

**Chelan Douglas Regional Port Authority
Special Meeting Agenda
February 23rd, 2022
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 February 8th, 2022 Meeting; and January 2022 Commission Calendar.

V. CDRPA ACTION ITEMS

- (1) CDRPA Resolution No. 2022-02 Rules Governing Transaction of Business
- (2) Authorization to Seek Bids – Pangborn Memorial Airport Taxiway A Realignment Project
- (3) Authorization to Solicit Qualifications for Architectural Services – Pangborn Memorial Airport General Aviation Terminal Building
- (4) Executive Flight Jet A Reclaim & Fuel System Improvements Project
- (5) Authorization to Purchase the Darlene K. Curtis Property in Malaga
- (6) Partners in Economic Development Application Review – Wenatchee River Institute

VI. POCC ACTION ITEM

- (7) POCC Resolution No. 2022-03 Rules Governing Transaction of Business

VII. PODC ACTION ITEM

- (8) PODC Resolution No. 2022-02 Rules Governing Transaction of Business

VIII. CDRPA INFORMATIONAL ITEMS (Board may take action on any items listed)

- 4th Quarter 2021 Airport Activity Reports
- December 2021 & January 2022 Airport Parking Reports
- SoCo Crossing Project
 - Revised Timeline/PSA
 - Covenants

IX. MISCELLANEOUS STAFF REPORTS

- CEO
- Director of Finance & Administration
- Director of Airports
- Director of Economic & Business Development
- Public Works & Capital Projects Manager
- Property & Maintenance Manager
- CTC Manager

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.

Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
February 8, 2022
9:00 am

Present:

Directors:

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

Jim Huffman, Director
W. Alan Loeb sack, Director
Mark Spurgeon, Director

Staff:

Jim Kuntz, Chief Executive Officer
Trent Moyers, Director of Airports
Stacie de Mestre, Capital Projects Manager
Sarah Deenik, Comm. Specialist (Zoom)
Laura Camarillo Reyes, Admin. Assistant (Zoom)

Monica Lough, Dir. of Finance & Admin.
Quentin Batjer, Legal Counsel
Cami Harris, Executive Assistant
Esther McKivor, Acct. Specialist (Zoom)
Bealinda Tidd, Acct. Specialist (Zoom)

Guests:

Stuart Freed
Ellyn Freed, Forte Architects
Erik Howe, RH2 (Zoom)
Linda Haglund, Wen. Downtown Assoc. (Zoom)

Ron Nielsen, SBDC
Randy Asplund, Port Engineer (Zoom)
Kyle Lamb, KPQ (Zoom)
Wenatchee World (Zoom phone in)

The Chelan Douglas Regional Port Authority Board Meeting was called to order at 9:00 am.

Introductions were made.

Conflict of Interest: None

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of January 25th, 2022 Meeting; Minutes of Columbia Street Study Work Session Meeting January 20th, 2022; and Check Register Pages #2022-01 - #2022-05, including Electronic Transfers, as presented and the following action was taken.

Motion No.

Moved by:

Seconded by:

02-01-22 CDRPA

W. Alan Loeb sack

Rory Turner

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of January 25th, 2022 Meeting; Minutes of Columbia Street Study Work Session Meeting January 20th, 2022; and Check Register Pages #2022-01 - #2022-05, including Electronic Transfers, as presented.

Motion passed 6-0.

POCC CONSENT AGENDA:

The Port of Chelan County Consent Agenda consisting of Check Register Page #2022-01 was presented and the following action was taken:

Motion No.	02-02-22 POCC
Moved by:	Rory Turner
Seconded by:	Donn Etherington
	To approve the Port of Chelan County Consent Agenda consisting of Check Register Page #2022-01, as presented.

Motion passed 3-0.

PRESENTATIONS:

SoCo Crossing – Stuart Freed & Ellyn Freed provided updates on the status of the SoCo Crossing Project including the filing of a building permit with the City of Wenatchee and financing options. The Board asked a host of questions.

Small Business Development Center – Ron Nielsen from the SBDC provided a Fourth Quarter 2021 and year-end review of the organization’s work and activities. The SBDC will continue to provide quarterly reports to the Regional Port Board.

PORT OF CHELAN COUNTY AMENDMENT TO COMPREHENSIVE PLAN TO SURPLUS PROPERTY – PUBLIC HEARING

Commissioner Baldwin opened the public hearing at 10:00 am. An opportunity for public comment was provided; however, no public comments were received. Commissioner Baldwin closed the public hearing at 10:01 am.

POCC ACTION ITEM:

POCC Resolution No. 2022-02 – POCC Resolution No. 2022-02 amending the Port of Chelan County’s Comprehensive Plan to declare certain real property surplus to the needs of the Port of Chelan County was presented and the following actions were taken:

Motion No.	02-03-22 POCC
Moved by:	Rory Turner
Seconded by:	Donn Etherington
	To adopt POCC Resolution No. 2022-02 declaring certain real property surplus to the needs of the Port of Chelan County.

Motion passed 3-0.

CDRPA ACTION ITEM:

Regional Port Authority Concurrence:

Motion No.	02-04-22 CDRPA
Moved by:	Rory Turner
Seconded by:	Mark Spurgeon
	To concur with POCC Resolution No. 2022-02 declaring certain real property surplus.

Motion passed 6-0.

POCC ACTION ITEM:

POCC Resolution No. 2022-03 – POCC Resolution No. 2022-03 Rules Governing Transaction of Business was presented and after Board input and discussion, staff will update the Resolution and bring back to the Board at an upcoming meeting. This item was tabled with no action taken.

Motion No.
Moved by:
Seconded by:

02-05-22 POCC
Donn Etherington
Rory Turner
To table Port of Chelan County Resolution No. 2022-03 approving Rules Governing the Transaction of Business for the Port of Chelan County until the next meeting, pending suggested changes are made.

Motion passed 3-0.

PODC ACTION ITEM:

PODC Resolution No. 2022-02 – PODC Resolution No. 2022-02 Rules Governing Transaction of Business was presented and after Board input and discussion, staff will update the Resolution and bring back to the Board at an upcoming meeting. This item was tabled with no action taken.

Motion No.
Moved by:
Seconded by:

02-06-22 PODC
Mark Spurgeon
W. Alan Loeb sack
To table Port of Douglas County Resolution No. 2022-02 approving Rules Governing the Transaction of Business for the Port of Douglas County until the next meeting, pending suggested changes are made.

Motion passed 3-0.

CDRPA ACTION ITEMS:

CDRPA Resolution No. 2022-02 – CDRPA Resolution No. 2022-02 Rules Governing Transaction of Business was presented and after Board input and discussion, staff will update the Resolution and bring back to the Board at an upcoming meeting. This item was tabled with no action taken.

Motion No.
Moved by:
Seconded by:

02-07-22 CDRPA
Rory Turner
Mark Spurgeon
To table CDRPA Resolution No. 2022-02 approving Rules Governing the Transaction of Business for the CDRPA until the next meeting, pending suggested changes are made.

Motion passed 6-0.

Partners in Economic Development Application – Wenatchee Downtown Association – Kuntz reviewed the Board approved Partnership in Economic Development selection criteria and the Wenatchee Downtown Association’s grant application in the amount of \$3,000. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

02-08-22 CDRPA
W. Alan Loeb sack
Mark Spurgeon
To approve the 2022 Partners in Economic Development Grant request from the Wenatchee Downtown Association in the amount of \$3,000.00 subject to clarification of metrics used to evaluate success.

Motion passed 6-0.

CDRPA INFORMATIONAL ITEMS:

Kuntz provided an update on several items including:

- Aviation Tenant Meeting recap – Board provided positive feedback on the meeting. Staff presented a list of issues that need to be followed up on.
- Private hangar pad development near Executive Flight – reviewed initial layout concept and discussions ensued.
- Airport contractor yards – meeting with Douglas County Planning Department to learn about their requirements for contractor yards (power, restrooms, etc). More information will be brought back to the Board at an upcoming meeting.
- EDA Grant – EDA has asked the Regional Port a host of questions regarding its grant application. Staff will follow up with the EDA in the next few weeks.

Greater Wenatchee Irrigation District Update – Asplund and Lough provided an update on the Greater Wenatchee Irrigation District. The new Manager at the District is supportive of the Airport being annexed into the District. A petition letter will be presented to the District’s Board today. Discussions ensued and the following actions were taken:

Motion No.
Moved by:
Seconded by:

02-09-22 CDRPA

Jim Huffman
W. Alan Loeb sack

To concur with the CEO sending a letter to the Greater Wenatchee Irrigation District seeking annexation of Pangborn Airport properties into the irrigation district’s service boundaries.

Motion passed 6-0.

Motion No.
Moved by:
Seconded by:

02-10-22 CDRPA

W. Alan Loeb sack
Mark Spurgeon

To authorize the Greater Wenatchee Irrigation District to connect to the Airport sewer line, subject to the Irrigation District waiving any past fees & charges owed from unbilled M & I water and subject to said sewer connection costs being at their sole cost & expense.

Motion passed 6-0.

Director Baldwin called for a 5-minute break at 11:15 am; meeting reconvened at 11:20 am.

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Reviewed Pangborn Memorial Airport Operating Income & Operating Expenses for 2021 – The Airport ended the year in the positive at \$314,394. The positive operating margin was used to offset a small portion of the Airport’s capital expenditures.
- Discussion to move the next Board meeting to Wednesday February 23rd due to the President’s Day Holiday. The Board concurred.

Lough provided information and updates including:

- Provided information on Tax Increment Financing. The Board concurred this could be a useful financing tool for future Port projects.

Moyers provided information and updates including:

- Received three Airport Consultant Proposals. It was discussed and decided that Director Baldwin & Director Huffman will participate in the selection process.
- AV Fuel report for 2021: 537,000 gallons sold vs. 320,000 in 2020, with the increase due to fire activity last summer.

de Mestre provided information and updates including:

- The draft RFP for the Chelan County PUD 5th Street Campus project has been given to the PUD for feedback.
- Graham Baba is working on the Master Plan for the Columbia Street Adaptive Reuse Feasibility Study.

Russ provided information and updates including:

- Reported on an issue with the large door in the maintenance hangar. Staff was able to promptly repair the issue.

Degnan provided information and updates including:

- North Cascades Heating & Cooling has completed the CTC rebalancing work.
- Some of the smaller monitors in the Quad Room are being replaced this week; the overhead microphones are on order.
- Began advertising for the part-time CTC Assistant position.
- Signed a new lease for CTC South with a local photographer.

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.

EXECUTIVE SESSION:

An Executive Session was called at 12:00 pm for 30-minutes to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); and 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 12:30pm for 5-minutes.

Meeting reconvened in Regular Session and was immediately adjourned at 12:35 pm with no action taken.

Signed and dated this 23rd day of February, 2022.

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

January 2022								
Date	Meeting	Location	JCB	RT	DE	JH	MS	AL
1/3	District 1 Meeting	Zoom			X			
1/4	Meeting R. Turner/M. Spurgeon	La Vie En		X			X	
1/7	South End Utilities Group Mtg	Executive Flight			X			
1/10	NCW Tech Advisory Group	Zoom	X					
1/11	CDRPA Board Meeting	CTC/Zoom	X	X	X	X	X	X
1/11	Meeting w/J. Kuntz	Executive Flight		*X				
1/12	Meeting R. Turner/M. Spurgeon	La Vie En		X			X	
1/12	NCWEDD Board Meeting	Zoom				X		
1/13	CDTC Meeting	CTC/Zoom	X				X	
1/18	WVCC Meeting	WVCC			X		X	
1/18	Meeting w/J. Kuntz	Executive Flight					*X	
1/18	Meet w/Pinnacles Prep re Lineage	Mercantile		X				
1/20	CDRPA Special Meeting - Lineage Workshop	Executive Flight	X		X	X	X	X
1/21	Pick up Binder	Executive Flight		X				
1/24	Pick Up Binder/Meet w/J. Kuntz	Executive Flight					X	
1/25	CDRPA Board Meeting	CTC/Zoom	X	X	X	X	X	X
1/25	Meeting w/B. Hollton & Prospect	Railroad Ave Bldg Cashmere	*X					
1/26	Douglas Co. Leadership Advisory Group	Zoom				X		
1/27	Meeting w/J. Kuntz	The Thai Restaurant	X					
1/27	NCW Tech Advisory Group	Zoom	*X					
1/27	NCWEDD Supernova Committee Meeting	Zoom				X		
1/28	Upper Valley Commissioners	Big Y	X					
1/28	Meeting R. Turner/M. Spurgeon	La Vie En		X			X	

Memo

To: Board of Directors

From:  Jim Kuntz

Date: February 17, 2022

Re: Rules Governing Transactions of Business

Attached are the revised Resolutions based on Board input at our last Board Meeting.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2022-02**

**A RESOLUTION OF THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY
ADOPTING RULES GOVERNING THE TRANSACTION OF ITS BUSINESS AT
REGULAR AND SPECIAL MEETINGS**

Whereas, RCW 53.12.245 requires a Port Commission to adopt rules governing the transaction of its business at its regular and special meetings, and

Whereas, the Chelan Douglas Regional Port Authority Board believes it is important that citizens understand the process to be followed by the Board when it conducts its meetings and considers taking action on matters before it,

Now, Therefore, be it resolved by the Board of Directors of the Chelan Douglas Regional Port Authority that the following rules shall be utilized by the Board at its regular and special meetings:

1. INFORMATION PHASE

a. Introduction of Issue

- i. The Board President (or vice president in his/her absence) will introduce an issue, stating whether action will be taken on the issue or whether the issue is introduced for discussion only.

b. Conflict of Interest

- i. In the event a Board Member believes that he/she has a conflict of interest, he/she will publicly disclose it and, if confirmed, he/she shall not further participate in any discussion and/or debate concerning such issue and shall not vote on the issue. Note: Any Conflict of Interest will be declared at the beginning of any regular meeting or special meeting.

c. Staff Report

- i. The Board may ask Port staff to make a presentation on the issue including any recommendations they may have. On occasion this may also include a report from a consultant with subject expertise.

d. Board of Director Questions

- i. During and after a staff presentation Board Members may ask questions of staff or any consultant to clarify any aspects of the presentation. Board Members may also ask questions of Legal Counsel.

e. Public Input

- i. The Board President will ask the public present at the meeting if anyone would like to provide input on the issue under consideration.

2. ACTION PHASE

a. Deliberation Phase

- i. The Board will discuss among themselves the merits of the issue and the proposed action. Each Board Member will have the opportunity to offer his/her opinion and any conditions he/she would want placed (if any) on a proposed action.
- ii. As part of its deliberation, the Board may determine that the issue needs further staff review, consideration or discussion and, if so, may delay any action to another Board meeting. Alternatively, the Board may proceed to the voting phase.

b. Motion Phase

- i. If there is support for action on an issue, a Board Member will make a motion proposing the action to be taken. If there is sufficient support, another Board Member will second the motion. If there is no second the motion fails and, unless an alternative motion on the issue is made and seconded, the Board will proceed on to the next agenda item.
- ii. If the motion receives a second, the Board President will ask if there is any additional input from Port staff, consultants, Legal Counsel, or the public present at the meeting. Input shall be limited to the motion before the Board.
- iii. The Board President will then call for the vote on the motion. Prior to the vote any Board Member may elect to have a Port staff member and/or Legal Counsel restate the proposed motion to ensure clarity before the vote of the Board.

c. Voting Phase

- i. The Board President will call for the vote. Each Board Member will publicly state whether he/she votes yes, no or abstain. Two affirming votes are required from each Port District Board Member for a motion to pass.
- ii. The Board President will announce the result of the vote and the action to be taken on the issue, if any.

Adopted by the Board of Directors of the Chelan Douglas Regional Port Authority at a regular meeting thereof held this 23rd day of February, 2022.

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

Memo

To: Board of Directors

From: Stacie de Mestre

Date: February 17, 2022

Re: Authorization to Seek Bids – Taxiway A Realignment Project

The Taxiway A Realignment Project will be constructed in six phases over the next two years. This project will realign and reconstruct 5,000 feet of the parallel taxiway, along with 2,000 feet of connecting taxiways. Taxiway A is currently 50 feet wide, while FAA design standards require a full-strength pavement width of at least 75 feet for the design aircraft, the Bombardier DH8 Q400 (Q400). Much of the pavement within the project limits is deteriorating due to age and loading.

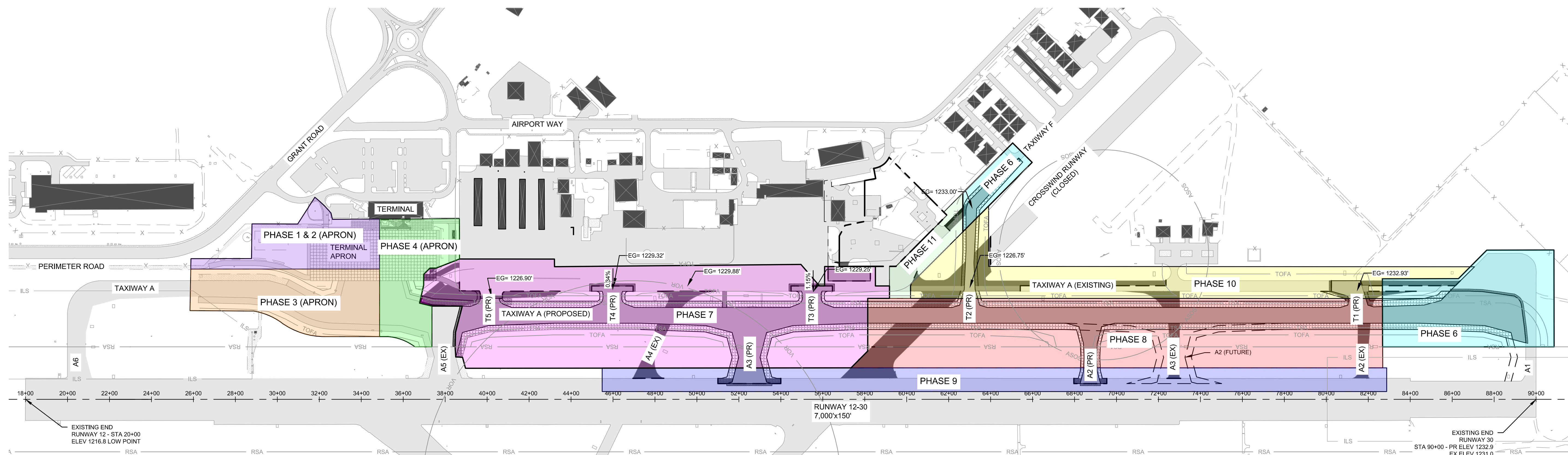
The work will involve clearing and grubbing, grading, pavement removal and replacement, edge lighting, utility and storm drainage improvements, airfield signage, and pavement markings. Please see attached for the phasing plan for this project – refer to Phases 6-11.

The current engineer’s estimate, provided by TO Engineers, is \$17.6 million. Once bids are received, the Airport will apply for FAA grant funds which will fund 90% of the project.

Below is the proposed project schedule:

Advertise for bids:	2/24/22
Pre-Bid Meeting:	3/2/22
Bids Due:	3/16/22
2022 Work:	8/23/22 – 10/6/22
2023 Work:	4/17/23 – 10/4/23

Staff is seeking Board approval to solicit bids for the Taxiway A Realignment Project.



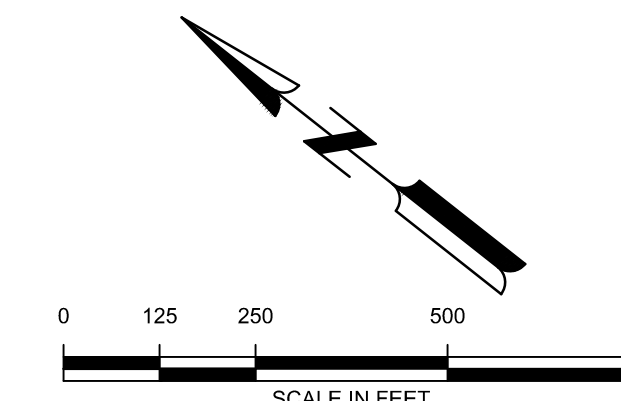
LEGEND

- EXISTING PAVEMENT
- PROPOSED HMA PAVEMENT
- EXISTING BUILDING
- HMA SHOULDER
- EXISTING FENCE
- RUNWAY SAFETY AREA (RSA)
- TAXIWAY OBJECT FREE AREA (TOFA)
- EXISTING RUNWAY 12-30 PROFILE
- EXISTING TAXIWAY A PROFILE
- PROPOSED RUNWAY 12-30 PROFILE
- PROPOSED TAXIWAY A PROFILE

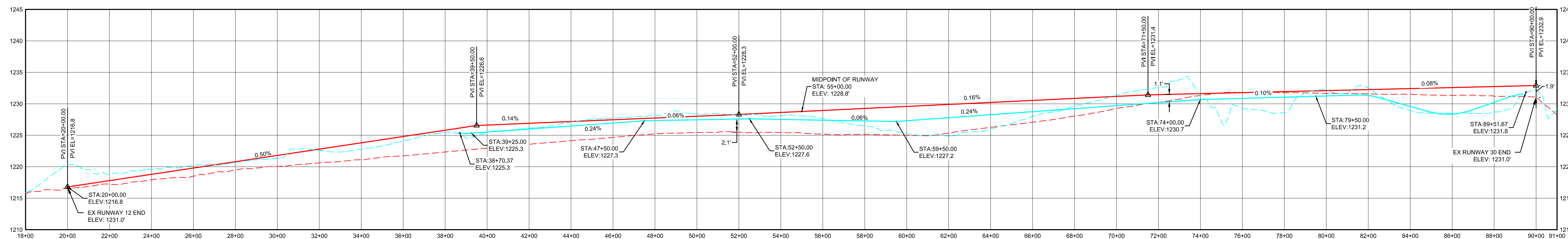
PHASING

- PHASE 1 & 2 (APRON)
- PHASE 3 (APRON)
- PHASE 4 (APRON)
- PHASE 6 (TAXIWAY A)
- PHASE 7 (TAXIWAY A)
- PHASE 8 (TAXIWAY A)
- PHASE 9 (TAXIWAY A)
- PHASE 10 (TAXIWAY A)
- PHASE 11 (TAXIWAY A)

- EX EXISTING
- PR PROPOSED



PLAN-PROFILE EXHIBIT - VERSION No. 6
PANGBORN MEMORIAL AIRPORT (EAT)
TAXIWAY A RELOCATION PROJECT
 AIP No. 3-53-0084-048-2022
 2/1/2022



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Memo

To: Board of Directors

From: Stacie de Mestre

Date: February 17, 2022

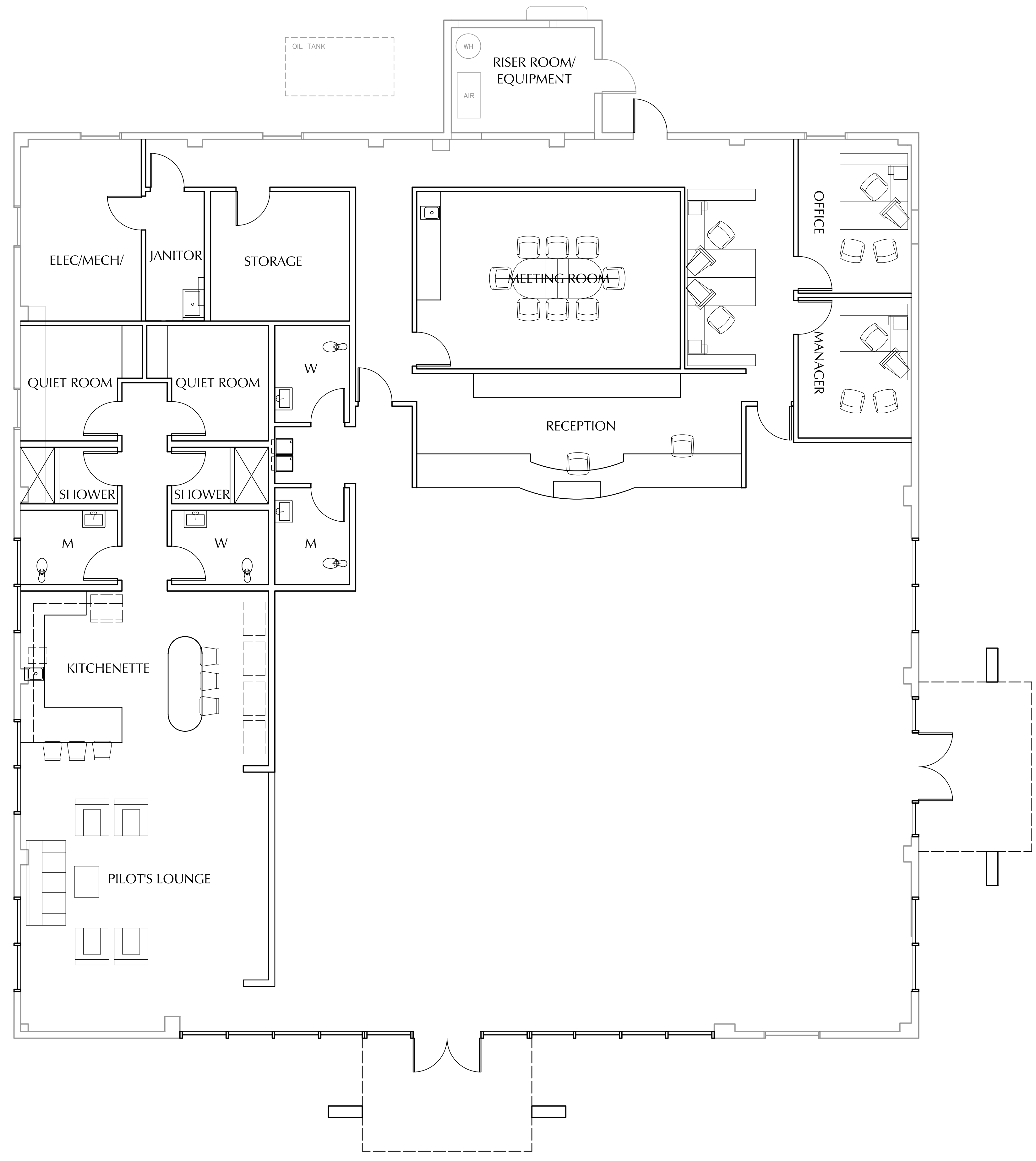
Re: Authorization to Solicit Qualifications for Architectural Services – Pangborn Memorial Airport General Aviation Terminal Building

Last Fall DOH Associates performed pre-design services to evaluate building a new general aviation terminal versus adapting the existing structure to accommodate future needs. Based on the attached drawing and renderings, \$3,500,000 was included in the 2022 budget to renovate the current GA Terminal Building. Design fees have been estimated at approximately \$400,000 for this work.

Below is the proposed schedule for the Architectural Services:

Issue RFQ: 3/1/2022
SOQs Due: 3/29/2022
Review/Rank Qualifications: Week of 4/4/2022
Contract Negotiations: 4/11/22 – 4/21/22
Board Approval on Professional Services Agreement: 4/26/2022
Project Design Complete: Early Q4 2022

Per the CDRPA Purchasing and Contracting Policy, Staff is seeking Board approval to solicit qualifications for Architectural Services for the Pangborn Memorial Airport General Aviation Terminal Building.



Pangborn Memorial Airport
GA Terminal Remodel
 Chelan Douglas Regional Port Authority
 East Wenatchee, Washington 98802
 3764 Airport Way

The DOH Associates, PS
 ARCHITECTS and PLANNERS
 7 N Wenatchee Ave Suite 500, Wenatchee, Washington 98801
 Telephone (509) 662-4781 Facsimile (509) 663-3253

Job: 2128 Date: 10/14/21
 DWG ID: 000x000

PRELIMINARY
 NOT FOR
 CONSTRUCTION

1of3



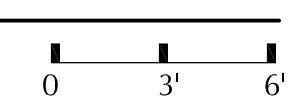
Pangborn Memorial Airport
GA Terminal Remodel
Chelan Douglas Regional Port Authority
East Wenatchee, Washington 98802
3764 Airport Way

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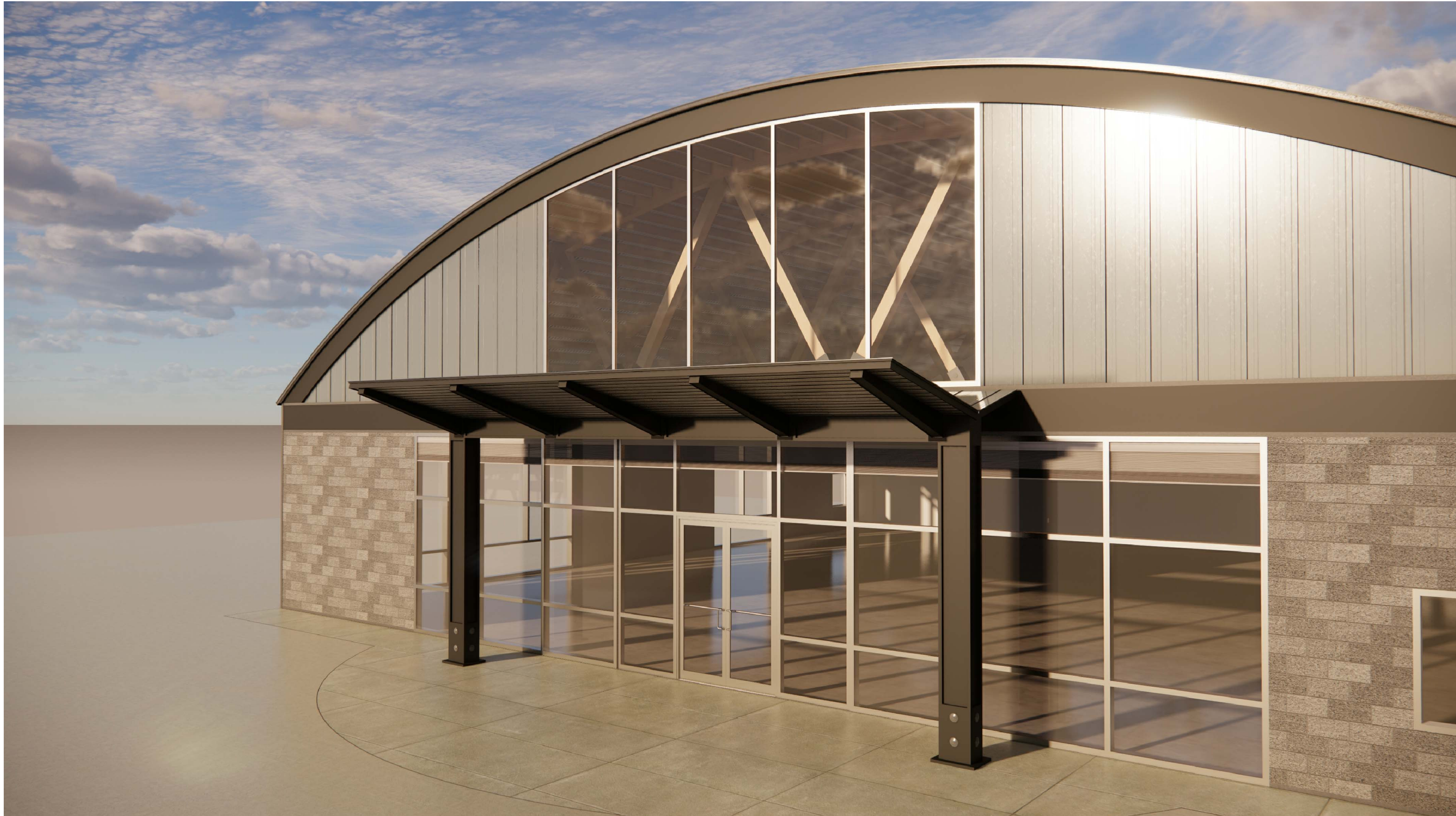
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PRELIMINARY
NOT FOR
CONSTRUCTION

INTERIOR PERSPECTIVE - HANGAR
Not to Scale



2of3



Pangborn Memorial Airport
GA Terminal Remodel
Chelan Douglas Regional Port Authority
East Wenatchee, Washington 98802
3764 Airport Way

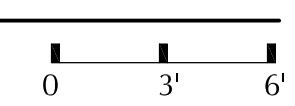
The DOH Associates, PS
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7 N Wenatchee Ave Suite 500, Wenatchee, Washington 98801
Telephone (509) 662-4781 Facsimile (509) 663-3253

Job: 2128 Date: 10/14/21
DWG ID: 000000-

PRELIMINARY
NOT FOR
CONSTRUCTION

3of3

EXTERIOR PERSPECTIVE - HANGAR
Not to Scale



Memo

To: Board of Directors

From: Ron Russ

Date: 2/17/2022

Re: Executive Flight Jet A Reclaim & Fuel System Improvements

We recently invited 3 contractors on our Small Works Roster to submit bids for the Executive Flight Fueling System Repairs and Improvements contract. This work included the repair of the anti-icing additive injection system and the installation of a sump fuel reclaim tank.

The anti-icing additive injection system needs to be repaired so we can fuel aircraft that require anti-icing additive directly from the Executive Flight fueling facility.

The installation of a sump fuel reclaim tank would allow us to return sump fuel to the storage tanks. FBO staff sump 5-7 gallons of fuel from the storage tanks and fuel truck daily to remove any traces of water or sediment and ensure that we are delivering only the highest quality fuel to our customers. This sump fuel cannot be returned to inventory for sale to customers unless it is placed in a settling tank and then pumped back into the storage tank through filtration. The retail value of this sump fuel is approximately \$700 per month.

Granite Petroleum submitted the sole bid for this project, for a total cost of \$61,581.55, including WSST.

The 2022 Capital Budget includes \$25,000 for this project.

BID TABULATION



EFI Fuel System Repairs and Upgrades

Bid Due February 14, 2022 - 3:00 PM

Project Location: Executive Flight

Project Estimate: \$25,000.00

CONTRACT #: 2022-01

OPENED BY: Ron Russ

RECORDED BY: Laura Camarillo Reyes

	Central Service Inc.		Granite Petroleum, Inc.		Pacific Environmental Services Company, Inc.	
	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Item 1 - Repair Fuel Additive System		\$ -	\$ 11,480.00	\$ 11,480.00		\$ -
Item 2 - Install Reclaim Tank		\$ -	\$ 25,951.00	\$ 25,951.00		\$ -
Item 3 - Mobilization		\$ -	\$ 19,431.00	\$ 19,431.00		\$ -
Sub Total		\$ -		\$ 56,862.00		\$ -
Sales Tax		\$ -		\$ 4,719.55		\$ -
Total		\$ -		\$ 61,581.55		\$ -
Addendum #1				y		

Disclaimer: Bid tabulation is considered preliminary and subject to change until the CDRPA awards a contract to the low, responsive bidder



**2022 Partners in Economic Development
Non-Profits**

<u>Budget:</u>	\$ 150,000
<u>Projects Approved:</u>	
WV Sports Foundation - Winter Special Olympics (Prior Year Approval)	\$ 7,000
Wenatchee Valley YMCA (Prior Year Approval)	\$ 10,000
Wenatchee Downtown Association (subject to final review)	\$ 3,000
	<hr/>
	\$ 20,000
<u>Available Funding:</u>	
	<hr/>
	\$ 130,000
<u>Pending Requests:</u>	
Wenatchee River Institute - Outdoor Classroom & Event Space	\$ 10,000

Selection Criteria

Measurably contribute to the economic development of Chelan and Douglas Counties.

Examples include projects that will:

- 1) Retain and/or create living-wage jobs.
- 2) Stimulate private sector capital investments.
- 3) Infrastructure investments that directly support economic development.
- 4) Strategic planning efforts which have a strong probability of achieving measurable economic development results.



Partners in Economic Development Program Nonprofits Application Form

Organization Name: Wenatchee River Institute (WRI)

Organization Address: 347 Division, P.O. Box 2073 Leavenworth, WA 98826

Organization Phone Number: 509-548-0181

Program Title: Outdoor Classroom and Event Space

Program Contact: Carolyn Griffin-Bugert

Contact Phone: 509-548-0181

Contact E-mail: executive_director@wenatcheeriverinstitute.org

Contact Title/Position: Executive Director

Is the Organization a dues paying entity? (Do members pay dues as part of membership requirement)
_____ Yes ___x___ No

Investment request is to fund:

- Starting, scaling, and/or improving program/project
- Capacity Building (Investment in future sustainability)
- Other (Please Specify Below)

Provide a program description, including: Justification (how this program/project will improve economic development in Chelan and Douglas Counties); Methodology, including if/how program/project will be sustainably maintained; Work to date (if any); Partners committed, if any (commitment letters required for partners); and Deliverables defined.

Program Description:

This funding will partially pay (20%) for an outdoor classroom and event space on the Wenatchee River Institute campus in Leavenworth. The structure will be 20 x 24 foot, with no walls, a roof and a gravel floor. It will have electricity.

Background:

The Wenatchee River Institute provides environmental education for youth and adults, with a hands-on, nature-based focus. Every year we serve thousands of youth and adults. In short, our programs include:

- **Youth education** – schools from throughout NCW come to WRI for full-day programs. We also travel to schools throughout NCW (as far away as Brewster and Manson). Our traveling education

program is focused on schools that serve high populations of low income and minority students. We offer summer day camps. Last summer we worked with students in the migrant labor camp in Monitor. We have a traveling planetarium we take to area schools.

- **Adult education** – we offer speakers, workshops, classes, and field trips. Our “Science on Tap” brings scientists to speak at local breweries. We host a 4-day annual Bird Fest. We manage a community garden.
- **WRI campus** – we have three buildings and 13+ acres of trails, forests, fields, and river access. Our grounds are a natural area in the middle of Leavenworth.
- **Rentals** - To generate operating income, we rent some of our building space to two other non-profits: Upper Valley MEND and Mountain Sprouts, a nature-based preschool. We also rent our campus for wedding and events and charge for our parking lot on evenings and weekends.

Justification:

Providing environmental education to schools does not generate much income. We rely on grants and donations to support most of our youth programs, particularly for programs that serve high poverty and high minority schools. To generate operating income, in 2020 we began to rent our campus for weddings and events. Even with COVID, these rentals have provided an extremely valuable source of income. A local wedding planner works directly with the couples, so Wenatchee River Institute staff can focus on our mission - environmental education.

This outdoor classroom and event space will expand our capacity in two ways:

1. **It will increase our capacity as a wedding venue, resulting in increased operating income for education programs.** Currently outdoor weddings can only be scheduled in the early summer (no shade in July and August), early fall (no rain) and mid-winter (snow). An outdoor, covered space would allow weddings to be scheduled year-round. It would provide a space for serving food. Increased income from these rentals will result in increased funds for youth education. It will ensure future sustainability for WRI programs.
2. **It will increase our capacity as an educational facility.** A covered outdoor space will allow us to provide educational programs to youth and adults. Most of our programs occur outdoors – an outdoor covered space would provide protection from the rain and snow and shade from the sun. Increased adult participation in programs often translates into more supporters of the organization, and more individual donations.

Methodology and Work to Date:

- A pro bono architect has created plans and a preliminary site location. Final location to be determined when the snow melts.
- We have worked with the City of Leavenworth related to zoning, flood zones, Bavarian design requirements, and geologic considerations.
- We have received two bids for a fully steel-constructed building (without excavation costs, landscaping, electrical). One bid is from a local metal fabricator, and one is from a prefab company in the Midwest. The average estimate is \$35,000.

- We are working to secure funding. The Wenatchee River Institute Board of Directors has committed to make up any funding deficits.
- Once funding is secured, a building design and cost will be confirmed. (Costs for building supplies are changing rapidly, and estimates are often only good for two weeks.) A structural engineer will approve the plans.
- Once plans are confirmed, we will apply for a building permit.
- Construction begins.

Partners Committed:

City of Leavenworth – Leavenworth Fund; Leavenworth Rotary; Alison Miller, Architect

Deliverables Defined:

- A completed outdoor classroom and event center is completed and functional.
 - 20 x 24 foot
 - Gravel floor
 - Electrical
 - Roof, no walls
- The Wenatchee River Institute has increased operating income from increased rentals.
- Youth and adult education are happening outdoors, year-round, utilizing this space.

Program Start Date (if applicable): May 2022

Program End Date (if applicable): December 2022

Program timelines/milestones (by quarter):

1st Quarter (Jan-Mar):

- All funding secured
- Design confirmed

2nd Quarter (Apr – June):

- Location staked (after snow melts)
- Building permits obtained
- Excavation begins
- Fabricator/contractor hired

3rd Quarter (July – Sept)

- Construction begins (depending on fabrication/delivery schedule)

4th Quarter (Oct – Dec)

- Construction ends

Total Program Cost: \$49,518

Requested Port Funding: \$10,000

Budget total, broken out by category. (Note: Indirect costs are not allowed)

Income			
	Leavenworth Fund	\$8,518	secured
	Leavenworth Rotary	\$10,000	secured
	District Rotary (matching grant)	\$10,000	pending
	CDRPA	\$10,000	pending
	Wenatchee River Institute	\$11,000	Estimated shortfall
	Total income	\$49,518	
Expense			
	Architect	\$0	Pro bono
	20 x 24 foot steel structure (installed)	\$35,000	Local fabricator
	Structural engineer	\$1,500	
	Building permit	\$1,000	
	Excavation	\$1,000	Volunteer labor
	Footings and piers	\$3,000	
	Electrical	\$3,500	
	Landscaping	\$1,000	Volunteer
	Contingencies	\$3,518	
	Total expenses	\$49,518	

Is this request for partial funding of a larger project? If so, identify other funding requested for this project (entity, amount requested and anticipated award date), and other funding secured for this project (source, amount secured).

This request is for partial funding for this project. The funds requested are 20% of the project costs.

Entity	Amount	Status	Anticipated Date
Leavenworth Fund	\$8,518	Funded	2022; by reimbursement
Leavenworth Rotary	\$10,000	Funded	2022; by reimbursement
District Rotary (matching grant)	\$10,000	Pending	2022; rolling requests
Chelan Douglas Regional Port Authority	\$10,000	Pending	2022; rolling requests

Is this a multi-year project? If yes, what are the anticipated funding needs for future years?

No, this is not a multi-year project. It will be completed in 2022.

If this program is not funded at the full requested amount, how will the organization adjust for less funding?

The Wenatchee River Institute is actively pursuing a wide variety of additional funding sources: local service groups, government and private grants, individual donors, and income generated from rentals.

We can reduce some project costs by using volunteer labor for excavation and landscaping. The Wenatchee River Institute Board has committed to fully fund any anticipated shortfalls in funding.

The structure we propose to build is already quite minimalist in nature – gravel floor, no walls, sloped roof. There are few options to reduce the building costs by downsizing or reducing features.

Expenses are reimbursed quarterly by invoice/report; explain if another option is needed:

This reimbursement strategy will work for the Wenatchee River Institute.

Definition of success of the project/program, including metrics used to evaluate success (may be quantitative and/or qualitative) and method for gathering metrics:

1. Number of times outdoor classroom and event space is used (quantitative).
 - a. Number of rental events
 - b. Number of educational events
2. Income generated by rental events that utilize outdoor classroom and event space (quantitative).

Has this organization received previous funding from the Port of Chelan County and/or Port of Douglas County? If so, list other funding received and when:

2020: \$5,000; Small Business Support Initiative

2020: \$1,000; Getting Ready to Reopen Fund



A photo of what the Outdoor Classroom and Event Space might look like

**PORT OF CHELAN COUNTY
RESOLUTION NO. 2022-03**

**A RESOLUTION OF THE PORT OF CHELAN COUNTY ADOPTING RULES
GOVERNING THE TRANSACTION OF ITS BUSINESS AT REGULAR AND SPECIAL
MEETINGS**

Whereas, RCW 53.12.245 requires a Port Commission to adopt rules governing the transaction of its business at its regular and special meetings, and

Whereas, the Port Commission believes it is important that citizens understand the process to be followed by the Commission when it conducts its meetings and considers taking action on matters before it,

Now, Therefore, be it resolved by the Commissioners of the Port of Chelan County that the following rules shall be utilized by the Port Commission at its regular and special meetings:

1. INFORMATION PHASE

a. Introduction of Issue

- i. The Port Commission President (or vice president in his/her absence) will introduce an issue, stating whether action will be taken on the issue or whether the issue is introduced for discussion only.

b. Conflict of Interest

- i. In the event a Port Commissioner believes that he/she has a conflict of interest, he/she will publicly disclose it and, if confirmed, he/she shall not further participate in any discussion and/or debate concerning such issue and shall not vote on the issue. Note: Any Conflict of Interest will be declared at the beginning of any regular meeting or special meeting.

c. Staff Report

- i. The Port Commission may ask Port staff to make a presentation on the issue including any recommendations they may have. On occasion this may also include a report from a consultant with subject expertise.

d. Port Commission Questions

- i. During and after a staff presentation Commissioners may ask questions of staff or any consultant to clarify any aspects of the presentation. Commissioners may also ask questions of Legal Counsel.

e. Public Input

- i. The Port Commission President will ask the public present at the meeting if anyone would like to provide input on the issue under consideration.

2. ACTION PHASE

a. Deliberation Phase

- i. The Port Commissioners will discuss among themselves the merits of the issue and the proposed action. Each Port Commissioner will have the opportunity to offer his/her opinion and any conditions he/she would want placed (if any) on a proposed action.
- ii. As part of its deliberation, the Port Commission may determine that the issue needs further staff review, consideration or discussion and, if so, may delay any action to another Port meeting. Alternatively, the Port Commission may proceed to the voting phase.

b. Motion Phase

- i. If there is support for action on an issue, a Port Commissioner will make a motion proposing the action to be taken. If there is sufficient support, another Port Commissioner will second the motion. If there is no second the motion fails and, unless an alternative motion on the issue is made and seconded, the Port Commission will proceed on to the next agenda item.
- ii. If the motion receives a second, the Port Commission President will ask if there is any additional input from Port staff, consultants, Legal Counsel, or the public present at the meeting. Input shall be limited to the motion before the Port Commission.
- iii. The Port Commission President will then call for the vote on the motion. Prior to the vote any Commissioner may elect to have a Port staff member and/or Legal Counsel restate the proposed motion to ensure clarity before the vote of the Port Commission.

c. Voting Phase

- i. The Port Commission President will call for the vote. Each Commissioner will publicly state whether he/she votes yes, no or abstain.
- ii. The Port Commission President will announce the result of the vote and the action to be taken on the issue, if any.

Adopted by the Commissioners of the Port of Chelan County at a regular meeting thereof held this 23rd day of February, 2022.

JC Baldwin, Commissioner

Donn Etherington, Commissioner

Rory Turner, Commissioner

**PORT OF DOUGLAS COUNTY
RESOLUTION NO. 2022-02**

**A RESOLUTION OF THE PORT OF DOUGLAS COUNTY ADOPTING RULES
GOVERNING THE TRANSACTION OF ITS BUSINESS AT REGULAR AND SPECIAL
MEETINGS**

Whereas, RCW 53.12.245 requires a Port Commission to adopt rules governing the transaction of its business at its regular and special meetings, and

Whereas, the Port Commission believes it is important that citizens understand the process to be followed by the Commission when it conducts its meetings and considers taking action on matters before it,

Now, Therefore, be it resolved by the Commissioners of the Port of Douglas County that the following rules shall be utilized by the Port Commission at its regular and special meetings:

1. INFORMATION PHASE

a. Introduction of Issue

- i. The Port Commission President (or vice president in his/her absence) will introduce an issue, stating whether action will be taken on the issue or whether the issue is introduced for discussion only.

b. Conflict of Interest

- i. In the event a Port Commissioner believes that he/she has a conflict of interest, he/she will publicly disclose it and, if confirmed, he/she shall not further participate in any discussion and/or debate concerning such issue and shall not vote on the issue. Note: Any Conflict of Interest will be declared at the beginning of any regular meeting or special meeting.

c. Staff Report

- i. The Port Commission may ask Port staff to make a presentation on the issue including any recommendations they may have. On occasion this may also include a report from a consultant with subject expertise.

d. Port Commission Questions

- i. During and after a staff presentation Commissioners may ask questions of staff or any consultant to clarify any aspects of the presentation. Commissioners may also ask questions of Legal Counsel.

e. Public Input

- i. The Port Commission President will ask the public present at the meeting if anyone would like to provide input on the issue under consideration.

2. ACTION PHASE

a. Deliberation Phase

- i. The Port Commissioners will discuss among themselves the merits of the issue and the proposed action. Each Port Commissioner will have the opportunity to offer his/her opinion and any conditions he/she would want placed (if any) on a proposed action.
- ii. As part of its deliberation, the Port Commission may determine that the issue needs further staff review, consideration or discussion and, if so, may delay any action to another Port meeting. Alternatively, the Port Commission may proceed to the voting phase.

b. Motion Phase

- i. If there is support for action on an issue, a Port Commissioner will make a motion proposing the action to be taken. If there is sufficient support, another Port Commissioner will second the motion. If there is no second the motion fails and, unless an alternative motion on the issue is made and seconded, the Port Commission will proceed on to the next agenda item.
- ii. If the motion receives a second, the Port Commission President will ask if there is any additional input from Port staff, consultants, Legal Counsel, or the public present at the meeting. Input shall be limited to the motion before the Port Commission.
- iii. The Port Commission President will then call for the vote on the motion. Prior to the vote any Commissioner may elect to have a Port staff member and/or Legal Counsel restate the proposed motion to ensure clarity before the vote of the Port Commission.

c. **Voting Phase**

- i. The Port Commission President will call for the vote. Each Commissioner will publicly state whether he/she votes yes, no or abstain.
- ii. The Port Commission President will announce the result of the vote and the action to be taken on the issue, if any.

Adopted by the Commissioners of the Port of Douglas County at a regular meeting thereof held this 23rd day of February, 2022.

W. Alan Loeb sack, Commissioner

Mark Spurgeon, Commissioner

Jim Huffman, Commissioner



Pangborn Memorial Airport Activity Reports January - December 2021

Total Passengers (Inbound/Outbound): Jan. - Dec.			
	<u>2021</u>	<u>2020</u>	<u>2019</u>
January	4,822	9,467	9,357
February	5,306	9,226	8,454
March	7,310	5,164	10,449
April	7,780	401	9,565
May	8,293	1,034	10,580
June	9,448	1,990	11,696
July	11,127	2,928	12,456
August	9,701	4,372	11,318
September	8,902	3,832	10,004
October	7,924	4,831	10,451
November	6,501	4,895	11,030
December	7,577	4,866	12,607
Total	94,691	53,006	127,967

Passenger Enplanements: Jan. - Dec.			
	<u>2021</u>	<u>2020</u>	<u>2019</u>
January	2,465	4,957	4,831
February	2,789	4,640	4,331
March	3,744	2,235	5,173
April	3,795	186	4,624
May	4,120	517	5,168
June	4,770	1,031	5,888
July	5,599	1,503	6,180
August	4,987	2,297	5,701
September	4,593	2,001	5,213
October	4,150	2,596	5,413
November	3,404	2,548	5,674
December	3,922	2,497	6,494
Total	48,338	27,008	64,690

Load Factor Percentage: Jan. - Dec.			
	<u>2021</u>	<u>2020</u>	<u>2019</u>
January	54.97%	75.95%	70.76%
February	70.57%	74.94%	77.79%
March	75.68%	42.47%	79.93%
April	87.39%	9.59%	73.60%
May	88.56%	25.67%	78.21%
June	85.49%	37.68%	71.58%
July	78.21%	41.20%	69.45%
August	79.52%	49.55%	75.59%
September	68.31%	47.02%	71.54%
October	73.03%	56.00%	77.25%
November	84.90%	55.88%	67.82%
December	82.92%	56.65%	73.08%
Average	77.46%	47.72%	73.88%

Car Rental Revenue: Jan. - Dec.			
	<u>2021</u>	<u>2020</u>	<u>2019</u>
January	\$ 32,230.04	\$ 93,277.10	\$ 62,104.43
February	\$ 53,736.14	\$ 72,979.26	\$ 57,746.68
March	\$ 33,962.59	\$ 45,737.98	\$ 72,141.74
April	\$ 48,147.72	\$ 15,515.56	\$ 68,330.19
May	\$ 43,888.30	\$ 20,790.00	\$ 65,808.20
June	\$ 73,948.40	\$ 22,110.00	\$ 95,056.07
July	\$ 145,938.06	\$ 37,950.00	\$ 126,232.19
August	\$ 149,186.42	\$ 35,135.68	\$ 145,010.72
September	\$ 113,849.97	\$ 43,210.00	\$ 89,892.28
October	\$ 76,849.39	\$ 34,783.00	\$ 88,510.83
November	\$ 63,553.35	\$ 35,734.00	\$ 75,012.36
December	\$ 66,434.95	\$ 32,956.91	\$ 97,032.76
Total	\$ 901,725.33	\$ 490,179.49	\$ 1,042,878.45
CDRPA Revenue @ 10%	\$ 90,172.53	\$ 49,017.95	\$ 104,287.85

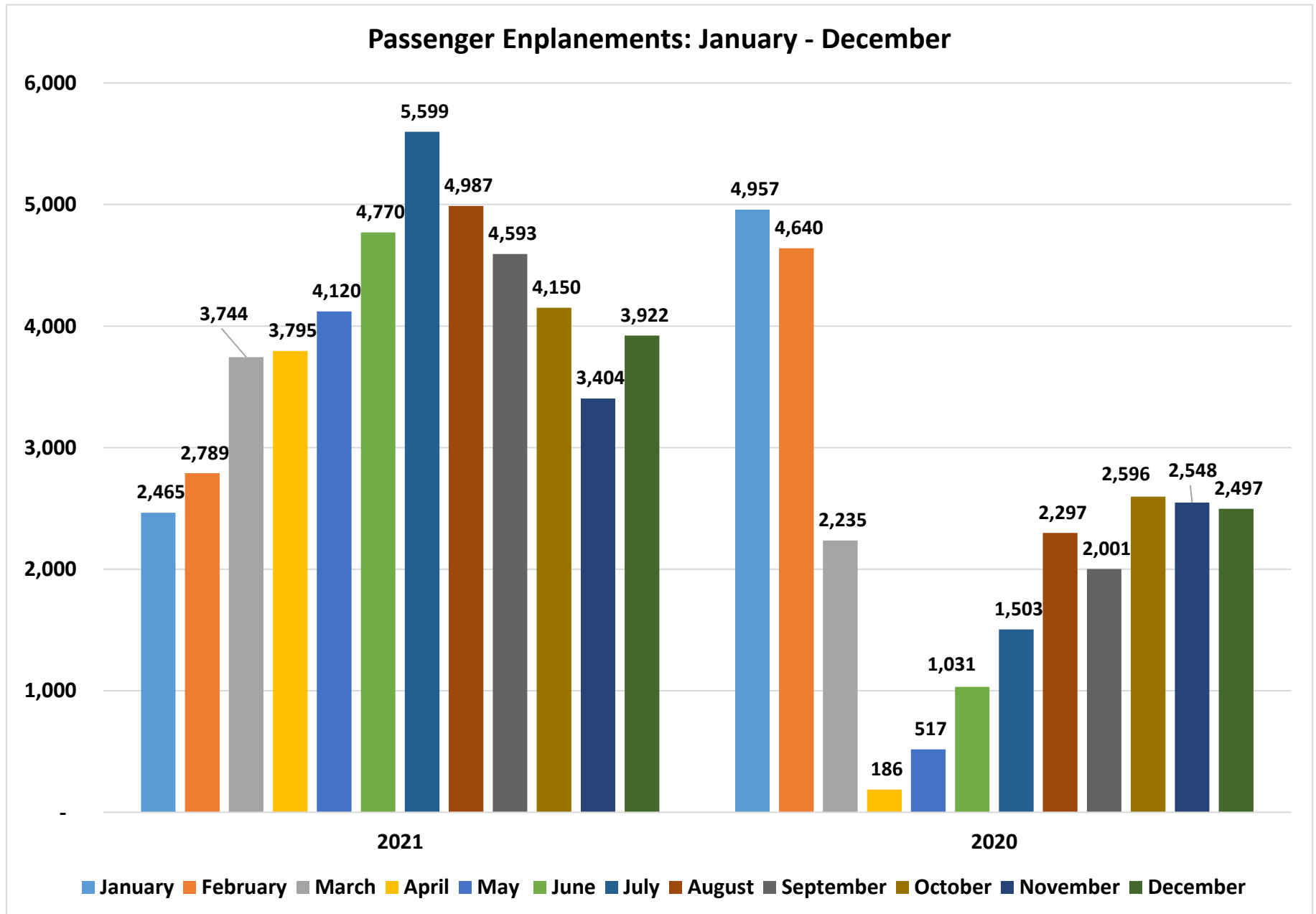
Note: Numbers represent total car rental revenue. CDRPA receives 10% of total.

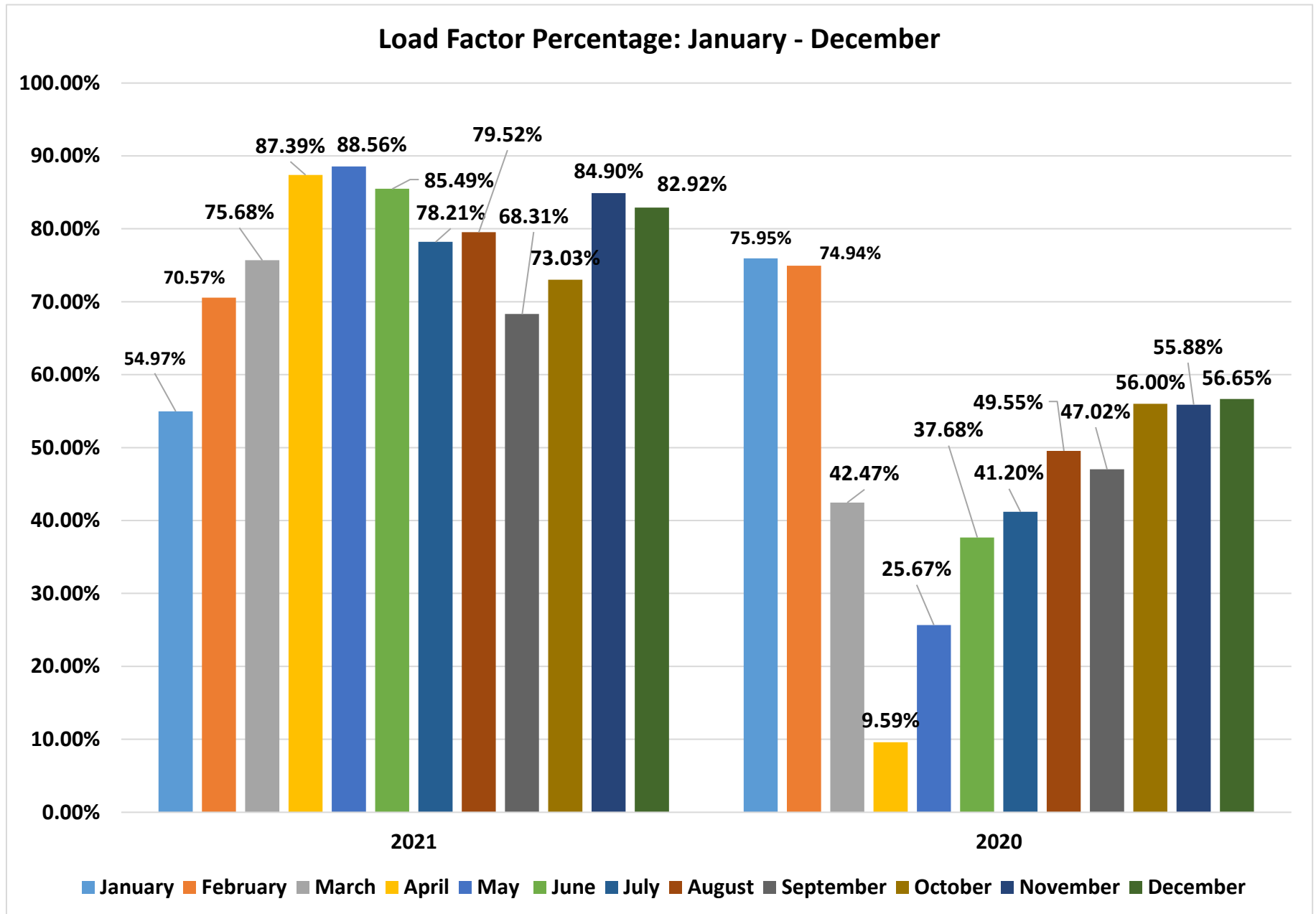
Fuel Sales (Gallons): Jan. - Dec.			
2021			
	<u>Jet A</u>	<u>Av Gas</u>	<u>Total</u>
January	18,201.00	4,380.11	22,581.11
February	27,583.00	4,196.98	31,779.98
March	21,013.00	1,868.45	22,881.45
April	17,745.00	3,504.61	21,249.61
May	22,534.00	4,112.64	26,646.64
June	31,225.85	4,296.06	35,521.91
July	113,262.80	3,662.11	116,924.91
August	124,372.40	4,207.96	128,580.36
September	48,504.40	3,705.77	52,210.17
October	25,885.00	3,127.10	29,012.10
November	20,186.00	1,396.78	21,582.78
December	26,049.00	1,058.79	27,107.79
Total	496,561.45	39,517.35	536,078.80
2020			
	<u>Jet A</u>	<u>Av Gas</u>	<u>Total</u>
January	25,480.80	743.84	26,224.64
February	17,072.00	1,353.85	18,425.85
March	11,195.60	2,214.15	13,409.75
April	22,761.90	2,298.33	25,060.23
May	16,971.20	2,682.38	19,653.58
June	19,784.70	3,274.27	23,058.97
July	38,152.70	3,118.97	41,271.67
August	47,078.60	4,859.06	51,937.66
September	31,110.20	3,222.98	34,333.18
October	21,575.00	2,686.60	24,261.60
November	16,376.00	1,071.84	17,447.84
December	21,319.00	960.37	22,279.37
Total	288,877.70	28,486.63	317,364.33
2019			
	<u>Jet A</u>	<u>Av Gas</u>	<u>Total</u>
January	3,853.00	1,325.20	5,178.20
February	2,871.00	594.10	3,465.10
March	9,794.00	2,110.80	11,904.80
April	6,719.00	2,550.30	9,269.30
May	9,326.00	3,981.60	13,307.60
June	13,594.00	5,556.50	19,150.50
July	11,980.00	4,841.40	16,821.40
August	12,749.00	5,436.10	18,185.10
September	17,105.00	3,106.00	20,211.00
October	19,600.00	2,882.00	22,482.00
November	23,284.30	1,888.57	25,172.87
December	24,246.10	766.79	25,012.89
Total	155,121.40	35,039.36	190,160.76

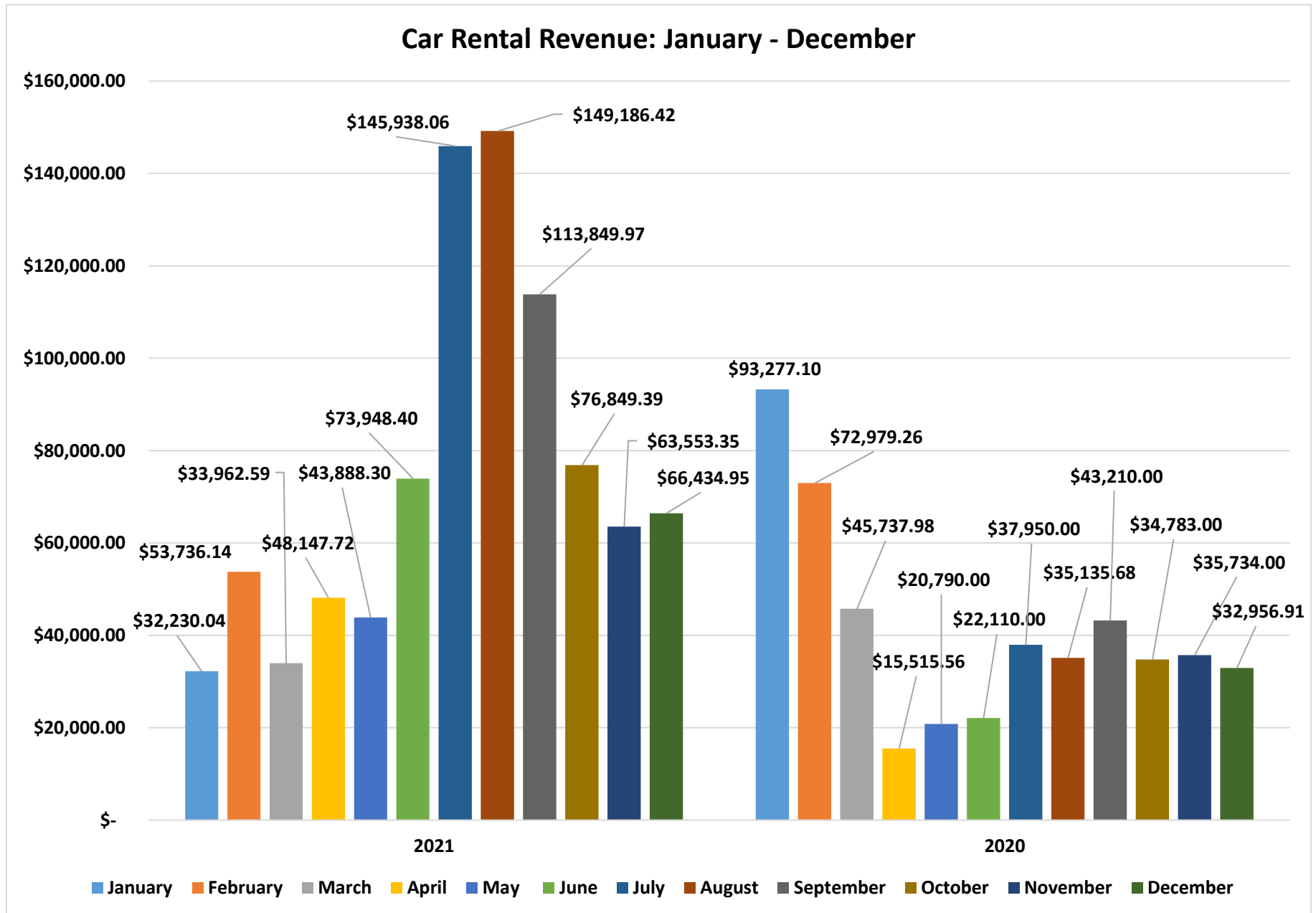
Parking Revenue - Gross: Jan. - Dec.			
	<u>2021</u>	<u>2020</u>	<u>2019</u>
January	\$ 12,975.99	\$ 34,184.84	\$ 35,603.51
February	\$ 19,494.00	\$ 40,893.53	\$ 38,916.82
March	\$ 25,932.59	\$ 16,685.77	\$ 46,664.51
April	\$ 27,158.20	\$ 1,239.37	\$ 36,310.54
May	\$ 26,776.76	\$ 1,475.85	\$ 40,292.05
June	\$ 31,168.79	\$ 2,661.46	\$ 37,591.50
July	\$ 31,242.32	\$ 4,134.35	\$ 36,938.08
August	\$ 32,798.53	\$ 8,138.50	\$ 33,294.64
September	\$ 38,534.00	\$ 9,080.66	\$ 36,857.08
October	\$ 38,174.00	\$ 13,355.26	\$ 44,336.91
November	\$ 33,595.14	\$ 15,032.32	\$ 44,111.57
December	\$ 31,832.00	\$ 13,803.05	\$ 41,556.29
Total	\$ 349,682.32	\$ 160,684.96	\$ 472,473.50

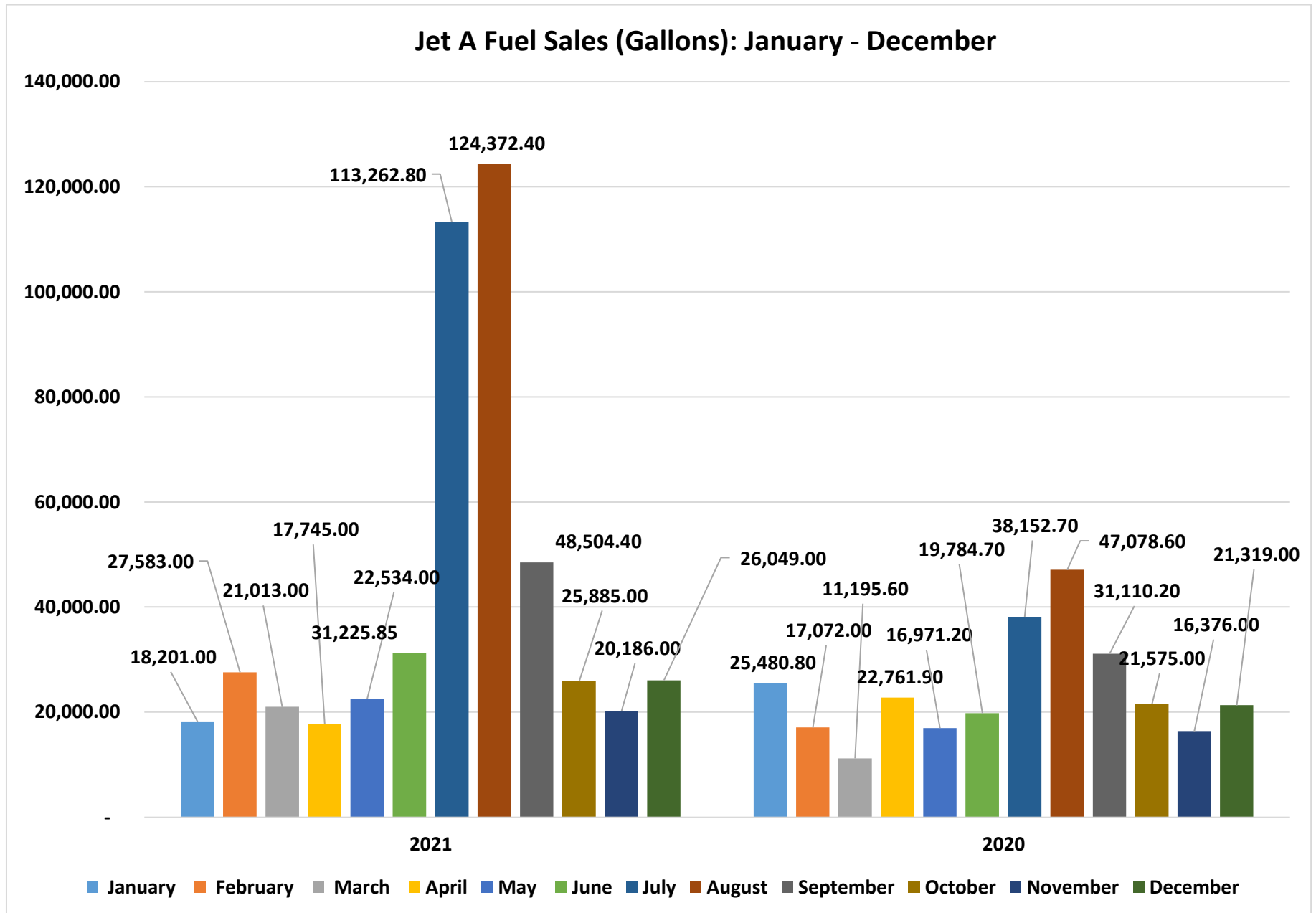
Parking Revenue - Net: Jan. - Dec.			
	<u>2021</u>	<u>2020</u>	<u>2019</u>
January	\$ 8,532.73	\$ 25,967.41	\$ 27,151.52
February	\$ 13,093.30	\$ 31,275.66	\$ 29,910.90
March	\$ 16,770.43	\$ 12,212.61	\$ 35,917.38
April	\$ 17,691.61	\$ 493.97	\$ 27,610.46
May	\$ 25,298.92	\$ 860.51	\$ 26,611.83
June	\$ 29,313.87	\$ 1,659.61	\$ 24,664.86
July	\$ 29,175.81	\$ 2,766.10	\$ 24,386.20
August	\$ 30,539.99	\$ 5,440.08	\$ 21,956.70
September	\$ 35,775.11	\$ 5,943.00	\$ 24,349.08
October	\$ 35,620.10	\$ 8,874.90	\$ 31,037.51
November	\$ 31,177.46	\$ 9,930.66	\$ 33,541.18
December	\$ 29,423.97	\$ 9,095.33	\$ 31,655.94
Total	\$ 302,413.29	\$ 114,519.84	\$ 338,793.56

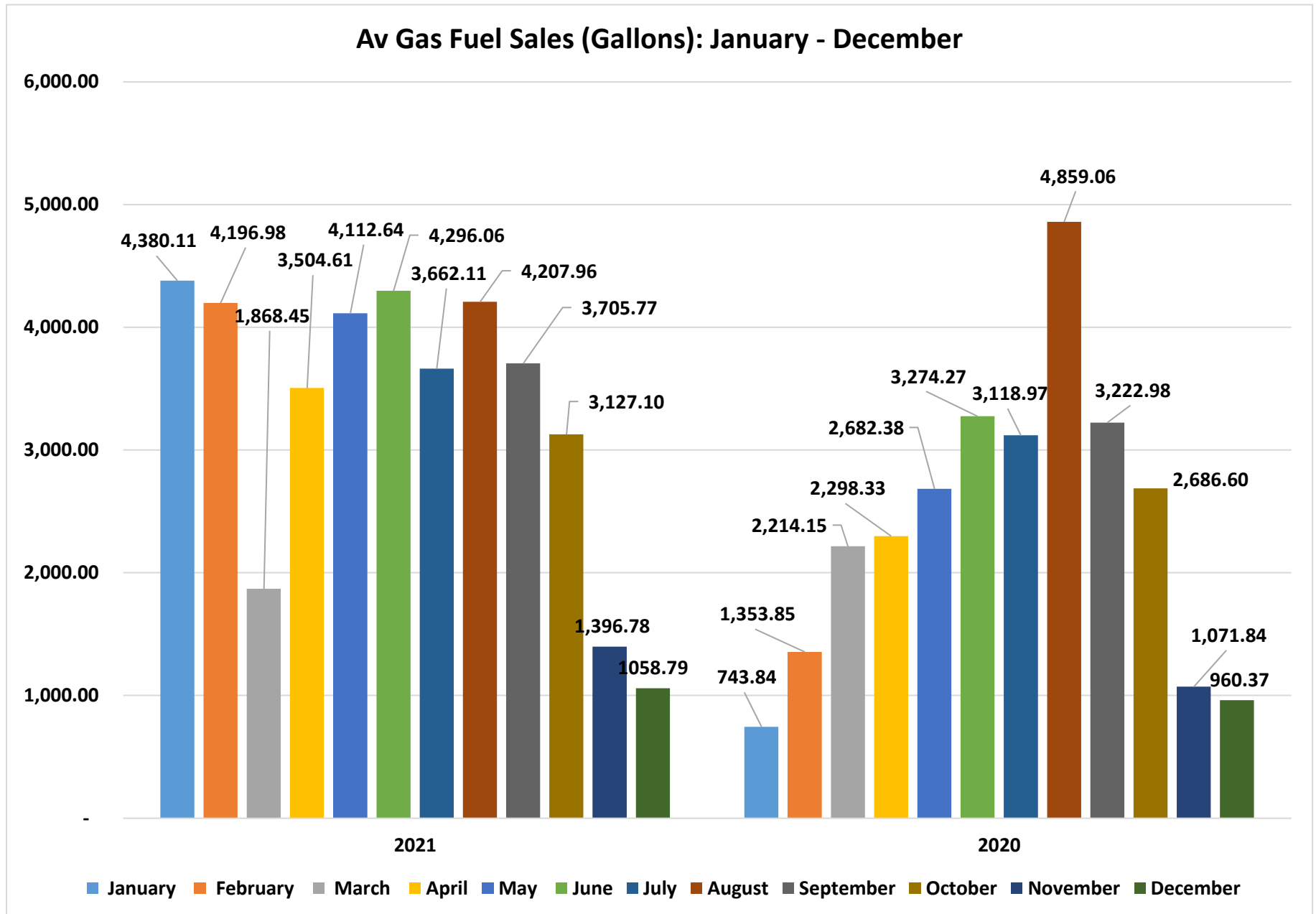
Note: The Regional Port took over management of Parking in May 2021.

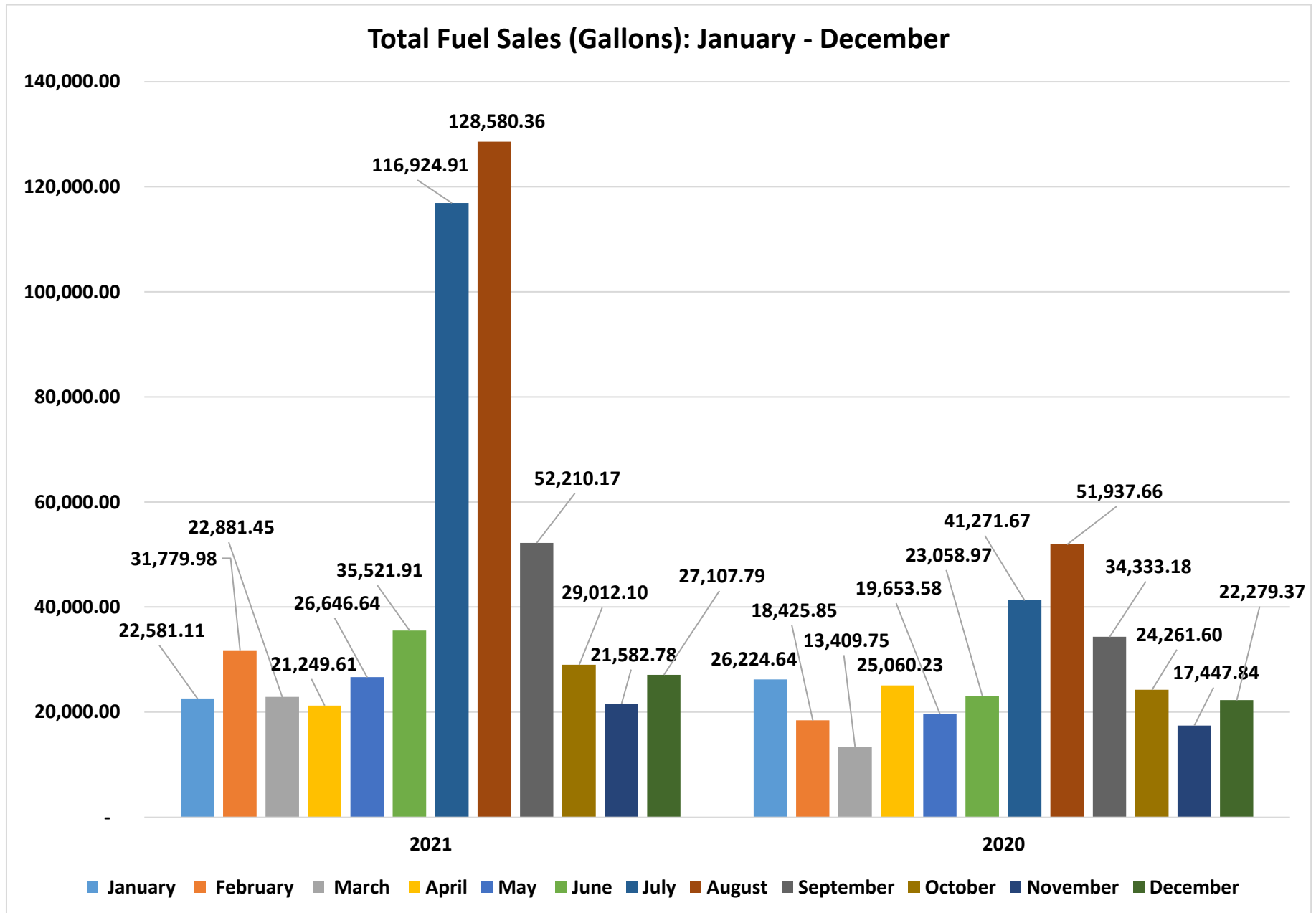


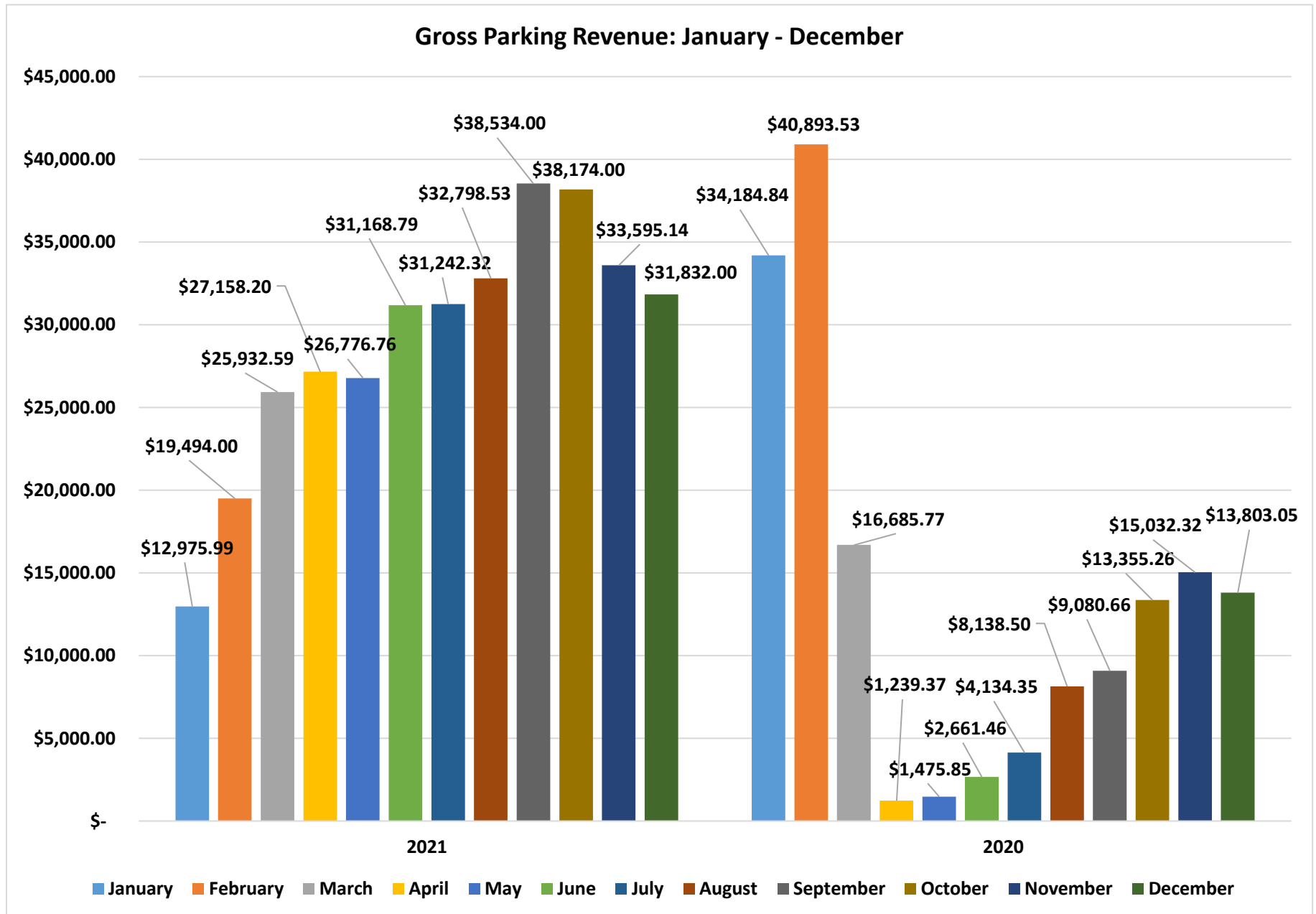


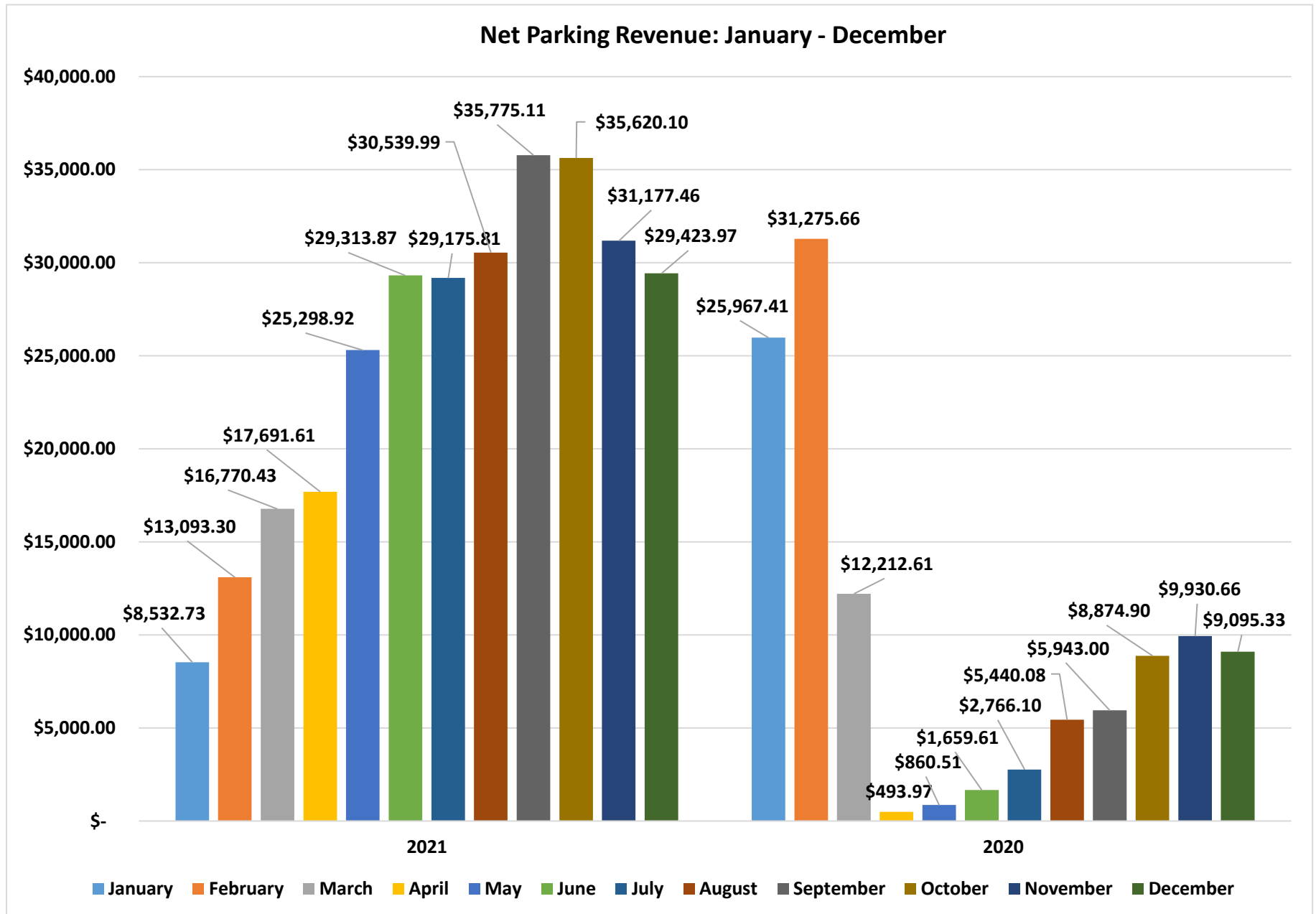














Terminal Parking Activity Report
May 2021 – January 2022

Pangborn Memorial Airport Terminal Parking Lot

First Year of Operations

Overall Parking Revenues

	<i>Gross</i>	<i>Fees</i>	<i>Net</i>
<i>May</i>	\$ 26,776.76	\$ 1,477.84	\$ 25,298.92
<i>June</i>	\$ 31,168.79	\$ 1,854.92	\$ 29,313.87
<i>July</i>	\$ 31,242.32	\$ 2,066.51	\$ 29,175.81
<i>August</i>	\$ 32,798.53	\$ 2,258.54	\$ 30,539.99
<i>September</i>	\$ 38,534.00	\$ 2,758.89	\$ 35,775.11
<i>October</i>	\$ 38,174.00	\$ 2,553.90	\$ 35,620.10
<i>November</i>	\$ 33,595.14	\$ 2,417.68	\$ 31,177.46
<i>December</i>	\$ 31,832.00	\$ 2,408.03	\$ 29,423.97
<i>January</i>	\$ 28,534.00	\$ 2,166.05	\$ 26,367.95
Total	\$ 292,655.54	\$ 19,962.36	\$ 272,693.18

of Transactions by Payment Method

	<i>Arrive</i>		<i>Flash</i>		<i>Other</i>	<i>Total</i>
	<i>Scan to Pay</i>	<i>Website</i>	<i>Text to Pay</i>	<i>Kiosk</i>	<i>EGOV</i>	
	<i>Apps</i>	<i>Widget</i>				
<i>May</i>	203	69	81	208	6	567
<i>June</i>	196	133	54	222	14	619
<i>July</i>	239	140	60	202	7	648
<i>August</i>	275	168	52	178	5	678
<i>September</i>	277	261	48	217	10	813
<i>October</i>	294	204	56	214	12	780
<i>November</i>	246	202	45	178	13	684
<i>December</i>	195	216	41	179	12	643
<i>January</i>	152	185	35	119	9	500
Total	2077	1578	472	1717	88	5932

Number of Tickets

	<i>Paid</i>	<i>Paid Amount</i>	<i>Overall Outstanding Notices</i>	
<i>May</i>	180	\$ 2,031.00		
<i>June</i>	210	\$ 2,189.00		
<i>July</i>	129	\$ 1,376.00		
<i>August</i>	175	\$ 1,881.00		
<i>September</i>	165	\$ 1,698.00		
<i>October</i>	225	\$ 2,439.00		
<i>November</i>	103	\$ 1,153.00		
<i>December</i>	94	\$ 1,172.00		
<i>January</i>	96	\$ 1,233.00		
Total	1377	\$ 15,172.00	612	\$ 7,313
			Delinquency Rate:	2.4379%

Note: The Regional Port's management of the terminal parking began in May 2021.

Month of December 2021

Arrive

Tap to Pay Apps & Widget on PMA Website

		Num. of transactions
Income:	Long Term Widget \$ 11,230.00	216
	Long Term Scan to Pay Apps \$ 8,280.00	148
	Short Term Scan to Pay Apps \$ 1,560.00	47
	<u>\$ 21,070.00</u>	<u>411</u>
Fees:	Short Term \$ 113.24	
	Long Term \$ 1,933.46	
	<u>\$ 2,046.70</u> 9.71%	
Net:	\$ 19,023.30	

Flash Parking

Text to Pay & Terminal Kiosk (Long Term Only)

		Num. of transactions
Income:	Text to Pay \$1,330.00	41
	Kiosk \$7,610.00	179
	<u>\$ 8,940.00</u>	<u>220</u>
Customer Fees:	Text to Pay \$ 14.35	
	Kiosk \$ -	
	<u>\$ 14.35</u>	
Merchant Fees:	\$ 334.14	
Net:	\$ 8,605.86	
Payable to Flash (Pre-Tax):	\$ 14.35	

OmniPark Enforcement

PayMyNotice Webpage or Mail in Payment

		Notices by Lot	
Income:	Credit Card \$ 691.00	71 LT \$	860.00
	Cash/Check \$ 481.00	23 ST \$	312.00
	<u>\$ 1,172.00</u>	103 \$	<u>1,172.00</u>
Merchant Fees:	USIO \$ 27.19		
Net:	\$ 1,144.81		

Other

Monthly Parking Permit Holders \$650.00

Total Gross Revenue Received: \$ 31,832.00
Total Net Revenue Received: \$ 29,423.97

Month of January 2022

Arrive

Tap to Pay Apps & Widget on PMA Website

		Num. of transactions
Income:	Long Term Widget \$ 11,330.00	185
	Long Term Scan to Pay Apps \$ 6,550.00	113
	Short Term Scan to Pay Apps \$ 1,001.00	39
	<u>\$ 18,881.00</u>	<u>337</u>
Fees:	Short Term \$ 77.82	
	Long Term \$ 1,808.70	
	<u>\$ 1,886.52</u> 9.99%	
Net:	\$ 16,994.48	

Flash Parking

Text to Pay & Terminal Kiosk (Long Term Only)

		Num. of transactions
Income:	Text to Pay \$1,370.00	35
	Kiosk \$4,900.00	119
	<u>\$ 6,270.00</u>	<u>154</u>
Customer Fees:	Text to Pay \$ 12.25	
	Kiosk \$ -	
	<u>\$ 12.25</u>	
Merchant Fees:	\$ 252.41	
Net:	\$ 6,017.59	
Payable to Flash (Pre-Tax):	\$ 12.25	

OmniPark Enforcement

PayMyNotice Webpage or Mail in Payment

		Notices by Lot	
Income:	Credit Card \$ 668.00	88 LT	\$ 1,090.00
	Cash/Check \$ 565.00	8 ST	\$ 143.00
	<u>\$ 1,233.00</u>	<u>96</u>	<u>\$ 1,233.00</u>
Merchant Fees:	\$ 27.12		
Net:	\$ 1,205.88		

Other

Monthly Parking Permit Holders \$2,150.00

Total Gross Revenue Received: \$ 28,534.00
Total Net Revenue Received: \$ 26,367.95

Pangborn Memorial Airport Terminal Parking Lot

First Year of Parking Operations

Flight Data Comparison

	<i>Parking Transactions</i>	<i>Enplanements</i>		<i>Plane Departures</i>
<i>May</i>	567	4,215	13.45%	62
<i>June</i>	619	4,849	12.77%	72
<i>July</i>	648	5,749	11.27%	93
<i>August</i>	678	5,112	13.26%	78
<i>September</i>	813	4,593	17.70%	83
<i>October</i>	780	4,150	18.80%	68
<i>November</i>	684	3,404	20.09%	48
<i>December</i>	643	3,922	16.39%	58
<i>January</i>	500	3,401	14.70%	54
<i>Total</i>	<u>5,932</u>	<u>39,395</u>		<u>510</u>

Average Enplanement %

15.38%

Chelan Douglas Regional Port Authority
Parking Revenue Historical Data

	2021/2022			2020/2021			2019/2020			2018/2019		
	CDRPA (Net)	Gross	Credit Card Fees	Net to CDRPA	Gross	Credit Card Fees	Net to CDRPA	Gross	Credit Card Fees	Net to CDRPA		
May	25,298.92	1,475.85	214.22	860.51	40,292.05	1,010.96	26,611.83	39,916.82	1,095.11	26,393.24		
June	29,313.87	2,661.46	197.06	1,659.61	37,591.50	1,088.48	24,664.86	34,758.78	1,087.52	22,808.57		
July	29,175.81	4,134.35	125.00	2,766.10	36,938.08	1,016.83	24,386.20	34,821.94	1,093.80	22,887.38		
August	30,539.99	8,138.50	166.75	5,440.08	33,294.64	988.63	21,956.70	37,072.09	1,041.48	24,484.45		
September	35,775.11	9,080.66	401.58	5,943.00	36,857.08	919.57	24,349.08	39,698.71	1,137.98	26,184.68		
October	35,620.10	13,355.26	407.12	8,874.90	44,336.91	1,091.00	31,037.51	42,902.96	984.37	30,089.91		
November	31,177.46	15,032.32	489.51	9,930.66	44,111.57	1,451.86	33,541.18	42,066.54	1,171.87	32,132.09		
December	29,423.97	13,803.05	425.87	9,095.33	41,556.29	1,500.63	31,655.94	35,229.21	1,255.81	26,732.21		
January	26,367.95	12,975.99	396.23	8,532.73	34,184.84	1,290.41	25,967.41	35,603.51	1,090.48	27,151.52		
YTD	272,693.18	80,657.44	2,823.34	53,102.92	349,162.96	10,358.37	244,170.71	342,070.56	9,958.42	238,864.05		
February		19,494.00	301.21	13,093.30	40,893.53	1,138.28	31,275.66	38,916.82	894.46	29,910.90		
March		25,932.59	1,052.38	16,770.43	16,685.77	1,312.32	12,212.61	46,664.51	1,053.35	35,917.38		
April		27,158.20	945.13	17,691.61	1,239.37	659.00	493.97	36,310.54	1,209.36	27,610.46		
Republic Share		153,242.23	5,122.06	100,658.26	407,981.63	13,467.97	288,152.95	463,962.43	13,115.59	332,302.79		
				47,461.91			106,360.71			118,544.05		

Comments:

Prior to the 2017/2018 fiscal year, minimum payments of \$11,500 were received monthly, with an annual reconciliation and bulk payment.

70% of receipts up to \$225,000

80% of receipts over \$225,000

	Gross	CC	Net
2019	472,473.50	13,315.61	338,793.56
2020	160,684.96	6,827.12	114,519.84

Memo

To: Board of Directors

From: Stacie de Mestre

Date: February 17, 2022

Re: SoCo Crossing Project – Covenants and Revised Timeline/PSA

It should be noted that the while the project name has been changed to SoCo Crossing, SPORT Wenatchee, LLC will remain as the purchaser.

As requested at the previous Board meeting, below is a summary of key elements from the Purchase and Sale Agreement with SPORT Wenatchee, LLC that will be recorded at closing.

- **Public Parking Easement** – provide a minimum of 50 parking stalls available for public use in common with SPORT, its tenants, customers and invitees. SPORT and future owners may request reasonable use restrictions such as time limitations or prohibition against overnight parking. The parking lot and parking stalls will be constructed, owned, maintained, repaired, and improved by SPORT and future owners.
- **Option to Repurchase** – The CDRPA/POCC has the option to repurchase the property for \$2,000,000.00 under the following circumstances:
 - Failure to commence \$100,000 of construction within two years of closing.

- The sale or transfer of all or any portion of the property within five years of closing.
- The sale or transfer of the controlling interest of SPORT within five years of closing (Flint Hartwig no longer retains sole authority to make decisions for SPORT).
- **Covenants, Conditions, and Restrictions**
 - CDRPA and City of Wenatchee Approved plans will be attached and incorporated to restrict the alteration of the property's appearance and use and to establish covenants governing the common areas, exterior of the building, and changes in use.
 - Use of Property – Regional multi-use recreation facility limited to the following three uses: Retail Services, Sport Activity Services, and Restaurant Facilities. All other uses of the property are prohibited including warehousing, storage, manufacturing, industrial, and residential uses.
 - Initial Development – CDRPA must approve any material change to the plans during the course of construction.
 - Future Changes – any alteration, change or modification that will impact the exterior appearance or common areas must be approved by CDRPA.
 - Maintenance requirements:
 - Trash removal
 - Snow and ice removal
 - Maintaining signage, plants, lighting, and utilities
 - Sweeping and striping in parking lot
 - Sidewalk repair and maintenance
 - Painting and cleaning of building exterior
 - Any other maintenance required to maintain first-class condition
 - All conditions, covenants, and restrictions are perpetual and shall run with the land, binding on the present and future owners of the property.

Revised Timeline and PSA

SPORT Wenatchee, LLC has requested that the following terms in the Purchase and Sale Agreement to be revised:

- **Condition the agreement on the Purchaser providing proof of funding for the purchase price of the building and the estimated**

costs of construction for Phase 1, as described in the attached Exhibit A, on or before the Building Permit Date.

- **Change the Building Permit Date to May 1, 2022.**

The following items should also be considered to be revised if another amendment will be issued:

- **Revise Option to Repurchase to account for phasing and value of improvements**
- **Establish timeline for future phases**

Exhibit A:

Construction Phases:

PHASE 1:

- FULL COMPLEX EXTERIOR FACADE UPGRADES
- FULL SITE CIVIL AND PARKING WORK
- AREA "B" DEMOLITION AND FULL BUILD-OUT
- FIT OUT GROUND LEVEL BAR & GRILL
- BUILD OUT 2ND LEVEL EVENT ROOMS

PHASE 1: Cont...

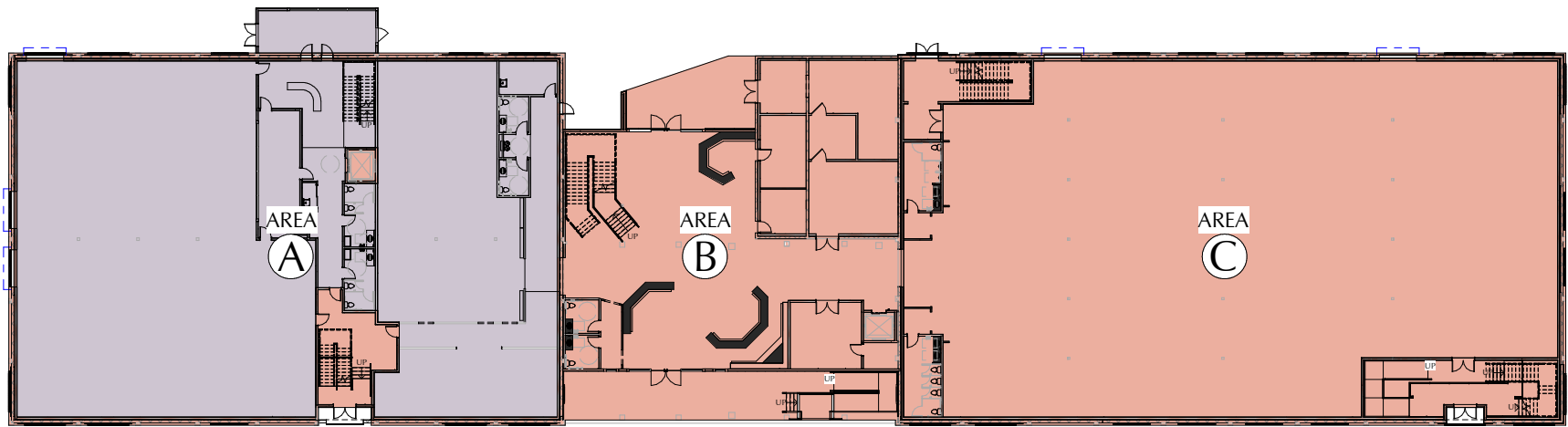
- CONSTRUCT EGRESS STAIR TOWERS AND ELEVATOR SHAFTS IN ALL AREAS FOR ALL PHASING
- AREA "C" DEMOLITION AND FULL BUILD-OUT
- FIT OUT GROUND LEVEL ADVENTURE ZONE ACTIVITY CENTER
- BUILD OUT 2ND LEVEL OBSERVATION PLATFORM

PHASE 2:

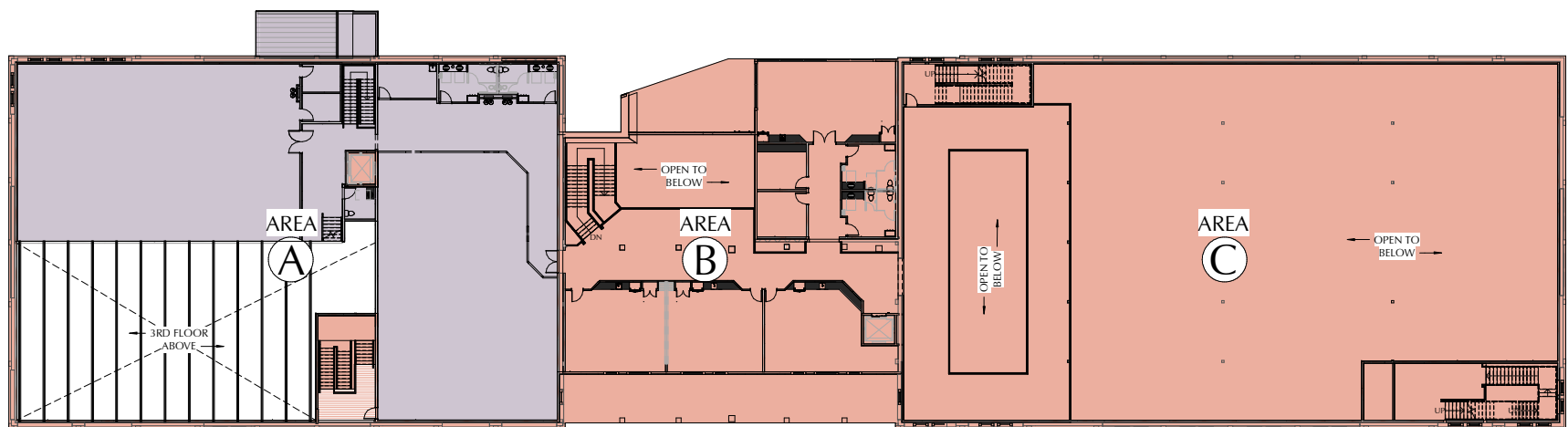
- AREA "A" DEMOLITION AND FULL BUILD-OUT
- FIT OUT GROUND LEVEL SPORT GYMNASIICS
- BUILD OUT 2ND LEVEL FITNESS AREA & PLAY GYM CENTER
- BUILD OUT 3RD LEVEL FITNESS AREA
- COMPLETE UPGRADES TO AREA "A" ROOF AS NEEDED

PHASE 3:

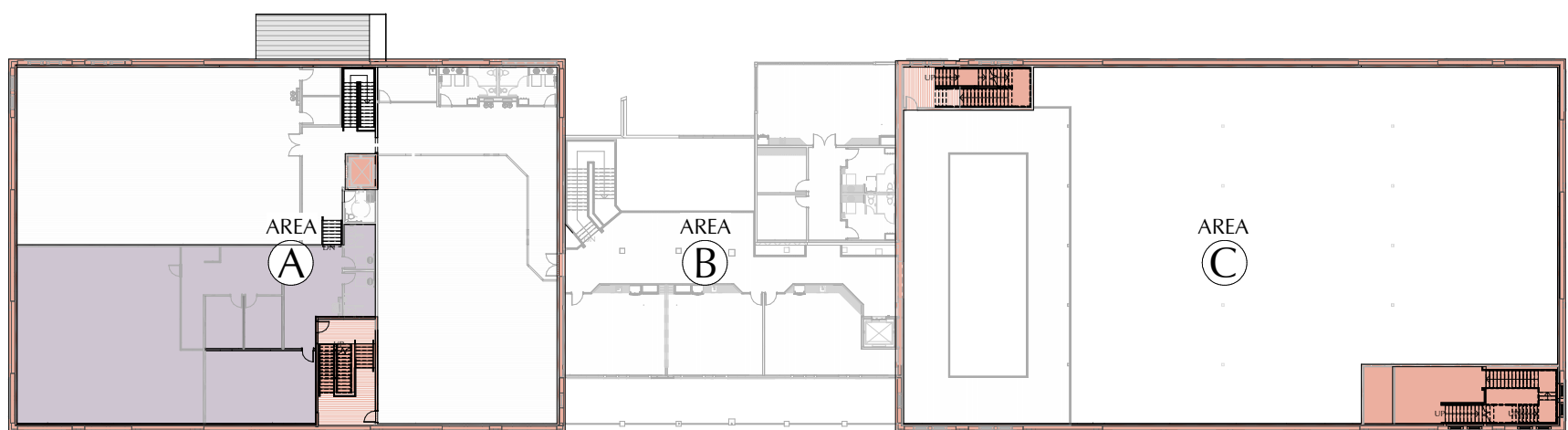
- AREA "C" ROOFTOP FULL BUILD-OUT & FINAL SITE PROGRAMMING
- COMPLETE ROOFTOP RESTAURANT & LOUNGE PROGRAMING
- INSTALL PICKLE BALL COURTS
- COMPLETE ROOFTOP LANDSCAPING
- COMPLETE FINAL PATIO WORK AT GROUND LEVEL
- COMPLETE LANDSCAPING
- INSTALL AWNINGS & SIDEWALK LEVEL



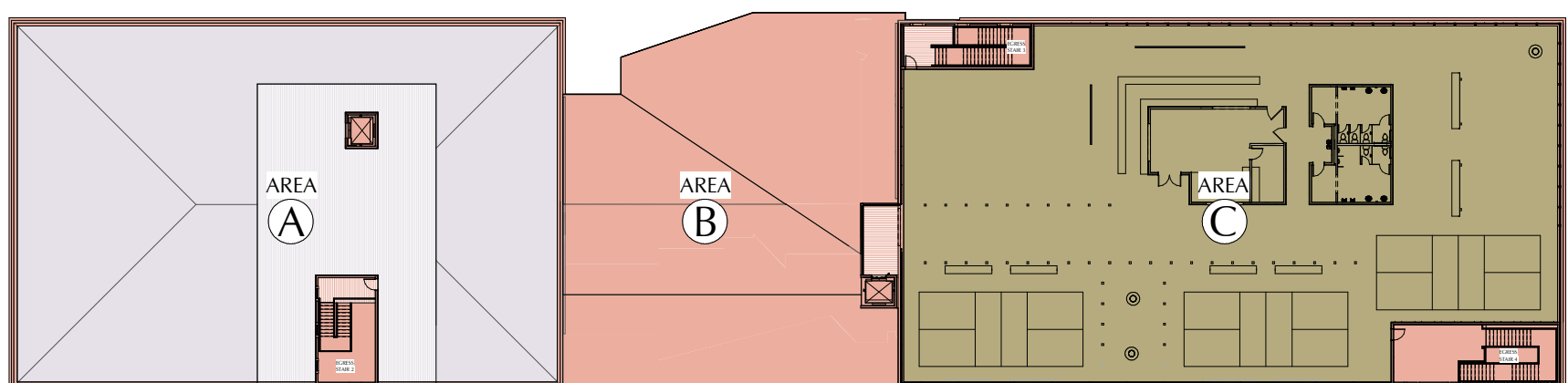
GROUND LEVEL



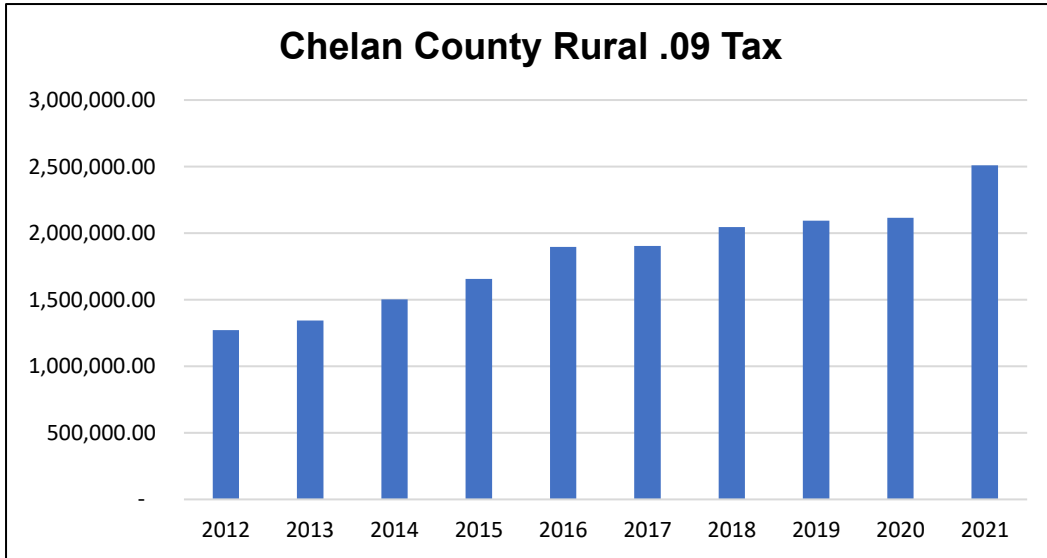
2ND LEVEL



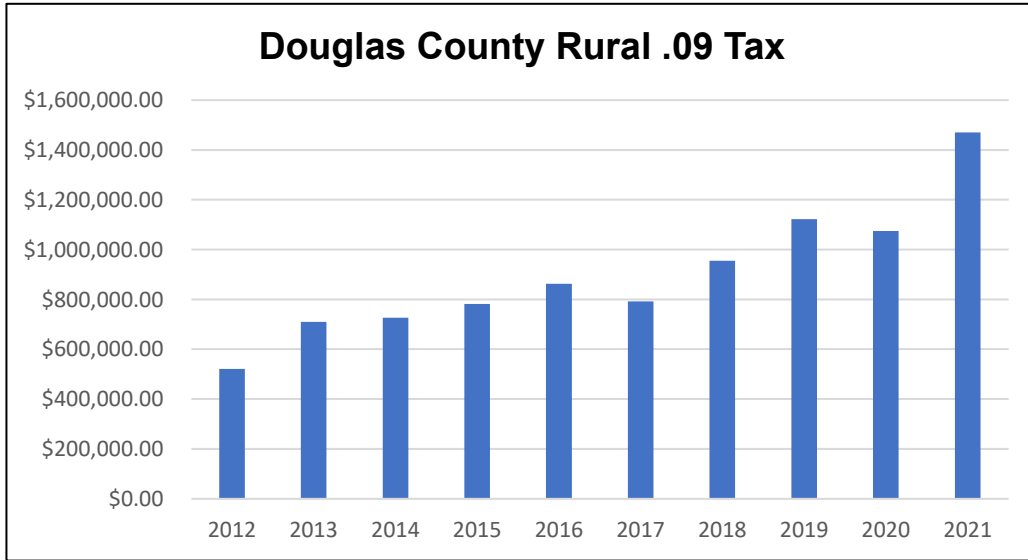
3RD LEVEL



ROOFTOP LEVEL



Chelan County	
Year	Rural Tax
2012	1,271,986.17
2013	1,343,966.31
2014	1,502,878.20
2015	1,654,828.55
2016	1,897,595.44
2017	1,904,438.49
2018	2,046,451.95
2019	2,093,801.17
2020	2,114,107.36
2021	2,508,615.58
Annual increase 2012 to 2021	
	1,236,629.41
% of Increase	
	97%



Douglas County		
Year		Rural Tax
2012		\$521,018.56
2013		\$710,213.95
2014		\$726,791.40
2015		\$781,285.11
2016		\$863,052.16
2017		\$792,311.43
2018		\$954,530.01
2019		\$1,122,403.02
2020		\$1,074,798.19
2021		\$1,469,644.55

Annual increase 2012 to 2021	\$948,625.99
% of Increase	182%

Chelan Douglas Regional Port Authority Contract Log

Updated: 2/10/2022

Contract Number	Contract Type	Company Name	Scope	Original Amount w/ Tax	Final Amount	Contract Start	Contract End	Type of Solicitation	Type of Funding
2020-10	PROF	Landline Surveyors	Pangborn Memorial Airport Boundary Line Adjustment	\$27,000.00		1/4/2021		Task Authorization	CDRPA
2020-11	PROF	RH2 Engineering	IB 2 Pavement Preservation	\$20,000.00		2/19/2021	7/31/2021	Task Authorization	CDRPA/WSD
2020-12	PROF	RH2 Engineering	Cashmere Mill Site Beaver Mitigation	\$7,311.00		4/15/2021	7/31/2021	Task Authorization	CDRPA
2020-13	PROF	TO Engineers	Pangborn Memorial Airport Terminal Apron Reconstruction	\$932,445.00		1/26/2021	12/31/2022	Task Authorization	CDRPA/FAA
2021-01	LPW	France & Co.	Lineage Bldg G Bathroom Remediation	\$11,764.85	\$12,895.94	1/5/2021	1/29/2021	Works	CDRPA
2021-02	LPW	The Floor Factory	Terminal Carpet Replacement	\$11,038.37	\$11,038.37	1/14/2021	3/12/2021	Works	CDRPA
2021-03	LPW	Door Tech, Inc.	3306 Overhead Door Installation	\$1,742.28	\$1,742.28	2/19/2021	3/22/2021	Works	CDRPA
2021-04	LPW	Smith Excavation	Orondo River Park Trailer Removal	\$11,696.40	\$11,696.40	3/8/2021	4/8/2021	Small Works	CDRPA/PUD
2021-05	LPW	The Floor Factory	CWICC Dispatch Carpet Replacement	\$14,158.17	\$14,158.17	4/21/2021	6/11/2021	LPW	CDRPA
2021-06	SW	North Cascades Heating and Air Conditioning	CWICC HVAC Replacement - Design/Build	\$175,065.00	\$174,422.00	4/26/2021	7/15/2021	Design Build	CDRPA
2021-07	PERS	Gylling Consulting	CTC Actapio Assistance	T&M	\$27,000.00	1/13/2021	4/30/2021	Direct	CDRPA
2021-08	PERS	Landau Associates	CTC Air Permitting Consultation Services	\$5,000.00	\$1,776.25	1/13/2021	3/31/2021	Direct	CDRPA
2021-09	PW	CR Contracting	Waterville Airport Rebid 2021 Pavement Rehabilitation	\$185,052.21	\$239,341.10	3/22/2021	8/31/2022	Public Works	CDRPA/WSDOT
2021-10	PS	Rosales Landscaping	EFI Landscape Maintenance 2021	\$12,950.00	\$12,950.00	4/1/2021	11/1/2021		CDRPA
2021-11	UP	Inland Fire Protection	Fire Sprinkler Maintenance, Repair and Inspection Services	\$60,992.88		5/1/2021	5/1/2024	Small Works	CDRPA
2021-12	UP	D&B Backflow	Backflow Assembly Maintenance, Repair and Inspection Services	\$9,830.10		5/1/2021	5/1/2024	Small Works	CDRPA
2021-13	LPW	Simply Sewer LLC	Orondo River Park Sewer Line Hydrojetting	\$875.00	\$875.00	4/28/2021	4/30/2021	Direct	CDRPA
2021-14	LPW	After Hours Plumbing & Heating, Inc.	IB5 PRV and Expansion Tank Install	\$1,278.03	\$1,278.03	4/15/2021	4/23/2021		CDRPA
2021-15	PS	Woodland Resource Services	CDRPA Noxious Weed Spraying	\$9,053.24		4/23/2019	3/31/2022	Small Works	CDRPA
2021-16	LPW	TK Elevator Corporation	CTC Elevator Repair	\$21,436.77	\$21,436.77	4/19/2021	5/30/2021	Direct	CDRPA
2021-17	LPW	Fire Chief Equipment	CTC Annual Fire Sprinkler, Backflow testing	\$5,516.50	\$4,912.44	1/1/2021	7/31/2021	Small Works	CDRPA
2021-18	SW	Central Washington Asphalt	IB 2 Pavement Preservation	\$113,487.00	\$113,487.00	6/24/2021	8/30/2021	Small Works	CDRPA/WSD
2021-19	LPW	Community Glass	Pybus Incubator Glass Door Adjustment	\$326.00	\$326.00	5/19/2021	5/20/2021	Direct	CDRPA
2021-20	LPW	TK Elevator Corporation	Additional Elevator Repair to Elevator One	\$9,482.79		5/25/2021			CDRPA
2021-21	EPW	Smith Excavation	Brender Creek Emergency Flood Mitigation	\$4,761.41	\$4,761.41	5/22/2021	5/25/2021	Emergency Direct	CDRPA
2021-22	PS	C&D Chem Dry	CTC Carpet Cleaning twice per year	\$8,853.60		1/1/2021	12/31/2021	Small Works	CDRPA
2021-23	SW	WES Landscape Architecture	To provide CTC Entry Concept Designs	\$5,967.50	\$4,000.00	1/8/2021	4/30/2021	Small Works	CDRPA
2021-24	PS	LocalTel Communications	CTC Fire and Security Alarm Monitoring	\$10,419.25		1/1/2020	12/31/2021	Small Works	CDRPA
2021-25	PS	North Cascades Heating & Air	CTC HVAC Service & Maintenance	\$14,376.24		1/1/2021	12/31/2021	Small Works	CDRPA
2021-26	PS	GFC Services	CTC and CTC South Janitorial Services	\$47,874.54		1/1/2021	12/31/2021	Small Works	CDRPA
2021-27	PS	NuClear Building Maintenance	CTC and CTC South Window Cleaning	\$7,167.33		1/1/2021	12/31/2021	Small Works	CDRPA
2021-28	LPW	North Cascades Heating and Air Conditioning	Accor Technology HVAC Repair	\$557.75	\$557.75	5/13/2021	5/14/2021	Direct	CDRPA
2021-29	LPW	North Cascades Heating and Air Conditioning	Accor Technology HVAC Repair	\$752.69	\$752.69	5/13/2021	5/14/2021	Direct	CDRPA
2021-30	LPW	After Hours Plumbing & Heating, Inc.	Orondo River Park			5/7/2021	5/7/2021	Direct	CDRPA
2021-31	LPW	After Hours Plumbing & Heating, Inc.	Executive Flight Water Heater Replacement	\$3,444.68	\$3,444.68	6/1/2021	6/1/2021	Direct	CDRPA
2021-32	PS	Vita Green LLC	60 Airport Way Landscape Care and Maintenance	\$8,498.08		6/15/2021	10/31/2021	Direct	CDRPA
2021-33	PS	Woodland Resource Services	Mansfield Airport Vegetation Management	\$3,898.80	\$3,898.80	6/15/2021	10/31/2021	Small Works	CDRPA
2021-34	LPW	Graybeal Sign, Inc.	GA Terminal Fuel Island Sign Post Removal	\$2,354.44		6/14/2021	7/30/2021	Direct	CDRPA
2021-35	LPW	North Cascades Heating and Air Conditioning	Accor Technology AC Compressor and Heat Pump Reversing Valve	\$6,102.71	\$6,102.71	6/15/2021		Direct	CDRPA
2021-36	PS	Peaceful Retreat Yard Care and Landscaping LLC	PABP/ORP Landscape Care and Maintenance	\$44,200.00		3/1/2021			CDRPA
2021-37	PROF	GeoEngineers	Property Environmental Sampling - Hanager Building H-19 (Johnson Air)	\$9,800.00	\$10,880.91	6/21/2021	8/30/2021	Direct	CDRPA
2021-38	PROF	Forté Architects	Executive Flight Meeting Room	\$45,515.00		6/24/2021		Formal	CDRPA
2021-39	LPW	North Cascades Heating and Air Conditioning	Misc. HVAC Repairs	\$1,776.14	\$1,776.14	6/2/2021	6/18/2021	Direct	CDRPA
2021-40	LPW	After Hours Plumbing & Heating, Inc.	ORP Toilet Repair	\$923.49	\$923.49	6/23/2021	6/23/2021	Direct	CDRPA
2021-41	LPW	Keyhole Security, Inc.	Pybus Annex Lock Reset	\$268.43	\$268.43	6/10/2021	6/11/2021	Direct	CDRPA
2021-42	LPW	Keyhole Security, Inc.	TSA Rekey Pangborn Airport	\$124.55	\$124.55	6/16/2021	6/18/2021	Direct	CDRPA
2021-43	EQP	SkyMark Refuelers, Inc.	Jet-A Aircraft Refueler	\$300,486.42		8/31/2021	2/22/2022	Formal	CDRPA
2021-44	UP	Schmitt Electric, Inc.	Unit Price Commercial Electrical Services	\$32,416.55		8/1/2021	7/31/2024	Small Works	CDRPA

Chelan Douglas Regional Port Authority Contract Log

Updated: 2/10/2022

Contract Number	Contract Type	Company Name	Scope	Original Amount w/ Tax	Final Amount	Contract Start	Contract End	Type of Solicitation	Type of Funding
2021-45	PS	iPro Building Services LLC	Executive Flight Janitorial Services	\$6,129.78		8/1/2021	1/31/2022	Direct	CDRPA
2021-46	SW	Apple City Electric LLC	IB 2 Covered Parking Electrical	\$5,973.00		7/20/2021	8/30/2021	Small Works	CDRPA
2021-47	PS	Legacy Power	Annual Generator Maintenance	\$2,150.00	\$2,150.00	8/2/2021	8/24/2021	Direct	CDRPA
2021-48	UP	Keyhole Security, Inc.	CTC Velocity Update and Rooftop Card Reader Install	\$4,065.00	\$4,064.90	6/24/2021	7/2/2021	Direct	CDRPA
2021-49	PROF	GeoEngineers	Cashmere Mill Site Wood Waste Removal - Assessment and Design	\$39,500.00		8/11/2021	9/30/2021	Roster	CDRPA/CPIF Grant
2021-50	PW	Holiday Parks	Executive Flight Phase 2 HVAC Improvements	\$808,606.39		8/11/2021	12/31/2021	Design Build	CDRPA
2021-51	PS	NuClear Building Maintenance	Cashmere Mill District Pressure Washing and Window Cleaning	\$3,064.32	\$3,064.32	8/23/2021	9/30/2021	Informal	CDRPA
2021-52	PS	DGs Landscaping	Cashmere Mill District Landscape Maintenance	\$1,646.16		8/20/2021	8/26/2021	Informal	CDRPA
2021-53	LPW	Beckstead Electric, Inc.	Troubleshoot Avgas Hose Reel Relay	\$124.55	\$124.55	6/23/2021	6/23/2021	Direct	CDRPA
2021-54	LPW	North Cascades Heating and Air Conditioning	Repair HVAC System Leak and Recharge	\$939.39	\$939.39	7/26/2021	7/26/2021	Direct	CDRPA
2021-55	LPW	North Cascades Heating and Air Conditioning	Replace Failed HVAC System Relay	\$193.04	\$193.04	8/9/2021	8/9/2021	Direct	CDRPA
2021-56	LPW	After Hours Plumbing & Heating, Inc.	Lineage Bldg G Supply Valve Repair	\$543.44		9/3/2021	9/3/2021	Direct	CDRPA
2021-57	PS	Mascott Equipment, Co.	Annual UST Compliance Testing			9/20/2021		Direct	CDRPA
2021-58	LPW	Olin Excavation	Cashmere Mill District Wetlands Improvements 2021 Rebid	\$38,338.20	\$44,294.70	10/4/2021	11/24/2021	Small Works	CDRPA
2021-59	PROF	Berger Partnership	Tech Ctr Way Landscaping - Schematic Design	\$8,500.00		9/30/2021		Roster	CDRPA
2021-60	PROF	DOH Associates	CTC Core and Shell Restoration	\$94,660.00		6/16/2021		Task Authorization	CDRPA/Actapio
2021-61	PROF	DOH Associates	GA Terminal Remodel Feasibility	\$21,215.00		8/4/2021		Task Authorization	CDRPA
2021-62	PROF	RH2 Engineering	MALSR Property Phase I ESA	\$7,549.00		9/20/2021		Task Authorization	CDRPA
2021-63	PW	Hurst Construction	Pangborn Terminal Apron Reconstruction	\$9,500,017.54		8/25/2021		Formal	CDRPA/FAA
2021-64	PW	DOH Associates	General Services	\$3,700.00		3/2/2021		Task Authorization	CDRPA
2021-65	SW	J.M. Pacific	Executive Flight Sewer Project	\$49,346.00	\$49,345.81	10/11/2021	11/15/2021	Roster	CDRPA
2021-66	LPW	Hurst Construction	East Hangars Waterline Repair	\$1,024.07	\$1,024.07	7/2/2021	7/2/2021	Roster	CDRPA
2021-67		After Hours Plumbing & Heating, Inc.	Fire Station Apartment Water Leak Investigation	\$446.74	\$446.74	8/13/2021	8/13/2021	Direct	CDRPA
2021-68	LPW	JR Swigart Company, Inc.	3306 Gutter and Siding Installation Rebid	\$45,721.00		10/26/2021	12/23/2021	Roster	CDRPA
2021-69	PROF	Graham Baba	Columbia Street Properties Adaptive Reuse	\$180,406.00		10/27/2021	4/15/2022	Formal	CDRPA
2021-70	LPW	North Cascades Heating and Air Conditioning	Repair HVAC System Leak and Recharge	\$3,081.14	\$3,081.14	9/7/2021	9/8/2021	Direct	CDRPA
2021-71	LPW	North Cascades Heating and Air Conditioning	Pangborn - Perform System Check, Reset	\$280.23	\$280.23	9/2/2021	9/2/2021	Direct	CDRPA
2021-72	LPW	North Cascades Heating and Air Conditioning	Pangborn - Repair Outside Air Damper, Recharge	\$425.08	\$425.08	9/7/2021	9/7/2021	Direct	CDRPA
2021-73	PS	Anderson Landscaping	Snow Removal Services - OSBP, PABP, Downtown			11/1/2021	3/31/2022	Small Works	CDRPA
2021-74	PS	DG's Landscaping	Snow Removal Services - Cashmere			11/1/2021	3/31/2022	Small Works	CDRPA
2021-75	SW	(all bids rejected)	Executive Flight Carpet Replacement	n/a	n/a	n/a	n/a	Small Works	CDRPA
2021-76	PROF	Environmental Systems Design (ESD)	Malaga Site Due Dilligence	\$175,085.00		11/23/2021		Formal	CDRPA
2021-77	LPW	After Hours Plumbing & Heating, Inc.	Lineage G Sewer Line Clearing	\$305.44	\$305.44	11/11/2021	11/11/2021	Direct	CDRPA
2021-78	LPW	After Hours Plumbing & Heating, Inc.	Fire Station Apartment Water Leak Repair	\$945.24	\$945.24	8/17/2021	8/17/2021	Direct	CDRPA
2021-79	SW	Standard Paint and Flooring	Revised Executive Flight Carpet Replacement	\$89,822.20			5/15/2022	Small Works	CDRPA
2021-80	PU	Pacific Security	Security Patrol and Guard Services	\$21,792.00		1/1/2022	12/31/2022	Public Works	CDRPA
2021-81	LPW	Door Tech, Inc.	Repair Overhead Door at Fire Station #2			11/15/2022	11/15/2022	Direct	CDRPA
2021-82	LPW	After Hours Plumbing & Heating, Inc.	Repair broken water line at Cashmere Mill District					Direct	CDRPA
2022-01	SW		EFI Fuel System Repairs and Upgrades					Roster	CDRPA
2022-02	LPW	Long Building Technologies	Terminal Access Control Troubleshooting and Repair	\$4,145.72		2/7/2022	2/28/2022	Direct	CDRPA
2022-03	PS	Resimplifi	Choose Chelan Douglas Website Maintenance	\$5,400.00		2/1/2022	1/31/2023		CDRPA
2022-04			CDRPA Vegetation Management 2022 (Weed Spraying)			3/1/2022	11/30/2022	Roster	CDRPA
2022-05	LPW	Door Tech, Inc.	Repair Overhead Door at Frito Lay Facility	\$667.34		1/14/2022	1/14/2022	Direct	CDRPA
2022-06	LPW	North Cascades Heating and Air Conditioning	CTC Air Rebalance	\$18,896.40		12/1/2021		Direct	CDRPA
2022-07	LPW	Status Contols	CTC Monitor Project - Programming	\$2,085.12		1/18/2022		Direct	CDRPA
2022-08	PS		Executive Flight and Pangborn Business Park Landscape Maintenance 2022			4/1/2022	10/31/2022	Roster	CDRPA
2022-09	PS		Orondo River Park Landscape Maintenance 2022			4/1/2022	10/31/2022	Roster	CDRPA
2022-10	PS		60 Airport Way Landscape Maintenance 2022			4/1/2022	10/31/2022	Roster	CDRPA



U.S. DEPARTMENT OF COMMERCE

Economic Development Administration
Jackson Federal Building, Room 1890
915 Second Avenue
Seattle, Washington 98174
206-220-7660

February 4, 2022

In reply refer to:
EDA Control No. 118428

Jim M. Kuntz
C.E.O.
Chelan Douglas Regional Port Authority (CDRPA)
One Campbell Parkway, Suite A
East Wenatchee, WA 98802-9290

Dear Mr. Kuntz:

The U.S. Economic Development Administration's (EDA) Seattle Regional Office Investment Review Committee (IRC) has considered your application for investment assistance for the CDRPA Trades District. EDA receives many more proposals than it can fund. Although the IRC found your application aligned with EDA investment priorities, the agency regrets to inform you that your application has not been selected at this time.

Although EDA cannot fund your project at this time, you may elect to have your application carried forward and re-considered for the next competitive IRC meeting. **The option to carry your application forward does not guarantee that the application will be funded.** The Seattle Regional Office, however, is willing to re-consider your application for funding with other applications that are received.

If you would like EDA to carry your application forward and re-consider your application for the next competitive IRC meeting, please respond to the following items in writing no later than March 9, 2022:

- Confirm that the intent of the project is not to be a business incubator or accelerator and that you will receive adequate consideration for any leases. Adequate consideration is typically rent at fair market value. Otherwise, please provide the documentation required of applications to support a business incubator or accelerator. Below market rents for the business incubation period may be acceptable for business incubators and accelerators as their purpose is to support businesses. 13 C.F.R. § 314.1.

1. A feasibility study establishing the market demand for the specific start-up companies proposed for incubation (technology, general business, bio-tech, manufacturing, etc.), presence of necessary resources, and community support for the facility;

2. Documentation detailing that CDRPA has the financial capacity to operate the facility and reach a positive cash flow within a reasonable period of time, which EDA generally expects to be three years; and

3. A management plan for operation of the facility that, at a minimum, includes:

a. Tenant/client selection policy that includes a description of the types of businesses sought and any established selection criteria;

b. Tenant lease agreement that enumerates the shared services to be provided; delineates the incubator's business assistance policy, including the provision of management, technical, and training assistance and the incubator's graduation policy; and establishes periodic access to the tenant's business records to permit assessment of the financial and operational viability of the tenant's business;

c. Business assistance policy that outlines the various types of assistance that the incubator will provide to start-up firms, including how the incubator will support tenants/clients with access to capital markets needed to successfully grow their businesses;

d. Staffing Plan that details the talent and resources that will be dedicated to supporting the specific startup companies proposed for incubation;

e. Tenant graduation policy that is documented as a provision of the tenant lease agreement with clear requirements for tenant graduation from the facility or services of the incubator to maintain operations as an incubator; and

f. Incubator performance plan that includes how the incubator will track the success of incubator tenants/clients, specifically identifying what performance measurement data the incubator proposes to collect from tenants/clients, and for what period of time during and after the service period the data will be collected. This should also include who the oversight policy board will be for the incubator, and how the board will be responsible for setting goals of the incubator, selecting staff, establishing and reviewing policy, and monitoring performance.

- Please provide a copy of the leasing criteria and rental rates.
- Know that the most competitive applications often include evidence of high-quality job creation. Consider seeking out beneficiaries committed to the project and consider working with other business councils in the region; and
- Confirm that that anyone who would otherwise be eligible for support under the EDA-funded project will be provided the same access to your project, regardless of race or any other protected class.

If you do not respond in writing, EDA will consider the application withdrawn. You also have the option of withdrawing your application and submitting a revised or new application. Please do not hesitate to contact Dan Larkins, Economic Development Specialist, at (206) 247-2016 or dlarkins@eda.gov if you have any questions.

Thank you for your interest in EDA. For more information about our programs and other upcoming funding opportunities, please visit our website at www.eda.gov.

Sincerely,

Sheba Digitally signed
by Sheba
Person- Person-Whitley
Whitley Date: 2022.02.04
17:48:08 -08'00'

Sheba Person-Whitley
Regional Director
Seattle Regional Office

Copy: Kerstin Millius, Area Director
Shalini Bansal, Supervisory Program Manager
Laura Ives, Economic Development Representative



INDUSTRY TOURS

Every month, we'll be visiting a different site in person for a behind-the-scenes look into businesses in the area.

In February, join us for an in-person tour of the Executive Flight building, and an inside look at updates with Pangborn Airport with the Chelan Douglas Regional Port Authority.

2/25/2022
12:00 – 1:00 PM
[BIT.LY/TOURFEB25](https://bit.ly/tourfeb25)



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

Updated 2/15/2022

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
2022				
February 2022				
February 16	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
February 21	Monday	President's Day Office Closed		
February 22	Tuesday	CDRPA Board Meeting; 9:00 am		
February 23	Wednesday	Wenatchee Downtown Assoc. Annual Dinner; 5:30p	Convention Center	
February 23	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
February 25	Friday	NCW Tech Alliance - Tech Industry Tour @EF; 12-1p		
March 2022				
March 3-4	Thursday-Friday	ACI-NA/AAAE Washington Legislative Conference; Washington DC		
March 8	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
March 9	Wednesday	NCWEDD Meeting	Commissioner Huffman	
March 10	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
March 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
March 16	Wednesday	Taxiway A Bid Opening; 11A		
March 16	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
March 22	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
March 23	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Board of Directors; staff	
March 23	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
March 24	Thursday	Partner Lunch;Convention Center; 11:30-1p	Board of Directors; staff	
March 31	Thursday	Wen. Valley Chamber Annual Banquet	Convention Center	
April 2022				
April 12	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
April 13	Wednesday	NCWEDD Meeting	Commissioner Huffman	
April 13	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	cancel if March dates continue
April 14	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	cancel if March dates continue
April 14	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
April 19	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	

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

Updated 2/15/2022

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
April 20	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
April 26	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
April 27	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
May 2022				
May 4-6	Wed-Friday	WPPA Spring Meeting; Skamania Lodge		
May 9-11		WAMA 2022 Annual Conference; Sun Mt. Lodge, Winthrop		
May 10	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
May 11	Wednesday	NCWEDD Meeting	Commissioner Huffman	
May 12	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
May 17	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
May 18	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
May 24	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
May 25	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
May 30	Monday	Memorial Day Holiday Office Closed		
June 2022				
June 5-8	Sun-Tuesday	AAAE 94th Annual Conference; Seattle		
June 8-10	Wed-Friday	WPPA Finance Seminar; Campbells Reort	M. Lough	
June 8	Wednesday	NCWEDD Meeting	Commissioner Huffman	
June 9	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
June 14	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
June 15	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
June 21	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
June 22	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
June 28	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
July 2022				
July 4	Monday	4th of July Holiday Office Closed		
July 12	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
July 13	Wednesday	NCWEDD Meeting	Commissioner Huffman	

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

Updated 2/15/2022

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
July 14	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
July 19	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
July 20	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
July 26	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
July 27	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
July 13	Wednesday	Partner Breakfast; Convention Center; 7:30am-9am	Center Confirmed	
July 14	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
August 2022				
August 6	Saturday	Wings n' Wheels		
August 9	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
August 10	Wednesday	NCWEDD Meeting	Commissioner Huffman	
August 11	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
August 16	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
August 17	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
August 23	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
August 24	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
September 2022				
September 5	Monday	Labor Day Office Closed		
September 8	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
September 13	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
September 14	Wednesday	NCWEDD Meeting	Commissioner Huffman	
Septembr 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
September 21	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
September 27	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
September 27-29	Tues - Thurs	NW AAAE - Jackson Hole, WY	Trent Moyers	
September 28	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		

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

Updated 2/15/2022

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
October 2022				
October 11	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
October 12	Wednesday	NCWEDD Meeting	Commissioner Huffman	
October 13	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
October 18	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
October 19	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
October 25	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
October 26	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)	Cancel???	
October 26	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	
October 27	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
November 2022				
November 8	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
November 9	Wednesday	NCWEDD Meeting	Commissioner Huffman	
November 10	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
November 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
November 16	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
November 22	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
November 23	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
November 24	Thursday	Thanksgiving/Office Closed		
November 25	Friday	Thanksgiving/Office Closed		
December 2022				
December 8	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
December 13	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
December 14	Wednesday	NCWEDD Meeting	Commissioner Huffman	
December 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
December 21	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
December 23	Friday	Christmas Eve Holiday Observed Office Closed	?	
December 26	Monday	Christmas Day Holiday Observed Office Closed	?	
December 27	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	

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

Updated 2/15/2022

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
December 28	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
2023				
January 2023				
January 2	Monday	New Years Day 2023 Observed Office Closed	?	