



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
January 9th, 2024
9:00 a.m.**

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. PUBLIC COMMENT

V. OATH OF OFFICE

- **Commissioner Baldwin**
- **Commissioner DeRock**
- **Commissioner Spurgeon**

VI. Election of Chelan Douglas Regional Port Authority Officer Positions

VII. CONSENT AGENDA

- **CDRPA:** Approval of the December 12th, 2023 Tri-Commission Meeting Minutes, December 19th, 2023 Special Meeting Minutes, CDRPA Resolution 2024-01 Voiding Check #12321, CDRPA Resolution 2024-02 Voiding Check #12444, CDRPA Resolution 2024-03 Voiding Check #12450, Calendar of Events, Check Register Pages #2023-50 through #2023-52, including Electronic Transfers and November 2023 Commission Calendar.

VIII. PRESENTATION – RESTORE Coalition – Kevin Gluba (9:30 a.m.)

**IX. CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS
(Public Comment Opportunity)**

- (1) Central Washington Motorcycle Training – Pangborn Business Park Covenant Waiver
- (2) Chelan County PUD Lease Extension – Industrial Building #5

- (3) CheckSix AeroSolutions – Temporary Request to Waive Airport Minimum Standards (10:00 a.m.)
 - Cooper/Hilles Hangar – Not Designated for Commercial Aviation Activity
 - Commercial Aviation Activity Minimum Space Requirements of 4,500 Sq. Ft.
- (4) GA Terminal Apron Underground Storage Tank Removal Project - Authorization to Bid
- (5) Executive Flight Building - AFFF and Suppression Piping Replacement – Authorization to Bid
- (6) IB#9 Canopy Roofing Installation – Authorization to Award
- (7) Amend Federal Governmental Affairs Agreement – Elevate Governmental Affairs, LLC
- (8) Amend Professional Services Agreement – Bernardo Wills
- (9) CEO Cost of Living Adjustment

X. SUGGESTED BREAK: 10 MINUTES

XI. PORT OF CHELAN COUNTY ACTION ITEMS (Public Comment Opportunity)
 (10) Election of Officer Positions

XII. PORT OF CHELAN COUNTY INDUSTRIAL DEVELOPMENT CORP
 (11) Election of Officer Positions
 (12) Approval of Minutes of January 9th, 2024

XIII. PORT OF DOUGLAS COUNTY ACTION ITEMS (Public Comment Opportunity)
 (13) Election of Officer Positions

XIV. PORT OF DOUGLAS COUNTY INDUSTRIAL DEVELOPMENT CORP
 (14) Election of Officer Positions
 (15) Approval of Minutes of January 9th, 2024

XV. INFORMATIONAL ITEMS (Board may act on any item listed)
 (16) Douglas County Tax Increment Financing District - RFP
 (17) Badger Mountain Brewing Replacement Tenant - RFP
 (18) Regional Sports Complex Phase I Report
 (19) Proposed 2024 Port Commission Liaison Assignments

XVI. MISCELLANEOUS STAFF REPORTS

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

XVII. PUBLIC COMMENT

XVIII. REVIEW CALENDAR OF EVENTS

XIX. ITEMS FROM BOARD OF DIRECTORS

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

XVII. 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.

Memo

To: Board of Directors

From:  Jim Kuntz

Date: January 4, 2024

Re: Election of Officers

Chelan Douglas Regional Port Authority

Consistent with the policy governing election of Board Officers positions (see attached), the proposed officers for calendar year 2024 would be as follows:

Director Etherington
Director Huffman
Director DeRock
Director Loeb sack

President
Vice President
Secretary
Treasurer

Port of Chelan County

There is no established policy on electing officer positions. If the current rotation schedule is maintained, the proposed officers for calendar year 2024 would be as follows:

Commissioner DeRock
Commissioner Baldwin
Commissioner Etherington

President
Vice President
Secretary

Port of Douglas County

There is no established policy on electing officer positions. If the current rotation schedule is maintained, the proposed officers for calendar year 2024 would be as follows:

**Commissioner Spurgeon
Commissioner Huffman
Commissioner Loeb sack**

**President
Vice President
Secretary**

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
POLICY GOVERNING ELECTION OF BOARD OF DIRECTOR OFFICER POSITIONS**

INTRODUCTION

To provide for an equitable, orderly, and transparent process in the election of Board of Director officer positions.

POLICY

Commencing January 1, 2020, the below officer position rotation schedule shall be in effect. Officer positions are for one year (Jan 1- Dec 31) and officer positions move up each year.

		Current Commissioner
President:	Port of Chelan Commissioner District #3	Commissioner Turner
Vice President:	Port of Douglas Commissioner District #2	Commissioner Loeb sack
Secretary:	Port of Chelan Commissioner District #2	Commissioner Baldwin
Treasurer:	Port of Douglas Commissioner District #3	Commissioner Spurgeon
Commissioner:	Port of Chelan Commissioner District #1	Commissioner Etherington
Commissioner:	Port of Douglas Commissioner District #1	Commissioner Huffman

In a given year, the offices of President and Secretary shall be held by Commissioners from a single Port Commission and the offices of Vice-President and Treasurer shall be held by Commissioners from the other Port Commission. The intent is for the officers of the Regional Port Authority to alternate between the two Ports each year. In the event of a vacancy, followed by an appointment, or the election of a new Commissioner, that position will move to the bottom of the rotation for that Port Commission. If two Commissioners are elected at the same time, where one is from each Commission, the order at the bottom of the rotation shall be determined with the foregoing in mind. If two or more Commissioners are elected at the same time for one Port Commission, that Port Commission shall determine the order at the bottom of the rotation for that Port Commission.

Adopted by the Chelan Douglas Regional Port Authority on December 17th, 2019.

RESTORE COALITION EVOLUTION

A NEW STRATEGIC APPROACH – RESTORE
COALITION 501(C)(6) FORMATION:

January 2024

PROPOSED BY
RASKY PARTNERS, INC.



RASKY PARTNERS, INC.



INTRODUCTION



Following our efforts over the past year to advance the RESTORE coalition's agenda and as the FAA has been extended through a Continuing Resolution (CR) until March 8th, there becomes an even bigger opportunity for fundamental changes for rural and small community airports for the next several Congresses.

With that opportunity in mind, we would like to propose a new strategic approach to grow the RESTORE coalition and increase its influence and ability to effectively advocate for regional airports, the communities they serve and the businesses they support.

A NEW STRATEGIC APPROACH

As we know, rural and municipal airports, despite being neglected by federal funding opportunities, play an essential role in connecting our communities, facilitating economic development, and supporting emergency services. However, especially over the past several years, they have faced significant challenges in accessing federal funding and resources, which hinders their ability to modernize infrastructure and maintain daily air service.

This also has a negative economic impact on the communities they serve, and we believe there is an opportunity to take this fight out of the halls of Congress, with a few select decision makers and their staffs and committee rooms in Washington DC and put it, in at least some measure, back into the hands of the communities and constituents these airports serve.

Therefore, we recommend the next stage of the RESTORE coalition's evolution center around the establishment of a 501(c)(6) nonprofit organization dedicated to advocating for federal funding and opportunities for rural and small community airports in Congress. As the aviation industry continues to evolve, it is crucial that we ensure the viability and growth of these vital transportation hubs, and a 501(c)(6) organization we believe will help us to do that.

We believe that the creation of a 501(c)(6) organization will be useful as they are a tax -exempt nonprofit entity that primarily serves the interests of its members who are typically businesses, trade associations, professional organizations, or industry groups. Unlike 501(c)(3) organizations, which are focused on charitable, educational, or religious activities, 501(c)(6) organizations are designed to support and advance the collective interests of their member businesses or industries.

***We have offered a more in-depth description of a 501(c)(6) in the appendix section of this memo.

A NEW STRATEGIC APPROACH

As a member -based institution, we will be able to continue our traditional approach to lobbying efforts while simultaneously increasing our advocacy efforts to influence Congress, local and state -based governments, and educating our communities around the importance and economic impact of regional airports.

This 501(c)(6) organization would give us the ability to recruit and incorporate various other stakeholders who could help fund a larger, directed effort -giving a more powerful voice to small community and rural airports.

We propose we build this new organizational structure through outreach to similar regional airports from allied rural and small community airports, allied organizations, regional airlines and regional airline manufacturers who we feel could all use a stronger voice in Washington, DC and whose businesses and communities have suffered due to lack of support from Congress.

Current Sustaining Members

- Williamsport, PA
- Del Rio, TX

Supporting Members

- Elmira, NY
- Jamestown, NY
- Wenatchee, WA
- Yakima, WA
- Hagerstown, MD
- Lake Cumberland, KY
- Topeka, KS

A NEW STRATEGIC APPROACH

One of the goals, now that we have launched and have made some beneficial progress, is to secure financial commitments from supporter airports currently affiliated with RESTORE. We would then like to recruit a few more airports to join the coalition. The goal is not to grow as big as possible, but to be strategic and targeted in which airports we want as part of the coalition.

REGIONAL AIRPORTS

- Dubuque, IA
- Evansville, IN
- Twin Falls, ID
- Pocatello, ID
- Riverton, WY
- Rochester, MN

These are airports that have lost 60% or more air service and are not currently EAS airports, and some are strategically important because members on Senate Commerce (Moran; Lummis; Young; Peters)

OTHER ORGANIZATIONS

- Regional Airline Association (RAA) – RAA hosts the Rally for Air Service group that is fighting to increase the age of retirement from 65 to 67.
- Airports Council International – They represent airports large and small. EAS is tricky for them because they represent many airports large and small, but could be supportive of our other issue priorities.

A NEW STRATEGIC APPROACH

REGIONAL AIRLINES

The regional airlines directly benefit from EAS, SCASD, and MRG's from airports. RAA represents the major regional airlines, but some could be interested in joining RESTORE with our specific focus.

- SkyWest
- Southern Airlines
- GoJet Airlines
- Air Wisconsin Airlines

REGIONAL AIRCRAFT MANUFACTURERS

The manufacturers of airplanes that service mainly regional airports would likely benefit from more funding from these federal programs supportive of increasing rural and smaller regional airport daily air service. Some manufacturers have turbo-prop aircraft that are smaller than 75 seats that are better-tailored to rural routes. Some have technically advanced lower-emission/highly fuel-efficient soon-to-be-released aircraft. But regardless, more rural routes mean more ability to sell these aircraft to US-based airlines.

RURAL BUSINESS INTERESTS - AGRIBUSINESS INDUSTRIES (not aircraft-related)

Rural America still has thriving manufacturing and agribusiness interests throughout the United States, even while rural air routes are decreasing. "The Breadbasket of the World" includes global Fortune 500 businesses that, either through pure self-interest (such as nearby rural airports located next to busy manufacturing or management operations) or through corporate social responsibility, have a vested interest in expanding rural air service and could support financially RESTORE's efforts.

- John Deere
- Corning, Inc.
- Archer Daniels Midland

GROWTH IN TECHNOLOGY INDUSTRY IN RURAL AMERICA

Rural America has seen a boom in investment from technology giants and this investment is creating thousands of jobs, including data centers and semiconductor supply chain. But with lack of daily air service, sustaining and maintaining this growth will present a challenge and lack of air service becomes a negative quality of life issue.

RESTORE COALITION SUMMARY

In order to better understand where we would like to take the RESTORE Coalition, it's important that we understand what we've accomplished and the obstacles/opportunities we see for this coalition in the near future.

Mission Statement:

The RESTORE Coalition is committed to advocating for federal funding, regulatory support, and strategic opportunities that promote the sustainability, safety, and economic development of rural and municipal airports, and the communities they serve across the United States.

Since its creation in June 2023, RESTORE has built a reputation as a credible organization that has, in a short period of time, developed bipartisan support to make changes to an air service system that is biased toward larger communities at the behest of rural America.

RESTORE COALITION'S ACCOM

- Kicked off in June 2023 with an issues website and Twitter account.
- Developed a working relationship with Senate Commerce, Science and Transportation Committee (Majority & Minority), giving feedback on FAA Reauthorization, supportive of small and rural airports.
- Roundtable with Senate Commerce in June on rural airport issues. FAA Reauthorization is extended until Dec. 31st.
- Have met with multiple members of Congress on behalf of the small and rural airports (Cantwell, Cruz, Casey, Fetterman, McConnell, Rogers, Meuser, Gonzalez, Langworthy, Gluesenkamp Perez, and more). Developing champions of most and potential cosponsors for RESTORE's priority legislation.
- EAS: Exploring ways to improve and expand EAS to include airports not currently eligible due to problematic past rule changes.
- SCASD: Working with Rep Dan Meuser and Senator Casey to develop an "Enhanced SCASD" grant for airports that aren't currently eligible for EAS (up to \$3 million for an MRG) but already hold a SCASD award.
- EDA: Looking at including language in Economic Development Administration authorization that would be focused on supporting small and rural airports who have lost all or most daily air service. A possible avenue is getting programmatic language that would include the ability to receive a grant for an MRG (up to \$3 million).
- New Air Service Demonstration Program: A program that would provide a 3 -year, MRG, for airports not in EAS. Similar to SCASD, but a 3 -year commitment. In development but a viable alternative to the EAS issue (EAS major opposition in current congress). Rep. Hal Rogers on Appropriations is the current champion.

RESTORE COALITION IN THE NE

Since June, the Restore Coalition has generated multiple national media stories, calling attention to the importance of funding regional airports and the communities they serve.

These include pieces in NPR's All Things Considered and Politico Influencer as well as local and regional news sources.



WAMU 88.5
AMERICAN UNIVERSITY RADIO

BUSINESS

More small airports are being cut off from the air travel network. This is why

September 4, 2023 · 5:25 AM ET

Heard on [Morning Edition](#)

By [Adam Bearne](#)



POLITICO Influence

Delivered daily, Influence gives you a comprehensive rundown and analysis of all lobby hires and news on K Street.

Regional airports lobby for federal help amid service cuts

By CAITLIN OPRYSKO | 06/09/2023 05:42 PM EDT

With help from Daniel Lippman

REGIONAL AIRPORTS LOBBY FOR FEDERAL HELP: Regional airports and other community stakeholders are launching a new coalition pressing lawmakers to revamp federal programs aimed at keeping small airports afloat following [service cuts by large airlines in recent years](#).

WILLIAMSPORT SUN-GAZETTE

Airport coalition formed to RESTORE service

NEWS

JUN 12, 2023

FROM STAFF
REPORTS

A group of airports and concerned stakeholders have launched an advocacy coalition, RESTORE Air Service. RESTORE (Restoring Essential Service to Our Rural Economies) is comprised of airports and regional stakeholders that have lost significant — if not all — daily air service since the pandemic.

ON THE HORIZON FOR THE RESTORE COALITION

While these accomplishments and press coverage are a strong beginning to our efforts, we want to help things get to the next level for our coalition. We believe that through the creation of a 501(c)(6) we can further grow RESTORE's power and influence and make more permanent changes to the daily air service industry that, finally, would be favorable to rural and smaller communities in the long-term.

This coalition and the resources made available through our efforts will allow us to approach upcoming legislative issues with more force and organizational power.

Some of the upcoming issues we anticipate over the next several weeks and months include:

- FAA reauthorization was extended to March 8th, so many opportunities to continue to push RESTORE priorities over the next few months. Goal is to get \$\$ to airports currently in the RESTORE Coalition for increased daily air service. We will need continued engagement with the Senate Commerce, Science and Transportation Committee and RESTORE champions in Congress.
- Longer-term RESTORE 2.0—We have developed a growing following of small and rural airports. We should discuss a small rebrand of RESTORE to become a more powerful lobbying body, influence appropriations, and secure more federal funding in the long-term for small and rural airports, not just focused on FAA reauthorization. This could range from expanding funding for programs like EAS, SCASD, and EDA but also developing a mechanism through appropriations to enable for Community Project Funding (Earmarks) to be used as MRG's and for marketing purposes to help attract daily air service.
- Meeting with White House Infrastructure Czar & US Secretary of Transportation. Request interagency working group on small and rural airport issues with daily air service. An "all of the above" approach needs to be adopted at the Agency level and this should be a White House-level priority.

ON THE HORIZON FOR THE RESTORE COALITION

- **GAO Report to Congress:** RESTORE members are informing the GAO report that was issued by the House of Representatives to identify issues with current funding programs that are supposed to support small and rural airports. This report is due back to Congress by the 1st quarter of 2024 and needs to have real policy fixes to inform legislators in Washington, DC.
- Our coalition should engage the Bipartisan Policy Center to develop a white paper on how to solve air service issues for rural and small regional airports. This white paper can provide the public policy roadmap for years to come and become the public charter of RESTORE's priorities.
- Follow the publication of this white paper with Congressional roundtable events in the Spring of 2024 for media coverage and legislative awareness.
- Through a more robust RESTORE coalition, we will have the opportunity to become even more involved in the annual Congressional budget and appropriations process. More funding is needed for small and rural regional airports and these airports need to have their voices heard. Our coalition will be able to aggressively advocate for opportunities for funding outside of just the FAA reauthorization process every 5 years.
- **Regulatory "Defense":** A broader coalition will allow us to provide comments on the near constant proposed rule changes at FAA that would, if adopted, drastically lessen the ability of smaller (30 seat) jets to service smaller community and rural airports (Oct. 2023). Actively looking out for other regulatory issues that would threaten daily air service to rural and small market regions.
- Development of a 5 -year plan, to place RESTORE in a position to effectuate long -term policy solutions and appropriations for the next FAA Reauthorization. This would include critical champion development in the coming months and years of members of Congress and the Biden Administration and future Administrations after the 2024 Presidential Election.

RESTORE COALITION PRIMARY OBJECTIVES

Advocate for Federal Funding: To secure increased federal funding for rural and small community airports, ensuring that they have the resources needed to maintain and improve their facilities.

Influence Regulatory Policies: Actively engage with Federal agencies and Congressional committees to shape aviation policies that consider the unique needs of rural and small community airports.

Raise Public Awareness: A key component of the RESTORE Coalition's renewed effort will be to launch public awareness campaigns to educate the public, policymakers, and industry stakeholders about the critical role these airports play in their communities.

Facilitate Partnerships: Growing partnerships between airports, local governments, and private sector entities to promote sustainable development and economic growth.



RESTORE COALITION'S TARGETS

WHITE HOUSE

- Office of the Vice President Kamala Harris
- Senior Advisor for Infrastructure (Czar), Mitch Landrieu
- National Economic Council, Lael Brainerd
- Creation of Inter-Agency Task Force on rural air service issues

DEPARTMENT OF TRANSPORTATION

- Secretary Pete Buttigieg
- FAA Administrator, Mike Whittaker

DEPARTMENT OF COMMERCE, ECONOMIC DEVELOPMENT ADMINISTRATION

- Deputy Secretary, Don Graves
- Assistant Secretary & EDA Administrator, Alejandra Castillo

ADMINISTRATION OUTREACH PRIORITIES

- Develop a White House-led interagency working group to address federal funding issues that need to be more supportive of small community and rural airports.
- Work with FAA and USDOT on prioritizing grant opportunities and regulations that are supportive of recurring daily air service to small and rural communities
- Development of US Department of Commerce “demonstration program” for EDA grant funding for small and rural community airports, a federal grant program that could include MRG development and seed funding.

RESTORE COAL TARGETS & OUTREACH

CONGRESS

- Sen. Chuck Schumer (D -NY) Majority Leader
- Sen. Mitch McConnell (R -KY), Minority Leader
- Sen. Maria Cantwell (D -WA), Commerce -Transportation Committee Chair
- Sen. Patty Murray (D -WA), Appropriations Chair
- Sen. Ted Cruz (R -TX), Commerce -Transportation Committee Vice Chair
- Sen. Jerry Moran (R -KS), Commerce -Transportation Committee
- Sen. Bob Casey (D -PA)
- Sen. John Fetterman (D -PA)
- Rep. Hal Rogers (R -KY-05), Appropriations Committee
- Rep. Dan Meuser (R -PA-09), Long -time RESTORE Champion
- Rep. Tony Gonzales (R -TX-23)
- Rep. Nick Langworthy (R-NY-23)
- Rep. Marie Gluesenkamp Perez (D -WA -03)
- Rep. Dan Newhouse (R -WA -04)
- Rep. David Trone (D-MD-06), Candidate for US Senate
- Rep. Jake LaTurner (R-KS-02), Appropriations Committee



RESTORE COALITION'S TARGET

CONGRESSIONAL OUTREACH PRIORITIES

Our 2023 -24 priorities for House and Senate outreach will include the following tactics:

- Develop relationships with House and Senate leadership on committees of jurisdiction as well as House and Senate leadership, in order to educate them about the RESTORE coalition and stay informed about potential legislative opportunities.
- Continue to build relationships with members who are proactive in the regional airport/transportation space, and moderate Democrats in the House and Senate as well as moderate Republicans in the Senate, to educate them about the RESTORE coalition and offer ourselves as a resource as they consider legislative action.
- Build a “champions” list that can be used for earned media opportunities and advocacy needs.
- Develop in district programming to build a connection between regional airports and their Members of Congress and to demonstrate the local economic footprint of the airport to the community.
- Annual RESTORE Coalition Capitol Hill Day - Meeting with members of Congress and staff to discuss our issue set with Congress and to promote favorable legislation and RESTORE initiatives.

RESTORE COALITION'S PROGRAMS

These public awareness programs, supported by the RESTORE Coalition, will evolve according to the coalition's needs and our budget abilities, but our general thinking would be to run persuasive paid media campaigns targeted at legislators and their constituents that would emphasize:

1. The importance of funding for these airports;
2. Their impact on jobs and the local economy; and
3. Regional air services are important to the growth and development of their communities.

Given appropriate funding, our coalition could run a multi-faceted public facing campaign utilizing the most persuasive communications methodology for that region.

However, regardless of the budget, we would craft a meaningful and persuasive effort, targeting legislators and working to consolidate public opinion over regional airports and the industry as a whole.

STRUCTURE AND GOVERNANC

RESTORE Coalition's newly created designation will be governed by a board of directors representing your industry's diverse stakeholders, including airport managers, aviation experts, business leaders, and community advocates. This effort will be managed on a day to day basis by seasoned professionals at Rasky Partners and a legal and compliance team that operates with transparency, fiscal responsibility, and a commitment to achieving our mission.

The establishment and launch of the RESTORE coalition's 501(c)(6) entity is expected to take approximately six to eight weeks. During this time, we will incorporate in a state with a favorable regulatory environment, Virginia, the District of Columbia or Delaware could be favorable options for development of bylaws, the selection of board members, and the creation of a strategic plan.

FUNDING + 2024 BUDGET

To support our advocacy 501(c)(6) efforts, RESTORE will seek funding from a variety of sources, including membership dues, grants, corporate and small business sponsorships, and donations. While our work can be scalable we have developed the initial budget below in order to guide our fundraising efforts and begin to outline the programmatic work we expect to do in 2024.

Line Item	Cost	Overview
White paper project	\$75,000	In q1 of 2024 we will work with Bipartisan Policy Center and Center Forward to develop a white paper that highlights the local economic impact of regional air service issues.
Sponsored panel discussion w/ stakeholders and Members of Congress	\$75,000	In q2 of 2024 we will host a panel discussion through Punchbowl News or Axios. This discussion will include RESTORE members as well as congressional champions and will highlight the white paper as well as legislative solutions.
Direct Lobbying	\$240,000	In order to keep the momentum from 2023 we will need to continue our direct lobbying efforts. This will include relationship building with leadership in the House and Senate as well as continuing to engage directly with members on committees of jurisdiction and from districts that are impacted by the issue.
August Recess Mobilization	\$120,000	In Q3 of 2024 we will work with stakeholders on the ground to organize public events that raise awareness around regional air service issues. These events will include members of congress where possible.
TOTAL PROGRAM BUDGET	\$510,000	

SUSTAINMENT LEVELS

Co-Pilot Circle - \$1,500/month

- No more than 15 Airport Members
- Monthly public policy briefing from DC Gov/Pub affairs team
- Weekly Public Policy Memos, including tracking relevant legislation and new stories important to RESTORE members
- 2 RESTORE Hill Day Fly-In's – Two Washington DC, Capitol Hill Fly In's to meet with individual members of Congress, staff and relevant Committee's as well as Biden Administration Officials

Chairman's Circle - \$2,500/month

- More limited (ideally less than 5 airports) than Co-Pilot airports
- Co-Pilot benefits plus...
- Public Policy Roundtable – Closely involved in the crafting of RESTORE public policy, white paper development, and (when possible) participation in public policy events such as discussion panels and interviews with national media outlets
- Weekly public policy briefings with the DC government/public affairs team
- Individual Airport/stakeholder Hill Day "Fly-In" – Meeting in person with members of Congress, congressional staff and members of the Biden Administration as an individual airport
- Direct lobbying for airport on matters related to airport funding, such as for discretionary grants (i.e. SCASD) including support letters, meetings with Biden Administration political appointees, members of Congress and Staff
- Regional programming – events with Members of Congress and media in region around airport to better localize the issue

Corporate Sustainment Levels

- Limited to no more than 5 or 6 companies
- Platinum - \$100,000
- Gold - \$75,000
- Silver - \$50,000
- Larger corporate sponsorships will enable RESTORE to defray ongoing airport funding
- Corporate sponsorships are extremely important, but the airport members drive the policy and should be the "face of" coalition

CONCLUSION

The creation of the RESTORE coalition's 501(c)(6) entity will address a critical need in our nation's aviation landscape. By advocating for federal funding and opportunities for rural and municipal airports, we can ensure that these airports continue to serve as lifelines for their communities and contribute to economic growth.

We seek your support and guidance in establishing RESTOREs 501(c)(6) and invite you to join us in this important endeavor. We are committed to working collaboratively with federal agencies, Congress, and the broader aviation community to achieve our mission.

APPENDIX

WHAT IS A 501(C)(6)?

A 501(c)(6) organization, as designated by the Internal Revenue Service (IRS) in the United States, is a nonprofit entity that falls under the category of business leagues, chambers of commerce, boards of trade, and similar organizations. Below is a brief description of a 501(c)(6) organization and its abilities.

DESCRIPTION

A 501(c)(6) organization is a tax-exempt nonprofit entity that primarily serves the interests of its members who are typically businesses, trade associations, professional organizations, or industry groups. Unlike 501(c)(3) organizations, which are focused on charitable, educational, or religious activities, 501(c)(6) organizations are designed to support and advance the collective interests of their member businesses or industries.

ABILITIES AND CHARACTERISTICS:

- 1. Tax-Exempt Status:** A 501(c)(6) organization is exempt from federal income taxes, allowing it to retain more resources to support its mission and activities.
- 2. Membership-Based:** These organizations primarily consist of members who share a common business or industry interest. Members typically pay dues or fees to join and participate in the organization's activities.
- 3. Advocacy and Lobbying:** One of the key abilities of a 501(c)(6) organization is advocacy and lobbying on behalf of its members. They can engage in legislative and political activities to influence policies and regulations that impact their industry or business community.
- 4. Networking and Collaboration:** 501(c)(6) organizations provide a platform for members to network, collaborate, and share knowledge and best practices within their industry or business sector.

APPENDIX

5. Education and Research: Many 501(c)(6) organizations conduct research, provide educational resources, and host conferences or seminars to promote the growth and development of their industry or business community.

6. Economic Development: These organizations often play a vital role in promoting economic development, job creation, and industry -specific initiatives.

7. Trade Promotion: 501(c)(6) organizations may engage in activities aimed at promoting the interests of their industry on a national or international scale. This can include trade shows, market research, and export promotion.

8. Self-Regulation : Some 501(c)(6) organizations establish standards and codes of conduct for their industries to ensure ethical and professional practices among members.

9. Limited Political Activities: While 501(c)(6) organizations can engage in lobbying and political advocacy, they must ensure that such activities do not constitute the primary purpose of the organization and comply with IRS regulations regarding political involvement.

10. Funding Sources : Revenue for 501(c)(6) organizations typically comes from membership dues, event fees, sponsorships, and grants. They are also allowed to engage in limited income -generating activities that are related to their tax -exempt purpose.

In summary, a 501(c)(6) organization is a tax -exempt nonprofit entity that serves the collective interests of its member businesses or industries through advocacy, networking, education, and other activities. Its primary focus is on advancing the economic and professional well -being of its members and the broader industry or business community it represents.

**Tri-Commission Meeting
Special Meeting Minutes
Confluence Technology Center and Zoom Virtual Conference
December 13th, 2022 1:00 pm**

Present:

Chelan Douglas Regional Port Authority	Chelan County PUD
JC Baldwin, POCC Commissioner	Randy Smith, Commissioner
Donn Etherington, POCC Commissioner	Steve McKenna, Commissioner
Jim Huffman, PODC Commissioner	Carnan Bergren, Commissioner
Mark Spurgeon, PODC Commissioner	Kelly Allen, Commissioner
Richard DeRock, POCC Commissioner	Gary Arseneault, Commissioner (Zoom)
Jim Kuntz, Chief Executive Officer	Kirk Hudson, General Manager
Sarah Deenik, Communications Coord.	Justin Erickson, Managing Director Dist. Svcs.
	Rebekah Neumann, Clerk of the Board
	Kelli Scott, Government Affairs Program Mgr.

Chelan County

Kevin Overbay, Commissioner
Shon Smith, Commissioner
Tiffany Gehring, Commissioner
Sasha Sleiman, Housing Program Coordinator
Anabel Torres, Clerk of the Board
Jill Fitzsimmons, Public Information Officer
Ron Cridlebaugh, Economic Services Director

Elected Officials

Senator Brad Hawkins, 12th District
Representative Mike Steele, 12th District
Representative Keith Goehner, 12th District
Bob Goedde, Mayor, City of Chelan
Jim Fletcher, Mayor, City of Cashmere
Carl Florea, Mayor, City of Leavenworth
Mike Poirier, Mayor Elect, City of Wenatchee

Guests

Steve Wilkinson, Wenatchee Chamber of Commerce
Malachi Salcido, Salcido Group
Steve Keene, Peshastin Water District
Ruby Gaston, Office of Representative Schrier
Nick Covey, CEO, Link Transit

The Tri Commission Meeting and respective Special Commission Meetings were called to order and/or reconvened at 1:05 pm. The Pledge of Allegiance was conducted and roll call was taken. Justin Erickson, Chelan County PUD, facilitated the meeting.

Perspective on the 2024 Legislative Session

Senator Hawkins, Representative Mike Steele, and Representative Keith Goehner each took time to review the upcoming 2024 Legislative Session. The 2024 Legislative Session will be a short session and likely will include modest adjustments to existing legislation.

2024 Tri-Commission Legislative Priorities

The 2024 Tri-Commission Legislative Priorities were reviewed and included permanent funding to the Public Works Board/Trust Fund, Broadband Funding, and Regional Infrastructure Support.

TRI-COMMISSION UPDATES:

- **Chelan County Commission**
 - Wildfire Mitigation: Upper Wenatchee Pilot Project

- **Chelan Douglas Regional Port Authority**
 - Radar Gap Update
 - Chelan Waterline Project
 - Land Availability Discussion

- **Chelan County PUD**
 - Service Center Update
 - Energy EXPO at the Wenatchee Convention Center

CHELAN COUNTY MAYORS UPDATE – Chelan County Mayors/staff provided updates and information.

OPPORTUNITY FOR PUBLIC COMMENT: No comments were made.

COMMISSIONER COMMENTS: No comments were made.

The Tri Commission Meeting and respective Special Commission Meetings adjourned at 2:45 pm.

Signed and dated this 9th day of January 2024.

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
Special Meeting Minutes
December 19th, 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.
Sarah Deenik, Comm. Coordinator
Brooke Lammert, Executive Assistant*

*Ron Russ, Maint. and Prop. Manager (Zoom)
Colby Goodrich, FBO Manager (Zoom)
Laura Camarillo-Reyes, Admin. Asst. (Zoom)
Julie Avis, Acct. Specialist (Zoom)
Lorena Amador, Acct. Specialist (Zoom)*

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm LLP

Guests:

*Jack Penning, Volaire Aviation
Craig Larsen, NCW Economic Development District
Mike Mackey, Douglas County Citizen
Jason Taylor, KPQ (Zoom)
Emily Thornton, 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.

PUBLIC COMMENTS: An opportunity for public comment was provided; however, no public comments were received.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of the November 28th, 2023 Meeting Minutes, Calendar of Events, and Check Register Pages #2023-47 through #2023-49, including Electronic Transfers was presented.

Motion No.
Moved by:
Seconded by:

12-01-23 CDRPA

JC Baldwin
W. Alan Loeb sack

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of the November 28th, 2023 Meeting Minutes, Calendar of Events and Check Register Pages #2023-47 through #2023-49, including Electronic Transfers.

Motion Passed 6-0

PRESENTATION:

- **Jack Penning – Volaire Aviation:** Jack Penning, Volaire Aviation consultant, delivered a market update on regional air service. He believes the Wenatchee market will eventually be served by larger aircraft. Also, Minimum Revenue Guarantees (MRGs) requested by the airlines are likely to remain for smaller markets like Wenatchee.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

Resolution No. 2023-14 Managing Authority 2024

Kuntz and de Mestre reviewed with the Board the suggested changes to the 2024 Delegation of Authority. The following actions were taken:

Motion No.
Moved by:
Seconded by:

12-02-23 CDRPA

JC Baldwin
Jim Huffman

To adopt CDRPA Resolution No. 2023-14 concerning the CEO Delegation of Authority for 2024.

Motion Passed 6-0

Resolution No. 2023-15 Approving the 2024 Investment Policy

Lough communicated that the CDRPA investment consultants reviewed and had no recommended changes in the year 2024. The following action was taken:

Motion No.
Moved by:
Seconded by:

12-03-23 CDRPA

Richard DeRock
JC Baldwin

To adopt CDRPA Resolution No. 2023-15 approving the 2024 Investment Policy.

Motion Passed 6-0

Authorization to Enter into a Lease Agreement with CMI – CTC Third Floor

Kuntz reviewed the general terms of the lease and discussed the intention to hire Bernardo Wills, the firm responsible for the CDRPA's office design, to design the buildout of the third floor. The following action was taken:

Motion No.
Moved by:
Seconded by:

12-08-23 CDRPA
Richard DeRock
JC Baldwin

To authorize the CEO to enter into a Lease Agreement with CMI Orchards for the third floor of the Confluence Technology Center, subject to the basic business terms remaining unchanged.

Motion Passed 6-0

Proposed 2024 Legal Counsel Hourly Rates

Kuntz presented a proposed 3.9% hourly rate increase for Regional Port Legal Counsel work from \$310 to \$322 per hour in 2024. Additionally, Kuntz addressed the payment of hourly legal fees when covered by private businesses collaborating with the Regional Port through Reimbursement Agreements. Kuntz suggested Port legal counsel should be able to charge their standard private hourly rates if a reimbursement agreement is in place. Discussion occurred and the following action was taken:

Motion No.
Moved by:
Seconded by:

12-09-23 CDRPA
Richard DeRock
W. Alan Loeb sack

To approve increasing the hourly rate for legal services from \$310 per hour to \$322 per hour commencing January 1, 2024.

Motion Passed 6-0

Motion No.
Moved by:
Seconded by:

12-10-23 CDRPA
Jim Huffman
JC Baldwin

To authorize the CEO to approve legal counsel to charge private sector legal rates in circumstances where the Regional Port has a Reimbursement Agreement in place with a private business.

Motion Passed 6-0

Authorization to Award Contract – CWICC Carpet Replacement

Russ reviewed the Central Washington Interagency Communications Center Lease Agreement, which stipulates the replacement of the carpet every ten years. Standard Paint and Flooring are being recommended for the project as they are the apparent lowest bidder. The following action was taken:

Motion No.
Moved by:
Seconded by:

12-11-23
Jim Huffman
W. Alan Loeb sack

To authorize the CEO to award and sign the contract with Standard Paint and Flooring for the CWICC carpet replacement in the amount of \$56,004.27, including Washington State Sales Tax, and to establish an overall project budget of \$65,000.

Motion Passed 6-0

At 10:41 a.m. Commissioner Spurgeon called for a 10-minute break.

INFORMATIONAL ITEMS:

Microsoft Reimbursement Agreement – Addendum 2 – de Mestre reviewed Addendum 2 to the Microsoft Water System Reimbursement Agreement and noted the new line item within the budget containing a CDRPA admin fee.

Test Well #1 Long Term Pump Test Technical Memo – de Mestre previously mentioned the successful pump test conducted at test well #1, but further reviewed the more detailed technical memo provided by the RH2 Engineering firm.

Memorandum of Agreement – General Aviation Terminal Building – Moyers reviewed the Environmental Assessment Memorandum of Agreement with the FAA concerning the proposed remodel of the GA Terminal Building. Once approved by FAA legal counsel, the project will proceed to the public comment phase.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Shared details about the WPPA 2023 Annual Meeting, along with meetings held concerning TIF Districts and Strategic Planning.
- Updated the Board on staffing changes resulting from Craig Larsen's transition to the Executive Director role at the NCW Economic Development District. Kuntz shared that Brooke Lammert will assume the position of Economic Development Specialist, and efforts are underway to recruit a new Executive Assistant. Additionally, Sarah Deenik will assume a more prominent role in the Accounting Department.

Lough provided information and updates including:

- Discussed the Exit Conference held by the State Auditor for the CDRPA, encompassing fiscal years 2021-22. The Regional Port received a clean audit report.

Moyers provided information and updates including:

- Provided the Board with an update on the recent public workshop held for the Environmental Assessment concerning the Chelan Airport Master Plan.
- Reviewed the ongoing status of the land release request with the FAA. At present, staff are awaiting a response regarding the property around Union Avenue. Additionally, the land release process has been initiated for the National Guard property.
- Presented the Board with live footage from the airport cameras and mentioned that, at present, the live stream is not accessible to the public.

de Mestre provided information and updates including:

- Provided the Board with an update on the Regional Sports Complex Feasibility Study and discussed the revised timeline for Phase II. Phase II is scheduled to commence in January 2024, with the final report expected in June 2024.
- Discussed a conditional use water reservoir in Malaga and highlighted a discrepancy found in tank sizing. Engineers are currently working on a revision, and as a result, the project will be reopened for public comment.

- Shared information about a potential funding opportunity for the General Aviation Terminal Building through a Department of Commerce grant. De Mestre highlighted that if the grant is awarded, the allocated funds must be utilized by June 2024.

Russ provided information and updates including:

- Updated the Board on leaks discovered within the Executive Flight Building's fire sprinkler system, necessitating the replacement of a section of piping. The final design for the complete replacement of the fire sprinkler system is nearing completion, accompanied by a construction phasing plan to avoid disrupting the scheduled move-in of the Washington State National Guard. CDRPA staff is slated to vacate the building by March 1, 2024.

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

EXECUTIVE SESSION:

Executive Session was announced at 11:48 a.m. for a period of thirty minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110(1)(b) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price and RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Executive Session was extended at 12:33 p.m. for an additional twenty minutes. Executive Session was extended at 12:53 p.m. for an additional ten minutes and again at 1:03 p.m. for an additional ten minutes. Executive Session concluded at 1:13 p.m.

Meeting reconvened in Regular Session with no action taken and immediately adjourned at 1:14 p.m.

Signed and dated this 9th day of January 2024.

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. 2024-01
RESOLUTION TO VOID CHECK NO. 12321**

Whereas Check No. 12321 in the amount of \$105.60, payable to Cintas Corporation, on Register Page No. 2023-45 was created and signed on October 31, 2023.

Whereas check issued is lost, and replacement check No. 1084 will be issued for same amount.

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. 12321 be declared VOID.

Dated this 9th day of January 2024.

Chelan Douglas Regional Port Authority

Richard DeRock, Director

Mark Spurgeon, Director

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2024-02
RESOLUTION TO VOID CHECK NO. 12444**

Whereas Check No. 12444 in the amount of \$527.16, payable to National Financial Literacy Campaign, on Register Page No. 2023-47 was created and signed on November 15, 2023.

Whereas Check No. 12444 was returned by the payee and a name change was requested. The payee would like the name changed to Hispanic Media, and replacement Check No. 12541 will be issued for same amount.

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. 12444 be declared VOID.

Dated this 9th day of January 2024.

Chelan Douglas Regional Port Authority

Richard DeRock, Director

Mark Spurgeon, Director

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

W. Alan Loepsack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2024-03
RESOLUTION TO VOID CHECK NO. 12450**

Whereas Check No. 12450 in the amount of \$366.05, payable to Omnipark Inc., on Register Page No. 2023-47 was created and signed on November 15, 2023.

Whereas check issued is lost, and replacement check No. 12666 will be issued for same amount.

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. 12450 be declared VOID.

Dated this 9th day of January 2024.

Chelan Douglas Regional Port Authority

Richard DeRock, Director

Mark Spurgeon, Director

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

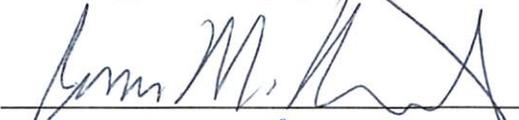
W. Alan Loeb sack, Director

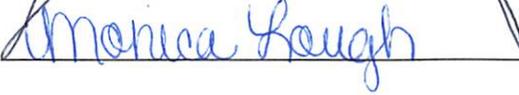
**Chelan Douglas Regional Port Authority
Check Register Listing
2023-December**

Date Issued	Register #	Reason	First #	Last #	Amount
12/08/23		WA Dept of Revenue - Minor Work Permit		ACH	\$10.00
12/15/23	2023-50	Mid-Month Payables	12543	12610	\$438,432.84
12/15/23		Mid-Month Employee Advances		ACH	\$4,000.00
12/27/23		WA Dept of Revenue - Sales Tax		ACH	\$6,430.73
12/29/23	2023-51	December 2023 Payroll	12611	12612	\$292,952.29
12/29/23	2023-52	Month-End Payables	12613	12665	\$1,042,061.02

Transactions for approval January 9, 2024 total: \$1,783,886.88

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
2023-50**

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 December 15, 2023 checks 12543 - 12610 in the amount of

\$438,432.84

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>CASHMERE MILL DISTRICT</u>				
12/15/2023	Banner Bank - RR	Building Maintenance	12552	62.42
12/15/2023	Chelan County PUD	Utilities	12558	2,606.13
12/15/2023	City of Cashmere	Utilities	12560	382.78
12/15/2023	Lowe's	Building Maintenance	12592	121.75
12/15/2023	North Cascades Heating & A/C, Inc	Building Maintenance	12594	865.93
12/15/2023	Waste Management	Utilities	12608	438.31
	Net Cashmere Mill District			\$4,477.32
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
12/15/2023	B&H Photo-Video	Office Supplies	12547	400.67
12/15/2023	Banner Bank - TD	Advertising	12555	60.15
12/15/2023	Chelan County PUD	Utilities	12558	11,933.49
12/15/2023	City of Wenatchee	Utilities	12562	836.74
12/15/2023	CPI Printing	Marketing Supplies	12569	113.22
12/15/2023	Express Services, Inc.	Admin Assistant	12577	285.10
12/15/2023	GFC Services	Meeting Room Setups/Janitorial Services	12581	6,117.79
12/15/2023	Kelly Connect	Kyocera Copier Usage	12587	145.62
12/15/2023	Keyhole Security Inc.	Maintenance Supplies	12588	468.45
12/15/2023	North Central ESD	Video Conference Operator - November	12595	10,382.40
12/15/2023	Waste Management	Utilities	12608	1,208.44
12/15/2023	Weinstein Beverage Co.	Coffee Supplies	12609	293.74
	Net Confluence Technology Center			\$32,245.81
<u>DOWNTOWN WENATCHEE SOUTH</u>				
12/15/2023	Chelan County PUD	Utilities	12558	1,133.61
12/15/2023	City of Wenatchee	Utilities	12562	755.38
	Net Downtown Wenatchee South			\$1,888.99
<u>OLDS STATION BUSINESS PARK</u>				
12/15/2023	Banner Bank - TF	Snow Removal	12556	577.24
12/15/2023	Chelan County PUD	Utilities	12558	3,229.97
12/15/2023	City of Wenatchee	Utilities	12562	940.98
12/15/2023	Glacier Supply Group	Maintenance Supplies	12582	119.32
12/15/2023	Inland Fire Protection, Inc.	Building Maintenance	12585	1,842.72
12/15/2023	Keyhole Security Inc.	Building Maintenance	12588	5.65
12/15/2023	Local Tel Communications	Annual Alarm Systems Inspection	12590	15,654.65
12/15/2023	Lowe's	Maintenance Supplies	12592	12.35
12/15/2023	Stemilt World Famous Compost	Landscaping	12603	60.00
12/15/2023	Waste Management	Utilities	12608	146.83
	Net Olds Station Business Park			\$22,589.71

**Chelan Douglas Regional Port Authority
Check Register
2023-50**

PANGBORN AIRPORT

12/15/2023	Ag Supply Co.	Fuel, Diesel	12543	5,655.78
12/15/2023	Anatek Labs, Inc.	Winter Operations	12544	200.00
12/15/2023	Banner Bank - RR	Maintenance Supplies	12552	2,024.94
12/15/2023	Banner Bank - TF	Vehicle Maintenance, Maintenance Supplies	12556	279.00
12/15/2023	Banner Bank - TM	Phone Service	12557	228.48
12/15/2023	Custom Salt Solutions	Winter Operations	12570	136.61
12/15/2023	Dave Ruud	Equipment Maintenance	12571	818.30
12/15/2023	Douglas County PUD	Utilities	12573	3,121.00
12/15/2023	Douglas County Sewer District	Glycol Disposal	12574	335.14
12/15/2023	Fastenal Company	Maintenance Supplies	12578	308.58
12/15/2023	FlashParking, Inc.	Parking Software	12580	13.65
12/15/2023	Graybeal Signs, Inc.	Security Expenses	12583	2,006.82
12/15/2023	Harvest Valley Pest Control, Inc.	Pest Control	12584	81.23
12/15/2023	Jerry's Auto Supply	Maintenance Supplies	12586	214.72
12/15/2023	Lowe's	Terminal Maintenance	12592	200.55
12/15/2023	Ogden Murphy Wallace, PLLC	Legal Services	12597	2,294.00
12/15/2023	Omnipark Inc.	Parking Software	12598	366.05
12/15/2023	Stan's Merry Mart	Maintenance Uniform	12602	141.29
12/15/2023	Valley Tractor & Rentals, Inc.	Equipment Maintenance	12606	1,291.48
12/15/2023	Voltaire Aviation Inc.	Air Service Dev Retainer	12607	4,000.00
12/15/2023	Waste Management	Utilities	12608	672.31
	Net Pangborn Airport			\$24,389.93

PANGBORN FBO

12/15/2023	AvFuel Corp	Jet A Fuel	12546	40,009.81
12/15/2023	Banner Bank - CG	FBO Supplies	12548	59.00
12/15/2023	Banner Bank - PE	FBO Supplies	12551	65.80
12/15/2023	Cintas Corporation	Uniforms	12559	99.13
12/15/2023	Colby Goodrich	FBO Subscription	12563	490.00
12/15/2023	ODP Business Solutions LLC	FBO Supplies	12596	90.94
12/15/2023	Oxarc Inc.	FBO Supplies	12599	88.86
12/15/2023	Waste Management	Utilities	12608	177.43
	Net Pangborn FBO			\$41,080.97

PANGBORN BUSINESS PARK

12/15/2023	Douglas County PUD	Utilities	12573	1,972.00
12/15/2023	Harvest Valley Pest Control, Inc.	Pest Control	12584	165.49
12/15/2023	York Building Services, Inc.	Janitorial Services	12610	1,535.00
	Net Pangborn Business Park			\$3,672.49

RPA OFFICE/AVIATION CENTER

12/15/2023	Banner Bank - TF	Building Maintenance	12556	193.07
12/15/2023	Douglas County PUD	Utilities	12573	1,419.00
12/15/2023	Harvest Valley Pest Control, Inc.	Pest Control	12584	94.03
12/15/2023	Schmitt Electric, Inc	Building Maintenance	12601	892.38
12/15/2023	United Rentals	Building Maintenance	12605	279.30
12/15/2023	Waste Management	Utilities	12608	395.96
	Net RPA Office/Aviation Center			\$3,273.74

LAKE CHELAN AIRPORT

12/15/2023	Chelan County PUD	Utilities	12558	26.01
	Net Lake Chelan Airport			\$26.01

MANSFIELD AIRPORT

12/15/2023	Douglas County PUD	Utilities	12573	29.00
	Net Mansfield Airport			\$29.00

ORONDO RIVER PARK

12/15/2023	Waste Management	Utilities	12608	160.57
	Net Orondo River Park			\$160.57

**Chelan Douglas Regional Port Authority
Check Register
2023-50**

<u>MALAGA PROPERTY</u>				
12/15/2023	Chelan County PUD	Utilities	12558	31.20
	Net Malaga Property			<u>31.20</u>
<u>BUSINESS PARK MAINTENANCE</u>				
12/15/2023	Banner Bank - RR	Auto Expenses	12552	169.57
12/15/2023	Coleman Oil Company	Fuel, Diesel	12564	192.59
12/15/2023	Columbia River Steel Supply	Auto Expenses	12565	190.42
12/15/2023	Jerry's Auto Supply	Maintenance Supplies	12586	179.30
12/15/2023	Les Schwab Tire Center	Equipment Supplies	12589	155.44
12/15/2023	Lowe's	Maintenance Supplies	12592	86.61
12/15/2023	Valley Tractor & Rentals, Inc.	Equipment Supplies	12606	142.19
	Net Business Park Maintenance			<u>1,116.12</u>
<u>ADMINISTRATIVE & GENERAL</u>				
12/15/2023	Banner Bank - CL	Meals; Lunch Meeting w/ EDD	12549	47.63
12/15/2023	Banner Bank - JK	Meals; Lunch Meeting w/ Dr. Jones	12550	79.96
12/15/2023	Banner Bank - PE	Office Supplies, Software, Board Mtg Lunch, Registration	12551	997.68
12/15/2023	Banner Bank - TC	Subscriptions/Software	12554	252.70
12/15/2023	Concourse Financial Group Securities	3Q 2023 Investment Management	12568	2,475.00
12/15/2023	Elevate Government Affairs, LLC	Governmental Affairs Federal Contract	12575	8,500.00
12/15/2023	Firefly	Managed Services	12579	203.06
12/15/2023	Lodestar Strategic LLC	Governmental Affairs State Contract	12591	6,000.00
12/15/2023	Ogden Murphy Wallace, PLLC	Legal Services	12597	9,121.00
	Net Administrative & General			<u>27,677.03</u>
<u>BUSINESS DEVELOPMENT & MARKETING</u>				
12/15/2023	Banner Bank - PE	Marketing, Employment Ads	12551	259.36
12/15/2023	Banner Bank - SD	Construction Project Manager Ad Refund	12553	-337.35
12/15/2023	Banner Bank - TC	Adobe Subscription	12554	22.77
12/15/2023	Column Software PBC	2024 Meeting Dates & Time Legal Notice	12566	100.41
	Net Business Development & Marketing			<u>45.19</u>
<u>ECONOMIC DEVELOPMENT CONTRACTS - NONPROFITS</u>				
12/15/2023	TREAD	Economic Development Contract	12604	2,887.57
	Net Economic Development Contracts - Nonprofits			<u>2,887.57</u>
<u>ECONOMIC DEVELOPMENT CONTRACTS - MUNICIPALITIES</u>				
12/15/2023	City of Leavenworth	Leavenworth Parking Study Grant	12561	10,000.00
	Net Economic Development Contracts - Municipalities			<u>10,000.00</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-50**

CAPITAL PROJECTS

12/15/2023	Ardurra	Taxiway B Realignment/Executive Hangar Site	12545	18,352.14
12/15/2023	Ardurra	GA Terminal EA	12545	6,949.63
12/15/2023	Banner Bank - RR	Pavement Deicing Tank	12552	1,271.85
12/15/2023	Banner Bank - SD	Malaga Water Improvements	12553	1,225.00
12/15/2023	Colvico, Inc.	Waterville Runway Edge Lighting	12567	83,880.84
12/15/2023	Custom Salt Solutions	Pavement Deicing Tank	12570	10,193.20
12/15/2023	DOH Associates	Airlift NW Hangar Project	12572	30,066.75
12/15/2023	DOH Associates	CTC Shell Restoration	12572	6,701.55
12/15/2023	DOH Associates	EF Roof Repair - A&E	12572	1,595.75
12/15/2023	DOH Associates	IB9 Roof Repairs - A&E	12572	2,863.00
12/15/2023	Empire EWP	Malaga Vicinity Test Well 1 Project	12576	13,153.46
12/15/2023	Firefly	Security Camera Project	12579	1,522.97
12/15/2023	Malaga Water District	Malaga Water Improvements	12593	532.00
12/15/2023	Ogden Murphy Wallace, PLLC	Malaga LAMIRD	12597	8,617.00
12/15/2023	Ogden Murphy Wallace, PLLC	Microsoft	12597	1,209.00
12/15/2023	Ogden Murphy Wallace, PLLC	South End Utilities - LAMIRD	12597	6,814.50
12/15/2023	Ogden Murphy Wallace, PLLC	Malaga Wastewater Plant	12597	1,176.00
12/15/2023	Ogden Murphy Wallace, PLLC	Lytle Property II Purchase	12597	262.00
12/15/2023	Ogden Murphy Wallace, PLLC	Adcock Property	12597	2,635.00
12/15/2023	Ogden Murphy Wallace, PLLC	Firing Range Assoc Property	12597	868.00
12/15/2023	Ogden Murphy Wallace, PLLC	Flying W Holdings Property Sale	12597	558.00
12/15/2023	Ogden Murphy Wallace, PLLC	Cornelius Holdings Property Purchase	12597	560.00
12/15/2023	RH2 Engineering, Inc.	National Guard Site Planning	12600	5,404.54
12/15/2023	RH2 Engineering, Inc.	Firing Range Assoc Property ESA	12600	22,932.93
12/15/2023	RH2 Engineering, Inc.	Baker Property Phase I ESA	12600	825.66
12/15/2023	RH2 Engineering, Inc.	Lytle Property II Purchase ESA	12600	5,044.59
12/15/2023	RH2 Engineering, Inc.	Orondo River Park Water System Improvements	12600	2,813.63
12/15/2023	Schmitt Electric, Inc	Jet-A Overfill Protection System	12601	5,070.09
12/15/2023	Schmitt Electric, Inc	EF Security Cameras	12601	19,742.11
				\$262,841.19
				\$438,432.84

**Chelan Douglas Regional Port Authority
Check Register
2023-51**

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 December 29, 2023, checks 12611 - 12612 and electronic payments in the amount of:

\$ 292,952.29

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>
Payroll				
12/29/23	Aiken, Larry	December 2023 Payroll	EFT	461.75
12/29/23	Amador Lopez, Lorena	December 2023 Payroll	EFT	3,625.58
12/29/23	Asplund, Randy L	December 2023 Payroll	EFT	863.47
12/29/23	Baldwin, Janet L	December 2023 Payroll	EFT	1,432.67
12/29/23	Beidler, Camryn N	December 2023 Payroll	EFT	3,858.54
12/29/23	Burdick-Avis, Julie A	December 2023 Payroll	EFT	2,529.18
12/29/23	Camarillo-Reyes, Laura	December 2023 Payroll	EFT	3,444.26
12/29/23	Chatriand, Bobbie J	December 2023 Payroll	EFT	3,652.29
12/29/23	Day, Skylar	December 2023 Payroll	EFT	3,546.60
12/29/23	de Mestre, Stacie C	December 2023 Payroll	EFT	7,420.14
12/29/23	Deenik, Sarah K	December 2023 Payroll	EFT	5,665.66
12/29/23	Degnan, Tricia E	December 2023 Payroll	EFT	5,148.27
12/29/23	DeRock, Richard A	December 2023 Payroll	EFT	1,702.00
12/29/23	Downs, Paul J	December 2023 Payroll	EFT	411.75
12/29/23	Etherington, Donn	December 2023 Payroll	EFT	1,946.64
12/29/23	Flaget, Todd R	December 2023 Payroll	EFT	6,458.84
12/29/23	Gamache, Raymond B	December 2023 Payroll	EFT	461.75
12/29/23	Goodrich, Colby A	December 2023 Payroll	EFT	4,770.13
12/29/23	Huffman, James D	December 2023 Payroll	EFT	1,433.80
12/29/23	Kern, Dana	December 2023 Payroll	EFT	3,022.88
12/29/23	Kuntz, James M	December 2023 Payroll	EFT	13,391.45
12/29/23	Lamb, Kenneth R	December 2023 Payroll	EFT	7,242.17
12/29/23	Lamb, Shane C	December 2023 Payroll	EFT	5,321.72
12/29/23	Lammert, Emily B	December 2023 Payroll	EFT	2,003.88
12/29/23	Larsen, Craig N	December 2023 Payroll	EFT	5,412.23
12/29/23	Loebsack, W Alan	December 2023 Payroll	EFT	1,317.39
12/29/23	Lough, Monica D	December 2023 Payroll	EFT	8,374.10
12/29/23	Martinez, Rafael	December 2023 Payroll	EFT	2,718.72
12/29/23	Moyers, Trent D	December 2023 Payroll	EFT	8,436.19

12/29/23	Orr, Marcus J	December 2023 Payroll	EFT	4,794.93
12/29/23	Rumburg, Concetta A	December 2023 Payroll	EFT	1,378.80
12/29/23	Russ, Ronald R	December 2023 Payroll	EFT	6,694.75
12/29/23	Russell, Justin L	December 2023 Payroll	EFT	4,463.40
12/29/23	Ruud, David K.	December 2023 Payroll	EFT	461.75
12/29/23	Smith, Charles B	December 2023 Payroll	EFT	3,803.87
12/29/23	Spurgeon, Mark M	December 2023 Payroll	EFT	914.92
12/29/23	Stutzman, Lynn A	December 2023 Payroll	EFT	411.75
12/29/23	Vargas-Mata, Manuel A	December 2023 Payroll	EFT	4,449.45
12/29/23	Warren, Kole A	December 2023 Payroll	EFT	3,608.84
12/29/23	Williams, Jeremy B	December 2023 Payroll	EFT	4,481.37
12/29/23	HRA VEBA Trust	December VEBA	EFT	3,125.00
12/29/23	Bobbie Chatriand	December Sunshine Fund	12611	125.00
12/29/23	Health Care Authority	January Insurance	12612	47,593.61
12/29/23	Department of Retirement Systems	December Retirement	ACH	38,775.15
12/29/23	US Treasury	December Payroll Taxes	EFTPS	51,795.65
	Net Payroll			<u>292,952.29</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-52**

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 December 29, 2023 checks 12613 - 12665 in the amount of

\$1,042,061.02

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
12/29/2023	Local Tel Communications	Fire Alarm Service	12641	75.96
	Net Cashmere Mill District			<u>75.96</u>
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
12/29/2023	Cascade Natural Gas	Utilities	12618	13.78
12/29/2023	Chelan County PUD	Utilities	12620	212.47
12/29/2023	Crown Paper & Janitorial Supply	Janitorial Supplies	12625	210.10
12/29/2023	Express Services, Inc.	Admin Assistant	12632	120.04
12/29/2023	Ferguson Enterprises, Inc.	Maintenance Supplies	12634	18.71
12/29/2023	Local Tel Communications	Telephone	12641	564.33
12/29/2023	Lowe's	Maintenance Supplies	12642	10.30
12/29/2023	Parsons Photography	Business Portrait; J Williams	12648	119.57
	Net Confluence Technology Center			<u>1,269.30</u>
<u>DOWNTOWN WENATCHEE SOUTH</u>				
12/29/2023	Cascade Natural Gas	Utilities	12618	380.29
12/29/2023	Inland Fire Protection, Inc.	Fire Protection	12636	1,345.58
12/29/2023	Local Tel Communications	Utilities	12641	397.15
12/29/2023	Platt Electric Supply	Maintenance Supplies	12650	445.79
	Net Downtown Wenatchee South			<u>2,568.81</u>
<u>OLDS STATION BUSINESS PARK</u>				
12/29/2023	Cascade Natural Gas	Utilities	12618	13.78
12/29/2023	Chelan County PUD	Utilities	12620	580.16
12/29/2023	Ferguson Enterprises, Inc.	Maintenance Supplies	12634	45.18
12/29/2023	Local Tel Communications	Alarm Systems	12641	152.20
12/29/2023	Stemilt World Famous Compost	Landscaping	12660	30.00
	Net Olds Station Business Park			<u>821.32</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-52**

PANGBORN AIRPORT

12/29/2023	Ag Supply Co.	Propane Tank Lease	12613	255.45
12/29/2023	Anatek Labs, Inc.	Winter Operations	12616	160.00
12/29/2023	Community Glass Company, Inc.	Terminal Maintenance	12624	228.27
12/29/2023	East Wenatchee Water District	Water	12630	424.40
12/29/2023	Fastenal Company	Maintenance Supplies	12633	14.96
12/29/2023	Jerry's Auto Supply	Maintenance Supplies	12640	220.73
12/29/2023	Local Tel Communications	Phone/Internet/Cable	12641	518.04
12/29/2023	Moon Security Services, Inc	Security Expenses	12646	99.64
12/29/2023	Platt Electric Supply	Terminal Maintenance	12650	33.15
12/29/2023	Two Rivers Terminal, LLC	Winter Operations	12661	31,717.11
12/29/2023	Virtower LLC	VirTower Tracking Software	12662	400.00
12/29/2023	Voltaire Aviation Inc.	Consultant - Jack Penning	12663	1,287.08
12/29/2023	Washington Pilots Association	Membership	12664	40.00
	Net Pangborn Airport			\$35,398.83

PANGBORN FBO

12/29/2023	Cintas Corporation	Uniforms	12621	44.36
12/29/2023	Local Tel Communications	Utilities	12641	250.57
12/29/2023	ODP Business Solutions LLC	FBO Supplies	12647	149.44
	Net Pangborn FBO			444.37

PANGBORN BUSINESS PARK

12/29/2023	East Wenatchee Water District	Water	12630	422.60
12/29/2023	Harvest Valley Pest Control, Inc.	Pest Control	12635	127.76
12/29/2023	Local Tel Communications	Fire Alarm Service	12641	37.74
	Net Pangborn Business Park			\$588.10

RPA OFFICE/AVIATION CENTER

12/29/2023	Cascade Natural Gas	Utilities	12618	6,770.15
12/29/2023	East Wenatchee Water District	Water	12630	238.00
12/29/2023	Inland Fire Protection, Inc.	Building Maintenance	12636	273.27
12/29/2023	Performance Systems Integration, LLC	Building Maintenance	12649	1,574.00
	Net RPA Office/Aviation Center			\$8,855.42

MANSFIELD AIRPORT

12/29/2023	Virtower LLC	VirTower Tracking Software	12662	400.00
	Net Mansfield Airport			\$400.00

BUSINESS PARK MAINTENANCE

12/29/2023	Coleman Oil Company	Fuel	12623	589.94
	Net Business Park Maintenance			\$589.94

WATERVILLE AIRPORT

12/29/2023	Douglas County PUD	Utilities	12629	48.00
12/29/2023	Local Tel Communications	Utilities	12641	48.95
12/29/2023	Virtower LLC	VirTower Tracking Software	12662	400.00
	Net Waterville Airport			\$496.95

**Chelan Douglas Regional Port Authority
Check Register
2023-52**

<u>CHELAN AIRPORT</u>			
12/29/2023	Virtower LLC Net Chelan Airport	VirTower Tracking Software	12662 400.00 <u>400.00</u>
<u>ORONDO RIVER PARK</u>			
12/29/2023	Douglas County PUD	Utilities	12629 40.00
12/29/2023	Local Tel Communications Net Orondo River Park	Internet	12641 65.90 <u>105.90</u>
<u>MALAGA PROPERTIES</u>			
12/29/2023	Chelan County PUD Net Malaga Property	Utilities	12620 58.72 <u>58.72</u>
<u>ADMINISTRATIVE & GENERAL</u>			
12/29/2023	Alan Loeb sack	Mileage	12614 151.17
12/29/2023	Amazon Capital Services	Office/Coffee Supplies	12615 303.16
12/29/2023	Davis Arneil Law Firm, LLP	Legal Services	12627 39,124.50
12/29/2023	Donn Etherington	Mileage	12628 116.98
12/29/2023	Emily B. Lammert	Mileage, Supplies	12631 83.91
12/29/2023	J. C. Baldwin	Mileage	12638 124.45
12/29/2023	James Kuntz	Mileage/Travel; WPPA Annual Meeting	12639 407.91
12/29/2023	Local Tel Communications	Telephone	12641 909.54
12/29/2023	Mark M Spurgeon	Mileage	12644 77.29
12/29/2023	Monica Lough	Training, Travel/Lodging; WPPA Annual Mtg	12645 1,216.62
12/29/2023	Quadient Leasing USA, Inc.	Postage Lease	12651 221.00
12/29/2023	RH2 Engineering, Inc.	Engineering Services	12652 777.46
12/29/2023	Richard DeRock	Mileage	12653 216.15
12/29/2023	Ricoh USA, Inc	Ricoh Printer Usage	12654 310.47
12/29/2023	Sarah K. Deenik	Mileage	12655 128.75
12/29/2023	Stacie de Mestre	Mileage	12658 164.41
12/29/2023	State Auditor's Office	Audit Services 11/2023	12659 16,666.47
12/29/2023	Xerox Corporation	Printer Usage	12665 120.67
	Net Administrative & General		<u><u>61,120.91</u></u>
<u>BUSINESS DEVELOPMENT & MARKETING</u>			
12/29/2023	Davis Arneil Law Firm, LLP	Public Records Request	12627 248.00
12/29/2023	Marcus Orr	Logo Wear	12643 216.99
12/29/2023	Sarah K. Deenik	Floral Arrangements - Executive Flight	12655 227.78
12/29/2023	Stacie de Mestre	Tenant Christmas Baskets	12658 128.03
	Net Business Development & Marketing		<u><u>820.80</u></u>

**Chelan Douglas Regional Port Authority
Check Register
2023-52**

CAPITAL PROJECTS

12/29/2023	Ardurra	MALSR Construction Assistance	12617	1,940.00
12/29/2023	Ardurra	Taxiway A Realignment	12617	51,942.77
12/29/2023	Ardurra	Commercial Apron A & E	12617	4,483.80
12/29/2023	Ardurra	GA Terminal Plan Review	12617	472.50
12/29/2023	Ardurra	GA Terminal EA	12617	10,092.59
12/29/2023	Ardurra	Taxiway B Extension CM Services	12617	30,783.53
12/29/2023	Ardurra	National Guard A & E	12617	1,837.50
12/29/2023	Chelan-Douglas Health District	Malaga Water Improvements	12619	110.00
12/29/2023	Custom Salt Solutions	Pavement Deicing Tank Parts	12626	570.74
12/29/2023	J-U-B Engineers, Inc.	Waterville Lighting CM	12637	823.69
12/29/2023	RH2 Engineering, Inc.	Malaga Water Improvements A & E	12652	46,195.00
12/29/2023	RH2 Engineering, Inc.	Cooling Water Disposal Evaluation A & E	12652	12,865.22
12/29/2023	SCJ Alliance	Army National Guard C.U.P.	12656	4,803.75
12/29/2023	Selland Construction, Inc	Taxiway B Extension	12657	61,008.85
12/29/2023	Selland Construction, Inc	Malaga Water Improvements	12657	700,115.75
	Net Capital Projects			\$928,045.69

TOTAL

\$1,042,061.02

VOID: 12622

Memo

To: Board of Directors

From: Monica Lough

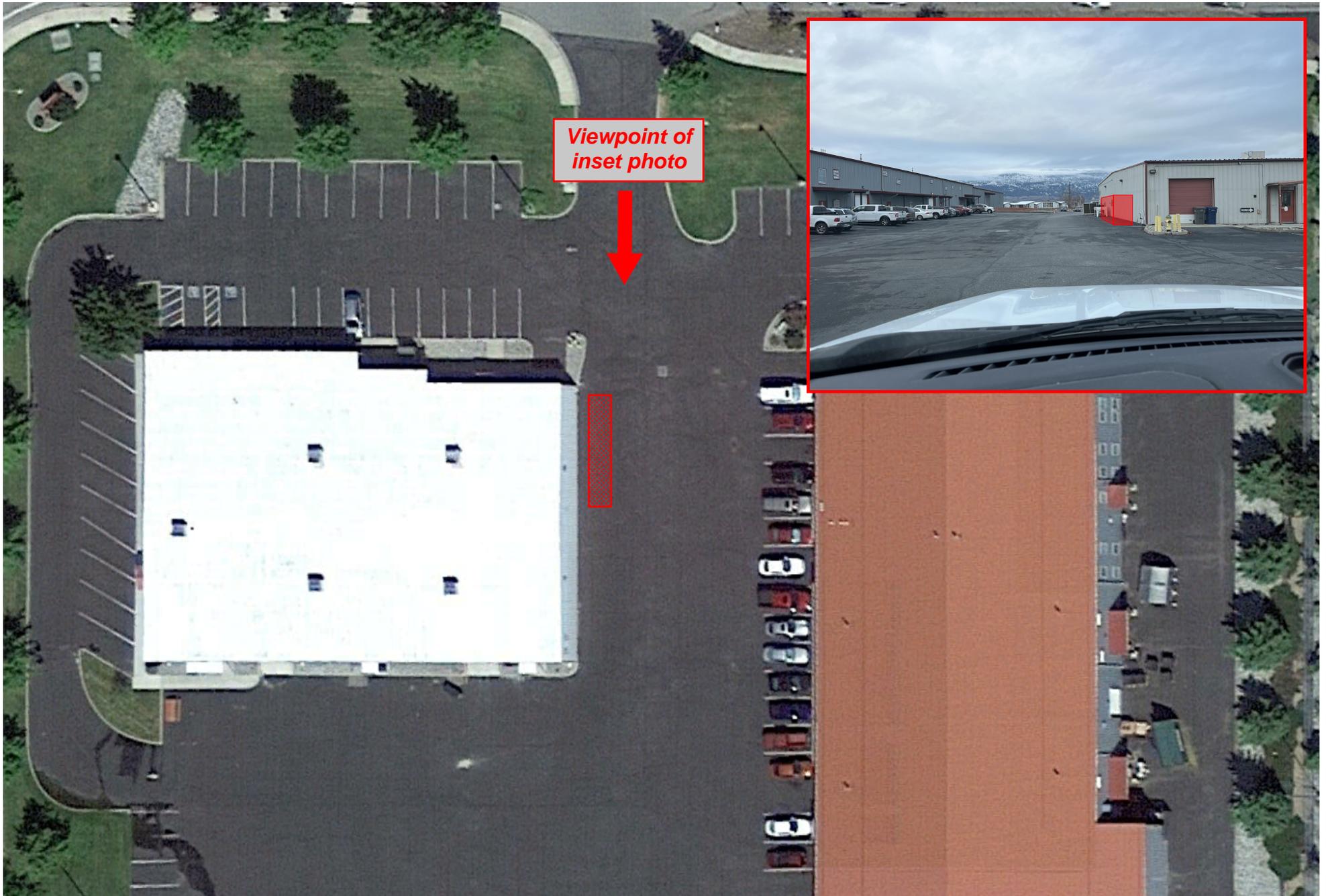
Date: January 9, 2024

Re: Central WA Motorcycle Container Storage

Central Washington Motorcycle Training has been a tenant for many years, both in the 3306 building and for use of Taxiway B for training purposes. Along with that use, CWMT also paid to store a 40' x 8' container for storage of motorcycles in the Taxiway B vicinity. Due to the construction of Taxiway B, the storage and training space is no longer available. CWMT is negotiating with Accor to use their parking lot on weekends for training purposes. They have also requested to lease space on the north corner of the east side of the 3306 building for their storage container. Per the Pangborn Business Park Covenants: “the only temporary structures permitted shall be those attendant to the construction of a permanent structure and shall be placed at the start of construction and removed at completion of the permanent structures”.

In review of the Delegation of Authority, the CEO may execute a lease, subject to “the use to which the property may be put by the tenant shall be expressly stated and shall be in accordance with the goals, directives, and policies adopted by the Board...” Since this lease is not aligned with the covenants, we are requesting the Board approve a waiver of the covenants to place the storage container on the north corner of the east side of the building, per the attached exhibit.

Proposed Location for CWMT Conex



Memo

To: Board of Directors

From: Monica Lough

Date: January 9, 2023

Re: Chelan County PUD Lease Extension

The Chelan County PUD has been leasing Building #5 in Olds Station Business Park since October 1, 2018. The original lease ended September 30, 2022, although had the option to renew for two (2) additional one-year periods. In September of 2022, the PUD requested, and the board approved, to extend the lease for a seventeen-month period, through February 28, 2024. The PUD still finds a need for this additional space and has now requested an extension through December 31, 2024. The original terms will still apply with an annual CPI limited to a 3.5% increase. The current rent is \$30,383 per month for 38,000 square feet.

Since this lease exceeds Jim's Delegation of Authority, we are requesting board approval to extend the Chelan County PUD lease.

Memo

To: Board of Directors

From: Trent Moyers

Cc: Jim Kuntz

Date: January 2, 2024

Re: CheckSix AeroSolutions – Temporary Request to Waive
Airport Minimum Standards

CheckSix AeroSolutions has submitted a statement of interest/application to relocate its FAA Part 145 Repair Station, Garmin Avionics Dealership, and FAA Parts Manufacturer facility from Sandy, OR to Pangborn Memorial Airport. Their application includes a request to temporarily waive two requirements listed in the Airport's Minimum Standards. The two requirements are:

1. No entity shall conduct a commercial aeronautical activity as a lessee or sublessee of airport property that is leased or designated for non-commercial use.
2. In the case of airframe and/or engine repairs, a minimum of 4,500 square feet of hangar space to house any aircraft upon which such service is being performed.

Per the Minimum Standards, the Board may approve a variance based on the following conditions being met:

- 1. A special condition or unique circumstance exists that makes the application of the Minimum Standards unduly burdensome.**
- 2. The variance is narrowly tailored to address the special condition or unique circumstance.**
- 3. The Commercial Aeronautical Operator has agreed to come into full compliance with the Minimum Standards within a prescribed schedule.**
- 4. The schedule is enforceable by the Board.**
- 5. The variance will not create an unfair competitive relationship among Commercial Aeronautical Operators at the Airport.**
- 6. The Board finds that the variance will not materially interfere with the Commercial Aeronautical Operator's ability to provide high quality products, services, and facilities to Airport users.**

Staff recommends approval of a variance based on the following conditions:

- 1. CheckSix AeroSolutions obtains all necessary permits and licenses from Douglas County.**
- 2. CheckSix AeroSolutions compliance with any Douglas County building code requirements of the proposed use of a 2,500 square foot hangar are met.**
- 3. Once conditions #1 and #2 are satisfied, the variance is valid for one-year. CheckSix AeroSolutions shall provide a written letter of compliance to the Airport. The date the letter of compliance is signed shall serve as the commencement date for the one-year variance.**

December 26, 2023

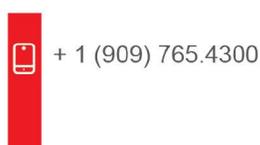
Chelan Douglas Regional Port Authority
One Campbell Parkway, Suite A
East Wenatchee, WA 98802

RE: Statement of Interest for Commercial Aeronautical Activity at Pangborn Memorial Airport

CheckSix AeroSolutions, LLC, an Aero-mark Company, is an Aerospace & Defense (A&D) company with approximately 30 employees that operates two FAA Part 145 Repair Stations, maintains a Garmin Avionics Dealership, owns fifteen FAA Supplemental Type Certificates (STCs), operates an FAA Parts Manufacturers Approval (PMA) facility, and supports flight test/operations activity for a major defense contractor's experimental testbed aircraft. Company headquarters are located at the Ontario International Airport (ONT), CA, and the repair station facilities are at the Palm Springs International Airport (PSP), CA and the Sandy River Airport (O3S), OR with additional work performed for Raytheon at its ONT hangar/office facility.

CheckSix AeroSolutions, LLC has a business interest in consolidating its company headquarters office and the Sandy, OR repair station/Garmin Dealership at Pangborn Memorial Airport (EAT) in East Wenatchee, WA and beginning Commercial Aeronautical Activity at the airport. This application is to seek approval from the Chelan Douglas Regional Port Authority (CDRPA) for a temporary relocation of the Sandy, OR repair station to a leased hangar on the Pangborn airport's property that is owned by Randy Cooper and Chuck Hilles at 3742 Airport Way, East Wenatchee, WA 98802 while a new facility is constructed. This relocation to the current small hangar will last 15-24 months while a new approximately 25,000 sq ft hangar/office facility will be constructed as the permanent home of CheckSix AeroSolutions at Pangborn Memorial Airport. The new facility will be presented in a separate application and statement of interest in early 2024, once SBA financing is finalized and initial design is completed by Cascade Central Construction/Selland Construction. An overview briefing of the new hangar/office is enclosed in support of this application for the temporary relocation to the Cooper/Hilles hangar.

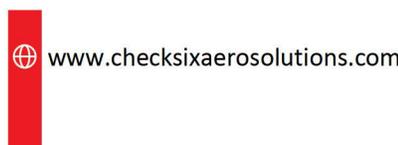
It is in the interest of CheckSix AeroSolutions to move immediately to Pangborn airport before the new facility is built to transfer its FAA Part 145 repair station, Garmin Avionics Dealership, and PMA facility and establish a customer base and workforce at the new location while overseeing the construction of its new Pangborn hangar/office facility. Although the Cooper/Hilles hangar is too small for transfer of the company headquarters, it is adequate for relocation of equipment, tooling, inventory, and space needed to begin small General Aviation (GA) aircraft inspection/repair/modification and Garmin Avionics installation services. It will allow closure of the inadequate location and facility at Sandy, OR and hiring of an initial cadre of FAA-certified A&P mechanics and Avionics Technicians to minimize interruptions to business.



In addition to seeking approval from the CDRPA to begin Commercial Aeronautical Activity at Pangborn, this application seeks a temporary waiver of the Minimum Standards for Commercial Aeronautical Activities, Pangborn Memorial Airport (December 2017) regarding subleasing and minimum hangar space required for aircraft maintenance activities. A waiver to Article II, D.3. of the Minimum Standards is necessary since the private, non-commercial use hangar at 3742 Airport Way will be subleased temporarily for a commercial activity. A waiver to Article VII, C.3. of the Minimum Standards is necessary since the hangar is only 2500 square feet and does not meet the 4500 square foot requirement specified. No other hangar facility at the airport is available that meets these standards. These waivers are not permanent and only for the period of 15-24 months required for completion of the new hangar/office facility.

Information for Written Application as follows:

1. Applicant: CheckSix AeroSolutions, LLC, 2132 E Avion St, Suite A, Ontario, CA 91761
2. Scope of Commercial Activity: FAA-certified 14 CFR Part 145 repair station associated activity in the inspection, repair, and modification of GA aircraft to include installations of Garmin Avionics as an Authorized Garmin Dealership and 14 CFR Part 91.411 pitot-static & 14 CFR Part 91.413 transponder testing. Sale of Beech Bonanza/Baron aircraft STC's and associated PMA new and used aircraft parts.
3. Location of existing hangar: 3742 Airport Way, East Wenatchee, WA 98802



4. Key Management Personnel (resumes attached)
 - Kyle Skalisky (President & CEO)
 - John Tobin (VP of Finance & CFO)
 - Steven Boyce (Repair Station Transition Manager)

5. Financial Responsibility:
 - Primary: CheckSix AeroSolutions, LLC (a California Limited Liability Company)
 - Secondary: Aero-mark, LLC (a Nevada Limited Liability Company)

6. Tools, equipment, and inventory: CheckSix AeroSolutions, LLC will relocate all tools, equipment, and inventory from its existing Part 145 repair station and PMA facility in Sandy, OR as needed to maintain its FAA certifications. Currently, CheckSix AeroSolutions maintains approximately 185 line items on its calibrated and uncalibrated tools & equipment list and approximately 1250 line items on its inventory of new and used aircraft parts. If a reasonable layout at the proposed Pangborn hangar can not be configured, then a suitable storage or additional operating facility for equipment and inventory will be found.

7. Certificates:
 - FAA Part 145 Repair Station Certificate # OYSR774L (Sandy, OR)
 - FAA Part 145 Repair Station Certificate # 2PMR909B (Palm Springs, CA)
 - FAA Parts Manufacturers Approval (PMA) # PQ1930NM
 - Garmin Avionics Dealership # 6585

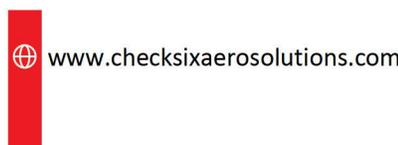
8. Date of Commencement: February 1, 2024 (one-year lease with monthly options)

9. Building size and position: See #3 above. Hangar is approximately 2500 sq ft (50'x50') with a restroom facility.

10. Insurance: CheckSix AeroSolutions maintains sufficient Aviation Liability, Hangarkeepers, General Liability, Automobile, Worker's Compensation, and other policy coverage as needed through insurance broker The Partner's Group in Bellevue, WA. A Certificate of Insurance (COI) showing acceptable coverage to include the indemnity and additional insured requirements of the Minimum Standards will be provided to CDRPA.

11. Guarantors of the Agreement and Financial Statement Summaries:
 - Primary: CheckSix AeroSolutions, LLC

CheckSix AeroSolutions, LLC	2022	2023 (thru Nov 30)
REVENUE	\$2,150,483	\$4,102,569
GROSS PROFIT	\$778,246	\$1,591,261
NET INCOME	\$180,185	\$70,147



- Secondary: Aero-mark, LLC (holding company)

Aero-mark, LLC	2021	2022
REVENUE	\$41,418,639	\$64,757,682
GROSS PROFIT	\$6,403,454	\$9,446,726
NET INCOME	\$6,023,843	\$1,424,283

12. Proforma operating statement for the first year (2024 Operating Budget):

CheckSix AeroSolutions, LLC – Budget Plan	2024
REVENUE	\$5,852,372
GROSS PROFIT	\$1,721,640
NET INCOME	\$524,584

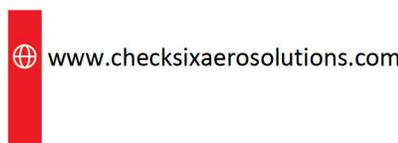
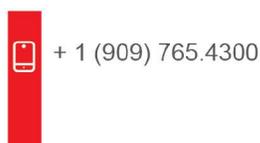
13. Neither CheckSix AeroSolutions, LLC nor Aero-mark, LLC have any bankruptcies.

Please let me know if you have any questions or further information is needed. Thank you for your consideration of this request to expand aircraft maintenance/modification/avionics service and for future economic growth in a new facility at Pangborn Memorial Airport. Feel free to contact me at kyle.skalisky@checksixas.com or by cell at (509) 881-1768.

Respectfully,



Kyle Skalisky
President & CEO



Memo

To: Board of Directors

From: Ron Russ

Date: January 4, 2024

Re: Authorization to Solicit Bids - General Aviation Terminal Apron Underground Storage Tank Removal Project

The approved 2024 capital budget includes \$496,000 to remove and dispose of 6 underground storage tanks at the Pangborn Memorial Airport. These six tanks are shown in the attached exhibit.

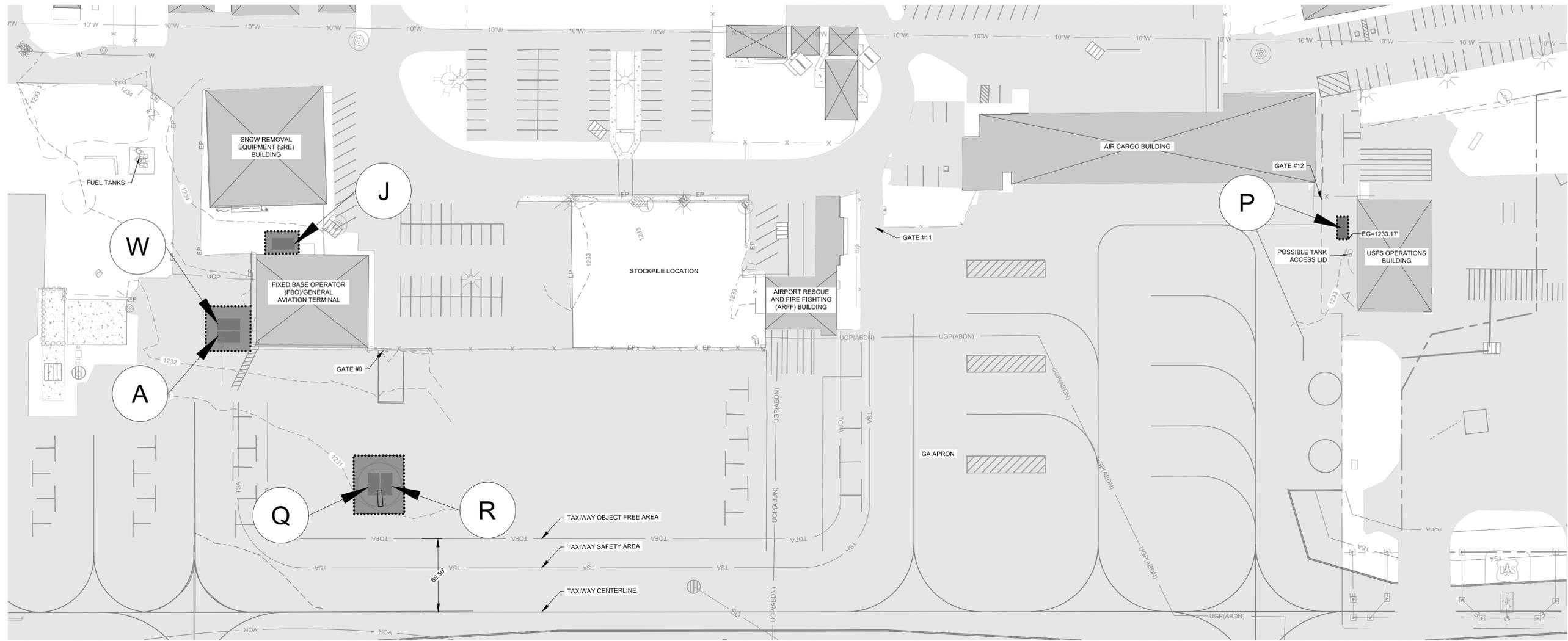
Last year, in accordance with FAA regulations, Ardurra completed a “documented CatEx” to substantiate that this project will not have any significant environmental impacts. They have now completed the preparation of plans, specifications, and a construction cost estimate. Ardurra’s fees for preparation of the CatEx and project documents was \$146,000.

Ardurra is currently preparing an amendment to the task authorization for services during construction, including monitoring the excavation, removal and decommissioning of the tanks; documenting the sampling and testing of excavated soils to confirm there are no contaminants above cleanup levels; and preparing documentation of the decommissioning effort for the WA Dept. of Ecology and the FAA.

The construction cost estimate for this project is \$264,992.47.

Staff are requesting board authorization to solicit bids for the General Aviation Terminal Apron Underground Storage Tank Removal Project.

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UNDERGROUND STORAGE TANK LIST

TANK ID	TANK SIZE (GAL.)	KNOWN TO CONTAIN	STATUS
A	UNKNOWN	UNKNOWN	ABANDONED
J	1,000	HEATING OIL	ABANDONED
P	1,000	HEATING OIL	ABANDONED
Q	10,000	AVIATION GASOLINE	ACTIVE
R	10,000	AVIATION GASOLINE	ACTIVE
W	UNKNOWN	UNKNOWN	UNKNOWN

LEGEND

- EXISTING PAVEMENT, RETAIN AND PROTECT
- EXISTING PAVEMENT TO BE REMOVED
- SAWCUT
- EXISTING STORM DRAIN PIPE, RETAIN AND PROTECT
- EXISTING STORM DRAIN STRUCTURE, RETAIN AND PROTECT
- EXISTING ELECTRICAL ITEM
- EXISTING MAJOR CONTOUR
- EXISTING MINOR CONTOUR

BORDER SIZE		12/28/23					
DESIGNED	MM	DRAWN	JM	CHECKED	MM	APPROVED	MM

1717 S. RUSTLE STREET, SUITE 201
SPOKANE, WA 99224
909-318-2680 | WWW.ARDURRA.COM

PANGBORN MEMORIAL AIRPORT
GENERAL AVIATION TERMINAL APRON
UNDERGROUND STORAGE TANK REMOVAL PROJECT
EXISTING SITE

ATTENTION:	1
IF THIS BAR DOES NOT MEASURE 1" ON 22x34 SHEET or 1/2" ON 11x17 SHEET, THEN DRAWING IS NOT TO SCALE.	
DATE:	January 4, 2024
PROJECT:	230439
SHEET:	4 OF 8

N:\2024\910_CAD\2024\910\EXISTING SITE\EXISTING SITE.DWG 14/02/24

PANGBORN MEMORIAL AIRPORT
GENERAL AVIATION TERMINAL APRON
UNDERGROUND STORAGE TANK REMOVAL PROJECT

Last Updated By:
Matt McDonald, Ardurra Inc.
1/4/2024

ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COST

Item No.	Item Description	Spec Section	Est. Quantity	Unit of Measure	Engineer's Estimate	
A-1 General Construction						
	A) Mobilization (10% max)	C-105	1	L.S.	\$26,000.00	\$ <u>26,000.00</u>
	B) Safety and Compliance	013513	1	L.S.	\$7,000.00	\$ <u>7,000.00</u>
	C) Temporary Pollution, Soil Erosion, and Siltation Control	C-102	1	L.S.	\$7,500.00	\$ <u>7,500.00</u>
A-2 Sitework						
	A) Removing Asphalt Concrete Pavement, 4-inch Depth	WSDOT 2-02	530	S.Y.	\$15.00	\$ <u>7,950.00</u>
	B) Removing Existing Structure: Tanks Q & R	WSDOT 2-02	1	L.S.	\$55,000.00	\$ <u>55,000.00</u>
	C) Removing Existing Structure: Tanks W & A	WSDOT 2-02	1	L.S.	\$20,000.00	\$ <u>20,000.00</u>
	D) Removing Existing Structure: Tank J	WSDOT 2-02	1	L.S.	\$4,500.00	\$ <u>4,500.00</u>
	E) Removing Existing Structure: Tank P	WSDOT 2-02	1	L.S.	\$4,500.00	\$ <u>4,500.00</u>
	F) Removing Hazardous and Non Hazardous Liquid and Disposal	WSDOT 2-02	500	GAL	\$1.50	\$ <u>750.00</u>
	G) Unsuitable Material Handling and Disposal	WSDOT 2-03	30	C.Y.	\$161.00	\$ <u>4,830.00</u>
	H) Replace Unsuitable Foundation Material	WSDOT 2-03	750	C.Y.	\$55.00	\$ <u>41,250.00</u>
	I) Hazardous Material Excavation, Handling, and Disposal	WSDOT 2-03	5	TON	\$750.00	\$ <u>3,750.00</u>
	J) Non-Hazardous Material Excavation, Handling, and Disposal	WSDOT 2-03	48	TON	\$161.00	\$ <u>7,728.00</u>
	K) Roadway Excavation Inc. Haul (Apron)	WSDOT 2-03	600	C.Y.	\$10.00	\$ <u>6,000.00</u>
A-3 Bases						
	A) Crushed Surfacing Base Course	WSDOT 4-04	88	C.Y.	\$ 80.00	\$ <u>7,040.00</u>
	B) Crushed Surfacing Top Course	WSDOT 4-04	103	C.Y.	\$ 90.00	\$ <u>9,270.00</u>
A-4 Flexible Pavements						
	A) HMA Cl. 1/2 in. PG 58V-28	WSDOT 5-04	142	TON	\$ 220.00	\$ <u>31,240.00</u>
A-5 Miscellaneous						
	A) Emulsified Asphalt Tack Coat	WSDOT 5-04	50	GAL	\$ 3.00	\$ <u>150.00</u>

SUBTOTAL BID SCHEDULE A \$ 244,458.00

Sales Tax @ 8.4% \$ 20,534.47

TOTAL BID SCHEDULE A (Including WSST) \$ 264,992.47



Memo

To: Board of Directors

From: Ron Russ

Date: January 4, 2024

Re: Authorization to Solicit Bids – Executive Flight Building – AFFF and Suppression Piping Replacement

The approved 2024 capital budget includes \$500,000 to replace the AFFF (Aqueous Film Forming Foam) and suppression piping at the Executive Flight building. When this project was first conceptualized it only included the replacement of the AFFF with a newer fluorine free foam. However, we have had a total of 5 leaks in the system piping over the course of the last several months, leading us to believe they have reached the end of their useful life. With the WA Army National Guard moving into the building this spring, we felt this was the ideal time to replace most of the sprinkler pipes in the building, to minimize the potential for any future issues.

Coffman Associates, with support from DOH Associates, has prepared plans, specifications, and a construction cost estimate for this project. The construction cost estimate of \$562,000, exceeds our current project budget. In addition, due to the changing project scope, we brought DOH on at the last minute to assist with preparation of the project documents. I will provide an update on A&E fees at next Tuesday's meeting and we will provide a thorough summary of anticipated project costs when we seek authorization to award a construction contract at the February 13th meeting.

Staff is requesting board authorization to solicit bids for the Executive Flight Building – AFFF and Suppression Piping Replacement project.

CONSTRUCTION COST ESTIMATE					DATE PREPARED 1/5/2024		SHEET 1 OF 1	
PROJECT Executive Flight Building - AFFF and Suppression Piping Replacement					Coffman Engineers 751 Osterman Dr. Suite 104 Bozeman, MT 59715 ph: (406) 582-1936 fax: (406) 585-8332			
LOCATION CDRPA East Wenatchee, WA								
DESCRIPTION Fire Suppression Systems								
DISCIPLINE Fire Sprinkler Systems and General Conditions				ESTIMATOR J. Anderson		BASED ON BID DATE: March 1, 2024		
ITEMS	QUANTITY		MATERIAL		LABOR		TOTAL COST	
	No. Units	Unit Meas.	Per Unit	TOTAL	Per Unit	TOTAL		
Main Piping and Controls:								
AFFF Concentrate Piping Replacement	4	Ea	\$1,500.00	\$2,500.00	\$1,280.00	\$1,280.00	\$3,780.00	
AFFF Bladder Replacement	2	Ea	\$5,000.00	\$10,000.00	\$1,920.00	\$3,840.00	\$13,840.00	
Test Header Piping and Isolation Valves	1	Ea	\$3,500.00	\$3,500.00	\$1,920.00	\$1,920.00	\$5,420.00	
Disposal of Drained AFFF and Foam/Water Solution	1	Lot	\$10,000.00	\$10,000.00	\$7,000.00	\$7,000.00	\$17,000.00	
Disposal of Second Filling/Flusing of Foam/Water	1	Lot	\$10,000.00	\$10,000.00	\$7,000.00	\$7,000.00	\$17,000.00	
Display Hangar								
Demolition of Existing Piping	1	Lot	\$1,000.00	\$1,000.00	\$6,400.00	\$6,400.00	\$7,400.00	
New Upright Sprinkler and Piping	169	Ea	\$200.00	\$33,800.00	\$160.00	\$27,040.00	\$60,840.00	
Maintenance Hangar								
Demolition of Existing Piping	1	Lot	\$1,000.00	\$1,000.00	\$6,400.00	\$6,400.00	\$7,400.00	
New Upright Sprinkler and Piping	180	Ea	\$200.00	\$36,000.00	\$160.00	\$28,800.00	\$64,800.00	
Admin Area Wet System Piping								
Demolition of Existing Piping	1	Lot	\$1,000.00	\$1,000.00	\$12,800.00	\$12,800.00	\$13,800.00	
New Upright/Sidewall Sprinkler and Piping	51	Ea	\$175.00	\$8,925.00	\$200.00	\$10,200.00	\$19,125.00	
New Pendent Sprinkler and Piping	333	Ea	\$180.00	\$59,940.00	\$200.00	\$66,600.00	\$126,540.00	
Painting and Patching of Walls/Ceilings	1	Lot	\$3,500.00	\$3,500.00	\$3,200.00	\$3,200.00	\$6,700.00	
Remove and Reinstall Accousti Ceiling Tiles	1	Lot	\$1,000.00	\$1,000.00	\$3,200.00	\$3,200.00	\$4,200.00	
Pump Room and Backflow Preventor								
Demolition of Existing Piping	1	Lot	\$250.00	\$250.00	\$1,280.00	\$1,280.00	\$1,530.00	
Relocate 8" RP Backflow and Associated Piping	1	Lot	\$6,500.00	\$6,500.00	\$3,200.00	\$3,200.00	\$9,700.00	
Fire Alarm Work								
Connection of New Tamper Switches to existing System	8	Ea	\$50.00	\$400.00	\$160.00	\$1,280.00	\$1,680.00	
Testing	1	Lot	\$250.00	\$250.00	\$640.00	\$640.00	\$890.00	
General Construction Items:								
Lift Rental	1	Lot	\$9,000.00	\$9,000.00	\$1,920.00	\$1,920.00	\$10,920.00	
General Contractor Project Management/Overhead	1	Lot	\$2,500.00	\$2,500.00	\$50,000.00	\$50,000.00	\$52,500.00	
System Testing/Inspections	3	Ea	\$500.00	\$1,500.00	\$1,280.00	\$3,840.00	\$5,340.00	
O&M and Closeout	1	Lot	\$500.00	\$500.00	\$1,500.00	\$1,500.00	\$2,000.00	
General Conditions (Bond, Ins., Tax)						11%	\$49,764.55	
Escalation to Bid						2%	\$10,043.39	
Generals Overhead & Profit						10%	\$50,216.96	
TOTAL PAGE 1							\$562,429.90	
GRAND TOTAL								\$562,429.90

Memo

To: Board of Directors

From: Ron Russ

Date: January 4, 2024

Re: IB #9 Canopy Roofing Installation – Authorization to Award

The approved 2024 capital budget includes \$140,000 to repair the roof of the canopy on the west side of IB9 to fix recurring leaks. This project includes overlaying the existing metal roof with wood decking and installing a single ply roof membrane; installing an additional snow stop on a portion of the south side of the roof; and installing new heat cables to ensure proper drainage and prevent the formation of ice dams.

Staff have solicited bids from qualified contractors on the CDRPA's Small Works Roster and have received one responsive and responsible bid. The sole bidder is M. Vail Company in the amount of \$93,467.87, including WSST.

Staff is requesting board authorization to award a small public works contract to M. Vail Company for \$93,467.87, including WSST and to establish an overall project budget of \$110,000.

Memo

To: Board of Directors

From:  Jim Kuntz

Date: January 4, 2024

Re: Amending Federal Governmental Affairs Contract with Elevate

Late last year, the Board approved the Federal Governmental Affairs Contract renewal with Elevate. It is a one-year extension and expires on December 31, 2024. We pay \$8,500 per month. Please see Amendment #2 attached.

The City of Wenatchee will be seeking additional Federal funding for the Confluence Parkway Transportation project. Coordinating our federal priorities makes sense. Congressional delegations like it when multiple jurisdictions work together.

I am proposing we add the “Confluence Parkway Transportation Project” to our list of Federal funding priorities and work collaboratively with the City of Wenatchee.

The Confluence Parkway Transportation Project is going to take a focused effort. At the same time, we do not want to dilute attention from Regional Port projects. Elevate has suggested we increase the monthly fee by \$4,000 per month (from \$8,500 to \$12,500 per month). This seems reasonable.

The City of Wenatchee has expressed a willingness to contribute \$5,000 per month. This would cover the additional \$4,000 per month

fee, plus an additional \$1,000 per month, which would help offset the Regional Port management of the Elevate contract.

I am seeking Board approval to amend the Governmental Affairs Contract with Elevate to \$12,500 per month. I am also seeking Board approval to enter into an Interlocal Agreement with the City of Wenatchee to reimburse the Regional Port at \$5,000 per month.



**AMENDMENT #2 TO
INDEPENDENT CONTRACTOR SERVICES AGREEMENT**

by and between

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

and

ELEVATE GOVERNMENT AFFAIRS, LLC

As a second amendment to the Agreement executed on November 9, 2022, strike everything after the Agreement header and insert the following:

THIS INDEPENDENT CONTRACTOR SERVICES AGREEMENT (this "**Agreement**") is made by and between the Chelan Douglas Regional Port Authority (the "**Regional Port**") and Elevate Government Affairs, LLC, a District of Columbia limited liability company ("**Elevate**"), as of January 1, 2024.

1. **ENGAGEMENT OF SERVICES.** The Regional Port shall engage Elevate to perform certain services on its behalf, as more fully described on **Schedule A** attached hereto.
2. **COMPENSATION.**
 - a. **RETAINER.** The Regional Port shall pay Elevate a monthly retainer fee (the "**Retainer**") as compensation for services rendered under this Agreement. The Retainer shall be Eight thousand five hundred dollars (\$8,500) per month, for the duration of the Agreement as described in Section 6.
 - b. **PAYMENT.** The Retainer shall be payable on the first of each month, for the duration of the Agreement as described in Section 6.
 - c. **EXPENSES.** The Regional Port shall reimburse Elevate for reasonable expenses related to services rendered under this Agreement, subject to prior approval by the Regional Port. Such expenses shall be capped at five percent (5%) of the total compensation of this Agreement.
3. **INDEPENDENT CONTRACTOR RELATIONSHIP.** Elevate's relationship with the Regional Port 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 the Regional Port and is not authorized to make any representation, contract, or commitment on behalf of the Regional Port.

4. **SECURITIES COMPLIANCE.** During the course of its work for the Regional Port 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 the Regional Port. In particular, it will not disclose to the Regional Port 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 the Regional Port 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 January 1, 2024 until December 31, 2024, unless extended as described in subsection (a) of this section.
 - a. **Extension.** Following the end of the Agreement term as described in this section, the Agreement shall be extended on a month-to-month basis unless a new term is mutually agreed upon by the Regional Port and Elevate.
 - b. **Termination.** Beginning thirty (30) days prior to the end of the Agreement term as described in this section, the Regional Port and Elevate have the right to terminate the Agreement without cause with thirty (30) days' written notice.
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.

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 (the Regional Port) and Elevate, dated as of January 1, 2024. Pursuant to the Agreement, Elevate shall perform the following services for the Regional Port:

1. Scope of Work:

Elevate will provide government affairs services in support of CDRPA's federal priorities, as determined by CDRPA. These priorities and services will include, but are not limited to, the following:

- **Congressionally Directed Spending Requests**
 - Continue engagement with the Congressional delegation on the Regional Port's FY2024 congressionally directed spending (CDS) requests.
 - Resubmit FY2024 requests for FY2025 if necessary should Congress agree to a full-year Continuing Resolution for FY24.

- **GA Terminal Application – FAA Airport Terminal Program**
 - Support engagement with FAA and the Congressional delegation in support of the Regional Port's application to the FAA's 2024 Airport Terminal Program.

- **Department of Defense Funding for Washington Army National Guard Hangar Complex – Pangborn Airport**
 - Engagement with Washington congressional delegation, House and Senate Armed Services Committees, National Guard Bureau, and Department of Defense in support of MilCon funding for a permanent National Guard facility at Pangborn.
 - Continue coordination with the Regional Port and the Regional Port's state legislative government affairs consultants, as needed, to secure needed Washington state government approvals.

- **Reduction in Local Cost Share for Public Airports in Areas of High Federal and State Land Ownership**
 - Continue engagement with the appropriate Senate and House committees, Congressional delegation, FAA, and other stakeholders as necessary to support the inclusion of relevant language in FAA reauthorization.

- Relocation of US Forest Service Wenatchee River Ranger District Headquarters
 - Work with the Forest Service, Congressional delegation, and other stakeholders as necessary in support of a feasibility study to determine an alternative location and cost estimate for a new US Forest Service facility for the Wenatchee River Ranger District.

- Weather Surveillance Radar System
 - Engagement with NOAA, FAA, relevant Congressional committees, and the Congressional delegation in support of efforts to close the eastern Cascades slope radar gap.

- Control Tower Feasibility Study
 - Engagement with FAA, relevant Congressional committees, and the Congressional delegation in support of citing a control tower at Pangborn Memorial Airport.

- Increase in Passenger Facility Charge
 - Engagement with FAA, Senate Commerce, House T&I, and outside stakeholders elevating Pangborn Airport as an example of the longstanding need to raise the PFC cap.

- Commercial Air Service Minimum Revenue Guarantee
 - Engagement with FAA and relevant Congressional committees to address airlines' practice of requiring minimum revenue guarantees for new or resumed service.

- General business and governmental consulting.

- Relationship building with key Washington state congressional delegation members and critical committee members and staff with funding and oversight over key FAA programs.

- Relationship building with the FAA.

- Furnish office space and logistical support during Washington, DC visits.

- Other duties as assigned.

IN WITNESS WHEREOF, the Regional Port 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

Memo

To: Board of Directors

From: Stacie de Mestre

Date: January 3, 2024

Re: Amend Professional Services Agreement – Bernardo Wills –
CDRPA Administrative Office

After a formal RFQ process in June of 2023, staff selected Bernardo Wills to perform a space study to identify the space needs for the future CDRPA administrative office and determine what suite of the CTC was the best option. Based on their analysis and the recent lease negotiations with CMI Orchards, the CDRPA administrative office will be located on the east side of level 2.

Attached please find Bernardo Wills' scope and fee estimate for design services. Staff is seeking Board approval to amend the existing Professional Services Contract with Bernardo Wills to add design services through construction administration for the CDRPA administrative office in the amount of \$95,999.

Date:	12/21/23
To:	Stacie de Mestre, Director of Economic Development and Capital Projects
From:	Licia LeGrant – Commercial Sector Manager
	Michelle Widner – Interior Designer
Project:	CDRPA Admin. Building Phase II - 2 nd Floor Tenant Improvement
	285 Technology Center Way, Wenatchee, WA
BW Project No.:	23-03-050

Based on our work to date and our experience with similar projects we have completed, Bernardo Wills (BW) is pleased to offer the following fee proposal for professional services.

Project Description

Interior tenant improvements for CDRPA's Administrative Office on the 2nd floor of the Confluence Technology Center in Wenatchee. The build out follows Phase I of the project in which BWA analyzed CDRPA's department needs, the overall function of the departments, as well as the available tenant spaces in the building. As a result of the findings of Phase I, it was determined the 2nd floor was the best option.

The project includes the interior design and construction of +/- 6,100sf of new office space, open office, work area, break room, storage room, and conferencing space.

No interior public areas such as lobby or restrooms are expected, and all other improvements will be a part of a separate tenant improvement design and permit process.

No structural engineering or fire protection design is included in this scope as it is assumed this will not be required as part of the TI. Fire Protection will be design-build (modification only).

No phasing or relocation management is assumed at this time (design related to relocation).

Scope of Basic Services

Professional services are typically provided in phases beginning with simple preliminary work to determine the project scope and moving towards more detailed design work and technical drawings for permits, pricing, and construction. Basic services shall conclude upon approval of Bernardo Wills' work by the authority having jurisdiction. For projects that do not include permit actions, basic services shall conclude upon receipt of deliverables as subscribed in basic services.

The scope of services for basic services are as outlined below:

1. Pre-Design/Programming: Completed in Phase I under a separate contract.
2. Existing Conditions Verification: This phase includes verification of existing conditions of the 2nd floor space. This assumes (1) site visit to verify conditions and dimensions of the space.
3. Design Phase: Based on the approved program this design phase work, preparation of drawings to further define the size, scope, and character of the project including preliminary floor plan studies, reflected ceiling plans, and interior elevations. This phase also includes preliminary selected design details and preliminary finishes.
4. Construction Documents Phase: Based on the approved design development phase work this phase includes the preparation of construction documents including architectural, interior,

mechanical and electrical engineering, and technical setting forth in detail the quality levels and performance criteria of materials and systems. Construction documents will be suitable for construction bidding and building permits. This phase includes a construction budget developed by an independent consultant based on a 95% complete set of drawings.

5. **Permit Assistance and Bidding Phase:** This phase includes completing permit application and submittal requirements as well as coordination with City of Wenatchee during plan review process. Bidding services as described herein are for the design team to continue to provide services during the contractor selection of the project. Services may include issuing documents to bidders and plan centers, responding to bidder questions, preparing addenda as required, and assisting the owner in evaluating bids or proposals.
6. **Construction Phase Services:** Construction phase services as described herein are for the design team to continue to provide services during construction phases of the project. Services may include shop drawing and submittal review, site visits by the design team, responding to the contractor's requests for additional information, processing the contractor's monthly payment applications, and assisting with project closeout.
7. **Furniture Selection/Coordination:** This phase includes working with Owner's vendor to select finishes, or selection/evaluation of furniture systems.

Deliverables

Design Meetings

- 1 Onsite visit (verification of existing conditions)
- 2 Design Meetings
- 1 Consultant Coordination Meeting

Drawings:

- Floor Plan Studies (2 options + 1 revision)
- Coordination/Review Set (60%)
- Permit/Bid Set (100%) including specifications on the drawings.

Other

- Construction Budget
- Digital Interior Finish Board (2 Options + 1 Final)

Compensation for Basic Services

In addition to any fees previously invoiced, we propose a stipulated sum fee plus reimbursable expenses as detailed in the attached Fee Summary.

Additional Services not Included in Basic Services

The following work is not included as part of the basic services, but can be added if necessary:

- **Revising previously completed or approved work as requested by owner or potential tenants.**
- Special graphics, presentation drawings, marketing brochures, or lease exhibits
- Multiple bid packages or permit submittals
- Certifications, inspections, or testing required by agencies having jurisdiction
- Building/site signage design/permitting
- Site visits by the architect, or engineers beyond those listed unless specifically noted otherwise
- Preparation of record drawings (construction completion)
- Specialized consultants (i.e., building envelope, acoustic, accessibility etc.)
- FFE design and coordination (furniture, equipment, artwork, accessories, etc.)
- Future tenant space planning or tenant improvements

- Relocation management (design related to relocation)
- LEED or “Green Architecture” design
- Testing or inspection during construction as required by the applicable energy code
- Commissioning, commissioning plan, O&M Manuals, and system operations training during construction as required by the applicable energy code
- **Value engineering tasks**

Hourly Charges

The following hourly rates shall be used when a portion of the fee is to be charged on an hourly basis or if we are requested to perform additional work. Hourly rates are subject to an annual increase. For fees based on an hourly rate, we will provide time reports to substantiate hours.

Position	2024 Hourly Rates
Department Manager	\$250.00
Sector Manager	\$235.00
Associate	\$225.00
Professional Grade V	\$220.00
Professional Grade IV	\$210.00
Professional Grade III	\$200.00
Professional Grade II	\$180.00
Professional Grade I	\$170.00
Emerging Architecture Professional	\$160.00
BIM Technician III	\$155.00
BIM Technician II	\$135.00
BIM Technician I	\$115.00
Project Administrator	\$105.00

Schedule

Estimated project timeline for Phase II:

- Field Verification Phase: 1 Week
- Design Phase: 4-6 Weeks
- Construction Documents Phase: 4-6 Weeks
- Construction Budget: 2 Weeks
- Plan Review/Bidding Phase: 8-10 Weeks
- Construction Phase: 4-5 Months

Expenses

Within our fee we have allowed travel within 50 miles of our office and printing of drawings and reports for our own use or for distribution to our consultants. All other expenses are not included in the proposal and will be reimbursed by the client at cost plus 10% to cover administration and handling. Reimbursable expenses include:

- Travel beyond 50 miles of our office.
- Incidental fees paid to regulatory agencies for applications, etc.
- Printing and overnight shipping

FEE SUMMARY

		Total Fee	% of Fee
Date:	12/21/2023		
Project Manager:	Licia LeGrant		
BW Project No.:	23-03-050		
BW Project Title:	CDRPA Administration Building		
Existing Conditions Verification		\$ 2,083.20	2%
	Verify Existing Conditions (Site Visit)		
	Update Asbuilt Plans		
Design Development		\$ 9,654.40	10%
	Floor Plan studies (1 options + 1 Revision)		
	Preliminary Finish Selections (2 options)		
	Design Drawings		
	Meetings		
	Project Coordination		
Construction Documents		\$ 20,652.80	22%
	Construction Documents		
	Project Coordination		
	Final Finish Selection		
	Quality Control		
	Meetings		
	Specifications		
Permit Assistance and Bidding		\$ 5,163.20	5%
	Permit Application/Submittal		
	Plan Review Responses/Resubmittal		
	Issue Bid Documents		
	Questions/Addendum		
	Bid selection/Review Bids w/ Owner		
Construction Administration		\$ 20,630.40	21%
	Site Visits (Assume 5 site visits)		
	RFI/Questions		
	Submittal Review		
Furniture Coordination		\$ 5,006.40	5%
	Coordination w/ Vendor		
	Finish Selection		
BW Basic Services :		\$ 63,190.40	66%
Consultant Fee:		\$ 31,350.00	
Elect/Lighting	Evans Engineering and Consulting	\$ 13,310.00	14%
Mech/Plumbing	Dumais Romans Engineering	\$ 15,290.00	16%
Cost Estimator		\$ 1,650.00	2%
NREC Review	NGR Edge Consulting	\$ 1,100.00	1%
		\$ -	
		\$ -	
BW EXPENSES		Total Fee	
Reimbursable Expenses:		Subtotals	
	Travel (340 miles RT x \$0.65 = \$221.00) x 6 trips	\$ 1,458.60	2%
		\$ 1,458.60	
Total Basic Services (Fixed Fee):		\$ 95,999.00	



There is no established policy on electing officer positions. If the current rotation schedule is maintained, the proposed officers for calendar year 2024 would be as follows:

Commissioner DeRock	President
Commissioner Baldwin	Vice President
Commissioner Etherington	Secretary

DRAFT

**PORT OF CHELAN COUNTY
MINUTES OF THE PORT OF CHELAN COUNTY
INDUSTRIAL DEVELOPMENT CORPORATION MEETING**
Tuesday, January 9th, 2024

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, Dir. of Finance & Admin.
Trent Moyers, Director of Airports
Stacie de Mestre, Dir. of Econ. Dev. & Cap. Projects
Ron Russ, Property Manager
Tricia Degnan, CTC Manager (Zoom)
Sarah Deenik, Communications Coordin.
Brooke Lammert, Executive Assistant
Julie Avis, Accounting Specialist (Zoom)
Lorena Amador, Accounting Spec. (Zoom)
Laura Camarillo Reyes, Admin. Assistant (Zoom)

Legal Counsel:

Quentin Batjer, Legal Counsel

Guests:

Commissioner Baldwin called the meeting to order at **XX** a.m.

ELECTION OF OFFICERS

Commissioner Etherington called for the nominations and election of officers. Commissioner Baldwin moved, and DeRock seconded, and the Board of Directors of the Port of Chelan County Industrial Development Corporation cast a unanimous ballot for Richard DeRock as President, JC Baldwin as Vice President, and Donn Etherington as Treasurer for 2024. Motion Passed 3-0. The Board of Directors appointed Jim Kuntz as Secretary.

APPROVAL OF MINUTES

Secretary Kuntz read the minutes of the January 9th, 2024 meeting, which were moved for adoption by Commissioner Baldwin and seconded by Commissioner Etherington. Motion passed 3-0.

The Port of Chelan County Industrial Development Corporation meeting was adjourned at **XX a.m.**

Signed this 9th, day of January, 2024.

PORT OF CHELAN COUNTY INDUSTRIAL DEVELOPMENT CORPORATION BOARD OF DIRECTORS

Richard DeRock, President

JC Baldwin, Vice President

Donn Etherington, Treasurer



There is no established policy on electing officer positions. If the current rotation schedule is maintained, the proposed officers for calendar year 2024 would be as follows:

Commissioner Spurgeon

President

Commissioner Huffman

Vice President

Commissioner Loeb sack

Secretary

DRAFT

**PORT OF DOUGLAS COUNTY
MINUTES OF THE PORT OF DOUGLAS COUNTY
INDUSTRIAL DEVELOPMENT CORPORATION MEETING**

Tuesday, January 9th, 2024

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, Dir. of Finance & Admin.
Trent Moyers, Director of Airports
Stacie de Mestre, Dir. of Econ. Dev. & Cap. Projects
Ron Russ, Property Manager
Tricia Degnan, CTC Manager (Zoom)
Sarah Deenik, Communications Coordin.
Brooke Lammert, Executive Assistant
Julie Avis, Accounting Specialist (Zoom)
Lorena Amador, Accounting Spec. (Zoom)
Laura Camarillo Reyes, Admin. Assistant (Zoom)

Legal Counsel:

Quentin Batjer, Legal Counsel

Guests:

Commissioner Loeb sack called the meeting to order at **XX** p.m.

ELECTION OF OFFICERS

Commissioner Loeb sack called for the nominations and election of officers. Commissioner Huffman moved, and Commissioner Loeb sack seconded, and the Board of Directors of the Port of Douglas County Industrial Development Corporation cast a unanimous ballot for Mark Spurgeon as President, Jim Huffman as Vice President, and Alan Loeb sack as Treasurer for 2024. Motion Passed 3-0. The Board of Directors appointed Jim Kuntz as Secretary.

APPROVAL OF MINUTES

Secretary Kuntz read the minutes of the January 9th, 2024 meeting, which were moved for adoption by Commissioner Huffman and seconded by Commissioner Loeb sack. Motion passed 3-0.

The Port of Douglas County Industrial Development Corporation meeting was adjourned at **XX p.m.**

Signed this 9th, day of January, 2024.

PORT OF DOUGLAS COUNTY INDUSTRIAL DEVELOPMENT CORPORATION BOARD OF DIRECTORS

Mark Spurgeon, President

Jim Huffman, Vice President

W. Alan Loeb sack, Treasurer



Request for Proposals

Chelan Douglas Regional Port Authority
Tax Increment Financing Consultant

RFP 2023-67

Notice is hereby given that the Chelan Douglas Regional Port Authority will receive proposals electronically up to the hour of:

3:00 p.m.

Wednesday, January 10, 2024

All interested proposers must register on the port's online Professional Services Roster, located on the port's website at www.cdrpa.org. To access the registration page, go to the Doing Business with Us tab and click on the Professional Services Roster Questionnaire button. For assistance, please call (509) 884-4700.

Chelan Douglas Regional Port Authority

One Campbell Parkway, Suite A

East Wenatchee, WA 98802

(509) 884-4700

Stacie@cdrpa.org



Table of Contents

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1. INTRODUCTION / PROJECT OVERVIEW



Photo of Pangborn Municipal Airport and surrounding area

1.1 PURPOSE AND OBJECTIVES

The Chelan Douglas Regional Port Authority (CDRPA) is seeking qualified firms with proven expertise in TIF analysis and formation to submit a written proposal to support the port in the creation of a Tax Increment Area (“TIA” or “increment area”). The Consultant selected shall also guide the port through the compilation of required documents and processes that support future debt issuance for the development of the Regional Port’s Douglas County TIF Project. The ability of the Port to create a TIA (that utilizes tax increment financing, or “TIF”) is the result of the State of Washington approving ESHB 1189 (the “Act”), effective July 24, 2021. This allows cities, counties, and port districts each with the ability, to create up to two TIAs for which assessed value (“AV”) at the time of creation must not exceed the lower of \$200 million or 20% of the entity’s “AV” “increment value” (as defined in the Act) resulting from each TIA being leveraged to finance improvements in the increment area.

1.2 OVERVIEW OF PORT

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 and Douglas Counties located in North Central Washington. The Port of Chelan County and the Port of Douglas County voted to functionally consolidate as of January 1, 2020, and operate as an independent government entity under the provisions of Title 53 of the Revised Code of Washington (RCW).

The Chelan Douglas Regional Port Authority’s mission is to “Work Together to Enhance the Economic Vitality of North Central Washington” 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.

1.3 OVERVIEW OF PROJECT

The CDRPA desires to establish a TIA District in unincorporated Douglas County encompassing Pangborn Airport and surrounding properties including parts of the Batterman Industrial Area. The TIA will support special eligible public improvement projects which will not only attract private development within its incremental area but also surrounding private development.

2. POTENTIAL PROJECT & TIA



2.1 STATEMENT OF WORK

The CDRPA seeks services related to the potential creation of an increment area for the Pangborn Airport and surrounding properties located in unincorporated Douglas County. A qualified firm will need to be capable of working with port staff and other port advisors/consultants to manage or assist with efforts in each of the following areas:

Create and Manage Project Analysis Scope

Conduct project analysis considering whether to designate an increment area. The project analysis shall include, but need not be limited to the following:

- A statement of objectives of the port for the designated increment area;
- A statement as to the property within the increment area, if any, that the port may intend to acquire;
- The duration of the increment area;
- Identification of all parcels to be included in the area;
- A description of the expected private development within the increment area, including a comparison of scenarios with the proposed public improvements and without the proposed public improvements;
- A description of the public improvements, estimated public improvement costs, and the estimated amount of bonds or other obligations expected to be issued to finance the public improvement costs and repaid with tax allocation revenues;
- The assessed value of real property listed on the tax roll as certified by the county assessor under RCW 84.52.080 from within the increment area and an estimate of the increment value and tax allocation revenues expected to be generated;
- An estimate of the job creation reasonably expected to result from the public improvements and the private development expected to occur in the increment area; and
- An assessment of any impacts and any necessary mitigation to address the impacts identified on the following:
 - Affordable and low-income housing;
 - The local business community;
 - The local school districts; and
 - The local fire service.

The project analysis should aid the port in determining if an increment area will impact at least 20 percent of the assessed value in a fire protection district, or the fire service agency's annual report demonstrates an increase in the level of service directly related to the increment area, as the port must negotiate a mitigation plan with the fire protection district to address level of service issues in the increment area.

The qualified firm will need to be able to create the "Project Analysis Report", present the report to the CDRPA Board of Directors and assist with the submission of the Project Analysis Report to the Office of the State Treasurer and respond to questions by the Office of the State Treasurer. These responses may require amending the Project Analysis Report that the Treasurer deems appropriate based on the requirements of the Act.

Create and Manage Public Hearings

Prior to adopting the resolution authorizing the increment area, the CDRPA must hold at least two public hearings for the community solely on the tax increment project that include the description of the increment area, the public improvements proposed to be financed with the tax allocation revenues, and a detailed estimate of tax revenues for the participating local governments and taxing districts, including the amounts allocated to the increment public improvements. The hearings must be announced at least two weeks prior to the date being held, including publishing in a legal newspaper of general circulation and posting information on the CDRPA's website and all Port social media sites. The qualified firm will need to create materials for such public hearings and to assist in the management of the public hearing process.

Create the Ordinance known as a Resolution to be approved by the CDRPA Board of Directors

The resolution authorizing the increment area must contain findings that:

- The public improvements proposed to be paid or financed with tax allocation revenues are expected to encourage private development within the increment area and to increase the assessed value of real property within the increment area;
- Private development that is anticipated to occur within the two-increment area as a result of the proposed public improvements will be permitted consistent with the permitting jurisdiction's applicable zoning and development standards;
- The private development would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future without the proposed public improvements; and
- The increased assessed value within the increment area that could reasonably be expected to occur without the proposed public improvements would be less than the increase in the assessed value estimated to result from the proposed development with the proposed public improvements.

The qualified firm will need to be able to assist the port in making the necessary findings.

Create and Manage Project Timeline

Responsive Consultants shall be able to meet or exceed the following timeline which requires the TIA Increment area to be in place and effective by June 1st, 2024. In order to comply with this deadline, the port is seeking for the consultant to complete all necessary analysis and prepare and file the Project Analysis Report to the Office of the State Treasurer by March 1, 2024. In addition, the port is looking for the consultant to also prepare within a timeframe that ensures that a certified copy of the ordinance is submitted to the County Assessor by June 1, 2024.

This includes the following tasks:

- Prepare all necessary information and create the Ordinance/Resolution for approval by the Port's Commission
- Prepare all necessary information, coordinate with the port, advertise and manage 2 public meetings as required by the enacted legislation.

- Create and publish in the local newspaper all required information per the legislation.
- Create and submit a certified copy of the CDRPA Board of Directors approved ordinance/resolution to the County Assessor no later than June 1, 2024.

2.2 CONSULTANT PROFILE

The most successful consultant shall be determined by demonstrating not only the capability to excel in these services but the ability to maintain cost control and offer strategic methods for reducing project costs related to these services.

2.3 CONTRACT PERIOD OF PERFORMANCE

The period of performance of an agreement resulting from this RFP is expected to be through completion of the project. Amendments extending the period of performance, if any, shall be by mutual agreement. A contract extension may be issued to provide the time necessary to complete task orders in process for projects not completed by the original contract completion date.

3. GENERAL INFORMATION FOR CONSULTANTS

3.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact at the port for this procurement. All communication between the Consultant and the port upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Name	Stacie de Mestre, Director of Economic Development
Address	One Campbell Parkway, Suite A
City, State, Zip Code	East Wenatchee, WA 98802
Phone Number	(509) 884-4700
E-Mail Address	Stacie@cdrpa.org

Any other communication will be considered unofficial and non-binding on the port. consultants are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Consultant.

3.2 SUBMISSION OF PROPOSALS

Electronic proposals shall be submitted and received no later than **3:00 pm on Wednesday, January 10, 2024.**

Proposals must be submitted via email to the RFP Coordinator.

Any information in the proposal that the Consultant desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW must be clearly designated in writing on the page. The page must be identified and the exception from disclosure upon which the Consultant is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word “Confidential” printed on the lower right-hand corner of the page.

3.3 RESPONSIVENESS

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Consultant is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The port also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

3.4 MOST FAVORABLE TERMS

The CDRPA reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the Consultant can propose. The CDRPA reserves the right to contact a Consultant for clarification of its proposal during the evaluation process.

In addition, if the Consultant is selected as the apparent successful Consultant, the port reserves the right to enter contract negotiations with the apparent successful Consultant, which may include discussion regarding the terms of the proposal. Contract negotiations may result in incorporation of some or all the Consultant's proposal. The Consultant should be prepared to accept this RFP for incorporation into an AGREEMENT resulting from this RFP. It is also understood that the proposal will become part of the official contract file.

3.5 CHELAN DOUGLAS REGIONAL PORT AUTHORITY AGREEMENT AND GENERAL TERMS & CONDITIONS

The apparent successful Consultant will be expected to accept and enter into a Chelan Douglas Regional Port Authority AGREEMENT and its Professional/Personal General Terms and Conditions. In no event is a Consultant to submit its own standard contract terms and conditions in response to this solicitation. The port will review requested exceptions and accept or reject the same at its sole discretion.

The successful Consultant shall comply with all local, state, and federal requirements and, when applicable, adheres to all federally mandated procedures and requirements for projects utilizing federal funding.

3.6 COSTS TO PROPOSE / NO OBLIGATION TO CONTRACT

The CDRPA will not reimburse Consultant for any costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews. Furthermore, this RFP does not obligate the CDRPA to accept or contract for any expressed or implied services. The CDRPA reserves the right to request any Consultant to clarify their proposal or to supply any additional material deemed necessary to assist in the evaluation of the Consultant's proposal.

3.7 REJECTION OF PROPOSALS

The CDRPA reserves the right at its sole discretion to reject any and all proposals received without penalty and not issue an AGREEMENT as a result of this RFP.

3.8 CHELAN DOUGLAS REGIONAL PORT AUTHORITY POLICY STATEMENT

The Chelan Douglas Regional Port Authority assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and as amended, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Washington State Department of Transportation. The Chelan Douglas Regional Port Authority further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs or activities are federally funded or not. In the event the Chelan Douglas Regional Port distributes federal aid funds to another governmental entity or other sub-recipient, the Chelan Douglas Regional Port Authority will include Title VI language in all written agreements and will monitor for compliance.

The Chelan Douglas Regional Port Authority's Office of the Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports and other Chelan Douglas Regional Port Authority responsibilities as required by 23 CFR 200 and 49 CFR 21.

3.9 AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

The Chelan Douglas Regional Port Authority in accordance with Section 504 of the Rehabilitation Act (Section

504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Chelan Douglas Regional Port Authority, Stacie de Mestre at Stacie@cdrpa.org or by calling (509) 884-4700.



4. [PROPOSAL SUBMITTAL AND EVALUATION PROCESS](#)

4.1 EVALUATION METHODOLOGY

The objective of this solicitation is to evaluate and select one consultants to enter into contract for these professional services. Responses to this RFP will be evaluated by a team of selected CDRPA staff who will independently score each proposal based on the criteria defined in this solicitation.

The CDRPA has transitioned to receiving all proposals electronically. If interviews are utilized, the specific interview approach will be determined at the time of the announcement of the finalists at the conclusion of the proposal evaluation.

4.2 REQUEST FOR PROPOSALS FORMAT

Please refer to 3.2 SUBMISSION OF PROPOSALS for guidance on properly submitting your proposal.

Proposals may be printed for review and evaluation by the port and shall be formatted on 8 1/2 x 11-inch paper. It is preferred that proposal responses be limited to **10 pages** (excluding cover pages, personnel resumes and required forms). This limit serves only as a guide and scoring **will not be impacted** if the proposal stays within a reasonable range to this limit request. Please provide titles and formatting that identifies the scoring criteria below. This will not only be helpful to the evaluators of the proposal but should assist the Proposer in preparing a thorough response.

4.3 CONFLICT OF INTEREST

Please provide disclosure of any conflicts or potential conflicts of interest that may in any way influence or impact the ability to perform the services defined in this solicitation.

4.4 EVALUATION CRITERIA

The following information is required and will be used to evaluate and rank responses (*failure to submit these items may be cause for deeming a proposal non-responsive*). The teams advancing to the interview phase will be selected based on the following criteria. Relative weighting is as indicated.

Scoring Criteria 1: Profile and Expertise, of Firm and Assigned Staff.....25 Points

- Submit a summary statement of the firm’s capability to provide the services outlined in this proposal.
- Describe your firm’s capability, capacity, expertise, and understanding of each specified analysis.
- Describe firm’s history of performing similar services and why it stands out among your competitors.
- Submit a project organization and management chart showing the key roles / relationships of the team.
- Provide a list of subconsultants performing any services defined in the scope of this proposal request. Include description of the services to be performed and subcontractor qualifications.

Scoring Criteria 2: Consultant’s Technical Approach.....25 Points

- Describe methods for monitoring, tracking and communicating project progress and budget to costs
- Describe firm’s ability to manage and address impacts to the scope that evolve into potential time and cost impacts to the project.
- Project Schedule – A detailed project schedule must be submitted by the proposer. The proposer must indicate commitment to meet the Port’s proposed schedule (in the Evaluation of Proposals Section).

Scoring Criteria 3: Past Performance.....25 Points

- Provide up to three references of completed or long-term projects utilizing services similar to those defined in this solicitation; the Port of Vancouver may not be counted as a reference. Include the name of the owner contact information and all subcontractors involved in the project.

Scoring Criteria 4: Cost..... 25 Points

- Provide fee schedule defined by roles and services

Total Points Possible=100

End of RFP

Chelan Douglas Regional Port Authority

Columbia St & Orondo Ave Restaurant and Production Space Request For Proposals

The Chelan Douglas Regional Port Authority (CDRPA) is requesting proposals from interested parties relating to a future lease of restaurant and production space located at 1 Orondo Ave in Wenatchee, Washington (Former Badger Mountain Brewing location). This document contains minimum requirements and additional information that should be used while preparing your proposal.

A. PROPOSED LEASE TERMS:

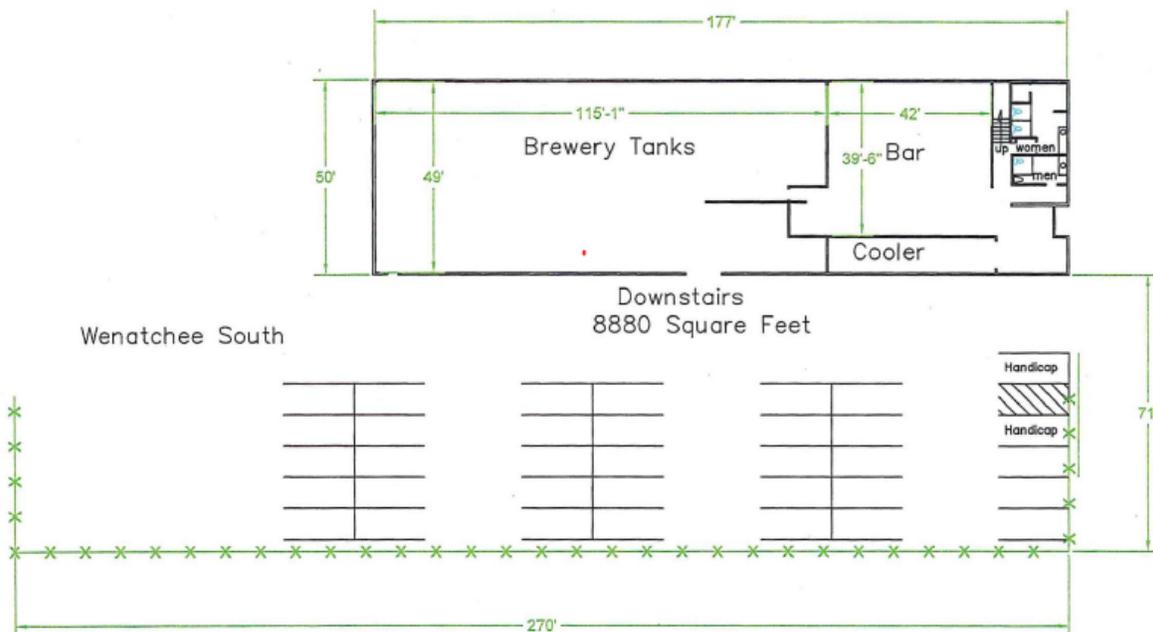
Once the CDRPA selects the new prospective tenant, the parties will negotiate lease term and conditions. Initial terms and conditions are as follows:

Lease Area

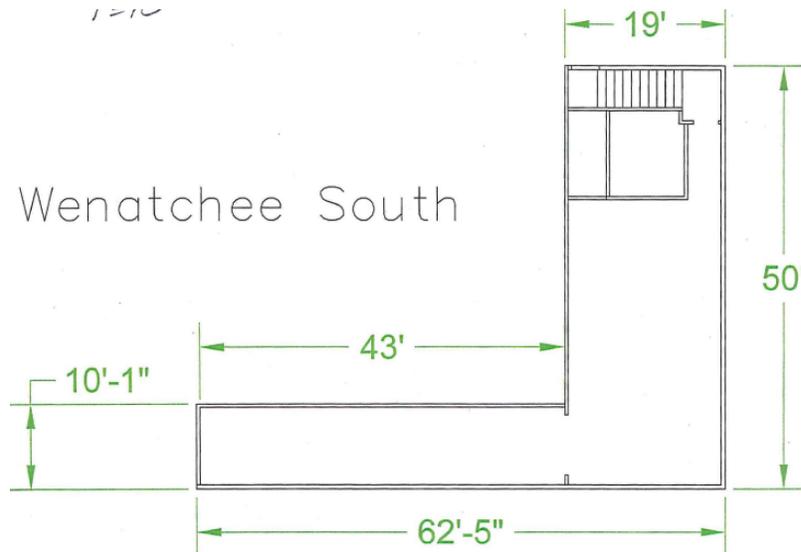
Restaurant and Bar approximately	3,038 sq. ft.
Production Area approximately	5,635 sq. ft.
Upper Level	1,384 sq. ft.
Non-exclusive Parking Area	75'x180'

*While the existing use is restaurant/brewery, the CDRPA is open to alternative uses

Main Level and Parking Diagram



Upper Level Diagram



Term

Initial five (5) years with one (1) option of renewal for an additional five (5) years.

Rate

Restaurant and Bar Area @ \$15.00 per sq. ft. per year \$3,797.50 per month (includes upper level)

Production Area @ \$7.80 per sq. ft. per year \$3,662.75 per month

Subtotal: \$7,460.25 per month
\$ 957.90 Leasehold Tax
Total Monthly Rent: \$8,418.15

Prospective tenant may propose an alternative lease rate or graduated rate schedule to assist with business startup costs.

Utilities

Tenant shall be responsible for reimbursing the Regional Port for certain utility expenses. Attached as Exhibit A is a history of said expenses.

Improvements

Attached as Exhibit B are improvements made by the previous tenant. Said improvements will remain on the premises. Attached as Exhibit C is a listing of trade fixtures owned by Badger Mountain Brewing. The proposed new tenant can negotiate directly with Badger Mountain on the purchase of any of those improvements. Items not purchased will be removed by Badger Mountain.

Zoning

The proposed use must comply with local zoning codes. The lease premises is within the Columbia Street Overlay (CSO) of the Central Business District (CBD) zoning District. To determine the uses within the CSO overlay zone, you need to have both the District Use Chart as well as the actual zoning code for the District which are included below:

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

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

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

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

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

Here is the URL to the interactive zoning

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

B. TOURS:

Tours of the property can be facilitated after January 2, 2024 by contacting Stacie@cdrpa.org. Please provide 24 hours' notice for facilitation.

C. PROPOSAL REQUIREMENTS:

All proposals must include the following information:

1. Business ownership model including biographies/qualifications of ownership members.
2. Detailed description of proposed use/business model including initial capital investment.
3. Proposed lease rate/schedule.
4. Economic benefit and number of jobs created.
5. Timeline.
6. Relevant experience.
7. Professional references.

Public Disclosure Notice

In order to protect the integrity of the process, Proposers should be aware that proposals and any other documents they submit to the CDRPA will become public records under the Washington Public Records Act (RCW 42.56). If requested, the CDRPA must make them available for public review. Please do not submit any proprietary information.

D. SUBMITTAL:

Provide your proposal electronically to Stacie De Mestre at: **Stacie@CDRPA.org**

Proposals must be received by 3:00 pm on January 16, 2024

Upon release of this RFP, all communications should be directed to Stacie de Mestre as listed above. Any oral communication will be considered unofficial and non-binding. All proposals prepared by the proposer for this RFP shall become the property of the CDRPA.

E. SCHEDULE:

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

Issuance of Request for Proposal: December 20, 2024

Property available for tour appointments: after January 2, 2024

Proposals Due: January 16, 2024

Interviews of Selected Proposers: January 18, 2024

CDRPA Board of Directors Selects Tenant: January 23, 2024

F. PROPOSAL SELECTION AND CONTRACTING PROCESS:

Each proposal will be evaluated based on the following criteria.

1. Experience/track record
2. Lease rate/structure
3. Proposed use
4. Jobs/Economic Benefit
5. Schedule
6. References

The Chelan Douglas Regional Port Authority reserves the right to negotiate with the selected Proposer.

The CDRPA reserves the right to begin negotiations with the second ranked proposer if an agreement cannot be reached with the selected proposer.

Exhibit A
Annual Tenant Utility Pass Through Costs

<u>Date</u>	<u>Electricity</u>	<u>Natural Gas</u>	<u>Monthly Total</u>
01/01/2023	\$ 714.88	\$ 485.08	\$ 1,199.96
02/01/2023	\$ 712.40	\$ 582.86	\$ 1,295.26
03/01/2023	\$ 758.57	\$ 893.37	\$ 1,651.94
04/01/2023	\$ 631.17	\$ 578.86	\$ 1,210.03
05/01/2023	\$ 603.99	\$ 609.51	\$ 1,213.50
06/01/2023	\$ 571.52	\$ 372.27	\$ 943.79
07/01/2023	\$ 763.33	\$ 413.59	\$ 1,176.92
08/01/2023	\$ 731.17	\$ 449.58	\$ 1,180.75
09/01/2023	\$ 779.08	\$ 421.57	\$ 1,200.65
10/01/2023	\$ 672.42	\$ 476.24	\$ 1,148.66
11/01/2023	\$ 573.89	\$ 490.91	\$ 1,064.80
12/01/2023	\$ 576.91	\$ 410.06	\$ 986.97
<u>Annual Total</u>	<u>\$ 8,089.33</u>	<u>\$ 6,183.90</u>	<u>\$ 14,273.23</u>

* Tenant directly billed from utility provider for water, sewer, and cable/internet.

Note: Depending on the length of lease, all utilities could be direct billed.

Exhibit B

Existing Alterations and Improvements to Leased Premises to Remain

- Roof top HVAC system to heat and cool restaurant area
- 3 – 200 amp panels with conduit to basement of adjacent building and extensive general wiring of building
- 2 – trough floor drains in brewing area
- Brewery drainpipes attached to all in adjacent basement to main sewer outlet
- Partition wall with windows and door between brewing area and restaurant
- Partition wall between restaurant, restrooms, and stairs
- Kitchen area beyond partition wall into brewery area with associated plumbing, electrical, sprinkler system extension and exhaust hood
- Conversion of pre-existing large women's restroom into separate men's and women's restrooms
- I-walls in dining area
- Bar wall and bar top
- Back bar cabinets
- Plumbing and electrical associated with bar and back bar
- 2" water line from basement of adjacent building through brewing area toward window wall
- Natural gas line extension from adjacent building to boiler and kitchen
- Lighting for the entire main floor of building
- 1 – commercial exhaust hood with fire suppression and roof top unit
- 1 – grease trap

Exhibit C

Badger Mountain Brewing Trade Fixtures

- 65" and 75" TVs and mounts
- Commercial glass washer
- Back bar sink
- 24 beer faucets, shanks, and regulators
- Pizza make up table with refrigeration
- Sandwich make up table with refrigeration
- 2 – lowboy refrigerators
- 3 – upright freezers
- 3 – upright refrigerators
- 2 – deep fat fryers
- 1 – gas grill
- 1 – gas 6 burner stove and oven
- 2 – walk-in coolers with refrigeration
- 1 – natural gas boiler, controls, and piping
- 1 – 15 bbl mash lauter tun
- 1 -15 bbl brew kettle
- 1 – 30 bbl hot liquor tank
- Pumps, controls, and piping for brewhouse
- 3 – 30 bbl jacketed fermentation vessels
- 1 – 30 bbl jacketed bright tank
- 1 – 300 gallon still
- 1 – grain mill and auger
- 1 – glycol chiller
- Glycol piping, valves, pump, and controller
- 2 – inline brewery water filters
- 1 – inline brewery water softener
- 1 – 3 bay utility sink
- 1 – dishwasher sink
- 1 – leased commercial dishwasher
- 1 – fruit and vegetable sink
- 2 – Impeller pizza ovens



2024 PORT COMMISSION ASSIGNMENTS

<u>Organization</u>	<u>Frequency of Meetings</u>	<u>Primary Port Commissioner</u>	<u>Alternate Commissioner</u>
Chelan-Douglas Transportation Council	Monthly, 2 nd Thursday 9:00 a.m. – 11:00 a.m.	Richard DeRock	Mark Spurgeon
Chelan County PUD Citizen Advisory Council	As Needed	Donn Etherington	Richard DeRock
Chelan County Tri Commission	Three Times Per Year	All Commissioners	
Regional Sports Complex/Aquatics Center	As Needed	Jim Huffman	Donn Etherington
WPPA Board of Directors – Trustee	As Needed	JC Baldwin	Mark Spurgeon
TREAD – General Meetings	As Needed	Donn Etherington	Mark Spurgeon
TREAD – Pathways Leadership Group		Richard DeRock	
WSDOT – Local Partnership Work Group		Richard DeRock	

Wenatchee Valley Chamber Executive Committee	Monthly, 3 rd Tuesday	Mark Spurgeon Donn Etherington	JC Baldwin
Chelan County Trails Advisory Group	Dates and times TBD	Donn Etherington	
District #1 Meeting (Chelan PUD & Chelan County)	Twice Monthly Every Other Wednesday	Donn Etherington	
District #2 Meeting (Chelan PUD & Chelan County)	Monthly; 7:00 a.m.	JC Baldwin	
District #3 Meeting (Chelan PUD & Chelan County)	Dates and times TBD	Richard DeRock	
Partner Breakfast Meetings	TBD	All Commissioners	
Economic Roundtable Lunches	TBD	All Commissioners	
Douglas County Community Leadership Advisory Group	3 rd Wednesday Every Other Month	Jim Huffman	Richard DeRock
Chelan County Community Leadership Advisory Group	1 st Meeting January 19 th 1:00 p.m. @ CTC	Richard DeRock	Donn Etherington
NCWEDD Board	Monthly 2 nd Wednesday	Jim Huffman	JC Baldwin

2024 COMMUNITY LIAISON ASSIGNMENTS

City of Wenatchee Malaga	Donn Etherington District 1
City of Leavenworth City of Cashmere Peshastin-Dryden	JC Baldwin District 2
City of Chelan City of Entiat Manson Stehekin	Richard DeRock District 3
City of East Wenatchee City of Rock Island	Jim Huffman District 1
City of Bridgeport City of Coulee Dam	Mark Spurgeon District 3
City of Waterville City of Mansfield	Alan Loeb sack District 2
Chelan County Commissioners	Donn Etherington
Douglas County Commissioners	Jim Huffman

Memo

To: Board of Directors

From: Jim Kuntz

Date: January 4, 2024

Re: Remote Work

As the Regional Port works to attract and retain employees, we need to recognize the trend of remote work and/or hybrid work schedules.

Locally, the Wenatchee WSDOT office is largely a remote work employer. Despite having a new office complex, less than 25% of employees come into the office regularly. Employees work from home.

The Port of Kennewick recently adopted a remote work policy.

As we begin to plan our move to the CTC, this may be a good time to consider a hybrid-type schedule.

My current thinking is to offer hybrid work schedule opportunity for those employees that have an interest. The concept would be to work from home on Mondays and Fridays, with mandatory in-office work Tuesdays, Wednesdays, and Thursdays. The requirement of a 40-hour work week would remain.

For those employees that wanted a hybrid schedule, the Regional Port would need to invest in laptops and perhaps some other office technologies.

Wanted to get Board feedback on this concept.

CTC Meeting Center Revenue Report

	<u>Q1 2023</u>	<u>Q1 2022</u>	<u>Q1 2021</u>	<u>Q1 2020</u>	<u>Q1 2019</u>
January	\$ 12,507.29	\$ 14,249.50	\$ 140.00	\$ 9,504.35	\$ 10,088.42
February	\$ 15,847.17	\$ 7,768.25	\$ 175.00	\$ 11,263.03	\$ 9,830.21
March	\$ 28,945.66	\$ 13,451.80	\$ 6,079.24	\$ 15,523.71	\$ 20,696.16
1st Qtr Total	\$ 57,300.12	\$ 35,469.55	\$ 6,394.24	\$ 36,291.09	\$ 40,614.79
	<u>Q2 2023</u>	<u>Q2 2022</u>	<u>Q2 2021</u>	<u>Q2 2020</u>	<u>Q2 2019</u>
April	\$ 19,080.25	\$ 17,580.07	\$ 7,033.14	\$ -	\$ 16,936.67
May	\$ 24,650.94	\$ 20,162.65	\$ 4,493.45	\$ 418.00	\$ 37,688.47
June	\$ 16,472.16	\$ 11,578.60	\$ 4,369.26	\$ 2,302.78	\$ 13,294.77
2nd Qtr Total	\$ 60,203.35	\$ 49,321.32	\$ 15,895.85	\$ 2,720.78	\$ 67,919.91
	<u>Q3 2023</u>	<u>Q3 2022</u>	<u>Q3 2021</u>	<u>Q3 2020</u>	<u>Q3 2019</u>
July	\$ 13,295.49	\$ 12,216.75	\$ 4,359.46	\$ -	\$ 18,618.12
August	\$ 14,559.93	\$ 13,483.30	\$ 6,770.08	\$ 1,207.40	\$ 18,383.73
September	\$ 21,458.72	\$ 21,822.30	\$ 729.08	\$ 1,144.00	\$ 14,042.10
3rd Qtr Total	\$ 49,314.14	\$ 47,522.35	\$ 11,858.62	\$ 2,351.40	\$ 51,043.95
	<u>Q4 2023</u>	<u>Q4 2022</u>	<u>Q4 2021</u>	<u>Q4 2020</u>	<u>Q4 2019</u>
October	\$ 33,778.02	\$ 11,004.99	\$ 27,146.90	\$ 1,247.50	\$ 38,908.17
November	\$ 18,441.10	\$ 7,927.87	\$ 8,135.96	\$ 509.50	\$ 16,470.41
December	\$ 15,923.44	\$ 15,671.47	\$ 6,759.49	\$ 2,586.10	\$ 9,814.57
4th Qtr Total	\$ 68,142.56	\$ 34,604.33	\$ 42,042.35	\$ 4,343.10	\$ 66,330.75
	<u>YTD 2023</u>	<u>YTD 2022</u>	<u>YTD 2021</u>	<u>YTD 2020</u>	<u>YTD 2019</u>
YTD Total	\$ 234,960.17	\$ 166,917.55	\$ 76,191.06	\$ 45,706.37	\$ 225,909.40

* This does not include the \$75,000 per year from the Chelan PUD

Chelan Douglas Regional Port Authority

Current Available Space for Lease

Meeting: January 9, 2024

Current Available Space for Lease		
Space Available	SQFT or Acres	Details
CTC – South Suite #107	126 sq ft \$26 per sq ft 2024	Available Unfurnished
CTC South Suite #108	1070 sq ft \$26 per sq ft 2024	Unfurnished & Windowless
CTC Suite #133	290 sq ft \$26 per sq ft 2024	Unfurnished
CTC Suite #110	319 sq ft \$26 per sq ft 2024	Furnished with TWO work-stations
CTC South Suite #103	138 sq ft \$26 per sq ft 2024	Unfurnished
CTC Suite LL2	9,240 sq ft \$14 per sq ft 2024	Unfurnished / TI Needed
CTC Third Floor	20,155 sq ft \$28 per sq ft 2024	"Pending Lease" Unfurnished / TI Needed
Cashmere Mill District Building B	3,056 sq ft	Demising wall may be needed
Kelly Property Barn Chelan, WA	7,200 sq ft	Barn

Chelan Douglas Regional Port Authority

Space Available Soon for Lease

Meeting: January 9, 2024

Current Available Space for Lease		
Space Available	SQFT or Acres	Details
CTC Suite LL1	9,430 sq ft \$14 per sq ft 2024	Available March 1, 2024 Unfurnished
CTC Suite #201	9,855 sq ft \$28 per sq ft 2024	"Temporary CMI and CDRPA Office"
IB-5	38,119 sq ft	Available March 1, 2024
CTC Suite #202	8,810 sq ft \$28 per sq ft 2024	"Future CDRPA Admin Office"

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.

Chelan Douglas Regional Port Authority - Lease Report
Leases & Renewals - Reporting Period DECEMBER 2023 | CDRPA Related
Meeting: JANUARY 9, 2024

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	
Ardurra/T-O	Executive Flight	460 SqFt	12/31/2023	\$810.61	

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 DECEMBER 2023 | CTC Related
Meeting: JANUARY 9, 2024

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	
None Reported for this Period					

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 DECEMBER 2023 | AVIATION Related
Meeting: JANUARY 9, 2024

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
Kurt Davis	D-28	Hangar	1/1/2024	M2M	\$285.00

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	
George Tillery	Waterville Airport	Suite A	12/31/2023	\$400.00	
Chris Gibbs	D-28	Hangar	12/31/2023	\$271.00	

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

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



RECEIVED

JAN 03 2024

CHELAN DOUGLAS
REGIONAL
PORT AUTHORITY

Hello,

I'm Randy Agnew, the Mayor of Rock Island. This letter is intended for all landowners east of Pangborn airport between Batterman Road and the hillside that drops down to Rock Island, and highway SR-28 (the highway to Quincy).

The purpose of this letter is to inform you that the City of Rock Island is working on expanding its UGA (Urban Growth Boundary). The UGA is a boundary line that surrounds every city in Washington State. It is part of the requirements of the GMA (Growth Management Act) law adopted in 1990. While I personally think the GMA is a horrible law, it's something we must deal with. According to the GMA, a city's UGA is supposed to be large enough to accommodate the projected population growth for the next 20 years,

As you may (or may not) know, the population of the City of Rock Island has been growing rapidly for the last several years. In fact, as of 2020, Rock Island was the 6th fastest growing city in the entire state of Washington. It's also the fastest growing city in both Chelan and Douglas Counties. Several housing developers have found Rock Island to be a great place for building new subdivisions. In addition, a fair number of individuals have built large new homes here as well. Consequently, the number of acres available for new housing within the current UGA is diminishing rapidly, hence the need to expand it.

Part of the UGA expansion will be the area between the current western edge of the City limits (near Rock Island School) and where Rock Island road connects with the highway towards East Wenatchee. But based on our growth rate, that area will only provide about a quarter of the land needed to meet the City's 20-year population projections. Due to geographical limitations (a massive mountain heading east to Quincy on one side and the Columbia River on another side) the only direction available for further expansion is North, following Batterman road from Rock Island up the hill and across the plateau towards Pangborn airport.

Most or all of that land on the plateau above Rock Island is currently zoned "Agriculture Land of Long-Term Significance", also called "Agricultural Resource Land" (ARL). As you probably know, depending on your parcel, that means that you can only build one house per 5, 10 or 20 acres. That zoning needs to be changed.

One of the criteria for designating land as ARL is that it must be "commercially viable" for the next 20 years. There are multiple studies that show that farms and orchards of 20 acres or less are no longer "commercially viable". I know many small orchardists are finding they simply can't compete with the large 100+ acre orchards. This is putting many landowners in a bind. The land isn't commercially viable, but because it's zoned ARL, the market value of the land is a fraction of what it would be worth if it was zoned residential. In essence, that is robbing the landowner of the true value of their land.

It is the County that determines the zoning. They can "de-designate" the ARL zoning and change it to something else.



Please Note! Changing the zoning does NOT mean the land can no longer be used for agriculture. There are many acres of orchards within the residential zoning of the Rock Island UGA and City limits. After becoming Mayor, I initiated and led the passage of a City Ordinance that required a notice to be provided to all new homeowners that states that they are moving into a historically agricultural community, that the farmers were here first, and that the City would not in any way infringe on the farmers right to continue normal farming practices within the UGA and City limits. I'm not trying to encourage anyone that is happy being a farmer to change what they are doing.

But back to the point of this letter. The County is, or soon will be, going through the mandatory 10-year review of the entire comprehensive plan and urban growth area. While it *could* be done sooner, the County is only *required* to do this once every 10 years. In other words, *NOW* is the time to express your opinion if you would like any change to the zoning of your land.

To help encourage our Douglas County Commissioners to change the ARL zoning of the plateau above Rock Island, I am asking those that are willing to sign a simple letter to the Commissioners letting them know that you would like to have your land removed from the ARL zoning so that you're free to use it for something besides agriculture and/or be able to sell it at it's true market value.

I've included a simple letter so that all you need to do is sign it if you are so inclined, or feel free to write your own if you prefer.

If you choose to send a letter, please send it to:

Attn: Douglas County Commissioners
P.O. Box 747
Waterville, WA 98858-0747

Or you could send it via email to:

CBaity@co.douglas.wa.us

Feel free to contact me if you have any questions or concerns.
Thanks for your time and consideration.

Randy Agnew
Mayor, Rock Island

Phone #: (509) 679-7557 (if I don't answer, leave a message and I'll get back to you)
Email: Mayor@RockIslandWA.gov

Douglas County Commissioners,

I, _____ hereby request that my property be "de-designated" as "Agriculture Land of Long-Term Significance" and rezoned as something else, so that I'm free to use it for things other than agriculture, or so that I'm free to sell it for what the land would actually be worth if it was designated as Residential, Commercial, Industrial, etc.

Signed, _____

Date: _____

Address: _____



RECEIVED

JAN 03 2024

CHELAN DOUGLAS
REGIONAL
PORT AUTHORITY

December 29, 2023

Port of Chelan County
1 Campbell PKWY Ste A
East Wenatchee, WA 98802

Introduction Letter

Project Title: City of Wenatchee, Confluence Parkway
Parcel No.: 23202811-0950, 23202611-0275, 23202811-0250 & 23202811-0255

Dear Property Owner:

The City of Wenatchee (City) is proceeding with the Confluence Parkway Project, which will build a new regional roadway connecting Wenatchee communities north and south across the Wenatchee River. The Project will relieve traffic congestion, reduce delays, and enhance safety for motorists, pedestrians, and bicyclist through the area. As an adjacent property owner, your property may be affected by the proposed improvements.

The purpose of this letter is to keep you informed about upcoming project activities you may notice and to introduce myself as your main point of contact for any property impacts. As the project moves forward, you may have a variety of questions and concerns. As the Right of Way Project Manager assigned to this project, I am happy to talk with you or meet with you to explain the project, discuss its impact on your property, the applicable policies, and procedures, and what your rights are as a property owner, relative to the project.

Once specific right of way needs are determined, as part of the appraisal process, the appraiser will meet with you and will conduct a site visit of the property. A representative will contact you to schedule that appointment and to provide you with the opportunity to accompany the appraiser during the site visit. In advance of the appraiser's site visit, a surveyor may visit the property to stake the current and proposed right of way lines for the project to assist you and the appraiser in evaluating potential impacts to your property.

The enclosed Brochure explains the Right-of-Way process and may provide some helpful information as they briefly describe the City's acquisition process and affected property owners' rights.

- Property Needs & You Brochure

Please complete the owner's contact information sheet with your preferred method of contact and return it via email.

Thank you. We look forward to working with you.

Sincerely,

Melinda Burkhardt

Project Manager

mburkhart@tierra-row.com

Contact Information Sheet

RE: City of Wenatchee- Confluence Parkway

Please provide your preferred contact method and information for future correspondence regarding the project mentioned above

Name: _____

Phone: _____

Cell: _____

Email: _____

Address (if different than the one on the letter):

Comments:

Check the preferred method(s) of future correspondence:

Phone Cell Email Fax Mail Other _____

You may email the completed document to me at mburkhart@tierra-row.com

RIGHT OF ENTRY NO. 1

City of Wenatchee, Confluence Parkway

The Grantor Port of Chelan County, grants to the CITY OF WENATCHEE, and its assigns, the right and privilege of ingress and egress over, across, and upon the hereinafter described lands from the date hereof until December 2024 for the purpose of placing personnel, and survey equipment on said lands to collect project data.

Said lands being situated in Chelan County, State of Washington, and described as follows:

Entire Tax Parcel Number(s): 23202811-0950, 23202611-0275, 23202811-0250 & 23202811-0255

Grantee will protect, save and hold harmless the Grantor, successors or assigns, from all claims, actions, costs, damages or expenses of any nature whatsoever by reason of the acts or omissions of the Grantee, its contractors, subcontractors and employees, arising out of or in connection with any acts or activities authorized by this Right of Entry. The Grantee further agrees to defend the Grantor in any litigation, including payment of costs or reasonable attorney's fees, for any claims or actions commenced, arising out of or in connection with acts or activities authorized by this Right of Entry. This obligation shall not include such claims, costs, damages or expenses which may be caused by the sole negligence of the Grantor, successors or assigns; provided that, if the claims or damages are caused by or result from concurrent negligence of (a) the Grantor, successors or assigns and (b) the Grantee, its contractors, subcontractors, or employees, and involves those actions covered by RCW 4.24.115, this indemnity provision shall be valid and enforceable only to the extent of the acts or omissions of the Grantee, its successors or assigns or Grantee's contractors, subcontractors or employees.

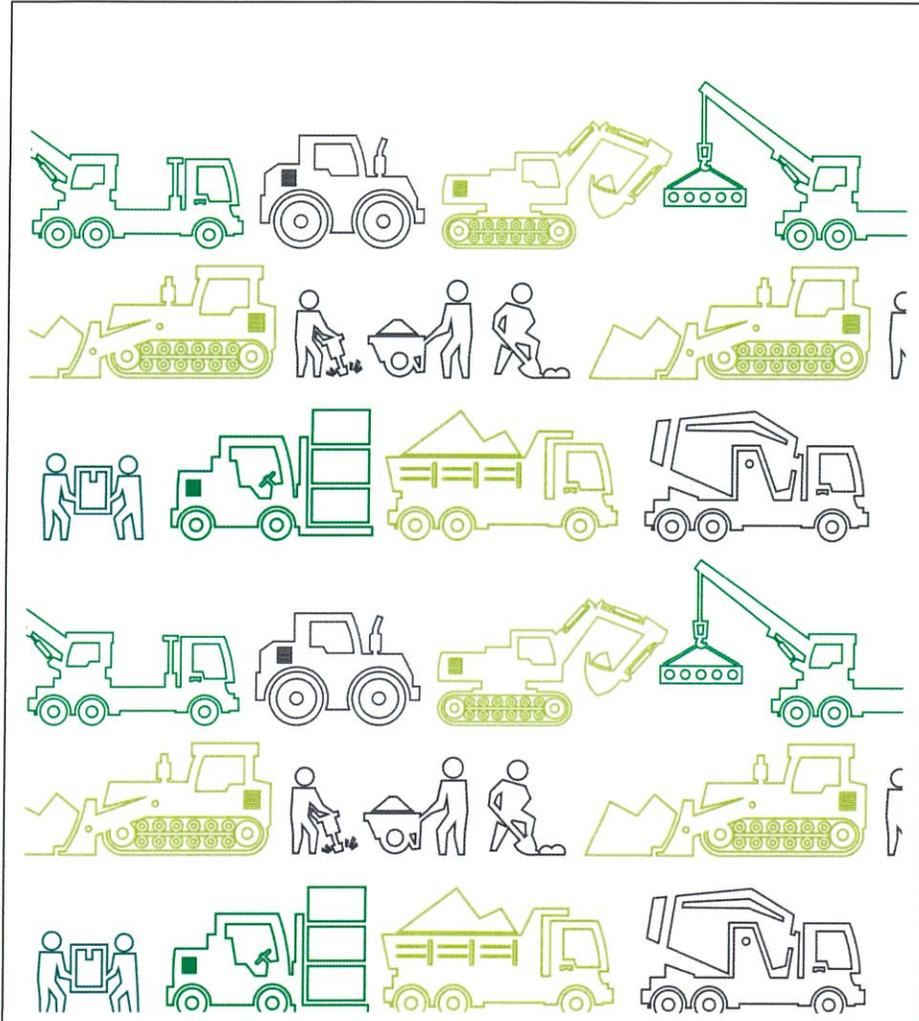
Should there be any disturbance to the land because of these efforts, the City of Wenatchee shall, upon the exercise of such rights specified herein, at its sole cost and expense, restore the surface of this Right of Entry to a condition at least equal to the condition existing immediately prior to the exercise of such rights.

Dated _____,

Port of Chelan County, Grantor

Tax Parcel No.: 23202811-0950, 23202611-0275, 23202811-0250 & 23202811-0255

Transportation Property Needs and You



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Introduction

The acquisition of private property for a transportation project has been designed to establish uniform procedures to assure legal entitlements and provide fair, equitable, and consistent treatment to private property owners whose property is needed for an Agency's project.

The program is administered in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act or URA).

This brochure will help explain the acquisition process under the eminent domain laws.

Your concerns are important to our Agency and our goal is to minimize any disruptions and other impacts of the project. Thank you for taking the time to read this brochure. Our Agency appreciates your understanding and cooperation.

Transportation Project & Private Property

Why are transportation projects needed?

- To accommodate Washington State's growing population.
- To correct or prevent unsafe conditions on existing roadways.
- To promote environmental stewardship.

Why is private property needed for these projects?

Transportation projects require numerous studies and many years of planning. Project engineers take care to consider all options in designing and locating projects and include private property only when necessary. Brand new roadways and associated facilities, such as stormwater ponds and retaining walls, almost always require private property. Whenever possible, projects to reconfigure existing roadways and associated facilities will be designed without the need for additional property.

How much of my property is needed?

You will receive an offer letter that explains what is needed for the project. Every property and property owner's situation are unique. In general, one or more of the following will apply:

- To temporary Right of Entry on your property
- A temporary Easement on your property
- A permanent Easement on your property
- A restriction of access to the roadway from your property
- A portion of your property
- All your property

For the remainder of this brochure, every instance of “your property” refers to whatever amount of property, type, or property right, or both, is required for the project.

Can I prevent the Agency from acquiring my property?

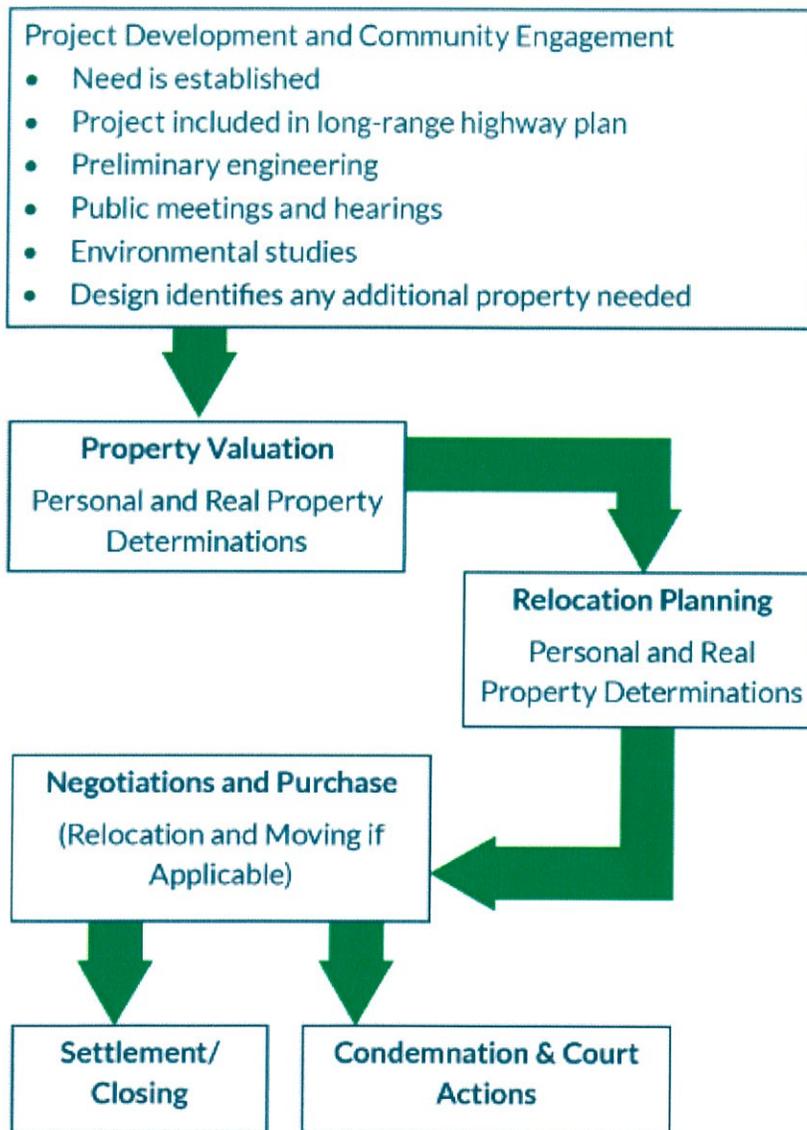
The Washington State Constitution authorizes the government to acquire private property through Eminent Domain for public purpose, following payment of just compensation to the property owner.

The question of what qualifies as a genuine public purpose is a judicial one. To prevent an Agency from acquiring your property, you will need to convince a court of law that the Agency’s proposed use of your property is not truly needed for a public purpose.

Your rights and the rights of the State are defined by the State’s Eminent Domain laws. These laws are designed to:

- Safeguard you from receiving less than what you are entitled to be paid for your property.
- Prohibit the Agency from acquiring private property unnecessarily.
- Ensure proper use of taxpayers’ funds by preventing excessive payment for property rights needed for road projects.

The Basic Steps When a Transportation Project Requires Private Property



Property Valuation

How does the Agency determine what my property is worth?

The Washington State Constitution requires the government to pay **Just Compensation** before acquiring property for public use. **Just Compensation** is an estimate of the compensation due for the property based on the **Fair Market Value** of the property. **Fair Market Value** is the price a willing buyer would pay, and a willing seller would accept, in an arm's length transaction where neither is under any compulsion to buy or sell and both have knowledge of the relevant facts.

The Agency will prepare and provide you with a report that will outline an estimate of the **Fair Market Value** of your property. The report of value you receive is based on either an Appraisal Waiver (Administrative Offer Summary) or an Appraisal.

Appraisal Waiver (Administrative Offer Summary):

Prepared for the acquisition of property estimated to be valued at \$25,000 or less and the when the valuation task is uncomplicated. This is simplified, high-level valuation of your property completed by a real estate professional. If the estimated value of your property's acquisition is between \$10,000 and \$25,000, and uncomplicated, you have the option to have the Agency complete an appraisal of your property.

Appraisal:

Prepared for acquisitions of property estimated to be valued over \$25,000, or under \$25,000 when there are variables that complicate the valuation task. This is a detailed valuation of your property completed by a certified appraiser.

If an appraisal is prepared, federal regulations give you the right to a joint inspection of your property with the appraiser.

Negotiations & Purchase

How long do I have to consider the offer?

You will receive a written offer of ***Just Compensation*** from the Agency as soon as possible after the valuation is completed.

The acquisition specialist presenting the offer on behalf of the Agency will:

- Meet with you in person, when possible, to present and review the offer.

OR

- Mail your offer and present and review it with you verbally – typically via phone call or video conference.

The acquisition specialist's job is to walk you through the property acquisition process and to answer or find answers to any questions you may have about the process, the project, or both. The acquisition specialist will also try to minimize, to the extent possible, any inconveniences associated with the Agency's acquisition of your property.

You will be given a minimum of 30 days to consider the Agency's offer. Many real estate transactions, including ones between an Agency and property owners, are the result of discussions. These discussions are called negotiations and are essential in reaching an agreement satisfactory to both parties. The acquisition specialist will continue negotiating as long as negotiations are done in good faith and appear to be headed toward an agreement.

What if I believe the offer is too low?

You are encouraged to seek the advice of someone knowledgeable in real property values and Eminent Domain transactions to assist you in evaluating the Agency's offer such as:

- An appraiser
- A real estate agent
- An attorney

The actual cost for obtaining such advice, up to \$750, will be reimbursed by the Agency upon presentation of a bill or a receipt proving payment.

If you conclude the offer is too low or are otherwise not prepared to accept the offer as presented,

The acquisition specialist will:

- Listen and attempt to address your concerns.
- Consider any new information you provide.
- Request a counteroffer.
- Make every attempt to negotiate a settlement acceptable to both parties.

The acquisition specialist will NOT try to coerce you into accepting the Agency's offer.

Settlement & Closing

What happens if I accept the Agency's offer?

If you decide to accept the offer, either as presented or as negotiated with the acquisition specialist, the Agency becomes owner of the property once:

- You sign the documents necessary to transfer the property to the Agency as provided by the acquisition specialist and escrow officer, if applicable.

AND

- You receive payment for the property.

The acquisition specialist will handle all the details of the sale. All closing costs, including escrow fees, if applicable, will be paid by the Agency. If the transaction closes in escrow, you will receive payment from the escrow company. Otherwise, your payment will be processed by the Agency. You can expect to receive it approximately four to six weeks after signing documents. **It is recommended that you check with a tax professional or the IRS regarding any questions you have on the tax implications of the sale of your property to the Agency.**

Will I have to move?

A relocation specialist will contact you if the Agency's acquisition of your property requires you to relocate. He or she will explain any relocation benefits to which you are entitled. You will have no less than 90 days to vacate the property after receiving notice you are required to move.

If you are required to move because of the Agency's acquisition, you may be able to rent the property back from the Agency for an agreed-upon time. At your request, the property acquisition and relocation specialists will work with you to determine if circumstances would allow for this.

Condemnation & Court Actions

What happens if I don't accept the Agency's offer?

The acquisition specialist may ask you for a **Negotiated Possession and Use Agreement** if negotiations reach an impasse. This document is between the Agency and the property owner agreeing that, upon payment of a certain amount to the property owner, the Agency is entitled to immediate (or dated) possession and use of the property prior to final agreement on **Just Compensation**.

The Agency recognizes that some property owners would prefer not to sell their property but hopes that when negotiations are complete, you can say you have been treated courteously and fairly. If negotiations ultimately fail to reach an agreed upon value, the Agency will refer the acquisition to their attorneys. Once this happens, the Agency's original offer and any counteroffers are withdrawn.

The Agency's attorney will file a **condemnation action** in superior court in the county where the property is located. This is a lawsuit by which a government is exercising Eminent Domain to acquire private property for public use.

What happens if I don't accept the Agency's offer?

The Agency recommends you hire an attorney to represent you. In addition, you may employ one or more appraisers and any other witnesses your attorney may recommend testifying in support of your case. You may be entitled to payment of their associated fees by the Agency. You should discuss questions of eligibility for recovery of fees with your counsel.

A condemnation action requires the Agency to demonstrate to the court that your property is needed for a public purpose. After the Agency's attorney files the action, he or she will ask the court for an **Order Adjudicating Public Use and Necessity**. This order from the court establishes that the

property sought by the government is necessary for use by and for the benefit of the public.

The Agency may also request a ***Stipulated Possession & Use***.

This is an order through the courts confirming an agreement between the Agency and the property owner that the Agency will pay a specific amount of money into the registry of the court for the benefit of the property owner in exchange for possession and use of the property in advance of the determination of ***Just Compensation***.

You are entitled to a trial by jury, but a settlement may be negotiated between attorneys without going to trial.

The case is closed when a ***Judgment and Decree of Appropriation*** is awarded by the court after the judge or jury renders a verdict or when a settlement is reached before trial.

This is a court order that awards title to the property to the Agency.

Contact Us

For additional information or questions on the acquisition process or to learn more about the Agency's project, please contact:

Jake Lewing
City of Wenatchee
PO Box 519
Wenatchee, WA 98807-0519
509-888-6204

Agency Title VI Notice to the Public

It is the Agency's policy to ensure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a

complaint with the City of Wenatchee. For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact the City of Wenatchee.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the City of Wenatchee, or by calling toll free, 855-362-4ADA (4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

2024 CDRPA Calendar of Events

JANUARY 2024

Date:	Time:	Event:	Location:	Attending:
1-Jan	All Day	New Years Day - Office Closed	All Offices	CDRPA Staff
9-Jan	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
11-Jan	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
15-Jan	All Day	MLK Day - Office Closed	All Offices	CDRPA Staff
16-Jan	12:00pm	Wenatchee Valley Chamber of Commerce Board Meeting	WVCC	Commissioners Spurgeon & Etherington
19-Jan	1:30pm-3:00pm	Chelan County Leadership Meeting	CTC	Jim Kuntz
23-Jan	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

FEBRUARY 2024

Date:	Time:	Event:	Location:	Attending:
1-Feb	TBD	WPPA 2024 Port Day Reception	Olympia, WA	
2-Feb	All Day	WPPA 2024 Port Day	Olympia, WA	
8-Feb	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
13-Feb	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
19-Feb	All Day	President's Day - Office Closed	All Offices	CDRPA Staff
20-Feb	12:00pm	Wenatchee Valley Chamber of Commerce Board Meeting	WVCC	Commissioners Spurgeon & Etherington
24-25 Feb	All Day	Northwest Aviation Conference & Trade Show	Puyallup, WA	Moyers, Goodrich & Lammert
27-Feb	9:00am-3:00pm	ADO Best Practices Meeting	Olympia, WA	
27-28 Feb	All Day	WEDA 2024 Winter Conference	Olympia/Lacey, WA	
27-Feb	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

MARCH 2024

Date:	Time:	Event:	Location:	Attending:
11-15 Mar	All Day	Washington D.C. Delegation Visit	Washington, D.C.	Kuntz, & Lough
12-Mar	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
14-Mar	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
14-Mar		WVCC 2024 Annual Banquet	Wenatchee Valley Convention Center	
19-Mar	12:00pm	Wenatchee Valley Chamber of Commerce Board Meeting	WVCC	Commissioners Spurgeon & Etherington
26-Mar	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

APRIL 2024

Date:	Time:	Event:	Location:	Attending:
2-4 April	All Day	FAA Airports Conference	Seattle, WA	Moyers
9-Apr	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
16-Apr	12:00pm	Wenatchee Valley Chamber of Commerce Board Meeting	WVCC	Commissioners Spurgeon & Etherington
17-19 April	All Day	2024 Flywheel Investment Conference	Wenatchee Convention Center	
23-Apr	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
28 Apr - May 1	All Day	AAAE Annual Conference	Nashville, TN	Moyers

MAY 2024

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

JUNE 2024

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

JULY 2024

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

AUGUST 2024

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

SEPTEMBER 2024

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

OCTOBER 2024

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

NOVEMBER 2024

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

DECEMBER 2024

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