



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
February 23rd, 2021
9:00 am**

Present:

Directors

JC Baldwin, Director
Rory Turner, Director
Donn Etherington, Director

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

Staff

Jim Kuntz, Chief Executive Officer
Trent Moyers, Director of Airports
Ron Criddlebaugh, Dir. of Economic Dev.
Tricia Degnan, CTC Manager (Zoom)
Quentin Batjer, Legal Counsel
Sarah Deenik, Communications Coordinator (Zoom)
Esther McKivor, Accounting Specialist (Zoom)
Randy Asplund, Port Engineer (Zoom)

Monica Lough, Dir. of Finance & Admin.
Ron Russ, Property Manager (Zoom)
Craig Larsen, Econ. Dev. Manager (Zoom)
Cami Harris, Executive Assistant
Bealinda Tidd, Accounting Specialist (Zoom)
Laura Camarillo Reyes, CTC Asst. (Zoom)

Guests (all via Zoom):

Ray Dobbs
Erin McCardle, City of Chelan
Jim Gylling, Consultant

Mayor Bob Goedde, City of Chelan
Jenny Rojanasthien, GWATA
Linda Haglund, Wen. Downtown Assoc.

The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:00 am. Due to the COVID-19 virus outbreak, 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

CONSENT AGENDA:

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of February 9th, 2021 Meeting; and January 2021 Commission Meeting Calendar was presented and the following action was taken:

Motion No.

Moved by:
Seconded by:

02-08-21 CDRPA

JC Baldwin
Mark Spurgeon

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of February 9th, 2021 Meeting; and January 2021 Commission Meeting Calendar, as presented.

Motion passed 6-0.

PRESENTATIONS:

GWATA – Jenny Rojanasthien provided an update on GWATA activities and events scheduled for 2021. She also noted the GWATA Board of Directors voted to approve a name change to NCW Tech Alliance to better reflect the regional approach of the organization. Rojanasthien thanked the Directors for their continued support.

CDRPA ACTION ITEMS:

Personnel Policy Updates – Lough and Batjer reviewed the updates to the Regional Port Personnel Policies which addressed minor inconsistencies. Discussions ensued and the following action was taken:

Motion No.	02-09-21 CDRPA
Moved by:	JC Baldwin
Seconded by:	Jim Huffman
	To adopt the updated CDRPA Personnel Policy, with modifications per Board discussion.
	<i>Motion passed 6-0.</i>

Actapio Generators – Kuntz and consultant Jim Gylling provided information on the Actapio generators and the projected costs to refurbish them to meet Washington State Department of Ecology air quality standards. Discussion ensued and the following action was taken:

Motion No.	02-10-21 CDRPA
Moved by:	Rory Turner
Seconded by:	Mark Spurgeon
	To authorize the CEO to proceed with developing a plan for Board review and approval to surplus and sell four Caterpillar generators which the Regional Port will own as of March 1, 2021.
	<i>Motion passed 6-0.</i>

HVAC Design Build – CWICC Building – Kuntz and Asplund reviewed the CWICC Building HVAC Replacement Project. Staff recommends utilizing a Design-Build process using the MRSC Small Works Roster. Discussions ensued and the following actions were taken:

Motion No.	02-11-21 CDRPA
Moved by:	Donn Etherington
Seconded by:	Mark Spurgeon
	To authorize the CEO to proceed with Design-Build contracting for the HVAC Replacement – CWICC Building.
	<i>Motion passed 6-0.</i>

Motion No.	02-12-21 CDRPA
Moved by:	Donn Etherington
Seconded by:	Mark Spurgeon
	To authorize the CEO to award a Design-Build contract up to \$175,000 for HVAC Replacement – CWICC Building
	<i>Motion passed 6-0.</i>

HVAC Design Build – Executive Flight Building PHASE II – Kuntz and Asplund reviewed the Executive Flight Building HVAC Phase II Replacement Project. Staff recommends utilizing a Design-Build process. Discussions ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

02-13-21 CDRPA
Mark Spurgeon
JC Baldwin
To authorize the CEO to proceed with Design-Build process for HVAC Replacement – Executive Flight Building Phase II.

Motion passed 5-1.

Director Loeb sack called for a 5-minute break at 10:20am. Meeting resumed at 10:25am.

Partners in Economic Development – 2021 Nonprofit Grant Awards – Criddlebaugh reviewed the list of nonprofit applicants for the 2021 Partners in Economic Development Grant Program. He thanked Commissioners Baldwin and Spurgeon for participating in the selection committee. He reviewed the organizations recommended for funding noting the total budget for the 2021 program is \$200,000 of which \$50,000 is slated for emerging projects later in the year. Discussions ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

02-14-21 CDRPA
JC Baldwin
Jim Huffman
To approve the 2021 Community Partners in Economic Development Grant Awards for Non-Profits, as presented.

Motion passed 6-0.

Orondo River Park 2021 Management Plan – Russ reviewed the 2021 Orondo River Park Management Plan. Discussions ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

02-15-21 CDRPA
Jim Huffman
Mark Spurgeon
To authorize the CEO to sign the Orondo River Park Management Plan with Chelan County PUD for fiscal year 2021.

Motion passed 6-0.

CAN Management – Christina Nulf Concession Agreement – Orondo River Park – Kuntz and Batjer reviewed the past due amount owed by CAN Management. Discussion ensued on whether to pursue legal action or “write-off” the balance as uncollectible. Board directed staff to proceed with sending the Summons to CAN Management. No formal action was taken on this item and more information will be provided at an upcoming Board meeting.

Pangborn Memorial Airport FAA CARES Act Grant Offers – Kuntz and Moyers reviewed two FAA CARES Act Grant offers received by Pangborn. Discussions ensued and the following actions were taken:

Motion No.
Moved by:
Seconded by:

02-16-21 CDRPA
JC Baldwin
Mark Spurgeon
To authorize the CEO to enter into FAA Grant Offer #1 in the amount of \$1,021,952 for costs related to operations, personnel, cleaning, sanitizing, janitorial services, combating the spread of pathogens at the airport, and debt service payments.

Motion passed 6-0.

Motion No.
Moved by:
Seconded by:

02-17-21 CDRPA
JC Baldwin
Mark Spurgeon
To authorize the CEO to enter into FAA Grant Offer #2 in the amount of \$13,840 to provide relief from rent and minimum annual guarantees to on-airport parking, on-airport car rental, and in-terminal airport concessions.

Motion passed 6-0.

INFORMATIONAL ITEMS

- **Pangborn Memorial Airport 2020 Fuel Margins** – Lough reviewed the fuel margins for 2020.
- **Pangborn Memorial Airport 2020 Passenger Boarding Report/Comparisons** – Moyers reviewed the 2020 Passenger Enplanement and Load Factor reports compared to similar sized airports in Eastern Washington.
- **Pangborn Memorial Airport Terminal Ramp Rehabilitation Project Update** – Kuntz reviewed the current budget estimate for the Airport Terminal Ramp Rehabilitation project. Chris Mansfield from T.O. Engineers will provide further details at the Board Meeting on March 9th. Discussions ensued and Board directed staff to proceed with submitting an application to the FAA for the project. The following action was taken:

Motion No.
Moved by:
Seconded by:

02-18-21 CDRPA
Rory Turner
Mark Spurgeon
To authorize the CEO to submit an FAA Grant Application for the Terminal Ramp Rehabilitation Project.

Motion passed 6-0.

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Reported the Fibro Property transaction closed Monday.
- Old Port of Chelan County and Port of Douglas County email addresses will be discontinued in 30 days.
- Update on Chelan Airport Blue Ribbon Panel selection.
- Information on business lead for property in Olds Station.
- Lineage South update.
- Reported on other business leads for various Regional Port properties. More information on these leads will be provided at the next Board Meeting.
- MALSR update including property acquisition and Environmental Assessment status.

Moyers provided information and updates including:

- Waterville Airport Pavement Project bid update; received two bids and will bring to March 9th Board Meeting for Board review.

Cridlebaugh provided information and updates including:

- Update on the new Department of Commerce Small Business COVID-19 Relief Grant Program. Commerce plans to manage the grant process.

Degnan provided information and updates including:

- CTC Meeting Center is now open at 25% capacity. Starting to see interest in bookings.
- Possible lead for CTC South office space.

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

REVIEW CALENDAR OF EVENTS: Did not review.

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

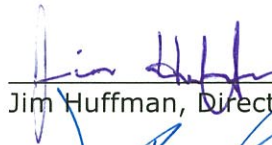
Meeting adjourned at 1:15 pm.

Signed and dated this 9th day of March, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Jim Huffman, Director



Donn Etherington, Director



Mark Spurgeon, Director



Rory Turner, Director



W. Alan Loebsock, Director