



**Board of Directors
Chelan Douglas Regional Port Authority
Special Meeting Minutes
Zoom Meeting
May 27th, 2020
9:00 am**

Present:

Directors

JC Baldwin, Director (via Zoom)
Donn Etherington, Director (via Zoom)
*Rory Turner, Director

Jim Huffman, Director (via Zoom)
W. Alan Loeb sack, Director (via Zoom)
Mark Spurgeon, Director (via Zoom)

Staff

*Jim Kuntz, Chief Executive Officer
*Monica Lough, Director of Finance & Admin.
Ron Criddlebaugh, Director of Economic Development
Craig Larsen, Business Development Manager
Tricia Degnan, CTC Manager
Sarah Deenik, Communications Coordinator
Esther McKivor, Accounting Specialist

*Trent Moyers, Director of Airports
*Cami Harris, Executive Assistant
*Quentin Batjer, Legal Counsel
Stacie de Mestre, Property & Facilities Mgr.
Ron Russ, Airport Operations Manager

*Commissioner Turner, Jim Kuntz, Monica Lough, Trent Moyers, Quentin Batjer, and Cami Harris in person; others via Zoom.

Guests:

Ray Dobbs, City of Chelan (via Zoom)
Chris Mansfield, T-O Engineers (via Zoom)
Linda Haglund, Wenatchee Downtown Association (via Zoom)
James Thompson, WPPA (via Zoom)
Lorraine Barnett, City of East Wenatchee (via Zoom)

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

Director Turner inquired how his fellow Directors are doing during COVID-19, and each Director gave a short report. Roll call was taken.

Conflict of Interest – None.

CDRPA CONSENT AGENDA:

The Consent Agenda consisting of minutes of the Chelan Douglas Regional Port Authority (CDRPA) meeting of May 12th, 2020; and April 2020 Commission Calendar, was presented and the following action was taken:

Motion No.

Moved by:
Seconded by:

05-08-20 CDRPA

Mark Spurgeon
Jim Huffman

To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of Minutes of May 12th, 2020 Meeting; and April 2020 Commission Calendar, as presented.

Motion passed 6-0.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

Rejection of Bids – Pangborn Memorial Airport Snow Removal Equipment - Kuntz & Moyers provided information on the snow removal equipment bids received. Allotments of FAA CARES Act funds has led staff to reassess the airport’s current funding priorities and operational needs. Based on that review and as permitted under the bid documents, staff recommends that all Bids be rejected. At this time, staff does not anticipate acquisition of runway snow removal equipment this year. Discussions ensued and the following action was taken:

Motion No.	05-09-2020 CDRPA
<i>Moved by:</i>	<i>Donn Etherington</i>
<i>Seconded by:</i>	<i>Mark Spurgeon</i>
	<i>To authorize the Director of Airports to reject all bids for new snow removal equipment at Pangborn Memorial Airport.</i>

Motion passed 6-0.

CDRPA Resolution No. 2020-12 CERB Grant Application Submittal – Giga Watt - Kuntz provided an update on the former Giga Watt Site. At the May 12th Commission Meeting, the Board of Directors authorized staff to submit a CERB grant application in the amount of \$50,000 to fund an adaptive reuse feasibility study for the pods on the property. CERB requires the authorization to be passed via Resolution. Discussions ensued and the following action was taken:

Motion No.	05-10-2020 CDRPA
<i>Moved by:</i>	<i>Mark Spurgeon</i>
<i>Seconded by:</i>	<i>JC Baldwin</i>
	<i>To adopt CDRA Resolution No. 2020-12 authorizing the CEO to submit a CERB Planning Grant Application in the amount of \$50,000 for an adaptive reuse feasibility study.</i>

Motion passed 6-0.

Authorization to Submit an Economic Development Association (EDA) Grant Application – Cashmere Mill District - The EDA has received a \$1.5 billion dollar appropriation through the CARES Act. Staff recommends submitting a \$600,000 grant application to the EDA to finish the interior spaces of the Cashmere Mill District buildings. Discussions ensued and the following action was taken:

Motion No.	05-11-2020 CDRPA
<i>Moved by:</i>	<i>W. Alan Loeb sack</i>
<i>Seconded by:</i>	<i>Mark Spurgeon</i>
	<i>To authorize the CEO to submit an EDA Grant Application for Cashmere Mill District.</i>

Motion passed 6-0.

Acceptance of FAA CARES Act Grant - Pangborn Memorial Airport has received an \$18,120,860 CARES Act Grant offer. Kuntz reviewed a list of potential uses of the funds with the top priority of paying down debt. Discussions ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

05-12-2020 CDRPA

JC Baldwin

Jim Huffman

To accept the FAA CARES Act Grant on the terms presented in grant offer 3-53-0084-2020 in the amount of \$18,120,860 and to authorize the CEO and Ogden Murphy Wallace as certifying attorney to execute the grant offer on behalf of the Regional Port Authority.

Motion passed 6-0.

Regional Port Economic Development Initiatives Related to COVID-19 (Third Party Resources) – Kuntz provided an update concerning the COVID-19 grant programs which the CDRPA will administer on behalf of other agencies, including:

- Department of Commerce Working Washington Small Business Emergency Grants (the CDRPA is managing this program as the Chelan/Douglas County ADO)
- Chelan/Douglas County Community Development Block Grant
- Chelan County Grant
- City of Wenatchee – Community Development Block Grant
- City of East Wenatchee – Community Development Block Grant
- CARES Act Funding for Chelan and Douglas Counties – Kuntz reported Douglas County is considering an allocation of their CARES Act funding to the Regional Port to be used for a Small Business Grant Program.

Regional Port Economic Development Initiatives Related to COVID-19 (Regional Port Funding) – Kuntz provided an update on the Regional Port initiatives including:

- Rent Participation Fund
- Getting Ready to Reopen Fund

Discussions ensued and the Board directed staff to rework the requirements to make them less limiting.

CDRPA INFORMATIONAL ITEMS – COVID-19 RELATED:

Rent Relief Requests – Kuntz provided an update on the Regional Port tenant rent relief requests noting Blue Spirits Distilling submitted a request which is in progress. He will continue to provide updates in the future.

CDRPA INFORMATIONAL ITEMS:

Investment Report – Lough briefly reviewed the US Bank Investment Report.

Tenant Lease Updates – Kuntz provided an update on tenant leases including:

- Actaptio
- 3306 Building/BitFund

Annual Financial Report Filing Date – Lough provided an update on the Annual Financial Report Filing date. The date was moved to May 31, and might be moved to the end of June. Due to staffing shortage, it is likely neither of those dates will be met by the Regional Port.

STAFF REPORTS & UPDATES:

De Mestre provided information and updates including:

- Columbia Street Property – Building H had a break-in recently. It did not appear anything was taken and no damage was noted. The locks have been replaced.
- Orondo River Park opened on Memorial Day weekend and sometime over the weekend all the cleaning supplies were stolen. New locks are being installed.

Moyers provided information and updates including:

- The US Forest Service Helipad Project is scheduled to be complete this week.
- Update on enplanements and current Horizon Air flight schedule.

Lough provided information and updates including:

- Advertisement for an Accounting Specialist has been placed. There haven't been many applicants to date.

Public Comment – An opportunity for public comment was provided:

- Linda Haglund thanked the Regional Port for their work on the small business grant programs and provided input on the guidelines for the grants.
- Ray Dobbs reported on the City of Chelan's Memorial Day weekend, and general updates on the City.

REVIEW CALENDAR OF EVENTS – The next scheduled Regional Port Meeting is June 9. It is unclear whether it will be an in-person meeting, or via Zoom.

ITEMS FROM BOARD OF DIRECTORS:

- Commissioner Turner provided information on Subsplash.
- Commissioner Huffman provided an update on Opportunity Zones.
- Commissioner Spurgeon provided an update on the Spirit of Wenatchee & Miss Veedol.

An Executive Session was called for 10 minutes at 11:00 am 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)). Executive Session was extended for 17 minutes at 11:10 am to 11:27 am.


The Chelan Douglas Regional Port Authority meeting was adjourned at 11:28 am.

Signed and dated this 9th day of June, 2020.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



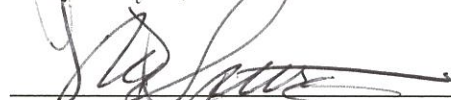
JC Baldwin, Director



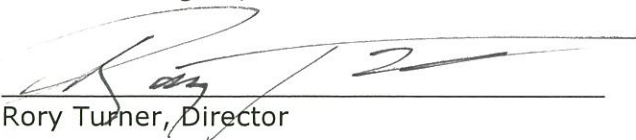
Jim Huffman, Director



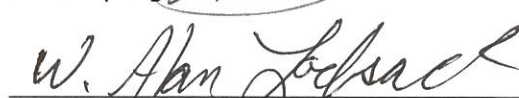
Donn Etherington, Director



Mark Spurgeon, Director



Rory Turner, Director



W. Alan Loebsock, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION 2020-12**

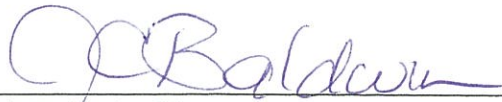
**A RESOLUTION OF THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY
AUTHORIZING SUBMITTAL OF A CERB PLANNING GRANT APPLICATION, IN
THE AMOUNT OF \$50,000, FOR AN ADAPTIVE REUSE FEASIBILITY STUDY**

Whereas the Chelan Douglas Regional Port Authority, a municipal corporation under the laws of the State of Washington, is charged with facilitating economic development within Chelan and Douglas Counties, and;

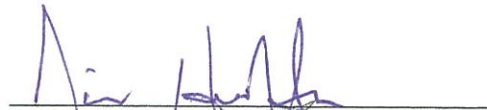
Whereas the Chelan Douglas Regional Port Authority is the designated agency within Chelan and Douglas Counties to apply for State monies designated for economic development projects;

Now, Therefore, Be It Resolved that the Board of Commissioners for the Chelan Douglas Regional Port Authority hereby approves the Planning Grant Application to the Community Economic Revitalization Board (CERB) for the purpose of obtaining a planning grant, in the amount of \$50,000, to help fund an adaptive reuse feasibility study for the former Giga Watt Site in the Pangborn Airport Business Park; and, the Board authorizes Port staff to complete and submit the Application for CERB Funding.

Adopted by the Board of Directors of the Chelan Douglas Regional Port Authority this 27th day of May, 2020 and duly authenticated in open session by the signatures of the Board of Directors voting in favor thereof.



JC Baldwin, Director



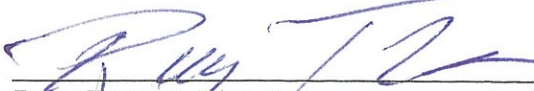
Jim Huffman, Director



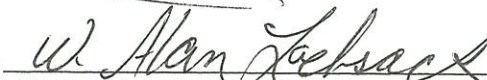
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