

**Board of Directors**  
**Chelan Douglas Regional Port Authority**  
**Meeting Minutes**  
**January 26<sup>th</sup>, 2021**  
**9:00 am**

**Present:**

**Directors**

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

Jim Huffman, Director (via Zoom)  
\*W. Alan Loeb sack, Director  
Mark Spurgeon, Director (Excused Absence)

**Staff**

\*Jim Kuntz, Chief Executive Officer  
\*Trent Moyers, Director of Airports  
Ron Cridlebaugh, Dir. of Economic Dev.  
\*Quentin Batjer, Legal Counsel  
Cami Harris, Executive Assistant  
Esther McKivor, Accounting Specialist  
Tricia Degnan, CTC Manager  
Sarah Deenik, Communications Coordinator  
Randy Asplund, Port Engineer

\*Monica Lough, Dir. of Finance & Admin.  
Ron Russ, Property Manager  
Craig Larsen, Economic Dev. Manager  
Stacie de Mestre, Capital Projects Manager  
Bealinda Tidd, Accounting Specialist  
Laura Camarillo Reyes, CTC Assistant  
\*Pete Fraley, Legal Counsel  
\*Bobbie Chatriand, Administrative Assistant

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

**Guests (all via Zoom):**

Ray Dobbs  
Mayor Jerrilea Crawford, City of E. Wenatchee  
Alan Walker  
Ron Nielsen, SBDC

Mayor Bob Goedde, City of Chelan  
Erik Howe, RH2  
Andy Wendell, PUD  
John Morosco, SBDC

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

**Introductions were made.**

**Conflict of Interest:** None

**CDRPA CONSENT AGENDA:**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of January 12<sup>th</sup>, 2021 Meeting; and December 2020 Commission Calendar was presented and the following action was taken:

**Motion No.**

Moved by:  
Seconded by:

**01-14-21 CDRPA**

Rory Turner  
JC Baldwin

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of January 12<sup>th</sup>, 2021 Meeting; and December 2020 Commission Meeting Calendar, as presented.

Motion passed 5-0.

**PRESENTATION:**

**Small Business Development Center** – Ron Nielsen and John Morosco from the SBDC provided a 2020 year-end review of their work and activities. The SBDC will continue to provide quarterly reports to the Regional Port Board.

**ACTION ITEMS:**

**Authorization to Seek Bids – Huney Jun Tenant Improvements – Cashmere Mill District** – Following a discussion concerning Huney Jun’s current lease status, no action was taken on this item.

**Engineering Agreement – T.O. Engineers Terminal Apron Reconstruction Project** – Kuntz provided information on negotiations with T.O. Engineers concerning fees for the Terminal Apron Reconstruction Project. The proposed engineering fee of \$932,445 equates to 20.7% of the total estimated cost of the project. An FAA grant will provide 90% of the funding for the project. Discussion ensued and the following action was taken:

<i><b>Motion No.</b></i>	<b>01-15-21 CDRPA</b>
<i>Moved by:</i>	<i>Jim Huffman</i>
<i>Seconded by:</i>	<i>JC Baldwin</i>
	<i>To authorize the CEO to sign an Engineering Agreement with T.O. Engineers for Pangborn Memorial Airport Terminal Apron Reconstruction Project, in an amount of \$932,445.</i>

*Motion passed 5-0.*

**PUBLIC HEARING:**

**PORT OF CHELAN COUNTY AMENDMENT TO COMPREHENSIVE PLAN TO SURPLUS PARCELS C & E AT CASHMERE MILL DISTRICT – PUBLIC HEARING**

Commissioner Turner opened the public hearing at 9:54 am. An opportunity for public comment was provided; however, no public comments were received. Commissioner Turner closed the public hearing at 9:55 am.

**POCC ACTION ITEMS:**

**POCC Resolution No. 2021-01** – POCC Resolution No. 2021-01 amending the Port of Chelan County’s Comprehensive Plan to declare Cashmere Mill District Parcels C & E surplus to the needs of the Port of Chelan County was presented and the following action was taken:

<i><b>Motion No.</b></i>	<b>01-16-21 POCC</b>
<i>Moved by:</i>	<i>JC Baldwin</i>
<i>Seconded by:</i>	<i>Donn Etherington</i>
	<i>To adopt POCC Resolution No. 2021-01 amending the Port of Chelan County Comprehensive Plan to declare Cashmere Mill District Parcels C &amp; E surplus to the needs of the Port of Chelan County.</i>

*Motion passed 3-0.*

**CDRPA ACTION ITEMS:**

**Ownership Allocation Memo – Fibro Property Purchase** – Kuntz & Lough reviewed the policy adopted by the Board of Directors governing capital investments. For acquisition of real property after January 1, 2020, an Ownership Allocation Memo is required to be adopted. Based on 2021 budgeted tax receipts, staff recommended an ownership allocation of 75% Port of Chelan County, and 25% Port of Douglas County. Discussion ensued and the following action was taken:

<b>Motion No.</b>	<b>01-17-21 CDRPA</b>
Moved by:	Rory Turner
Seconded by:	Donn Etherington
	To adopt the Ownership Allocation Memo concerning a proposed real property purchase in Douglas County, WA Parcel #22210930007 (Fibro Parcel/Batterman Business Park).

*Motion passed 5-0.*

**Model Airport Ground Lease** – Staff reported Legal Counsel has prepared an updated Model Airport Ground Lease Agreement to be used whenever a private party wants to construct a hangar at Pangborn Airport. Kuntz recommended the Model Lease Agreement be revised to give the Airport the first right of refusal to purchase private hangars in the event they become available for sale. Discussion ensued and the following action was taken:

<b>Motion No.</b>	<b>01-18-21 CDRPA</b>
Moved by:	JC Baldwin
Seconded by:	Jim Huffman
	To approve the updated Model Ground Lease Agreement for Pangborn Airport with the Regional Port Authority having first right of refusal to purchase hangars in the event they become available for sale.

*Motion passed 5-0.*

**Alpine Aviation Default** – Lough provided information on Alpine Aviation’s default status. The amount outstanding owed to the Regional Port is \$7,843.37. Discussions ensued as to begin legal proceedings, or write off the balance owing. The following action was taken:

<b>Motion No.</b>	<b>01-19-21 CDRPA</b>
Moved by:	Rory Turner
Seconded by:	JC Baldwin
	To authorize Regional Port staff to write off Alpine Aviation’s default amount of \$7,843.37.

*Motion passed 5-0.*

**CDRPA INFORMATIONAL ITEMS:**

- **Civility in Public Service** – Director Baldwin provided background on the formation of CDRPA Resolution No. 2021-02 which pledges civility in public service. Chelan County Commissioners and Chelan County PUD Commissioners are adopting this pledge. Discussions ensued and the following Resolution was presented:

## **CDRPA Resolution No. 2021-02** Concerning a Pledge to Civility in Public Service.

The following actions were taken:

- |  |  |
|--|--|
| <b>Motion No.</b><br>Moved by:<br>Seconded by: | <b>01-20-21 CDRPA</b><br>Jim Huffman<br>None<br>To table CDRPA Resolution No. 2021-02 concerning a pledge to civility in public service for one year.  |
| <i>Motion failed due to no second.</i>         |  |
| <b>Motion No.</b><br>Moved by:<br>Seconded by: | <b>01-21-21 CDRPA</b><br>Jim Huffman<br>Rory Turner<br>To adopt CDRPA Resolution No. 2021-02 concerning civility in public service.<br><br>After further discussion, Director Turner withdrew his second.  |
| <i>Motion failed due to no second.</i>         |  |
| <b>Motion No.</b><br>Moved by:<br>Seconded by: | <b>01-22-21 POCC</b><br>Donn Etherington<br>JC Baldwin<br>To adopt POCC Resolution No. 2021-02 concerning civility in public service with modifications per discussion.<br><br>After further discussion, Commissioner Etherington withdrew his motion, and Commissioner Baldwin withdrew her second.   |
| <i>Item was tabled.</i>                        |  |
| <b>Motion No.</b><br>Moved by:<br>Seconded by: | <b>01-23-21 CDRPA</b><br>JC Baldwin<br>Rory Turner<br>To adopt CDRPA Resolution No. 2021-02 concerning civility in public service, with modifications per discussion.<br><br><i>Motion failed 4 yes-1 nay.</i><br>Director Huffman voted nay and as a result the Port of Douglas County did not approve the resolution, therefore the Regional Port resolution did not pass. |

### **INFORMATIONAL ITEMS CONTINUED:**

- **Chelan Airport Master Plan Blue Ribbon Committee** – Kuntz provided an update on a proposed Chelan Airport Master Plan Blue Ribbon Committee. The Committee would be comprised of citizens selected by the City of Chelan and the Regional Port who would meet to review the airport’s proposed Capital Improvement Plan. Mayor Goedde provided feedback. The Board expressed support for the Blue Ribbon Committee.
- **Giga Watt Pods Update** – Kuntz provided an update on a business that is interested in exploring the use of the pods for web hosting services. They are in receipt of the First Right to Negotiate with the Regional Port; negotiations continue.
- **Red Mountain Group** – Kuntz provided an update on Red Mountain Group’s potential land purchase of “Parcel C” at Cashmere Mill District for a Dollar Store. Kuntz to meet with the Mayor of Cashmere to discuss the aesthetics of the proposed building. Randy Asplund provided further information on the existence of wood waste on the parcel and Pete Fraley updated the Board concerning the Port’s request for the Department of Ecology to consider a “No Further Action Letter” for the parcel.

**MISC STAFF REPORTS:**

**Kuntz provided information and updates including:**

- Recent meeting with the Leavenworth Economic Development Committee.
- Information on recent meetings with the ceramic roller manufacturing company from China.
- LOJO Orchard lease update.
- Two companies with potential interest in the LOJO Property.
- Legal Counsel continues work on the Pangborn Airport Boundary Line Adjustment Project.
- Information on Lineage North and South will be brought to the Board on February 9.

**Lough provided information and updates including:**

- Update on FAA CARES Act Grant reimbursements to date.
- Staff processed and mailed between 500-600 1099's last week for grants processed in 2020.
- Working on 2020 Financial Statements for POCC, PODC, and CDRPA; will be presented to the Board at an upcoming meeting.
- Future statements submitted to the State will be "Cash Basis Financial Statements." Detailed statements will still be provided to the Board.

**Moyers provided information and updates including:**

- In 2020, Pangborn Airport was awarded \$18 million from the FAA CARES Act Grant; therefore it is not eligible to receive funding from the new FAA CARES ACT Grant.
- Waterville Airport webcam is up and operational on WSDOT's website.
- Enplanements are down 60% in 2020; detailed Activity Report will be presented to the Board at an upcoming meeting.
- Update on FAA relocation assistance concerning land acquisition near the airport.
- Runway Protection Zone Analysis has been accepted by FAA headquarters; Environmental Assessment work will now proceed.

**de Mestre provided information and updates including:**

- Waterville Airport Pavement Rehabilitation Project is out for rebid. Bids are due February 16<sup>th</sup> and will be brought to the Board on March 9<sup>th</sup> for approval.

**Cridlebaugh provided information and updates including:**

- Applications are now being accepted for the Partners in Economic Development Program for nonprofits and are due back by February 9<sup>th</sup>.

**Degnan provided information and updates including:**

- Provided an update on 2020 Video Conference Center bookings and update on new tenants at the CTC. All offices are now leased.
- Actapio space update.

**Russ provided information and updates including:**

- Winter operations continue; Airport staff almost finished wrapping/winterizing Giga Watt pods.

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

**REVIEW CALENDAR OF EVENTS:** Next Board meeting will be February 9.

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

Meeting adjourned at 12:46 pm.

Signed and dated this 9<sup>th</sup> day of February, 2021.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**



JC Baldwin, Director



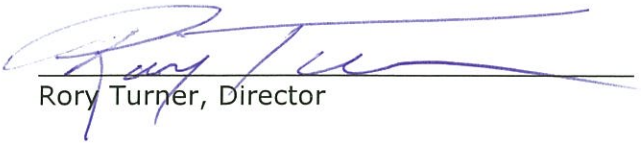
Jim Huffman, Director



Donn Etherington, Director

Excused Absence

Mark Spurgeon, Director



Rory Turner, Director



W. Alan Loeb sack, Director

**PORT OF CHELAN COUNTY RESOLUTION NO. 2021-01**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF CHELAN COUNTY DECLARING CERTAIN REAL PROPERTY LOCATED IN CASHMERE, CHELAN COUNTY WASHINGTON AS SURPLUS TO THE NEEDS OF THE PORT OF CHELAN COUNTY AND AUTHORIZING AN AMENDMENT TO REMOVE SAID PROPERTY FROM THE PORT OF CHELAN COUNTY'S COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS (THE "POCC COMPREHENSIVE PLAN").**

**Whereas** the Port of Chelan County (the "POCC") owns real property located in Cashmere of Chelan County, Washington, and generally described as Parcels C and E of Boundary Line Adjustment No. 2011-118CA recorded at Chelan County Auditor's File No. 2344230 and more fully described on Exhibit "A", which is attached hereto and incorporated herein by this reference (the "Property"); and

**Whereas** the POCC scheduled a public hearing for January 26, 2021, to consider declaring the Property as surplus to the POCC's needs and to amend the POCC Comprehensive Plan accordingly; and

**Whereas** a staff report was prepared and presented at the hearing and is incorporated as part of the record of the hearing; and

**Whereas** proper notice of the public hearing was published and an opportunity for public testimony was provided at the public hearing; and

**Whereas** the Board of Directors of the Chelan Douglas Regional Port Authority, as the manager of the Property, support and approve the decision to declare the Property surplus and amend the POCC Comprehensive Plan accordingly; and

**Whereas** following closure of the hearing, the POCC Commissioners discussed and concluded that retaining the Property is not absolutely necessary or needed for the POCC's purposes and concluded that the POCC Comprehensive Plan should be amended to remove the Property from the POCC Comprehensive Plan.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS HEREBY RESOLVE AS FOLLOWS:

1. The Property legally described on attached Exhibit "A," which is incorporated herein by this reference, is no longer needed or necessary for the POCC's purposes, and is hereby declared to be surplus.
2. The POCC Comprehensive Plan is hereby modified to delete the Property from the POCC Comprehensive Plan.
3. Some or all of the Property may be leased or sold on such terms and conditions as the Board of Directors of the Chelan Douglas Regional Port Authority deem appropriate. Any decision to lease or sell all or a portion of the Property shall be made in a future open public meeting.

**EXHIBIT "A"**  
**Legal Description of Property**

**Parcel C - Parcel #23 19 05 110 500**

A parcel of land located in Northeast quarter of Section 5, Township 23 North, Range 19 East W.M. more particularly described as follows:

Beginning center of said Section 5, a 3 inch aluminum cap in monument case, thence North 02°35'13" West along the center section line a distance of 1377.68 feet to a rebar in a monument case located on the North-South center of section line ; thence South 88°11'08" East a distance of 658.53 feet to the Southwest corner of Lot 13, Willowdale Addition to Cashmere, Chelan County, Washington according to the plat thereof recorded in Volume 3 of Plats, Page 53; thence continuing South 88°11'08" East a distance of 608.31 feet to a point on the Southerly right of way of Mill Road; thence along said right of way, South 68° 55' 10" East a distance of 58.21 feet; thence continuing along said right of way, South 89° 40' 49" East 97.43 feet; thence leaving said right of way, North 00° 53' 45" East a distance of 40.09 feet to a point on the Northerly right of way of said Mill Road; thence leaving said right of way, North 00°53'45" East a distance of 203.29 feet; thence North 00°56'36" East a distance of 179.41 feet to a point on the Southerly right of way of Sunset Highway, known as Old SR 2, thence South 00° 50' 34" West a distance of 61.51 feet to the Northerly right of way of said Sunset Highway to the True Point of Beginning;

thence along said right of way, South 76°26'01" East for a distance of 696.99 feet; thence leaving said right of way, North 12°59'54" East for a distance of 112.42 feet to a point on the Southerly line of the Burlington Northern Santa Fe Railroad right of way;

thence along said right of way, North 79°43'48" West for a distance of 438.91 feet; thence continuing along said right of way, North 79°43'48" West for a distance of 240.64 feet;

thence 33.62 feet along a non-tangent curve to the right, having a radius of 1482.35 feet, a central angle of 1°17'57.84", with a chord bearing of North 79°04'49" West for a chord distance of 33.62 feet;

thence leaving said right of way, South 00°54'14" West for a distance of 73.58 feet to the True Point of Beginning.



**Parcel E – Parcel #23 19 05 110 600**

A parcel of land located in Northeast quarter of Section 5, Township 23 North, Range 19 East W.M. more particularly described as follows:

Beginning center of said Section 5, a 3 inch aluminum cap in monument case, thence North 02°35'13" West along the center section line a distance of 1377.68 feet to a rebar in a monument case located on the North-South center of section line ; thence South 88°11'08" East a distance of 658.53 feet to the Southwest corner of Lot 13, Willowdale Addition to Cashmere, Chelan County, Washington according to the plat thereof recorded in Volume 3 of Plats, Page 53; thence continuing South 88°11'08" East a distance of 608.31 feet to a point on the Southerly right of way of Mill Road; thence along said right of way, South 68° 55' 10" East a distance of 58.21 feet; thence continuing along said right of way, South 89° 40' 49" East 97.43 feet; thence leaving said right of way, North 00° 53' 45" East a distance of 40.09 feet to a point on the Northerly right of way of said Mill Road; thence leaving said right of way, North 00°53'45" East a distance of 203.29 feet; thence North 00°56'36" East a distance of 179.41 feet to a point on the Southerly right of way of Sunset Highway, known as Old SR 2, thence South 00° 50' 34" West a distance of 61.51 feet to the Northerly right of way of said Sunset Highway; thence along said right of way, South 76°26'01" East for a distance of 696.99 feet to the True Point of Beginning  
thence continuing South 76°26'01" East for a distance of 206.45 feet;

thence North 35°37'51" East for a distance of 137.41 feet to a point on the Southerly line of the Burlington Northern Santa Fe Railroad right of way; thence along said right of way, North 79°43'48" West for a distance of 259.61 feet; thence leaving said right of way, South 12°59'54" West for a distance of 112.42 feet to the True Point of Beginning.

4. Nothing herein precludes the POCC Commissioners from deciding, in the future, to incorporate all or a portion of the Property as part of the POCC Comprehensive Plan.

**ADOPTED** by the Commission of the Port of Chelan County, following a hearing, at a public meeting thereof held this 26<sup>th</sup> day of January, 2021.

**PORT OF CHELAN COUNTY**



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J.C. Baldwin, Commissioner



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Donn Etherington, Commissioner



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Rory Turner, Commissioner