



Working Together to Enhance the Economic Vitality of North Central Washington

**Chelan Douglas Regional Port Authority
Meeting Agenda
August 24th, 2021
9:00 am**

In order to maximize social distancing related to COVID-19, the meeting will be held at the CTC and remotely using Zoom Virtual Conference.

I. CALL TO ORDER

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

II. INTRODUCTIONS

III. CONFLICT OF INTEREST

IV. CONSENT AGENDAS

CDRPA: Approval of Chelan Douglas Regional Port Authority Minutes of August 10th, 2021 Commission Meeting; CDRPA Resolution No. 2021-15 Voiding Check #8274 and #8404; and July 2021 Commission Calendar

V. PRESENTATIONS

- NCWEDD – Alyce Brown

VI. CDRPA ACTION ITEMS

- (1) First Amendment to Interlocal Agreement – Pangborn Airport & Douglas County Fire District No. 2
- (2) Authorizing Greater Wenatchee Irrigation District to Connect to Pangborn Industrial Sewer Line – Granting of Easement & Authorizing Hook-Up within Pangborn Industrial Service Area
- (3) Jet-A Aviation Fuel Truck Bid Award
- (4) Authorization to Seek Bids – CTC Building Core & Shell Improvements
- (5) Authorization to Seek Bids – Purchase of Surplus Data Center Equipment
- (6) Cashmere Mill District Beaver Mitigation Plan – Preauthorization for CEO to Award Contract
- (7) Partners in Economic Development Application – Douglas County US 2/97 & Cascade Ave. Project

VII. CDRPA INFORMATIONAL ITEMS (Board may take action on any items listed)

- (8) Budget vs. Actual as of June 30, 2021
- (9) Completion of Boundary Line Adjustment – Pangborn Airport
- (10) S.P.O.R.T. Update
- (11) Chelan County PUD 5th Street Marketing Update
- (12) The Trades District – Financing Plan Update
- (13) Pangborn Airport Air Service Update

VIII. MISCELLANEOUS STAFF REPORTS

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

IX. PUBLIC COMMENT

X. REVIEW CALENDAR OF EVENTS

XI. ITEMS FROM BOARD OF DIRECTORS

- XII. 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))

XIII. 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. 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 is committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principal.

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



Board of Directors
SUGGESTED MOTIONS
August 24, 2021

IV. CONSENT AGENDAS

CDRPA CONSENT AGENDA

- To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of August 10th, 2021 Commission Meeting; CDRPA Resolution No. 2021-15 Voiding Checks #8274 and #8404; and July 2021 Commission Calendar, as presented.

VI. ACTION ITEMS

(1) First Amendment to Interlocal Agreement – Pangborn Airport & Douglas County Fire District No. 2

- To approve the First Amendment to the Interlocal Agreement between Pangborn Airport & Douglas County Fire District No. 2, and authorize the CEO to sign.

(2) Greater Wenatchee Irrigation District Sewer Hook-Up Request

- To authorize a sewer easement across Airport property to Greater Wenatchee Irrigation District.
- To authorize the CEO to enter into an agreement with Douglas County & Douglas County Sewer District to approve a sewer hook-up within the Pangborn Industrial Service Area.

(3) Jet-A Fuel Truck Bid Award

- To award the Jet-A Fuel Truck bid to Sky Mark Refuelers in the amount of 276,691.00, plus WWST, and authorize the CEO to sign the purchase contract.

(4) Authorization to Seek Bids – CTC Building Shell & Core Improvements

- To authorize the CEO to solicit bids for the CTC Building Demolition & Restoration Project.

(5) Authorization to Seek Bids – Purchase of Surplus Data Center Equipment

- To authorize the CEO to solicit proposals for the purchase of CTC surplus Data Center equipment.

(6) Cashmere Mill District Beaver Mitigation Project

- To authorize the CEO to award a contract for Cashmere the Mill Site Beaver Mitigation Project, contingent upon the low bid not exceeding the engineer's estimate of \$33,000.

(7) Partners in Economic Development Application – Douglas County US 2/97 & Cascade Avenue Project

- To approve Douglas County's Partners in Economic Development Grant request in the amount of \$50,000.

Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
August 10th, 2021
9:00 am

Present:

Directors

JC Baldwin, Director
W. Alan Loeb sack, Director
Rory Turner, Director

Jim Huffman, Director
Donn Etherington, Director (Zoom)
Mark Spurgeon, Director

Staff

Jim Kuntz, Chief Executive Officer
Stacie de Mestre, Capital Projects Mgr.
Tricia Degnan, CTC Manager (Zoom)
Sarah Deenik, Communications Coord. (Zoom)
Bealinda Tidd, Accounting Specialist (Zoom)
Laura Camarillo Reyes, CTC Asst. (Zoom)

Monica Lough, Dir. of Finance & Admin.
Cami Harris, Executive Assistant
Ron Russ, Property Mgr. (Zoom)
Quentin Batjer, Legal Counsel
Esther McKivor, Acct. Specialist (Zoom)

Guests

Erik Howe, RH2 (Zoom)
Bob Goedde, City of Chelan (Zoom)
Flint Hartwig (Zoom)
Shilian Xiao, Pangborn Café (Zoom)
Riley Shewak, CDTC
Ben Johnson, Maul Foster (Zoom)
Ray Dobbs (Zoom)

Erin McCardle, City of Chelan (Zoom)
Ellyn Freed, Forte Architects
Jeff Kirkley, Pangborn Café (Zoom)
Jeff Wilkens, CDTC
Evelyn Lundeen, Maul Foster (Zoom)
Lisa Pritzl, Maul Foster (Zoom)
Sydney Gonzales, Wen. World (Zoom)

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

Introductions were made.

Conflict of Interest: None

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes July 27th, 2021 Commission Meeting; and Check Register Pages #2021-24-#2021-28 including Electronic Transfers, was presented and the following action was taken:

Motion No.

Moved by:
Seconded by:

08-01-21 CDRPA

JC Baldwin
Mark Spurgeon
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of July 27th, 2021 Commission Meeting; and Check Register Pages #2021-24-#2021-28, including Electronic Transfers, as presented.

Motion passed 6-0.

PORT OF DOUGLAS COUNTY CONSENT AGENDA:

The Port of Douglas County Consent Agenda consisting of Check Register Page #2021-04, was presented and the following action was taken:

Motion No.
Moved by:
Seconded by:

08-02-21 PODC
Jim Huffman
Mark Spurgeon
To approve the Port of Douglas County Consent Agenda consisting of Check Register Page #2021-04, as presented.

Motion passed 3-0.

PRESENTATIONS:

Pangborn Café – Jeff Kirkley & Shilian Xiao provided information on their background and vision for their new café at Pangborn Airport. They thanked the Board for the opportunity and support.

Chelan Douglas Transportation Council – Jeff Wilkens & Riley Shewak provided an update on the City of Wenatchee’s Confluence Parkway Project. The project was recently awarded a \$92.0 million Federal Grant. The remainder of the funding for the project (\$120 million) will likely need to come from a State of Washington Transportation Package. Wilkens & Shewak also provided information on the SR 28 Corridor Study Project. They believe the study needs to incorporate economic growth projections in Western Grant County. The Board concurred.

S.P.O.R.T. Wenatchee – Ellyn Freed & Flint Hartwig provided an update on the status of S.P.O.R.T. Wenatchee’s purchase of Lineage North. Preliminary plans have been submitted to the City of Wenatchee and they anticipate final plans will be submitted by November 1st. Kuntz reported the Purchase & Sale Agreement expired on August 2nd after S.P.O.R.T. failed to secure financing and file a completed building permit with the City of Wenatchee, as required in the Purchase & Sale Agreement. Kuntz suggested that instead of setting another hard deadline, S.P.O.R.T. should continue to work on financing and building plans and when complete approach the Regional Port to re-instate the Purchase & Sale Agreement. The Board concurred.

CDRPA ACTION ITEMS:

Partners in Economic Development Grant Request – Manson Park & Recreation District – Kuntz reviewed the Partners in Economic Development Grant Request from the Manson Park & Recreation District for the Manson Marina Breakwater Replacement Project. The request is for a total of \$25,000 with half being funded in 2021, and the remainder in 2022. Kuntz noted there is \$50,000 remaining in the “placeholder account” to fund the request. Discussions ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

08-03-21 CDRPA
JC Baldwin
Mark Spurgeon
To approve the Manson Park & Recreation District Partners in Economic Development Grant request in the amount of \$25,000.

Motion passed 6-0.

Director Loeb sack called for a 5-minute break at 10:25 am; Meeting reconvened at 10:30 am.

INFORMATIONAL ITEMS:

Washington State Department of Ecology – Remedial Action Grant/Rock Island Silicon Smelter Site – Kuntz provided information on the \$1.0 million Remedial Action Grant the Regional Port recently received from the Washington State Department of Ecology for the former Rock Island Silicon Smelter Site. Kuntz reviewed the estimated cost of redevelopment of the site as previously presented to the Board at an April meeting. The grant would build on previous investigations and fully fund the site characterization and perhaps substantial clean-up activities. Ben Johnson & Lisa Pritzl (Maul Foster) provided further information concerning the grant and site. The Board was not supportive of the Regional Port accepting the grant and suggested reaching out to the City of Rock Island to determine their interest in accepting the grant.

Chelan Airport Joint Meeting – Kuntz reviewed a proposed September 28th joint meeting date with the City of Chelan. Per the Joint Operating Agreement between the City and the Regional Port, two meetings per year are required. Kuntz reviewed a potential list of topics and is awaiting confirmation from the City concerning the proposed date and agenda.

The Trades District – Kuntz reviewed initial leasing guidelines and potential lease rates for the Trades District buildings at Pangborn Airport Business Park. Staff has been working with The Beckett Group to prepare and submit a grant request for an Economic Development Administration (EDA) Grant to fund a significant portion of the project. In addition to the EDA Grant, the Regional Port will seek funds from several other sources. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

08-04-21 CDRPA
Mark Spurgeon
Rory Turner
To authorize the CEO to prepare & submit a grant application to the EDA for the Trades District Project at Pangborn Airport Business Park.

Motion passed 6-0.

Carlos Torres Property – Kuntz presented a proposed Purchase & Sale Agreement for the Carlos Torres orchard property in Malaga. The following action was taken:

Motion No.
Moved by:
Seconded by:

08-05-21 CDRPA
Rory Turner
Jim Huffman
To authorize the CEO to enter into a Purchase & Sale Agreement with Carlos A. Torres subject to the amount not to exceed \$625,800 plus closing costs.

Motion passed 6-0.

MISC. STAFF REPORTS:

Kuntz provided information and updates including:

- Reported on the recent Army National Guard tour of the Executive Flight building.
- Awaiting an amended agreement with Douglas County Fire District 2 concerning Pangborn Airport ARFF contract.
- Reported Douglas County PUD has rejected the Regional Port’s request to have an unused easement removed on the Fibro property.
- Update on a recent meeting with Alyce Brown at the NCW Economic Development District.
- The Regional Port will host a booth at the Waterville Fair; a sign-up sheet for shifts was circulated.
- Reviewed potential dates for the Regional Port Annual Board Retreat; it was decided the date will be October 18th at 10:00 am (location TBD).

Lough provided information and updates including:

- Reviewed 2021/2022 Enduris insurance rates.
- Researching options for Port health insurance for 2022; will bring back information at an upcoming meeting.

de Mestre provided information and updates including:

- Report was received on the Johnson Hangar soil testing. Some low concentrations of herbicide/pesticides were detected but are likely below state standards. RH2 is reviewing the report and will provide final findings soon.

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

REVIEW CALENDAR OF EVENTS: Kuntz reviewed several upcoming events.

ITEMS FROM BOARD OF DIRECTORS: Directors provided various updates.

Meeting was adjourned at 4:45 pm.

Signed and dated this 24th day of August, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2021-15
RESOLUTION TO VOID CHECK NO. 8274 AND CHECK NO. 8404**

Whereas Check No. 8274 in the amount of \$772.15, payable to Avis Budget Group, on Register Page No. 2021-18 was created and signed on May 28, 2021.

Whereas Check No. 8404 in the amount of \$141.88, payable to Wenatchee World, on Register Page No. 2021-19 was created and signed on June 15, 2021.

Whereas checks were not received by payees and have not cleared the Chelan Douglas Regional Port Authority main checking account, and are considered to be lost in the mail at this time. Check No. 8611 will replace Ck. No.8274, and Check No. 8329 replaced Ck. No. 8404.

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. 8274 and 8404 be declared VOID.

Dated this 24th day of August, 2021.

Chelan Douglas Regional Port Authority

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loepsack, Director

July 2021								
Date	Meeting	Location	JCB	RT	DE	JH	MS	AL
7/1	Economic Dev. Meeting	Ex. Flight					X	
7/7	Dist. 3 Commissioner Meeting	Chelan Artisan Bakery		X				
7/7	Dist. 1 Meeting	Zoom			X			
7/8	CDTC Meeting	CTC	X					
7/9	Meeting w/J. Kuntz re: Agenda	Ex. Flight						X
7/11	Seatac to AAAE Conf. Vegas	Seatac		X			X	
7/12	AAAE Conf. Vegas	Las Vegas		X			X	
7/13	AAAE Conf. Vegas	Las Vegas		X			X	
7/13	CDRPA Board Meeting	CTC	X		X	X		X
7/14	Vegas from AAAE Conf. to Seatac	Seatac		X			X	
7/14	NCWEDD Board Meeting	Zoom				X		
7/14	Dedication WSDOT Aviation/Rep. Dent	WSDOT Telford Helipad	X					
7/19	Meeting-Trent, Rory, Mark re: AAAE	Ex. Flight		X			X	
7/20	WPPA Commissioners Seminar	Zoom					X	
7/20	Mark Spurgeon/Rory Turner Meeting	Stones Gastropub		X			*X	
7/20	NCW Tech Meeting	Mercantile	X					
7/21	WPPA Commissioners Seminar	Zoom					X	
7/21	Upper Valley Commissioners Meeting	Big Y Café	X					
7/21	Dist. 1 Meeting	Zoom			X			
7/26	Pick Up Binder	Ex. Flight		X				
7/27	CDRPA Board Meeting	CTC	X	X	X	X	X	X
7/28	Army National Guard Tour	Ex. Flight		X				
7/28	Downtown Possibilities Tour	Lineage		*X				
7/29	CARB Meeting	Zoom	X					
*	denotes multiple meetings on same day							
	Approval 8-24-2021 Commission Meeting							

Memo

To: Board of Directors

From:  Jim Kuntz

Date: August 19, 2021

Re: First Amendment to Interlocal Agreement
Pangborn Airport & Fire District No. 2

Attached is the proposed amendment for your review. Also attached is the underlying agreement if you want to review.

The big takeaways are as follows:

- Regional Port Staff no longer required to respond to off-airport Fire District calls.
- Regional Port will take over airfield inspections during the weekend.
- Regional Port to pay Fire District No. 2 costs related to ARFF training.

Overall, this is a positive amendment for the Regional Port. It provides greater flexibility for Airport Technicians to perform maintenance duties on and off the airport. As it stands now, we have one employee that must be ready to respond to District calls during the work week.

AFTER RECORDING MAIL TO:

Douglas County Fire District No. 2
Attn: District Secretary
377 Eastmont Ave
East Wenatchee, WA 98802

The information contained in this boxed section is for recording purposes only pursuant to RCW 36.18 and RCW 65.04, and is not to be relied upon for any other purpose, and shall not affect the intent of or any warranty contained in the document itself.

Grantor(s): Chelan Douglas Regional Port authority, as owner and operator of Pangborn Memorial Airport, a Washington municipal corporation
Grantee(s): Douglas County Fire District No. 2, a Washington municipal corporation
Reference Number(s) of Documents Assigned or Released: 3175850
Abbreviated Legal Description: N/A
Assessor's Parcel Number(s): N/A

**FIRST AMENDMENT TO INTERLOCAL AGREEMENT
FOR
FIRE PROTECTION SERVICES BETWEEN
PANGBORN MEMORIAL AIRPORT
AND
DOUGLAS COUNTY FIRE DISTRICT NO. 2**

THIS AMENDMENT TO INTERLOCAL AGREEMENT FOR FIRE PROTECTION SERVICES ("Amendment") is entered into this date between the DOUGLAS COUNTY FIRE DISTRICT NO. 2 ("District"), a Washington municipal corporation, CHELAN DOUGLAS REGIONAL PORT AUTHORITY as owner and operator of PANGBORN MUNICIPAL AIRPORT, a Washington municipal corporation ("Airport"). Collectively, the District and Airport may be referred to herein as the "Parties" and individually as a "Party."

RECITALS

WHEREAS, the District and Airport previously entered into that certain Interlocal Agreement for Fire Protection Services, dated January 16, 2014 ("Agreement") wherein the Parties set forth the terms and conditions upon which the District would provide certain fire protection services for the Airport and upon which certain Airport Personnel may be used to provide fire service for or on behalf of the District; and

WHEREAS, pursuant to the Agreement, the District has used the Airport Fire Station (defined herein) as an auxiliary station from which to provide general fire protection services within the boundaries of the District and to lands or property incorporated into mutual aid agreements or by contract;

WHEREAS, the District does not have a need or desire for Airport Personnel to be trained or outfitted for wildland firefighting, and desires to remove these references and requirements from the Agreement; and

WHEREAS, the District also does not have a need for Airport Personnel to participate in general District responses (i.e. no need for District Qualified Firefighting Personnel to respond to District structure or other calls); and

WHEREAS, the Parties further desire to renew and extend the term of the Agreement for an additional five (5) year period; and

WHEREAS, the Parties desire to amend the Agreement as set forth herein to incorporate the proposed service and term changes;

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the District and Airport hereby agree as follows:

1. Recitals. The recitals set forth above are incorporated herein as if set forth in full as binding commitments of the Parties.

2. Definitions. The definition of "Airport Fire Station" as set forth in Section A of the Agreement is hereby amended to read as follows:

"Airport Fire Station" means the facility located at 3800 Airport Way (more commonly referred to as Station 222); including the two attached residential apartments and the surrounding grounds.

3. Airport Fire Protection Services. Aircraft Rescue & Fire Fighting Services/ARFF Section C(2)(a) of the Agreement is hereby amended to read as follows:

a. Staffing levels. The Airport and Fire District shall provide personnel at the Airport as follows:

i. Weekdays: During the period between 5:30 a.m. and 5:30 p.m., Monday through Friday, the Airport shall provide sufficient personnel to staff the Airport Fire Protection Services, ARFF, ~~subject to supervision of the District. It is recognized and~~

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~~understood that Airport employees may be deferring other work duties during the time period they are providing Airport Fire Protection Services. The District must arrange to transport Airport employees back to the Airport no later than 7:30 p.m., when they respond to District calls that extend beyond 5:30 p.m. Airport employees will remain under the direction and supervision of the Airport unless engaged in fire protection activities as set forth above.~~

- ii. **Nights and Weekends:** During the period between 5:30 p.m. and 5:30 a.m., Monday through Friday, and on Saturday and Sunday, the District shall provide sufficient personnel to staff the Airport Fire Protection Services **(ARFF)**, subject to supervision of the District (i.e. ~~responsible for performing daily airfield inspection and monitoring as required by applicable FAA regulations, as set forth in Section (D)(1) and Exhibit "C", attached hereto [Exhibit "C" is a summary of the Airport Certification Manual and is subject to change and all such changes shall be deemed incorporated herein by this reference]).~~

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- 4. **Minimum Staff Levels.** Paragraph C(3) of the Agreement is hereby amended as follows:

Minimum Staffing Level: Each Party shall retain the right to establish appropriate staffing levels and schedules during the period of time that they are responsible for services under this Agreement, provided that at least one ARFF-qualified Firefighting Personnel shall be available to provide ARFF Standby Coverage ~~and at least one District-qualified Firefighting Personnel shall be available to respond to District fire calls.~~

- 5. **Training and Certification.** Paragraph C(4) of the Agreement is hereby amended as follows:

- a. By the District. [deleted]
- b. By the Airport. The Airport shall provide specialized training and ARFF certification (or recertification) for all Qualified ARFF-qualified Firefighting Personnel. **As follows:**

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- **Initial training for up to five new district employees per year ARFF personnel. This includes registration fees, travel, lodging, and meal expenses.**

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- Recertification ARFF training for up to five district employees per year. This includes registration fees, travel, lodging, and meal expenses.

~~The District shall be responsible for the cost associated with providing such training to all Qualified District Firefighting Personnel designated by the District.~~ The District shall be given the opportunity to review the content of all specialized ARFF training to promote consistency with District plans and policies.

6. Fire Protection Equipment. Paragraph C(5) of the Agreement is hereby amended to read as follows:

- a. Personal Protection Equipment (PPE). The Airport shall provide any personal protection equipment ("PPE") that is necessary for Airport firefighting personnel to provide ARFF Services. Any PPE provided by the Airport that is also suitable for structural or wildland firefighting may be used off Airport by Airport Firefighting Personnel, notwithstanding the limitations described in Section C.5.b. The District shall provide all necessary PPE for District Firefighting Personnel that is necessary to provide ARFF Services. ~~and shall provide any additional PPE necessary for structural and wildland firefighting to Airport Firefighting Personnel design.~~ The District shall periodically inspect all PPE to verify it is maintained in good working order and condition; including all PPE provided by the Airport. The District and the Airport shall promptly correct all deficiencies identified by the District.

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7. Other Services. Paragraph D(1) of the Agreement is hereby removed in its entirety.

8. Term. Unless otherwise terminated as set forth therein, the term of the Agreement shall be renewed or extended for an additional five (5) year period commencing the 1st day of January, 2022 through December 31, 2026. Either Party may terminate the Agreement for any reason effective December 31st of any given year by providing a notice of termination at least ninety (90) days prior to December 31st of that year.

9. Ratification. Except as set forth in this Amendment, the Parties hereby reaffirm and ratify the terms and conditions of the Agreement. In the event of any conflict between the terms of this Amendment and the Agreement, the terms of this Amendment shall be controlling.

10. Recording. This Amendment shall be recorded with the Douglas County Auditor or posted on the websites for the District and the Airport as required by RCW 39.34.040.

11. Counterpart Execution. This Amendment may be executed in any number of counterparts, each of which, without production of the others, will be deemed to be an original.

APPROVED BY:

DOUGLAS COUNTY FIRE DISTRICT NO. 2

Dave Fennell, Board Chair

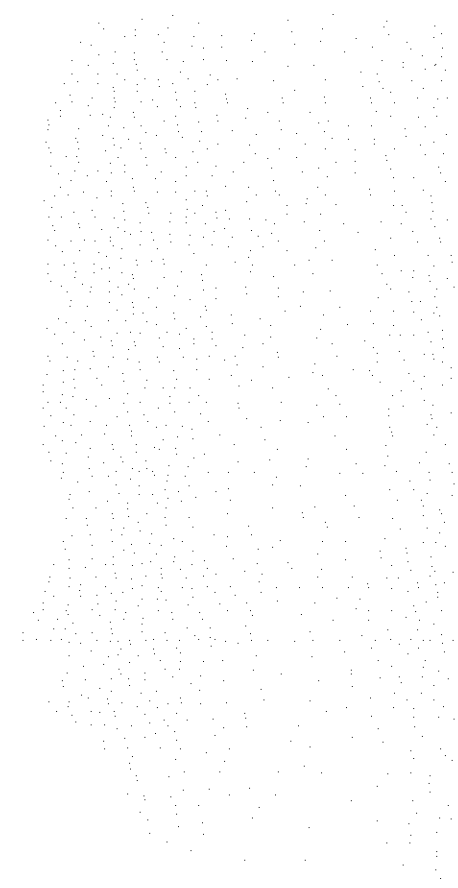
Date: _____

APPROVED BY:

CHELAN DOUGLAS REGIONAL PORT
AUTHORITY

Jim Kuntz, Executive Director

Date: _____



Filed for and return to:

The information contained in this boxed section is for recording purposes only pursuant to RCW 36.18 and RCW 65.04, and is not to be relied upon for any other purpose, and shall not affect the intent of or any warranty contained in the document itself.

Grantor(s): Pangborn Memorial Airport, a joint venture of the Port of Chelan County, a municipal corporation, and the Port of Douglas County, a municipal corporation
Grantee(s): Douglas County Fire District No. 2
Reference Number(s) of Documents Amended: N/A
Abbreviated Legal Description: N/A
Legal Description: N/A
Assessor's Parcel Number(s): N/A

INTERLOCAL AGREEMENT FOR
FIRE PROTECTION SERVICES BETWEEN
PANGBORN MEMORIAL AIRPORT

AND

DOUGLAS COUNTY FIRE DISTRICT NO. 2

THIS INTERLOCAL AGREEMENT ("Agreement") is made and entered into as of the 16 day of January, 2014, by and between the PANGBORN MEMORIAL AIRPORT ("Airport"), a joint venture of the Port of Chelan County, a municipal corporation, and the Port of Douglas County, a municipal corporation and DOUGLAS COUNTY FIRE DISTRICT NO. 2 ("District"), hereinafter collectively referred to as "Parties," or individually referred to as a "Party".

RECITALS

WHEREAS, the Airport is required to provide Airport Rescue and Firefighting Services ("ARFF Services") at the Airport in accordance with Federal Aviation Administration ("FAA") requirements as more fully set forth at Title 14 Code of Federal Regulations, Part 139 et. seq., as it now exists or is hereafter amended ("Part 139");

WHEREAS, the Airport owns a fire station facility which includes apartments attached thereto, and surrounding grounds, more particularly described in Exhibit "A" (the "Airport Fire Station");

WHEREAS, the Parties have entered into and have performed agreements in the past regarding the District's provision of fire protection services for the Airport, and the District's leasing of the Airport Fire Station. Based on these agreements, the District has located three modular homes on the grounds of the Airport Fire Station;

WHEREAS, the District desires the continued use and occupation of the Airport Fire Station for the purpose of operating an auxiliary station from which to provide general fire protection services within the boundaries of the District and to lands or property incorporated into mutual aid agreements or by contract; and

WHEREAS, the Airport desires to contract with the District pursuant to RCW Chapter 39.34 for the provision of fire protection services at the Airport in accordance with the foregoing FAA requirements subject to those terms and conditions set forth below;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, and the Recitals set forth above which are incorporated herein as part of the agreement of the Parties, the Parties agree as follows:

A. DEFINITIONS:

Terms used in this Agreement shall have their general meanings, with the following terms specifically defined:

"Airport Emergency" means any emergency on airport premises; including, but not limited to: aircraft incidents or accidents, structure fires, medical incidents, fuel spills and other hazmat incidents, vehicle accidents, and bomb threats.

"Airport Fire Protection Services" includes the general fire protection services to the Airport as a constituent resident of the District, as defined by the District's response standards; and the provision of "ARFF Services".

"Airport Fire Station" means the facility located at 3780 Airport Way (more commonly referred to as Station 222); including the two attached residential apartments and the surrounding grounds.

"ARFF Services" means the "Airport Rescue and Firefighting Services", required to be provided at the Airport pursuant to the Airport Certification Manual and Part 139;

“ARFF Standby Coverage” means the response requirements established by Part 139, for all scheduled air carrier operations and for unscheduled air carrier operations upon request. The response requirement is from fifteen (15) minutes prior to fifteen (15) minutes after an air carrier operation. For the purposes of this Agreement, the term “air carrier operation” is defined as a takeoff, landing, servicing and/or loading of a commercial passenger aircraft, regardless of seating capacity.

“FAA” means the Federal Aviation Administration;

“District-qualified Firefighting Personnel” means a person who has completed initial structural and wildland firefighter training, together with recurring training and proficiency requirements established by the District.

“ARFF-qualified Firefighting Personnel” means a person who has successfully completed a certified ARFF course (40 hours), together with annual ARFF re-certification and recurring ARFF training and proficiency requirements established by the Airport.

“Dual-qualified Firefighting Personnel” means a person who has completed all of the training and proficiency requirements necessary to be “District-qualified” and “ARFF-qualified”.

B. LEASE OF AIRPORT FIRE STATION:

In consideration for the District providing Airport Fire Protection Services, the Airport leases to the District the Airport Fire Station as follows:

1. Use of the Airport Fire Station. The Airport Fire Station shall be used by the District for the purpose of providing Airport Fire Protection Services. The Airport agrees that the District may use the Airport Fire Station to provide fire protection services to other lands within the boundaries of the District, lands or property incorporated into mutual aid agreements or by contract, in addition to the Airport. The District shall give priority to use of the Airport Fire Station to house firefighting equipment, provided by the District or the Airport, necessary to provide Airport Fire Protection Services. The District may use the surrounding grounds of the Airport Fire Station, as identified in Exhibit A, for the location of no more than four (4) modular homes for residential dwellings for Dual-qualified Firefighting Personnel. Currently there are 3 modular homes owned by the District located upon the grounds of the Airport Fire Station.
2. Subleasing of Apartments and Modular Homes. The District may sub-lease the modular homes located adjacent to the Airport Fire Station and the two attached apartments for residential dwelling purposes to Dual-qualified Firefighting Personnel and their immediate families in accordance with the terms established by the District, provided that any such lease shall be subordinate too and subject to the terms of this Agreement. District personnel

residing at the Airport Fire Station and in the District owned modular homes must meet the Dual-qualified Firefighting Personnel qualifications within 6 months of occupancy.

3. Compliance with Regulations. The District shall comply with all the sanitary laws, ordinances, rules and regulations of appropriate governmental authorities affecting the use, occupancy, cleanliness and preservation of the Airport Fire Station and the District owned modular homes , and the sidewalks connecting thereto, during the term of this Agreement or any renewal thereof. The District shall be solely responsible for supervising the conduct of any agents, employees, tenants and guests at the Airport Fire Station and ensuring that the same comply with the applicable laws, ordinances, rules, regulations of appropriate governmental authorities. The District shall not permit, commit or allow any illegal act, public or private nuisance, or waste to be committed or maintained on the Airport Fire Station and shall at all times comply with all laws, ordinances, resolutions and regulations of the State of Washington, Douglas County, the Airport and other applicable regulatory bodies.
4. Retained Rights of Access and Use. The Airport retains the right to access the non-residential portions of the Airport Fire Station for the Airport's operational needs, including, but not limited to: the apparatus bays, restrooms, utility room and observation office, for so long as the Airport deems reasonably necessary. The Airport's use of the Airport Fire Station shall not render it unusable by the District.
5. Condition of Premises; Improvements, Maintenance and Repair by Fire District. The Parties stipulate and agree that the Airport Fire Station is in good order and repair and in a safe, clean and tenantable condition. During the term of this Agreement, the District shall be responsible for the routine maintenance and repair of the interior portions of the Airport Fire Station and the landscaping and the surrounding grounds associated with the Airport Fire Station and on which the District has placed modular homes, including repair of any damage caused by the acts or omissions of the District, its agents, employees, tenants and guests, and shall at all times keep the Airport Fire Station in a neat, clean and in sanitary condition. The District shall retain ownership of, and sole obligation to repair and maintain those modular homes placed by the District upon the grounds of the Airport Fire Station.
6. Maintenance and Repair by the Airport. The Airport shall be responsible for maintenance and repair of the exterior of the Airport Fire Station, together with all structural components and attached fixtures of the Airport Fire Station; provided that such maintenance or repair is not the result of an intentional or negligent act or omission of the District, or any occupant or guest (in which event, the District shall be responsible for the maintenance and repair approved by the Airport). The District shall be solely responsible for the maintenance and repair of the modular homes located at the Airport Fire Station.
7. Condition on Termination. Upon termination of this Agreement, the District shall return possession of the Airport Fire Station to the Airport in as good a state and condition as they were at the commencement of this Agreement, reasonable use and wear thereof and damage

by the elements excepted. Upon termination, the District shall remove the modular homes and fixtures related thereto, and restore the surrounding grounds to a neat and level condition.

8. Utilities and Taxes. The District shall be responsible for the cost of all utilities serving the Airport Fire Station including the modular homes during the term of this Agreement, or any renewal thereof, and any leasehold taxes arising out of the District's sub-leasing of the Airport Fire Station and modular homes. The Airport shall reimburse the District for 50% of the cost of the utilities serving the non-residential portion of the Airport Fire Station.
9. Alterations and Improvements. District shall not make alterations to the Airport Fire Station without first obtaining the written consent of the Airport to do so. The District may make any and all alterations or improvements to those modular homes situated upon the Airport Fire Station as the District, in its sole discretion, shall desire. In undertaking any repairs, maintenance or improvements, the District shall not allow any lien to be placed against the Airport Fire Station for any reason whatsoever.
10. Insurance. During the term of this Agreement, or any renewal thereof, the Airport shall maintain insurance for fire and other casualty with comprehensive loss coverage on the Airport Fire Station, including the attached apartments and coverage for any loss of any personal property of the Airport stored therein. The District shall be responsible for insuring those modular homes located by the District at the Airport Fire Station, and all of the District's personal property at the Airport Fire Station and shall maintain general public liability insurance on the Airport Fire Station with coverage for bodily injury, property damage, premises/operations and personal injury with limits not less than One Million Dollars (\$1,000,000) per occurrence, which insurance shall name the Airport as an additional insured and a certificate provided to the Airport.
11. Hold Harmless and Indemnity. The District shall indemnify and hold harmless the Airport, its officers, directors, agents and employees, and the constituent Port Districts, and their respective officers, directors, agents and employees against and from any and all claims arising from the District's use of the Airport Fire Station or from any activity, work or other things done, permitted or suffered by the District upon any airport property and shall further indemnify and hold harmless the Airport against and from any and all claims arising from any act or negligence of the District or any officer, agent, employee, guest, or invitee of the District and from all costs, attorney's fees, and liabilities incurred in or about the defense of any such claim or action or proceeding brought thereon and in case of any action or proceeding brought against the Airport by reason of such claim, the District upon notice from the Airport shall defend the same at the District's expense. The District, as a material part of the consideration to the Airport, hereby assumes all risk of damage to property or injury to persons in, upon or about any airport property, from any cause other than the Airport's intentional acts or negligence and the District hereby waives all claims in respect thereof against the Airport.

C. AIRPORT FIRE PROTECTION SERVICES:

In addition to providing such general fire protection services to the Airport as a constituent resident of the District, and in consideration for the lease of the Airport Fire Station set forth in Section B, the District shall provide Airport Fire Protection Services, including the provision of ARFF Services as follows:

1. Provision and Coordination of Airport Fire Protection Services: The District shall direct and coordinate all Airport Fire Protection Services and ARFF Services at the Airport, which includes without limitation the coordination of general and specialized firefighting equipment owned by the District and the Airport; the supervision of all qualified firefighting personnel and such other services sufficient to satisfy the description of Airport Fire Protection Services, including the provision of ARFF Standby Coverage. Provided, however, the Airport, upon the occurrence of an "Airport Emergency" (as determined by the Airport Director), reserves the right to establish a unified command structure and to coordinate the District's provision of Airport Fire Protection Services.
2. Provision of Firefighting Personnel:
 - a. Staffing levels. The Airport and Fire District shall provide personnel at the Airport as follows:
 - i. Weekdays: During the period between 5:30 a.m. and 5:30 p.m., Monday through Friday, the Airport shall provide sufficient personnel to staff the Airport Fire Protection Services, subject to supervision of the District. It is recognized and understood that Airport employees may be deferring other work duties during the time period they are staffing the Airport Fire Protection Services. The District must arrange to transport Airport employees back to the Airport no later than 7:30 p.m., when they respond to District calls that extend beyond 5:30 p.m. Airport employees will remain under the direction and supervision of the Airport unless engaged in fire protection activities as set forth above.
 - ii. Nights and Weekends: During the period between 5:30 p.m. and 5:30 a.m., Monday through Friday, and on Saturday and Sunday, the District shall provide sufficient personnel to staff the Airport Fire Protection Services, subject to supervision of the District (i.e. responsible for performing daily airfield inspection and monitoring as required by applicable FAA regulations, as set forth in Section (D)(1) and Exhibit "C", attached hereto [Exhibit "C" is a summary of the Airport Certification Manual and is subject to change and all such changes shall be deemed incorporated herein by this reference]).

- iii. Holiday, Vacation and Sick Leave Coverage: At the request of either Party, the other Party may provide personnel sufficient to staff the firefighting services at the Airport during the period of time when the requesting Party would otherwise be obligated to provide personnel, as set forth above. The requesting Party shall reimburse the other Party any costs incurred in providing such coverage based on the fully burdened hourly rate paid to said personnel.
 - b. Supervision and Payment. Qualified Firefighting Personnel designated by the Parties according to subsection (a) shall be supervised and paid, as follows:
 - i. District Personnel. All District firefighting personnel designated by the District to provide Airport Fire Protection Services are agents of the District, supervised by the District and the District shall be solely responsible for the payment of all wages and benefits and federal or state withholdings applicable to said personnel.
 - ii. Airport Personnel. All Airport firefighting personnel designated by the Airport to provide ARFF Services are employees of the Airport. The Airport shall be solely responsible for the payment of all wages and benefits and federal or state withholding applicable to said employees, but they shall be subject to the control and supervision of the District when providing Airport Fire Protection Services. When not providing Airport Fire Protection Services, Airport employees shall remain under the direction and supervision of the Airport.
3. Minimum Staffing Level: Each Party shall retain the right to establish appropriate staffing levels and schedules during the period of time that they are responsible for services under this Agreement, provided that at least one ARFF-qualified Firefighting Personnel shall be available to provide ARFF Standby Coverage and at least one District-qualified Firefighting Personnel shall be available to respond to District fire calls.
4. Training and Certification:
 - a. By the District. The District shall provide general structure and wildland fire training to all District-qualified Firefighting Personnel, designated by the Airport and the District. The Airport will be responsible for the cost associated with providing such training to all District-qualified Firefighting Personnel employed by the Airport. However, nothing in this Agreement shall be construed as a requirement for Airport employees to respond to District calls or to participate in District activities outside of their "normal working hours".

- b. By the Airport. The Airport shall provide specialized training and ARFF certification (or recertification) for all ARFF-qualified Firefighting Personnel. The District shall be responsible for the cost associated with providing such training to all firefighting personnel designated by the District. The District shall be given the opportunity to review the content of all specialized ARFF training to promote consistency with District plans and policies.

5. Fire Protection Equipment:

- a. Provision and Maintenance of Equipment by the District. The District shall provide any and all of the firefighting equipment reasonably necessary for fighting structure and/or wildland fires. The District shall be solely responsible for maintaining all firefighting equipment belonging to the District located at the Airport Fire Station in good working order and repair.
- b. Provision and Maintenance of Equipment by the Airport. The Airport shall provide any and all specialized firefighting equipment necessary for ARFF Services, which is required to fulfill the ARFF requirements of Part 139, and which is not otherwise provided by the District. All equipment belonging to the Airport shall remain at the Airport and shall be used solely for the purpose of providing Airport Fire Protection Services; provided, however, equipment owned by the Airport may be used off Airport premises for aviation related emergencies or large fuel fires upon the sole consent of the Airport.
- c. Personal Protection Equipment (PPE). The Airport shall provide any personal protection equipment ("PPE") that is necessary for Airport firefighting personnel to provide ARFF Services. Any PPE provided by the Airport that is also suitable for structural or wildland firefighting may be used off Airport by Airport Firefighting Personnel, notwithstanding the limitations described in Section C.5.b. The District shall provide all necessary PPE for District Firefighting Personnel and shall provide any additional PPE necessary for structural and wildland firefighting to Airport Firefighting Personnel. The District shall periodically inspect all PPE to verify it is maintained in good working order and condition; including all PPE provided by the Airport. The District and the Airport shall promptly correct all deficiencies identified by the District.

D. OTHER SERVICES:

In addition to the Airport Fire Protection Services, District Firefighting Personnel shall also be responsible for performing other duties in support of general airport operations as reasonably requested by the Airport. Those duties shall include; but not be limited to, the following:

1. Complete and record a minimum of two daily airfield inspections on any day in which the District has sole responsibility for staffing the ARFF Standby Coverage (ie. weekends and holidays). At least one of the two inspections shall occur during hours of darkness and at least one during hours of full daylight.
2. Immediately correct and/or report any unsafe condition which may exist on the Airport.

E. TERM:

The term of this Agreement shall be for a period of one (1) year commencing the 1st day of January, 2014 and shall renew automatically each year, not to exceed a total of ten (10) years; provided, however either Party may terminate this Agreement for any reason effective December 31st of any given year by providing a notice of termination at least ninety (90) days prior to December 31st of that year.

F. ENTIRE AGREEMENT:

This Agreement sets out the entire agreement of the Parties and supersedes any and all prior agreements with respect to the subject matter of this Agreement. The rights and obligations of the Parties hereunder shall be subject to and governed by this Agreement. The headings used herein are for convenience only and shall not affect the meaning or interpretation of this Agreement.

G. MISCELLANEOUS:

1. No new entity is formed as a result of entry into this Agreement.
2. All personal property owned by either Party to this Agreement shall remain the personal property of that Party upon termination of this Agreement.
3. This Agreement shall be administered by the Airport Director on behalf of the Airport and by the District Fire Chief on behalf of the District.
4. This Agreement is between the Parties hereto and there are no third party beneficiaries of this Agreement.
5. This Agreement shall be recorded with the Douglas County Auditor or posted on the websites for the District and the Airport as required by RCW 39.34.040.

6. Notices to the District shall be provided via delivery or U.S. Mail as follows:

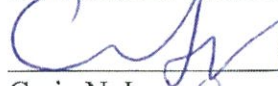
Attention: Fire Chief
Douglas County Fire District No. 2
377 Eastmont Avenue
East Wenatchee, WA 98802

Notices to the Airport shall be provided via delivery or U.S. Mail as follows:

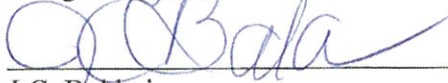
Attention: Airport Director
Pangborn Memorial Airport
1 Pangborn Drive
East Wenatchee, WA 98802

Approved this 16 day of January, 2014.

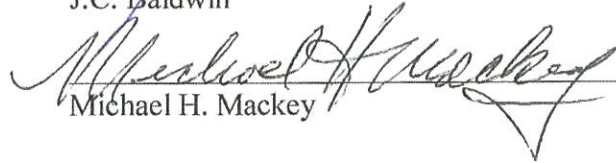
PANGBORN MEMORIAL AIRPORT



Craig N. Larsen



J.C. Baldwin

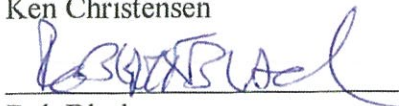


Michael H. Mackey

APPROVED BY THE COMMISSIONERS OF
DOUGLAS COUNTY FIRE DISTRICT NO. 2 AT
AN OPEN PUBLIC MEETING THE 15th DAY
OF January, 2014.



Ken Christensen



Bob Black

vacant

Memo

To: Board of Directors

From: Randy Asplund

Date: August 16, 2021

Re: Request by Greater Wenatchee Irrigation District for construction of a 2-inch diameter pressure sewer service and easement to connect to the Douglas County Sewer District's Pangborn Industrial Park sewer system

Regional Port staff was recently contacted by Douglas County and Douglas County Sewer District (Sewer District) regarding a request for approval and associated easement to provide sewer service to two residences owned by the Greater Wenatchee Irrigation District (GWID).

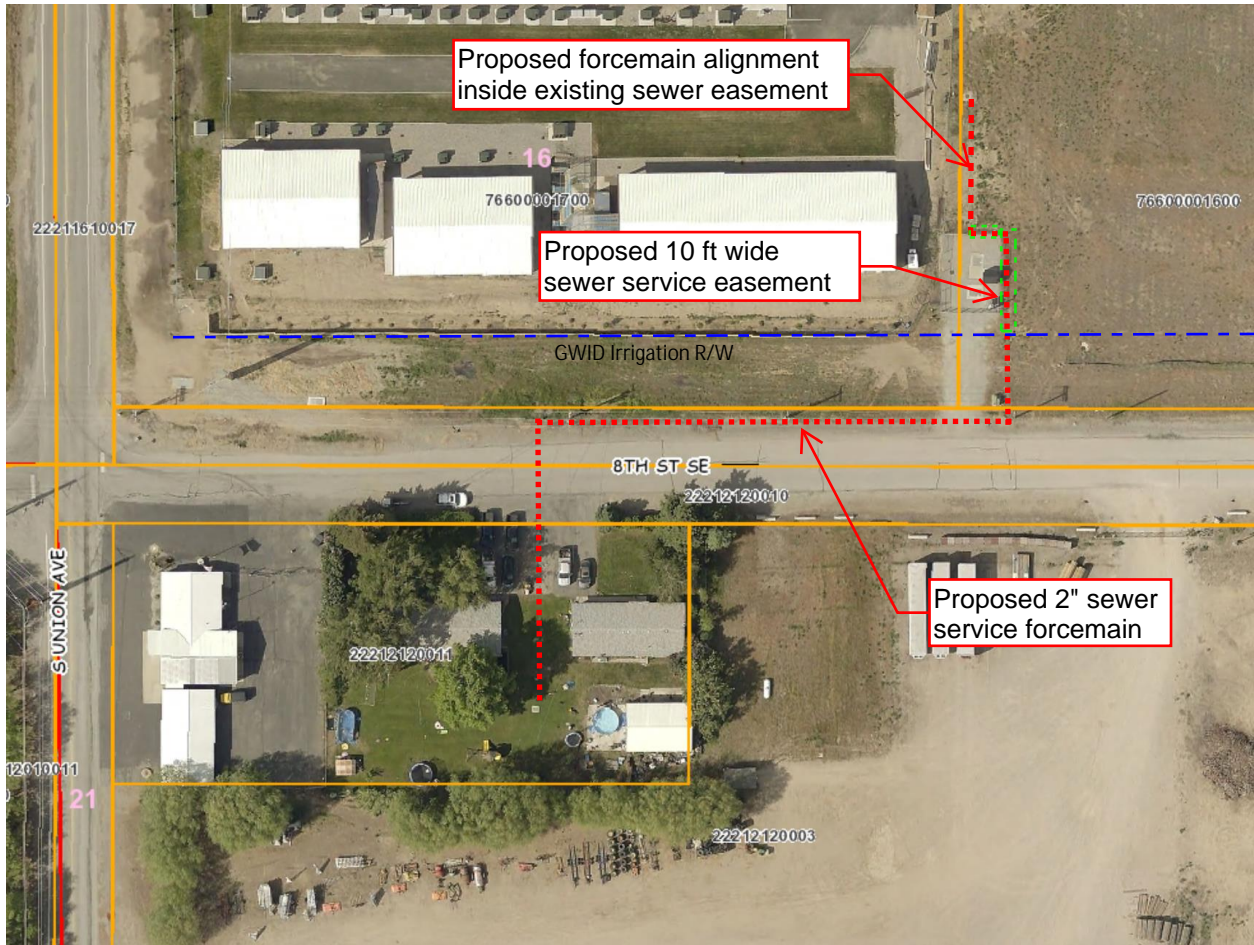
The reason for the request is due to the recent failure of the existing on-site septic system and the lack of an alternative location for a new drainfield for the two residences owned by GWID. The two residences are located adjacent to the District office and are offered for rent to District employees.

The Sewer District and GWID are proposing an alignment for the forcemain as shown on the attached figure.

The proposed easement area alignment would begin just east of the PUD power service for the Lift Station on the north side of 8th Street and run north adjacent to the east easement line for the Lift Station, then turn west adjacent to the north line of the Lift Station easement until entering the existing easement for the gravity sewer main.

In return for granting the easement, it is proposed that GWID would waive its irrigation water segregation and review fees associated with the Pangborn boundary line adjustment. It is estimated the fees for the irrigation segregation and review by GWID to be approximately \$2,400.

It is staff's recommendation the Board authorize the CEO to enter into negotiations and agreement with GWID regarding granting the proposed sewer easement and waiver of GWID fees.



Proposed Sewer Forcemain Easement for Greater Wenatchee Irrigation District

Return document to: Douglas Co. Board of Commissioners
Document Title: Amendment #2, Agreement Re: Allocation of Sales and Use Tax Receipts
Reference Number
of Related Documents: AFN 23062971
Grantor: Douglas County
Grantee: Douglas County Sewer District #1 and Chelan / Douglas Regional Port Authority
Legal Description: N/A
Parcel Number(s): N/A

AMENDMENT NUMBER 2

AGREEMENT

RE: ALLOCATION OF RURAL COUNTIES SALES AND USE TAX RECEIPTS Pangborn Industrial Service Area-Sewer Line Extension

This Amendment Number 2 to the July 2003 Agreement made by and among DOUGLAS COUNTY, a political subdivision of the State of Washington, hereafter referred to as the County, the CHELAN / DOUGLAS REGIONAL PORT AUTHORITY (Formerly PORT OF DOUGLAS COUNTY), a municipal corporation of the State of Washington, hereafter referred to as the Port, and DOUGLAS COUNTY SEWER DISTRICT #1, a municipal corporation of the State of Washington, hereafter referred to as the District:

RECITALS

WHEREAS, the County, the Port and the District entered into an agreement regarding the allocation of sales and use tax to support the extension of sanitary sewer service to the Pangborn Industrial Service Area; was recorded July 16, 2003 under Auditor's Filing Number 3062971; and

WHEREAS, Section 5 of the agreement does not allow sanitary sewer connections for properties outside of the urban growth areas under any circumstance; and

WHEREAS, RCW 36.70A.110(4) states, in part: "In general, it is not appropriate that urban governmental services be extended to or expanded in rural areas except in those limited circumstances shown to be necessary to protect basic public health and safety and the environment and when such services are financially supportable at rural densities and do not permit urban development"; and

WHEREAS, the County, the Port and the District believe that it is in the public interest to protect basic public health and safety and the environment by allowing connections to the sanitary sewer system outside of the urban growth areas in instances where on-site septic systems have failed; and

WHEREAS, the Douglas County Sewer District #1 can establish policies and standards to assure such connections conform to RCW 36.70A.110(4).

NOW, THEREFORE, the parties hereby agree to amend Section 5 of the Agreement recorded under AFN #306271 to read as follows:

5. Urban Growth Boundaries – Limitations on Connection: The extension of sanitary sewer service to the PISA shall not encourage or promote urban type growth outside of urban growth areas established in accordance with the Washington State Growth Management Act, RCW Chapter 36.70A. The District covenants and agrees that connections to the sewer line extension to be constructed shall be allowed solely within the Greater East Wenatchee Urban Growth Area (GEWAUGA) and the Pangborn Industrial Service Area (PISA), as the same currently exist and/or as may hereafter be amended. No connections to the sewer line extension to be constructed shall be allowed by the District in any area that is outside both the GEWAUGA and/or PISA, unless:

- a. Ordered by a court of competent jurisdiction; or
- b. Deemed to be in the best public health interest, at the discretion of the Douglas County Sewer District's General Manager and Douglas County Board of Commissioners and Chelan/ Douglas Port Authority collectively, and:
 - i. on-site septic system failures occur; or
 - ii. existing on-site systems would, as determined by the Chelan-Douglas Health District, otherwise have to be expanded to comply with current standards

Prior to connection to sewer system by any one method identified in Section 5, all parties of this Agreement shall be notified in writing within 30-days of connection with a "Notice of Intent of Sewer Connection".

Connection must be accomplished with a stub from the main line to a side-sewer serving the building using the failed system. The connection and related work, including abandonment of the on-site system, must comply with all applicable codes and standards. Sanitary sewer service connections must be consistent with RCW 36.70A.110(4), which allows such connections when necessary to protect basic public health and safety and the environment and when such services are financially supportable at rural densities and do not permit urban development.

NOW, THEREFORE, BE IT FURTHER AGREED that this Agreement shall be deemed effective as of the date of filing with the Douglas County Auditor.

Approved this _____ day of _____, 2021.

DOUGLAS COUNTY
BOARD OF COMMISSIONERS

Chair

ATTEST:

Vice Chair

Clerk of the Board

Member

APPROVED AS TO FORM

Prosecuting Attorney

Approved this _____ day of _____, 2021.

DOUGLAS COUNTY SEWER DIST. #1
BOARD OF COMMISSIONERS

President

ATTEST:

Vice President

District Manager

Secretary

APPROVED AS TO FORM

District Attorney

Approved this ____ day of _____, 2021.

CHELAN DOUGLAS REGIONAL PORT
AUTHORITY

Chair

ATTEST:

Vice Chair

Clerk of the Board

Member

APPROVED AS TO FORM

District Attorney

Memo

To: Jim Kuntz, Board of Directors

From: Trent Moyers

Date: August 19, 2021

Re: Jet-A Aircraft Refueler Bids

On August 17th, we opened bids related to purchasing a new 5,000 gallon capacity Jet-A fuel truck. After reviewing the 3 bids we received and discussion with legal counsel and our fuel supplier, it was determined that Global Aviation Services bid was non-responsive. I recommend that we award the bid to Sky Mark Refuelers in the amount of \$276,691.00 (not including WSST).

Budget estimate: \$250,000

Bid Tabulation

Bidder Name City, State	5K Gallon Jet- A Aircraft Refueler
Garsite Kansas City, KS	\$317,223.00
Sky Mark Refuelers Kansas City, KS	\$276,691.00
Global Aviation Services Alvada, OH	\$257,645.00

Memo

To: Board of Directors

From: Stacie de Mestre

Date: August 18, 2021

Re: Authorization to Seek Bids – CTC Demolition and Restoration and Salvage Equipment Purchase

The DOH Associates has completed design/bidding documents for the demolition and restoration of the former Actapio space at the Confluence Technology Center. The original CTC Core and Shell Drawings were used as the basis of design. Staff is proposing the following schedule:

Advertise for bids:	8/26/21 and 9/2/21
Pre-Bid Meeting:	9/16/21
Bid Opening:	10/6/21
Award Contract:	10/12/21
Substantial Completion:	5/26/22
Actapio Deadline:	9/26/22

Staff is seeking Board approval to seek bids.

The second part of this project is to find a purchaser for the salvaged data center equipment. This includes but is not limited to the generators, chillers, transformers, power distribution units, computer room air conditioners, exhaust fans, variable frequency drives, batteries, busway systems, and breakers. The intent is for the demolition contractor to remove the salvaged equipment from the building and load it on the salvage company's trucks. The salvaged

equipment will be sold as a complete package – meaning one company must take it all. Staff is proposing the following schedule:

Advertise for bids:	9/2/21 and 9/9/21
Pre-Bid Meeting:	9/16/21
Bid Opening:	9/29/21
Award Contract:	10/12/21
Target Completion:	1/31/22

Staff is seeking Board approval to advertise for proposals.

Memo

To: Board of Directors

From: Ron Russ

Date: August 19, 2021

Re: Authorization to Award Contract – Cashmere Mill Site
Wetland Improvements

At the July 27th meeting, the Board authorized staff to solicit bids for the Cashmere Mill Site Wetland Improvements.

The project includes removing one existing leveler, installing two new levelers, cleaning out the pipes and fully enclosing the leveler intake and output points of the two remaining levelers.

An Invitation to Bid has been sent to three (3) contractors on the CDRPA Small Works Roster and bids are due on Thursday, August 26th.

This project did not appear as a line item in the approved 2021 CDRPA Budget, so the Board must authorize contract award. Delaying contract award until the September 12th Board meeting would push the project start date into late September or early October.

Therefore, we are requesting authorization for the CEO to award a contract for the Cashmere Mill Site Wetland Improvements, contingent upon the low bid not exceeding the engineer's estimate of \$33,000. The RH2 Task Authorization for project design and construction monitoring is \$7,311. Staff recommends a total project budget of \$44,000.

Memo

To: Board of Directors

From:  Jim Kuntz

Date: August 19, 2021

Re: Partners in Economic Development – Local Government
Application

Douglas County – US 2/97 & Cascade Ave. Intersection
Improvement

Douglas County is seeking a \$50,000 grant from the Regional Port to help with funding the US 2/97 & Cascade Ave. Intersection Improvement Project. Please see attached application.

To date, Douglas County has not received a Partners in Economic Development grant. As you are aware, Douglas County has been very supportive of a host of Regional Port initiatives in Douglas County. This project does have a strong economic development component.

If the Board approves this application, funding of the grant would not be until fiscal year 2024.



PARTNERS IN ECONOMIC DEVELOPMENT LOCAL GOVERNMENTS/MUNICIPALITIES

PROGRAM PURPOSE

The Chelan Douglas Regional Port Authority (CDRPA) is a regional leader in efforts to achieve long-term economic vitality for Chelan and Douglas Counties.

Effective economic development requires a dynamic synergy of people and organizations working together. The CDRPA acknowledges that local governments play an important role in economic development. The CDRPA has created the Partners in Economic Development Program to make strategic economic development investments in rural communities in Chelan and Douglas Counties.

ELIGIBLE ORGANIZATIONS

To qualify for potential funding through this program, an organization must be a municipal corporation located in Chelan or Douglas County and recognized by the Washington Secretary of State as an active municipal corporation.

ELIGIBLE PROGRAMS

Programs that qualify must:

- Align with the CDRPA's vision, mission, economic development goals, and values, as described in the CDRPA's "Annual Economic Development Plan", and as authorized by RCW Chapter 53; and
- Measurably contribute to the economic development of Chelan and Douglas Counties.

PRIORITIES

The CDRPA will prioritize proposals that fulfill one or more of the following:

- Address a proven need or gap;
- Illustrate a strong proof-of-concept for achieving measurable economic development impact;
- Demonstrate sustainability without continued financial support from the CDRPA;
- Demonstrate collaboration/partnership with other entities;
- Local governmental match as a percentage of the overall project cost;
- Clearly contributes to the economic vitality of the local community; and/or
- Distributes funding to rural communities in both Chelan and Douglas Counties.

REQUEST GUIDELINES

- Proposals are typically funded between \$5,000 and \$30,000.
- Partial funding for a larger project may be requested; however the proposal must clearly demonstrate how the remainder of the project will be funded.
- Multi-year projects may be submitted, but a new proposal must be submitted each year with subsequent requests contingent upon availability of funds and satisfactory progress toward meeting program objectives.

FUNDING & DISBURSEMENT

- For fiscal year 2020, the CDRPA has set aside \$150,000 to be distributed through a once a year call for projects program.
- In addition, the CDRPA has set aside \$50,000 as an opportunity fund to assist with emerging projects during fiscal year 2020. Any time after March 31, 2020 and throughout the remaining year, applications can be submitted for funding until the fund is fully allocated.
- In the event the CDRPA does not allocate all the funding during the call for projects phase, said excess funds will be added to the opportunity fund.
- The CDRPA will reimburse after the project has been completed. If a quarterly or up-front investments are required, the local government should indicate the distribution plan necessary (and why) on the Application Form.

PROPOSAL REQUIREMENTS

Local government must submit the attached **Application Form**.

SUBMISSION REQUIREMENTS for FY2020

Proposal deadline: Friday, November 22 before 5:00 PM PST

Proposals may be delivered in one of three methods:

- Electronically (PDF only)
- Mailed (3 printed copies)
- Delivered in-person (3 printed copies)

Chelan Douglas Regional Port Authority
Attn: Ron Criddlebaugh
One Campbell Parkway, Suite A
East Wenatchee, WA 98802-9290.

EVALUATION CRITERIA

- Overall merit and quality of proposal
- Strength of proven need or gap, and demonstrated ability to address need or gap
- Clear expectation of how program achieves measurable economic development impact
- Likelihood of achieving defined metrics/deliverables
- Demonstrated justification of requested funds

FUNDED PARTNER EXPECTATIONS

- Local government will need to enter into a Partner Agreement defining expectations and Scope of Work
- Quarterly written reports
- Final report completed and verbal presentation given at a CDRPA Board of Directors Meeting

PROPOSAL TIMELINE

- Grant applications will be evaluated and forwarded to the Board of Directors for approval. Awards will be made at the end of December or in early January.

QUESTIONS

Questions related to this program should be directed to Ron Cridlebaugh, Director of Economic & Business Development, 509-884-4700 or via email at ron@portofdouglas.org.



**Partners in Economic Development Program
Local Governments/Municipalities
Application Form**

Organization Name: Douglas County

Organization Address: 140 19th Street NW, East Wenatchee, WA 98802

Organization Phone Number: 509-884-7173

Program Title: Capital Program

Program Contact: Jessie King

Contact Phone: 509-884-7173 x6561

Contact E-mail: jking@co.douglas.wa.us

Contact Title/Position: Capital Programs Manager

Investment request is to fund:

This request is to fund a portion of the US 2/97 and Cascade Ave Intersection Improvement project.

Provide a project description, including: Justification (how this program/project will improve economic development in Chelan and Douglas Counties); Methodology, including if/how project will be sustainably maintained; Work to date (if any); Partners committed, if any (commitment letters required for partners); and Deliverables defined.

This project proposes to install a roundabout at the intersection of US 2/97 and Cascade Ave.

Douglas County was recently awarded grant funding through the Chelan-Douglas Transportation Council 2021 STP/TAP Call-for-Projects. Further information can be found in the attached grant application narrative.

Project Start Date (if applicable): Preliminary Engineering would start in January of 2022.

Project End Date (if applicable): Construction would begin in spring of 2024, ending later in 2024.

Program timeline/milestones (by quarter):

January, 2022 - Begin Design/Preliminary Engineering

November, 2022 - Begin Right-of-Way

October, 2023 - Advertisement and Award for Construction

March, 2024 - Construction

Total Project Cost: \$2,195,932.76

Requested CDRPA Funding: \$50,000.00

Budget total, broken out by category. (Note: Indirect costs are not allowed)

Please see the attached Project Cost Estimate.

Is this request for partial funding of a larger project? If so, identify other funding **requested** for this project (entity, amount requested and anticipated award date), and other funding **secured** for this project (source, amount secured).

This request is for partial funding of a larger project.

Chelan-Douglas Transportation Council has tentatively awarded Douglas County a grant of \$1,195,932.

Northern Fruit Company has committed to \$500,000 (see the attached letter).

Douglas County is committed to matching funds in the sum of \$200,000.

WSDOT has verbally committed to \$25,000.

Is this a multi-year project? If yes, what are the anticipated funding needs for future years?

This will be a multi-year project, but construction will occur within one construction season.

No additional funding is anticipated from Chelan Douglas Regional Port Authority.

If this project is not funded at the full requested amount, how will the organization adjust for less funding?

Douglas County is currently seeking additional funding partnerships. If the full project amount cannot be funded, this project will become inactive until additional funding can be obtained.

Expenses are reimbursed after the project is completed by invoice/report; explain if another option is needed:

Reimbursement after project completion is acceptable.

Definition of success of the project, including metrics used to evaluate success (may be quantitative and/or qualitative) and method for gathering metrics:

Success of the project would mean that the roundabout has been installed and open to traffic.

Douglas County will be working closely with WSDOT through the design and construction to ensure road safety standards are met. A construction inspector will be on-hand to oversee all aspects of construction to ensure the project is constructed in accordance with plans and specifications.

Has this organization received previous funding from the Port of Chelan County and/or Port of Douglas County? If so, list other funding received and when:

Douglas County is not aware of any recent project where funding was received from either the Port of Chelan County or the Port of Douglas County.

Add additional pages, as needed, to complete questions, but please do not exceed a five page application (excluding the attachments requested above).

Questions related to this program/application should be directed to Ron Cridlebaugh, Director of Economic & Business Development, 509-884-4700 or via email at ron@portofdouglas.org.

US 2/97 and Cascade Ave Intersection Improvement

an application by
Douglas County Transportation and Land Services
for
Chelan-Douglas Transportation Council 2021 STP/TAP Call-for-Projects

1 PROJECT DESCRIPTION AND OVERVIEW

The proposed roundabout is located in the Baker Flats Industrial Area at the intersection of US 2/97, a Principal Arterial, and Cascade Ave (County Road #23350), a Rural Minor Collector (see *Attachment A, Vicinity Map*). The proposed, single-lane roundabout will be designed to AASHTO and WSDOT standards and include curb and gutter, a center island, stormwater conveyance and infiltration facilities, and an illumination system that connects to the existing luminaires (see *Attachment B, Plan Layout* and *Attachment C, Roadway Section*). Acquisition of right-of-way at the southwest quadrant of the intersection is likely in order to accommodate an enlarged intersection footprint.

The US 2/97 and Cascade Ave intersection was recently identified to have a level of service below adopted minimum standards. The deficiency was noted in a traffic analysis submitted to the County as part of an application for the construction of a 650,000 square-foot facility on approximately 55 acres of agriculturally zoned property located northwest of the intersection. The recently identified level-of-service deficiency will limit future development of 121 acres of adjacent industrial land and the surrounding agricultural lands in the Baker Flats Industrial Area until mitigated. WSDOT has identified the preferred strategy for mitigating the existing and future deficiencies to be a roundabout.

In addition to addressing the deficient level-of-service and associated constraints on further development of the Baker Flats Industrial Area, a roundabout at the SR 2/97 and Cascade Ave intersection would ensure that increased traffic generated by the future development of the Wenatchi Landing Interchange and Subarea would be accommodated. Traffic volumes are anticipated to significantly increase along NW Cascade Ave as the Wenatchi Landing area is developed. Without mitigation of the deficiencies at the intersection, the level-of-service at the SR2/97 and Cascade Ave intersection would be further degraded.

It should also be noted that US 2/97 is a critical farm-to-market route which serves approximately 10,000 vehicles per day traveling north and south between East Wenatchee, Waterville, and the surrounding areas and provides connection to US 2/97 for large industrial, agricultural, and essential areas within Douglas County. With the proposed project largely within WSDOT's right-of-

way and on the State's US 2/97 corridor, the County would be working closely with WSDOT on all aspects of the project.

2 PROJECT BUDGET AND DELIVERY SCHEDULE

Project Budget

The estimated total cost to complete the project is \$2,195,932.76. In recognition of the importance of the project to their development plans, the Northern Fruit Company has committed to a \$500,000 contribution to the project. This represents a 22.8% project match. Douglas County's resultant funding request is for \$1,695,932.76. (See attached estimate)

Project Schedule

Douglas County is prepared to start working on the project upon award of grant funds. The following summarizes the anticipated start dates for each phase:

January, 2022 - Design/Preliminary Engineering
November, 2022 - Right-of-Way
October, 2023 - Advertisement and Award
March, 2024 - Construction

3 ANTICIPATED ECONOMIC BENEFITS

Transportation concurrency is one of the goals of the Growth Management Act and refers to the timely provision of public facilities and services relative to the demand for them. The purpose of concurrency is to assure that those public facilities and services necessary to support development are adequate to serve that development at the time it is available for occupancy and use. This intersection has recently been identified to have a level of service below the established minimum standards adopted by both WSDOT and Douglas County.

In order to facilitate any future development to properties that utilize this intersection to access the state highway, an intersection improvement that improves the level of service to the minimum standards is required. This connection to the state highway at Cascade Ave is a critical component of the transportation infrastructure that serves as access to 121 acres of industrial zoned property. Without funding in place to improve this intersection, no additional building permits can be issued for projects that utilize this intersection. This proposed improvement would facilitate development of properties in the area and thereby provide significant economic development to the region.

4 TRANSPORTATION PLANNING POLICY CONSISTENCY

While this project may not be specifically called out in the CDTC Regional Transportation Plan, a number of projects that are identified in conjunction with the Cascade Interchange and Wenatchi

Landing development will impact this particular intersection. It is anticipated that traffic volumes will significantly increase along Cascade Ave and through the intersection at US 2/97. The current level of service falls below current transportation standards for WSDOT and Douglas County. The proposed project would mitigate current deficiencies and provide sufficient level-of-service well into the future.

5 COMMUNITY SUPPORT

The construction of this proposed project will serve to mitigate level-of-service deficiency at the US2/97 and Cascade Ave intersection and open up opportunities for continued economic development along this regionally important transportation corridor. One of the local fruit companies, Northern Fruit Company, has committed to a \$500,000 contribution toward the construction of this project (see the attached letter of commitment). This represents 22.8% of the estimated total project costs.

In recognition of the need to mitigate levels-of-surface deficiencies and acknowledgment of the potential economic benefits for this area, the Washington State Department of Transportation has submitted a letter of support of the proposed project (see the attached letter of support).



May 27, 2021

Chelan-Douglas Transportation Council
11 Spokane Street, Suite 302
Wenatchee, WA 98801

Dear Chelan-Douglas Transportation Council,

Northern Fruit supports Douglas County's application for Chelan-Douglas Transportation Council 2021 STP/TAP grant funding for a US 2/97 and Cascade Ave Intersection Improvement project.

Economic development should be a key priority for our regional transportation system. The Baker Flats Industrial Area is one of Douglas County's most successful economic development areas. The Highway 2/97 – Cascade Avenue intersection, however, is operating below both WSDOT and Douglas County LOS standards. This creates a safety issue for all Highway 2/97 traffic during peak hours.

The proposed intersection improvements will enhance access and safety for all businesses in the Baker Flats Industrial Area. Improved access can help existing businesses expand and to attract new ones. The project will significantly improve safety when a dryland wildfire event forces an emergency evacuation of the industrial area.

Cascade Avenue is a Douglas County arterial and the only alternative to Highway 2/97 going north of Odabashian Bridge. New homes, the Wenatchi Landing initiative and planned new Odabashian Bridge on-off ramps will all increase Cascade Avenue traffic going forward.

Northern plans to build our next generation packing facility on the former B&B and Lisa Bs parcels on the west side of Highway 2/97. The main access to this facility will be from Cascade Avenue. Uncertainty regarding future traffic control at the Highway 2/97 – Cascade Avenue intersection prevented the project from moving forward in 2021.

To help resolve the existing LOS problem, Northern will guarantee \$500,000 in private funding to assist with Highway 2/97 – Cascade Avenue intersection improvements. Our hope is other Baker Flats Industrial Area businesses that will benefit from intersection improvements might contribute to the \$500,000 in private funding. Otherwise Northern will be responsible for the entire amount.

We strongly support Douglas County in their effort to secure funding to improve the US 2/97 and Cascade Avenue intersection. We appreciate you giving this project serious consideration.

Sincerely,

Jorge Sanchez

Jorge Sanchez
Operations Manager

PROJECT COST ESTIMATE

US 2/97 and Cascade Ave Intersection Improvement (Roundabout)

Print Date:

6/2/2021

Estimated Contracted Work Costs

No.	Description	Unit	Qty.	Unit Price (\$)	Amount (\$)
1	Mobilization	L.S.	1	\$86,394.00	\$86,394.00
2	Clearing and Grubbing	ACRE	0.3	\$4,000.00	\$1,000.00
3	Archaeological and Historical Salvage	Est.	1	\$5,000.00	\$5,000.00
4	Removal of Structures and Obstructions	L.S.	1	\$5,000.00	\$5,000.00
6	Sawcut Existing Pavement	L.F.	200	\$5.00	\$1,000.00
7	Roadway Excavation Incl. Haul	C.Y.	2,000	\$18.00	\$36,000.00
8	Embankment Compaction	C.Y.	500	\$3.00	\$1,500.00
10	Precast Concrete Drywell	EACH	1	\$30,000.00	\$30,000.00
11	Catch Basin Type 1L	EACH	12	\$1,800.00	\$21,600.00
12	Corrugated Polyethylene Storm Sewer Pipe 12 In. Diam.	L.F.	1,000	\$50.00	\$50,000.00
13	Corrugated Polyethylene Storm Sewer Pipe 18 In. Diam.	L.F.	300	\$80.00	\$24,000.00
14	Crushed Surfacing Base Course	TON	3,800	\$25.00	\$95,000.00
15	Crushed Surfacing Top Course	TON	2,400	\$30.00	\$72,000.00
16	HMA Cl. 1/2 In. PG 70-28	TON	3,300	\$109.00	\$359,700.00
17	ESC Lead	DAY	52	\$75.00	\$3,900.00
18	Silt Fence	L.F.	1,200	\$6.00	\$7,200.00
19	Erosion/Water Pollution Control	EST.	1	\$10,000.00	\$10,000.00
20	Seeding, Fertilizing, and Mulching	ACRE	1	\$8,000.00	\$8,000.00
21	Tackifier	ACRE	1	\$1,000.00	\$1,000.00
22	Stormwater Pollution Prevention Plan	L.S.	1	\$1,000.00	\$1,000.00
23	Roundabout Central Island Cement Concrete Curb	L.F.	1,400	\$115.00	\$161,000.00
24	Roundabout Truck Apron Cement Concrete Curb & Gutter	L.F.	500	\$55.00	\$27,500.00
25	Project Temporary Traffic Control	L.S.	1	\$25,000.00	\$25,000.00
26	Construction Sign Class A	S.F.	200	\$15.00	\$3,000.00
27	Monument Case and Cover	EA.	3	\$600.00	\$1,800.00
29	Cement Concrete Apron	S.Y.	800	\$80.00	\$64,000.00
30	Cement Conc. Traffic Curb and Gutter	L.F.	2,200	\$30.00	\$66,000.00
33	Pavement Markings	L.S.	1	\$10,000.00	\$10,000.00
34	Permanent Signage	L.S.	1	\$10,000.00	\$10,000.00
35	Adjust Manhole	EA.	3	\$500.00	\$1,500.00
38	Illumination System Complete	L.S.	6	\$19,000.00	\$114,000.00
39	Landscaping	L.S.	1	\$15,000.00	\$15,000.00
40	SPCC Plan	L.S.	1	\$500.00	\$500.00
41	Asbuilts	L.S.	1	\$2,000.00	\$2,000.00

Total Construction Costs:

\$1,320,594.00

Project Cost Summary


Phase	Est % Contracted Const Costs	Estimated Current Phase Costs	Est. Phase Start Date	Yrs. Into Future ¹	Est. Costs Adj. for Inflation ²	% of Total
Design/Preliminary Engineering	15.0%	\$ 198,089.10	Jan-22	0.6	\$ 201,862.34	9.2%
Right of Way	17.0%	\$ 224,500.98	Nov-22	1.5	\$ 234,479.45	10.7%
Construction	112.0%	\$ 1,479,065.28	Mar-25	3.8	\$ 1,655,022.75	75.4%
Construction Engineering	12.0%	\$ 158,471.28	Mar-25	3.8	\$ 177,323.87	8.1%
Contracted Construction Work	100%	\$ 1,320,594.00	Mar-25	3.8	\$ 1,477,698.88	67.3%
Subtotal:		\$ 1,901,655.36			\$ 2,091,364.53	
Contingencies:	5.0%	\$ 95,082.77			\$ 104,568.23	
Total Project Costs:		\$ 1,996,738.13			\$ 2,195,932.76	

Project Funding Summary

Funding Source	Est. Costs Adj. for Inflation ²	% of Total
Total Project Costs:	\$ 2,195,932.76	100.0%
Douglas County Funds	\$ 500,000.00	22.8%
Chelan-Douglas Transportation Council (STBG)	\$ 1,695,932.76	77.2%

¹ Inflation Set Date: . 5/13/2021

² Assumed inflat rate: 3%


Aaron Simmons, PE
Douglas County Engineer

June 2, 2021
 Date



June 2, 2021

**Chelan Douglas Regional Port Authority
Budget vs Actual
For the Period Ending June 30, 2021**

	2021 Final Budget	YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
OPERATING REVENUES																	
BUSINESS PARKS																	
<u>CASHMERE MILL DISTRICT</u>																	
Building A - Blue Spirits	\$ 166,286	\$ 83,143	\$ 13,632	\$ 13,632	\$ 13,632	\$ 13,632	\$ 13,632	\$ 13,632	\$ 13,632						\$ 81,792	\$ (84,494)	\$ (1,351)
Building B - Hurst International	115,066	57,533	6,434	6,434	6,434	6,434	6,434	6,434	6,434						38,604	(76,462)	(18,929)
Utility & Operating Reimbursements	50,740	25,370	3,990	5,298	7,204	7,574	5,406	3,480							32,952	(17,788)	7,582
Misc. Income	-	-	1,895	-	2,452	1,089	1,089	817							7,342	7,342	7,342
TOTAL CASHMERE MILL DISTRICT	332,092	166,046	25,951	25,364	29,722	28,729	26,561	24,363	-	-	-	-	-	-	160,690	(171,402)	(5,356)
<u>CONFLUENCE TECHNOLOGY CENTER</u>																	
Office Space Leases	579,422	356,118	105,258	104,448	38,041	38,041	38,709	38,709							363,206	(216,216)	7,088
CTC South Office Space Leases	1,000	500	-	-	-	-	-	-							-	(1,000)	(500)
Video Conference/Meeting Room Rentals	67,500	33,750	(193)	5,258	14,281	(7,033)	5,384	1,075							18,772	(48,728)	(14,978)
Utility & Operating Reimbursements	71,100	55,100	23,803	24,580	4,338	4,338	4,249	4,220							65,528	(5,572)	10,428
Misc. Income	-	-	39	39	106	-	-	-							184	184	184
TOTAL CONFLUENCE TECHNOLOGY CENTER	719,022	445,468	128,907	134,325	56,766	35,346	48,342	44,004	-	-	-	-	-	-	447,690	(271,332)	2,222
<u>COLUMBIA STREET PROPERTIES</u>																	
Misc. Rents	-	-	3,050	3,050	3,850	11,750	12,650	3,850							38,200	38,200	38,200
Utility & Operating Reimbursements	5,000	5,000	805	6,483	554	655	810	943							10,250	5,250	5,250
S.P.O.R.T. Property Sale	2,000,000	-	-	-	-	-	-	-							-	(2,000,000)	-
Columbia Street South Property Sale	1,200,000	-	-	-	-	-	-	-							-	(1,200,000)	-
TOTAL COLUMBIA STREET PROPERTIES	3,205,000	5,000	3,855	9,533	4,404	12,405	13,460	4,793	-	-	-	-	-	-	48,450	(3,156,550)	43,450
<u>MALAGA INDUSTRIAL SITE</u>																	
Farm Rental	3,500	3,500	-	-	-	-	18,139	-	-	-	-	-	-	-	18,139	14,639	14,639
TOTAL MALAGA INDUSTRIAL SITE	3,500	3,500	-	-	-	-	18,139	-	-	-	-	-	-	-	18,139	14,639	14,639
<u>OLDS STATION BUSINESS PARK</u>																	
IB 2 - HOM Solutions	-	-	-	-	-	-	-	-							-	-	-
IB 3 - Confluence Health & POCC Office	65,575	32,788	5,442	5,442	5,442	5,442	5,442	5,442							32,652	(32,923)	(136)
IB 4 - Pregis Corporation	204,495	102,248	17,041	17,041	17,041	17,041	17,041	17,041							102,246	(102,249)	(2)
IB 5 - Chelan County PUD	296,400	148,200	24,700	24,700	24,700	24,700	24,700	24,700							148,200	(148,200)	-
IB 6 - ABC Early Learning	13,450	6,725	1,119	1,119	1,119	1,119	1,119	1,119							6,714	(6,736)	(11)
IB 7 & 8 - Pacific Aerospace & Electronics	705,750	352,875	59,298	59,298	59,298	59,298	59,298	59,298							355,788	(349,962)	2,913
IB 9 - Sinclair Systems & Frito Lay	281,580	140,790	23,429	23,429	23,429	23,429	23,429	23,429							140,574	(141,006)	(216)
Utility & Operating Reimbursements	97,750	48,875	5,385	7,751	7,362	9,671	13,238	4,247							47,654	(50,096)	(1,221)
Misc. Income	2,500	1,250	-	-	-	-	-	-							-	(2,500)	(1,250)
TOTAL OLDS STATION BUSINESS PARK	1,667,500	833,751	136,414	138,780	138,391	140,700	144,267	135,276	-	-	-	-	-	-	833,828	(833,672)	77

**Chelan Douglas Regional Port Authority
Budget vs Actual
For the Period Ending June 30, 2021**

	2021 Final Budget	YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
<u>PANGBORN AIRPORT</u>																	
Landing Fees	50,000	25,000	4,290	4,300	4,724	4,516	5,080	5,592							28,502	(21,498)	3,502
Parking Income	63,000	31,500	10,381	14,887	19,275	20,070	28,199	33,163							125,975	62,975	94,475
Aircraft Parking	2,500	1,250	35	60	65	10	560	522							1,252	(1,248)	2
Rental Income - Aviation Land	97,993	48,997	54,602	3,938	3,938	3,938	3,938	3,938							74,292	(23,701)	25,295
Rental Income - NonAviation Land	67,346	33,673	56,709	35	35	1,036	750	749							59,314	(8,032)	25,641
Rental Income - Terminal/Aviation Building	57,377	28,689	8,028	10,179	8,201	9,665	8,844	11,850							56,767	(610)	28,078
Rental Income - NonAviation Buildings	76,134	38,067	7,837	7,837	7,837	7,837	7,837	7,870							47,055	(29,079)	8,988
Rental Income - Hangars	147,441	73,721	32,618	10,730	10,730	10,668	10,603	11,407							86,756	(60,685)	13,035
Fuel Flowage Fees	18,400	9,200	1,719	1,091	1,957	1,392	1,158	2,172							9,489	(8,911)	289
FBO Income (After hours, Horizon into Tank)	22,400	11,200	2,375	1,875	1,250	625	2,188	2,688							11,001	(11,399)	(199)
FBO Fuel Income	1,105,500	552,750	59,816	132,258	84,113	81,214	104,225	139,433							601,059	(504,441)	48,309
FBO Misc. Income	9,800	4,900	9,361	1,133	580	656	641	836							13,207	3,407	8,307
Misc. Fees and Permits	27,500	13,750	2,280	3,386	3,195	5,457	1,079	6,624							22,021	(5,479)	8,271
TOTAL PANGBORN AIRPORT	1,745,391	872,697	250,051	191,709	145,900	147,084	175,102	226,844	-	-	-	-	-	-	1,136,690	(608,701)	263,993
<u>PANGBORN BUSINESS PARK</u>																	
Land Leases																	
Lot 4 - Swire Coca-Cola	85,778	-	-	-	-	-	-	-							-	(85,778)	-
Lot 17 - Salcido	-	-	2,654	2,654	2,654	2,654	2,654	2,654							15,924	15,924	15,924
Building Leases																	
3306 - Multi-Tenant	100,362	50,181	9,138	9,138	9,138	9,138	9,138	9,138							54,828	(45,534)	4,647
3310 - Accor Building	349,917	174,959	28,835	28,835	28,835	29,268	29,268	29,268							174,309	(175,608)	(650)
CWICC	195,434	97,717	16,205	16,205	16,205	16,205	16,205	16,205							97,230	(98,204)	(487)
Utility & Operating Reimbursements	54,000	27,000	1,133	758	795	1,151	835	870							5,542	(48,458)	(21,458)
Contribution in Aid of Construction	128,854	-	-	-	-	-	-	-							-	(128,854)	-
Misc. Income	1,000	500	142	-	48	-	-	-							190	(810)	(310)
TOTAL PANGBORN BUSINESS PARK	915,345	350,357	58,107	57,590	57,675	58,416	58,100	58,135	-	-	-	-	-	-	348,023	(567,322)	(2,334)
<u>REGIONAL PORT OFFICE/AVIATION CENTER</u>																	
Rental Income - Offices	13,500	6,750	3,588	1,713	1,263	1,263	1,263	1,263							10,353	(3,147)	3,603
Rental Income - Aviation/Hangar Uses	140,670	70,335	21,489	16,041	13,085	13,785	13,106	12,835							90,341	(50,329)	20,006
Misc. Income	-	-	-	-	165	165	-	-							330	330	330
TOTAL RPA OFFICE/AVIATION CENTER	154,170	77,085	25,077	17,754	14,513	15,213	14,369	14,098	-	-	-	-	-	-	101,024	(53,146)	23,939
<u>LAKE CHELAN AIRPORT</u>																	
Rental Income - Kelly Property	5,700	2,850	525	525	525	527	450	450							3,002	(2,698)	152
TOTAL LAKE CHELAN AIRPORT	5,700	2,850	525	525	525	527	450	450	-	-	-	-	-	-	3,002	(2,698)	152
<u>MANSFIELD AIRPORT</u>																	
Lease Income	-	-	-	-	-	-	-	-							-	-	-
TOTAL MANSFIELD AIRPORT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<u>WATERVILLE AIRPORT</u>																	
Lease Income	3,184	1,592	900	-	450	964	-	358							2,672	(512)	1,080
TOTAL WATERVILLE AIRPORT	3,184	1,592	900	-	450	964	-	358	-	-	-	-	-	-	2,672	(512)	1,080
<u>ORONDO RIVER PARK</u>																	
Chelan County PUD	30,000	15,000	-	235	7,247	3,669	3,851	4,370							19,372	(10,628)	4,372
Misc. Income	-	-	-	-	-	-	-	-							-	-	-
TOTAL ORONDO RIVER PARK	30,000	15,000	-	235	7,247	3,669	3,851	4,370	-	-	-	-	-	-	19,372	(10,628)	4,372

**Chelan Douglas Regional Port Authority
Budget vs Actual
For the Period Ending June 30, 2021**

	2021 Final Budget	YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
<u>PYBUS INCUBATOR</u>																	
Office Space Lease	-	-	-	-	-	-	-	3,640							3,640	3,640	3,640
Misc. Income	-	-	75	-	-	-	-	-							75	75	75
TOTAL PYBUS INCUBATOR	-	-	75	-	-	-	-	3,640	-	-	-	-	-	-	3,715	3,715	3,715
TOTAL BUSINESS PARK REVENUE	8,780,904	2,773,346	629,862	575,815	455,593	443,053	502,641	516,331	-	-	-	-	-	-	3,105,156	(5,675,748)	335,310
<u>TAX RECEIPTS</u>																	
Current Levy	4,267,763																
1.0% of Prior Year Tax	-																
New Construction	91,808																
Tax Refunded (receipts)	9,721																
TOTAL TAX RECEIPTS	4,369,292	2,184,646	10,877	34,481	392,169	1,694,802	299,719	35,683							2,467,731	(1,901,561)	283,085
<u>NON-OPERATING REVENUES</u>																	
ADO Contracts - Dept. of Commerce	109,286	54,643	-	-	27,322	-	-	27,322							54,644	(54,642)	1
Department of Commerce - ADO Relief	-	-	-	-	-	-	200,000	-							200,000	200,000	200,000
FAA AIP Grant Proceeds (EA & Term Bldg Cap Impr)	45,000	-	-	-	-	-	-	-							-	(45,000)	-
FAA AIP Grant Proceeds (Land Acquisition)	1,500,000	-	-	-	-	-	-	-							-	(1,500,000)	-
FAA AIP Grant Proceeds (Apron Rehab)	1,142,380	-	-	-	-	-	-	-							-	(1,142,380)	-
FAA Discretionary (Apron Rehab)	3,700,000	-	-	-	-	-	-	-							-	(3,700,000)	-
FAA AIP CARES Act Grant (\$18,120,860)	2,122,020	636,700	279,711	202,754	-	-	-	154,243							636,708	(1,485,312)	8
FAA AIP ACRGP Act Grant (\$1,021,952)	-	-	-	-	242,379	302,452	196,350	238,088							979,269	979,269	979,269
PFC Capital Funds (Receipts + Reserves)	203,120	101,560	12,334	14,428	17,755	16,769	20,606	20,062							101,954	(101,166)	394
TSA Operating Grant	14,600	7,300	1,020	840	1,020	1,080	1,200	1,080							6,240	(8,360)	(1,060)
Actapio Restoration Reimbursement	2,000,000	-	-	-	-	-	-	-							-	(2,000,000)	-
Douglas County Payment - PWTF	80,000	-	-	-	-	-	-	-							-	(80,000)	-
WSDOT Aviation - Pangborn	2,500	-	-	-	-	-	-	-							-	(2,500)	-
WSDOT Aviation - Waterville	156,749	156,749	-	3,477	-	-	-	182,286							185,763	29,014	29,014
CERB Grant - Giga Watt Adaptive ReUse Study	50,000	34,305	-	-	7,155	18,387	-	8,765							34,307	(15,693)	2
Chelan County .09 Grant - Partnership Projects	60,000	-	-	-	-	-	-	-							-	(60,000)	-
Other Tax Income (LHT & Timber Dist.)	12,950	7,425	-	2,903	-	2,482	-	2,042							7,427	(5,523)	2
EPA Brownsfield Grant (\$600,000)	300,000	45,550	-	-	4,229	20,115	11,428	9,786							45,558	(254,442)	8
Interest Income	86,750	43,375	8,063	9,063	13,737	4,000	-	18,803							53,666	(33,084)	10,291
Other Income	40,000	20,000	163	116	-	35	-	66							380	(39,620)	(19,620)
Sale of Fixed Assets	-	-	-	-	-	-	-	13,279							13,279	13,279	13,279
TOTAL NON-OPERATING REVENUES	11,625,355	1,107,607	301,291	233,581	313,597	365,320	429,584	675,822	-	-	-	-	-	-	2,319,195	(9,306,160)	1,211,588
TOTAL REVENUES	\$ 24,775,551	\$ 6,065,599	\$ 942,030	\$ 843,877	\$ 1,161,359	\$ 2,503,175	\$ 1,231,944	\$ 1,227,836	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,892,082	\$ (16,883,469)	\$ 1,829,983

**Chelan Douglas Regional Port Authority
Budget vs Actual
For the Period Ending June 30, 2021**

	2021 Final Budget	YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
BUSINESS PARK EXPENSES																	
<u>CASHMERE MILL DISTRICT</u>																	
Debt Service - Buildings A & B	219,134	109,567	-	-	-	-	-	109,567							109,567	(109,567)	-
CERB Loan	75,781	75,781	75,781	-	-	-	-	-							75,781	-	-
Property Insurance	17,930	-	-	-	-	-	-	-							-	(17,930)	-
Building Maintenance	2,500	1,250	117	-	-	-	-	220							337	(2,163)	(913)
Property Maintenance	17,500	8,750	5,071	2,296	2,419	1,083	558	599							12,026	(5,474)	3,276
Utilities	32,500	16,250	3,472	3,372	2,922	2,557	2,464	1,985							16,772	(15,728)	522
Misc. Expenses	7,500	3,750	-	-	-	-	-	-							-	(7,500)	(3,750)
TOTAL CASHMERE MILL DISTRICT	372,845	215,348	84,441	5,668	5,341	3,640	3,022	112,371	-	-	-	-	-	-	214,483	(158,362)	(865)
<u>CONFLUENCE TECHNOLOGY CENTER</u>																	
Salaries	141,045	70,523	13,414	13,662	13,267	13,870	12,874	12,898							79,985	(61,060)	9,462
Employee Benefits	35,510	17,755	2,902	2,902	2,902	2,909	2,902	2,902							17,419	(18,091)	(336)
Payroll Taxes	12,520	6,260	1,205	1,226	1,195	1,252	1,141	1,157							7,176	(5,344)	916
Contract Labor	10,000	5,000	-	-	-	-	296	-							296	(9,704)	(4,704)
Building Operational Expenses	405,455	202,728	28,343	28,340	29,545	51,329	38,963	24,081							200,601	(204,854)	(2,127)
CTC South Building Operational Expenses	23,510	11,755	1,758	2,264	2,652	1,476	540	643							9,333	(14,177)	(2,422)
Video Conference Center/Meeting Room Expenses	131,089	65,545	8,122	7,465	21,097	7,576	9,750	9,911							63,921	(67,168)	(1,624)
Debt Service	48,529	48,529	48,529	-	-	-	-	-							48,529	-	-
Misc. Expenses	5,000	2,500	-	-	-	-	-	-							-	(5,000)	(2,500)
TOTAL CONFLUENCE TECHNOLOGY CENTER	812,658	430,595	104,273	55,859	70,658	78,412	66,466	51,592	-	-	-	-	-	-	427,260	(385,398)	(3,335)
<u>MALAGA INDUSTRIAL SITE</u>																	
Property Maintenance	15,000	7,500	-	-	-	-	8	-							8	(14,992)	(7,492)
Property Insurance	250	120	119	-	-	-	-	-							119	(131)	(1)
Utilities	5,000	2,500	41	25	15	-	-	-							81	(4,919)	(2,419)
Misc. Expenses	10,000	5,000	-	19	-	-	-	-							19	(9,981)	(4,981)
TOTAL MALAGA INDUSTRIAL SITE	30,250	15,120	160	44	15	-	8	-	-	-	-	-	-	-	227	(30,023)	(14,893)
<u>OLDS STATION BUSINESS PARK</u>																	
Salaries (Maintenance)	60,455	30,228	5,051	5,129	5,384	5,161	4,916	5,017							30,658	(29,797)	430
Employee Benefits	22,235	11,118	2,320	1,785	1,817	1,788	1,756	1,778							11,244	(10,991)	126
Payroll Taxes	7,290	3,645	589	603	631	560	495	471							3,349	(3,941)	(296)
Building Maintenance & Repairs	22,500	11,250	153	-	151	1,415	-	256							1,975	(20,525)	(9,275)
Property & Grounds	18,975	9,488	4,029	6,595	1,635	1,216	1,633	850							15,958	(3,017)	6,470
Small Equipment	2,500	1,250	112	171	152	258	463	-							1,156	(1,344)	(94)
Utilities	52,500	26,250	5,204	5,017	4,183	4,706	3,528	3,983							26,621	(25,879)	371
Fire Protection in lieu of taxes	9,750	9,750	-	-	-	9,785	-	-							9,785	35	35
Property Insurance	58,520	-	-	-	-	-	-	-							-	(58,520)	-
Misc. Expenses	5,000	2,500	-	-	-	27	-	-							27	(4,973)	(2,473)
TOTAL OLDS STATION BUSINESS PARK	259,725	105,479	17,458	19,300	13,953	24,916	12,791	12,355	-	-	-	-	-	-	100,773	(158,952)	(4,706)

**Chelan Douglas Regional Port Authority
Budget vs Actual
For the Period Ending June 30, 2021**

	2021 Final Budget	YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
<u>COLUMBIA STREET PROPERTIES</u>																	
Building Operational Expenses	25,750	12,875	4,722	5,428	2,263	2,262	2,335	3,229							20,239	(5,511)	7,364
Property Insurance	33,420	-	-	-	-	-	-	-							-	(33,420)	-
Misc. Expenses	37,500	18,750	1,372	-	-	9,333	-	-							10,705	(26,795)	(8,045)
TOTAL COLUMBIA STREET PROPERTIES	96,670	31,625	6,094	5,428	2,263	11,595	2,335	3,229	-	-	-	-	-	-	30,944	(65,726)	(681)
<u>PESHASTIN PROPERTY</u>																	
Property Maintenance	3,250	1,625	90	90	90	1,390	90	90							1,840	(1,410)	215
TOTAL PESHASTIN PROPERTY	3,250	1,625	90	90	90	1,390	90	90	-	-	-	-	-	-	1,840	(1,410)	215
<u>PANGBORN AIRPORT</u>																	
Salaries	632,505	316,253	54,853	53,112	56,291	53,522	50,236	54,217							322,231	(310,274)	5,978
Salaries - Overtime	45,610	22,805	7,278	7,010	5,207	1,550	3,527	2,480							27,052	(18,558)	4,247
Employee Benefits	215,365	107,683	19,946	17,771	17,891	15,999	16,002	17,532							105,141	(110,224)	(2,542)
Payroll Taxes	84,400	42,200	7,046	6,905	12,724	6,249	5,999	6,509							45,432	(38,968)	3,232
Engineering/Professional Fees	105,000	52,500	8,670	5,767	4,417	7,312	7,002	11,588							44,756	(60,244)	(7,744)
Non-Aviation Maintenance	10,000	5,000	-	-	1,316	1,669	76	301							3,362	(6,638)	(1,638)
Aviation Maintenance	25,000	12,500	946	1,997	5,382	323	1,429	173							10,250	(14,750)	(2,250)
Terminal Maintenance	33,000	16,500	492	1,263	13,151	1,299	733	3,515							20,453	(12,547)	3,953
Airfield Maintenance	65,000	32,500	612	49	8,437	13,339	3,168	977							26,582	(38,418)	(5,918)
Vehicle & Equipment Maintenance	30,000	15,000	3,182	2,486	5	1,643	2,431	1,734							11,481	(18,519)	(3,519)
Small Tools & Equipment	5,000	2,500	-	-	-	-	-	-							-	(5,000)	(2,500)
Utilities	153,450	76,725	5,994	6,223	5,647	82,906	4,556	3,455							108,781	(44,669)	32,056
Property Insurance	112,500	42,065	33,153	-	-	-	-	8,913							42,066	(70,434)	1
FBO Expenses	22,500	11,250	10,042	2,383	1,692	1,898	1,652	2,583							20,250	(2,250)	9,000
Fuel (Resale)	830,000	415,000	51,486	72,247	54,641	55,373	69,867	98,269							401,883	(428,117)	(13,117)
Fuel (M&O)	28,000	14,000	3,381	3,733	1,472	2,108	2,298	38							13,030	(14,970)	(970)
Regulatory Compliance	58,000	29,000	568	1,557	2,391	2,807	307	11,894							19,524	(38,476)	(9,476)
Winter Operations	36,000	18,000	11,602	-	-	-	-	-							11,602	(24,398)	(6,398)
Memberships & Subs	7,500	3,750	810	79	660	-	320	-							1,869	(5,631)	(1,881)
Marketing	15,000	7,500	-	-	-	-	-	-							-	(15,000)	(7,500)
Conferences, Training & Meetings	17,500	8,750	-	-	-	-	350	1,478							1,828	(15,672)	(6,922)
Information Technology	42,000	21,000	22,991	1,934	632	1,520	1,595	1,499							30,171	(11,829)	9,171
Credit Card Fees	21,000	10,500	977	596	1,537	1,683	2,250	3,179							10,222	(10,778)	(278)
COVID-19 Compliance	35,000	17,500	-	-	-	-	-	-							-	(35,000)	(17,500)
Parking Lot Expenses	-	-	-	-	-	-	328	2,528							2,856	2,856	2,856
Misc. Expenses	15,000	7,500	218	302	374	1,439	224	722							3,279	(11,721)	(4,221)
TOTAL PANGBORN AIRPORT	2,644,330	1,307,981	244,247	185,414	193,867	252,639	174,350	233,584	-	-	-	-	-	-	1,284,101	(1,360,229)	(23,880)

**Chelan Douglas Regional Port Authority
Budget vs Actual
For the Period Ending June 30, 2021**

	2021 Final Budget	YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
<u>PANGBORN BUSINESS PARK</u>																	
Maintenance	98,500	49,250	11,282	13,237	6,901	11,619	5,722	5,546							54,307	(44,193)	5,057
Utilities	59,895	29,948	1,831	2,111	1,868	1,543	1,658	1,342							10,353	(49,542)	(19,595)
Storm Water	3,750	3,750	-	-	-	3,668	-	-							3,668	(82)	(82)
Property Insurance	35,550	-	-	-	-	-	-	-							-	(35,550)	-
CIAC Payments to PUD	92,038	92,038	437,550	-	-	-	-	-							437,550	345,512	345,512
Debt Service (Princ, Int, Fees)	90,533	90,533	-	-	-	-	-	90,533							90,533	-	-
Misc. Expenses	2,000	1,000	-	-	-	-	-	-							-	(2,000)	(1,000)
TOTAL PANGBORN BUSINESS PARK	382,266	266,519	450,663	15,348	8,769	16,830	7,380	97,421							596,411	214,145	329,892
<u>REGIONAL PORT OFFICE/AVIATION CENTER</u>																	
Building Maintenance & Repairs	25,000	12,500	5,032	1,094	365	803	3,378	4,869							15,541	(9,459)	3,041
Utilities	45,000	22,500	6,572	7,607	4,439	4,043	1,873	1,430							25,964	(19,036)	3,464
Insurance	30,130	-	-	-	-	-	-	-							-	(30,130)	-
Landscape Maintenance	17,500	8,750	96	-	2,653	2,004	2,004	-							6,757	(10,743)	(1,993)
Misc. Expenses	7,500	3,750	256	-	-	-	-	-							256	(7,244)	(3,494)
Total RPA OFFICE/AVIATION CENTER	125,130	47,500	11,956	8,701	7,457	6,850	7,255	6,299							48,518	(76,612)	1,018
<u>LAKE CHELAN AIRPORT</u>																	
Maintenance & Operations Subsidy (City of Chelan)	45,286	22,643	11,322	-	-	11,322	-	-							22,644	(22,642)	1
Misc. Expenses (City of Chelan)	5,000	2,500	-	-	-	-	-	-							-	(5,000)	(2,500)
Maintenance (Kelly Property)	8,500	4,250	-	-	-	-	-	3,328							3,328	(5,172)	(922)
Insurance	705	-	-	-	-	-	-	-							-	(705)	-
Utilities	305	153	24	23	23	23	22	22							137	(168)	(16)
Misc. Expenses (Kelly Property)	1,500	750	-	-	-	-	-	-							-	(1,500)	(750)
TOTAL LAKE CHELAN AIRPORT	61,296	30,296	11,346	23	23	11,345	22	3,350							26,109	(35,187)	(4,187)
<u>MANSFIELD AIRPORT</u>																	
Maintenance	3,000	1,500	-	-	-	-	-	-							-	(3,000)	(1,500)
Supplies	2,750	1,375	-	-	-	-	-	-							-	(2,750)	(1,375)
Repairs	500	250	-	-	422	-	-	-							422	(78)	172
Utilities	600	300	55	43	45	45	44	42							274	(326)	(26)
Property Insurance	4,660	-	-	-	-	-	-	-							-	(4,660)	-
Misc. Expenses	2,500	1,250	-	-	-	-	-	-							-	(2,500)	(1,250)
TOTAL MANSFIELD AIRPORT	14,010	4,675	55	43	467	45	44	42							696	(13,314)	(3,979)
<u>WATERVILLE AIRPORT</u>																	
Outside Maintenance	7,000	3,500	-	-	-	-	-	-							-	(7,000)	(3,500)
Supplies	2,750	1,375	-	-	-	-	-	-							-	(2,750)	(1,375)
Repairs	500	250	-	-	-	-	-	-							-	(500)	(250)
Utilities	600	300	40	30	34	33	28	25							190	(410)	(110)
Property Insurance	4,660	-	-	-	-	-	-	-							-	(4,660)	-
Misc. Expenses	3,000	1,500	-	-	-	-	-	-							-	(3,000)	(1,500)
TOTAL WATERVILLE AIRPORT	18,510	6,925	40	30	34	33	28	25							190	(18,320)	(6,735)

**Chelan Douglas Regional Port Authority
Budget vs Actual
For the Period Ending June 30, 2021**

	2021 Final Budget	YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
ORONDO RIVER PARK																	
Outside Services																	
Engineering	4,000	2,000	-	-	-	496	493	497							1,486	(2,514)	(514)
Labor/Maintenance	28,500	14,250	-	405	2,682	5,924	6,904	7,336							23,251	(5,249)	9,001
Other	5,000	2,500	-	-	-	654	79	83							816	(4,184)	(1,684)
Supplies	2,500	1,250	-	-	-	12	-	411							423	(2,077)	(827)
Repairs	2,500	1,250	-	-	-	30	-	-							30	(2,470)	(1,220)
Utilities	2,250	1,125	66	116	115	221	226	291							1,035	(1,215)	(90)
Property Insurance	1,530	-	-	-	-	-	-	-							-	(1,530)	-
Misc. Expenses	5,000	2,500	-	-	-	-	-	-							-	(5,000)	(2,500)
TOTAL ORONDO RIVER PARK	51,280	24,875	66	521	2,797	7,337	7,702	8,618	-	-	-	-	-	-	27,041	(24,239)	2,166
PYBUS INCUBATOR																	
Misc. Expenses	6,000	3,000	-	51	96	73	377	468							1,065	(4,935)	(1,935)
TOTAL PYBUS INCUBATOR	6,000	3,000	-	51	96	73	377	468	-	-	-	-	-	-	1,065	(4,935)	(1,935)
TOTAL BUSINESS PARK EXPENSES	4,878,220	2,491,563	930,889	296,520	305,830	415,105	281,870	529,444	-	-	-	-	-	-	2,759,658	(2,118,562)	268,095
ADMINISTRATIVE & GENERAL EXPENSES																	
Salaries	1,056,225	528,113	83,042	86,412	87,987	102,611	84,031	87,164							531,247	(524,978)	3,134
Commissioners' Compensation, Benefits & Taxes	200,085	100,043	16,300	18,092	14,146	15,117	16,229	14,427							94,311	(105,774)	(5,732)
Employee Benefits	300,275	150,138	27,554	24,891	24,977	24,919	28,010	24,830							155,181	(145,094)	5,043
Payroll Taxes	90,035	45,018	7,001	7,247	15,030	8,609	7,105	7,513							52,505	(37,530)	7,487
Internship Opportunities	10,000	-	-	-	-	-	-	-							-	(10,000)	-
Professional Services																	
Legal	220,000	110,000	20,875	17,531	16,739	14,997	17,246	13,250							100,638	(119,362)	(9,362)
Engineering	117,500	58,750	775	871	200	-	9,558	2,151							13,555	(103,945)	(45,195)
Government Relations - Federal	40,000	-	-	-	-	-	-	-							-	(40,000)	-
WA State Audit Costs	70,500	1,005	1,006	-	-	-	-	-							1,006	(69,494)	1
Other Professional Services	42,500	21,250	2,017	-	2,475	6,091	475	7,498							18,556	(23,944)	(2,694)
County Election Costs	70,000	-	-	-	-	-	-	-							-	(70,000)	-
Conferences, Training, and Meetings	10,000	5,000	-	140	390	-	-	815							1,345	(8,655)	(3,655)
Commission Conferences & Travel	15,000	7,500	288	276	297	270	826	3,474							5,431	(9,569)	(2,069)
Memberships and Subscriptions	50,000	25,000	23,294	1,392	431	15,934	37	766							41,854	(8,146)	16,854
Travel	7,500	3,750	122	169	236	127	384	337							1,375	(6,125)	(2,375)
Office Expense																	
Supplies	32,500	16,250	4,337	2,212	1,188	1,071	1,066	871							10,745	(21,755)	(5,505)
Telephone	13,500	6,750	970	984	999	2,416	1,065	1,069							7,503	(5,997)	753
Computers/Hardware	8,500	4,250	285	2,171	2,886	-	-	475							5,817	(2,683)	1,567
Software/Backup/Internet	27,500	13,750	13,577	178	118	233	144	140							14,390	(13,110)	640
Managed Services/Maintenance	35,000	17,500	2,314	171	2,602	2,323	2,319	2,319							12,048	(22,952)	(5,452)
Insurance (Public Officials, General Liability, etc)	111,905	685	-	-	-	-	683	-							683	(111,222)	(2)
Auto Expense	7,500	3,750	5,433	437	1,262	454	498	581							8,665	1,165	4,915
Misc. Expenses	15,000	7,500	55	310	834	992	1,077	1,506							4,774	(10,226)	(2,726)
TOTAL ADMINISTRATIVE & GENERAL EXPENSES	2,551,025	1,126,002	209,245	163,484	172,797	196,164	170,753	169,186	-	-	-	-	-	-	1,081,629	(1,469,396)	(44,373)

**Chelan Douglas Regional Port Authority
Budget vs Actual
For the Period Ending June 30, 2021**

	2021 Final Budget	YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
<u>BUSINESS DEVELOPMENT & MARKETING EXPENSES</u>																	
Marketing & Communications	75,000	37,500	20,880	330	2,841	803	1,331	651							26,836	(48,164)	(10,664)
Business Recruitment & Trade Shows	15,000	7,500	330	363	363	355	480	13,456							15,347	347	7,847
Air Service Investment Program	15,000	7,500	-	-	-	-	-	-							-	(15,000)	(7,500)
Real Estate Marketing	35,000	17,500	-	-	-	5,024	541	2,484							8,049	(26,951)	(9,451)
Chelan-Douglas Trends	7,000	-	-	-	-	-	-	-							-	(7,000)	-
Small Business Development Center (WSU)	80,000	40,000	-	-	20,000	-	-	-							20,000	(60,000)	(20,000)
Promotional Hosting	5,000	2,500	-	85	-	196	-	-							281	(4,719)	(2,219)
TOTAL BUSINESS DEVELOPMENT & MARKETING EXPENSES	232,000	112,500	21,210	778	23,204	6,378	2,352	16,591	-	-	-	-	-	-	70,513	(161,487)	(41,987)
<u>ECONOMIC DEVELOPMENT CONTRACTS (NON-PROFITS)</u>																	
Community Nonprofit ED Projects	255,000	71,995	5,473	-	35,162	3,000	-	28,358							71,993	(183,007)	(2)
TOTAL ECONOMIC DEVELOPMENT CONTRACTS	255,000	71,995	5,473	-	35,162	3,000	-	28,358	-	-	-	-	-	-	71,993	(183,007)	(2)
<u>COMMUNITY PARTNERSHIP PROJECTS (MUNICIPALITIES)</u>																	
City of Bridgeport	20,000	245	245	-	-	-	-	-							245	(19,755)	-
City of Cashmere	35,000	-	-	-	-	-	-	-							-	(35,000)	-
City of Chelan	30,000	-	-	-	-	-	-	-							-	(30,000)	-
Eastmont Metropolitan Parks District	20,000	-	-	-	-	-	-	-							-	(20,000)	-
PUD 5th Street Redevelopment Study	15,684	-	-	-	-	-	-	-							-	(15,684)	-
Chelan County - Countywide Trails Plan	20,000	-	-	-	-	-	-	-							-	(20,000)	-
City of Wenatchee - Confl. Parkway Environmental Opportunity Placeholder	175,000	175,000	-	-	-	-	-	175,000							175,000	-	-
TOTAL COMMUNITY PARTNERSHIP PROJECTS	365,684	175,245	245	-	-	-	-	175,000	-	-	-	-	-	-	175,245	(190,439)	-
<u>Other Expenditures</u>																	
EPA Brownsfield Grant - Consultant Services	300,000	53,500	4,229	20,115	11,428	9,786	7,938	-							53,496	(246,504)	(4)
TOTAL EXPENSES	8,581,929	4,030,805	1,171,291	480,897	548,421	630,433	462,913	918,579	-	-	-	-	-	-	4,212,534	(4,369,395)	181,729
LESS OPERATING REVENUES	24,775,551	6,065,599	942,030	843,877	1,161,359	2,503,175	1,231,944	1,227,836	-	-	-	-	-	-	7,892,082	(16,883,469)	1,829,983
NET RESULTS BEFORE CAPITAL PROJECTS	16,193,622	2,034,794	(229,261)	362,980	612,938	1,872,742	769,031	309,257	-	-	-	-	-	-	3,679,548	(12,514,074)	1,648,254

**Chelan Douglas Regional Port Authority
Budget vs Actual
For the Period Ending June 30, 2021**

	2021 Final Budget	YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
CAPITAL PROJECTS																	
CASHMERE MILL DISTRICT																	
Tenant Improvements	700,000	26,500	25,156	-	1,293	-	-	-	-	-	-	-	-	-	26,449	(673,551)	(51)
Utility Room - Building B	100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(100,000)	-
Capital Projects - Other	10,000	4,795	-	-	2,061	-	-	2,732	-	-	-	-	-	-	4,793	(5,207)	(2)
TOTAL CASHMERE MILL DISTRICT	810,000	31,295	25,156	-	3,354	-	-	2,732	-	-	-	-	-	-	31,242	(778,758)	(53)
Confluence Technology Center																	
Server	13,985	10,200	-	-	10,198	-	-	-	-	-	-	-	-	-	10,198	(3,787)	(2)
Window Sealant Project	50,000	2,710	413	1,952	345	-	-	-	-	-	-	-	-	-	2,710	(47,290)	-
Building Entrance Enhancement	25,000	2,160	-	-	-	2,000	-	161	-	-	-	-	-	-	2,161	(22,839)	1
Actapio Restoration	2,000,000	50,750	10,350	-	7,778	6,292	239	26,093	-	-	-	-	-	-	50,752	(1,949,248)	2
Capital Projects - Other	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(5,000)	-
TOTAL CONFLUENCE TECHNOLOGY CENTER	2,093,985	65,820	10,763	1,952	18,321	8,292	239	26,254	-	-	-	-	-	-	65,821	(2,028,164)	1
OLDS STATION BUSINESS PARK																	
IB #2 Repave Parking Lot	150,000	6,350	-	-	963	-	5,376	-	-	-	-	-	-	-	6,339	(143,661)	(11)
Capital Projects - Other	10,000	4,985	1,066	250	3,671	-	-	-	-	-	-	-	-	-	4,987	(5,013)	2
TOTAL OLDS STATION BUSINESS PARK	160,000	11,335	1,066	250	4,634	-	5,376	-	-	-	-	-	-	-	11,326	(148,674)	(9)
PANGBORN AIRPORT - CAPITAL																	
FAA Sponsored Projects																	
Environmental Assessment	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(50,000)	-
Apron Rehab & Expansion	5,720,000	530,800	35,059	67,112	103,244	146,953	145,345	33,090	-	-	-	-	-	-	530,803	(5,189,197)	3
CDRPA Funded Projects																	
Land Use Plan Update	75,000	58,510	3,089	11,935	6,036	6,630	13,532	17,286	-	-	-	-	-	-	58,508	(16,492)	(2)
Terminal Building Parking Management	60,000	54,090	-	-	5,316	16,288	24,435	8,053	-	-	-	-	-	-	54,092	(5,908)	2
Airport-Wide Wireless Network	18,500	16,750	-	16,770	-	-	-	-	-	-	-	-	-	-	16,770	(1,730)	20
Terminal Radio Repeater	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(50,000)	-
Maintenance/Operations Equipment	175,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(175,000)	-
Air Service Reliability Projects																	
Terrain Study	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(5,000)	-
Construction of MALSR System	2,438,000	11,520	185	-	3,313	5,211	769	2,041	-	-	-	-	-	-	11,519	(2,426,481)	(1)
Runway Protection Zone - Land Acquisition	2,350,000	468,080	3,723	5,799	6,059	7,795	-	444,704	-	-	-	-	-	-	468,080	(1,881,920)	-
Jet-A Fuel Truck (5,000 gallon)	100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(100,000)	-
Aircraft De-Icing Cart	8,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(8,000)	-
GA Building Study	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(25,000)	-
Capital Projects Other	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(10,000)	-
TOTAL PANGBORN AIRPORT - CAPITAL	11,084,500	1,139,750	42,056	101,616	123,968	182,877	184,081	505,174	-	-	-	-	-	-	1,139,772	(9,944,728)	22
PANGBORN BUSINESS PARK - CAPITAL																	
Tenant Improvements - 3306 Building	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(25,000)	-
HVAC Units - CWICC Building	150,000	150,000	-	-	-	-	-	161,592	-	-	-	-	-	-	161,592	11,592	11,592
Giga Watt Adaptive Re-Use Study	66,667	45,740	-	9,540	24,516	-	-	11,687	-	-	-	-	-	-	45,743	(20,924)	3
TOTAL PANGBORN BUSINESS PARK - CAPITAL	241,667	195,740	-	9,540	24,516	-	-	173,279	-	-	-	-	-	-	207,335	(34,332)	11,595

**Chelan Douglas Regional Port Authority
Budget vs Actual
For the Period Ending June 30, 2021**

	2021 Final Budget	YTD Budget	January	February	March	April	May	June	July	August	September	October	November	December	YTD Actual	Annual Budget Variance	YTD Budget Variance
<u>REGIONAL PORT OFFICE/AVIATION CENTER</u>																	
Trench Drain Sewer Connection	70,000	515	514	-	-	-	-	-	-	-	-	-	-	-	514	(69,486)	(1)
Modular Building Roof	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(10,000)	-
Carpet Replacement	45,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(45,000)	-
Large Meeting Room	280,000	100	-	100	-	-	-	-	-	-	-	-	-	-	100	(279,900)	-
HVAC Replacement Phase I/Phase II	600,000	42,190	1,187	372	40,521	-	111	-	-	-	-	-	-	-	42,191	(557,809)	1
Total RPA OFFICE/AVIATION CENTER	1,005,000	42,805	1,701	472	40,521	-	111	-	-	-	-	-	-	-	42,805	(962,195)	-
<u>LAKE CHELAN AIRPORT - CAPITAL</u>																	
Capital Projects - Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL LAKE CHELAN AIRPORT - CAPITAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<u>MANSFIELD AIRPORT - CAPITAL</u>																	
Crack Sealing	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(25,000)	-
TOTAL MANSFIELD AIRPORT - CAPITAL	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(25,000)	-
<u>WATERVILLE AIRPORT - CAPITAL</u>																	
Pavement	174,170	174,170	309	-	18	-	-	242,940	-	-	-	-	-	-	243,267	69,097	69,097
TOTAL WATERVILLE AIRPORT - CAPITAL	174,170	174,170	309	-	18	-	-	242,940	-	-	-	-	-	-	243,267	69,097	69,097
<u>ORONDO RIVER PARK - CAPITAL</u>																	
Fuel Dock & Trailer Removal	15,000	11,695	-	-	11,696	-	-	-	-	-	-	-	-	-	11,696	(3,304)	1
TOTAL ORONDO RIVER PARK - CAPITAL	15,000	11,695	-	-	11,696	-	-	-	-	-	-	-	-	-	11,696	(3,304)	1
<u>OTHER CAPITAL</u>																	
Maintenance Pickup	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(50,000)	-
Columbia Street Properties	100,000	2,425	1,946	477	-	-	-	-	-	-	-	-	-	-	2,423	(97,577)	(2)
Douglas County Land Acquisition	1,650,000	1,610,000	3,967	1,602,776	3,274	-	-	-	-	-	-	-	-	-	1,610,017	(39,983)	17
Opportunity Fund - Other	100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(100,000)	-
TOTAL OTHER CAPITAL	1,900,000	1,612,425	5,913	1,603,253	3,274	-	-	-	-	-	-	-	-	-	1,612,440	(287,560)	15
TOTAL CAPITAL PROJECTS	17,509,322	3,285,035	86,964	1,717,083	230,302	191,169	189,807	950,379	-	-	-	-	-	-	3,365,704	(14,143,618)	80,669
NET AFTER CAPITAL PROJECTS	(1,315,700)	(1,250,241)	(316,225)	(1,354,103)	382,636	1,681,573	579,224	(641,122)	-	-	-	-	-	-	313,844	1,629,544	1,567,585



REQUEST FOR QUALIFICATIONS
ARCHITECTURAL/ENGINEERING SERVICES
COLUMBIA STREET PROPERTIES ADAPTIVE REUSE FEASIBILITY
STUDY



Chelan Douglas Regional Port Authority
One Campbell Parkway, Suite A
East Wenatchee, WA 98802
509-884-4700 / Stacie@CDRPA.org

Issue Date: August 19, 2021
Responses Due By: September 17, 2021

SECTION I: PURPOSE

The Chelan Douglas Regional Port Authority is requesting statements of qualifications from qualified and licensed architectural/engineering (A/E) firms to complete an **adaptive reuse feasibility study and site master plan** for the former Wells and Wade/Lineage Logistics buildings located on Columbia Street between Orondo Ave and Yakima Ave in Wenatchee, WA.

The adaptive reuse feasibility study will identify the highest and best use for these buildings and will include design options that are innovative and would showcase the unique construction of the buildings while maintaining the apple packing history of the District. The intent is to bridge downtown to the waterfront while adding economic value to the region.

SECTION II: PROJECT BACKGROUND

In 2019, the Port of Chelan invested \$4.5 million to purchase nine buildings totaling 100,000 square feet that bridge the downtown Wenatchee core to the waterfront. The buildings were historically used for cold storage and fruit packing activities. Given the favorable zoning, which allows for a wide range of uses including manufacturing, light industrial, office, multifamily, bars/restaurants, gyms, and wineries/breweries the Port planned to subdivide the property and get it back into the hands of private developers. In 2020, the Port identified a developer for the northern 37,000 square feet building who plans to invest \$12-14 million to create a family fun center. The Port is actively working with interested parties to transform the two southern buildings totaling 21,000 square feet to a light industrial/commercial use. The remaining center section consists of six character rich buildings totaling 42,000 square feet (Buildings A-F shown on Exhibit A). Building off the success of the neighboring Pybus Public Market these buildings would be the ideal complimentary mixed-use development.

SECTION III: SCOPE OF SERVICES

The following scope of services is intended to encompass the services required of the selected firm for meetings, site assessment, adaptive reuse planning, schematic design, and report preparation.

1. **Assessment of Buildings and Site.** The selected architectural firm will be responsible for assessing the current conditions of buildings A-F and shall identify and/or review the following items (from an engineering/architectural/code compliance perspective):
 - a. Existing and likely structural deficiencies and opportunities
 - b. Existing building systems and likely code deficiencies, including, but not limited to:
 - i. Electrical systems and wiring of the building
 - ii. Mechanical systems
 - iii. Plumbing systems

- iv. Fire protection systems
 - v. Roof system
 - vi. Any other building code violations
 - c. Existing and potential environmental deficiencies (mold, asbestos, lead, etc). Note: a Phase I ESA was complete prior to the purchase and is available for review.
 - d. Main utility services (Water, sewer, power, storm, etc)
 - e. Parking area pavement, walks, and curbing
 - f. Existing and potential universal accessibility barriers and ADA-compliance needs
 - g. Energy efficiency improvements
 - h. Review site access, traffic circulation, and parking (on site and nearby)
 - i. Any other related items reasonably connected to the above items
2. **Adaptive Reuse Assessment and Site Master Plan.** Analyze the buildings and property, considering any issues identified through the existing building/site assessment and identify appropriate potential uses and how the existing buildings can be best repurposed in a functional and logical manner. Conduct research on the regional market as well as analyze the estimated cost of improvements versus the projected ROI to identify the highest and best uses for these buildings. A focus shall remain on filling market needs and creating spaces for living wage jobs. All suggested uses shall be complimentary with neighboring developments and consistent with the following documents:
- a. City of Wenatchee Central business District Subarea Plan dated April 2007; and
 - b. Section 10.40020 - Columbia Street Overlay of the City of Wenatchee's Zoning Code.

Renderings, schematic design, and cost estimates for the improvements of at least three adaptive reuse concepts shall be presented to the CDRPA at the project mid-point for feedback and input. The CDRPA Board will provide feedback on each concept and select their preferred concept. The final report shall include a site master plan for the preferred adaptive reuse concept. The site master plan will be used to attract potential developers and/or to help secure funding sources/plans to perform the proposed improvements.

3. **Meetings.** Attend project meetings with representatives from the Chelan Douglas Regional Port Authority to discuss proposed uses, desired renovations, required restorations, and subsequent design progress. Attend CDRPA Board of Directors meetings to present your initial and final findings.

SECTION IV: CONTENTS OF PROPOSAL

1. **Cover Letter:** Provide letter of introduction with a brief description of your firm, indicating the primary office location for the performance of this project, the type of firm, areas of specialization, the project lead, and any other staff members that would be involved in the completion of the study.
2. **Firm Overview:** Provide general information about the history of the firm, overview of qualifications pertinent to this RFP, demonstration of comparable services for similar structures and any other information related to the firm's experience with Adaptive Reuse Feasibility Studies.
3. **Key Personnel:** Include the biographies of personnel to be assigned to the project and indicate what role they will assume in the completion of the study. Directly outline how the experience and skills of these individuals would be utilized to complete the scope of work outlined herein.
4. **Sub-Consultants:** List and provide qualifications for all sub-consultants proposed to provide services.
5. **Contact Information:** Include a company name and address, a contact name and titled of the principal individual responsible for the RFP response, appropriate phone numbers, email addresses, and website addresses. Identify and provide contact information for all sub-consultants.
6. **Understanding of Scope of Work:** Provide the Firm's understanding of the scope of work as described herein.
7. **Project Schedule:** Provide a project schedule detailing how the following milestones will be met:
 - September 17, 2021 – Proposal Submission Deadline
 - September 28, 2021 – Announcement of Consultant Selection
 - October 5, 2021 – Detailed Fee Estimate Provided to CDRPA
 - October 12, 2021 – Contract Executed
 - October 29, 2021 – Project Kick Off Meeting Completed
 - December 14, 2021 – Present Preliminary Options to CDRPA Board
 - January 31, 2022 – Final Feasibility Study Report and Master Site Plan Due
 - February 8, 2022 – Final CDRPA Board Presentation
8. **References:** For the prime consultant and any sub-consultants, provide reference information and brief project descriptions for at least three (3) recent or current clients. Reference projects should be completed within the last five (5) years and be similar in nature to the project described in this RFQ. Please include the following information:
 - Name of client
 - Name and title of primary contact for client
 - Telephone number, email address, and mailing address of the client's primary contact
 - A brief description of the types of services provided including scope, duration, budget, and current status

- Examples of deliverables (renderings, before/after photos, market assessment, master plan, feasibility study, etc).

SECTION V: TIMELINE AND SUBMISSION PROCEDURES

This RFQ will be advertised on August 19 and 26, 2021. Prospective proposers are encouraged to attend a pre-proposal meeting on Wednesday, September 1, 2020 at 2:00 pm on-site at 1 E Orondo Ave Wenatchee, WA 98801. The pre-proposal meeting will provide an opportunity for prospective proposers to inspect the buildings first hand and become familiar with all conditions that may affect the performance and cost of the professional services contract. If a prospective proposer is unable to attend the site tour, a virtual meeting (not tour) can be requested. However, individual access to the buildings will not be given.

Qualified applicants shall submit three (3) hard copies and one (1) electronic copy (USB drive or email) to:

Stacie de Mestre
Chelan Douglas Regional Port Authority
1 Campbell Parkway, Suite A
East Wenatchee, WA 98802
Stacie@cdrpa.org

All submittals must be received no later than Friday September 17, 2021 prior to 2:00 PM.

SECTION VI: SELECTION CRITERIA

Firms will be selected based on the statement of qualifications submittal. There will be no interviews. The selection criteria and weighting factor will be:

- Qualifications of key personnel including sub-consultants (30%)
- Experience with adaptive reuse feasibility studies, quality of deliverables (30%)
- Demonstrated staffing and resource capacity to meet CDRPA timeline (20%)
- Understanding of historic building elements and architectural features (10%)
- Plan to understand the market needs of the Wenatchee Valley region (10%)

**All questions shall be directed to Stacie de Mestre via email at
Stacie@CDRPA.org**

EXHIBIT A - COLUMBIA STREET PROPERTIES ADAPTIVE REUSE FEASIBILITY STUDY

American National
 Commercial Real Estate
 Due Diligence Management
 3465 South Arlington Rd Suite E#183
 Akron, OH 44312
 866.290.8121
 www.amnational.net



Survey Prepared By:

 GeoDimensions



PANGBORN INDUSTRIAL SERVICE AREA: EXPANSION STUDY

BERK CONSULTING, JULY 2021



BACKGROUND

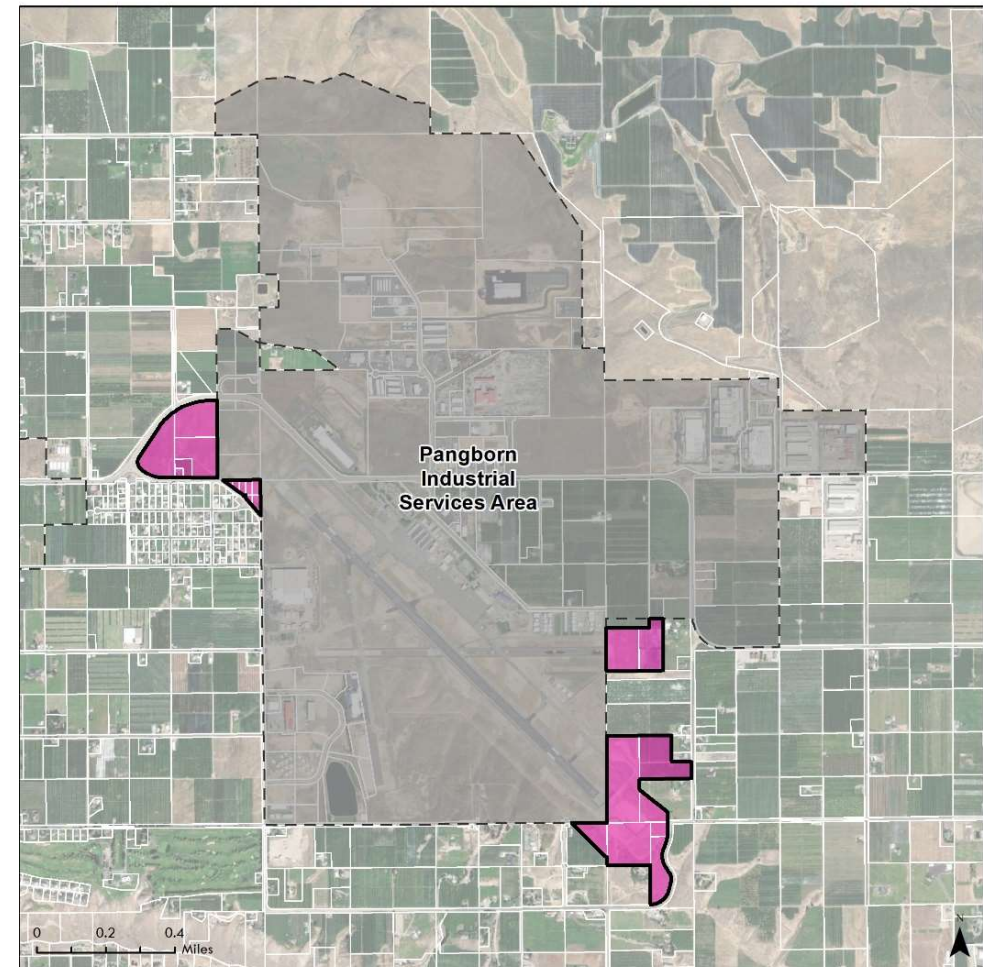
- Pangborn Memorial Airport is an essential public facility
- The Pangborn Industrial Service Area (PISA) was created in 2012, with a boundary expansion in 2018
- This proposal adds 83 acres to the existing boundary (~5% growth)

PROPOSAL DESCRIPTION

- Adding 83 acres in two areas: to the west and southeast of the current PISA.
- 61.5 acres to become part of runway and protective zones for the airport, not further developed for industrial purposes
- 80 acres currently zoned for commercial agriculture
- Boundary change is a docket to amend the UGA, the Planned Action, and the Comprehensive Plan

Pangborn Industrial Service Area Expansion Study

Expansion Area Parcels



- Expansion Area
- Expansion Area Parcels
- Urban Growth Boundary (UGB)

Map Date: Thursday, June 24, 2021



REVIEW OF PROPOSAL

1. Review the policy framework to confirm alignment with state and regional planning
2. Industrial Land Capacity Analysis to test the impact of this expansion on industrial lands in Douglas County
3. **De-designation Analysis** to confirm compatibility of the 80 acres of commercial agriculture land for de-designation

POLICY REVIEW: KEY FINDINGS

Findings

- GMA policies discuss the designation of essential public facilities, sizing urban areas according to need, and encouraging multimodal transportation networks.
- County policies support economic growth and diversification, as well as the encouragement of existing businesses to expand operations.

LAND CAPACITY
ANALYSIS
KEY FINDINGS

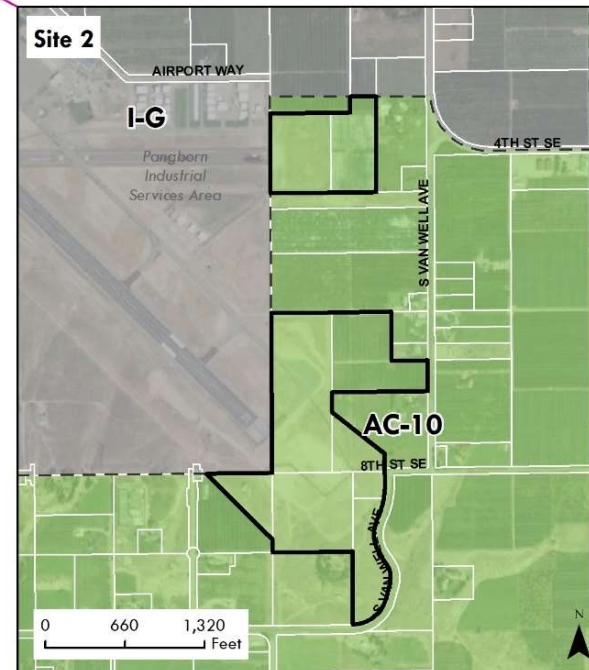
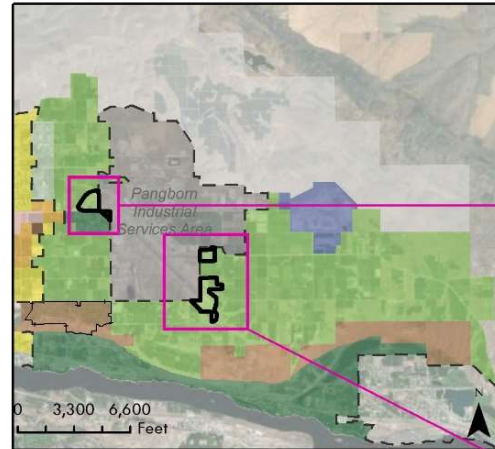
Findings

- The existing land developed for industrial use is undersized for its current 2020 population as well as its 2040 population target in Douglas County.
- Most of the area added in the proposal is supporting an essential public facility. This expansion supports airport compatibility and the Airport Master Plan.
- Land added for developed industrial use does not exceed the existing need of industrial lands.

DE-DESIGNATION ANALYSIS

Pangborn Industrial Service Area Expansion Study

DRAFT Zoning



- Study Area
- Urban Growth Boundary (UGB)
- Recreation Overlay (R-O)
- Douglas County Zoning**
- Commercial Agriculture 5 (AC-5)
- Commercial Agriculture 10 (AC-10)
- Dryland Agriculture (A-D)
- Rural Essential Public Facilities (R-EPF)
- Rural Resource 2 (RR-2)
- Rural Resource 5 (RR-5)
- East Wenatchee UGB Zoning**
- Light Commercial (C-L)
- General Industrial (I-G)
- Office High Residential (R-H)
- Low Residential (R-L)
- Medium Residential (R-M)

Map Date: Thursday, July 01, 2021

Expansion area includes 80 acres zoned AC-10. Considering 2 sites for analysis.



DE-DESIGNATION ANALYSIS: PART 1

County Comprehensive Plan 5.2.2 Agricultural Resource Lands

County policies require a review of the criteria used to designate lands of long-term commercial significance

1. Prime and unique farmland soils
2. Availability of public facilities for transporting ag products
3. Tax status
4. Availability of public services
5. Relationship to urban growth areas
6. Predominant parcel size
7. Land use settlement patterns
8. Intensity of nearby land uses
9. History of land development permits issued nearby
10. Land values under alternative uses
11. Proximity to markets

DE-DESIGNATION ANALYSIS: PART 2

County Comprehensive Plan 5.2.2 Agricultural Resource Lands

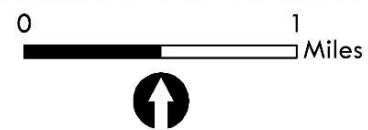
The request must be processed as an area-wide amendment and meet one of five outlined criteria:

1. A change in circumstances pertaining to the comprehensive plan or public policy related to designation criteria in Section 5.2.2;
2. A change in circumstances to the subject property, which is beyond the control of the landowner and is related to designation criteria in Section 5.2.2;
3. An error in designation or failure to designate;
4. New information on natural resource land or critical area status related to the designation criteria in Section 5.2.2;
5. A change in population growth rates or **the removal is for the purpose of expanding an Urban Growth Area (UGA)**, provided that the jurisdiction proposing the de-designation and expansion of the UGA has demonstrated that such expansion is consistent with RCW 36.70A.110 and WAC 365-196-310 (February 8, 2011).

DE-DESIGNATION ANALYSIS: SITES 1 & 2



- LEGEND**
- Pangborn ISB
 - Expansion Areas
 - Agricultural Zones

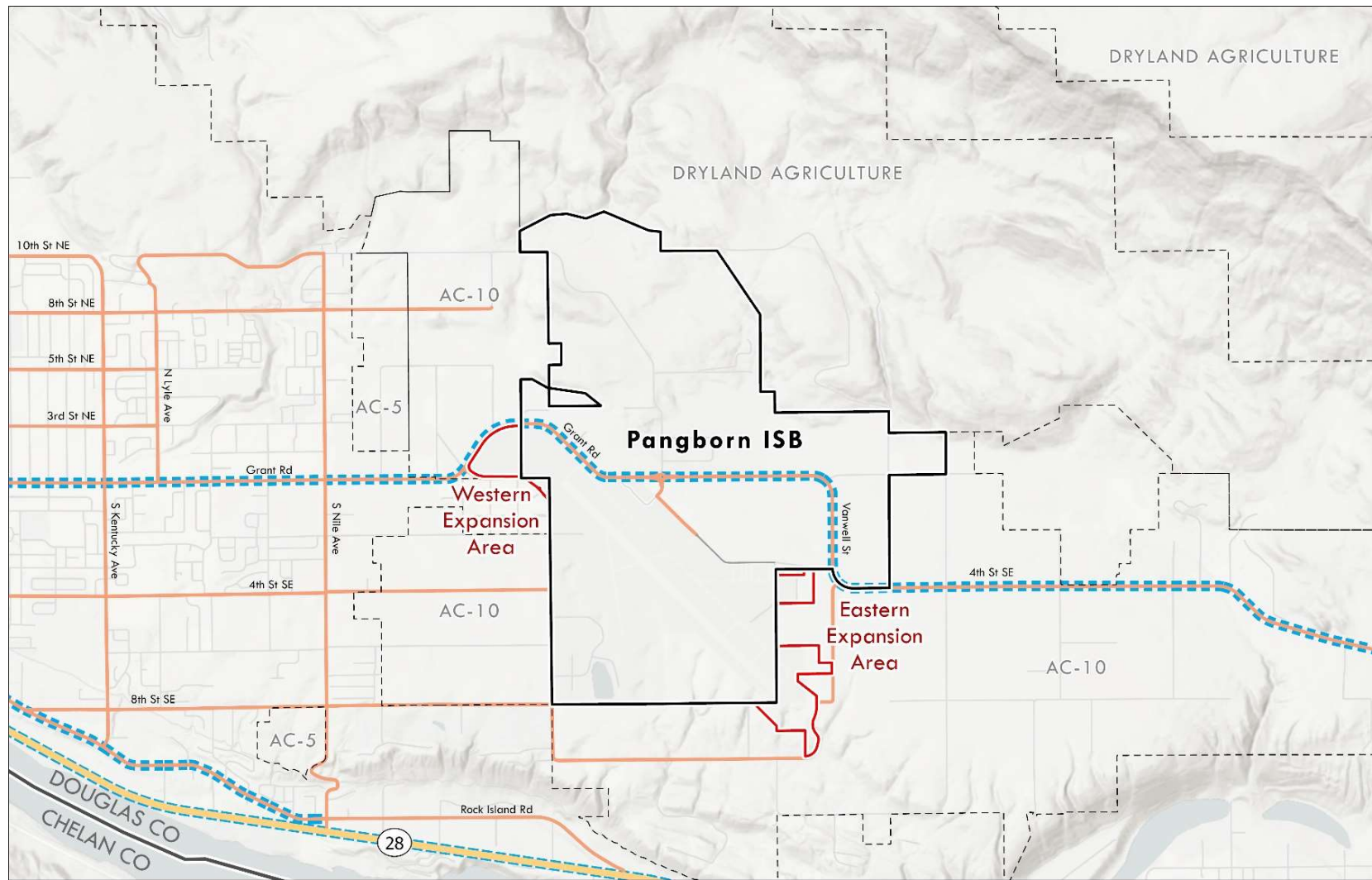


BERK
Map Date: 7/16/2021

Source: Esri, Maxar, Douglas County

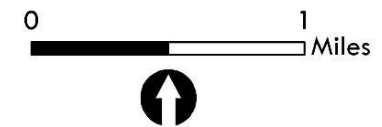


DE-DESIGNATION ANALYSIS: SITES 1 & 2



LEGEND

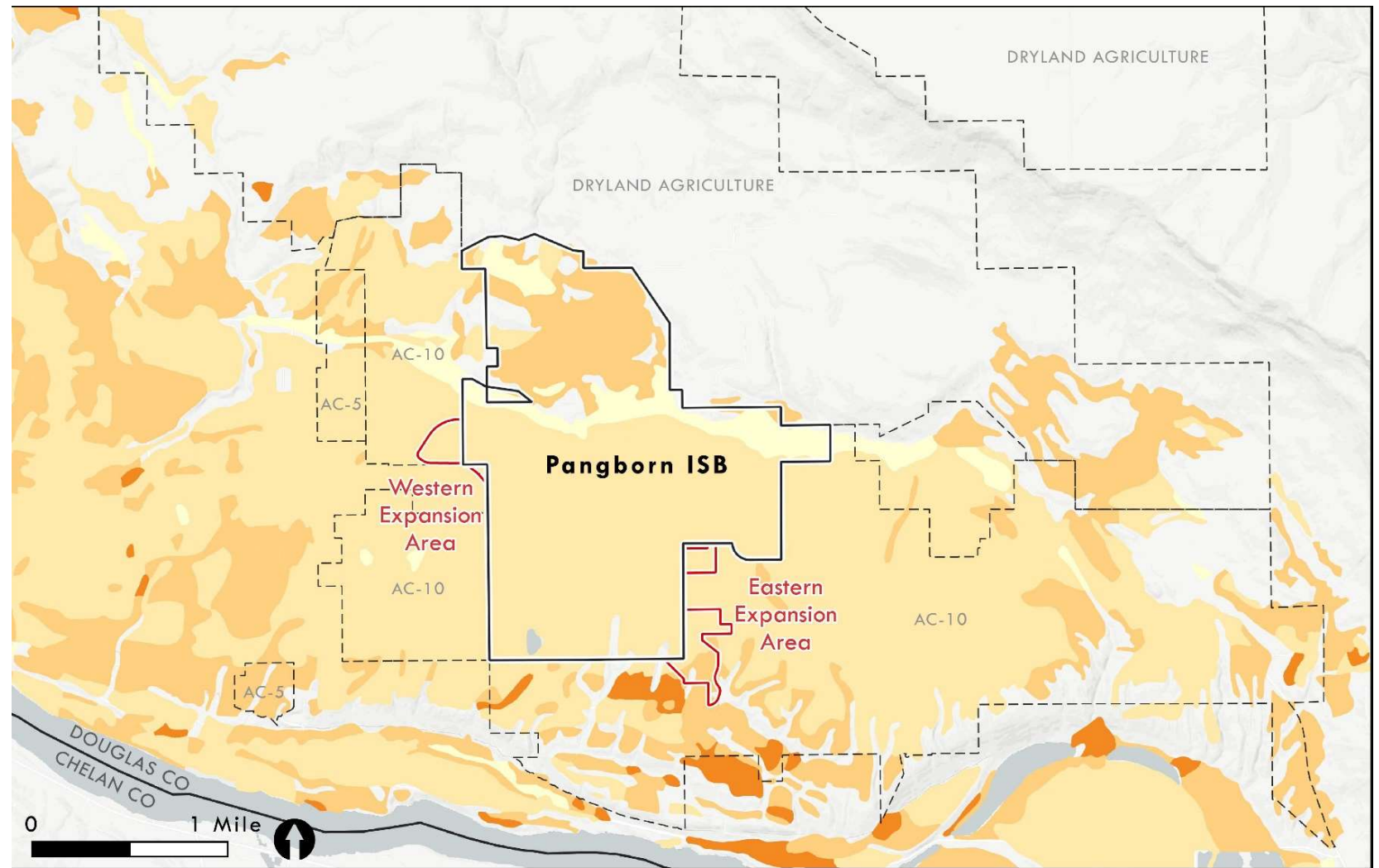
- Pangborn ISB
- Expansion Areas
- Agricultural Zones
- Local Street
- Collector/Arterial
- State Highway
- Freight Route



BERK
Map Date: 7/27/2021

Source: Douglas County, WSDOT, Esri

DE-DESIGNATION ANALYSIS: SITES 1 & 2



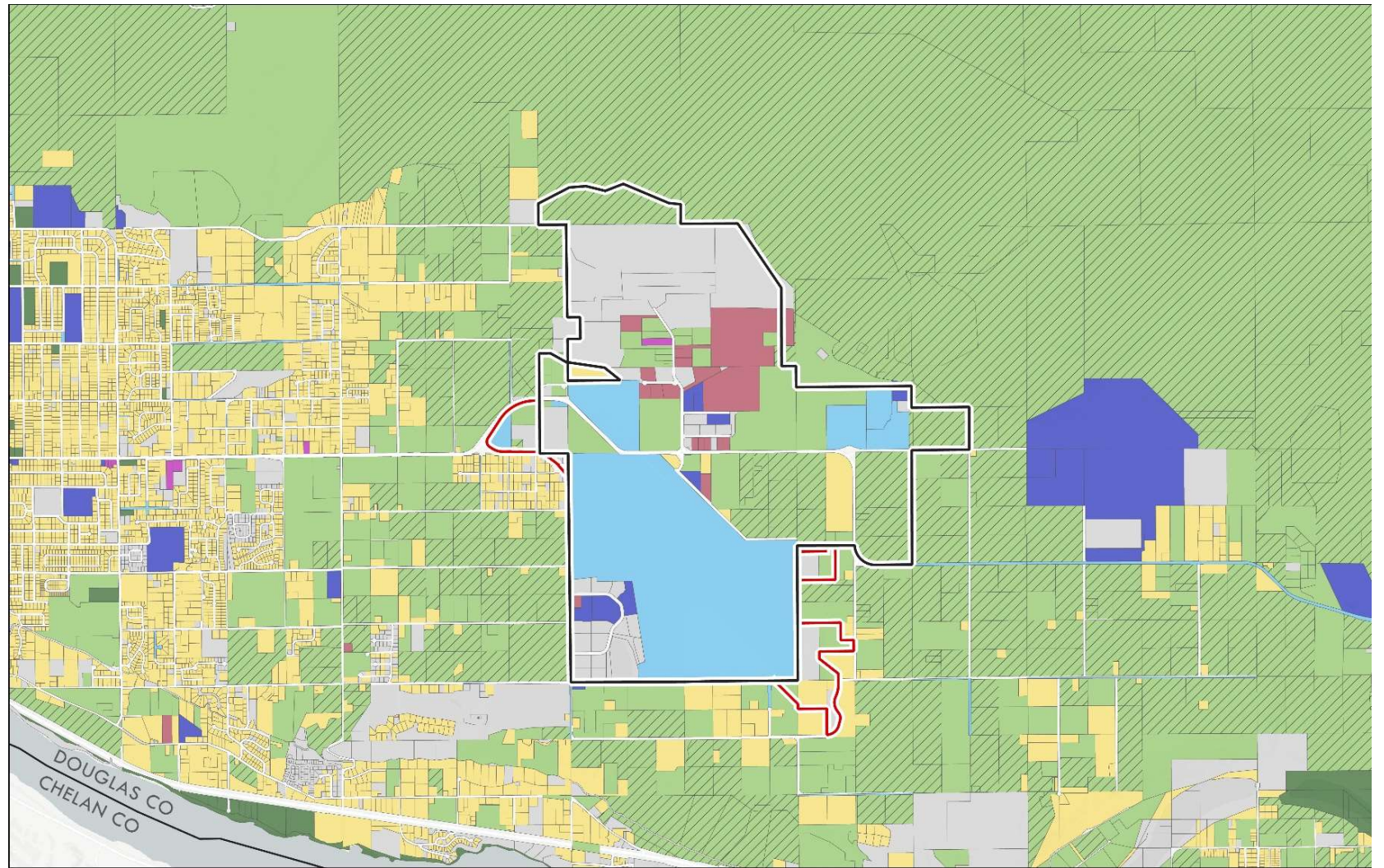
Irrigated Soil Class



Map Date: 7/22/2021

Source: National Resource Conservation Service, SSURGO, 2021

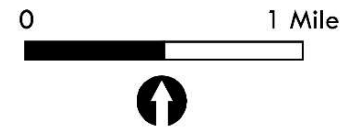
DE-DESIGNATION ANALYSIS: SITES 1 & 2



Current Use

- | | |
|------------------------------------|------------------|
| Agriculture | Services |
| Agriculture - Current Use Taxation | Trade |
| Commercial | Transportation |
| Recreation | Undeveloped Land |
| Residential | |

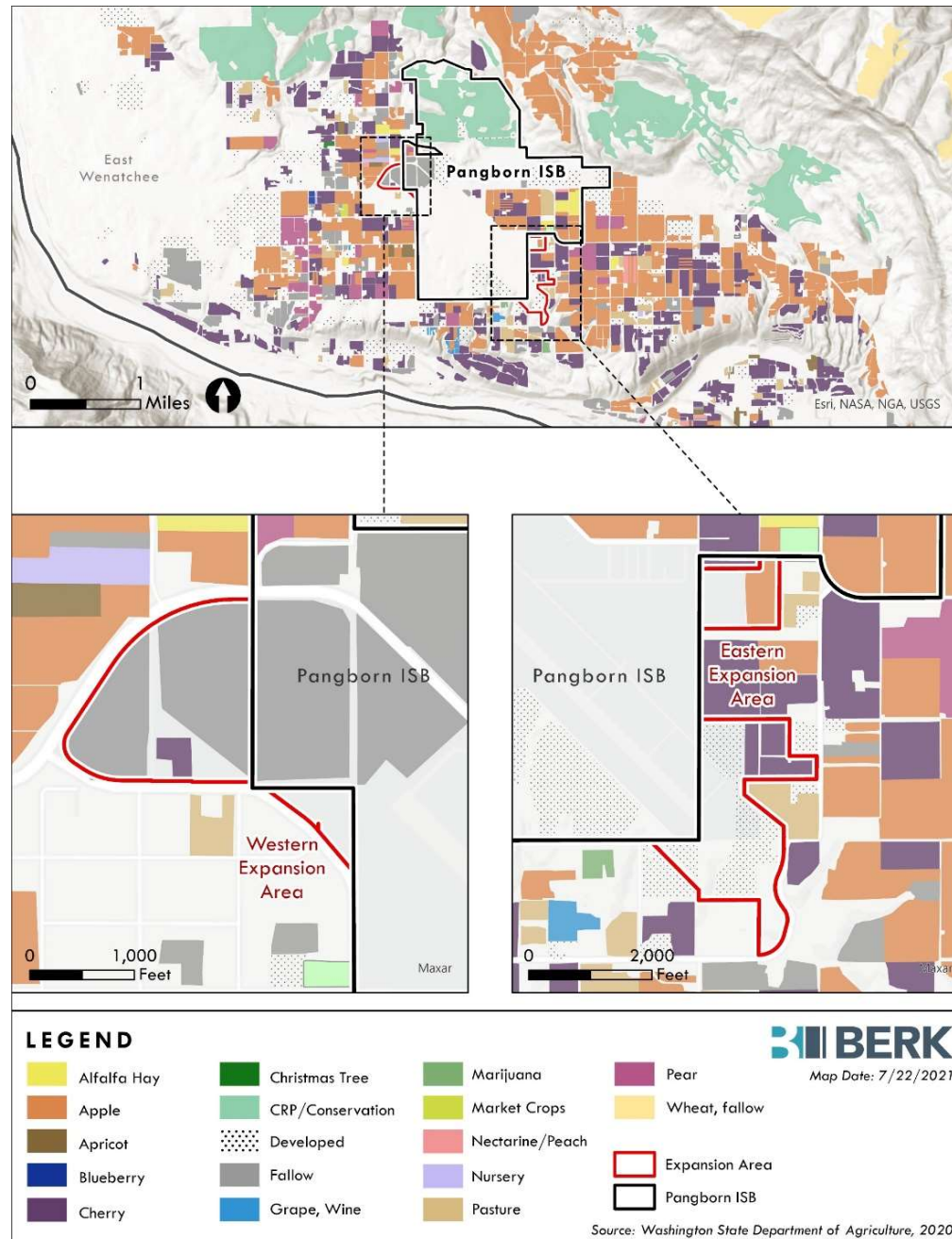
- | |
|----------------|
| Pangborn ISB |
| Expansion Area |



BERK
Map Date: 7/14/2021

Source: Douglas County

DE-DESIGNATION ANALYSIS: PART 1 AREA-WIDE



- Study Sites represent 2% of the contiguous AC-10 acreage
- 6.0 acres of apple orchards (0.1% of County acreage)
- 8.8 acres of cherry orchards (0.3% of County acreage)
- 20.3 acres of fallow land (1.5% of County acreage)
- Contiguity not affected

DE-DESIGNATION ANALYSIS: PART 1 KEY FINDINGS

- Area-wide, this change impacts 2% of connected AC-10 acreage and does not impact contiguity.
- In total, Study Area includes 0.01% of County acreage on the crop production registry. Agricultural economy is not anticipated to experience significant impacts by this change.
- Much of the land in the Study Area is no longer in agricultural use and is, in fact, already in use by the airport.
- Site 1 and Site 2 do meet some of the agricultural designation criteria, example: soil class, Site 2 is adjacent to larger area of agriculture.
- Site 1 is functionally cut off from contiguous agricultural area.
- Lands are connected to infrastructure, directly adjacent to the UGA, and Site 1 borders a residential neighborhood.



RESULTS FROM FULL ANALYSIS

- Pangborn Memorial Airport is an essential public facility.
- There are no alternatives for expansion into non-agricultural land.
- Changes align with the Airport Master Plan, approved by FAA.
- Capacity analysis demonstrates a need for industrial development.
- State policy goals for industry, transportation, and economic development are supported by this proposal.



FUTURE CONSIDERATIONS

- Amend the Planned Action for the PISA
 - Meant to facilitate development consistent with the ordinance and environmental review from 2012
 - Planned Action refers to original UGA boundaries
- Address the parcel fragment that will become surrounded by UGA
 - Appears to be a mapping error with a split parcel and could be handled in a future docket

QUESTIONS?



LEGEND

- Pangborn ISB
- ▭ Expansion Areas
- - - Agricultural Zones

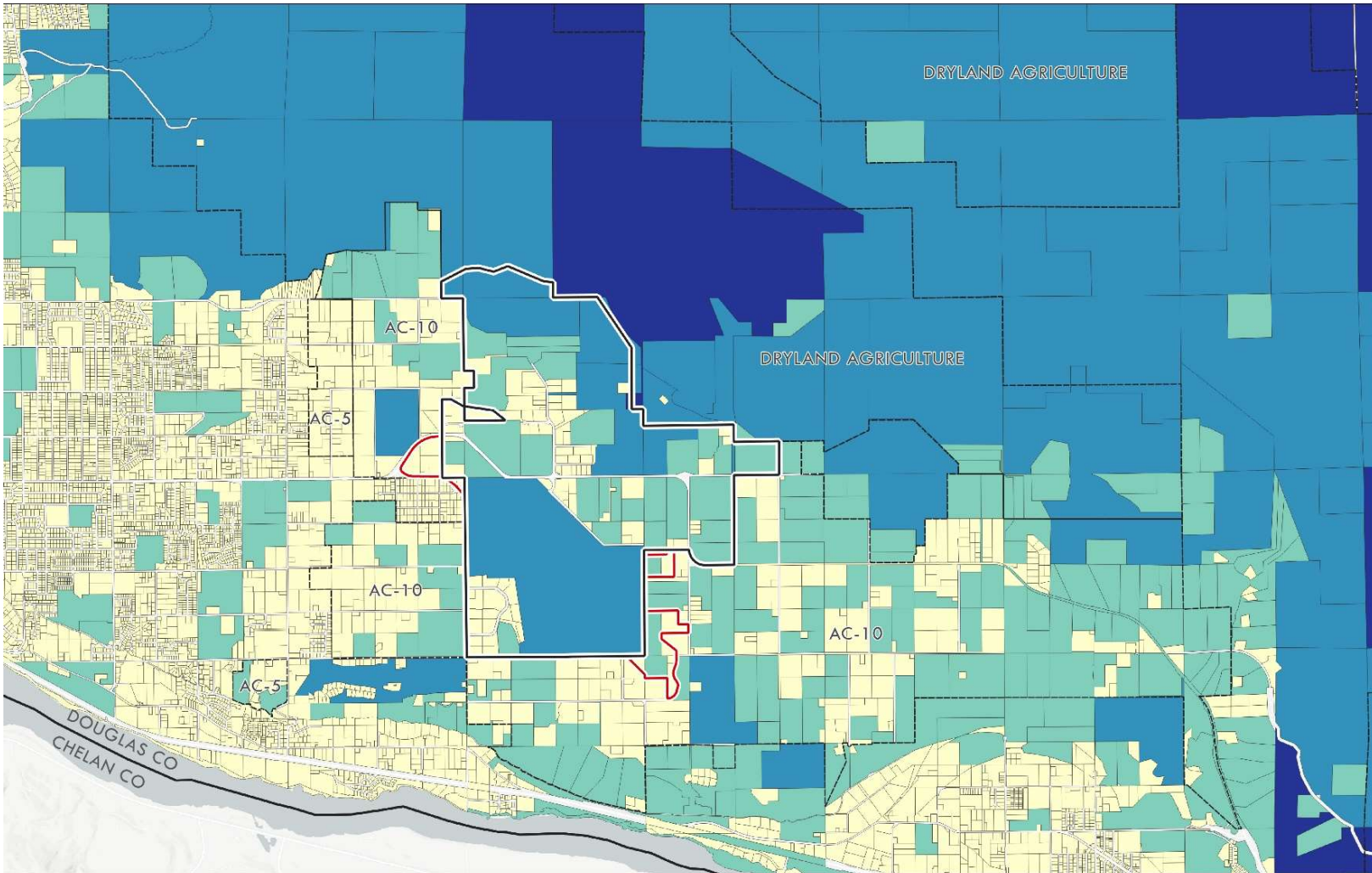
0 1 Miles



BERK

Map Date: 7/16/2021

Source: Esri, Maxar, Douglas County

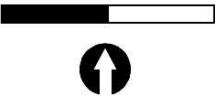


Parcel Size (acres)

- 0 - 10
- 10 - 50
- 50 - 500
- 500 and above

- Pangborn ISB
- Expansion Area
- Agricultural Zones

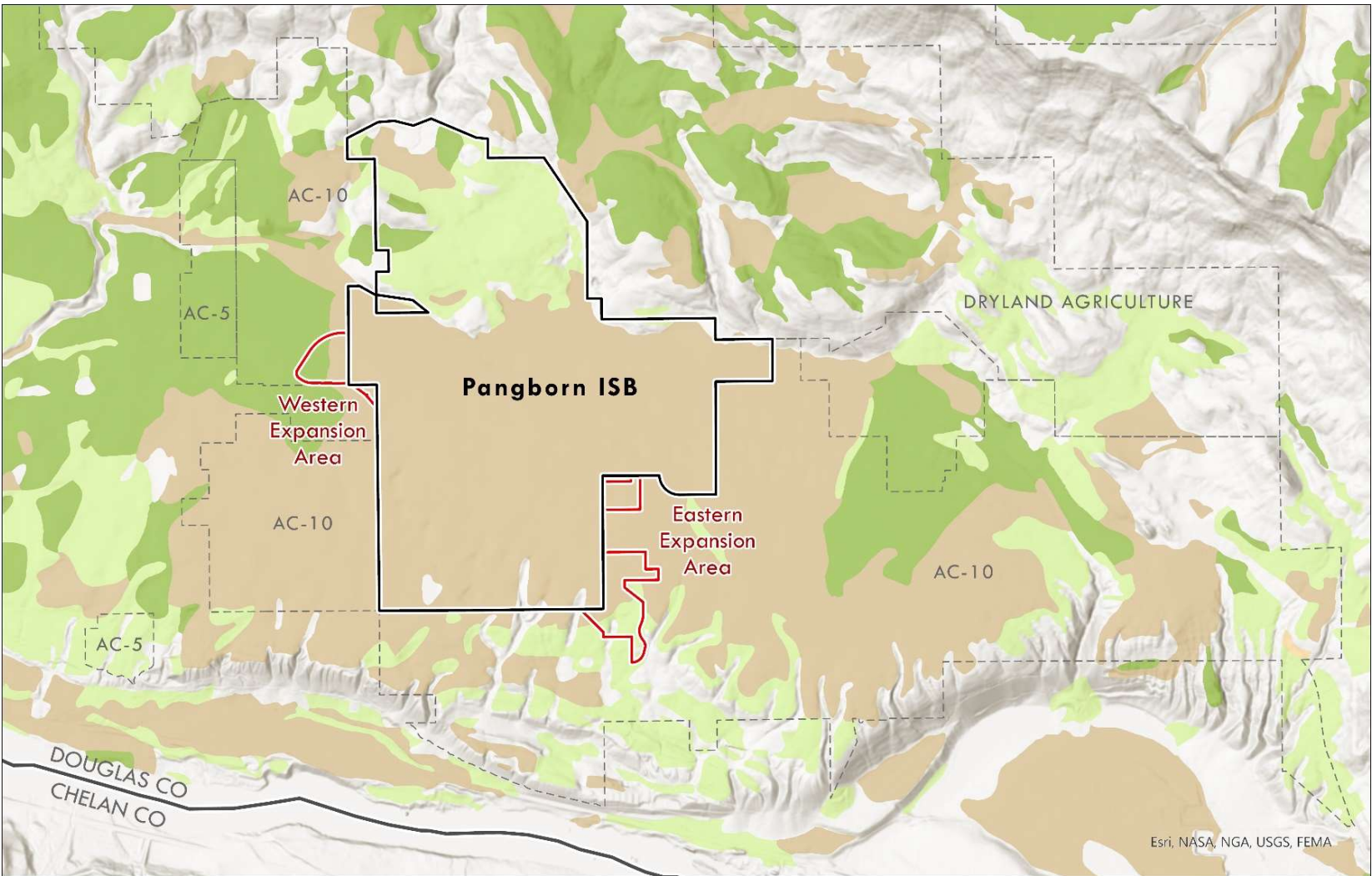
0 1 Mile



BERK
Map Date: 7/22/2021

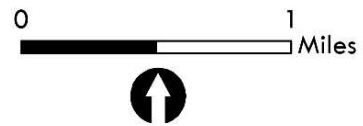
Source: Douglas County





LEGEND

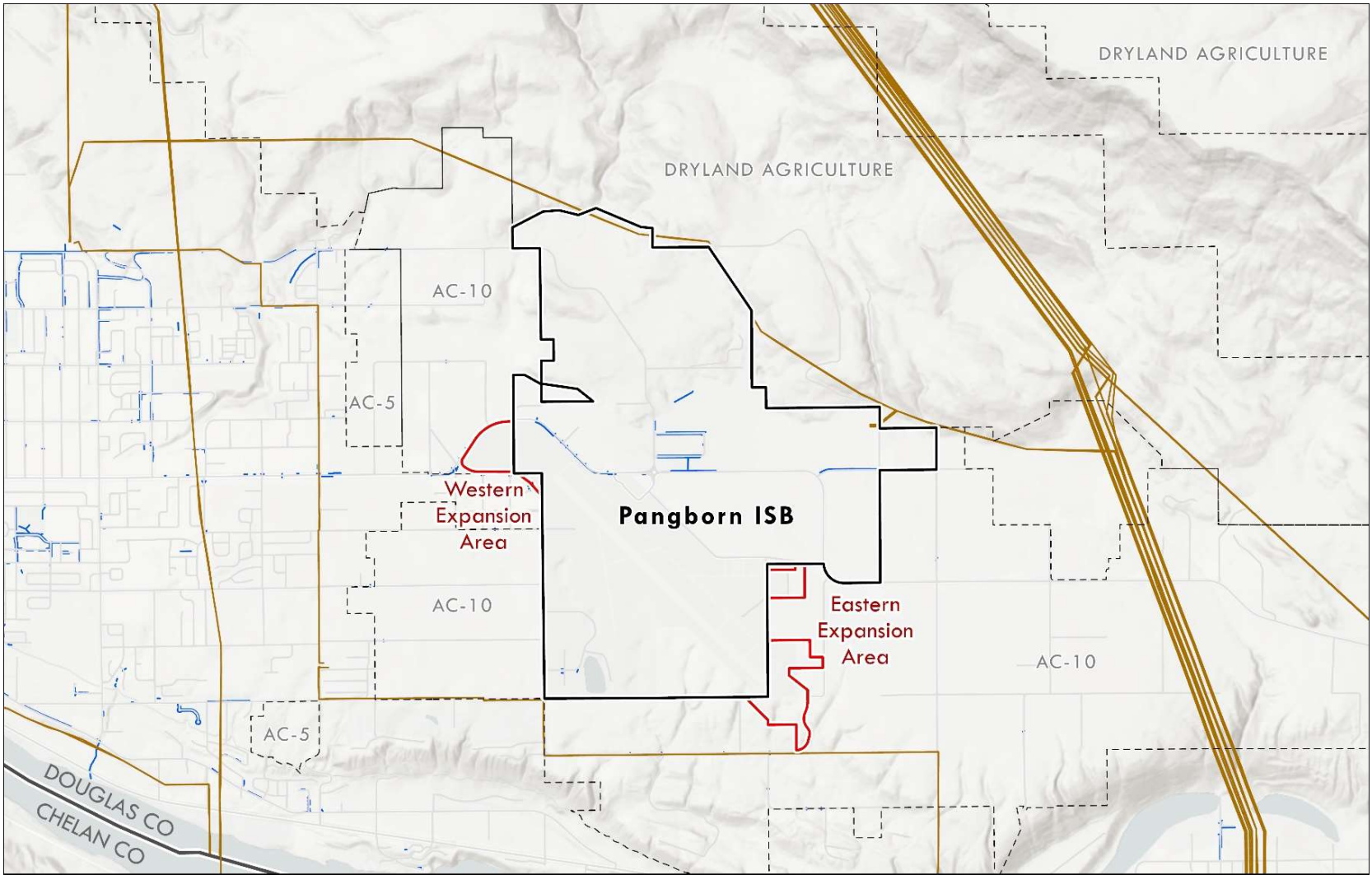
- Farmland of Statewide Importance
- Farmland of Unique Importance
- Prime Farmland if Irrigated
- Expansion Areas
- Agricultural Zones



BERK
Map Date: 7/22/2021

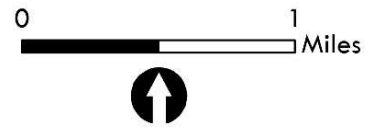
Source: Douglas County, Natural Resources Conservation Service, 2021





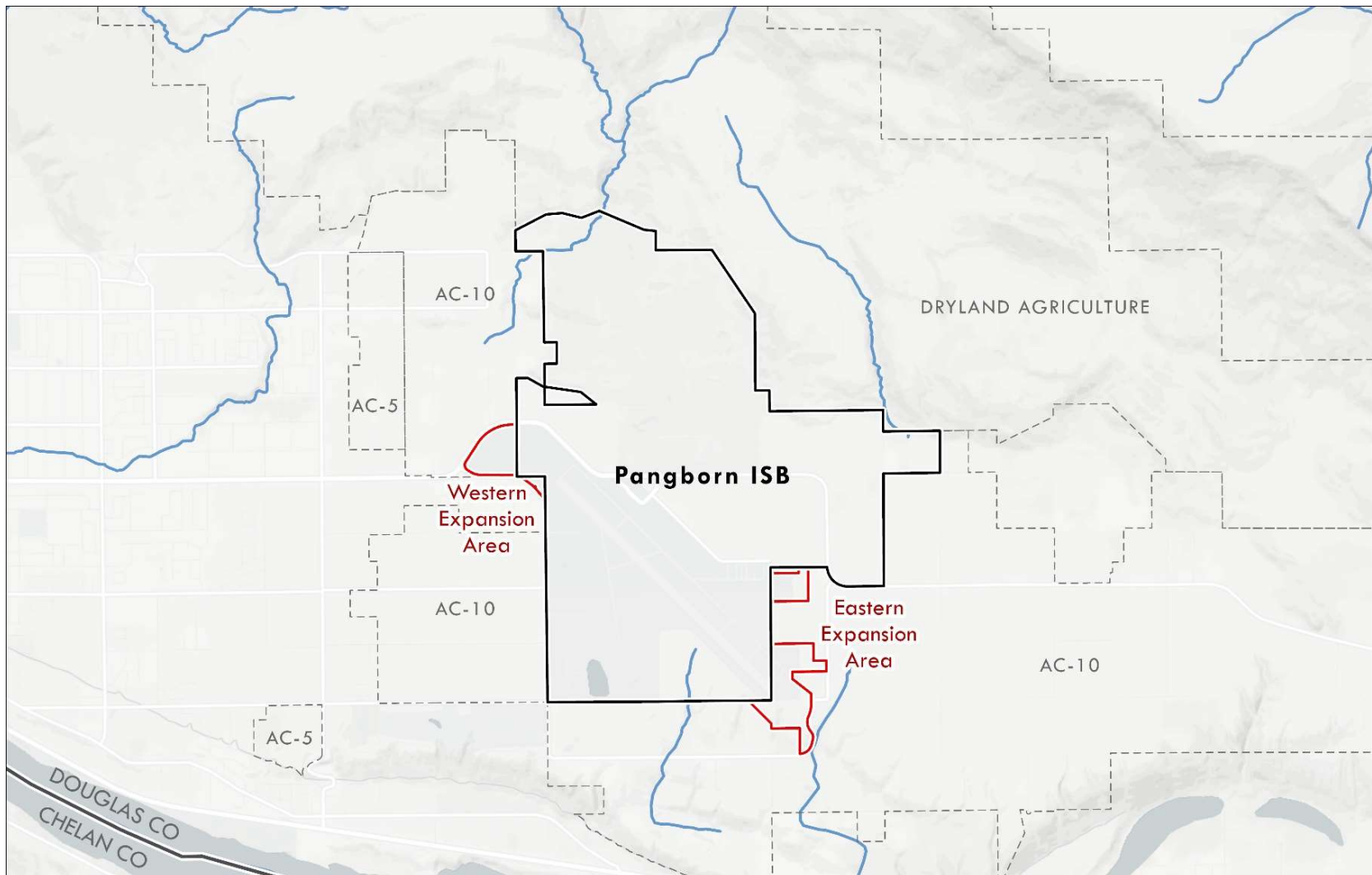
LEGEND

- Pangborn ISB
- Expansion Areas
- Agricultural Zones
- Stormwater Drainage
- Power Lines



Source: Douglas County, WSDOT, Esri





LEGEND

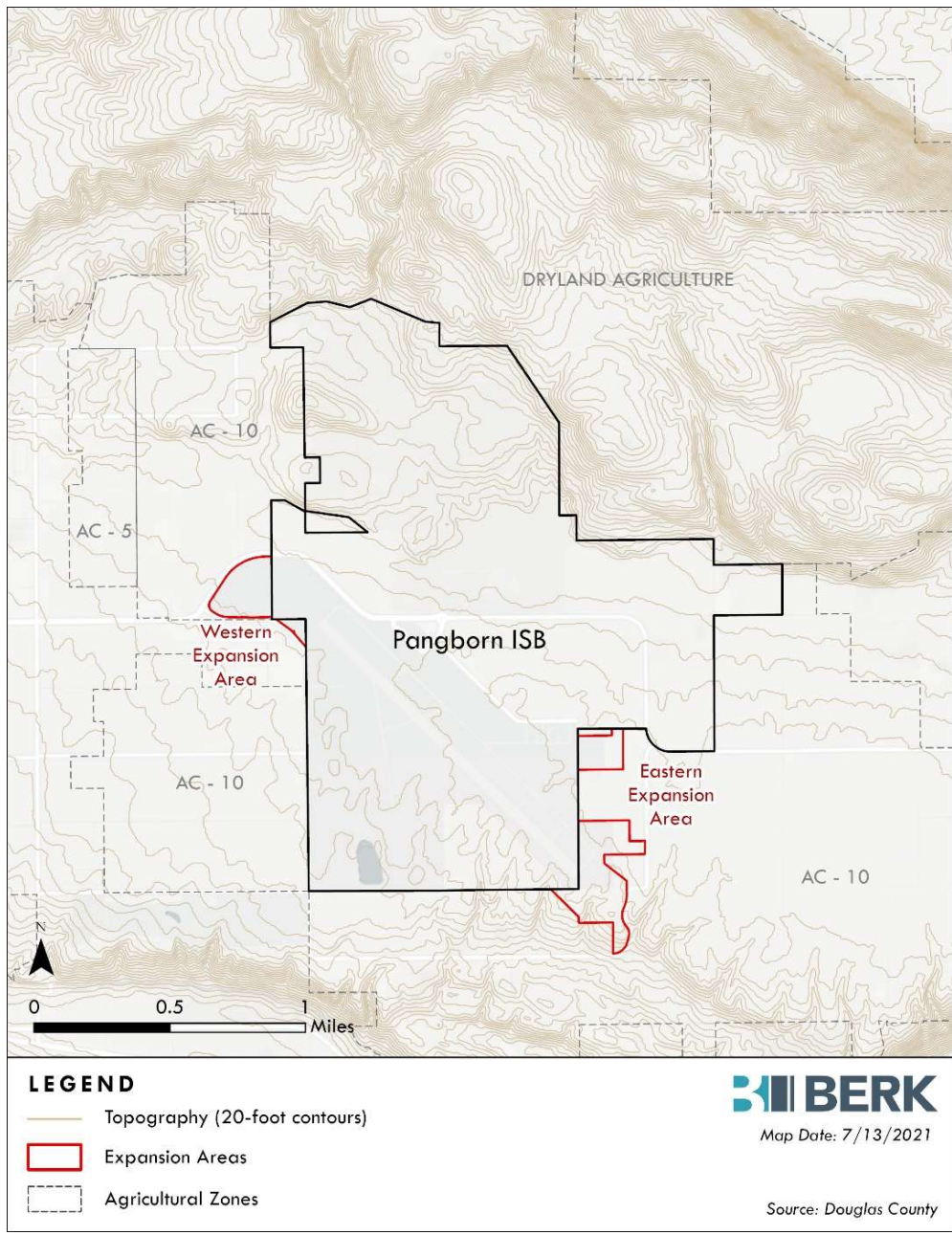
-  Streams
-  Expansion Areas
-  Agricultural Zones



Map Date: 7/13/2021

Source: Douglas County





Memo

To: Board of Directors

From: Sarah D

Cc: Jim Kuntz & Trent Moyers

Date: August 20, 2021

Re: Parking Activity Report – July 2021

Enclosed for your review is July 2021's Terminal Parking Activity Report Packet. Also included is historical parking data. Further discussion can take place at the August 24th meeting.

Pangborn Memorial Airport Terminal Parking Lot

2021 Year-to-Date

Overall Parking Revenues

	<i>Gross</i>	<i>Fees</i>	<i>Net</i>
<i>May</i>	\$ 26,776.76	\$ 1,477.84	\$ 25,298.92
<i>June</i>	\$ 31,168.79	\$ 1,854.92	\$ 29,313.87
<i>July</i>	\$ 31,242.32	\$ 2,066.48	\$ 29,175.84
<i>Total</i>	\$ 89,187.87	\$ 5,399.24	\$ 83,788.63

of Transactions by Payment Method

	<i>Arrive</i>		<i>Flash</i>		<i>Other</i>	<i>Total</i>
	<i>Scan to Pay Apps</i>	<i>Website Widget</i>	<i>Text to Pay</i>	<i>Kiosk</i>	<i>EGOV</i>	
<i>May</i>	203	69	81	208	6	567
<i>June</i>	196	133	54	222	14	619
<i>July</i>	239	140	60	202	7	648
<i>Total</i>	638	342	195	632	27	1834

Number of Tickets

	<i>Paid</i>	<i>Paid Amount</i>	<i>YTD Outstanding</i>	<i>YTD Outstanding Amount</i>
<i>May</i>	180	\$ 2,031.00		
<i>June</i>	210	\$ 2,189.00		
<i>July</i>	129	\$ 1,376.00		
<i>Total</i>	519	\$ 5,596.00	256	\$ 2,837.00

Delinquency Rate: 3.0829%

Note: The Regional Port's management of the terminal parking began in May 2021.

Month of July 2021

Arrive

Tap to Pay Apps & Widget on PMA Website

			Num. of transactions
Income:	Long Term Widget	\$ 8,150.00	140
	Long Term Scan to Pay Apps	\$ 9,540.00	197
	Short Term Scan to Pay Apps	\$ 988.00	42
		<u>\$ 18,678.00</u>	<u>379</u>
Fees:	Short Term	\$ 74.56	
	Long Term	\$ 1,560.53	
		<u>\$ 1,635.09</u>	8.75%
Net:		\$ 17,042.91	

Flash Parking

Text to Pay & Terminal Kiosk (Long Term Only)

			Num. of transactions
Income:	Text to Pay	\$2,000.00	60
	Kiosk	\$8,870.00	202
		<u>\$ 10,870.00</u>	<u>262</u>
Customer Fees:	Text to Pay	\$ 21.00	
	Kiosk	\$ -	
		<u>\$ 21.00</u>	
Merchant Fees:		387.61	
Net:		\$ 10,482.39	
Payable to Flash (Pre-Tax):		\$ 21.00	

OmniPark Enforcement

PayMyNotice Webpage or Mail in Payment

			Notices by Lot	
Income:	Credit Card	\$ 838.00	107 LT	\$ 1,090.00
	Cash/Check	\$ 538.00	22 ST	\$ 286.00
		<u>\$ 1,376.00</u>	210	<u>\$ 1,376.00</u>
Merchant Fees:	USIO	\$ 43.78		
Net:		\$ 1,332.22		

Other

Payments made through EGOV site via www.cdrpa.org: \$318.32

Total Gross Revenue Received: \$ 31,242.32
Total Net Revenue Received: \$ 29,175.84

Chelan Douglas Regional Port Authority
Parking Revenue Historical Data

	2020/2021			2019/2020			2018/2019		
	Gross	Credit Card Fees	Net to CDRPA	Gross	Credit Card Fees	Net to CDRPA	Gross	Credit Card Fees	Net to CDRPA
May	1,475.85	214.22	860.51	40,292.05	1,010.96	26,611.83	39,916.82	1,095.11	26,393.24
June	2,661.46	197.06	1,659.61	37,591.50	1,088.48	24,664.86	34,758.78	1,087.52	22,808.57
July	4,134.35	125.00	2,766.10	36,938.08	1,016.83	24,386.20	34,821.94	1,093.80	22,887.38
August	8,138.50	166.75	5,440.08	33,294.64	988.63	21,956.70	37,072.09	1,041.48	24,484.45
September	9,080.66	401.58	5,943.00	36,857.08	919.57	24,349.08	39,698.71	1,137.98	26,184.68
October	13,355.26	407.12	8,874.90	44,336.91	1,091.00	31,037.51	42,902.96	984.37	30,089.91
November	15,032.32	489.51	9,930.66	44,111.57	1,451.86	33,541.18	42,066.54	1,171.87	32,132.09
December	13,803.05	425.87	9,095.33	41,556.29	1,500.63	31,655.94	35,229.21	1,255.81	26,732.21
January	12,975.99	396.23	8,532.73	34,184.84	1,290.41	25,967.41	35,603.51	1,090.48	27,151.52
February	19,494.00	301.21	13,093.30	40,893.53	1,138.28	31,275.66	38,916.82	894.46	29,910.90
March	25,932.59	1,052.38	16,770.43	16,685.77	1,312.32	12,212.61	46,664.51	1,053.35	35,917.38
April	27,158.20	945.13	17,691.61	1,239.37	659.00	493.97	36,310.54	1,209.36	27,610.46
	153,242.23	5,122.06	100,658.26	407,981.63	13,467.97	288,152.95	463,962.43	13,115.59	332,302.79
Republic Share			47,461.91			106,360.71			118,544.05

Comments:

Prior to the 2017/2018 fiscal year, minimum payments of \$11,500 were received monthly, with an annual reconciliation and bulk payment.

70% of receipts up to \$225,000

80% of receipts over \$225,000

	Gross	CC	Net
2019	472,473.50	13,315.61	338,793.56
2020	160,684.96	6,827.12	114,519.84



Acct Name: CHELAN DOUGLAS REGIONAL PORT

SUMMARY - USD

Page 1

Acct Number: XXXXXXX013

For period 07/01/2021 - 07/31/2021

ACTIVITY - Settled/Cleared Cash Activity

Transaction Type	Amount
Purchases	0.00
Purchase Reversals	0.00
Sales	0.00
Sale Reversals	0.00
Withdrawals	0.00
Receipts	0.00
Deliveries	0.00
Principal Reversals	0.00
Interest	8,062.50
Interest Reversals	0.00
Interest Adjustments	0.00
Maturities	0.00
Calls	0.00
Puts	0.00
Paydowns	0.00
Paydown Adjustments	0.00
Payups	0.00
Payup Adjustments	0.00
Cash Dividends	0.00
Balance Changes	0.00
Stock Dividends	0.00
Closeouts	0.00
Closeout Dividends	0.00
Net Activity	8,062.50

Your Sales Representative is: SAFEKEEPING OPERATIONS
(800) 236-4221

Statement Contents

- *Summary
- *Activity - Settled/Cleared Cash Activity
- *Activity - Projected Activity for Next Statement Period
- *Holdings
- *Cash Flow Projections

HOLDINGS - Custody

Category	Par/Shares	Original Face	Principal Cost	Market Value
US Government Agency Securities	4,000,000.00000	4,000,000.00000	4,091,592.50	4,138,396.00
Total Custody Holdings	4,000,000.00000	4,000,000.00000	4,091,592.50	4,138,396.00



Acct Name: CHELAN DOUGLAS REGIONAL PORT

Acct Number: XXXXXXXX013

ACTIVITY - USD

Settled/Cleared Cash Activity

Page 2

For period 07/01/2021 - 07/31/2021

Date Ticket	Activity	Description	Rate Maturity	Par/Shares Price/NAV	Security ID	Amount
07/07/2021 392209425	Interest	FEDERAL NATL MORTGAGE ASSN 01/07/25	1.625 01/07/2025		3135G0X24	4,062.50
07/21/2021 392209431	Interest	FEDERAL FARM CREDIT BANK 01/21/22	1.600 01/21/2022		3133ELHR8	4,000.00
Net Activity						8,062.50



Acct Name: CHELAN DOUGLAS REGIONAL PORT

ACTIVITY - USD

Page 3

Acct Number: XXXXXXX013

Projected Activity for Next Statement Period

Date Ticket	Activity	Description	Rate Maturity	Par/Shares Price/NAV	Security ID	Amount
08/05/2021 392209427	Interest	FEDERAL NATL MORTGAGE ASSN 02/05/24	2.500 02/05/2024		3135G0V34	6,250.00
08/12/2021 392209432	Interest	FREDDIE MAC 3137EAEC9 08/12/21	1.125 08/12/2021		3137EAEC9	2,812.50
08/12/2021 392209432	Maturity	FREDDIE MAC 3137EAEC9 08/12/21	1.125 08/12/2021		3137EAEC9	500,000.00
Net Projected Activity						509,062.50



Acct Name: CHELAN DOUGLAS REGIONAL PORT
 Acct Number: XXXXXXX013

HOLDINGS AS OF 07/31/2021 - USD

CUSTODY

Maturity	Security ID Ticket	Rate Acq Date	Description	Par/Shares Original Face	Principal Cost	Market Value NAV
US Government Agency Securities						
08/12/2021	3137EAEC9 392209432	1.125 02/20	FREDDIE MAC 3137EAEC9 08/12/21	500,000.00 500,000.00	497,876.00	500,176.00
01/21/2022	3133ELHR8 392209431	1.600 02/20	FEDERAL FARM CREDIT BANK 01/21/22	500,000.00 500,000.00	501,833.00	503,590.00
10/13/2022	3133ELGN8 392209430	1.600 02/20	FEDERAL FARM CREDIT BANK 10/13/22	500,000.00 500,000.00	502,900.00	509,010.00
12/09/2022	313381BR5 392209429	1.875 02/20	FEDERAL HOME LOAN BANK 12/09/22	500,000.00 500,000.00	506,935.00	511,809.00
06/19/2023	3137EAEN5 392209428	2.750 02/20	FEDERAL HOME LOAN MTG CORP 06/19/23	500,000.00 500,000.00	522,897.50	523,944.00
02/05/2024	3135G0V34 392209427	2.500 02/20	FEDERAL NATL MORTGAGE ASSN 02/05/24	500,000.00 500,000.00	521,402.50	527,643.00
09/13/2024	3130A2UW4 392209426	2.875 02/20	FEDERAL HOME LOAN BANK 09/13/24	500,000.00 500,000.00	532,965.00	538,461.00
01/07/2025	3135G0X24 392209425	1.625 02/20	FEDERAL NATL MORTGAGE ASSN 01/07/25	500,000.00 500,000.00	504,783.50	523,763.00
US Government Agency Securities Total				4,000,000.00000	4,091,592.50	4,138,396.00
Total Custody Holdings				4,000,000.00000	4,091,592.50	4,138,396.00



Acct Name: CHELAN DOUGLAS REGIONAL PORT
 Acct Number: XXXXXXXX013

CASH FLOW PROJECTIONS - USD
For The Next 12 Months

Last Pay Date Security ID Description	Ticket	Aug 21 Dec 21 Apr 22	Sep 21 Jan 22 May 22	Oct 21 Feb 22 Jun 22	Nov 21 Mar 22 Jul 22
08/12/2021 3137EAEC9 FREDDIE MAC	392209432	502,812.50 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00
01/21/2022 3133ELHR8 FEDERAL FARM CREDIT BANK	392209431	0.00 0.00 0.00	0.00 504,000.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00
10/13/2022 3133ELGN8 FEDERAL FARM CREDIT BANK	392209430	0.00 0.00 4,000.00	0.00 0.00 0.00	4,000.00 0.00 0.00	0.00 0.00 0.00
12/09/2022 313381BR5 FEDERAL HOME LOAN BANK	392209429	0.00 4,687.50 0.00	0.00 0.00 0.00	0.00 0.00 4,687.50	0.00 0.00 0.00
06/19/2023 3137EAEN5 FEDERAL HOME LOAN MTG CORP	392209428	0.00 6,875.00 0.00	0.00 0.00 0.00	0.00 0.00 6,875.00	0.00 0.00 0.00
02/05/2024 3135G0V34 FEDERAL NATL MORTGAGE ASSN	392209427	6,250.00 0.00 0.00	0.00 0.00 0.00	0.00 6,250.00 0.00	0.00 0.00 0.00
09/13/2024 3130A2UW4 FEDERAL HOME LOAN BANK	392209426	0.00 0.00 0.00	7,187.50 0.00 0.00	0.00 0.00 0.00	0.00 7,187.50 0.00
01/07/2025 3135G0X24 FEDERAL NATL MORTGAGE ASSN	392209425	0.00 0.00 0.00	0.00 4,062.50 0.00	0.00 0.00 0.00	0.00 0.00 4,062.50
		509,062.50	7,187.50	4,000.00	0.00
		11,562.50	508,062.50	6,250.00	7,187.50
		4,000.00	0.00	11,562.50	4,062.50
Total Projected Cash Flow		1,072,937.50			

Projections are made only on holdings paid through U.S. Bank and are not guaranteed.

Jim Kuntz

From: Craig Larsen
Sent: Monday, August 16, 2021 4:43 PM
To: Jim Kuntz
Subject: FW: NGIN Inclusive Economic Development Technical Assistance Program
Attachments: Invitation to Participate in NGIN Inclusive Economic Development Program - North Central Washington Economic Development District.pdf

fyi

Craig Larsen

Business Development Manager

One Campbell Parkway, Suite A, East Wenatchee, WA 98802

☎ 509.884.4700 | www.cdrpa.org



From: Alyce Brown <director@ncwedd.com>
Sent: Monday, August 16, 2021 1:45 PM
To: Jim Huffman <jimh@cdrpa.org>; Kurt Danison <kdanison@ncidata.com>; Luckensmeyer, Stacy <sluckensmeyer@wvc.edu>; Roni Holder-Diefenbach <rholderdiefenbach@economic-alliance.com>; RENEE SWEARINGEN <renee@entiatchamber.com>; Chris Branch <cbranch@co.okanogan.wa.us>; Matthew Pleasants (PLN) <matthew.pleasants.pln@colvilletribes.com>; Mark.botello@gmail.com
Cc: Craig Larsen <Craig@cdrpa.org>; Karen Frisbie <orovillechamber@orovillewashington.com>; W S U FerryCounty <trevor.lane@wsu.edu>; Gina Muller <gmuller@hgiwenatchee.com>; Mima Cole <MLCOLE7@gmail.com>; Aaron Todd <aaron@downtownb.com>; Don Linnertz <dlinnertz@twispworks.org>; Matthew Hepner <matthew@cew-wa.com>
Subject: Fwd: NGIN Inclusive Economic Development Technical Assistance Program

Exciting news! We have been selected as one of the six EDD's from around the country to participate in this program through an EDA Grant. We spoke about this a few months back and after several meetings and some reporting I am happy to share this with all of you. This data will be extremely valuable to help secure additional funding for our region and help solidify our recovery work.

Please feel free to contact me if you have any questions.

----- Forwarded message -----

From: Amanda Straight <Amanda@newgrowth.org>
Date: Mon, Aug 16, 2021, 12:50 PM
Subject: NGIN Inclusive Economic Development Technical Assistance Program
To: director@ncwedd.com <director@ncwedd.com>, associate@ncwedd.com <associate@ncwedd.com>
Cc: M. Yasmina McCarty <Yasmina@newgrowth.org>, Jessica Gonzalez <Jessica@newgrowth.org>

Ms. Alyce Brown,

Thank you for your interest in New Growth Innovation Network's (NGIN) Inclusive Economic Development in EDD's COVID-19 Recovery Program supported by the EDA. I am delighted to invite the North Central Washington Economic Development District to participate as one of the six Economic Development Organizations receiving technical assistance through this program.

I have attached a letter detailing the specifics of the program and what NGIN will provide as part of the technical assistance. The letter also includes a commitment form. We ask that you return the signed and completed form indicating that you will participate in the program and designating a main point of contact by the end of the day on **Friday, August 20**.

Please reach out if you have any questions. We are so excited to work with you on this project.

Sincerely,

Amanda Straight (she/her)

Inclusive Economic Development Advisor, Co-Program Lead

New Growth Innovation Network

M: (812) 454-7606

E: amanda@newgrowth.org

Inclusive Economic Development in EDD's COVID-19 Recovery Program

Ms. Alyce Brown,

On behalf of the New Growth Innovation Network (NGIN), through support from the Economic Development Administration's Research and National Technical Assistance Program (EDA RNTA) and with our subawardee partner the National Association of Development Organizations Research Foundation (NADO RF), I am delighted to invite North Central Washington Economic Development District to participate as one of the six Economic Development Organizations receiving technical assistance in the Inclusive Economic Development in EDD's COVID-19 Recovery Program.

As a participant in this program, North Central Washington Economic Development District will receive in-depth data analysis and implementation assistance as part of an inclusive economic development plan designed to be incorporated into a Comprehensive Economic Development Strategy. North Central Washington Economic Development District will also be involved in the National Community of Practice and be invited to share progress and insights gathered from the process to a national network of economic development organizations.

Thanks to grant funding from EDA RNTA, NGIN will provide North Central Washington Economic Development District with the following:

- **Technical Assistance 1:** Analytics on the economic impact of coronavirus, considering exacerbated economic inequalities and analytics to identify post-COVID economic growth opportunities which can deliver an inclusive economic recovery.
- **Findings and Recommendations:** Findings and recommendations from the data analysis with a forum for gathering input and feedback from stakeholders into a final plan.
- **Technical Assistance 2:** Technical assistance to build internal capacity to implement recommendations and/or build external organizational linkages to implement the recommendations.

As this project requires collaboration and commitment from participant organizations, NGIN asks that North Central Washington Economic Development District agrees to allocate capacity to the program efforts and provide NGIN with access to the following information:

- Existing data analysis on the current economic structure, COVID impacts or other relevant information;
- Previous plans, studies, and reports; and
- List of key partners, organizations, and community leaders who should be involved in this effort.

Additionally, North Central Washington Economic Development District will provide the following support and input into the completion of the plan:

- Engagement in the development of the detailed project plan for the project;
- Attendance at regularly scheduled virtual meetings to discuss project progress; and

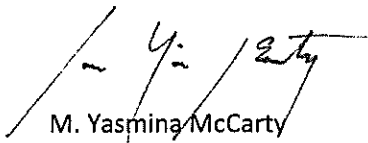
- Timely review and feedback of all critical documents.

If you accept this invitation to participate in the program, please sign and return the attached Program Participation Agreement and provide a main point of contact.

Following your acceptance, we would like to share your participation in the program through our social media channels. We will reach out about regarding details of this promotional effort and the scheduling of a group kick-off meeting with the other participants over the next few weeks.

The NGIN team looks forward to working with the team at North Central Washington Economic Development District on this project.

Best,



M. Yasmina McCarty
CEO & President
New Growth Innovation Network

Program Participation Agreement

On behalf of North Central Washington Economic Development District, I accept NGIN's invitation to participate as one of the selected organizations in the Inclusive Economic Development in EDD's COVID-19 Recovery Program and commit to providing NGIN with the commitment and involvement needed from our organization to complete this project. I have designated a main point of contact for this project as noted below.

X _____

Alyce Brown
Administrative Director
North Central Washington Economic Development District

Designated Point of Contact

Name:
Title:
Phone:
Email:

CHELAN DOUGLAS
Regional Port
AUTHORITY

One Campbell Parkway, Suite A, East Wenatchee, WA 98802 Phone: 509.884.4700 Fax: 509.662.5151 www.cdrpa.org

August 11, 2021

Skip Moore
Chelan County Auditor
350 Orondo Ave, Suite 202
Wenatchee, WA 98801

RE: Port of Chelan County Commissioner Districts

Dear Skip,

As your office commences with redistricting based on the recent United States Census, we would like to be engaged in this process. State law requires that countywide Port Districts, like the Port of Chelan County, must have Port Commissioner Districts that are the same as County Commissioner Districts.

Subsequently, as your office begins discussions on revised County Commissioner Districts, please engage the Port of Chelan County. Below are current addresses of the Port of Chelan County Commissioners:

Port of Chelan County District 1
Donn Etherington
5445 Whispering Ridge Road
Wenatchee, WA 98801

Port of Chelan County District 2
JC Baldwin
7050 Olalla Canyon Road
Cashmere, WA 98815

Port of Chelan County District 3
Rory Turner
2618 School Street
Wenatchee, WA 98801

Thank you for your consideration,

Sincerely,


James M. Kuntz, CEO

BOARD OF DIRECTORS

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W. Alan Loeb sack, Douglas County Dist. 2 Mark Spurgeon, Douglas County Dist. 3 Rory Turner, Chelan County Dist. 3

CHELAN DOUGLAS
Regional Port
AUTHORITY

One Campbell Parkway, Suite A, East Wenatchee, WA 98802 Phone: 509.884.4700 Fax: 509.662.5151 www.cdrpa.org

August 11, 2021

Thad Duvall
Douglas County Auditor
213 S. Rainier Street
Waterville, WA 98858

RE: Port of Douglas County Commissioner Districts

Dear Thad,

As your office commences with redistricting based on the recent United States Census, we would like to be engaged in this process. State law requires that countywide Port Districts, like the Port of Douglas County, must have Port Commissioner Districts that are the same as County Commissioner Districts.

Subsequently, as your office begins discussions on revised County Commissioner Districts, please engage the Port of Douglas County. Below are current addresses of the Port of Douglas County Commissioners:

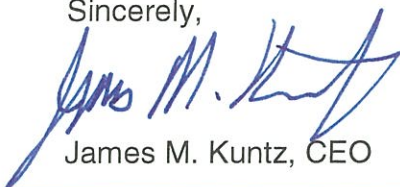
Port of Douglas County District 1
Jim Huffman
2600 Cascade Avenue
East Wenatchee, WA 98802

Port of Douglas County District 2
Alan Loepsack
799 Road G. NW
Waterville, WA 98858

Port of Douglas County District 3
Mark Spurgeon
2021 Autumn Drive
East Wenatchee, WA 98802

Thank you for your consideration,

Sincerely,



James M. Kuntz, CEO

BOARD OF DIRECTORS

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

CHELAN DOUGLAS
Regional Port
AUTHORITY

One Campbell Parkway, Suite A | East Wenatchee, WA 98802 | Phone: 509.884.4700 | Fax: 509.662.5151 | www.cdrpa.org

August 13, 2021

Lauren Mieke
NCW Consulting, LLC
630 Valley Mall Parkway, #122
East Wenatchee, WA 98802

Re: Lease Agreement with Port of Douglas
Building 3360, Area 4

Dear Lauren,

This letter confirms an e-mail sent to you by Ron Cridlebaugh on Monday, August 8th. Your lease for the above referenced property remains in effect through June 30, 2024. You are obligated to comply with all lease terms and conditions.

The Regional Port will look for a replacement tenant and in the event we find a tenant, the Regional Port will let you out of your lease obligation. We manage over 100 leases and we cannot set a precedent that tenants can cancel their leases at any time. The demand for space is currently strong so hopefully a replacement tenant can be found soon.

To further expedite finding a new tenant, you still need to have your space inspected and signed off as ready for a new tenant. Please contact Ron Russ at (509) 884-4700. The Regional Port is hesitant to show prospective tenants space that is not fully vacated.

We will keep you posted as we get leads for your leased space.

Sincerely,



James M. Kuntz
Chief Executive Officer
Chelan Douglas Regional Port Authority

Cc

Monica Lough, Director of Finance
Ron Russ, Property & Maintenance Manager
CDRPA Board of Directors

BOARD OF DIRECTORS

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

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

8/20/2021

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attending</i>	<i>Cami RSVP arrangements if applicable</i>
August 24	Tuesday	CDRPA Board Meeting; 9:00 AM		
August 25	Wednesday	PUD Discovery Center Ribbon Cutting Rocky Reach Dam 9-10am		
August 25	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
August 26-29	Thur-Sunday	NCW Fair Waterville (CDRPA Booth)		
August 28	Saturday	Wenatchee Wine & Food Festival; Town Toyota; 6-9pm		
September 2	Thursday	Economic Dev. Meeting; 2:00 PM		
September 6	Monday	Labor Day/Office Closed		
September 8	Wednesday	NCWEDD Meeting		
September 9	Thursday	CDTC Board Meeting 9:00 AM		
September 14	Tuesday	CDRPA Board Meeting; 9:00 AM		
September 15	Wednesday	GWATA Board Meeting; 3:00 PM		
September 14-15	Tues-Wed	AMCOM; Advanced Manufacturing trade show; Tacoma		
September 21	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
September 23	Thursday	Economic Dev. Meeting; 2:00 PM		
September 23-24	Thurs-Friday	WPPA Environmental Seminar; Alderbrook		
September 28	Tuesday	CDRPA Board Meeting; 9:00 AM		
September 29	Wednesday	NCW Tech Alliance Innovator Awards Lunch; Convention Center; 11:30 am		Port table
September 29	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
October 4-6	Mon-Wednesday	WAMA Conference; Alderbrook		
October 12	Tuesday	CDRPA Board Meeting; 9:00 AM		
October 13	Wednesday	Partner Breakfast; Convention Center; 7:30am-9am	Center Confirmed	John Mitchell Confirmed Speaker
October 14	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	John Mitchell Confirmed Speaker
October 13	Wednesday	NCWEDD Meeting		
October 14	Thursday	CDTC Board Meeting 9:00 AM		
October 18	Monday	Board Retreat 9:00 AM		
October 19	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
October 20	Wednesday	GWATA Board Meeting; 3:00 PM		
October 21-22	Thur-Friday	WPPA Small Ports;Enzian Leavenworth		
October 26	Tuesday	CDRPA Board Meeting; 9:00 AM	Commissioner Spurgeon Ex. Ab.	

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

8/20/2021

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attending</i>	<i>Cami RSVP arrangements if applicable</i>
October 27	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
October 28-30	Thurs-Saturday	PMA Fresh Summit; New Orleans		
November 9	Tuesday	CDRPA Board Meeting; 9:00 AM		
November 10	Wednesday	NCWEDD Meeting		
November 16	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
November 17	Wednesday	GWATA Board Meeting; 3:00 PM		
November 18	Thursday	CDTC Board Meeting 9:00 AM		
November 23	Tuesday	CDRPA Board Meeting; 9:00 AM		
November 24	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
November 25	Thursday	Thanksgiving/Office Closed		
November 26	Friday	Day After Thanksgiving/Office Closed		
December 1-2	Wed - Thur	WPPA Finance Seminar; Hyatt Regency Hotel Bellevue		
December 1-3	Wed-Friday	WPPA Annual Meeting; Hyatt Regency Hotel Bellevue		
December 4-6	Sat-Monday	American Craft Spirits Convention; Louisville		
December 8	Wednesday	NCWEDD Meeting		
December 9	Thursday	CDTC Board Meeting 9:00 AM		
December 14	Tuesday	CDRPA Board Meeting; 9:00 AM		
December 15	Wednesday	GWATA Board Meeting; 3:00 PM		
December 21	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
December 23	Thursday	Christmas Holiday Observed Office Closed		
December 24	Friday	Christmas Holiday Observed Office Closed		
December 28	Tuesday	CDRPA Board Meeting; 9:00 AM		
December 29	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
December 31	Friday	New Years Day 2022 Observed/Office Closed		
2022				
January 12	Wednesday	Partner Breakfast; Convention Center; 7:30am-9am	Center Confirmed	
January 13	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
April 13	Wednesday	Partner Breakfast; Convention Center; 7:30am-9am	Center Confirmed	
April 14	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
July 13	Wednesday	Partner Breakfast; Convention Center; 7:30am-9am	Center Confirmed	
July 14	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
October 26	Wednesday	Partner Breakfast; Convention Center; 7:30am-9am	Center Confirmed	

Chelan Douglas Regional Port Authority
Calendar of Events

8/20/2021

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attending</i>	<i>Cami RSVP arrangements if applicable</i>
October 27	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	