

**Chelan Douglas Regional Port Authority  
Meeting Agenda  
October 27<sup>th</sup>, 2020  
9:00 am**

**In order to maximize social distancing related to COVID-19,  
the meeting will be held remotely using Zoom Virtual Conference Room**

**I. CALL TO ORDER**

*\*Note: When the Chelan Douglas Regional Port Authority meeting is called to order, the Port of Chelan County and Port of Douglas County meetings are simultaneously called to order.*

**II. INTRODUCTIONS**

**III. CONFLICT OF INTEREST**

**IV. CONSENT AGENDA**

**CDRPA:** Approval of Chelan Douglas Regional Port Authority Minutes of October 13<sup>th</sup>, 2020 Meeting; Minutes of October 20<sup>th</sup>, 2020 CDRPA Board Retreat; and September 2020 Commission Meeting Calendar

**V. CDRPA ACTION ITEMS**

1. City of Chelan – Airport Budget Request
2. Ultra Polymers Rent Deposit Refund Request
3. Giga Watt Adaptive Re-Use Contract

**VI. INFORMATIONAL ITEMS**

- SBDC Report
- 2021 Budget Review

**VII. CDRPA – ECONOMIC DEVELOPMENT INITIATIVES RELATED TO COVID-19**

- Update on Grants Programs and Processing

**VIII. CDRPA – COVID-19 OTHER**

- FAA CARES Act Grant

**IX. MISCELLANEOUS STAFF REPORTS**

**X. PUBLIC COMMENT**

**XI. REVIEW CALENDAR OF EVENTS**

**XII. ITEMS FROM BOARD OF DIRECTORS**

**XIII. EXECUTIVE SESSION:** An Executive Session may be called during the meeting. The purpose must be announced and is limited by RCW 42.30.110. Examples include: (1) to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); (2) 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)); and (3) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price (final action selling or leasing public property shall be taken in a meeting open to the public)(RCW 42.30.110(1)(c)); and (4) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee(RCW 42.30.110(1)(g))

#### **XIV. ADJOURN**

**PLEASE NOTE:** The agenda is tentative only. The Board of Directors may add, delete, or postpone items and may take action on any item not on the agenda (This does not apply during a "special" meeting). The Directors may also move agenda items during the meeting. If you wish to address the Regional Port Authority on a non-agenda or an agenda item, please raise your hand to be recognized by the President. When you have been recognized, give your name and address before your comments. The Board of Directors are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principal.

The Port Authority office is ADA compliant. Please contact the Administrative Office at 509-884-4700 at least three (3) days in advance if you need any language, hearing or physical accommodation.



**Chelan Douglas Regional Port Authority  
Board of Directors  
SUGGESTED MOTIONS  
October 27<sup>th</sup>, 2020**

**IV. CONSENT AGENDAS**

**CDRPA CONSENT AGENDA**

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of October 13<sup>th</sup>, 2020 Meeting; Minutes of October 20<sup>th</sup>, 2020 CDRPA Board Retreat and September 2020 Commission Meeting Calendar, as presented.

**V. ACTION ITEMS**

**REGIONAL PORT AUTHORITY**

**1. City of Chelan – Airport Budget Request**

To approve the City of Chelan Budget request for the Lake Chelan Airport in the amount of \$48,266.

**2. Ultra Polymers Rent Deposit Refund Request**

To authorize the CEO to approve the Ultra Polymers rent deposit refund request in the amount of \$\_\_\_\_\_.

**3. Giga Watt Adaptive Re-Use Study Contract**

To authorize the CEO to sign a contract with Forte Architects in the amount of \$65,060 to perform an Adaptive Re-Use Study on the former Giga Watt site.

**Board of Directors**  
**Chelan Douglas Regional Port Authority**  
**Meeting Minutes**  
**October 13<sup>th</sup>, 2020**  
**9:00 am**

**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 Criddlebaugh, Dir. of Economic Dev.  
Tricia Degnan, CTC Manager  
\*Quentin Batjer, Legal Counsel  
\*Bobbie Chatriand, Administrative Asst.  
Bealinda Tidd, Accounting Specialist  
Randy Asplund, Port Engineer

\*Trent Moyers, Director of Airports  
Ron Russ, Property Mgr.  
Craig Larsen, Business Dev. Mgr.  
Stacie de Mestre, Capital Projects Mgr.  
Cami Harris, Executive Assistant  
Laura Camarillo Reyes, CTC Assistant  
Esther McKivor, Accounting Specialist

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

**Guests (all via Zoom):**

Ray Dobbs

Mayor Bob Goedde, City of Chelan

**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 Confluence Technology Center via Zoom as previously posted in the required Public Meeting Notice.**

**CEO Kuntz reported the Regional Port family has grown with the arrival of Zoe Eliza Deenik. Congratulations to Sarah and family.**

**CDRPA CONSENT AGENDA:**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of September 22<sup>nd</sup>, 2020 Meeting; CDRPA Resolution No. 2020-18 Voiding Check #6624; and Check Register Pages #2020-40-#2020-46, including Electronic Transfers, was presented and the following action was taken:

**Motion No.**

Moved by:

Seconded by:

**10-01-20 CDRPA**

Jim Huffman

Mark Spurgeon

*To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of September 22<sup>nd</sup>, 2020 Meeting; CDRPA Resolution No. 2020-18 Voiding Check #6624; and Check Register Pages #2020-40-#2020-46, including Electronic Transfers, as presented*

*Motion passed 6-0*

**POCC CONSENT AGENDA:**

The Port of Chelan County Consent Agenda consisting of Check Register Page #2020-13, including Electronic Funds Transfer was presented, and the following action was taken:

<b>Motion No.</b>	<b>10-02-20 POCC</b>
<i>Moved by:</i>	<i>JC Baldwin</i>
<i>Seconded by:</i>	<i>Rory Turner</i>
	<i>To approve the Port of Chelan County Consent Agenda consisting of check register page #2020-13, including electronic funds transfer, as presented.</i>

*Motion passed 3-0*

**PODC CONSENT AGENDA:**

The Port of Douglas County Consent Agenda consisting of PODC Resolution No. 2020-06 voiding warrant #5059 was presented, and the following action was taken:

<b>Motion No.</b>	<b>10-03-20 PODC</b>
<i>Moved by:</i>	<i>Mark Spurgeon</i>
<i>Seconded by:</i>	<i>Jim Huffman</i>
	<i>To approve the Port of Douglas County Consent Agenda consisting of PODC Resolution No. 2020-06, as presented.</i>

*Motion passed 3-0*

**ACTION ITEMS:**

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:**

**Ownership Allocation Memo Executive Flight HVAC System** – Kuntz presented a proposed Ownership Allocation Memo concerning the HVAC system for Executive Flight Building. All new investments in existing property over \$1.0 million require an Allocation Memo. In consideration, the FAA CARES Act dollars are paying for said improvements to the HVAC system, the proposed allocation memo provides for the Port of Chelan County to retain 100% ownership of the property. Discussion ensued and the following action was taken:

<b>Motion No.</b>	<b>10-04-20 CDRPA</b>
<i>Moved by:</i>	<i>Mark Spurgeon</i>
<i>Seconded by:</i>	<i>JC Baldwin</i>
	<i>To approve the Ownership Allocation memo concerning Executive Flight HVAC System.</i>

*Motion passed 6-0.*

**T-O Engineers Task Order 20-14** - Kuntz provided information on a proposed T-O Engineers Task Order 20-14 to perform a Pangborn Airport Runway Protection Zone Analysis at the request of the FAA. The FAA will pay for 90% of the study's cost. Discussions ensued and the following action was taken:

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

**10-05-20 CDRPA**  
*Jim Huffman*  
*JC Baldwin*  
*To authorize the CEO to sign T-O Engineers Task Order 20-14 concerning Pangborn Airport Runway Protection Zone Analysis in the amount of \$43,100.00.*

*Motion passed 6-0.*

**CDRPA 2021 Proposed Health Care Insurance Plan Policy** – Lough reviewed the Regional Port proposed 2021 Health Care Insurance Plan Policy. The following action was taken:

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

**10-06-2020 CDRPA**  
*W. Alan Loeb sack*  
*Mark Spurgeon*  
*To approve the 2021 Health Care Insurance Plan Policy, as presented.*

*Motion passed 6-0*

**Executive Flight Building Envelope Repair Bid** – Kuntz provided information on the Executive Flight Envelope Repair Project. A Small Works RFP was issued and one bid was received for the project from Halme Construction, Inc. Discussion ensued and the following action was taken:

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

**10-07-2020 CDRPA**  
*Rory Turner*  
*Mark Spurgeon*  
*To authorize the CEO to award the Executive Flight Building Envelope Repair Project to Halme Construction, Inc, the apparent low bidder, in the amount of \$67,579.20, including WSST.*

*Motion passed 6-0*

#### **CDRPA INFORMATIONAL ITEMS:**

**Pangborn Airport Land Use Planning Review** – Kuntz provided an update on the Airport Planning Use Review process including information & timelines concerning:

- Boundary Line Adjustments
- Airport Land Use Compatibility & Density (Airport Overlay Zone)
- Amendment to Douglas County Comprehensive Plan
- Plan for small parcels South of Union Street
- Irrigation water issues
- Use/Zoning of future Clear Zone property acquisitions

**Government & Non-Profit Leases at Lineage** – Kuntz provided an update on current Government & Non-Profit Leases at the Lineage Property.

**LOJO Property** – Kuntz provided several updates on the LOJO property including:

- Purchase closed
- Hunting rights
- Update on orchards on the property
- Water rights update

**Lake Chelan Airport** – Kuntz reported CDRPA Commissioners will attend the City of Chelan and Port of Chelan County Joint Meeting tonight, which is required annually as part of the Chelan Airport Joint Operating Agreement between the Port of Chelan County and the City of Chelan. Kuntz & Moyers will also attend. Attendance will take place via Zoom.

**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.

**FAA CARES Act Grant:**

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

**MISC STAFF REPORTS:**

**Kuntz provided information and updates including:**

- FedEx hangar land lease at Pangborn Airport
- Badger Mountain Brewing lease rate
- 2021 Douglas County property tax rate issue
- CTC South (former Port of Chelan County office) potential uses
- Huney Jun lease at Cashmere Mill District update

**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 20<sup>th</sup>, from 10:00 am – 3:00 pm.

**ITEMS FROM BOARD OF DIRECTORS:** None.

**EXECUTIVE SESSION:**

Executive Session was called at 11:56 am for 20-minutes for the purpose of (1) to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i); and (2) 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 at 12:16 pm for 10-minutes.

Meeting was reconvened at 12:26 pm in Regular Session with no action taken.

Commissioner Turner recessed the meeting until 6:00 pm. Meeting was reconvened at 6:00 pm for Board attendance at the City of Chelan and Port of Chelan County Joint Meeting via Zoom.

The meeting adjourned at 6:28 pm.

Signed and dated this 27<sup>th</sup> day of October, 2020.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

\_\_\_\_\_  
JC Baldwin, Director

\_\_\_\_\_  
Jim Huffman, Director

\_\_\_\_\_  
Donn Etherington, Director

\_\_\_\_\_  
Mark Spurgeon, Director

\_\_\_\_\_  
Rory Turner, Director

\_\_\_\_\_  
W. Alan Loeb sack, Director



**Board of Directors**  
**Chelan Douglas Regional Port Authority**  
**Board Retreat Meeting Minutes**  
**October 20<sup>th</sup>, 2020**  
**10:00 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  
Monica Lough, Director of Finance & Admin.  
Ron Criddlebaugh, Dir. of Economic Dev.  
Tricia Degnan, CTC Manager  
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.  
\*Stacie de Mestre, Capital Projects Mgr.  
\*Sarah Deenik, Marketing & Com.  
\*Bealinda Tidd, Accounting Specialist  
\*Randy Asplund, Port Engineer

\*Via Zoom

**The Chelan Douglas Regional Port Authority Board Retreat was called to order at 10:00 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.**

**CEO Kuntz reviewed the agenda for the day.**

**CDRPA Retreat** – Kuntz led the retreat. Topics and discussions included:

- **2020 in Review**
- **2021 Budget Outlook**
  - Cash Carry Forward Balance Projections
  - Revenues
  - Expenses
- **Specific Project Reviews**
  - Executive Flight Building
  - FAA Projects
    - Land Acquisition
    - MALSR
    - Aviation Ramp
    - 5 Year Plan
  - M&M Project
  - Terminal Building Parking Lot Management
  - Malaga Industrial Site

- **Review Proposed 2021 Capital Projects** - Staff reviewed proposed Capital Projects. The Board provided input and requested Staff incorporate their input into the draft 2021 Budget.
- **Review Proposed 2021 Priorities**
- **2021 Legislative Priorities**
  - State
  - Federal
- **Miscellaneous Discussions**
  - Air Service
  - Federal Affairs Contract
  - Partners in Economic Development Programs

No action was taken during the retreat.

**The meeting was adjourned at 4:15 pm.**

Signed and dated this 27<sup>th</sup> day of October, 2020.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

\_\_\_\_\_  
JC Baldwin, Director

\_\_\_\_\_  
Jim Huffman, Director

\_\_\_\_\_  
Donn Etherington, Director

\_\_\_\_\_  
Mark Spurgeon, Director

\_\_\_\_\_  
Rory Turner, Director

\_\_\_\_\_  
W. Alan Loeb sack, Director



**Chelan Douglas Regional  
Port Authority**

# Memo

**To:** Board of Directors

**From:**  Jim Kuntz

**cc:** None

**Date:** October 22, 2020

**Re:** City of Chelan Request – Increase CDRPA Contribution to Chelan Airport

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The Port of Chelan County and the City of Chelan have an Interlocal Agreement governing the funding of the airport. It is a very prescriptive agreement with specific contribution levels. The City of Chelan is requesting a Port contribution that exceeds our agreed to formula.

While it is not a lot of money, it does set a precedence that we are not going to strictly follow the Interlocal Agreement going forward.

I would like Board input on this matter.

## Jim Kuntz

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**From:** Monica Lough  
**Sent:** Thursday, October 22, 2020 3:16 PM  
**To:** Jim Kuntz  
**Subject:** Chelan Airport  
**Attachments:** 2021 Proposed Chelan Airport Budget.pdf

Jim,

Attached is the proposed Airport budget for 2021, showing a Regional Port contribution of \$48,266. Per below, the Port annual contribution is limited. Based on an IPD of 0.602% for 2021, and computed based on our 2020 contribution of \$45,015, our 2021 contribution should be limited to \$45,285.99.

**12.1.1 Port's Annual Share.** The Port's annual contribution to the Airport shall be the lesser of: (i) \$40,000, as adjusted in subsection 12.1.3, below, but in no event more than \$50,000 unless approved by the Port, or (ii) fifty percent (50%) of the deficit set forth in an approved budget for the Airport (the deficit being the difference between revenue and expenses for the Airport before considering any monetary contributions from the Parent Municipalities).

**12.1.3 Adjustment.** Commencing with the 2012 budget (approved in 2011), and annually each year thereafter during the term of this Agreement, the amount set forth subsection 12.1.1(i) shall be increased by an amount equal to the lesser of: 2% multiplied by the previous year's contribution from the Port, or the annual increase in the Implicit Price Deflator ("IPD") multiplied by the previous year's contribution from the Port. However, the adjustment set forth herein shall not result in a decrease below \$40,000 for purposes of Section 12.1.1(i), nor obligate the Port to contribute an amount that is greater than \$50,000, without the Port's approval. The following definitions shall apply to the calculation:

Please let me know if you have any questions.

**Monica Lough, CPA**

**Director of Finance & Administration**

One Campbell Parkway, Suite A, East Wenatchee, WA 98802

☎ 509.884.4700 | Cell 509.669.8400 | [www.cdrpa.org](http://www.cdrpa.org)



## PROPOSED AIRPORT REVENUE BUDGET 2021

Account Number	Description	Budget 2019	Actual 2019	Budget 2020	Actual Sep-20	Budget 2021
<b>Airport</b>						
102-000-000-308-00-00-00	Airport Beginning Balance	\$0	\$0	\$0	\$64,635	\$111,530
102-000-000-331-20-10-11	FAA Grant/Taxiway Maint.	\$0	\$0	\$0	\$81,913	\$0
102-000-000-331-20-10-18	FAA Grant-Master Plan	\$236,970	\$50,975	\$133,877	\$29,296	\$99,846
102-000-000-331-20-10-20	FAA Grant/CareAct	\$0	\$0	\$0	\$30,000	\$0
102-000-000-334-03-60-18	WSDOT Grant-Master Plan	\$12,202	\$3,523	\$7,438	\$2,079	\$5,547
102-000-000-337-00-00-01	City of Chelan-Operations	\$39,347	\$39,347	\$50,013	\$25,007	\$59,968
102-000-000-337-00-00-02	Chelan Port Dist-Operations	\$44,263	\$44,263	\$45,015	\$33,761	\$48,266
102-000-000-337-00-00-19	Chelan Port Dist-Land Aquisition	\$152,000	\$0	\$0	\$0	\$0
102-000-000-341-95-00-00	Lease Transfer Fees	\$300	\$450	\$150	\$1,625	\$500
102-000-000-343-40-00-00	Water Sales	\$2,200	\$1,800	\$2,200	\$1,800	\$1,800
102-000-000-344-50-00-00	Aviation Fuel Sales	\$128,000	\$122,283	\$120,000	\$66,827	\$120,000
102-000-000-359-90-00-00	Penalties/Late Fees	\$0	\$552	\$200	\$110	\$150
102-000-000-361-10-00-00	Investment Interest	\$145	\$206	\$160	\$52	\$100
102-000-000-362-40-00-00	Tie-Down Fees	\$2,700	\$4,017	\$3,000	\$2,000	\$3,000
102-000-000-362-40-00-15	Short Term Rental-Facilities	\$0	\$2,100	\$0	\$0	\$0
102-000-000-362-50-00-00	Rentals	\$48,587	\$42,725	\$48,587	\$43,829	\$44,000
102-000-000-362-50-00-17	HSG Auth AP Mobile Home Rent	\$6,900	\$7,369	\$7,400	\$5,663	\$7,400
102-000-000-369-81-00-00	Airport Over/Under	\$0	(\$75)	\$0	\$0	\$0
102-000-000-369-90-00-00	Other Misc Revenue	\$0	\$126	\$0	\$0	\$0
102-000-000-389-30-00-00	Leasehold Tax	\$5,500	\$5,348	\$5,500	\$5,484	\$5,500
102-000-000-389-30-00-17	Leasehold-HSG Auth AP MH RNT	\$888	\$956	\$900	\$637	\$925
102-000-000-391-80-00-29	Chelan Port Dist-Loan Land A	\$152,000	\$0	\$0	\$0	\$0
<b>Available Resources - Airport</b>		<b>\$832,002</b>	<b>\$325,965</b>	<b>\$424,440</b>	<b>\$394,717</b>	<b>\$508,532</b>
<b>Revenue</b>		<b>\$832,002</b>	<b>\$325,965</b>	<b>\$424,440</b>	<b>\$330,082</b>	<b>\$397,002</b>

## PROPOSED AIRPORT EXPENDITURE BUDGET 2021

Account Number	Description	Budget 2019	Actual 2019	Budget 2020	Actual Sep-20	Budget 2021
<b>Airport</b>						
102-000-000-546-80-12-00	Part Time Personnel	\$60,000	\$67,695	\$60,000	\$51,977	\$67,625
102-000-000-546-80-22-00	Part Time Personnel Benefits	\$9,938	\$9,748	\$9,938	\$5,571	\$11,497
102-000-000-546-80-31-00	Office	\$2,000	\$3,157	\$2,000	\$1,822	\$2,000
102-000-000-546-80-31-01	Fuel	\$2,500	\$3,361	\$2,500	\$1,758	\$2,500
102-000-000-546-80-31-02	Runway and Grounds	\$7,500	\$2,630	\$6,500	\$1,845	\$6,500
102-000-000-546-80-31-03	Building and Tools	\$500	\$24	\$500	\$20	\$500
102-000-000-546-80-31-04	Equipment Parts & Supplies	\$3,000	\$4,433	\$3,500	\$6,419	\$3,500
102-000-000-546-80-31-17	HSG Auth RNTL Expenses	\$0	\$20	\$50	\$11	\$50
102-000-000-546-80-34-00	Resale - AVGAS	\$100,000	\$100,091	\$100,000	\$55,735	\$100,000
102-000-000-546-80-35-00	Small Tools and Minor Equip.	\$1,000	\$537	\$1,000	\$0	\$500
102-000-000-546-80-41-00	Professional Services	\$12,000	\$14,223	\$12,000	\$7,445	\$12,000
102-000-000-546-80-41-17	Prof SVC-HSG AUTH MGMT Fees	\$0	\$840	\$500	\$630	\$1,000
102-000-000-546-80-41-18	Prof SCV-Airport Master Plan	\$0	\$0	\$0	\$32,551	\$0
102-000-000-546-80-41-20	Professional SCV-Attorney Fee	\$3,000	\$17,130	\$3,000	\$3,876	\$3,000
102-000-000-546-80-41-21	Prof Srv-Airport IT Support	\$0	\$0	\$0	\$0	\$190
102-000-000-546-80-41-40	Audit	\$0	\$6,728	\$0	\$0	\$0
102-000-000-546-80-42-00	Communication	\$3,400	\$3,795	\$3,400	\$2,741	\$3,400
102-000-000-546-80-43-00	Travel and Training	\$800	\$0	\$500	\$0	\$0
102-000-000-546-80-44-00	Advertising	\$250	\$225	\$150	\$1,135	\$150
102-000-000-546-80-45-00	Leases and Rentals	\$400	\$0	\$400	\$0	\$400
102-000-000-546-80-46-00	Insurance	\$20,000	\$27,336	\$19,500	\$7,839	\$18,000
102-000-000-546-80-47-00	Utilities-Airport	\$12,500	\$13,828	\$12,500	\$12,200	\$13,500
102-000-000-546-80-47-01	Utilities-Resdence	\$600	\$274	\$300	\$215	\$300
102-000-000-546-80-48-00	Repairs and Maint-Airport	\$7,000	\$6,845	\$7,000	\$12,160	\$7,000
102-000-000-546-80-48-01	Repairs and Maint-Residence	\$1,000	\$190	\$1,000	\$0	\$1,000
102-000-000-546-80-49-00	Miscellaneous	\$1,000	\$676	\$1,000	\$0	\$1,000
102-000-000-546-80-51-10	Administrative Services	\$3,500	\$3,500	\$3,500	\$1,750	\$3,500
102-000-000-546-80-51-20	Financial Services	\$7,000	\$7,000	\$7,000	\$3,500	\$7,000

102-000-000-546-80-53-00	External Taxes	\$11,000	\$10,154	\$11,000	\$6,927	\$11,000
102-000-000-589-30-00-00	Leasehold Tax	\$6,200	\$5,600	\$6,200	\$4,282	\$6,200
102-000-000-589-30-00-17	Leasehold Tax-HSG Auth MH RN	\$0	\$977	\$750	\$159	\$750
	<b>Total Operations</b>	<b>\$276,088</b>	<b>\$311,017</b>	<b>\$275,688</b>	<b>\$222,567</b>	<b>\$284,062</b>
<b>Capital</b>						
102-000-000-591-46-70-19	Chelan Port Dist-Debt PMT LA	\$304,000	\$0	\$0	\$0	\$0
102-000-000-594-46-41-10	Prof Services-Taxiway Maint	\$0	\$1,856	\$0	\$43,370	\$0
102-000-000-594-46-41-18	Prof SVC-Airport Master Plan	\$235,137	\$47,809	\$148,752	\$0	\$110,940
102-000-000-594-46-59-20	Other Imp.-Asbestos Removal	\$0	\$0	\$5,000	\$4,651	\$0
102-000-000-594-46-64-19	Mach/Equip-Front End Loader	\$46,500	\$46,167	\$0	\$0	\$0
102-000-000-594-46-64-22	Mach/Equip-Replace Fuel Terminal	\$0	\$0	\$15,000	\$13,245	\$0
102-000-000-594-46-64-26	Mach/Equip-Security Cameras	\$1,500	\$1,540	\$0	\$0	\$2,000
	<b>Total Capital</b>	<b>\$587,137</b>	<b>\$97,372</b>	<b>\$168,752</b>	<b>\$61,267</b>	<b>\$112,940</b>
	<b>Grand Totals</b>	<b>\$863,225</b>	<b>\$408,389</b>	<b>\$444,440</b>	<b>\$283,834</b>	<b>\$397,002</b>
	<b>Revenue</b>	<b>\$832,002</b>	<b>\$325,965</b>	<b>\$424,440</b>	<b>\$330,082</b>	<b>\$397,002</b>
	<b>Results of Operations</b>	<b>(\$31,223)</b>	<b>(\$82,424)</b>	<b>(\$20,000)</b>	<b>\$46,248</b>	<b>\$0</b>



**Chelan Douglas Regional  
Port Authority**

# Memo

**To:** Board of Directors

**From:**  Jim Kuntz

**cc:** None

**Date:** October 22, 2020

**Re:** Retained Rent Deposit-Ultra Polymers

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The dispute between Ultra Polymers and the Regional Port regarding our retained rent deposit remains unresolved.

Please find attached correspondence for your review.

Would like to seek Board input on getting this matter settled.

## Jim Kuntz

---

**From:** Larry Kraft <larry.kraft@ultrapim.com>  
**Sent:** Friday, October 16, 2020 3:59 PM  
**To:** Jim Kuntz  
**Cc:** Craig Larsen; Ryan Griffiee  
**Subject:** Ultra Polymers damage deposit refund

Jim,

I am disappointed with your response. Please consider the following points, and I hope we can promptly settle this before it escalates. It may be a small amount of money for the Port, but it is a large amount of money for our small company, especially in these difficult times.

1. A letter from your employee, that I may or may not have received, does not supersede direct and clear language in our formal lease, or the state law. See the language at the bottom.
2. This was a \$15,000 damage deposit, and we caused no damage, and left the property in pristine condition.
3. I am sure you "briefed" the board, but if the deposit is not refunded my attorney and I will require a hearing with the board. Ahead of that they will each get letters fully detailing this issues.
4. As I am aware, we owe money for a lease payment for the first half of August, and we will be pleased to pay that. I did try to contact your staff about this but got no response to my email.
5. We are reviewing our options for a court hearing. Things are going better for us, so I don't mind paying for my attorney to correct this.
6. I will remind you that in the past twice you notified us that we were in default of the lease, and we easily proved that we were not, and over the course of the lease we have never been in default.

Considering we owe lease money of about \$5,000, this would be deducted, and then the minimum refund I will accept is \$7,500, and it needs to be received before next Friday the 23<sup>rd</sup>.

Larry

---

**From:** Jim Kuntz <Jim@cdrpa.org>  
**Sent:** Thursday, September 24, 2020 4:57 PM  
**To:** Larry Kraft <larry.kraft@ultrapim.com>  
**Subject:** RE: Ultra Polymers post-occupancy inspection

Larry,

I have reviewed your e-mail with legal counsel and have also briefed the Board. We believe the Regional Ports position of retaining the rent deposit is justified. Stacie's letter to you very clearly stated the improvements remain with the

premises. I see no path forward in refunding the \$15,000. If you wanted to propose a significantly lesser amount I would need to take such an offer to the Board. However , I am uncertain if they would approve.

**Jim Kuntz**

**Chief Executive Officer**

One Campbell Parkway Suite A, East Wenatchee, WA 98802

☎ 509.884.4700 | Cell 509.336.5595 | [www.cdrpa.org](http://www.cdrpa.org)



---

**From:** Larry Kraft <[larry.kraft@ultrapim.com](mailto:larry.kraft@ultrapim.com)>  
**Sent:** Wednesday, September 23, 2020 1:00 PM  
**To:** Jim Kuntz <[Jim@cdrpa.org](mailto:Jim@cdrpa.org)>  
**Cc:** Stacie De Mestre <[stacie@cdrpa.org](mailto:stacie@cdrpa.org)>; Craig Larsen <[Craig@cdrpa.org](mailto:Craig@cdrpa.org)>  
**Subject:** RE: Ultra Polymers post-occupancy inspection

Jim,  
Just checking on the status.  
Larry

---

**From:** Larry Kraft  
**Sent:** Thursday, September 17, 2020 11:56 AM  
**To:** Jim Kuntz <[Jim@cdrpa.org](mailto:Jim@cdrpa.org)>  
**Cc:** Stacie De Mestre <[stacie@cdrpa.org](mailto:stacie@cdrpa.org)>; Craig Larsen <[Craig@cdrpa.org](mailto:Craig@cdrpa.org)>  
**Subject:** Ultra Polymers post-occupancy inspection

Jim,

I am in receipt of your post-occupancy letter, and normally I would reply with one, but to save time and effort please accept this casual email response.

I have been very pleased to work with your staff, they are professional and fair, and I thank you for that.

I was pleased to have the post-occupancy inspection with your staff, and I pointed out even the smallest issues with the leased space. The open floor drain has been there long before we were, so I don't think we should be responsible for that. Yes, we broke a light switch, and if you like I will have an electrician come to replace it.

The ventilation system in discussion was custom-made to precisely fit our injection molding machines for ventilation. The size and spacing, and blower size were engineered to match our machines. The duct work dropped down to within six feet of the floor. It is considered an accessory to the machines, like our other support equipment is. It is in fact a "Trade Fixture" Please see Section 9 of the lease that describes this Trade Fixture, copied below. Also for your reference please review WAC 458-12-005(2)(i), and there is an explanation below. I don't recall getting this letter from Stacey, but the primary reason for submitting plans to her has been to get approval for any modifications or

hardware that is attached to the building. We understood that any equipment had to be approved by your engineer and we followed that protocol. Respectfully I suggest that this was indeed our equipment to remove.

I regret that we could not meet the departure date we agreed to. I did communicate our progress several times with emails. I was not given any warnings or reminders that there would be repercussions, and your staff was cooperative with our delay. I sincerely appreciate you giving us until the 14<sup>th</sup> to depart. I was certainly planning on paying the lease payment through the 14<sup>th</sup>, and I emailed your staff asking for an estimated cost, but I did not receive any information back.

Please consider this. I checked with my bookkeeper and it turns out that the tenant improvements totaled \$148,676.67, not including the ventilation system. The bulk of the costs were for new electrical equipment, which will increase the value of your building.

Finally, we are continuing to have financial hardship. Orders from our customers have dropped to a third of what they were. We have cut costs as far as we can. There is much to say, but we were really counting on receiving the \$15,000 damage deposit money back. By the way, thank you again for the generous \$5,000 grant that you awarded us, it was very helpful.

Please reconsider your demands. I hope you can understand why we removed the exhaust system. Please consider removing the penalty for late departure, and in return we will pay a larger amount in prorating the 14 days of August.

I welcome your reply.

Larry

**9. TRADE FIXTURES.** Tenant may install on the Leased Premises such equipment and fixtures as are customarily used in the type of business conducted by Tenant. At the termination of this Lease, at the direction of the Landlord, Tenant shall, or at Tenant's option Tenant may, remove from the Leased Premises all such equipment, fixtures, and all other property of Tenant (including electrical equipment, conduits, and water pipes) provided that Tenant repairs the damage caused by the removal, and restores, at the Tenant's sole cost and expense, the Leased Premises, consistent with Paragraph 10 of this Lease. Any equipment or fixtures not removed by the expiration or sooner termination of this Lease, including any renewal period, shall at the option of the Landlord become the property of the Landlord.

**WAC 458-12-005(2)(i) provides:** "Trade fixtures. This concept, which is peculiar to the landlord-tenant relationship, refers to the machinery or equipment of any commercial or industrial business which operates on leased land or in rented quarters. Such machinery or equipment is a trade fixture; i.e., the tenant's personal property, no matter how firmly it may be attached to the landlord's realty, unless it could not be removed without virtually destroying the building housing it, or otherwise seriously damaging the landlord's realty. Brown on *Personal Property* (2d Edition 1955), Sec. 144."

The general idea is when you buy equipment that is tailored for your business, it's not necessarily the landlords even if it's affixed to the property.

CHELAN DOUGLAS  
**Regional Port**  
AUTHORITY

One Campbell Parkway, Suite A ☒ East Wenatchee, WA 98802 ☒ Phone: 509.884.4700 ☒ Fax: 509.662.5151 ☒ [www.cdrpa.org](http://www.cdrpa.org)

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August 28, 2020

**ULTRA POLYMERS**

Attn: Larry Kraft  
P.O. Box 306  
Malaga, WA 98828

Dear Larry,

On August 14<sup>th</sup>, Regional Port Authority staff conducted a post-occupancy inspection of your prior leasehold in the IB 5 Building located at 210 Olds Station Rd. In general, the space was left in acceptable condition. There were a few minor issues, such as missing outlet covers, a broken light switch and open plumbing drains. These minor issues have been addressed by Regional Port Authority maintenance staff at minimal cost.

Of greater concern is the removal of the exhaust system that was installed by Ultra Polymers, with the approval of the Chelan County Port District in 2019. Per paragraph 8.4 of the lease agreement between Cascade Quality Molding, Inc. dba Ultra Polymers and the Port of Chelan County, dated the 1<sup>st</sup> of February, 2018, "...any changes, alterations, or improvements of or to the Leased Premises shall become at once part of the realty and belong to the Landlord, except trade fixtures supplied and paid for by the Tenant subject to the Tenant's duty to remove as set out in the lease". In acknowledgement of this lease provision, the Port of Chelan County approved the installation predicated on the exhaust system being a permanent improvement and remaining as part of the property at the termination of the lease. Please see enclosed letter dated April 26, 2019. The estimated value of the installed exhaust system is approximately \$17,000.

In addition, paragraph 4 of the Lease Termination Agreement, executed on June 24, 2020, states "Any delay in the ability of the Landlord to deliver full and exclusive possession of the Leased Premises on August 1, 2020, shall result in a fee of \$500 per day for each day of delay, plus Leasehold Excise Tax". The total of all additional fees due to the Regional Port Authority for occupancy of the leasehold from August 1<sup>st</sup> through August 14<sup>th</sup> is \$4,189.21. An additional \$760.82 is owed for July pass-through charges.

In consideration of the value of the improvements that were removed without approval and the amount owed pursuant to the Lease Termination Agreement, the Chelan Douglas Regional Port Authority will retain the full \$15,000 security deposit paid by Cascade Quality Molding.

Sincerely,

  
James M. Kuntz

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**BOARD OF DIRECTORS**

Donn Etherington, Commissioner, Chelan County Dist. 1 ☒ Jim Huffman, Commissioner, Douglas County Dist. 1 ☒ JC Baldwin, Commissioner, Chelan County Dist. 2  
W. Alan Loeb sack, Commissioner, Douglas County Dist. 2 ☒ Mark Spurgeon, Commissioner, Douglas County Dist. 3 ☒ Rory Turner, Commissioner, Chelan County Dist. 3



COMMISSIONERS:  
Donn Etherington, District 1  
JC Baldwin, District 2  
Rory Turner, District 3

April 26, 2019

Mr. Larry Kraft  
Ultra Polymers  
306 Olds Station Road  
Wenatchee, WA 98801

Dear Mr. Kraft,

The Port of Chelan County has reviewed the attached description of work for the exhaust system at IB #5. The improvements are approved as shown with the understanding that all improvements will be permanent and will remain as part of the property at the termination of your lease. The Port shall be notified of any changes to the drawings. Ultra Polymers shall be responsible for complying with all local building codes/requirements.

Sincerely,

A handwritten signature in black ink that reads "Stacie de Mestre". The signature is written in a cursive, flowing style.

Stacie de Mestre  
Facilities and Property Development Manger

**Chelan Douglas Regional  
Port Authority**

# Memo

**To:** Board of Directors  
**From:**  Jim Kuntz  
**cc:** None  
**Date:** October 22, 2020  
**Re:** Giga Watt Adaptive Re-Use Study

---

As you may recall, the Regional Port has received a \$50,000 CERB Planning Grant to perform an Adaptive Re-Use Study of the former Giga Watt site. The Regional Port's match requirement is \$16,667.

Staff has solicited requests for proposals from firms to perform the study. The team of Forte Architects/E.D. Hovee/RH2 Engineering was the highest ranking proposal. Board Member Turner, with his background in redevelopment, was part of the selection team.

Please find attached a contract with the selected firm. As this contract exceeds \$50,000, it requires Board approval.



240 North Wenatchee Avenue  
Wenatchee, WA 98801

(509) 293-5566  
www.fortearchitects.com

October 22, 2020

Jim Kuntz, CEO  
Chelan Douglas Regional Port Authority  
One Campbell Parkway Suite A,  
East Wenatchee, WA 98802

Re: Fee Proposal: Architectural Services  
Project No: 2064  
Project Name: Adaptive Reuse – Giga Watt Site

Dear Ron Cridlebaugh,

Forte Architects and their team have prepared the scope of work as a contract to assist the Chelan Douglas Regional Port Authority in preparing the study for the Adaptive Reuse – Giga Watt Site. This scope of work includes conducting an adaptive reuse feasibility study of the former data center pods. We understand that this project is funded by the Community Economic Revitalization Board (CERB) grant. This scope of work aligns with the scope of the grant. Forte will be supported on this project by E.D. Hovee & Company, LLC & RH2 Engineering, Inc.

#### **Scope of Work**

See attached Exhibit A, "Proposal - Economic & Development Eng. - E.D Hovee - 2020 10 20.

#### **Budget**

Based upon our understanding of the size and complexity of the project as described above we propose to be compensated for our services on an hourly basis, per the Forte Hourly Rate schedule attached:

##### **Economic & Development:**

E.d. Hovee & Company, LLC - Eric Hovee  
Fee for Services | Assume 180 hours @ \$215 = \$38,700  
Expenses | 4 trips @ \$550 = \$2,200  
(out of 5 with 1 meeting to be virtual)

**Sub Total = \$40,900**

##### **Architecture:**

Forte Architects - Lenka Slapnicka & Ellyn Freed  
Fee for Services | Assume 140 hours @ \$124 = \$17,360  
Expenses | Presentations, Meetings & Supportive Material  
Not to Exceed = \$1,800

**Sub Total = \$19,160**



**Civil Engineering:**

RH2

Fee for Services | Advisory Fee not to exceed = \$5,000

Expenses | None

**Sub Total = \$5,000**

**Total Proposed Fee = \$65,060**

**Schedule**

Forte will begin work within 7 days of receiving authorization to proceed. This proposal is valid for 60 days. Assuming the contract is awarded November 1, 2020, the following schedule deadlines are:

Consultant Draft Report	January 2021
Consultant Final Report	March 2021
Consultant End Work	April 2021

**Reimbursable Expenses**

Reimbursable expenses are in addition to compensation for Architectural and Additional Services and include expenses incurred by us for marketing materials directly related to the project specifically enumerated by Forte 2020 Rate Schedule (schedule attached).

**Terms and Conditions**

After you have reviewed this submittal, please indicate your approval of the proposal by signing below and returning the document to us as electronic or hard copy. Please retain a copy for your records.

Please contact me at any time to discuss the above.

Sincerely,

**Forte Architects, Inc.**



Lenka Slapnicka  
Principal

Enclosures

Forte 2020 Rate Schedule

Exhibit A Proposal - Economic & Development Eng. - E.D Hovee -  
2020 10 20.

*Lenka Slapnicka*

Lenka Slapnicka, Principal  
Forte Architects, Inc.

*10/22/2020*

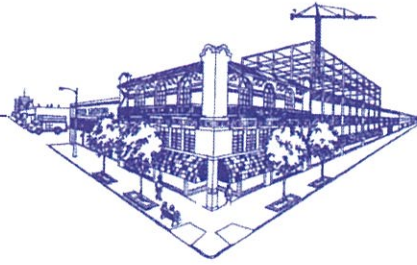
Date

Jim Kuntz, CEO  
Chelan Douglas Regional Port Authority

Date

# E. D. Hovee & Company, LLC

Economic and Development Services



October 22, 2020

Lenka Slapnicka – Principal  
Forte Architects  
240 N. Wenatchee Avenue  
Wenatchee, Washington 98801

Subject: Scope, Budget & Schedule for Giga Watt Site Adaptive Reuse and Feasibility Study

Dear Ms. Slapnicka,

Thank you for the opportunity to participate with Forte Architects (Forte) in preparing an adaptive reuse and feasibility study involving the Giga Watt Site on behalf of the Chelan Douglas Regional Port Authority (Port).

My understanding is E. D. Hovee & Company, LLC (EDH) will serve as subconsultant to Forte in conducting this assignment as an integral component of an adaptive reuse and feasibility study for a closed partially built blockchain facility in the Port -owned Pangborn Airport Business Park. The feasibility study will be conducted to address the objectives of a grant to the Port from the Washington State Community Economic Revitalization Board (CERB).

## SCOPE OF WORK

Services provided by EDH are aimed to address requirements of the Port issued Request for Qualifications data August 28, 2020 and the subsequent Statement of Qualifications (SOQ) submitted by Forte on September 11, 2020. What follows is a proposed scope for services to be provided by EDH including listing of work tasks together with applicable assumptions and exclusions.

### Work Tasks

**Task 1 – Project Orientation.** At the outset of the project, EDH will be available to participate in a project start-up meeting with the Port and Forte to clarify objectives, background resources, information sources, work responsibilities and protocols – with accompanying site tour.

**Task 2 – Reuse Concepts.** EDH will collaborate with Forte, RH2, and the Port to identify and characterize concepts potential building and site use concepts for consideration. Key aspects of EDH work will include:

- Compilation and review of background information from team members regarding site and building conditions.
- Review of market area demographics, economic trends prior to and through the pandemic, and best prospects for economic recovery/resiliency going forward.
- Contacts and compilation of real estate information as to supportable potential demand and lease rates for the building and site uses considered.
- Preparation of a matrix evaluation to assess potential performance of varied use concepts vis-à-vis site compatibility, market, financial, community and related criteria.

EDH will collaborate with Forte to visually illustrate reuse concepts considered. The key interim deliverable of this task will be a reuse concept memorandum leading to mutual team and Port determination of a preferred use concept.

### ***Task 3. Preferred Concept.***

EDH will prepare a refined market and financial feasibility assessment for the preferred concept selected at the conclusion of Task 2. This will include financial pro forma modeling of capital costs including preliminary sources and uses of funds statement together with annualized operating income and cost projections from start-up to stabilized utilization – for review and fine tuning with team and Port input. Also addressed will be economic impacts associated with reuse and any new development initially and at project completion.

### ***Task 4 – Draft CERB Feasibility Report.***

EDH will prepare a full draft project feasibility report addressing CERB planning study minimum requirements in a format similar to what is outlined by the Appendix to this proposed scope. The draft report will be presented for review with the project team, Port and potential project partners.

***Task 5 – Report Finalization.*** The feasibility report will be revised to address questions and comments received from review of the Task 4 draft. Report finalization may include preparation of collateral materials such as summary brochure, prospectus and/or Powerpoint as mutually agreed.

## **Assumptions**

In preparing the Scope of Work, the following assumptions are made as important to define the services that EDH will provide and associated project budget:

- Capital cost information as for land valuation, site preparation, infrastructure building renovation, new construction, and associated soft costs will be provided by Forte, RH2 and the Port as mutually determined.
- Forte will be responsible for any site-specific drawings such as overall site plan for the preferred concept or potential project renderings.

- Forte and the Port will provide all pertinent background materials as appropriate for this assignment at no charge to EDH.
- Up to five meetings may be conducted on-site in person or virtually via tele/video conference as mutually agreed between EDH, Forte and the Port (with a maximum of four meetings on-site).

## Exclusions

The following services or products have been excluded from the scope of work:

- As indicated above, EDH is not responsible for capital cost estimation.
- No architectural, engineering, environmental or other services are anticipated as part of this project except as may be included with the Forte contract or from materials already available to the project team and Port.
- Feasibility report iterations beyond one or two drafts and a final report are beyond the scope of services with this assignment as currently scoped.

## BUDGET & SCHEDULE

Budget and schedule considerations are outlined based on the Port RFQ and Forte SOQ.

### Project Budget

EDH is prepared to complete the project assignment for a total fee (including services and reimbursable expenses) of not to exceed \$40,900, outlined by task as follows:

Work Task	Hours	Budget	Comments
1-Project Orientation	20	\$4,300	Includes start-up meeting & site tour
2-Reuse Concepts	60	\$12,900	Covers market research & concept review
3- Preferred Concept	40	\$8,600	Covers pro formas & funding review
4-Draft CERB Feasibility Report	40	\$8,600	Includes 1-2 drafts for Forte/Port review
5-Report Finalization	20	\$4,300	Includes final + collateral materials
Professional Fee	180	\$38,700	
Expenses		\$2,200	Up to 4 trips @ \$550
<b>Total Project Budget</b>		<b>\$40,900</b>	

EDH may reallocate budget line items as needed subject to the overall project maximum budget of \$40,900. Work tasks not covered by this scope may be provided subject to prior written mutual agreement as to added scope and or budget.

EDH typically invoices on a monthly basis for services rendered and expenses incurred during the prior month. Payment terms are net 30 days from date of invoicing. Payments not received

within 60 days of invoice also are subject to interest on the unpaid balance at the rate of 1% per month.

## Schedule

EDH is prepared to provide a Task 4 draft CERB report within three months of contract authorization or receipt of written notice to proceed. A revised draft and/or final report will be prepared and submitted within two weeks of receipt of comments on the prior draft report.

Other interim schedule milestones may be set as mutually agreed. This schedule assumes receipt of all background materials as needed on a timely basis from the project team and/or Port. The schedule is subject to modification as may be mutually agreed between the parties.

## ACCEPTANCE

If this statement of scope, budget and schedule is agreeable, please indicate your acceptance in the space provided below. EDH is prepared to proceed upon receipt of contract execution or of other written notice to proceed and incur project fees and expenses.

I look forward to being of assistance with this project assignment in the weeks immediately ahead.

Sincerely,

Eric Hovee  
Principal

Accepted by:

Date of Acceptance:

\_\_\_\_\_  
Lenka Slapnicka – Principal  
Forte Architects

Attachment: Appendix – Sample Feasibility Report Format

## APPENDIX: SAMPLE FEASIBILITY REPORT FORMAT

Based on experience with other CERB-funded feasibility assessments, EDH will plan to work toward a final product from start-up to completion date. The following *sample* table of contents is outlined for consideration with Forte, the Port and any other project participants.

### Giga Watt Site Adaptive Reuse/CERB Feasibility Study Contents

At a minimum, contents of the CERB-funded feasibility report are anticipated to cover:

- ✓ **At-a-Glance Summary**  
(a 1-2 page summary covering major findings of the full feasibility study)
- ✓ **Meeting CERB Minimum Requirements**  
(a summary cross-reference linking each requirement by feasibility report topic)
- ✓ **Feasibility Report Introduction**  
(addressing feasibility study background & purpose plus report organization)
- ✓ **The Giga Watt Site Reuse Opportunity**  
(Site area & building assessment, building reuse and site development options together with infrastructure assessment, land use & zoning review, preliminary cost considerations)
- ✓ **Community Setting**  
(demographics, business cluster, labor force & employment profile)
- ✓ **Reuse Concepts & Preferred Option**  
(2-3 alternative reuse options, target industries & recommended building/site concept)
- ✓ **Market & Financial Feasibility**  
(qualifying the market opportunity, refined construction cost estimates, financial pro forma feasibility, conditions for sustainable occupancy, and site/user marketing)
- ✓ **Economic Outcomes**  
(focused on target business mix, site reuse/development phasing and space absorption, employment, wages, tax revenues & monitoring of outcomes)
- ✓ **Appendices**  
(including brief profiles of E.D. Hovee/Forte as report preparers together with supplemental materials potentially including supporting project data, planning and promotional components of building and tenant marketing)

*Note:* This outline is preliminary and subject to revision or refinement during the course of this EOA feasibility and planning process.



240 North Wenatchee Avenue  
Wenatchee, WA 98801

(509) 293-5566  
www.fortearchitects.com

## 2020 RATE SCHEDULE Hourly Billing Rate Subject to Change 2021

TIME CLASSIFICATION BY PERSONNEL	CODE	RATE
Clerical or Apprentice Draftsman	1	65.00/hr
Draftsman/Designer/Technician	2	90.00/hr
Staff Architect/Designer/Planner	3	104.00/hr
Project Architect or Planner	4	125.00/hr
Principal	5	150.00/hr

Any of the above personnel rates may involve several and diverse activities, such as Design, Field Inspection, Research, Conferences, etc. Rates are based on a multiple of the average salaries of personnel classifications, and an operational structure that endeavors to utilize each person at his optimum effectiveness.

**OUTSIDE CONSULTANT'S TIME** (Structural, Mechanical, or Electrical Engineers, etc.) is charged at Consultant's cost to Forte Architects, plus a multiple of 1.10 times the expense incurred for taxes and overhead factor.

**TRAVEL TIME** is charged at the reduced rate(s) of Code 4 for Principals, Code 3 for Project Architects, Code 2 for Staff Architects and Code 1 for all other personnel.

**REIMBURSABLE EXPENSES:** The following expenses, when incurred by the Architect or his consultant in service to the client, are charged to the client:

- .1 Transportation and authorized out-of-town travel and subsistence beyond a 25mile radius from Architect's office;
- .2 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .3 Printing, reproductions, plots, standard form documents;
- .4 Postage, handling and delivery;
- .5 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
- .6 Architect's or Architect's Consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect or Architect's consultants;
- .7 All taxes levied on professional services and on reimbursable expenses;
- .8 Site office expenses; and
- .9 Other similar Project-related expenditures.

Reimbursable expenses, except Item 1, travel and Item 3, in-house reproductions, compensation shall be computed as a multiple of 1.10 times the expense incurred for taxes and overhead factor.

Full payment is due within 30 days from date of invoice. A service charge of 1% per month (annual rate 12%) will be assessed on balances 30 days past due.



# SBDC Q3 Report - Chelan/Douglas Counties

## Business Meetings / Calls

Current Quarter	Year to Date	
17	26	New Clients Counseled
40	76	Total client counseling sessions

## Client Hours

202	420	Prep & Counseling
95	130.0	New Client Hours

## Company Status

15	26.0	Pre-venture/Nascent
4	8%	Startup
21	42	Existing Business

## Business Demographics - Gender, Ethnicity, Veteran Status

6	12	Male Owned
7	20	Women Owned
12	18	Male/Female Owned
15	26	No Response
0	0	American Indian or Alaskan Native
0	2	Asian
1	1	Black or African American
32	59	White
0	0	Native Hawaiian or Pacific Islander
3	4	Hispanic
3	4	Veteran

## Type of Business

10	13	Accommodation & Food Services
1	3	Ag, Forestry, Fishing & Hunting
2	4	Construction
1	4	Healthcare & Socail Assistance
1	2	Manufacturing
3	9	Retail
6	11	Service
1	2	Wholesale
3	7	Other
12	21	No Response

# SBDC Q3 Report - Chelan/Douglas Counties

Continued

## Number of Sessions by Type of Counseling

0	2	Business Accounting/Budgeting
21	23	Business Plan
2	5	Buy/Sell Business
2	7	Cash Flow Management
17	27	COVID-19 Related
5	13	Financing/Capital
1	2	International Trade
15	42	Managing a Business
0	3	Marketing & Sales
2	11	Start-up Assistance
40	76	Other

## Training/Events

10	48	Number of Training Events
179	4,112	Number of Training Attendees

## Business Impacts

\$253,480	\$253,480	Capital Infusion
1	3	Number of Businesses Created
3	6	Jobs Created/Retained
4	9	Job Supported

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget - DRAFT**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b>OPERATING REVENUES</b>		
<b>BUSINESS PARKS</b>		
<b><u>CASHMERE MILL DISTRICT</u></b>		
Building A - Blue Spirits	\$ 105,156	\$ 166,286
Building B - Hurst International & Huney Jun	64,340	115,066
Utility & Operating Reimbursements	42,400	50,740
Misc. Income	-	-
<b>TOTAL CASHMERE MILL DISTRICT</b>	<b>\$ 211,896</b>	<b>\$ 332,092</b>
<b><u>CONFLUENCE TECHNOLOGY CENTER</u></b>		
Office Space Leases	\$ 1,225,638	\$ 579,422
CTC South Office Space Leases	-	1,000
Video Conference/Meeting Room Rentals	45,000	67,500
Utility & Operating Reimbursements	280,120	71,100
Misc. Income	-	-
<b>TOTAL CONFLUENCE TECHNOLOGY CENTER</b>	<b>\$ 1,550,758</b>	<b>\$ 719,022</b>
<b><u>COLUMBIA STREET PROPERTIES</u></b>		
Misc. Rents	\$ 43,744	\$ -
Utility & Operating Reimbursements	10,000	5,000
S.P.O.R.T. Property Sale	2,000,000	2,000,000
Columbia Street South Property Sale	-	1,200,000
<b>TOTAL COLUMBIA STREET PROPERTIES</b>	<b>\$ 2,053,744</b>	<b>\$ 3,205,000</b>
<b><u>MALAGA INDUSTRIAL SITE</u></b>		
Farm Rental	\$ -	\$ 3,500
<b>TOTAL MALAGA INDUSTRIAL SITE</b>	<b>\$ -</b>	<b>\$ 3,500</b>
<b><u>OLDS STATION BUSINESS PARK</u></b>		
IB 2 - HOM Solutions	\$ 40,704	\$ -
IB 3 - Confluence Health & POCC Office	73,996	65,575
IB 4 - Pregis Corporation	198,540	204,495
IB 5 - Chelan County PUD	296,876	296,400
IB 6 - ABC Early Learning	13,308	13,450
IB 7 & 8 - Pacific Aerospace & Electronics	698,772	705,750
IB 9 - Sinclair Systems & Frito Lay	127,154	281,580
Fire Protection Assessment	5,278	-
Utility & Operating Reimbursements	107,140	97,750
Misc. Income	2,750	2,500
<b>TOTAL OLDS STATION BUSINESS PARK</b>	<b>\$ 1,564,518</b>	<b>\$ 1,667,500</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget - DRAFT**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>PANGBORN AIRPORT</u></b>		
Landing Fees	\$ 44,000	\$ 50,000
Parking Income	107,500	63,000
Aircraft Parking	1,000	2,500
Rental Income - Aviation Land	95,530	97,993
Rental Income - NonAviation Land	57,785	67,346
Rental Income - Terminal/Aviation Building	98,000	57,377
Rental Income - NonAviation Buildings	113,520	76,134
Rental Income - Hangars	135,385	147,441
Fuel Flowage Fees	11,200	18,400
FBO Income (After hours, Horizon into Tank)	32,000	22,400
FBO Fuel Income	720,000	1,105,500
FBO Misc. Income	7,500	9,800
Misc. Fees and Permits	14,105	27,500
<b>TOTAL PANGBORN AIRPORT</b>	<b>\$ 1,437,525</b>	<b>\$ 1,745,391</b>
<b><u>PANGBORN BUSINESS PARK</u></b>		
<b><u>Land Leases</u></b>		
Lot 4 - Coca-Cola	\$ 85,778	\$ 85,778
Lot 17 - Salcido	51,042	-
<b><u>Building Leases</u></b>		
3306 - Multi - Tenant	97,614	100,362
3310 - Accor Building	344,742	349,917
CWICC	191,602	195,434
Utility & Operating Reimbursements	54,000	54,000
Contribution in Aid of Construction	128,854	128,854
Misc. Income	4,500	1,000
<b>TOTAL PANGBORN BUSINESS PARK</b>	<b>\$ 958,132</b>	<b>\$ 915,345</b>
<b><u>REGIONAL PORT OFFICE/AVIATION CENTER</u></b>		
Rental Income - Offices	\$ 12,000	\$ 13,500
Rental Income - Aviation/Hangar Uses	151,900	140,670
Misc. Income	-	-
<b>TOTAL RPA OFFICE/AVIATION CENTER</b>	<b>\$ 163,900</b>	<b>\$ 154,170</b>
<b><u>LAKE CHELAN AIRPORT</u></b>		
Rental Income - Kelly Property	\$ 4,900	\$ 5,700
<b>TOTAL LAKE CHELAN AIRPORT</b>	<b>\$ 4,900</b>	<b>\$ 5,700</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget - DRAFT**

	<u>2020 Supplemental Budget</u>	<u>2021 Preliminary Budget</u>
<b><u>MANSFIELD AIRPORT</u></b>		
Lease Income	\$ -	\$ -
<b>TOTAL MANSFIELD AIRPORT</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>WATERVILLE AIRPORT</u></b>		
Lease Income	\$ 2,924	\$ 3,184
<b>TOTAL WATERVILLE AIRPORT</b>	<b>\$ 2,924</b>	<b>\$ 3,184</b>
<b><u>ORONDO RIVER PARK</u></b>		
Chelan County PUD	\$ 30,000	\$ 30,000
Misc. Income	-	-
<b>TOTAL ORONDO RIVER PARK</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
<b><u>PYBUS INCUBATOR</u></b>		
Office Space Lease	\$ 39,000	\$ -
Misc. Income	240	-
<b>TOTAL PYBUS INCUBATOR</b>	<b>\$ 39,240</b>	<b>\$ -</b>
<b>TOTAL BUSINESS PARK REVENUE</b>	<b>\$ 8,017,537</b>	<b>\$ 8,780,904</b>
<b><u>TAX RECEIPTS</u></b>		
Current Levy	\$ 4,127,912	\$ 4,267,763
1% at Prior Year Tax	41,249	42,678
New Construction	83,599	92,080
Tax Refunded (receipts)	14,028	13,500
<b>TOTAL TAX RECEIPTS</b>	<b>\$ 4,266,788</b>	<b>\$ 4,416,021</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget - DRAFT**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>NON-OPERATING REVENUES</u></b>		
ADO Contracts - Dept. of Commerce	\$ 109,286	\$ 109,286
FAA AIP Grant Proceeds (EA & Term Bldg Cap Impr)	747,788	45,000
FAA AIP Grant Proceeds (Land Acquisition)	2,368,038	1,500,000
FAA AIP Grant Proceeds (Apron Rehab)	-	1,142,380
FAA Discretionary (Apron Rehab)	-	3,700,000
FAA AIP CARES Act Grant (\$18,120,860)	14,706,000	2,122,020
PFC Capital Funds (Receipts + Reserves)	468,838	203,120
TSA Operating Grant	14,550	14,600
USFS Helipad Reimbursement	280,082	-
Douglas County Payment - PWTF	80,000	80,000
Douglas County - Wenatchi Landing Overlay	6,022	-
WSDOT Aviation - Pangborn	34,295	2,500
WSDOT Aviation - Mansfield	-	-
WSDOT Aviation - Waterville	184,738	156,749
CERB Grant - Giga Watt Adaptive ReUse Study	50,000	50,000
Dept of Commerce - COVID 19 Administrative Grant	100,000	-
Chelan County .09 Grant - Partnership Projects	60,000	60,000
Other Tax Income (LHT & Timber Dist.)	14,500	12,950
EPA Brownsfield Grant (\$600,000)	-	300,000
Interest Income	105,000	86,750
Other Income	42,500	40,000
Sale of Fixed Assets	21,600	-
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 19,393,237</b>	<b>\$ 9,625,355</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget - DRAFT**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>NON-OPERATING REVENUES - COVID 19</u></b>		
Dept of Commerce - Working WA Chelan Cty	\$ 183,259	\$ -
Dept of Commerce - Working WA Douglas Cty	154,547	-
Dept of Commerce - Add'l Allocation - Chelan County	458,361	-
Dept of Commerce - Add'l Allocation - Douglas County	386,567	-
Chelan County CARES Act	1,000,000	-
Douglas County CARES Act	1,000,000	-
City of Cashmere CARES Act	93,000	-
City of Entiat CARES Act	35,000	-
City of East Wenatchee CARES Act	160,000	-
Chelan/Douglas Counties CDBG Grant	71,990	-
City of Wenatchee CDBG Grant	65,000	-
City of East Wenatchee CDBG Grant	133,927	-
Other COVID-19 Grants	-	-
<b>TOTAL NON-OPERATING REVENUES - COVID 19</b>	<b>\$ 3,741,651</b>	<b>\$ -</b>
<b>TOTAL REVENUES</b>	<b>\$ 35,419,213</b>	<b>\$ 22,822,280</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget - DRAFT**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b>BUSINESS PARK EXPENSES</b>		
<b><u>CASHMERE MILL DISTRICT</u></b>		
Debt Service - Buildings A & B	\$ 219,134	\$ 219,134
CERB Loan	75,781	75,781
Property Insurance	15,592	17,930
Building Maintenance	2,500	2,500
Property Maintenance	20,000	17,500
Utilities	32,500	32,500
Misc. Expenses	7,500	7,500
<b>TOTAL CASHMERE MILL DISTRICT</b>	<b>\$ 373,007</b>	<b>\$ 372,845</b>
<b><u>CONFLUENCE TECHNOLOGY CENTER</u></b>		
Salaries	\$ 136,485	\$ 141,045
Employee Benefits	35,080	35,510
Payroll Taxes	12,175	12,520
Contract Labor	4,000	10,000
Building Operational Expenses	411,000	405,455
CTC South Building Operational Expenses	-	23,510
Video Conference Center/Meeting Room Expenses	81,165	131,089
Debt Service	48,529	48,529
Misc. Expenses	5,000	5,000
<b>TOTAL CONFLUENCE TECHNOLOGY CENTER</b>	<b>\$ 733,434</b>	<b>\$ 812,658</b>
<b><u>MALAGA INDUSTRIAL SITE</u></b>		
Property Maintenance	\$ -	\$ 15,000
Property Insurance	-	250
Utilities	-	5,000
Misc. Expenses	-	10,000
<b>TOTAL MALAGA INDUSTRIAL SITE</b>	<b>\$ -</b>	<b>\$ 30,250</b>



**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget - DRAFT**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>OLDS STATION BUSINESS PARK</u></b>		
Salaries (Maintenance)	\$ 59,100	\$ 60,455
Employee Benefits	21,600	22,235
Payroll Taxes	7,865	7,290
Building Maintenance & Repairs	25,250	22,500
Property & Grounds	15,000	18,975
Small Equipment	5,000	2,500
Utilities	53,550	52,500
Fire Protection in lieu of taxes	9,634	9,750
Property Insurance	50,894	58,520
Misc. Expenses	5,000	5,000
<b>TOTAL OLDS STATION BUSINESS PARK</b>	<b>\$ 252,893</b>	<b>\$ 259,725</b>
<b><u>COLUMBIA STREET PROPERTIES</u></b>		
Building Operational Expenses	\$ 34,000	\$ 25,750
Property Insurance	42,959	33,420
Misc. Expenses	50,000	37,500
<b>TOTAL COLUMBIA STREET PROPERTIES</b>	<b>\$ 126,959</b>	<b>\$ 96,670</b>
<b><u>PESHASTIN PROPERTY</u></b>		
Property Maintenance	\$ 3,250	\$ 3,250
<b>TOTAL PESHASTIN PROPERTY</b>	<b>\$ 3,250</b>	<b>\$ 3,250</b>

**Chelan Douglas Regional Port Authority**  
**2021 Preliminary Budget - DRAFT**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>PANGBORN AIRPORT</u></b>		
Salaries	\$ 706,500	\$ 632,505
Salaries - Overtime	44,830	45,610
Employee Benefits	232,950	215,365
Payroll Taxes	100,975	84,400
Engineering/Professional Fees	100,000	105,000
Non-Aviation Maintenance	6,325	10,000
Aviation Maintenance	28,975	25,000
Terminal Maintenance	30,000	33,000
Airfield Maintenance	59,825	65,000
Vehicle & Equipment Maintenance	38,000	30,000
Small Tools & Equipment	-	5,000
Utilities	148,981	153,450
Property Insurance	97,805	112,500
FBO Expenses	25,000	22,500
Fuel (Resale)	540,000	830,000
Fuel (M&O)	30,000	28,000
Regulatory Compliance	53,200	58,000
Winter Operations	36,000	36,000
Memberships & Subs	7,494	7,500
Marketing	5,000	15,000
Conferences, Training & Meetings	10,000	17,500
Information Technology	42,002	42,000
Credit Card Fees	17,820	21,000
Debt Service (Runway Extension)	114,988	-
Debt Service Payoff (Runway Extension)	2,472,830	-
ULID - Douglas County Treasurer (Final)	10,368	-
COVID-19 Compliance	75,000	35,000
Misc. Expenses	7,500	15,000
<b>TOTAL PANGBORN AIRPORT</b>	<b>\$ 5,042,368</b>	<b>\$ 2,644,330</b>

**Chelan Douglas Regional Port Authority**  
**2021 Preliminary Budget - DRAFT**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>PANGBORN BUSINESS PARK</u></b>		
Maintenance	\$ 98,500	\$ 98,500
Supplies	2,500	-
Equipment	1,500	-
Utilities	65,000	59,895
Storm Water	3,668	3,750
Property Insurance	30,921	35,550
CIAC Payments to PUD	92,038	92,038
Debt Service (Princ, Int, Fees)	393,460	90,533
Debt Service Payoff	6,012,995	-
Misc. Expenses	-	2,000
<b>TOTAL PANGBORN BUSINESS PARK</b>	<b>\$ 6,700,582</b>	<b>\$ 382,266</b>
<b><u>REGIONAL PORT OFFICE/AVIATION CENTER</u></b>		
Building Maintenance & Repairs	\$ 25,000	\$ 25,000
Mobile Equipment Maintenance & Repairs	5,000	-
Utilities	50,000	45,000
Insurance	26,199	30,130
Landscape Maintenance	15,000	17,500
Debt Service	203,211	-
Debt Service Payoff	2,843,568	-
Misc. Expenses	10,000	7,500
<b>Total RPA OFFICE/AVIATION CENTER</b>	<b>\$ 3,177,978</b>	<b>\$ 125,130</b>
<b><u>LAKE CHELAN AIRPORT</u></b>		
Maintenance & Operations Subsidy (City of Chelan)	\$ 45,015	\$ 45,915
Misc. Expenses (City of Chelan)	5,000	5,000
Maintenance (Kelly Property)	6,000	8,500
Insurance	-	705
Utilities	-	305
Misc. Expenses (Kelly Property)	1,500	1,500
<b>TOTAL LAKE CHELAN AIRPORT</b>	<b>\$ 57,515</b>	<b>\$ 61,925</b>

**Chelan Douglas Regional Port Authority**  
**2021 Preliminary Budget - DRAFT**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>MANSFIELD AIRPORT</u></b>		
Maintenance	\$ 5,195	\$ 3,000
Supplies	505	2,750
Repairs	505	500
Utilities	707	600
Property Insurance	4,051	4,660
Misc. Expenses	5,000	2,500
<b>TOTAL MANSFIELD AIRPORT</b>	<b>\$ 15,963</b>	<b>\$ 14,010</b>
<b><u>WATERVILLE AIRPORT</u></b>		
Outside Maintenance	\$ 7,210	\$ 7,000
Supplies	505	2,750
Repairs	505	500
Utilities	707	600
Property Insurance	4,051	4,660
Misc. Expenses	5,000	3,000
<b>TOTAL WATERVILLE AIRPORT</b>	<b>\$ 17,978</b>	<b>\$ 18,510</b>
<b><u>ORONDO RIVER PARK</u></b>		
Outside Services		
Engineering	\$ 4,000	\$ 4,000
Labor/Maintenance	29,000	28,500
Other	5,000	5,000
Supplies	5,000	2,500
Equipment	2,000	-
Repairs	2,500	2,500
Utilities	2,000	2,250
Property Insurance	1,332	1,530
Misc. Expenses	5,000	5,000
<b>TOTAL ORONDO RIVER PARK</b>	<b>\$ 55,832</b>	<b>\$ 51,280</b>
<b><u>PYBUS INCUBATOR</u></b>		
Misc. Expenses	\$ 6,000	\$ 6,000
<b>TOTAL PYBUS INCUBATOR</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>
<b>TOTAL BUSINESS PARK EXPENSES</b>	<b>\$ 16,563,759</b>	<b>\$ 4,878,849</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget - DRAFT**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>ADMINISTRATIVE &amp; GENERAL EXPENSES</u></b>		
Salaries	\$ 985,000	\$ 1,056,225
Commissioners' Compensation, Benefits & Taxes	196,250	200,085
Employee Benefits	251,805	300,275
Payroll Taxes	82,250	90,035
Internship Opportunities	5,000	10,000
Professional Services		
Legal	230,000	220,000
Engineering	117,500	117,500
Government Relations - Federal	40,000	40,000
WA State Audit Costs	70,500	70,500
Other Professional Services	42,500	42,500
County Election Costs	-	70,000
Conferences, Training, and Meetings	10,000	10,000
Commission Conferences & Travel	15,000	15,000
Memberships and Subscriptions	50,000	50,000
Travel	7,500	7,500
Office Expense		
Supplies	33,650	32,500
Telephone	15,000	13,500
Computers/Hardware	7,421	8,500
Software/Backup/Internet	27,500	27,500
Managed Services/Maintenance	29,500	35,000
Insurance (Public Officials, General Liability, etc)	97,310	111,905
Auto Expense	7,500	7,500
Misc. Expenses	15,000	15,000
<b>TOTAL ADMINISTRATIVE &amp; GENERAL EXPENSES</b>	<b>\$ 2,336,186</b>	<b>\$ 2,551,025</b>

**BUSINESS DEVELOPMENT & MARKETING EXPENSES**

Marketing & Communications	\$ 75,000	\$ 75,000
Business Recruitment & Trade Shows	30,000	15,000
Existing Business Outreach	10,000	-
Air Service Investment Program	25,000	15,000
Real Estate Marketing	35,000	35,000
Chelan-Douglas Trends	7,000	7,000
Small Business Development Center (WSU)	80,000	80,000
Promotional Hosting	5,000	5,000
<b>TOTAL BUSINESS DEVELOPMENT &amp; MARKETING EXPENSES</b>	<b>\$ 267,000</b>	<b>\$ 232,000</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget - DRAFT**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>ECONOMIC DEVELOPMENT CONTRACTS (NON-PROFITS)</u></b>		
Cascade Foothills Farmland Association	\$ 27,000	
Cashmere Chamber of Commerce	13,500	
Chelan Douglas Land Trust	5,500	
Entiat Valley Chamber of Commerce	10,000	
GWATA (Chelan County \$10,000)	47,000	
Initiative for Rural Innovation & Stewardship (IRIS)	3,000	
Manson Chamber of Commerce	15,000	
NCW Economic Dev District (Chelan County \$5,000)	5,000	
Our Valley Our Future (Chelan County \$30,000)	40,000	
Our Valley Our Future - PODC 2019 Commitment	10,000	
Spirit of Wenatchee	5,473	
Wenatchee Downtown Association	3,000	
WV Sports Foundation - Winter Special Olympics	7,000	
Wenatchee Outdoors	7,000	
Wenatchee Valley TREAD (Chelan County \$10,000)	10,000	
Community Nonprofit ED Projects	46,527	255,000
<b>TOTAL ECONOMIC DEVELOPMENT CONTRACTS</b>	<b>\$ 255,000</b>	<b>\$ 255,000</b>
<b><u>COMMUNITY PARTNERSHIP PROJECTS (MUNICIPALITIES)</u></b>		
City of Bridgeport	\$ 20,000	\$ 20,000
City of Cashmere	35,000	35,000
City of Chelan	30,000	30,000
East Wenatchee Water District	30,000	-
Eastmont Metropolitan Parks District	20,000	20,000
PUD 5th Street Redevelopment Study	21,871	15,684
Chelan County - Countywide Trails Plan	20,000	20,000
City of Wenatchee - Confl. Parkway Environmental	175,000	175,000
Opportunity Placeholder	45,000	-
<b>TOTAL COMMUNITY PARTNERSHIP PROJECTS</b>	<b>\$ 396,871</b>	<b>\$ 315,684</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget - DRAFT**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>COVID-19 SMALL BUSINESS GRANTS</u></b>		
Dept of Commerce - Working WA Chelan Cty	\$ 183,259	\$ -
Dept of Commerce - Working WA Douglas Cty	154,547	-
Dept of Commerce - Add'l Allocation - Chelan County	458,361	-
Dept of Commerce - Add'l Allocation - Douglas County	386,567	-
Chelan County CARES Act	1,000,000	-
Douglas County CARES Act	1,000,000	-
City of Cashmere CARES Act	93,000	-
City of Entiat CARES Act	35,000	-
City of East Wenatchee CARES Act	160,000	-
Chelan/Douglas County CDBG Grant	71,990	-
City of Wenatchee CDBG Grant	65,000	-
City of East Wenatchee CDBG Grant	133,927	-
Regional Port Rent Relief Program	100,000	-
Regional Port Ready to Reopen Program	100,000	-
Other COVID-19 Grants	-	-
<b>TOTAL COVID-19 SMALL BUSINESS GRANTS</b>	<b>\$ 3,941,651</b>	<b>\$ -</b>
<b><u>Other Expenditures</u></b>		
EPA Brownsfield Grant - Consultant Services	\$ 7,500	\$ 300,000
<b>TOTAL EXPENSES</b>	<b>\$ 23,767,967</b>	<b>\$ 8,532,558</b>
<b>LESS OPERATING REVENUES</b>	<b>\$ 35,419,213</b>	<b>\$ 22,822,280</b>
<b>NET RESULTS BEFORE CAPITAL PROJECTS</b>	<b>\$ 11,651,246</b>	<b>\$ 14,289,722</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget - DRAFT**

<b>CAPITAL PROJECTS</b>	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>CASHMERE MILL DISTRICT</u></b>		
Tenant Improvements	\$ 850,000	\$ 700,000
Utility Room - Building B	-	100,000
Brender Creek Management	49,500	-
Capital Projects - Other	10,000	10,000
<b>TOTAL CASHMERE MILL DISTRICT</b>	<b>\$ 909,500</b>	<b>\$ 810,000</b>
<b><u>Confluence Technology Center</u></b>		
HVAC Unit Replacement	\$ 565,000	\$ -
Server	-	13,985
Window Sealant Project	-	50,000
Water Feature Replacement	-	25,000
Tree Removal/Replacement	22,765	-
Capital Projects - Other	5,000	5,000
<b>TOTAL CONFLUENCE TECHNOLOGY CENTER</b>	<b>\$ 592,765</b>	<b>\$ 93,985</b>
<b><u>OLDS STATION BUSINESS PARK</u></b>		
IB #2 Repave Parking Lot	-	\$ 150,000
IB #5 Gutter Replacement	64,000	-
Capital Projects - Other	10,000	10,000
<b>TOTAL OLDS STATION BUSINESS PARK</b>	<b>\$ 74,000</b>	<b>\$ 160,000</b>



**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget - DRAFT**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>PANGBORN AIRPORT - CAPITAL</u></b>		
<b>FAA Sponsored Projects</b>		
Environmental Assessment	\$ 709,897	\$ 50,000
Apron Rehab & Expansion	-	5,720,000
Term Bldg Security Improvements	468,838	-
Term Bldg Capacity Improvements	211,283	-
Snow Removal Equipment	40,000	-
<b>CDRPA Funded Projects</b>		
Land Use Plan Update	-	75,000
Terminal Building Parking Management	-	60,000
Airport-Wide Wireless Network	-	18,500
USFS Helipad Project	276,962	-
Parking Lot Sealcoat/Striping	85,000	-
Terminal Radio Repeater	50,000	50,000
Jet A Reclaim Tank	15,000	-
Jet A Tank Pump/Drive Testing & Replacement	14,910	-
Crack Sealing Machine	60,107	-
Air Compressor	11,372	-
Airport Vehicle (Pickup Replacement)	32,919	-
Dump Trailer	10,070	-
Snow Blower for John Deere	15,700	-
Add'l CCTV Cameras	25,000	-
Auto Gate Project (Airlift NW)	20,000	-
Fuel Station - Carryover	55,000	-
Maintenance/Operations Equipment	-	175,000
<b>Air Service Reliability Projects</b>		
Airport Approach Lighting System Study	37,000	-
Terrain Study	40,000	5,000
Approach Lighting System Design	82,000	-
ASOS Relocation/RVR Feasibility	11,700	-
New Instrument Approach Study	38,500	-
Construction of MALSR System	-	2,438,000
Runway Protection Zone - Land Acquisition	6,000,000	2,350,000
Jet-A Fuel Truck (5,000 gallon)	-	100,000
Aircraft De-Icing Cart	-	8,000
GA Building Study	-	25,000
Capital Projects Other	10,000	10,000
<b>TOTAL PANGBORN AIRPORT - CAPITAL</b>	<b>\$ 8,321,258</b>	<b>\$ 11,084,500</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget - DRAFT**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>PANGBORN BUSINESS PARK - CAPITAL</u></b>		
Tenant Improvements - 3306 Building	\$ -	\$ 25,000
HVAC Units - CWICC Building	-	150,000
3306/3310 Crack Seal/Sealcoat/Stripe	26,000	-
Giga Watt Adaptive Re-Use Study	66,667	66,667
<b>TOTAL PANGBORN BUSINESS PARK - CAPITAL</b>	<b>\$ 92,667</b>	<b>\$ 241,667</b>

<b><u>REGIONAL PORT OFFICE/AVIATION CENTER</u></b>		
Trench Drain Sewer Connection	\$ 65,000	\$ 70,000
HVAC Review/Evaluation	35,333	-
Modular Building Roof	-	10,000
Carpet Replacement	-	30,000
Space Study	54,000	-
Servers (2)	23,804	-
Large Meeting Room	-	280,000
HVAC Replacement Phase I/Phase II	1,500,000	600,000
Digitize Record Drawings	8,000	-
<b>Total RPA OFFICE/AVIATION CENTER</b>	<b>\$ 1,686,137</b>	<b>\$ 990,000</b>

<b><u>LAKE CHELAN AIRPORT - CAPITAL</u></b>		
Repair Site Lighting (Kelly Property)	\$ 7,500	\$ -
Capital Projects - Other	-	-
<b>TOTAL LAKE CHELAN AIRPORT - CAPITAL</b>	<b>\$ 7,500</b>	<b>\$ -</b>

<b><u>MANSFIELD AIRPORT - CAPITAL</u></b>		
Crack Sealing	\$ -	\$ 25,000
<b>TOTAL MANSFIELD AIRPORT - CAPITAL</b>	<b>\$ -</b>	<b>\$ 25,000</b>

<b><u>WATERVILLE AIRPORT - CAPITAL</u></b>		
Pavement	\$ 205,315	\$ 174,170
<b>TOTAL WATERVILLE AIRPORT - CAPITAL</b>	<b>\$ 205,315</b>	<b>\$ 174,170</b>

<b><u>ORONDO RIVER PARK - CAPITAL</u></b>		
Fuel Dock & Trailer Removal	\$ -	\$ 15,000
<b>TOTAL ORONDO RIVER PARK - CAPITAL</b>	<b>\$ -</b>	<b>\$ 15,000</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget - DRAFT**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>OTHER CAPITAL</u></b>		
Maintenance Pickup	\$ -	\$ 50,000
Columbia Street Properties	50,000	100,000
Rock Island - Acquisition Strategy	25,000	-
Malaga Property Acquisition	1,500,000	-
Opportunity Fund - Other	250,000	100,000
<b>TOTAL OTHER CAPITAL</b>	<b>\$ 1,825,000</b>	<b>\$ 250,000</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 13,714,142</b>	<b>\$ 13,844,322</b>
<b>NET AFTER CAPITAL PROJECTS</b>	<b>\$ (2,062,896)</b>	<b>\$ 445,400</b>

**Regional Port Authority  
2021 Budget Schedule**

<b>Wednesday, September 30<sup>th</sup></b>	<b>Staff Meeting on Budget</b>	<b>10:00 am</b>
<b>Wednesday, October 7<sup>th</sup></b>	<b>Staff Meeting on Budget</b>	<b>10:00am</b>
<b>Wednesday, October 14<sup>th</sup></b>	<b>Staff Meeting on Budget</b>	<b>10:00am</b>
<b>Tuesday, October 20<sup>th</sup></b>	<b>Board Retreat</b>	<b>10:00am-3:00pm</b>
<b>Thursday, November 6<sup>th</sup></b>	<b>Send Notice to Wen. World</b>	
<b>Tuesday, November 11<sup>th</sup></b>	<b>Newspaper Public Notice #1</b>	
<b>Tuesday, November 17<sup>th</sup></b>	<b>Newspaper Public Notice #2</b>	
<b>Tuesday, November 24<sup>th</sup></b>	<b>Preliminary Budget Hearing</b>	
	<b>Adoption of tax levies for Port of Chelan &amp; Douglas</b>	
<b>Tuesday, December 8<sup>th</sup></b>	<b>Adoption of 2021 Regional Port Budget</b>	



	# of Businesses	Amt. of Funding	# of Businesses Rec'd Reimb. Funds	Amt. of Reimb. Funds
<b>1. <u>Demonstrated Need</u></b>				
Working Washington Small Business Emergency Grant Submittals	855	\$ 7,943,336.32		
<b>2. <u>Resources Available</u></b>				
<u>Working Washington Small Business Emergency Grants</u> (Program Closed)	71	\$ 337,806.00	75	\$ 326,535.14
<ul style="list-style-type: none"> <li>• Small Businesses with 10 FTE or less</li> <li>• In Business for one year</li> <li>• Must have a UBI#</li> <li>• Grant cap of \$5,000 per business</li> </ul>				
<u>Douglas County CARES Act Grant</u> (Program Closed)	100	\$ 1,000,000.00	123	\$ 969,966.26
<ul style="list-style-type: none"> <li>• Small Business with 20 FTE or less</li> <li>• Located in Douglas County</li> <li>• In Business for six months</li> <li>• Must have a UBI #</li> <li>• Grant cap of \$10,000 per business</li> </ul>				
<u>Chelan County CARES Act Grant</u> (Program Closed)	184	\$ 920,000.00	191	\$ 909,306.72
<ul style="list-style-type: none"> <li>• Small Business with 20 FTE or less</li> <li>• Located in Chelan County</li> <li>• In Business for six months</li> <li>• Must have a UBI #</li> <li>• Grant cap of \$5,000 per business</li> </ul>				

<p style="text-align: center;"><b><u>Chelan County .09 Sales Tax Grant</u></b> (Program Closed)</p> <ul style="list-style-type: none"> <li>• Limited to Chelan County businesses</li> <li>• Use Working Washington Small Business Grant Criteria</li> </ul>	16	\$ 80,000.00	16	\$ 80,000.00
<p style="text-align: center;"><b><u>City of Cashmere CARES Act Grant</u></b> (Program Closed)</p> <ul style="list-style-type: none"> <li>• Small Business with 20 FTE or less</li> <li>• Located within City Limits</li> <li>• In Business since March 1, 2020</li> <li>• Must have a UBI#</li> <li>• Grant Cap of \$5,000 per business</li> </ul>	25	\$ 93,000.00	25	\$ 93,000.00
<p style="text-align: center;"><b><u>City of Entiat CARES Act Grant</u></b> (Accepting Applications)</p> <ul style="list-style-type: none"> <li>• Small Business with 20 FTE or less</li> <li>• Located within City Limits</li> <li>• In Business since March 1, 2020</li> <li>• Must have a UBI#</li> <li>• Grant Cap of \$5,000 per business</li> </ul>	7	\$ 35,000.00	2	\$ 10,000.00
<p style="text-align: center;"><b><u>City of East Wenatchee CARES Act Grant</u></b> (Program Closed)</p> <ul style="list-style-type: none"> <li>• Small Business with 10 FTE or less</li> <li>• Located within City Limits</li> <li>• In Business for at least one year from date of application.</li> <li>• Must have a UBI#</li> <li>• Grant Cap of \$5,000 per business</li> </ul>	32	\$ 160,000.00	31	\$ 147,644.55

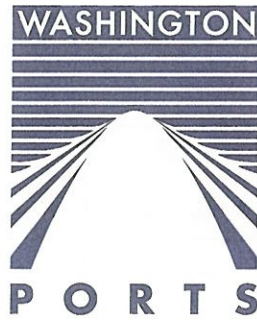
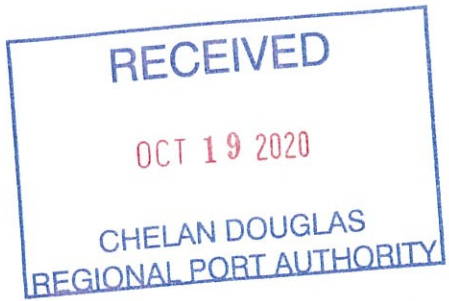
<p><u>Chelan/Douglas County - Community Development Block Grant</u>  <u>(Micro Grant Program)</u>  (Program Closed)</p> <ul style="list-style-type: none"> <li>• Small businesses outside the city limits of Wenatchee &amp; East Wenatchee</li> </ul>	14	\$ 71,990.00	7	\$ 35,000.00
<p><u>City of Wenatchee – Community Development Block Grant</u>  <u>(Micro Grant Program)</u>  (Program Closed)</p> <ul style="list-style-type: none"> <li>• Small business within City of Wenatchee City limits</li> </ul>	13	\$ 65,000.00	9	\$ 45,000.00
<p><u>City of East Wenatchee – Community Development Block Grant</u>  <u>(Micro Grant Program)</u>  (Accepting Applications)</p> <ul style="list-style-type: none"> <li>• Small business within City of East Wenatchee City limits</li> </ul>	27	\$ 133,927.00	0	\$ -
<p><u>Chelan County CARES Act Phase II Grants</u>  (Accepting Applications)</p> <ul style="list-style-type: none"> <li>• Small Businesses with 20 or less employees</li> <li>• In Business for 6 months</li> <li>• Must have a UBI#</li> <li>• Grant cap of \$5,000 per business</li> </ul>	138	\$ 690,595.00	66	\$ 321,125.00
<p><u>Douglas County CARES Act Phase II Grants</u>  (Accepting Applications)</p> <ul style="list-style-type: none"> <li>• Small Businesses with 20 or less employees</li> <li>• In Business for 6 months</li> <li>• Must have a UBI#</li> <li>• Grant cap of \$5,000 per business</li> </ul>	47	\$ 234,330.00	21	\$ 103,500.00
<p><u>Chelan/Douglas County CARES Act Phase II - Non Profits</u>  (Program Closed)</p> <ul style="list-style-type: none"> <li>• Chambers of Commerce and Downtown Associations</li> </ul>	10	\$20,000.00	6	\$ 11,600.00

<p align="center"><b><u>City of Wenatchee CARES Grant</u></b> <b>(Accepting Applications)</b></p> <ul style="list-style-type: none"> <li>• Small Business with 25 FTE or less</li> <li>• Located within City Limits</li> <li>• In Business 1 year prior to March 1, 2020</li> <li>• Must have a UBI#</li> <li>• Grant Cap of \$10,000 per business</li> </ul>	50	\$500,000.00	1	\$ 10,000.00
<p align="center"><b><u>City of Cashmere CARES Act Phase II Grant</u></b> <b>(Program Closed)</b></p> <ul style="list-style-type: none"> <li>• Small Business with 20 FTE or less</li> <li>• Located within City Limits</li> <li>• In Business prior to March 1, 2020</li> <li>• Must have a UBI#</li> <li>• Grant Cap of \$5,000 per business</li> </ul>	9	\$46,000.00	2	\$ 10,000.00
<p align="center"><b><u>CDRPA Small Business Support Initiative</u></b> <b>(Accepting Applications)</b></p> <ul style="list-style-type: none"> <li>• Funds: Rent Participation &amp; Getting Ready to Reopen</li> <li>• Small Businesses with 10 FT Employees or Less</li> <li>• Rent Participation has 6 months in business requirement</li> </ul>	200	\$ 200,000.00	66	\$ 58,745.82
<b>Resources Available Totals</b>	<b>943</b>	<b>\$ 4,587,648.00</b>		
<b>3. <u>Resources to Businesses</u></b>			<b>641</b>	<b>\$ 3,131,423.49</b>
<b>4. <u>Unmet Need</u></b>		<b>\$ 3,355,688.32</b>		



Chelan Douglas Regional Port Authority  
 FAA CARES Act Grant #3-53-0084-043-2020  
 Allocation of Grant

Total Grant Funding Available		\$	18,120,860.00
RFR #1 - February 2020 Operations	182,242.32		
RFR #2 - Runway Extension Bonds			
POCC	1,728,770.24		
PODC	744,059.70		
RFR #3 - March 2020 Operations	242,778.15		
RFR #4 - CERB Infrastructure			
CERB - PABP Phase II	796,749.86		
CERB - South Billingsley - Giga Watt	270,291.41		
CERB - South Billingsley - Salcido	120,953.93		
RFR #5 - Executive Flight Bonds			
North Cascades Bank - 2020A	797,742.40		
North Cascades Bank - 2020B	2,072,911.77		
RFR #6 - April 2020 Operations	352,538.14		
RFR #7 - May 2020 Operations	239,448.52		
RFR #8 - June Operations plus debt payments	658,266.91		
RFR #9 - July 2020 Operations	218,864.36		
RFR #10 - PODC Business Park Bonds			
CWICC 2013 - callable	318,663.67		
PABP Phase II - callable after 12.01.2021	1,152,746.25		
3310 Purchase - callable after 06.01.2026	4,045,187.50		
RFR #11 - August 2020 Operations	366,624.15		
Total Requested as of 09-22-2020	14,308,839.28		
Amount still available		\$	3,812,020.72



October 8, 2020

TO: PORT COMMISSIONERS AND EXECUTIVE DIRECTORS

FROM: Jean Ryckman, Port of Pasco, WPPA President

SUBJECT: Proposed 2021 Association Budget

On October 5, the WPPA Executive Committee approved the WPPA 2021 Budget for advancement to the Trustees. This year's budget discussions were challenging as we recognize the financial difficulties of many ports and made every attempt to constrain costs and still fund a productive organization. I think we struck a prudent balance by building a plan that ensures strong advocacy, education, and convening programs while decreasing the total WPPA member dues by 2.0%. Dues for individual ports will vary depending upon their revenues (The WPPA dues formula 'pro-rates' most port member dues by port revenue). This budget will be considered for approval by the Board of Trustees at our meeting on December 4.

Chelan Douglas Regional Port Authority proposed 2021 dues amount is \$14,698.

It is important to note that one of the mechanisms the Executive Committee used to decrease dues and help fund next year's budget is a transfer of \$55,000 from the WPPA Building Account. This is a continued signal to the membership that the WPPA building purchase is paying growing dividends. We have reached our rent-reserve goal and continue to invest in building upgrades and save for anticipated maintenance. Your investment in the WPPA is sound and will continue to yield benefits as the building is paid off in the future.

Please contact me at [jryckman@portofpasco.org](mailto:jryckman@portofpasco.org) or WPPA Executive Director James Thompson at the WPPA office if you have any questions, comments or need additional information.

Thank you for your continued support of the WPPA.

*See reverse for budget copy*

WPPA 2021  
PROPOSED BUDGET

	2019 Budget	2020 Budget	2021 Proposed	BUDGET NOTES
<b>BUDGETED EXPENSES:</b>				
Total Salaries	791,453	816,754	835,271	1
OASI	60,546	62,482	63,898	2
Pension	79,145	81,675	83,527	3
Personnel Benefits	113,280	126,000	124,000	
Furniture & Fixtures	4,500	3,500	2,500	
Rent Expense	97,344	98,317	99,300	4
Legal Expense	25,000	25,000	25,000	
Outside Services	35,000	35,000	35,600	
Office Expense	30,000	30,000	13,500	
Telephone	10,000	10,000	12,000	
Travel	22,000	26,000	15,000	
Printing & Publications	13,000	14,000	18,640	
Subscriptions	4,000	5,500	6,000	
Membership	3,500	3,500	5,000	
Insurance & Bonds	10,000	8,500	8,000	
Misc. General	20,000	25,000	23,000	
Equipment Purchases	3,000	2,000	4,600	
Education & Training	2,000	3,000	2,050	
<b>TOTAL BUDGET</b>	<b>\$ 1,333,768</b>	<b>\$ 1,376,228</b>	<b>\$ 1,376,887</b>	<b>5</b>
<b>INCOME:</b>				
<b>NON-DUES</b>				
Associate Members	83,000	82,000	80,000	
Building Rent Revenue Income	50,000	60,000	55,000	
Interest Income	5,000	8,000	8,000	
Reserves (Transfer)	<u>110,000</u>	<u>120,000</u>	<u>150,000</u>	
	248,000	270,000	293,000	
<b>DUES</b>				
Seattle & Tacoma	475,024	483,975	474,200	
Remaining Members	<u>610,745</u>	<u>622,253</u>	<u>609,686</u>	
	1,085,768	1,106,228	1,083,887	6
<b>TOTAL BUDGET/INCOME</b>	<b>\$ 1,333,768</b>	<b>\$ 1,376,228</b>	<b>\$ 1,376,887</b>	

**2021 Proposed Budget Notes:**

- 1 Represents a 2.8% positional average increase in staff salaries
- 2 OASI - 7.65% of salaries which is consistent with actual OASI
- 3 Pension - 10% of salary
- 4 Rent expense - Lease rate increase of 1% effective August 1, 2021
- 5 0.0% increase in expenses
- 6 2.0% decrease in dues

**Chelan Douglas Regional Port Authority  
Calendar of Events**

10/23/20

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attending</i>	<i>Cami RSVP arrangements if applicable</i>
October 27	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
November 10	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
November 11	Wednesday	NCWEDD Board Meeting, Zoom; 9:00 am	Craig, Commissioner Huffman	
November 12	Thursday	CDTC, 9-11am, Zoom	Commissioner Baldwin	
TBD	TBD	Wenatchee Valley Chamber Board Retreat - TBD	Commissioner Spurgeon	
November 18	Wednesday	GWATA Board Meeting, 3-5pm, Zoom		
November 19	Thursday	Cashmere Museum Membership Meeting	Zoom?	
November 24	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		(2021 Budget Hearing)
November 24	Tuesday	Tri Commission Meeting; 1pm-3pm Zoom	Commissioners/Staff	
November 25	Wednesday	Douglas County Community Leadership Advisory Meeting, Zoom , 2:30 pm - 4:00 pm	Ron C.	
November 26-27	Thur-Friday	Thanksgiving Holiday Office Closed		
December 2-4	Tuesday - Friday	WPPA Annual Meeting	Virtual	
December 8	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		(2021 Budget Adoption)
December 9-10	Wed-Thurs	WPPA Finance Seminar; 9:00 am - 12 noon	Virtual	Monica?
December 9	Wednesday	NCWEDD Board Meeting, Zoom; 9:00 am	Craig, Commissioner Huffman	
December 10	Thursday	CDTC, 9-11am, Zoom	Commissioner Baldwin	
December 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Zoom	Commissioner Spurgeon	
December 16	Wednesday	GWATA Board Meeting, 3-5pm, Zoom		
December 22	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
December 23	Wednesday	Douglas County Community Leadership Advisory Meeting, Zoom , 2:30 pm - 4:00 pm	Ron C.	
December 24	Thursday	<i>Christmas Eve Office Closed</i>		