



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
February 9th, 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 (via Zoom)

Staff

*Jim Kuntz, Chief Executive Officer
*Trent Moyers, Director of Airports
Ron Criddlebaugh, 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
Erin McCardle, City of Chelan
Dorry Foster, YMCA
David Lodge, Chelan County PUD
Ben Johnson, Maul Foster
Chris Mansfield, T.O. Engineers
Gary Begin, Wenatchee Business Journal

Mayor Bob Goedde, City of Chelan
Erik Howe, RH2
Dan Frazier, Chelan County PUD
Lisa Parks, Maul Foster
JR Norvell, T.O. Engineers
Tal Glass, Mead & Hunt

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

CONSENT AGENDAS:

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of January 26th, 2021 Meeting; CDRPA Resolution No. 2021-03 Voiding Check No. 7519; CDRPA Resolution No. 2021-04 Voiding Check No. 7637; and Check Register Pages #2021-01 through #2021-04, including Electronic Transfers was presented and the following action was taken:

Motion No.
Moved by:
Seconded by:

02-01-21 CDRPA

Mark Spurgeon
Jim Huffman

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of January 26th, 2021 Meeting; CDRPA Resolution No. 2021-03 Voiding Check No. 7519; CDRPA Resolution No. 2021-04 Voiding Check No. 7637; and Check Register Pages #2021-01 through #2021-04, including Electronic Transfers, as presented.

Motion passed 6-0.

POCC CONSENT AGENDA:

The Port of Chelan County Consent Agenda consisting of Check Register Pages #2021-01 through #2021-02 was presented and the following action was taken:

Motion No.
Moved by:
Seconded by:

02-02-21 POCC

JC Baldwin
Donn Etherington

To approve the Port of Chelan County Consent Agenda consisting of Check Register Pages #2021-01 through #2021-02, as presented.

Motion passed 3-0.

PODC CONSENT AGENDA:

The Port of Douglas County Consent Agenda consisting of Check Register Pages #2021-01 through #2021-02 was presented and the following action was taken:

Motion No.
Moved by:
Seconded by:

02-03-21 PODC

Jim Huffman
Alan Loeb sack

To approve the Port of Douglas County Consent Agenda consisting of Check Register Pages #2021-01 through #2021-02, as presented.

Motion passed 3-0.

PRESENTATIONS:

Maul Foster Alongi – EPA Brownsfield Grant – Lisa Parks and Ben Johnson provided a presentation concerning the \$600,000 EPA Brownsfield Grant the Regional Port was awarded in 2020. The Regional Port selected Maul Foster Alongi to manage the project. The Regional Port will work with Maul Foster Alongi along with the City of Wenatchee, City of Rock Island and other partners to identify potential sites for funding. An opportunity for questions was provided. The Board asked a host of questions.

T.O. Engineers – Pangborn Terminal Apron Reconstruction Project – JR Norvell and Chris Mansfield (T.O. Engineers), and Tal Glass (Mead & Hunt) provided a presentation concerning the Terminal Apron Reconstruction Project. They reviewed the proposed apron layout and timeline for construction commencing in 2021. An opportunity for questions was provided. The Board asked a host of questions.

Director Loeb sack called for a 5-minute break at 10:40am. Meeting resumed at 10:45am.

INFORMATIONAL ITEMS

- **LOJO Orchard Lease** – Kuntz provided an update on the LOJO Orchard Lease. The Regional Port will enter into a lease agreement with Andy Feil. The lease contains an early termination provision in the event the Regional Port needs the property for economic development purposes.
- **Chelan Airport Blue Ribbon Panel** – Kuntz reviewed a list of potential citizens to serve on the Chelan Airport Blue Ribbon Committee. Directors will each submit their top three choices. Kuntz will confer with Director Turner on the final selections.
- **Chelan County PUD 5th Street Campus Redevelopment Project** – Kuntz reviewed the PUD's 5th Street Campus Redevelopment project and how the Regional Port may be involved in the RFP process. The Board expressed initial support for an increased role for the Regional Port.
- **Airport Activity Report** – Kuntz reviewed the new layout for the Airport Activity Reports to be used going forward. Moyers reviewed the 2020 Airport Activity Reports.
- **Carryforward Balances** – Lough reviewed the Regional Port Carryforward Balances noting the changes from 2019 to 2020.
- **Giga Watt Pods Update** – Kuntz will provide more information at the next Board Meeting.
- **Cashmere Mill District Updates** – Kuntz provided an update on Parcel C. Red Mountain Group decided not to move forward with the purchase. Further discussion is needed to determine the cost/benefit of removing the wood waste from Parcel C to make it a developable site.

Larsen provided an update on a landscape company interested in leasing the undeveloped property behind Louws Truss. Discussion ensued.

- **Executive Flight Trench Drain** – Kuntz, de Mestre and Erik Howe provided an update on the Trench Drain project.
- **Lineage South** – Discussions ensued on options for Lineage South. Board and Staff will further discuss on February 23.
- **Partners in Economic Development – Nonprofits** – Cridlebaugh provided an update on applications received to date for the 2021 program. Staff expects to receive several more applications by today's close of business deadline. Review committee will be comprised of Directors Baldwin and Spurgeon and staff. Recommendations for funding will be brought back at the February 23rd Board Meeting.

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Actapio – Consultants will make presentations at the February 23rd Board Meeting concerning the generators.

Lough provided information and updates including:

- 2021 Tax Levy updates for Port of Chelan and Port of Douglas Counties.
- Staff and Legal Counsel currently reviewing the Regional Port Policy Manual. Draft of updated Policy Manual will be presented at an upcoming Board Meeting.

Moyers provided information and updates including:

- Meeting next week with potential vendors for Airport parking.
- Movie crew leaves today.
- Update on TSA mask directive and how the Regional Port Staff will manage.

de Mestre provided information and updates including:

- Provide a Waterville Airport Pavement Rehabilitation Project update. Bids are due February 16, and will be brought to the Board on March 9th for approval.

Cridlebaugh provided information and updates including:

- Update on the new Department of Commerce Small Business COVID-19 Relief Grant Program. Role for the ADO's is yet to be determined.

Russ provided information and updates including:

- Update on roof leak at 3306 Building.

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

REVIEW CALENDAR OF EVENTS: Did not review.

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

Meeting adjourned at 1:10 pm.

Signed and dated this 23rd day of February, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Donn Etherington, Director



Rory Turner, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loebach, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2021-02**

**A RESOLUTION OF THE CHELAN DOUGLAS REGIONAL
PORT AUTHORITY CONCERNING A PLEDGE TO
CIVILITY IN PUBLIC SERVICE**

We, as elected and appointed public officials of the Chelan Douglas Regional Port Authority, in order to promote democracy and strong communities in our region, pledge our commitment to the following principles for civility:

- Respect the right of our constituents to hold different opinions;
- Strive to understand differing perspectives and treat all individuals with dignity and respect;
- Speak truthfully without accusation, and avoid distortion;
- Speak out in support of non-violence, inclusion and civil discourse;
- Choose words thoughtfully; and
- Avoid rhetoric intended to humiliate, de-legitimize or question the patriotism of those whose opinions are different from ours.

We further pledge to exhibit and encourage the kind of personal qualities that are emblematic of a civil society: gratitude, humility, openness, propriety, kindness, faith, a sense of duty and service to others, and a commitment to doing what we believe is in the best long-term interest of our communities.

Adopted by the Board of Directors of the Chelan Douglas Regional Port Authority at a regular meeting thereof held this 9th day of February, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director




Donn Etherington, Director




Rory Turner, Director

Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2021-03
RESOLUTION TO VOID CHECK NO. 7519**

Whereas Check No. 7519 in the amount of \$1,334.70, payable to East Wenatchee Water District, on Register Page No. 2020-63 was created and signed on December 15, 2020.

Whereas check was not received by payee and has not cleared the Chelan Douglas Regional Port Authority main checking account, and is considered to be lost in the mail at this time. Check #7798 is being issued as a replacement.

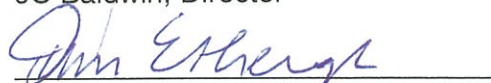
Now, therefore be it resolved by the Board of Directors of the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, that Check No. 7519 be declared VOID.

Dated this 9th day of February, 2021.

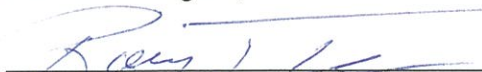
Chelan Douglas Regional Port Authority



JC Baldwin, Director



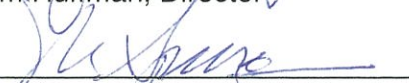
Donn Etherington, Director



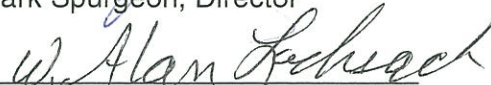
Rory Turner, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2021-04
RESOLUTION TO VOID CHECK NO. 7637**

Whereas Check No. 7637 in the amount of \$5,000.00, payable to The Laundry Basket, on Register Page No. 2020-65 was created and signed on December 31, 2020.

Whereas check was not received by payee and has not cleared the Chelan Douglas Regional Port Authority main checking account, and is considered to be lost in the mail at this time. Check #7800 is being issued as a replacement.

Now, therefore be it resolved by the Board of Directors of the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, that Check No. 7637 be declared VOID.

Dated this 9th day of February, 2021.

Chelan Douglas Regional Port Authority



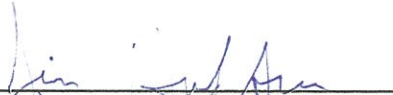
JC Baldwin, Director




Donn Etherington, Director



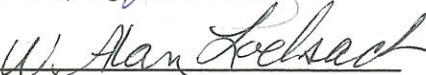
Rory Turner, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director