



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
January 9, 2024
9:00 a.m.**

Present:

Directors:

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

*W. Alan Loepsack, Director
Mark Spurgeon, Director
Richard DeRock, Director (Zoom)*

Staff:

*Jim Kuntz, Chief Executive Officer
Monica Lough, Dir. of Finance & Admin.
Trent Moyers, Director of Airports
Stacie de Mestre, Dir. of Econ. Dev.
Ron Russ, Maint. & Properties Manager
Tricia Degnan, CTC Manager
Joshua Malone, CTC Intern*

*Sarah Deenik, Comm. Coordinator
Brooke Lammert, Econ. Dev. Specialist
Jeremy Williams, A/V Technician
Colby Goodrich, FBO Manager (Zoom)
Julie Avis, Acct. Specialist (Zoom)
Nick Rohrbach, Project Manager (Zoom)*

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm LLP

Guests:

*David Martin, Elevate Government Affairs
Kyle Steinburg, Douglas County Commissioner
John Toben, CheckSix AeroSolutions
Steve Boyce, CheckSix AeroSolutions
Cass Monin, Ridgeline Aviation
Mike Mackey, Douglas County Citizen
Randy Rantz, Douglas County Citizen
Emily Thornton, Wenatchee World (Zoom)
Ken Johannessen, Chelan Valley Media Group (Zoom)*

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

Introductions: Tricia Degnan, CTC Manager, introduced Joshua Malone as the new CTC Intern. Stacie de Mestre, Director of Economic Development and Capital Projects, introduced Nick Rohrbach as the new CDRPA Project Manager.

Conflicts of Interest: None.

Public Comment: Kyle Steinburg, Douglas County Commissioner, shared his desire to better understand the proposed Tax Increment Financing (TIF) District for Douglas County. The Chelan Douglas Regional Port Authority has issued a Request for Proposal (RFP) to hire a firm for a feasibility study on establishing a TIF District. Kuntz reassured that the Regional Port will provide

regular updates to the Douglas County Board of Commissioners regarding the research and data obtained from the study.

OATH OF OFFICE:

Quentin Batjer provided the Oath of Office for Port of Chelan County District #2 Commissioner, JC Baldwin.

Quentin Batjer provided a virtual Oath of Office for Port of Chelan County District #3 Commissioner, Richard DeRock. The Oath will be given in person at the January 23rd, 2024 meeting.

Quentin Batjer provided the Oath of Office for Port of Douglas County District #3 Commissioner, Mark Spurgeon.

ELECTION OF CHELAN DOUGLAS REGIONAL PORT AUTHORITY OFFICER POSITIONS:

Kuntz reviewed with the Board the previously approved rotation schedule for Board of Director Officers. The following action was taken:

Motion No.	01-01-24 CDRPA
<i>Moved by:</i>	JC Baldwin
<i>Seconded by:</i>	W. Alan Loepsack
	<i>To nominate the Board of Directors Officer Positions for 2024 as follows: Director Etherington President; Director Huffman Vice President; Director Baldwin Secretary; and Director Loepsack Treasurer.</i>

Motion Passed 6-0

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of the December 12th, 2023 Tri-Commission Meeting Minutes, December 19th, 2023 Special Meeting Minutes, CDRPA Resolution 2024-01 Voiding Check #12321, CDRPA Resolution 2024-02 Voiding Check #12444, CDRPA Resolution 2024-03 Voiding Check #12450, Calendar of Events, Check Register Pages #2023-50 through #2023-52, including Electronic Transfers, and November 2023 Commission Calendar was presented.

Motion No.	01-02-24 CDRPA
<i>Moved by:</i>	Mark Spurgeon
<i>Seconded by:</i>	W. Alan Loepsack
	<i>To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of the December 12th, 2023 Tri-Commission Meeting Minutes, December 19th, 2023 Special Meeting Minutes, CDRPA Resolution 2024-01 Voiding Check #12321, CDRPA Resolution 2024-02 Voiding Check #12444, CDRPA Resolution 2024-03 Voiding Check #12450, Calendar of Events, Check Register Pages #2023-50 through #2023-52, including Electronic Transfers, and November 2023 Commission Calendar.</i>

Motion Passed 6-0

Kuntz shared that the scheduled Restore Coalition presentation is being rescheduled due to illness. Kuntz requested permission to transition to Action Item No. 3 to facilitate the timing for those participating who wish to discuss that topic.

Motion No.
Moved by:
Seconded by:

01-06-24 CDRPA
W. Alan Loeb sack
Jim Huffman
To authorize the CEO to seek bids for the GA Terminal Apron Underground Storage Tank Removal Project.

Motion Passed 6-0

Executive Flight Building – AFFF and Suppression Piping Replacement – Authorization to Bid

Kuntz reported a Return on Investment of 6.18% for the Executive Flight Building, despite ongoing building improvements. Staff is seeking Board approval to seek bids for the Executive Flight Building – AFFF and Suppression Piping Replacement project. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

01-07-24 CDRPA
Mark Spurgeon
JC Baldwin
To authorize the CEO to seek bids for the Executive Flight Building – AFFF and Suppression Piping Replacement Project.

Motion Passed 6-0

IB#9 Canopy Roofing Installation – Authorization to Award

Russ discussed the history of roof leakage at Industrial Building #9 in Olds Station Business Park. Despite staff's best efforts to resolve the issue, it has persisted, necessitating the installation of a canopy roof. Staff is seeking Board approval to award a small public works contract for the project.

Motion No.
Moved by:
Seconded by:

01-08-24 CDRPA
Jim Huffman
Mark Spurgeon
To authorize the CEO to award the Industrial Building #9 Canopy Roofing Installation small public works contract to M. Vail Company, in an amount not to exceed \$93,467.87 including Washington State Sales Tax and to establish an overall project budget of \$110,000.

Motion Passed 6-0

Amend Federal Governmental Affairs Agreement – Elevate Governmental Affairs, LLC

Kuntz reviewed the initial contract extension that occurred in late 2023 with Elevate Governmental Affairs, LLC through December 31, 2024. Staff is requesting Board approval to amend the contract (Amendment #2) to add the Confluence Parkway Transportation Project to the list of Federal funding priorities with a partnership and funding collaboration with the City of Wenatchee. The Regional Port will continue to manage the contract with Elevate Governmental Affairs, LLC. Discussion ensued and the following actions were taken:

Motion No.
Moved by:
Seconded by:

01-09-24 CDRPA
W. Alan Loeb sack
JC Baldwin
To authorize the CEO to amend the Governmental Affairs contract with Elevate Governmental Affairs, LLC, increasing the monthly fee from \$8,500 to \$12,500, subject to an executed interlocal agreement between the City of Wenatchee and the Chelan Douglas Regional Port Authority.

Motion Passed 6-0

Motion No.
Moved by:
Seconded by:

01-10-24 CDRPA
W. Alan Loeb sack
Mark Spurgeon

To authorize the CEO to enter an Interlocal Agreement with the City of Wenatchee for the reimbursement of \$5,000 per month for governmental affairs work associated with the Regional Port's contract with Elevate Governmental Affairs, LLC.

Motion Passed 6-0

Amend Professional Services Agreement – Bernardo Wills

Kuntz shared that Regional Port Administrative Office is set to relocate to the Confluence Technology Center during the first week of March 2024. They will operate from temporary office space while the final office location is built out in the former Actapio space. Bernardo Wills was selected after a formal RFQ process in June of 2023 to conduct the space study to help identify the space requirements for the final office location. Board approval is being sought to amend the existing Professional Services Contract with Bernardo Wills to include design services through construction administration. The following action was taken:

Motion No.
Moved by:
Seconded by:

01-11-24 CDRPA
JC Baldwin
W. Alan Loeb sack

To authorize the CEO to amend the existing Professional Services Contract with Bernardo Wills to add design services through construction administration for the CDRPA administrative office in the amount of \$95,999.

Motion Passed 6-0

Cost of Living Adjustment - CEO

Commissioner Etherington requested that this Item be discussed later in Executive Session meeting with an anticipated action to be taken in public session.

At 10:09 a.m. Commissioner Etherington called for a 10-minute break.

PORT OF CHELAN COUNTY ACTION ITEMS:

Election of Officer Positions

Kuntz reviewed with the Board the previously approved rotation schedule for Board of Commission Officers. The following action was taken:

Motion No.
Moved by:
Seconded by:

01-12-24 POCC
JC Baldwin
Richard DeRock

To nominate Port of Chelan County Commissioner Officer Positions for 2024 as follows: Commissioner DeRock President; Commissioner Baldwin Vice President; and Commissioner Etherington Secretary.

Motion Passed 3-0

POCC INDUSTRIAL DEVELOPMENT CORP:

The POCC Industrial Development Corporation meeting was called to order at 10:21 a.m., and the following actions were taken:

Approval of Minutes of January 9th, 2024

Motion No.
Moved by:
Seconded by:

01-17-24 PODC Industrial Development Corporation
W. Alan Loeb sack
Jim Huffman
To approve the Port of Douglas County Industrial Development Corporation minutes of January 9th, 2024, as read by Secretary Kuntz.

Motion Passed 3-0

The PODC Industrial Development Corporation meeting was adjourned at 10:25 a.m.

INFORMATIONAL ITEMS:

Douglas County Tax Increment Financing District – RFP – Kuntz reviewed the benefit of forming a Tax Increment Financing District (TIF District) in Douglas County. A Request for Proposal is currently open to select a firm for further research on developing a TIF District.

Badger Mountain Brewing Replacement Tenant – RFP – de Mestre provided information about the Request for Proposal issued for the former Badger Mountain Brewing facility. Tours are currently underway, and interviews for received proposals are set for Thursday, January 18th.

Regional Sports Complex Phase I Report – de Mestre announced that the Phase I Report for the Regional Sports Complex Feasibility Study has been released and is now accessible to the public on the Regional Port website. Additionally, Phase II of the study began in January 2024.

Proposed 2024 Port Commission Liaison Assignments – The Proposed 2024 Port Commission Liaison Assignments were reviewed by the Board of Directors.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Discussed the continued use of physical meeting binders compared to electronic meeting packets for disseminating information in future CDRPA Board meetings.
- Shared the Mayor of Rock Island's request for the Regional Port to oppose installing traffic roundabouts on Highway 28. The Board deferred this decision to the Transportation Council.

Lough provided information and updates including:

- Reviewed the final Unified Tax Levy calculation covering the 2023 Assessed Value for 2024 Property Tax Collections.

Moyers provided information and updates including:

- Shared that the Federal Department of Transportation has granted an extension for the SCASD grant covering an additional flight to San Francisco.
- Announced that R Shack BBQ will host the grand opening of its new restaurant, The Landing, at the Pangborn Memorial Airport Café on January 22nd.

de Mestre provided information and updates including:

- Shared that the GA Terminal Building permit has been approved by Douglas County. Additionally, a grant application for state funding for the project has been submitted.
- A redesign for parking at The Trades District is currently being completed. The redesign will need EDA approval to amend for a new construction date.

Degnan provided information and updates including:

- Updated the Board on the recent water intrusion in the production room at the Confluence Technology Center.
- Presented the 2023 Revenue Report for the Confluence Technology Center.

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

REVIEW CALENDAR OF EVENTS: Several dates and events were reviewed.

ITEMS FROM BOARD OF DIRECTORS: Board of Directors provided various updates.

EXECUTIVE SESSION:

Executive Session was announced at 11:32 a.m. for a period of thirty minutes with an action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110(1)(b) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such considerations would cause a likelihood of increased price and RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Executive Session concluded at 12:02 p.m.


Meeting reconvened in Regular Session at 12:03 p.m. and the following action was taken:

<i>Motion No.</i>	01-18-24 CDRPA
<i>Moved by:</i>	Mark Spurgeon
<i>Seconded by:</i>	JC Baldwin
	To authorize an \$11,500 Cost of Living Adjustment for the CEO effective January 1, 2024 and authorizing the Board Chair to modify the CEO's Employment Contract accordingly.
	Motion Passed 6-0

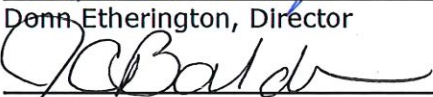
Meeting adjourned at 12:06 p.m.

Signed and dated this 23rd day of January 2024.


CHELAN DOUGLAS REGIONAL PORT AUTHORITY



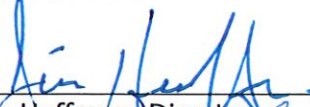
 Donn Etherington, Director




 JC Baldwin, Director




 Richard DeRock, Director



 Jim Huffman, Director



 Alan Loeb sack, Director



 Excused Absence
 Mark Spurgeon, Director