

**Board of Directors  
Chelan Douglas Regional Port Authority  
Special Meeting Minutes  
One Campbell Parkway  
East Wenatchee, WA 98802  
January 27<sup>th</sup>, 2020  
9:00 am**

**Present:**

JC Baldwin, Director	Jim Huffman, Director
Donn Etherington, Director	Alan Loeb sack, Director
Rory Turner, Director	Trent Moyers, Director of Airports
Jim Kuntz, Chief Executive Officer	Ron Cridlebaugh, Development Director
Monica Lough, Director of Finance & Admin.	Quentin Batjer, Legal Counsel
Craig Larsen, Business Development Manager	Pete Fraley, Legal Counsel
Tricia Degnan, CTC Manager	Ron Russ, Airport Operations Manager
Stacie de Mestre, Facilities & Property Development Mgr.	
Sarah Deenik, Communications Coordinator	
Cami Harris, Executive Assistant	

Mark Spurgeon – Excused Absence

**Guests:**

Reilly Kneeder, Jennifer Sands, Randy Asplund

**The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:00 am. Introductions were made.**

**Conflict of Interest** – None.

**CDRPA CONSENT AGENDA:**

The Consent Agenda consisting of minutes of the Chelan Douglas Regional Port Authority (CDRPA) meeting of January 14<sup>th</sup>, 2020 and December 2019 Commission Calendar was presented and the following action was taken:

**Motion No.**

Moved by:

Seconded by:

**01-19-20 CDRPA**

Alan Loeb sack

Jim Huffman

To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of minutes of January 14<sup>th</sup>, 2020 meeting and December 2019 Commission Calendar, as presented.

Motion passed 5-0.

Commissioner Spurgeon excused absence

**CDRPA INFORMATION & UPDATES:**

**Port of Chelan County and Port of Douglas County Carryforward Balances** – Lough provided details of the 2019 Carryforward Balances for both the Port of Chelan County and Port of Douglas County. Discussion ensued. This information will be included in Director's binders to retain for future reference.

**Warrant Register Format Revision** – Lough reviewed the new Warrant Register format. The pages will be broken down by individual Port owned properties. The new format will enable the Board to track expenditures per business park.

**Douglas County PUD Rate Increase** – Kuntz provided an update on the proposed Douglas County PUD rate increase. The Douglas County PUD Commission will meet today at 1:30 pm. The PUD is expected to vote in favor of the increase.

**Pangborn Airport Rules & Regulations** – Kuntz reviewed the status of the Rules & Regulations as it relates to an airport user wanting to appeal a decision by the Director of Airports, the concept of the final appeal being determined by the Regional Port CEO was acceptable to the Board. Legal continues to work on the document and it will be brought back to the Board for review at the February 11<sup>th</sup> meeting.

**Pangborn Airport Approach Lighting System** – Moyers and Kuntz provided an update on the approach lighting system. T-O Engineers continues to analyze the project. Discussion ensued.

**U.S. Forest Service Helipad Design Project** – In 2019, the Port of Chelan County Commissioners approved the U.S. Forest Service Helipad Design Project. The project was funded by the Port of Chelan County and is being reimbursed by the Forest Service. Ron Russ provided an update on the status of the project including the need to provide an environmental review prior to actual construction of the helipad. Discussion ensued.

**Property “Deep Dive” – Confluence Technology Center** – Kuntz advised the Directors that over the next few months, staff will provide a “deep dive” into all Regional Port Properties:

**CTC - Degnan provided detailed information on the CTC including:**

- Facts about the CTC including history
- Tenants
- Rents per office space
- Meeting room use
- Financials – History of Expenses & Revenues
- Customer service goals
- Financial performance goals

**Lineage Property Update** – Randy Asplund and Stacie de Mestre provided an update on the Lineage Property and the next steps to subdividing and selling. After lengthy review of the buildings, they propose subdividing the property into three “nodes” for potential sale. Discussions ensued on the aesthetics of the buildings. The hope is to have the Orondo Street-facing buildings have good aesthetic design as it is the gateway to the waterfront.

**Blue Spirits Update** – Kuntz provided information on the Blue Spirits expansion in Building A at Cashmere Mill District. The company needs more space for production and storage. Staff met with Jeff Sorenson and the parties discussed a proposed expansion schedule: lease an additional 3,856 sq. ft. beginning February 1, 2020; with an option to lease 5,850 sq. ft. beginning July 1, 2020. Kuntz reviewed the proposed lease rates for each of the expansions. Discussion ensued and the following action was taken:

**Motion No.**  
Moved by:  
Seconded by:

**01-20-20 CDRPA**

JC Baldwin

Donn Etherington

To authorize the Chief Executive Officer to negotiate and sign a lease amendment with Blue Spirits for additional space with terms as presented.

Motion passed 5-0.

Commissioner Spurgeon excused absence



**A 10-minute break was called at 11:20 am to 11:30 am.**

**STAFF REPORTS & UPDATES:**

**Kuntz provided information and updates including:**

- Formation of a Stehekin working group concerning power and the Stehekin Airport.
- Recent meeting with newly elected Chelan Mayor Goedde.
- Recent meeting with CEO and Board Director of Lake Chelan Hospital.
- Update on a proposed Chelan Community Center.
- Update on Gigawatt.

**Lough provided information and updates including:**

- CDRPA Board of Directors are now eligible for L & I Premiums. Staff will track L & I Hours going forward.

**Cridlebaugh provided information and updates including:**

- Will be meeting with top employers in the Chelan & Douglas Counties in the upcoming months.
- Contracted with a firm called "Real Massive" that conducts available real estate searches. This is a useful tool to supplement available properties listed on the Choose Chelan Douglas County website.

**Moyers provided information and updates including:**

- Temporary, part-time snowplowing employees are working well.
- Jet-A Tank Drive replacement project is complete. Tank should be operational this week.
- New line service technician, Edwin Sanchez, will begin next week.

**Degnan provided information and updates including:**

- The CTC hosted the Women in Agriculture conference last weekend. There were 31 Zoom connections.
- HVAC replacement project is scheduled to begin March 7<sup>th</sup>.

**Review Calendar of Events** – Kuntz reviewed some upcoming events and meetings.

**Public Comment** – None.

**Items from Board of Directors**

- Director Huffman reported the last Economic Roundtable Lunch was a success with good turnout.
- Director Huffman reported the NCWEDD hired Alyce Brown as its new Executive Director.
- Director Etherington attended an Opportunity Zone meeting last week.
- Director Turner & Loeb sack commented the Economic Development staff planning meeting was excellent.


**The Chelan Douglas Regional Port Authority meeting was adjourned at 12:03 pm.**

Signed and dated this 11<sup>th</sup> day of February, 2020.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

  
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JC Baldwin, Director

  
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Donn Etherington, Director

  
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Rory Turner, Director

  
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Jim Huffman, Director

*Excused Absence*  
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Mark Spurgeon, Director

*W. Alan Loeb sack*  
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