70,000	70,000
Irrigation	60,785	66,000
Stormwater	44,460	46,000
Aviation Ramp Glycol Disposal	25,000	25,000
Security Expenses	12,000	15,000
Property/Liability Insurance	130,505	165,000
Fuel (M&O)	65,000	65,000
Regulatory Compliance	25,000	40,000
Winter Operations	60,000	70,000
Memberships & Subscriptions	5,000	4,000
Marketing	20,000	25,000
Conferences, Training & Meetings	30,000	30,000
Information Technology	57,500	53,500
Parking Lot Expenses	20,000	20,000
Credit Card Fees (Parking/Fuel Sales)	30,000	37,500
Line of Credit - Interest Expense	20,833	62,500
Taxiway B CARB Loan (Deferred to 2027)	-	-
Furniture/Supplies	-	20,000
Horizon - Minimum Revenue Guarantee	-	500,000
Misc. Expenses	15,000	15,000
TOTAL PANGBORN AIRPORT	\$ 1,875,583	\$ 2,550,750

	2023 Supplemental #1	2024 Draft Preliminary
<u>PANGBORN FBO</u>		
Salaries	\$ 275,500	\$ 290,000
Salaries - Overtime	20,000	22,500
Employee Benefits	105,000	107,500
Payroll Taxes	39,750	39,750
FBO Building Maintenance	10,000	10,000
FBO Building Utilities	10,000	10,000
FBO Expenses	50,000	60,000
Fuel (Resale)	1,200,000	1,200,000
Supplies (Resale)	10,000	10,000
TOTAL PANGBORN FBO	\$ 1,720,250	\$ 1,749,750
<u>PANGBORN BUSINESS PARK</u>		
Building Maintenance & Repairs	\$ 32,500	\$ 37,500
Property & Grounds	57,500	42,500
Utilities	29,000	30,750
Storm Water	3,668	3,950
Property Insurance	43,635	50,180
Debt Service (2023)	82,264	-
Trades District CERB Loan (Deferred to 2025)	-	-
Misc. Expenses	2,000	2,500
TOTAL PANGBORN BUSINESS PARK	\$ 250,567	\$ 167,380
<u>EXECUTIVE FLIGHT BUILDING</u>		
Building Maintenance & Repairs	\$ 55,000	\$ 37,500
Property & Grounds	12,000	12,000
Utilities	70,000	72,500
Insurance	36,897	42,500
Misc. Expenses	5,000	5,000
TOTAL EXECUTIVE FLIGHT BUILDING	\$ 178,897	\$ 169,500

	2023 Supplemental #1	2024 Draft Preliminary
<u>LAKE CHELAN AIRPORT</u>		
Maintenance & Operations Subsidy (City of Chelan)	\$ 47,116	\$ 48,058
Aircraft Counter/Operations Report	4,800	4,800
Environmental Assessment	11,735	-
FAA Pavement Maintenance Project	15,632	-
Maintenance (Kelly Property)	8,500	8,750
Insurance	810	925
Utilities	350	500
Misc. Expenses (Kelly Property)	1,500	2,500
TOTAL LAKE CHELAN AIRPORT	\$ 90,443	\$ 65,533
<u>MANSFIELD AIRPORT</u>		
Property Maintenance	\$ 10,500	\$ 7,500
Utilities	1,000	1,500
Property Insurance	4,500	4,500
Aircraft Counter/Operations Report	4,800	4,800
Misc. Expenses	1,500	1,500
TOTAL MANSFIELD AIRPORT	\$ 22,300	\$ 19,800
<u>WATERVILLE AIRPORT</u>		
Property Maintenance	\$ 10,000	\$ 12,000
Utilities	1,000	1,200
Property Insurance	4,750	4,750
Aircraft Counter/Operations Report	4,800	4,800
Misc. Expenses	1,500	1,500
TOTAL WATERVILLE AIRPORT	\$ 22,050	\$ 24,250
<u>ORONDO RIVER PARK</u>		
Building Maintenance	\$ 3,000	\$ 3,500
Property Maintenance	30,000	30,000
Water System Management	3,000	3,000
Security Patrol	6,500	6,000
Utilities	2,750	3,000
Property Insurance	1,765	1,765
Misc. Expenses	1,500	1,500
TOTAL ORONDO RIVER PARK	\$ 48,515	\$ 48,765

	2023 Supplemental #1	2024 Draft Preliminary
<u>CDRPA BUSINESS PARK MAINTENANCE</u>		
Salaries	\$ 155,000	\$ 187,500
Employee Benefits	21,250	37,500
Payroll Taxes	18,250	22,750
Auto Expenses	7,500	15,000
Small Equipment	5,000	5,000
TOTAL CDRPA BUSINESS PARK MAINT.	\$ 207,000	\$ 267,750
TOTAL BUSINESS PARK EXPENSES	\$ 6,109,659	\$ 6,720,112
<u>ADMINISTRATIVE & GENERAL EXPENSES</u>		
Salaries	\$ 1,215,000	\$ 1,322,250
Commissioners' Compensation, Benefits & Taxes	262,175	346,275
Employee Benefits	408,500	395,000
Payroll Taxes	110,500	120,000
Professional Services		
Legal	220,000	175,000
Engineering/Architectural	75,000	50,000
WA State Audit Costs	72,630	62,500
Government Affairs Representation - State	72,000	72,000
Government Affairs Representation - Federal	93,500	102,000
Other Professional Services	40,000	37,500
Conferences, Training, and Meetings	20,000	20,000
Commission Conferences & Travel	30,000	32,500
County Election Expenses	100,000	-
Memberships and Subscriptions	55,000	52,500
Travel (Reimbursement)	25,000	25,000
Office Expense		
Supplies	25,000	25,000
Telephone	14,250	14,250
Computers/Hardware	13,100	13,100
Software/Backup/Internet	22,030	24,535
Managed Services/Maintenance	40,546	43,045
Insurance (Public Officials, General Liability, etc)	116,100	133,515
Line of Credit - Interest Expense	20,750	41,500
Misc. Expenses	10,000	10,000
TOTAL ADMINISTRATIVE & GENERAL EXPENSES	\$ 3,061,081	\$ 3,117,470

	2023 Supplemental #1	2024 Draft Preliminary
<u>BUSINESS DEVELOPMENT & MARKETING EXPENSES</u>		
Marketing & Communications	\$ 50,000	\$ 50,000
Business Recruitment & Trade Shows	20,000	20,000
Real Estate Marketing	25,000	25,000
Douglas County GIS	11,193	12,000
Chelan-Douglas Trends	7,000	7,000
Small Business Development Center (WSU)	60,000	60,000
Promotional Hosting	7,000	7,500
TOTAL BUSINESS DEVELOPMENT & MARKETING EXPENSES	\$ 180,193	\$ 181,500
<u>ECONOMIC DEVELOPMENT CONTRACTS (NON-PROFITS)</u>		
Cashmere Chamber of Commerce	\$ 12,000	\$ -
Lake Chelan Wine Valley Alliance	11,123	-
Leavenworth Museum - 2022 Carryover	6,800	-
Leavenworth Museum - 2023	6,500	-
TREAD	20,000	-
Wenatchee Downtown Association	4,000	-
WV Sports Foundation - Winter Special Olympics	7,000	5,000
Community Nonprofit ED Projects	5,800	45,000
TOTAL ECONOMIC DEVELOPMENT CONTRACTS	\$ 73,223	\$ 50,000
<u>COMMUNITY PARTNERSHIP PROJECTS (MUNICIPALITIES)</u>		
City of Entiat	\$ 15,000	\$ 7,500
Douglas County - Intersection Improvement Project	-	50,000
Opportunity Placeholder	25,000	-
TOTAL COMMUNITY PARTNERSHIP PROJECTS	\$ 40,000	\$ 57,500
<u>OTHER EXPENDITURES</u>		
EPA Brownsfield Grant - Consultant Services	\$ 200,000	\$ -
Chelan County PUD - Surface Water Study	300,000	-
Regional Aquatic Center Study	300,000	-
Statewide Disaster Relief Grant - Tall Timber Ranch	82,326	-
Evergreen Manuf. Growth Grant - Beta Hatch	185,212	-
TOTAL OTHER EXPENDITURES	\$ 1,067,538	\$ -
TOTAL EXPENSES	\$ 10,531,694	\$ 10,126,582
LESS OPERATING REVENUES	\$ 45,494,540	\$ 43,570,237
NET RESULTS BEFORE CAPITAL PROJECTS	\$ 34,962,846	\$ 33,443,655

**2024 Draft
Preliminary**

CAPITAL PROJECTS

Cashmere Mill District

South Parcels Infrastructure - Design/Construction	489,200
Sidewalk Repairs	150,000

Confluence Technology Center

Office Buildout & Furniture	750,000
SVSI Component Replacement	25,000

Malaga Industrial Site

Waterline Extension Project - Phase I	3,164,094
Cooling Water System - Phase I	5,691,286
Property Acquisition	
Adcock	1,028,950
Firing Range Property Replacement	3,000,000
Mobile Home/Orchard Removal	200,000
TIF District Analysis	75,000

Olds Station Business Park

IB #6 Exterior Improvements Design	30,000
IB #9 Canopy/Roofing Repairs/Replacement	140,000

Pangborn Airport

Terminal Apron	50,000
Taxiway A Reconstruction	175,000
Taxiway B/Hangar Site Development	47,295
Runway Reconstruction Phase I - Design	1,157,111
Airlift NW Hangar - Design	75,000
Hangar Doors Maintenance/Replacement	50,000
Baggage Screening Remodel	82,500
TSA Office Improvements	100,000
Removal of Underground Storage Tanks	496,000
National Guard Land Costs	25,000
Maintenance Office HVAC	20,000
Fed Ex Building Remodel	100,000
CWICC Generator	75,000
TIF District Analysis	75,000
Fire Truck PFOS Removal	100,000

**2024 Draft
Preliminary**

Pangborn FBO

Aircraft Recovery Tire Dollies 15,000

Pangborn Business Park

Trades District 10,768,085

Accor HVAC Assessment 50,000

Executive Flight Building

Roof Repair/Gutter Modification 383,000

Fire Sprinkler Repair/Foam Conversion 500,000

Apron Repair 331,000

Building Generator 60,000

Orondo River Park

Well Pump/Chlorination System 105,000

Vehicles/Equipment

Snowplow for Pickup 15,000

Mower 60,000

TOTAL CAPITAL PROJECTS \$ 29,658,521

NET RESULTS AFTER CAPITAL PROJECTS \$ 3,785,134

**2024 Draft
Preliminary**

**PRIORITY ITEMS ON HOLD
(To be presented to the Commission for Approval Upon Available Funding)**

Pangborn Airport

GA Terminal Remodel \$ 5,351,874

Funding:

Proposed FAA Grant \$ 3,306,928

OR Congressionally Directed Spending \$ 3,090,000

Douglas County .09 Fund \$ 250,000

Airlift Northwest Hangar \$ 5,800,000

Funding:

WA State Capital Budget \$ 485,000

Loan?

Lake Chelan Airport

Waterline Extension \$ 670,000

Other
Strategic Plan \$ 150,000

**Port of Chelan County
2024 Draft Preliminary Budget**

TAX RECEIPTS

Current Levy	\$ 3,471,204
1.0% of Prior Year Tax	34,712
New Construction	74,663
Tax Refunded (receipts)	22,913
TOTAL TAX RECEIPTS	<u><u>\$ 3,603,492</u></u>

NON-OPERATING REVENUES

Other Tax Income (LHT & Timber Dist.)	\$ 13,250
Interest Income	-
TOTAL NON-OPERATING REVENUES	<u><u>\$ 13,250</u></u>

TOTAL REVENUES	<u><u>\$ 3,616,742</u></u>
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DEBT SERVICE

Cashmere Mill District - Buildings A & B	\$ 219,134
Cashmere Mill District - CERB Loan (2031)	75,781
TOTAL DEBT SERVICE	<u><u>\$ 294,915</u></u>

NET REVENUES TRANSFERRED TO CDRPA	<u><u>\$ 3,321,827</u></u>
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**Port of Douglas County
2024 Draft Preliminary Budget**

TAX RECEIPTS

Current Levy	\$ 1,157,258
1.0% of Prior Year Tax	11,573
New Construction	18,564
TOTAL TAX RECEIPTS	<u><u>\$ 1,187,395</u></u>

OTHER REVENUES

Interest Income	-
TOTAL NON-OPERATING REVENUES	<u><u>\$ -</u></u>

TOTAL REVENUES	<u><u>\$ 1,187,395</u></u>
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DEBT SERVICE

	\$ -
TOTAL DEBT SERVICE	<u><u>\$ -</u></u>

NET REVENUES TRANSFERRED TO CDRPA	<u><u>\$ 1,187,395</u></u>
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Memo

To: Board of Directors

From:  Jim Kuntz

Date: November 9, 2023

Re: Renewal of Lodestar Partners Personal Service Agreement
State Governmental Affairs Representation

The Regional Port's Personal Service Agreement with Lodestar Partners for State Governmental Affairs representation had an initial term of November 1, 2022 – October 31, 2023.

Please find attached the following:

- The initial agreement
- 2023 State Legislative Session successes
- Proposed 2024 Regional Port Legislative Session priorities

Lodestar Partners work on behalf of the Regional Port extends beyond the Legislative Session. There were many instances this year that I had them working with State agencies on behalf of Regional Port interests.

It is my recommendation to the Board that their contract be renewed for one additional year at \$6,000 per month with expense capped at \$8,000.

**PERSONAL SERVICES AGREEMENT
(Contract Over \$10,000)**

THIS PERSONAL SERVICES AGREEMENT (“Agreement”) is made by and between the CHELAN DOUGLAS REGIONAL PORT AUTHORITY, a Washington municipal corporation (the “Port”), and LODESTAR PARTNERS (the “Consultant”). The Port and the Consultant are referred together as “Parties” or individually as “Party.”

RECITALS

WHEREAS, the Port is presently engaged in a competitive solicitation process for a consultant to provide lobbying services on CDRPA legislative priorities and desires to retain a consultant to perform such personal services;

WHEREAS, the lobbying services on CDRPA legislative priorities do not qualify as a public works project or professional services;

WHEREAS, the Consultant participated in the Port’s competitive solicitation process and has represented to the Port that the Consultant is qualified and has the requisite training, expertise, ability, and experience necessary to perform the personal services;

WHEREAS, the Consultant has represented it is appropriately accredited and licensed by all applicable agencies and governmental entities;

WHEREAS, the Port desires to retain the Consultant to perform the personal services and Consultant agrees to perform said services; and

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the Parties as follows:

AGREEMENT

1. Retention of Consultant - Scope of Services.

- A. The Port hereby retains the Consultant to provide personal services (“Services”) as defined in this Agreement and as necessary to accomplish the scope of Services described in the CDRPA Lobbying Services RFP and Lodestar Partners Proposal dated October 13, 2022 both attached hereto as **Exhibit A** and incorporated herein by this reference as if set forth in full. And The Consultant shall furnish all Services, labor, and related equipment necessary to conduct and complete the Scope of Services, except as specifically noted otherwise in this Agreement. Consultant will perform all Services consistent with recognized standards in the same profession and locality, and involving similar conditions.
- B. It is recognized that the Consultant may or will be performing personal services

during the term of this Agreement for other parties; however, such performance of other services shall not conflict with or interfere with the Consultant's ability to perform the Services. The Consultant agrees to resolve any such conflicts of interest in favor of the Port. The Consultant confirms that it does not have a business interest or a close family relationship with any Port officer or employee who was, is, or will be involved in the Consultant's selection, negotiation, drafting, signing, administration, or evaluating the Consultant's performance.

2. Compensation.

- A. The Port shall pay the Consultant an amount not to exceed Eighty Thousand Dollars (\$80,000) and according option 1 in **Exhibit A** under Compensation. Please note, Expenses are capped at Eight Thousand Dollars (\$8,000). The Consultant's staff and billing rates shall be as described on **Exhibit A**. The Consultant agrees that any hourly or flat rate charged by it for its Services contracted for herein shall remain locked at the negotiated rate until completion of the Services. Except as otherwise provided in **Exhibit A**, the Consultant shall be solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of the performance and payment of this Agreement.
- B. The Consultant shall submit monthly invoices to the Port after such Services have been performed, and a final bill upon completion of all the Services described in this Agreement. The Port shall pay the full amount of an invoice within thirty (30) days of receipt. If the Port objects to all or any portion of an invoice, it shall so notify the Consultant of the same within fifteen (15) days from the date of receipt and shall pay that portion of the invoice not in dispute, and the Parties shall immediately make every effort to settle the disputed portion.

3. Relationship of Parties. The Parties intend that an independent contractor-client relationship will be created by this Agreement. As the Consultant is customarily engaged in an independently established trade which encompasses the specific service provided to the Port hereunder, no agent, employee, representative or subconsultant of the Consultant shall be or shall be deemed to be the employee, agent, representative or subconsultant of the Port. In the performance of the Services, the Consultant is an independent contractor with the ability to control and direct the performance and details of the Services, the Port being interested only in the results obtained under this Agreement. None of the benefits provided by the Port to its employees, including, but not limited to, compensation, insurance, and unemployment insurance are available from the Port to the employees, agents, representatives, or subconsultants of the Consultant. The Consultant will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives and subconsultants during the performance of this Agreement. The Port may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

4. Duration of Work. The Port and the Consultant agree that the Services will begin

on the tasks described in **Exhibit A** immediately upon the effective date of this Agreement as stated in Section 23. The Parties agree that the Services described in **Exhibit A** shall be completed by October 31, 2023; provided however, that additional time shall be granted by the Port for excusable delay or extra work.

5. **Termination.** The Port reserves the right to terminate this Agreement at any time, with or without cause, upon thirty (30) days written notice to the Consultant. Any such notice shall be given to the address specified in Section 17. In the event that this Agreement is terminated by the Port without cause, a final payment shall be made to the Consultant for all Services performed. No payment shall be made for any Services completed after thirty (30) days following receipt by the Consultant of the notice to terminate. In the event that Services of the Consultant are terminated by the Port for cause, the amount to be paid shall be determined by the Port with consideration given to the actual cost incurred by the Consultant in performing the Services to the date of termination, the amount of Services originally required which would satisfactorily complete it to date of termination, whether that service is in a form or type which is usable to the Port at the time of termination, the cost of the Port of employing another firm to complete the Services required, and the time which may be required to do so.

The Port may terminate this Agreement immediately if the Consultant materially violates the terms of this Agreement, fails to maintain required insurance policies in Section 8, or violates Section 6; and such may result in ineligibility for further Port agreements.

6. **Non-Discrimination.** The Consultant agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, national origin, marital status, sex, sexual orientation, age or handicap, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be immediately terminated by the Port, where such termination shall be deemed "for cause," and that the Consultant may be barred from performing any services for the Port now or in the future.

7. **Indemnification.**

A. The Consultant shall defend, indemnify and hold the Port, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney's fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Port.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the Port, its officers, officials, employees or volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly

understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Title 51 RCW, solely for the purposes of this indemnification. **This waiver has been mutually negotiated by the Parties.**

- C. The provisions of this Section shall survive the expiration or termination of this Agreement.

8. Insurance.

- A. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Consultant's own Services including the work of the Consultant's agents, representatives, employees, subconsultants or subcontractors.
- B. Before beginning its Services on the project described in this Agreement, the Consultant shall provide evidence, in the form of a Certificate of Insurance, of the following insurance coverage and limits (at a minimum):
 - 1. Business auto coverage for any auto no less than a \$1,000,000 each accident limit, and
 - 2. Commercial General Liability insurance no less than \$1,000,000 per occurrence with a \$2,000,000 aggregate. Coverage shall include, but is not limited to, contractual liability, products and completed operations, property damage, and employer's liability, and
 - 3. Professional Liability insurance with no less than \$1,000,000 per occurrence. All policies and coverages shall be by an 'A' rated company licensed to conduct business in the State of Washington. If such coverage is written on a claims made form, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the Port.
- C. The Consultant is responsible for the payment of any deductible or self-insured retention that is required by any of the Consultant's insurance. If the Port is required to contribute to the deductible under any of the Consultant's insurance policies, the Consultant shall reimburse the Port the full amount of the deductible within ten (10) working days of the Port's deductible payment.
- D. The Chelan Douglas Regional Port Authority, Port of Chelan County, and Port of Douglas County shall be named as additional insureds on the Consultant's commercial general liability policy. This additional insured endorsement shall be included with evidence of insurance in the form of a Certificate of Insurance for coverage necessary in this Section 8B. The Port reserves the right to receive a

certified and complete copy of all of the Consultant's insurance policies upon request.

- E. Under this Agreement, the Consultant's insurance shall be considered primary in the event of a loss, damage or suit. The Port's own comprehensive general liability policy will be considered excess coverage with respect to defense and indemnity of the Port only and no other party. Additionally, the Consultant's commercial general liability policy must provide cross-liability coverage as could be achieved under a standard ISO separation of insured's clause.
- F. The Consultant shall request from his insurer a modification of the ACORD certificate to include language that prior written notification will be given to the Port at least thirty (30) days in advance of any cancellation, suspension or material change in the Consultant's coverage.
- G. The Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the Port's recourse to any remedy available at law or in equity.

9. Ownership and Use of Work Product. Any and all documents, drawings, reports, and other work product produced by the Consultant under this Agreement shall become the property of the Port upon payment of the Consultant's fees and charges therefore. No work product produced by the Consultant, in whole or in part, under this Agreement shall be the subject of an application for copyright by or on behalf of Consultant. The Port shall have the complete right to use and re-use such work product in any manner deemed appropriate by the Port, provided, that use on any project other than that for which the work product is prepared shall be at the Port's risk unless such use is agreed to by the Consultant.

10. Port's Right of Inspection. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the Port and shall be subject to the Port's general right of inspection to secure the satisfactory completion thereof.

11. Compliance with Laws. In the performance of this Agreement, the Consultant shall comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations, including regulations for licensing and certification.

12. Records. The Consultant shall keep all records related to this Agreement for a minimum period of six (6) years following completion of the work for which the Consultant is retained. The Consultant shall permit any authorized representative of the

Port, and any person authorized by the Port for audit purposes, to inspect such records at all reasonable times during regular business hours of the Consultant. Upon request, the Consultant will provide the Port with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the Consultant, but the Consultant may charge the Port for copies requested for any other purpose.

13. Non-Disclosure of Confidential Information.

- A. **Disclosure of Confidential Information.** From time to time, the Port may disclose Confidential Information to the Consultant. The Consultant will: (a) limit disclosure of any Confidential Information to its directors, officers, employees, agents or representatives (collectively “**Representatives**”) who have a need to know such Confidential Information in connection with the current or contemplated Services to which this Agreement relates, and only for that purpose; (b) advise its Representatives of the proprietary nature of the Confidential Information and of the obligations set forth in this Agreement, require such Representatives to be bound by written confidentiality restrictions no less stringent than those contained herein, and assume full liability for acts or omissions by its Representatives that are inconsistent with its obligations under this Agreement; (c) keep all Confidential Information strictly confidential by using a reasonable degree of care, but not less than the degree of care used by it in safeguarding its own confidential information; and (d) not disclose any Confidential Information received by it to any third parties (except as otherwise provided for herein).
- B. **Use of Confidential Information.** The Consultant agrees to use the Confidential Information solely in connection with the performance of the Services and not for any purpose other than as authorized by this Agreement without the prior written consent of an authorized representative of the Port. No other right or license, whether expressed or implied, in the Confidential Information is granted to the Consultant hereunder. Title to the Confidential Information will remain solely in the Port. All use of Confidential Information by the Consultant shall be for the benefit of the Port and any modifications and improvements thereof by the Consultant shall be the sole property of the Port.
- C. **Compelled Disclosure of Confidential Information.** Notwithstanding anything in the foregoing to the contrary, the Consultant may disclose Confidential Information pursuant to any governmental, judicial, or administrative order, subpoena, discovery request, regulatory request or similar method, provided that the Consultant promptly notifies, to the extent practicable, the Port in writing of such demand for disclosure so that the Port, at its sole expense, may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the Confidential Information; provided that the Consultant will disclose only that portion of the requested Confidential Information that, in the written opinion of its legal counsel, it is required to disclose. The Consultant agrees that it shall not oppose and shall cooperate with efforts by, to the extent practicable, the Port with respect to any such request for a protective order or other relief.

- D. **Survival of Duty.** Consultant's duty to hold in confidence the Confidential Information that was disclosed during term of this Agreement shall remain in effect for ten (10) years.
- E. **Return of Confidential Information.** The Consultant shall immediately return to the Port or destroy, upon the Port's request, all tangible material embodying any Confidential Information provided hereunder and all notes, summaries, memoranda, drawings, manuals, records, excerpts or derivative information deriving therefrom, and all other documents or materials (and all copies of any of the foregoing, including "copies" that have been converted to computerized media in the form of image, data, word processing, or other types of files either manually or by image capture) based on or including any Confidential Information, in whatever form of storage or retrieval. Notwithstanding the aforementioned, Consultant may retain a copy of the Confidential Information on a confidential basis in accordance with this Agreement: (a) for its own records, internal auditing or legal purposes; or (b) embedded in computer backup archives which are not practicably able to be returned, destroyed or erased.
- F. **Definition of Confidential Information.** For purposes of this Agreement, "Confidential Information" means any data or information that is proprietary to the Port and not generally known to the public, whether in tangible or intangible form, in whatever medium provided, whether unmodified or modified by the Consultant or its Representatives (as defined herein), whenever and however disclosed, including, but not limited to: (a) any marketing strategies, plans, financial information, or projections, operations, sales estimates, business plans and performance results relating to the past, present or future business activities of such party, its affiliates, subsidiaries and affiliated companies; (b) plans for products or services, and customer or supplier lists; (c) any scientific or technical information, invention, design, process, procedure, formula, improvement, technology or method; (d) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets; (e) any other information that should reasonably be recognized as confidential information of the Port; (f) any information disclosed to the Consultant by the Port's legal counsel; and (g) any information generated by the Consultant or by its Representatives that contains, reflects, or is derived from any of the foregoing. Confidential Information need not be novel, unique, patentable, copyrightable or constitute a trade secret in order to be designated Confidential Information. The Consultant acknowledges that the Confidential Information is proprietary to the Port and has been developed and obtained through great efforts by the Port.

14. Work Performed at the Consultant's Risk. The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subconsultants in the performance of the Services hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

15. **Non-Waiver of Breach.** The failure of the Port to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements, or options, and the same shall be and remain in full force and effect.

16. **Resolution of Disputes and Governing Law.** In the event the Parties cannot agree on any matter set out in this Agreement, they shall consult together and attempt to resolve the dispute. In the event they cannot agree upon a resolution of the dispute, the same shall be settled pursuant to RCW Chapter 7.04, et. seq. except as herein modified. Such arbitration shall be before one disinterested arbitrator, if one can be agreed upon, otherwise before three disinterested arbitrators, one named by the Port, one by the Consultant, and one by the two thus chosen. If all arbitrators have not been appointed within fifteen (15) calendar days after demand for arbitration, then either side may apply to the Chelan County Superior Court, upon ten (10) calendar days written notice to the other, for appointment of the necessary arbitrators remaining to be appointed, and the judicial appointment shall be binding and final. The arbitrator or arbitrators shall determine the controversy in accordance with the laws of the State of Washington as applied to the facts found by him/her or them. The arbitrator or arbitrators may grant injunctions or other relief in such controversy or claims. The decision of the arbitrator or arbitrators shall be final, conclusive and binding on the Parties and a judgment may be obtained in any court having jurisdiction.

17. **Written Notice.** All notices required to be given by either Party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth below. Notice by mail shall be deemed given three (3) business days after the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

Chelan Douglas Regional Port Authority:
Atten: Jim Kuntz
One Campbell Parkway, Suite A
East Wenatchee, WA 98802

Consultant:
Atten: Lodestar Strategic, Brian Barlander
7739 29th Ave NE
Seattle, WA 98115

18. **Subcontracting or Assignment.** The Consultant may not assign or subcontract any portion of the Services to be provided under this Agreement without the express written consent of the Port. This Agreement is made and entered into for the sole protection and benefit of the Parties hereto. If the Port gives its consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent. Subject to the foregoing, the rights and obligations of the Parties shall inure to the benefit of and be binding upon their respective successors in interest, heirs and assigns. No other person or entity shall have any right of action or interest in this Agreement based on any provision set forth herein.

19. **Attorney's Fees.** In the event it is necessary for either Party to utilize the services of an attorney to enforce any of the terms of this Agreement, such enforcing Party shall be entitled to compensation for its reasonable attorneys' fees and costs. In the event of litigation regarding any of the terms of this Agreement, the substantially prevailing Party shall be entitled,

in addition to other relief, to such reasonable attorneys' fees and costs as determined by the court.

20. Interpretation. This Agreement and any other documents related to it will be interpreted in a fair and neutral manner, without favoring one Party over the other. No provision of this Agreement or any other document related to it will be interpreted for or against any Party because the provision was drafted by the Party or its legal representative.

21. Severability. If a court of competent jurisdiction finds any provision in this Agreement to be invalid or unenforceable as to any person or circumstance, such finding shall not render that provision invalid or unenforceable as to any other persons or circumstances. If feasible, any such offending provision shall be deemed modified to be within the limits of enforceability or validity; however, if the offending provision cannot be so modified, it shall be stricken and all other provisions of this Agreement in all other respects shall remain valid and enforceable.

22. Entire Agreement. The recitals are incorporated into this Agreement by this reference. This Agreement represents the entire integrated agreement between the Port and the Consultant, superseding all prior negotiations, representations or agreements, written or oral. This Agreement may be modified, amended, or added to, only by written instrument properly signed by both Parties hereto.

23. Execution and Effective Date. Each individual executing this Agreement on behalf of the Port and the Consultant represents and warrants that such individual is duly authorized to execute and deliver this Agreement. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and with the same effect as if all Parties hereto had signed the same document. All such counterparts shall be construed together and shall constitute one instrument. The date upon which the last of both of the Parties have executed a counterpart of this Agreement shall be the "date of mutual execution" hereof and shall be construed as the "effective date" of the Agreement.

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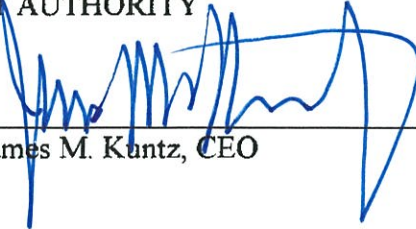
IN WITNESS WHEREOF, the Parties have executed this Agreement on the following dates:

DATED 10/28/2022

DATED 10/27/22

CHELAN DOUGLAS REGIONAL
PORT AUTHORITY

CONSULTANT

By: 
Its: James M. Kuntz, CEO


By: 
Its: Brian Bonlander

EXHIBIT A – Scope of Services and Fee



CHELAN DOUGLAS REGIONAL PORT AUTHORITY
Request for Proposal
Lobbying Services

Submission Deadline:
Friday, October 14, 2022 1:00 p.m.

Purpose

The Chelan Douglas Regional Port Authority ("Port") is seeking proposals from qualified consultants/firms/individuals ("consultant") to provide governmental relations and legislative representation services that promote the Port's interests within the State of Washington, with a primary focus during the 2023 State Legislative Session in Olympia. On occasion, represent the Port on projects with a federal nexus. It is anticipated that the duration of this scope of work will be for one year from November 1, 2022 – October 31, 2023.

PROPOSALS MUST MEET THE REQUIREMENTS OUTLINED IN THIS REQUEST FOR PROPOSAL (RFP) TO BE CONSIDERED VALID. PROPOSALS WILL BE REJECTED IF NOT IN COMPLIANCE WITH THESE REQUIREMENTS.

I. Background

Who We Are:

The Chelan Douglas Regional Port Authority is the first of its kind in Washington. The Chelan Douglas Regional Port Authority is the principal economic development agency for Chelan & Douglas Counties. The Port of Chelan County and the Port of Douglas County Commissioners voted to functionally consolidate as of January 1, 2020 and operates as an independent government entity under the provisions of Title 53 of the Revised Code of Washington (RCW).

The Board of Directors, three commissioners from Douglas County and three commissioners from Chelan County, meet regularly on the second and fourth Tuesday of each month. Special meetings are called occasionally.

The Port's mission is to "Work Together to Enhance the Economic Vitality of North Central Washington". We measure our success in terms of our ability to: create living-wage jobs, stimulate private sector capital investment, and enhance the economic well-being of families in the communities within Chelan and Douglas Counties.

The Port is administered by the Board of Directors, with members elected by district to six year terms, by voters in their respective Port district. The Chief Executive Officer oversees the Port's day-to-day operations. The CEO, through delegated authority,

manages the Port's 27 full-time employees who perform management, operational, maintenance, security, and custodial services.

What We Do:

In addition to being the lead economic development agency for both Chelan and Douglas Counties, the Port oversees many diverse properties including four airports and three business parks as further detailed below.

Airport Portfolio

Pangborn Memorial Airport (Commercial Air service)
Waterville Airport
Mansfield Airport
Chelan Airport – Jointly owned with the City of Chelan

Business Park Portfolio

Cashmere Mill District
Olds Station Business Park
Pangborn Airport Business Park

Parks

Orondo River Park

Office Building/Meeting Center

Confluence Technology Center

II. Scope of Services

The Port shall select one (1) consultant to assist with representation, information gathering, information dissemination, strategic advice, and support services. An ability to provide a flexible level of support, depending on the depth or scope of the Port's legislative and regulatory priorities at any given time, is desired. Consultant shall identify partnership opportunities with state agencies to assist in funding legislative priorities. The following is a representative list of 2023 priorities:

Chelan Douglas Regional Port

State Capital Budget Request

1. Chelan Airport Water Line Extension Project
 - Project completion date extension
 - Increased financial support from \$5,660,000 to \$6,500,000 due to increase in material costs

2. Utility infrastructure investments – Pangborn Memorial Airport - \$3 million
 - Water, sewer, power, stormwater, and roads to support the airport's continued development.

Washington State Army National Guard

1. Support legislative decision package funding for Executive Flight Building lease at Pangborn Airport
2. Support legislative decision package funding to acquire property from the Regional Port with intent to construct a new hangar complex at Pangborn Airport using federal funding

Community Request

1. Support bill authorizing a two county Aquatics Center Authority for Chelan and Douglas Counties

It is anticipated that the activities in this scope of services will be in advance of and throughout the 2023 legislative session and the period during which state budget and policy development is prepared in advance of the 2023 legislative session.

The Port is a dynamic organization with ever changing economic development opportunities. The Port, from time to time, may alter legislative priorities. In said event, the parties will meet to reprioritize with the understanding that some projects will receive less advocacy.

The following is to be used as a general guide, and is not intended to be a complete list of all work necessary to complete any efforts:

- A. Work with Port Staff and Commission to develop a holistic legislative agenda;
- B. Develop and lobby for Capital Budget funding requests identified by the Port and lobbyist;
- C. Lobby elected and appropriate agencies on all issues developed under the legislative program;
- D. Attend all relevant state legislative hearings;
- E. Identify legislative proposals that may impact the Port;
- F. Lobby defensively on legislation that is introduced that would negatively impact the Port;
- G. Provide the Port with a weekly legislative report during the State legislative session on bills important to the Port and its mission;
- H. Arrange lobbying visits for Port staff and commission as needed for advocacy;
- I. Coordinate a tour of the Port's project area(s) with local legislative delegation, a representative from the Governor's office, and other critical partners;
- J. Direct contact and communication with associations and other special interest groups, including but not limited to Washington Public Ports Association, that may have similar interests or interests that conflict with those of the Port;
- K. Draft letters and talking points on legislation as necessary;

- L. Testify on the behalf of the Port at hearings before legislation and interim legislative committees;
- M. Coach Port representatives, when necessary, on how to present testimony, interact with legislators, and be successful advocates in helping to advance goals;
- N. Hold regularly scheduled communications with designated members of Port staff throughout the term of the contract, to include at a minimum:
 - 1. Initial in-person kick-off meeting;
 - 2. On-site tour of potential projects for local legislators and other critical partners;
 - 3. Monthly communications prior to legislative session (in person or virtual);
 - 4. Weekly check-in calls during legislative session (virtual or in person in Olympia; and
 - 5. Final wrap-up meeting following conclusion of legislative session;
- O. Maintain close working relationships with designated members of Port staff.

iii. Qualifications

The Port seeks a strong lobbyist with sound knowledge of public policy, clear understanding of the legislative process, and effective communication skills. The selected consultant should, at a minimum, possess:

- A. A minimum of two (2) years of professional government relations experience;
- B. A strong working knowledge of legislative, administrative, and regulatory processes at the county, state, and federal level;
- C. A clear understanding of Washington State and Chelan/Douglas County, and a knowledge of the funding needs and policy issues important to the Port;
- D. A history of successful government relations experience;
- E. A clear strategy for representing the Port with key county, state, and federal legislators as appointees;
- F. The ability to liaison with members of State Legislature, Congress, and federal agencies;
- G. Resources to attend committee meetings, administrative hearings, and workshops; monitor legislative and administrative developments; and report back to Port;
- H. Experience in identifying and securing various sources of county, state, and federal funding;
- I. Experience in coordinating communications and meetings with legislators, county, state, and federal agencies;
- J. Experience in working with legislative committees; and
- K. Ability to obtain insurance coverage to meet contract requirements (G/L, Auto, Professional).

IV. Submission Deadline & Delivery Address

Proposals must be received via email before 1:00 p.m. on Friday, October 14, 2022. Electronic submittals should be emailed to:

Stacie@cdrpa.org

Subject Line: Name of Firm, RFP Lobbying Services

Please submit one electronic copy in Adobe Acrobat PDF format. It is the Proposer's responsibility to verify the receipt of the submittal. Electronic verification will be provided upon request. Late proposals will not be accepted by the Port. Proposals received after the stated date and time will not be reviewed and shall be deemed non-responsive.

V. RFP Communications

All questions or requests for clarification regarding this RFP should be directed in writing to the Chelan Douglas Regional Port Authority at: Stacie@cdrpa.org RFP questions/requests for clarification must be received by no later than 4:00 p.m. on Wednesday, October 12, 2022 and will be accepted via email only. All official clarifications or interpretations of the RFP documents will be made in writing.

VI. Proposal Requirements

The Port requires that the proposal be submitted in the format outlined in this section. The Port reserves the right to require additional information or materials after the proposals are submitted.

Format: Proposals are limited to 10 numbered pages (8 ½ by 11 inch) excluding the cover page and cover letter. Cover letter shall include the name, title, email address, phone number, and address of the consultant's main contact. Complete proposals shall include the information listed below:

Summary:

- A. Provide a general overview of how the requested services will be provided
- B. Describe management team and qualifications of key staff assigned to work with the Port.
- C. A summary of relevant experience in the last five (5) years.
- D. A declaration of any potential incompatibility or conflicts of interest between those clients and the Port.

References: Include a list of three (3) current or former clients for which you provide/have provided similar services as references, that the Port may contact. For each reference, provide company name, contact name, phone number, and email address, and a brief summary of services provided.

Compensation:

- A. Please present detailed information on the consultant's proposed fee schedule for the above referenced Scope of Services, inclusive of applicable sales tax and any other applicable governmental charges. Please identify fixed costs and variable costs and the applications, and how costs are adjusted according to that classification.

Note: Payment by the Port for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the Port, and approved by the Port. Payment shall be made per the standard terms identified in the Agreement for Personal Services. See Attachment A.

Additional Information: Any additional information you deem necessary or beneficial.

VII. Evaluation of Proposals

Proposals should present information in a straightforward and concise manner, while ensuring accuracy and completeness. Proposals will be evaluated based on the factors listed below:

- A. Thoroughness and understanding of work to be completed;
- B. Overall experience of staff assigned to the work;
- C. Public sector experience conducting similar lobbying efforts;
- D. Interpersonal compatibility with Port officials; and
- E. Cost.

VIII. Selection Process and Contract Award

The Port will review the submitted proposals for completeness and qualifications. The Port will interview the top two candidates on October 21, 2022. Upon completion of interviews, the Port will advise the respondents of its selection.

The Port anticipates awarding one (1) contract for the proposed lobbying services. The selected consultant shall be required to enter into an Agreement for Personal Services, which has been included as Attachment A to this RFP. By submitting a proposal, the Proposer represents that it has carefully read the Port's standard terms and conditions. A task order shall be issued under this base agreement for the proposed lobbying services, with the Port and consultant working together to finalize the scope and price to perform the services. The Port may choose to enter into a subsequent task order for continued lobbying services, based on performance, for which the budget will be determined at that time.

IX. General Information

The Port reserves the right to accept or reject any or all information in its entirety or in part and to waive informalities and minor irregularities and to contract as the best interest of the Port may require. The Port reserves the right to reject any or all proposals submitted as non-responsive or non-responsible.

Consultants may withdraw a proposal which has been submitted at any time up to the RFP closing date and time. To accomplish this, a written request signed by an authorized representative of the consultant must be submitted in writing to Stacie@cdrpa.org. After withdrawing a previously submitted proposal, the consultant may submit another proposal at any time up to the RFP closing date and time.

This RFP does not obligate the Port to accept or contract for any expressed or implied services.

The Chelan Douglas Regional Port Authority shall not be liable for any costs incurred in the submittal preparation, printing, interview, or negotiation process. Consultants should be aware that any records they submit to the Port may be public records under the Washington Public Records Act (RCW 42.56).

The Chelan Douglas Regional Port Authority is an equal opportunity employer; women, minority, and veteran-owned firms are encouraged to apply.



**Proposal for Washington State Lobbying Services
Chelan Douglas Regional Port Authority
October 13, 2022**



LODESTAR PARTNERS

Brian Bonlender
Principal, Lodestar Partners
7739 29th Ave NE
Seattle, WA 98115
(206) 747-9890
brian@lodestarstrategic.com

October 13, 2022

Board of Directors
Chelan Douglas Regional Port Authority
One Campbell Parkway, Suite A
East Wenatchee, WA 98802-9290

Dear Board of Directors,

It is with great interest that we submit the attached proposal to provide Washington State lobbying services to the Chelan Douglas Regional Port Authority (CDRPA). Lodestar Partners' combined experience, expertise, and deep ties to state government should make our firm a candidate worth considering for this opportunity.

Lodestar Partners is a government affairs firm with demonstrated policy accomplishments in Washington State government. We are adept at operating in rapidly changing political environments and bring credible experience, thought leadership, and policy acumen to energy policy, economic development, and community infrastructure. Our team has decades of experience working with state, federal, and local governments and are keyed in on the executive branch, legislative leadership, and a myriad of other stakeholders who drive the political and policy decision making process in Washington State. During legislative session Lodestar is continuously present in Olympia enhancing our relationships and available to respond to regular business or urgent needs.

Given the combined economic development experience of our firm's personnel, we are especially enthusiastic about representing a local government whose mission is to enhance the economic vitality of North Central Washington. Brian led Washington State's economic development efforts for over half a decade as Director of the Department of Commerce and Blake served Chelan County as its first Director of Economic Development where he built a grant program to invest county dollars into public infrastructure projects.

Beyond legislative advocacy, Lodestar looks forward to working with the CDRPA to identify how our firm can assist in local projects and advocacy efforts. For example, as the CDRPA continues to build out an industrial land bank in Malaga, Lodestar can offer its expertise in navigating state agency and regulatory hurdles, identifying federal funding opportunities, attracting private capital investment, and exploring other public funding options, such as tax increment financing (TIF), to incentivize and assist development.

We enthusiastically apply for this opportunity to represent the CDRPA and its constituency and look forward to assisting the port in achieving its public policy goals to enhance the economic well-being of communities and families in Chelan and Douglas counties.

Sincerely,

Brian Bonlender

Blake Baldwin

Molly Keenan

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1. Summary

A. Overview of how requested services will be provided

Lodestar is fully capable of meeting the Chelan Douglas Regional Port Authority's needs by identifying opportunities to bolster the port's public policy positions and image within state government. We will develop a plan to prioritize objectives and work to identify funding, legislative, and other policy opportunities to achieve those objectives, while recognizing that conditions will likely change, and execution of plans will evolve accordingly. The plan will include consistently monitoring relevant political and policy issues; tracking and responding to legislation relating to ports, capital budget requests, economic development, and more; attending meetings, committee hearings, workgroups, providing testimony, developing talking points, and conducting outreach to legislative allies; leveraging our network in state government to organize meetings with key officials and stakeholders; tracking administrative rulemaking, both formal and informal, within the Department of Commerce, Governor's Office, and other agencies and policy-making bodies; drafting policy proposals, messaging, talking points, and media communications; remaining on-call regarding issues that may be relevant to or affect CDRPA.

CDRPA State Capital Budget Requests, 2023

We recognize that the Chelan Douglas Regional Port Authority has strong relationships with members of the 12th district state legislative delegation, who represented both Chelan and Douglas counties until this year's redistricting. Of that delegation, Representative Mike Steele is the ranking minority member of the House Capital Budget Committee and has been instrumental in much of the port's recent capital budget successes. The new district lines also present new possible opportunities with the 7th district delegation.

That said, Representative Steele and his seatmates will likely have other competing capital projects this session. At the same time, with federal funds drying up and state revenues projecting a return to normal trends, legislators anticipate a lower, more average amount of funding in the upcoming capital budget. Having representatives like Lodestar Partners will be advantageous to CDRPA in securing its funding goals. Lodestar maintains strong state legislative, agency, and executive relationships on both sides of the political aisle and will tirelessly advocate for CDRPA capital projects.

The Chelan Airport Water Line Extension project has already received state funds, but inflation and rising construction costs have surely hindered its progress. \$1 million in additional capital budget funding and an extension to its project completion date will get this project across the finish line, in turn lifting the airport's current moratorium on building permits due to a lack of fire flow. This moratorium is also a potential threat to the economic development of adjacent, rural industrially zoned parcels and the ability to support development on those properties. The water line extension



and moratorium lift will enhance the economic vitality of Chelan and surrounding unincorporated areas by creating jobs and supporting tourism. Furthermore, this water line extension will enable new affordable and workforce housing opportunities by running through miles of vacant land, much of which is appropriately zoned for much needed housing development.

A \$3 million capital budget investment in Pangborn's utility infrastructure will be crucial in supporting the airport's growing status as a regional hub for air travel in the Pacific Northwest. We look forward to learning more about detailed plans for this funding but understand that this funding can generally support the remodeling of the General Aviation Terminal Building, future improvements to Pangborn's Commercial Terminal, and upgrades to the many hangars on airport property. Additionally, this funding can help leverage and strengthen CDRPA's goal for the Washington State National Guard's relocation to Pangborn.

Washington State National Guard

The Washington State National Guard's relocation to the Wenatchee Valley would be a boon for regional economic development and public safety. Though it is already likely these requests will be in Governor Inslee's budget proposal, we will advocate for their inclusion and will work to protect the funding as the budget makes its way through the state legislature's budget process. We will leverage our relationships in the Governor's Office and OFM to protect this funding to lease CDRPA's Executive Flight Building and to acquire property at Pangborn to construct a new hangar complex.

The presence of a WA National Guard hangar complex centrally located in the state would be a benefit to all Washingtonians. Wenatchee is a strategically located site to place state firefighting assets to respond to and manage wildfires more quickly and efficiently. Additionally, National Guard hangar construction projects typically cost tens of millions of dollars, which would create hundreds of construction and permanent jobs. The presence of the guard in the Wenatchee Valley would also stimulate industries such as tourism, hospitality, and retail.

Community Request

We understand Senator Hawkins is considering legislation to allow local governments to partner together to form regional aquatic districts funded by a voter-approved sales tax increase of either 0.1% or 0.2%. With the current Wenatchee City Pool in disrepair, Lodestar looks forward to assisting the CDRPA in supporting the senator's efforts to establish a regional aquatics district to build and maintain a two-county aquatics center, and we will be available in Olympia to sign in and testify in support of these efforts, attend relevant meetings, and represent the CDRPA's interests as they relate to this topic.

B. Qualifications and experience of key personnel

Brian Bonlender, Principal, Lodestar Strategic

Brian Bonlender is the founding principal at Lodestar Strategic, a government and public affairs



consulting firm based in the Pacific Northwest. He brings over 25 years of political, public policy, and management experience in the public and private sectors. During that time, Brian has developed extensive legislative know-how and relationships in both the Washington State legislature and the U.S. Congress.

Brian served six years on Governor Jay Inslee's cabinet as director of the Washington State department of Commerce, an agency with a biennial budget of almost \$2 billion and over 100 programs. At Commerce, Brian oversaw the transformation of the state energy office and the creation, execution of the state clean energy fund, and protection of the Public Works Assistance Account.

At Commerce, Brian was responsible for leading his team through the annual policy prioritization that focused the agency on its top legislative request of the state legislature. Brian and his team worked with the Governor, Governor's advisors, stakeholders, and legislators in both chambers and in both parties to shepherd the passage of priority bills and kill the movement of antagonistic bills.

Before Commerce, Brian served as Inslee's chief of staff and legislative director in Congress, acting as the Congressman's primary advisor on all political and policy matters. As legislative director, Brian was responsible for leading bill and amendment strategy, parliamentary maneuvering, and committee responsibilities. As chief of staff Brian successfully positioned the Congressman for statewide elective office, and as a national leader on energy and health care issues.

Brian graduated from Washington State University with a BS in Biology and in Environmental Science, has held leadership roles on multiple political campaigns, Directed Governor-Elect Inslee's Transition Team, and held positions in the nonprofit and private sectors, including as an environmental and workplace safety consultant.

Molly Keenan, Senior Vice President

Molly brings political, policy, public relations, and management experience to Lodestar Strategic, with a nearly 15-year career in public service. Having served Governor Inslee in various advisory roles, most recently as Campaign Manager on his successful 2020 reelection, she has deep Washington state relationships and extensive experience in political strategy, message creation, earned and paid media, policy engagement, and coalition building. Prior experience includes Operations Director for Gov. Inslee 2020 presidential campaign, Deputy Campaign Manager for his 2016 gubernatorial campaign, and Director of Washington State Boards & Commissions.

As the District Director for Congresswoman Suzan DelBene, Molly managed a Washington state team responsible for constituent service, community and public engagement, and federal policy influence. Early in her career, she worked in various positions for Senator Max Baucus (MT), Senator Patty Murray (WA), and Senator Jon Tester (MT).



Molly is a graduate of the University of Portland with a BA in Political Science and a BBA in Finance. She is a founding and executive member of the Evergreen Action Board, an organization born out of Jay Inslee’s 2020 Presidential run with the mission to defeat the climate crisis and create millions of jobs in a clean energy economy. She has previously been a board member of NARAL Pro-Choice Washington.

Blake Baldwin, Senior Associate

Blake is a public policy professional with experience in external affairs and outreach, economic development, and legislative policy. Born and raised in Washington’s Wenatchee Valley, he began his career in public service as the Legislative Assistant to Senator Brad Hawkins, a republican lawmaker from Washington’s 12th legislative district. His rural public policy experience led to an appointment as Central & Eastern Washington Regional Representative in the Office of Governor Jay Inslee, later going onto to serve as the governor’s statewide Director of Outreach.

Blake returned to the Wenatchee Valley as Director of Economic Development for Chelan County where he worked to enhance and manage economic vitality and growth in North Central Washington. In this role, he created the Cascade Public Infrastructure Fund, a county-wide grant program utilizing a sales and use tax remittance for rural counties to invest in public projects related to economic development and workforce housing infrastructure.

In addition to public policy, Blake has experience in the nonprofit sector as Director of Operations for NCW Tech Alliance where he assisted the leadership team in managing an organizational rebranding, expansion of its service area, and the rollout of digital equity and inclusion campaigns.

Blake studied music composition at Cornish College of the Arts before earning a Bachelor of Arts degree in Social Sciences from Washington State University. He is a founding board member of the Kyrgyz-Washington Sister Region Organization and serves on the steering committee for Rural People’s Voice.

C. Summary of relevant experience in the last five years

Lodestar Partners has produced consistent success in its public policy advocacy on behalf of its clients. Examples of recent successes include the following:

- Establishing a retail sales and use tax exemption for new battery packs and powertrains for vessels that are powered by battery-powered electric marine propulsion systems ([HB 2486](#)) in 2020. This required late session heroics, including convincing the Ways and Means chair and Senate Majority Leader to hold a special Ways and Means Committee hearing (separate from planned hearings) to allow the bill to pass – despite many other similar requests for hearings on bills that otherwise died. This lift, during the 2020 legislative session, was made more difficult



because of resistance to tax exemptions at that time.

- Created [an exemption](#) for the commercial fishing industry to the legislation which established the state capital gains tax in the 2021 legislative session. This is an example of Lodestar's ability to work with some of the most progressive elements of the House and Senate Democrats to pass a provision that these members may ordinarily not be open to consider. To accomplish this, we organized disparate commercial fishing organizations, developed and executed an electronic grassroots campaign strategically targeting specific legislators and engaged in a traditional strategic daily lobbying activity to achieve a successful result.
- Established a fee in lieu of security deposit law by passing [HB 2064](#). This bill was also internally resisted from some progressive members, including the chair of a committee with jurisdiction for the bill. We were able to overcome opposition by having credibility with legislators and leadership, engaging stakeholders in a constant back and forth between parties that had little trust between one another (landlords and tenant advocates), a consistent and determined lobbying effort to bring the bill across the finish line.
- Successfully advanced policy and other objectives through the executive branch, including multiple appointments to boards and commissions, and project-level activities.
- Successfully advanced attention to a critical workforce housing funding issue through the Governor's Office by securing his attendance at a grand opening to highlight the increased need for workforce housing and the administrative hurdles to achieve funding.
- Through close relationships within the Governor's Office, Lodestar secured a letter of support from the governor for a client seeking federal EDA grant to finance client's activities that support cleantech entrepreneurs.
- Built and lead a coalition of auto manufacturers and electric vehicle (EV) advocates to join our client in seeking funding for EV infrastructure and rebate program. Ultimately secured \$69 million in the 2022 Supplemental Budget for EV Infrastructure and an additional \$120 million for EV rebates to be designed and distributed in the future 2023 biennial budget.
- During the 2022 legislative session, Lodestar secured \$37 million in funding to increase solar energy deployment and installation of battery storage in community buildings to enhance grid resiliency and provide backup power for critical needs.

D. Declaration of potential incompatibility or conflicts of interest between clients and the Port.

Lodestar's current client base is absent of local governments, municipalities, or other clients with competing interests the Chelan Douglas Regional Port Authority. Beyond direct conflicts, our local government advocacy efforts will be dedicated to CDRPA ensuring a tailored approach in supporting and achieving funding and policy goals because we will not have multiple competing clients' needs that can eat up political capital with the same legislators.

2. References

Center for Sustainable Energy

Contact: Karen Glitman, Senior Director

Phone: (802) 324-8256

Email: karen.glitman@energycenter.org

Summary of services provided: Secure funding in the state legislature for clean energy programs including electric vehicle rebates, electric vehicle infrastructure deployment, and solar plus storage deployment. Upon securing funding, establish partnerships with stakeholders for deployment of funds, and assist client in the procurement process.

At-Sea Processors Association

Contact: Matt Tinning, Director, Sustainability and Public Affairs

Phone: (202) 286-6498

Email: mtinning@atsea.org

Summary of services provided: Build and maintain critical relationships with local, state, and federal government policy makers, influencers, and regulators. Deter or adjust policies that would adversely affect APA membership organizations and advance legislation important to the industry. Assists with education and communication to enhance APA's public image and reputation.

LeaseLock

Contact: Jonathan Potter

Phone: (202) 494-5444

Email: jpotter@alarisstrategies.com

Summary of services provided: Engage our relationships, policy skills, legislative acumen to pass critical legislation allowing a fee in lieu of a security deposit for residential rental properties. Passing this legislation was necessary for client to conduct business in Washington state which helps citizens



enduring financial hardships secure rental housing. Governor Inslee signed the legislation into law spring of 2022.

3. Compensation

Monthly Retainer: We propose two contract options:

1) A 12-month agreement with a monthly \$6,000 retainer from November 1, 2022 – October 31, 2023.

Or

2) A 6-month agreement with a monthly \$6,000 retainer from November 1, 2022 – April 30, 2023.

As desired and agreed upon by both parties, either agreement may be extended, terminated or continued on a month-to-month basis following its duration. Agreement shall include an exit clause allowing either party to terminate the contract for any reason, without cause, providing 30 days' notice.

Expenses: Client will reimburse Lodestar for costs and disbursements directly related to the services performed, subject to the Client's approval. Expenses include parking, transportation and travel costs, printing, lodging and automobile mileage at the applicable federal rate per business mile. Expenses shall not include expenses associated with travel to and work within Olympia or Chelan and Douglas counties.

4. Contact Information

Brian Bonlender

(206) 747-9890

brian@lodestarstrategic.com

Molly Keenan

(503) 708-2539

molly@lodestarstrategic.com

Blake Baldwin

(509) 860-2645

blake@lodestarstrategic.com

Outstanding 2023 Washington State Legislative Session

Capital Budget

- Army National Guard Land Acquisition \$ 3,500,000
- Airlift Northwest Hangar \$ 500,000
- Chelan Airport Waterline
Intent to appropriate remaining costs

Operating Budget

- Army National Guard Lease – Executive Flight \$ 900,000
 - Department of Commerce –
Small Business Innovation Grant: Trades District \$1,000,000
- Total** \$5,900,000

Outstanding 2023 Washington State Legislative Session

Legislative Successes

ESB 1663: Unified Tax Levy Bill passed unanimously in both the House and Senate

- **The Unified Tax Levy Proposition #1 will go to the voters of Chelan & Douglas Counties on November 7th**

HB 1527: Technical corrections to the local tax increment financing program

- **CDRPA was able to secure clarifying language authorizing TIF's to be used to acquire real property**

Outstanding 2023 Washington State Legislative Session

E2SSB 5001: (Sports Complex Bill) Concerning public facility districts created by at least two city or county legislative authorities

- **Allows the legislative authority of certain local jurisdictions, each of which participated in the creation of a public facilities district (PFD), to create an additional PFD**
- **Authorizes the PFD to construct, remodel, and operate regional aquatics and sports facilities, and transportation improvements directly associated with the facilities**
- **Allows the PFD to impose a voter-approved local sales and use tax at a rate of not more than 0.2 percent**

Outstanding 2023 Washington State Legislative Session

HB 1267: Concerning rural public facilities sales & use tax (.09)

- **Extends until December 31, 2054, the expiration of the local sales and use tax for public facilities in rural counties for those counties imposing the tax prior to August 1, 2009**
- **Requires the state auditor to provide a publicly accessible report on its website to view county project and expenditure information of rural county public facilities sales and use tax proceeds**
- **In summary, the bill cracks down on local government reporting to ensure the funds are being spent as statute intends**



2024 Washington State Legislative Priorities

Short Session January 8-March 7, 2024

Capital Budget Requests

- | | |
|--|--------------------|
| 1. Funding for Airlift Northwest Hangar | \$4,200,000 |
| 2. Chelan Airport Water Line Extension
Full Funding (Current \$5,660,000) | \$6,500,000 |
| 3. Sports Complex Pre-Design (2025) | \$ 500,000 |

Operational Budget Requests

- | | |
|--------------------------|--------------------------|
| 1. Sports Complex | \$ 50,000 FY 2024 |
| | \$100,000 FY 2025 |

Communications to residents of Chelan and Douglas Counties to include design and location options, architectural renderings, economic impacts, capital and operational costs and financing options.

Memo

To: Board of Directors
From: Jim Kuntz
Date: November 9, 2023
Re: Renewal of Elevate Government Affairs Agreement
Federal Affairs Representation

The Regional Port agreement with Elevate Government Affairs is for a term of February 1, 2023 through December 31, 2023.

Please find attached the following documents:

- The current agreement
- 2023 Federal Legislative pending successes
- Proposed 2024 Federal Legislative session priorities

It is my recommendation that the agreement be renewed for one additional year at \$8,500 per month, with expenses capped at 5% of total compensation.



INDEPENDENT CONTRACTOR SERVICES AGREEMENT

by and between

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

and

ELEVATE GOVERNMENT AFFAIRS, LLC

THIS INDEPENDENT CONTRACTOR SERVICES AGREEMENT (this "**Agreement**") is made by and between the Chelan Douglas Regional Port Authority ("**CDRPA**") and Elevate Government Affairs, LLC, a District of Columbia limited liability company ("**Elevate**"), as of November 2, 2022.

1. **ENGAGEMENT OF SERVICES.** CDRPA shall engage Elevate to perform certain services on its behalf, as more fully described on **Schedule A** attached hereto.
2. **COMPENSATION.**
 - a. **PROJECT FEE.** CDRPA will pay Elevate a project fee (the "**Project Fee**") as compensation for services rendered under this Agreement. The Project Fee shall be Fifteen Thousand dollars (\$15,000).
 - b. **PAYMENT.** Fifty percent (50%) of the Project Fee shall be payable upon execution of this Agreement and the remaining fifty percent (50%) shall be payable upon the end of the term of the project as described in Section 6 of this Agreement.
3. **INDEPENDENT CONTRACTOR RELATIONSHIP.** Elevate's relationship with CDRPA will be that of an independent contractor and nothing in this Agreement should be construed to create a partnership, joint venture, attorney-client or employer-employee relationship. Elevate is not engaged in the practice of law. Elevate is not the agent of CDRPA and is not authorized to make any representation, contract, or commitment on behalf of CDRPA.
4. **SECURITIES COMPLIANCE.** During the course of its work for CDRPA and/or its other clients, Elevate may be asked to solicit or may receive important information about publicly-traded companies or the markets, industries or regulatory environment in which these companies do business that has not yet been disclosed or been made available to the general public ("**Non-public Information**"). Elevate is firmly committed to complying with all insider-trading laws, and as a result there will be information that it possesses from time to time that it will not disclose to CDRPA. In particular, it will not disclose to CDRPA any Non-public Information in its possession if the source of the information is under a duty of confidentiality regarding that information or if a duty has otherwise been imposed upon Elevate to keep such information confidential. In addition, Elevate will not

disclose to CDRPA any Non-public Information in its possession if, in Elevate's judgment, disclosing that information would or could result in a violation of applicable securities laws.


5. **COMPLIANCE OF LAWS.** In performing its obligations hereunder, Elevate shall comply with all applicable federal and/or state laws, legislation, regulations, codes of practice or requirements including but not limited to, the Foreign Agents Registration Act of 1938 (FARA) and the Lobbying Disclosure Act of 1995.
6. **TERM.** This Agreement shall remain in place from November 2, 2022 until January 31, 2023 or until the final determination of the FY 2023 Airport Terminal Program grant awards as described in Schedule A of this Agreement, whichever is later.
7. **GOVERNING LAW AND VENUE.** This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the District of Columbia without giving effect to the conflicts of law principals thereof. The parties agree the exclusive place of jurisdiction for any action, suit, or proceeding arising under or in connection with this Agreement shall be the local or federal courts in Washington, DC.

IN WITNESS WHEREOF, CDRPA and Elevate have caused this Independent Contractor Services Agreement to be executed by their duly authorized representatives as of the date first set forth above.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY:

By: 
Name: Jim Kuntz
Title: Chief Executive Officer
Address: One Campbell Parkway
Suite A
East Wenatchee, WA 98802

ELEVATE GOVERNMENT AFFAIRS, LLC:

By: 
Name: Jeff Markey
Title: Co-Founder and Principal
Address: 440 First Street NW
Suite 550
Washington, DC 20001

SCHEDULE A

to

INDEPENDENT CONTRACTOR SERVICES AGREEMENT

by and between

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

and

ELEVATE GOVERNMENT AFFAIRS, LLC

All capitalized terms used herein shall be deemed to have the meanings set forth in the Independent Contractor Services Agreement by and between the Chelan Douglas Regional Port Authority (CDRPA) and Elevate, dated as of November 2, 2022. Pursuant to the Agreement, Elevate shall perform the following services for CDRPA:

1. Scope of Work:

Elevate will provide services in support of CDRPA's application to the FY 2023 Federal Aviation Administration (FAA) Airport Terminal Program (ATP) for its General Aviation terminal renovation project. These services will include, but are not limited to, the following:

- Provide general business and governmental consulting.
- Facilitate and engage with Congressional and Administration officials regarding CDRPA's FAA ATP application.
- Relationship building with key Washington state congressional delegation members and critical committee members and staff with funding and oversight over key FAA programs including but not limited to the ATP.
- Relationship building with the FAA.
- Seek letters of support and calls to FAA and/or U.S. Department of Transportation leadership from key Washington state congressional delegation members in support of CDRPA's application.
- Furnish office space and logistical support during Washington, DC visits.

Promising 2024 Federal Legislative Initiatives

• The Trades District Phase II (Senator Murray)	\$4,000,000
• G.A. Terminal Building Remodel (Senator Cantwell, Representative Schrier and Newhouse)	<u>\$3,090,585</u>
	Total \$7,090,585

Note: At risk if House goes Continuing Resolution (CR) past January 1, 2024, would trigger automatic 1% cut in federal budget

Promising 2024 Federal Legislative Initiatives

FAA Reauthorization Pending

Would reduce FAA local cost share from 10% to 5% for first 3 years of reauthorization

Enhanced Weather Surveillance Radar System

Positive initial meeting held with National Weather Service. Preliminary path forward identified



2024 Federal Legislative Priorities

1. If Necessary

- **Reintroduce Congressionally Directed Spending Requests**
 - **The Trades District Phase II** **\$ 4,000,000**
 - **G.A. Terminal Building Remodel** **\$ 3,090,585**
- **FAA Reauthorization**
 - **Reduce local cost share from a 10% match to 5% for rural communities with high federal land ownership**

2. Army National Guard Building

- **Design Funding**
(Total proposed cost estimate \$180 million)

3. Relocation of US Forest Service Wenatchee River Ranger District from downtown Leavenworth

- **Feasibility Study funding to determine an alternative location and cost estimate for a new US Forest Service facility. Study to include Regional Port Adaptive Reuse plans to transition current site into a Small Business Trades District.**

4. Commercial Air Service Minimum Revenue Guarantee

- **A federal prohibition on commercial airlines seeking “Minimum Revenue Guarantees”**

OR

- **Legislation authorizing small commercial service airports (less than 200,000 annual enplanements) to impose a User Fee on passengers**

5. National Weather Service

- **Funding for Radar System data collected via private deployed system**

6. Control Tower Feasibility Study – Pangborn Airport

7. Support authority of local airport operators to increase the passenger facilities charge up to \$8 per passenger.

Current:

\$4.50 per passenger – net to airport \$4.39

62,000 passengers \$4.39 = \$272,880

8. Congressionally Directed Spending Request

- **Alcoa property Reuse Study**
- **Lineage H Property adaptive reuse into Small Business Production Spaces**

Memo

To: Board of Directors

From: Tricia Degnan

Date: November 8, 2023

Re: Firefly IT Contract

The Board approved updates to the CDRPA Purchasing and Contracting Policy on June 13, 2023.

The following language was added to section 2.8 of the policy “If deemed necessary, longer initial contract terms or additional renewals shall be subject to review and approval by the Board of Directors”.

The current agreement and allowed extensions with Firefly for technical support will expire 12/31/23.

Staff is requesting the Board approve an extension of one year to the Firefly agreement to help support the CDRPA move to the CTC in 2024.

While our new AV person has not been hired as of yet, we are hoping once hired and trained, they could take over some of the managed services portions of the enclosed contract.

ADDENDUM (2) - PERSONAL SERVICES AGREEMENT FOR MANAGED IT SERVICES

THIS ADDENDUM modifies a PERSONAL SERVICES AGREEMENT between the Chelan Douglas Regional Port Authority, a Washington municipal corporation (the “Port”) and Max Glide, Inc dba Firefly Technologies (“Contractor”), sometimes collectively referred to as the “Parties.”

RECITALS

WHEREAS, on January 6, 2020, the parties executed a personal services agreement for Managed Information Technology Services (the “Agreement”).

WHEREAS, the Parties desire to extend the agreement to December 31, 2024.

ADDENDUM

NOW, THEREFORE, the Port and Contractor, in consideration of mutual covenants contained herein, and the Recitals set forth above which are incorporated herein by reference as part of the Agreement of the Parties, agree as follows:

1. Contractor will provide services, hardware, software, and other IT support as described in Exhibit A – Chelan Douglas Regional Port Authority 2024 Budget.
2. Contractor shall bill for services based on the rates described in Exhibit A – Chelan Douglas Regional Port Authority 2024 Budget.
3. Except as modified herein the Managed IT Services Agreement is hereby ratified by the parties and shall remain in full force and effect.

APPROVED:

APPROVED:

Dated: _____

Dated: _____

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

MAX GLIDE, INC dba FIREFLY TECHNOLOGIES

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____

Exhibit A

October 30, 2023

Chelan Douglas Regional Port Authority

Security Complete

2024 Budget

\$201,081.03



CDRPA Total

	2024 Budget	2023 Budget	%change
Hardware	16,100.25	36,854.52	-56.31%
Annual Software Renewal	9,203.16	10,009.72	-8.06%
Monthly Software Services	35,741.87	38,415.76	-6.96%
Managed IT Agreement	112,396.32	79,227.72	41.86%
Project	19,607.93	15,173.16	29.23%
Internet Services	3,935.66	3,909.60	0.67%
Website Services	4,095.84	5,261.72	-22.16%
Total	\$201,081.03	\$188,852.21	6.48%

Admin Total

Hardware	8,176.65	13,077.23	-37.47%
Annual Software Renewal	1,426.74	1,954.82	-27.01%
Monthly Software Services	17,632.97	17,497.81	0.77%
Managed IT Agreement	43,666.56	30,995.46	40.88%
Project	10,221.35	9,550.98	7.02%
Internet Services	0.00	0.00	0.00%
Website Services	2,577.54	2,577.54	0.00%
Total	\$83,701.82	\$75,653.83	10.64%

Video Conference Center Total

Hardware	4,452.60	3,529.50	26.15%
Annual Software Renewal	2,715.00	2,476.08	9.65%
Monthly Software Services	3,590.32	3,733.02	-3.82%
Managed IT Agreement	25,803.36	18,961.56	36.08%
Project	0.00	950.25	-100.00%
Internet Services	0.00	0.00	0.00%
Website Services	0.00	0.00	0.00%
Total	\$36,561.28	\$29,650.41	23.31%

CTC Total

Hardware	1,954.80	2,362.05	-17.24%
Annual Software Renewal	5,061.41	3,634.84	39.25%
Monthly Software Services	4,033.40	5,762.10	-30.00%
Managed IT Agreement	14,335.20	10,751.40	33.33%
Project	0.00	543.00	-100.00%
Internet Services	3,935.66	3,909.60	0.67%
Website Services	760.20	1,357.50	-44.00%
Total	\$30,080.68	\$28,320.49	6.22%

Airside Staff Total			
Hardware	1,516.20	17,885.75	-91.52%
Annual Software Renewal	0.00	1,943.99	-100.00%
Monthly Software Services	10,485.17	11,422.83	-8.21%
Managed IT Agreement	28,591.20	18,519.30	54.39%
Project	9,386.58	4,128.94	127.34%
Internet Services	0.00	0.00	0.00%
Website Services	758.10	1,326.68	-42.86%
Total	\$50,737.25	\$55,227.48	-8.13%

Totals By Category			
R&M	113,750.07	101,098.28	12.51%
Computers-Hardware	33,196.70	30,157.12	10.08%
Software-Reference	54,134.25	57,596.80	-6.01%
Total	\$201,081.03	\$188,852.21	6.48%

Hardware

Admin	QTY	Price	2024 Budget	
Workstation	1	7,550.00	7,550.00	C&H
Server	0		0.00	C&H
Switches	0		0.00	C&H
Ruckus Access Points	0		0.00	C&H
Firewall	0		0.00	C&H
Labor	10	0.00	0.00	R&M
Sub Total			\$7,550.00	
WA Sales Tax			\$626.65	
Total			\$8,176.65	

VCC	QTY	Price	2024 Budget	
Workstation	1	4,100.00	4,100.00	C&H
Server	0		0.00	C&H
Switches	0		0.00	C&H
Ruckus Access Points	0		0.00	C&H
Firewall	0		0.00	C&H
Labor	9.5	0.00	0.00	R&M
Sub Total			\$4,100.00	
WA Sales Tax			\$352.60	
Total			\$4,452.60	

CTC	QTY	Price	2024 Budget	
Workstation	1	1,800.00	1,800.00	C&H
Server	0		0.00	C&H
Switches	0		0.00	C&H
Ruckus Access Points	0		0.00	C&H
Firewall	0		0.00	C&H
Labor	2.5	0.00	0.00	R&M
Sub Total			\$1,800.00	
WA Sales Tax			\$154.80	
Total			\$1,954.80	

Airside Staff	QTY	Price	2024 Budget	
Workstation	1	1,400.00	1,400.00	C&H
Server	0	0.00	0.00	C&H
Switches	0	0.00	0.00	C&H
Ruckus Access Points	0	0.00	0.00	C&H
Sonicwall TZ500 EOL	0	0.00	0.00	C&H
Labor	3.5	0.00	0.00	R&M
Sub Total			\$1,400.00	
WA Sales Tax			\$116.20	
Total			\$1,516.20	

Hardware
Suggested Hardware Rotation

Entity	Workstation Name	PC Price	Hours to install
Admin	Donn Lenovo E16	1,300.00	2.5
	Accounting-PC3	1,800.00	2.5
	Monica-PC2	1,800.00	2.5
	Sarah-PC2 to Laptop w/ dock	2,650.00	2.5
VCC	EBR-PC2	1,400.00	2.5
	ZoomRoom2	2,700.00	6
	Rotate ZoomRoom2 to VMIX2	0	1
CTC	Tricia-PC2	1,800.00	2.5
	CTC-Surface--Wait until 2025	-	0
	Rotate Tricia-PC2 to Manuel PC3	0	0
Airside	FBO-Serv	-	0
	Todd-PC2	1,400.00	2.5
	FBO-PC2	-	0
	Rotate FBO-PC2 to FBO-Kiosk	0	1
R&M	-		
Computers-Hardware	16,100.25		
Software-Reference	-		
Total	\$16,100.25		

Annual Software Renewal

Admin Total	QTY	Price	2024 Budget	
Sonicwall TZ 400	1	1,317.40	1,317.40	S&R S&R

Sub Total			\$1,317.40	
WA Sales Tax			\$109.34	
Total			\$1,426.74	

VCC Total	QTY	Price	2024 Budget	
Nomadix Renewal	1	2,500.00	2,500.00	S&R S&R

Sub Total			\$2,500.00	
WA Sales Tax			\$215.00	
Total			\$2,715.00	

CTC Total	QTY	Price	2024 Budget	
Sonicwall NSA 3600	1	4,660.60	4,660.60	S&R S&R

Sub Total			\$4,660.60	
WA Sales Tax			\$400.81	
Total			\$5,061.41	

Airside Staff Total	QTY	Price	2024 Budget	
Replace TZ500 with TZ470	0	-	-	S&R S&R

Sub Total			\$0.00	
WA Sales Tax			\$0.00	
Total			\$0.00	

R&M		0.00	
Computers-Hardware		0.00	
Software-Reference		\$9,203.16	
Total		\$9,203.16	

Monthly Software Services

Admin Total	QTY	2024 Budget		
Axcient Server(includes STHELENS)	5	125.00	625.00	S&R
Axcient Workstation	7	15.00	105.00	S&R
Microsoft Office 365 G1 GCC	6	8.80	52.80	S&R
Microsoft 365 Exchange Online	16	4.00	64.00	S&R
Microsoft 365 Apps for Enterprise	19	12.00	228.00	S&R
Email Filtering	21	7.00	147.00	S&R
Email Archiving	18	7.50	135.00	S&R
Monthly Total			1,356.80	S&R
Sales Tax			112.61	
Monthly Total with Tax			1,469.41	
Annual Total			\$17,632.97	

VCC Total	QTY	2024 Budget		
Axcient Server	1	125.00	125.00	S&R
Axcient Workstation	7	15.00	105.00	S&R
Microsoft Office 365 G1 GCC	0	8.80	0.00	S&R
Microsoft 365 Exchange Online	1	4.00	4.00	S&R
Microsoft 365 Apps for Enterprise	1	12.00	12.00	S&R
Email Filtering	1	7.00	7.00	S&R
Email Archiving	3	7.50	22.50	S&R
Monthly Total			275.50	S&R
Sales Tax			23.69	
Monthly Total			299.19	
Annual Total			\$3,590.32	

CTC Total	QTY	2024 Budget		
Axcient Server(removed Baker)	1	125.00	125.00	S&R
Axcient Workstation	2	15.00	30.00	S&R
Microsoft Office 365 G1 GCC	2	8.80	0.00	S&R
Microsoft 365 Exchange Online	5	4.00	20.00	S&R
Microsoft 365 Apps for Enterprise	4	12.00	48.00	S&R
Email Filtering	7	7.00	49.00	S&R
Email Archiving	5	7.50	37.50	S&R
Monthly Total			309.50	S&R
Sales Tax			26.62	
Monthly Total			336.12	
Annual Total			\$4,033.40	

Monthly Software Services

Airside Staff Total	QTY	2024 Budget		
Axcient Server	3	125.00	375.00	S&R
Axcient Workstation	5	15.00	75.00	S&R
Microsoft Office 365 G1 GCC	1	8.80	8.80	S&R
Microsoft 365 Exchange Online	14	4.00	56.00	S&R
Microsoft 365 Apps for Enterprise	8	12.00	96.00	S&R
Email Filtering	13	7.00	91.00	S&R
Email Archiving	14	7.50	105.00	S&R
Monthly Total			806.80	S&R
Sales Tax			66.96	
Monthly Total			873.76	
Annual Total			\$10,485.17	
R&M	0.00			
Computers-Hardware	0.00			
Software-Reference	\$35,741.87			
Total	\$35,741.87			

Managed IT Agreement

Admin Total	QTY	2024 Budget		
Workstation/Server(includes ST Helens)	33	100.00	3300.00	R&M
Wireless	3	20.00	60.00	R&M
Monthly Total			3,360.00	R&M
Sales Tax			278.88	
Monthly Total			3,638.88	
Annual Total			\$43,666.56	

VCC Total	QTY	2024 Budget		
Workstation/Server	18	100.00	1800.00	R&M
Wireless	9	20.00	180.00	R&M
Monthly Total			1,980.00	R&M
Sales Tax			170.28	
Monthly Total			2,150.28	
Annual Total			\$25,803.36	

CTC Total	QTY	2024 Budget		
Workstation/Server(doesn't include Baker)	11	100.00	1100.00	R&M
Wireless	0	20.00	0.00	R&M
Monthly Total			1,100.00	R&M
Sales Tax			94.60	
Monthly Total			1,194.60	
Annual Total			\$14,335.20	

Airside Staff Total	QTY	2024 Budget		
Workstation/Server	19	100.00	1900.00	R&M
Wireless	15	20.00	300.00	R&M
Monthly Total			2,200.00	R&M
Sales Tax			182.60	
Monthly Total			2,382.60	
Annual Total			\$28,591.20	

R&M	112,396.32
Computers-Hardware	0.00
Software-Reference	0.00
Total	\$112,396.32

Projects

CDRPA-Admin	QTY	Price	2024 Budget	
48 Port Switch	2	3,220.00	6,440.00	C&H
Cloud Key	1	279.00	279.00	C&H
Remote PDU	1	400.00	400.00	C&H
Building Move 2024	30	-	-	R&M
Switches to move to CTC Building	3	-	-	R&M
New Hire - Capital Project Manager(Ryan's PC)	3	-	-	R&M
Phone Upgrade-Shoretel Server	10	125.00	1,250.00	R&M
Windows 2022 Server License - Phone Server	1	1,069.00	1,069.00	S&R

Sub Total	\$9,438.00
WA Sales Tax	\$783.35
Total	\$10,221.35

VCC Projects	QTY	Price	2024 Budget	
Setup AV New Hire - Use Post Production PC	3	-	-	R&M

Sub Total	\$0.00
WA Sales Tax	\$0.00
Total	\$0.00

CDRPA-CTC	QTY	Price	2024 Budget	
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Sub Total	\$0.00
WA Sales Tax	\$0.00
Total	\$0.00

CDRPA-Airside Projects	QTY	Price	2024 Budget	
Waterville Camera Carry Over	7	-	-	R&M
Upgrade TZ500 to TZ470 w/ 3 year support	1	2,937.20	2,937.20	C&H
TZ470 Configuration and Install	2	-	-	R&M
48 Port Switch	1	3,220.00	3,220.00	C&H
24 Port Switch	1	1,680.00	1,680.00	C&H
Cloud Key	1	280.00	280.00	C&H
Switch Install	3	-	-	R&M
Rackmount Kit	1	150.00	150.00	C&H
Remote PDU	1	400.00	400.00	C&H
Airport Move	10	-	-	R&M
GA Terminal Temp Office Move	10	-	-	R&M

Sub Total	\$8,667.20
WA Sales Tax	\$719.38
Total	\$9,386.58

R&M	\$1,353.75
Computers-Hardware	\$17,096.45
Software-Reference	\$1,157.73
Total	\$19,607.93

Internet Services

CTC	QTY	Amount	2024 Budget	
Internet 1 GB with IP Address Block/26	12	302.00	3,624.00	S&R
Sub Total			\$3,624.00	
WA Sales Tax			\$311.66	
Total			\$3,935.66	

R&M	0.00
Computers-Hardware	0.00
Software-Reference	3,935.66
Total	\$3,935.66

Website Services

Admin	QTY	Amount	2024 Budget	
Domain Renewal with privacy service	14	50.00	700.00	S&R
Website Hosting	4	420.00	1,680.00	S&R
Sub Total			\$2,380.00	
WA Sales Tax			\$197.54	
Total			\$2,577.54	

CTC	QTY	Amount	2024 Budget	
Domain Renewal with privacy service	2	50.00	100.00	S&R
Website Hosting	1	600.00	600.00	S&R
Sub Total			\$700.00	
WA Sales Tax			\$60.20	
Total			\$760.20	

Airport Staff	QTY	Amount	2024 Budget	
Domain Renewal with privacy service	2	50.00	100.00	S&R
Website Hosting	1	600.00	600.00	S&R
Sub Total			\$700.00	
WA Sales Tax			\$58.10	
Total			\$758.10	

Websites	Per Month
Port of Chelan	35.00
Port of Douglas	35.00
CDRPA	35.00
Choose Chelan/Douglas County	35.00
Pangborn Airport	50.00
CTC Technology	50.00
Total per month	240.00

R&M	0.00
Computers-Hardware	0.00
Software-Reference	4,095.84
Total	\$4,095.84

Domains

CDRPA-Admin

ccpd.com	
portofdouglas.org	
portofchelancounty.com	
chelancountyproperties.com	
choosechelancounty.com	
cdrpa.org	
cdrpa.net	
choosechelandouglascounties.com	
chelandouglasregionalport.com	
chelandouglasregionalport.net	
chelandouglasregionalport.org	
chelandouglasregionalportauthority.com	
chelandouglasregionalportauthority.net	
chelandouglasregionalportauthority.org	
Total CDRPA-Admin	14

CTC

ncwctc.com	
confluencetechnologycenter.com	2

Pangborn

flyeat.org	
pangbornairport.com	2
flywenatchee.com - 6/25/25	

SSL

Free

Total	-
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2024 Budget

Sales Tax Rate

Chelan County Sales Tax	8.60%
Douglas County Sales Tax	8.30%
Labor Rate	125.00

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
OWNERSHIP ALLOCATION MEMO
CORNELIUS HOLDINGS, LLC PROPERTY ACQUISITION
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020
DOUGLAS COUNTY, WA PARCEL #22210840002**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of the policy addresses real property acquired after January 1, 2020. Under that section, the Board of Directors is required to adopt in advance an Ownership Allocation Memo as a means to allocate the percentage ownership of real property.

The Board of Directors has an interest in purchasing the Cornelius Holdings, LLC property located in East Wenatchee, Washington with a parcel number of 22210840002. The property encompasses approximately 5.56 acres with an anticipated acquisition price of \$775,000.

Because the source of funds for the purchase will not be directly from either port district, the real estate will be owned by the Chelan Douglas Regional Port Authority.

In the event of dissolution of the Chelan Douglas Regional Port Authority, the parcel will be allocated to the two Port Districts based on the percentage of 2023 budgeted tax receipts, which calculates to 25% ownership by the Port of Douglas and 75% ownership by the Port of Chelan.

Once acquired, the Chelan Douglas Regional Port Authority shall manage the Cornelius Holdings, LLC property pursuant to and consistent with CDRPA Resolution No. 2020-02.

Board approved and signed this 14th, day of November 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

Donn Etherington, Director

W. Alan Loeb sack, Director

Richard DeRock, Director

Mark Spurgeon, Director

JC Baldwin, Director

Jim Huffman, Director

**Chelan Douglas Regional Port Authority
Investment Report
As of September 30, 2023**

	<u>Purchase Date</u>	<u>Face Value</u>	<u>Market Value</u>	<u>Rate</u>	<u>Yield</u>	<u>Maturity</u>	<u>3rd Qtr Interest</u>	<u>YTD Interest</u>
<u>Treasury Obligations</u>								
US Treasury Note	Jan-22	\$ 500,000	\$ 497,839.27	0.375	0.864	10.31.2023	\$ -	\$ 937.50
US Treasury Note	Aug-21	\$ 500,000	\$ 455,781.25	0.250	0.652	08.31.2025	\$ 625.00	\$ 2,675.00
US Treasury Note	Oct-22	\$ 570,000	\$ 512,576.95	0.500	4.430	02.28.2026	\$ 1,425.00	\$ 1,425.00
<u>US Government Agency Securities</u>								
Federal Natl Mortgage Assn	Feb-20	\$ 500,000	\$ 494,689.09	2.500	1.396	02.05.2024	\$ 6,250.00	\$ 12,500.00
Federal Home Loan Bank	Feb-20	\$ 500,000	\$ 487,801.24	2.875	1.392	09.13.2024	\$ 7,187.50	\$ 14,375.00
Federal Natl Mortgage Assn	Feb-20	\$ 500,000	\$ 477,144.80	1.625	1.423	01.07.2025	\$ 4,062.50	\$ 8,125.00
Federal Farm Credit Bank	Dec-22	\$ 585,000	\$ 515,675.81	0.600	3.916	08.18.2026	\$ 1,755.00	\$ 3,510.00
<u>Matured</u>								
Federal Home Loan Mtg Corp	Feb-20	\$ 500,000	\$ 500,000.00	2.750	1.356	06.19.2023	\$ -	\$ 6,875.00
		<u>\$ 4,155,000</u>	<u>\$ 3,941,508.41</u>					

Chelan Douglas Regional Port Authority - Lease Report
Leases & Renewals - Reporting Period OCTOBER 2023 | CDRPA Related
Meeting: NOVEMBER 14, 2023

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
Vamonos Junk Haulers	3351 SE 2nd Street East Wenatchee, WA	2,300 Sq Ft Building	10/1/2023	10/1/2023 - 9/30/2024	\$2,200.00
Hurst International, LLC	5431 Sunset Hwy Cashmere, WA	Adding 288 Sq Ft	10/11/2023	thru 10/31/2024	\$216.00

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
8/11/2023	Rolling Frito-Lay	130 Technology Way #IB9	15,000 Sq Ft	10/1/2023 - 09/30/2025	10/01/2023 – 09/30/2024 \$15,000.00 10/01/2024 – 09/30/2025 \$15,450.00

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
Cute Dumplings	Terminal Building Restaurant	Kitchen	10/12/2023	\$350.00	

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.

Chelan Douglas Regional Port Authority - Lease Report
Leases & Renewals - Reporting Period OCTOBER 2023 | CTC Related
Meeting: NOVEMBER 14, 2023

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
None Reported for this Period					

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
Forsgren	285 Tech Center Way Suite 145 Wenatchee, WA	1,413 sq ft	10/16/2023	M2M	\$3,414.75

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
National Financial Literacy Campaign	CTC South Suite A	138 sq ft	10/26/2023	\$527.16	

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.

Chelan Douglas Regional Port Authority - Lease Report
Leases & Renewals - Reporting Period OCTOBER 2023 | AVIATION Related
Meeting: NOVEMBER 14, 2023

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
None Reported for this Period					

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
None Reported for this Period					

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
Anders & Joanna Wiggum	Executive Flight / Hangar One Campbell Parkway	Aviation Hangar	9/30/2023	\$385.00	
J&FP Air LLC Nick Plath	Executive Flight / Hangar One Campbell Parkway	Aviation Hangar	10/31/2023	\$385.00	

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.

Chelan Douglas Regional Port Authority

Current Available Space for Lease

Meeting: November 11.14.2023

Current Available Space for Lease		
Space Available	SQFT or Acres	Details
CTC South Suite #108	1070 sq ft \$25 per sq ft 2023 \$26 per sq ft 2024	Unfurnished & Windowless
CTC Suite #133	290 sq ft \$25 per sq ft 2023 \$26 per sq ft 2024	Unfurnished
CTC Suite #110	319 sq ft \$25 per sq ft 2023 \$26 per sq ft 2024	Furnished with TWO work-stations
CTC South Suite #103	138 sq ft \$25 per sq ft 2023 \$26 per sq ft 2024	Unfurnished
CTC Suite LL2	9,240 sq ft \$14 per sq ft 2023	Unfurnished / TI Needed
CTC Third Floor	20,155 sq ft \$28 per sq ft 2023	Unfurnished / TI Needed
Cashmere Mill District Building B	3,056 sq ft	Demising wall may be needed
Kelly Property Barn Chelan, WA	7200 sq ft	Barn

Chelan Douglas Regional Port Authority

Space Available Soon for Lease

Meeting: November 11.14.2023

Current Available Space for Lease		
Space Available	SQFT or Acres	Details
CTC – South Suite #107	126 sq ft \$25 per sq ft 2023 \$26 per sq ft 2024	Available Mid-November 2023 Unfurnished
CTC Suite LL1	9,430 sq ft \$14 per sq ft 2023	Available March 1, 2024 Unfurnished
CTC Suite #201	9,855 sq ft \$28 per sq ft 2023	Available March 1, 2024 Unfurnished
IB-5	38,119 sq ft	Available March 1, 2024
CTC Suite #202	8,810 sq ft \$28 per sq ft 2023	Available TBD Pending fire alarm work Unfurnished

Note: : For CTC Spaces, if less than the full floor is leased a building load factor of 13% will be added to the square feet.

2023 CDRPA Calendar of Events

NOVEMBER 2023

Date:	Time:	Event:	Location:	Attending:
14-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
21-Nov	12:00pm	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
23-Nov	All Day	Thanksgiving Holiday - Office Closed	All Offices	CDRPA Staff
24-Nov	All Day	Thanksgiving Holiday - Office Closed	All Offices	CDRPA Staff
28-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

DECEMBER 2023

Date:	Time:	Event:	Location:	Attending:
5-8 Dec	All Day	WPPA 2023 Annual Meeting	Hilton: Vancouver	Commissioners Baldwin, Spurgeon, Etherington & DeRock; Kuntz, Lough and de Mestre
8-Dec	2:30pm	Community Leadership Program Presentation	Executive Flight	Jim Kuntz
12-Dec	9:00am	Cancelled: CDRPA Board Meeting	CTC	Board of Directors; Staff
12-Dec	1:00pm	Tri-Commission Meeting	CTC	Board of Directors; Staff
13-Dec	2:30pm-4:00pm	Douglas County Community Leadership Advisory Group	Executive Flight	Commissioner DeRock, Commissioner Huffman and Kuntz; Advisory Group members
14-Dec	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
19-Dec	12:00pm	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
19-Dec	9:00am	CDRPA Special Meeting	CTC	Board of Directors; Staff
25-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff
26-Dec	9:00am	Cancelled: CDRPA Board Meeting	CTC	Board of Directors; Staff
26-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff