



**Board of Directors
Chelan Douglas Regional Port Authority
Special Meeting Minutes
Zoom Meeting
September 9th, 2020
1:00 pm**

Present:

Directors

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

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, Dir. of Economic Dev.
Tricia Degnan, CTC Manager
*Quentin Batjer, Legal Counsel
Cami Harris, Executive Assistant
Laura Camarillo Reyes, CTC Assistant
Esther McKivor, Accounting Specialist

*Trent Moyers, Director of Airports
Ron Russ, Property Mgr.
Craig Larsen, Business Dev. Mgr.
Sarah Deenik, Communications Coordinator
*Pete Fraley, Legal Counsel
*Bobbie Chatriand, Administrative Asst.
Bealinda Tidd, Accounting Specialist
Randy Asplund, Port Engineer

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

Guests (all via Zoom):

Tim Ike, J-U-B Engineers
Mark Napier, J-U-B Engineers

Peter Jamtgaard, City of Chelan

The Chelan Douglas Regional Port Authority (CDRPA) Special Meeting was called to order at 1:00 pm. 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.

CEO Kuntz reported the Regional Port family has grown with the arrival of Charlie George de Mestre, on September 4th. Congratulations to Stacie and family.

Conflict of Interest – None.

CONSENT AGENDAS:

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of August 25th, 2020 Meeting; and Check Register Pages #2020-33-#2020-39 including Electronic Funds Transfers, was presented and the following action was taken:

Motion No.	09-01-20 CDRPA
Moved by:	Jim Huffman
Seconded by:	Mark Spurgeon
	To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of August 25 th , 2020 meeting; and check register pages #2020-33-#2020-39, including electronic funds transfers, as presented.
	<i>Motion passed 6-0</i>

POCC CONSENT AGENDA:

The Port of Chelan County Consent Agenda consisting of Check Register Page #2020-12, including Electronic Funds Transfer was presented, and the following action was taken:

Motion No.	09-02-20 POCC
Moved by:	JC Baldwin
Seconded by:	Rory Turner
	To approve the Port of Chelan County Consent Agenda consisting of check register page #2020-12, including electronic funds transfer, as presented.
	<i>Motion passed 3-0</i>

PODC CONSENT AGENDA:

The Port of Douglas County Consent Agenda consisting of Check Register Pages #2020-14-#2020-15 was presented, and the following action was taken:

Motion No.	09-03-20 PODC
Moved by:	Mark Spurgeon
Seconded by:	Jim Huffman
	To approve the Port of Douglas County Consent Agenda consisting of check register pages #2020-14-#2020-15, as presented.
	<i>Motion passed 3-0</i>

PRESENTATION:

Waterville Airport Runway Improvement Project – Tim Ike and Mark Napier of J-U-B Engineers provided a presentation on the Waterville Airport Runway Improvement Project. They reviewed details of the planned work including crack sealing, surface repair, slurry sealing and pavement markings for the runway, taxiway, taxi lanes, and the apron tie down area. The project is currently being bid through the Abadan Plan Room and advertised in the Wenatchee World. Bid opening is on September 17th, 2020 at 1:00 pm via Zoom. Moyers noted the project is being funded primarily by a WSDOT Aviation Grant.

ACTION ITEMS:

PORT OF CHELAN COUNTY ACTION ITEM:

2019 Port of Chelan County Financial Statements – Lough presented the 2019 Port of Chelan County Financial Statements for approval noting the statements have been filed with the State. Discussion ensued and the following action was taken:

Motion No.	09-04-20 POCC
Moved by:	JC Baldwin
Seconded by:	Rory Turner
	To approve the 2019 Port of Chelan County Financial Statements, as presented.

Motion passed 3-0.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY & PORT OF CHELAN COUNTY ACTION ITEMS:

LOJO Orchard Property Purchase - Kuntz provided an update on the LOJO Orchard property purchase. The Phase I Environmental Review is finished and a water pump test was done last week. The pump test indicates the well produces good water volumes with a fast recovery rate. The water quality test results are pending. Kuntz noted a policy was adopted by the Regional Port on November 12th, 2019 governing capital investments. Section 3 of the policy addresses real property acquired after January 1st, 2020. Under that section, the Board of Directors is required to adopt in advance an Ownership Allocation Memo as a means to allocate the percentage ownership of real property. Kuntz presented the Ownership Allocation Memo regarding the LOJO Real Property Acquisition. Discussions ensued and the following actions were taken:

Motion No.	09-05-20 CDRPA (Regional Port Authority Board)
Moved by:	Mark Spurgeon
Seconded by:	JC Baldwin
	To approve the Ownership Allocation Memo concerning LOJO Orchard Property purchase.

Motion passed 6-0.

Motion No.	09-06-20 POCC (Port of Chelan County Board)
Moved by:	Rory Turner
Seconded by:	JC Baldwin
	To authorize the Executive Director to sign the addendum to the Purchase & Sale Agreement along with all necessary documents for the LOJO Orchard Property purchase.

Motion passed 3-0.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

CDRPA Resolution No. 2020-17 Authorizing Sale of Aircraft - Moyers presented CDRPA Resolution No. 2020-17 authorizing the sale of 1954 Piper Pacer Aircraft (N3023M) to collect unpaid charges associated with the storage of the aircraft. Discussion ensued and the following action was taken:

Motion No.	09-07-2020 CDRPA
Moved by:	W. Alan Loeb sack
Seconded by:	Mark Spurgeon
	To adopt CDRPA Resolution No. 2020-17 regarding seizure and authorizing sale of aircraft 1954 PA-22-135 Pacer.

Motion passed 6-0

IB#9 Lease Agreement with Frito-Lay – Kuntz reviewed terms and conditions of the Frito-Lay lease for IB#9. Discussion ensued and the following action was taken:

Motion No.	09-08-2020 CDRPA
Moved by:	Mark Spurgeon
Seconded by:	Jim Huffman
	To authorize the CEO to enter into a Lease Agreement with Frito-Lay for IB#9.

Motion passed 6-0

Waterville Airport Runway Improvement Project Bid Award – Moyers reminded Directors that during the August 25th, 2020 Board of Directors Meeting, staff was authorized to solicit bids for the Waterville Airport pavement maintenance project. Details of the project were provided earlier during this meeting in J-U-B Engineer’s presentation. The WSDOT Aviation grant of \$184,783.50 with a local match of \$20,531.50 will fund the project. This project is included in the most recent supplemental budget with a total project cost of \$205,315. The engineer’s estimate including fees is \$185,205.50, and bids will be opened on September 17th, 2020. To expedite the process to ensure the project gets completed this year, staff recommended authorizing the CEO to award the bid to the lowest bidder contingent upon WSDOT concurrence and that the lowest bid plus fees does not exceed the total budget of \$205,315, including WSST. Discussions ensued and the following action was taken:

Motion No.	09-09-2020 CDRPA
Moved by:	Jim Huffman
Seconded by:	JC Baldwin
	To Authorize the CEO to award the Waterville Airport Pavement Maintenance Project to the apparent low bidder, contingent upon WSDOT concurrence and that the overall project budget does not exceed the total budget of \$205,315, including WSST.

*Motion passed 5-1
Commissioner Etherington opposed.*

Declaring State of Emergency for Airport Terminal Building Water Line Repair Project – Russ provided information on the recent water line failure in the airport parking lot. A temporary repair was completed on a portion of the water line, however, a permanent repair is needed to replace the corroded pipes which were installed when the airport was built in 1992. To expedite the process to ensure the work be completed this year prior to freezing temperatures, staff recommends declaring a state of emergency for the project. Discussion ensued and the following action was taken:

Motion No.	09-10-2020 CDRPA
Moved by:	W. Alan Loeb sack
Seconded by:	Mark Spurgeon
	To confirm CEO actions declaring an emergency for the temporary repair of the Airport Terminal Building water line, and confirm CEO waiving competitive bidding requirements to proceed with a permanent fix per RCW:39.04.280.

Motion passed 6-0

CDRPA INFORMATIONAL ITEMS:

Lineage South Buildings G-I Minimum Pricing Review – Asplund reviewed the cost basis for establishing the sales price for Lineage South buildings (G-I) including engineering, architectural, and legal fees and closing costs. The recommendation for the minimum sales price for the buildings is \$1.2 million. Discussions ensued.

Cashmere Mill District Tenant Update – Kuntz provided an update on a potential new tenant at Cashmere Mill District. Kuntz reviewed a lease rate concept and tenant improvements that will be necessary to lease the space. More information will be brought back to the Board at the September 22nd, 2020 meeting.

Airport Land Lease – Kuntz provided an update on the meeting held last Friday with a company interested in a commercial land lease on the Airport. The land would need to be rezoned to commercial, and density requirements need to be addressed. Discussions with this company will continue and more information will be provided as available.

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.
- Kuntz reviewed the Washington State Department of Commerce CARES Act II Grant program and the Microenterprise Grant program and its criteria. Both grant details are on the Regional Port website and are open for applications.

FAA CARES Act Grant:

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

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Update on Approach Lighting System and potential FAA takeover of the system. The FAA has requested the Regional Port to sign a reimbursable agreement allowing the FAA to help review and coordinate the project. Kuntz reported he signed the agreement but would like the Board of Directors to ratify at the next meeting.
- Ultra Polymer update.
- Chelan Valley Marine update on District Court claim for monies owed.
- Fibro update.

Lough provided information and updates including:

- Reminder flu shots will be available Thursday September 17th, 9:00 am to 10:30 am at the Regional Port office.

Cridlebaugh provided information and updates including:

- Updates on potential new Airport Business Park tenants.

Larsen provided information and updates including:

- Update on a business lead for land at Cashmere Mill District.

Russ provided information and updates including:

- Update on irrigation leak at IB#4 in Olds Station.

PUBLIC COMMENT – An opportunity for public comment was provided; however no public comments were made:

REVIEW CALENDAR OF EVENTS: Kuntz reminded Directors the Board Retreat is scheduled for October 20th, from 10:00 am – 3:00 pm.

ITEMS FROM BOARD OF DIRECTORS: None.

Meeting was adjourned at 4:10 pm.

Signed and dated this 22nd day of September, 2020.

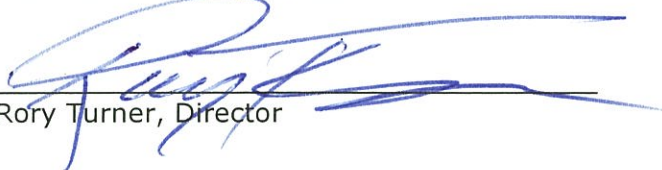
CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Donn Etherington, Director



Rory Turner, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loebisack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2020-17**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHELAN DOUGLAS
REGIONAL PORT REGARDING SEIZURE AND AUTHORIZING SALE OF AIRCRAFT
1954 PA-22-135 PACER.**

Whereas the Board of Directors for the Chelan Douglas Regional Port Authority (the "CDRPA") adopted a resolution on February 25, 2020 approving and adopting the Rules and Regulations for the ownership, operation and management of PMA (the "Rules and Regulations").

Whereas PMA'S Rules and Regulations, and RCW 14.08.122 authorize the securing, seizure and sale of aircraft to offset charges owed to PMA by the aircraft owner;

Whereas PMA has an obligation to collect all duly imposed and owing charges which remain unpaid;

Whereas pursuant to the Rules and Regulations and RCW 14.08.122, PMA has seized the aircraft described as 1954 PA-22-135 PACER ("aircraft") and provided the requisite notice to the aircraft owner;

Whereas RCW 14.08.122 authorizes the sale by auction of the aircraft provided that: 90 days have passed since the date of the notice described in the immediately preceding recital was given to the aircraft owner; the aircraft owner is given at least 20 days' notice of the sale of the aircraft, and the notice of sale of the aircraft is published more than 10 days but less than 20 days before the sale in a newspaper of general circulation in Douglas County; and

Whereas on September 15, 2020, the ninety-day period set forth in RCW 14.08.122 will have elapsed, the aircraft will be deemed abandoned under RCW 14.08.122 and PMA may proceed to sell the aircraft.

Now, Therefore, the Board of Directors for the CDRPA do hereby resolve as follows:

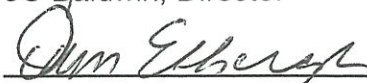
- A. That after September 15, 2020 and upon fulfillment of the conditions set forth in RCW 14.08.122 as described in this Resolution, the Director of Airports is authorized to sell the 1954 PA-22-135 PACER shown on Attachment "A" at public auction to the highest and best bidder for cash.
- B. The sale of the aircraft may be avoided by payment in full of the charges owed.

DATED this 9th day of September, 2020

CHELAN DOUGLAS REGIONAL PORT AUTHORITY




JC Baldwin, Director



Donn Etherington, Director



Rory Turner, Director



Jim Huffman, Director



W. Alan Loeb sack, Director



Mark M. Spurgeon, Director

ATTACHMENT "A"

Amount Owed to PMA: \$17,473.70 as set forth in the RCW 14.08.122 Notice
Aircraft: 1954 PA-22-135 PACER





**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
OWNERSHIP ALLOCATION MEMO
LOJO REAL PROPERTY ACQUISITION**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of the policy addresses real property acquired after January 1, 2020. Under that section, the Board of Directors is required to adopt in advance an Ownership Allocation Memo as a means to allocate the percentage ownership of real property.

The Board of Directors has an interest in purchasing the LOJO Orchards Property located in Malaga, Washington with a parcel number of 222135100060. The property encompasses approximately 72.5 acres with an anticipated acquisition price of \$1,377,500.

Because this property is located within Chelan County and the Port of Chelan County has the financial resources to acquire the property using its own resources, the Board hereby approves the acquisition of 100% of the LOJO Orchards Property by the Port of Chelan County.

Once acquired, the Chelan Douglas Regional Port Authority shall manage the LOJO Orchards Property pursuant to and consistent with CDRPA Resolution 2020-02.

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


CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Jim Huffman, Director



Donn Etherington, Director



Mark Spurgeon, Director



Rory Turner, Director



W. Alan Loebisack, Director