

Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
Zoom Meeting
July 28th, 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 Cridlebaugh, Director of Economic Development
Sarah Deenik, Communications Coordinator
Cami Harris, Executive Assistant
Laura Camarillo Reyes, CTC Assistant
Bealinda Tidd, Accounting Specialist
Stacie de Mestre, Public Works & Capital Projects Mgr.

Ron Russ, Property Mgr.
*Bobbie Chatriand, Administrative Asst.
Craig Larsen, Business Dev. Mgr.
Randy Asplund, Port Engineer
*Quentin Batjer, Legal Counsel
Esther McKivor, Accounting Specialist

*Commissioner Turner, Jim Kuntz, Monica Lough, Quentin Batjer, and Bobbie Chatriand in person; others via Zoom.

Guests (all via Zoom):

Reilly Kneedler, Wenatchee World
NCW Life News

Ray Dobbs, City of Chelan

The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:01 am. Due to the COVID-19 virus outbreak, the meeting was held at 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.

CONSENT AGENDA:

CDRPA CONSENT AGENDA:

The Consent Agenda consisting of minutes of the Chelan Douglas Regional Port Authority (CDRPA) meeting of July 14th, 2020; and June 2020 Commission Meeting Calendar, was presented and the following action was taken:

Motion No.

Moved by:

Seconded by:

07-09-20 CDRPA

Mark Spurgeon

JC Baldwin

To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of Minutes of July 14th, 2020 Meeting; and June 2020 Commission Meeting Calendar, as presented.

Motion passed 6-0.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

Chelan County PUD Lease Amendment – IB#5 – Kuntz presented Lease Amendment #1 with Chelan County PUD for space within IB#5. Ultra Polymers is vacating space within IB#5 and PUD Lease Amendment #1 allows them to lease the entire building effective August 15th 2020. Discussion ensued and the following action was taken.

Motion No. **07-10-20 CDRPA**
Moved by: *JC Baldwin*
Seconded by: *Mark Spurgeon*
To authorize the CEO to sign the Chelan County PUD Lease Amendment #1 for IB#5.

Motion passed 6-0.

Partners in Economic Development – Chelan County Countywide Trails Plan - Kuntz provided information on the request from Chelan County for support of a Countywide Trails Plan. Chelan County is the majority funder at \$50,000, along with financial support from various cities in Chelan County. The County is requesting \$20,000 from the Regional Port Authority to support the plan. Discussion ensued and the following action was taken:

Motion No. **07-11-2020 CDRPA**
Moved by: *Donn Etherington*
Seconded by: *Mark Spurgeon*
To approve the Chelan County grant application in the amount of \$20,000 for the development of a Countywide Trails Plan.

Motion passed 6-0.

Partners in Economic Development – Upper Valley Parks and Service Recreation Area - Kuntz provided information on the request from the Upper Valley Parks and Service Recreation area for support of a needs assessment study. The Upper Valley Parks and Service Recreation Area is requesting \$20,000 from the Regional Port Authority to support the study. The Board would like more information on the project prior to deciding on support. Discussion ensued.

Motion No. **07-12-2020 CDRPA**
Moved by: *Mark Spurgeon*
Seconded by: *No Second*
To approve the Upper Valley Parks and Service Recreation Area grant application for support of a needs assessment in the amount of \$20,000.

Motion failed due to no second.

CERB Planning Grant – Giga Watt Site – Acceptance of Initial Offer of Financial Aid - Kuntz and Cridlebaugh reviewed the CERB Planning Grant Initial Offer of Financial Aid for a reuse study at the former Giga Watt site. Discussions ensued and the following action was taken:

Motion No. **07-13-2020 CDRPA**
Moved by: *Jim Huffman*
Seconded by: *Mark Spurgeon*
To Authorize the CEO to accept and sign the CERB Planning Grant Initial Offer of Financial Aid.

Motion passed 6-0.

CDRPA INFORMATIONAL ITEMS:

Airport Approach Lighting System – Kuntz provided an update on the approach lighting system at Pangborn Airport including proposed land acquisitions. Appraisals of the properties have been ordered. Kuntz reviewed the FAA’s preliminary interest in maintaining the approach lighting system once constructed by the Airport. Kuntz will provide more information at the August 11th Board Meeting.

Executive Flight Phase I Space Study – de Mestre reviewed the results of the Phase I Executive Flight Building Space Study conducted recently by Forte Architects. In the Phase I study, Forte focused on the immediate needs of the Regional Port offices in the north wing of the building to address operational efficiencies and to consolidate the Regional Port to a portion of the building that could easily be separated from future tenant spaces. Forte provided the Regional Port with several options for both a 1-5 year plan and a 5+ year plan after Cimco’s lease expires. Staff will request pricing from Forte to complete the design for Phase I as well as construction costs. More information will be brought to the Board at an upcoming meeting. This will include an analysis on whether the entry stair case area can be converted into leasable space cost effectively.

Executive Flight Building Envelope Report –de Mestre presented the results of the recent Executive Flight Building Envelope Report. Asplund provided additional information and discussions ensued. The Board decided time is of the essence to solicit bids so the envelope work can proceed in conjunction with the upcoming HVAC repairs. The following action was taken:

<i>Motion No.</i>	07-14-20 CDRPA
<i>Moved by:</i>	<i>JC Baldwin</i>
<i>Seconded by:</i>	<i>Jim Huffman</i>
	<i>To authorize the CEO to solicit bids for the Executive Flight Building Envelope Repair Project.</i>

Motion passed 6-0.

Commissioner Etherington excused himself for other business at 10:45 am.

COVID-19 UPDATES:

Economic Development Initiatives Related to COVID-19 – Updates and Information Including:

- Lough provided an update on grants processed to date including all programs administered by the Regional Port.
- Cridlebaugh provided an update on a possible new grant program from the Department of Commerce for both Douglas and Chelan Counties totaling \$900,000 for the two counties combined. Criteria for the programs will be similar to the Working Washington Grant Program.

FAA CARES Act Grant:

- Lough provided an update on the FAA CARES Act Grant reimbursements.

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- WSDOT Grant was recently approved for runway crack sealing and striping at Waterville Airport. Waterville Airport was only one of four airports in Washington State to receive such a grant from the WSDOT this year. The grant amount is projected at \$187,783 with a local match requirement of \$20,531.
- Reviewed an email from the City of Wenatchee seeking financial support for Confluence Parkway. Further information for Board consideration will be provided at the August 11th Board Meeting.

- Subsplash recently requested a month to month lease for the Pybus Incubator Space. Board directed staff to approve a month to month lease until December 31st, 2020 at which time the lease will automatically expire, with no renewal options.
- Update on two public records request received.
- Update on Pangborn Business Park land lease leads.
- Working with Lough on a 2020 Supplemental Budget. Board and staff decided to hold a workshop on August 12th to review the draft Supplemental Budget in depth.

De Mestre provided information and updates including:

- CWICC Building HVAC update.
- LOJO Property update – additional testing scheduled with RH2 for the floor drain, as previously requested by the Board.
- S.P.O.R.T. MOU Update for Lineage property.
- Lineage South and BNSF property line update.
- Lineage South Boundary Line Adjustment update.

Russ provided information and updates including:

- Orondo River Park staffing update.
- Update on small leak in a waterline at Lineage property in the space Badger Mountain Brewing occupies.
- Update on crack sealing at the CTC, Accor building and the Coca Cola building.

Public Comment – An opportunity for public comment was provided; however no public comments were made.

REVIEW CALENDAR OF EVENTS – Did not review Calendar of Events.


ITEMS FROM BOARD OF DIRECTORS: None.

EXECUTIVE SESSION: No Executive Session.

Meeting was adjourned at 11:54 am.

Signed and dated this 11th day of August, 2020.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



 JC Baldwin, Director



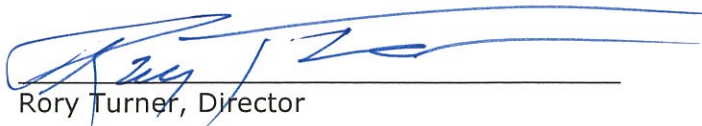
 Jim Huffman, Director

Excused Absence

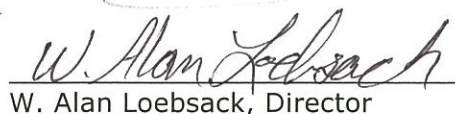
 Donn Etherington, Director



 Mark Spurgeon, Director



 Rory Turner, Director



 W. Alan Loebach, Director