



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
March 26, 2024
9:00 a.m.**

Present:

Directors:

*Donn Etherington, Director
Jim Huffman, Director
JC Baldwin, Director*

*W. Alan Loeb sack, Director
Richard DeRock, Director
Mark Spurgeon, Director*

Staff:

*Jim Kuntz, Chief Executive Officer
Monica Lough, Dir. of Finance & Admin.
Trent Moyers, Director of Airports
Stacie de Mestre, Dir. of Econ. Dev.
Nick Rohrbach, Project Manager
Ron Russ, Maint. & Properties Manager
Sarah Deenik, Accounting &
Administrative Manager*

*Brooke Lammert, Economic Dev. Specialist (Zoom)
Mikenna Scott, Executive Assistant
Colby Goodrich, FBO Manager (Zoom)
Laura Camarillo Reyes, Admin. Asst. (Zoom)
Tricia Degnan, CTC Building Manager (Zoom)
Julie Avis, Accounting Specialist (Zoom)*

Legal Counsel:

*Quentin Batjer, Davis Arneil Law Firm LLP
Jennifer Sands, Ogden Murphy Wallace PLLC*

Guests:

*Bob Goedde, Chelan City Council
Jeff Richey, Executive Director Airlift Northwest
Caleb Lindquist, Ardurra
Jason Taylor, KPQ (Zoom)
Emily Thornton, Wentachee World (Zoom)
Kevin Vitulli, Banner Bank (Zoom)
Maria Alanis, Bloom- UW Project Mgr. (Zoom)
Andrew Behm (Zoom)
JR Norvell, Ardurra (Zoom)
Chris Mansfield, Ardurra (Zoom)
Paul Coppock, The DOH Associates (Zoom)*

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

Introductions were made.

Conflicts of Interest: None.

Public Comment: An opportunity for public comment was provided. No public comments were received.

EXECUTIVE SESSION:

Executive Session was announced at 9:05 a.m. for a period of fifteen minutes. The purpose consisted of RCW 42.30.110(1)(i) to discuss with legal counsel litigation, potential litigation and/or legal risks. Executive Session was extended at 9:20 a.m. for a period of five minutes. Executive Session concluded at 9:25 a.m.

Meeting reconvened in Regular Session at 9:26 a.m.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of the February 27th, 2024 Meeting Minutes, March 7th, 2024 Special Meeting Minutes, March 18th, 2024 Special Meeting Minutes, CDRPA Check Register Pages #2024-07 through #2024-09, including Electronic Transfers, CDRPA Resolution 2024-05 voiding check #12466, February 2024 Commission Calendar, and Calendar of Events was presented.

Motion No.	03-04-24 CDRPA
Moved by:	JC Baldwin
Seconded by:	Mark Spurgeon
	To approve the Chelan Douglas Regional Port Authority Consent Agenda as presented.

Motion Passed 6-0

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

The Trades District Project Update

Kuntz reviewed the Trades District Project goals, objectives, and financial projections. The Board reviewed the five construction bids received. Kuntz reviewed with the Board three bid award options. Discussion ensued, and the following action was taken:

Motion No.	03-05-24 CDRPA
Moved by:	Mark Spurgeon
Seconded by:	Richard DeRock
	To reject all bids for construction of the Trades District project as all bids submitted exceed the available funds for construction announced prior to bid opening.

Motion Passed 6-0

Airlift Northwest Hanger Project

Kuntz introduced Jeff Richey, Executive Director of Airlift Northwest to the Board. Jeff gave background on Airlift Northwest and discussed the importance of having Airlift Northwest in the Wenatchee Valley. Kuntz then reviewed Hangar Project options as full funding for the project has not been secured. A discussion was had regarding the proposed options. The Board and staff favored Option B, which is a partial buildout of the core & shell of the hangar. The Board directed Kuntz and staff to move forward with updating the budget for Option B for the Board to review and approve.

Terminal Apron Reconstruction Project Settlement Agreement - Pangborn Airport

Kuntz gave a brief recap of the project. De Mestre discussed the final settlement agreement between Chelan Douglas Regional Port Authority, T-O Engineers/ Ardurra Group, Inc, and Mead

Motion No. 03-10-24 CDRPA
Moved by: JC Baldwin
Seconded by: Mark Spurgeon
To authorize the CEO to solicit Request for Proposals for the Pangborn Airport Fuel Provider Contract.

Motion No. 03-11-24 CDRPA
Moved by: JC Baldwin
Seconded by: Jim Huffman
To amend the previous motion to authorize the CEO to solicit requests for proposals for the Pangborn Airport fuel provider contract for a period of 5 years.

Motion Passed 6-0

Motion No. 03-12-24 CDRPA
Moved by: JC Baldwin
Seconded by: Jim Huffman
To authorize the CEO to award a five-year contract for the Pangborn Airport Fuel Supplier, subject to accepting a fuel provider that Provides the lowest cost aviation fuels and required support services.

Motion was rescinded

PUBLIC COMMENT: An opportunity for public comment was provided. No public comments were received.

At 11:03 a.m. Commissioner Etherington called for a 10-minute break.

INFORMATIONAL ITEMS:

G.A. Airport Terminal Funding Update- Pangborn Airport- Kuntz shared that de Mestre was able to obtain \$500,000 in additional funding from the Department of Commerce for the project. A revised budget was presented to the Board.

Diamond Foundry Option Extension – Kuntz and de Mestre reported Diamond Foundry's Option agreement for 17 acres at the corner of the Urban Industrial & Grant Road expires March 31st, 2024. The Board discussed other options for renewing the Option agreement. The Board agreed for the CEO to move forward with extension negotiations.

Department of Natural Resources Lease Agreement – Moyers discussed a proposed lease with the DNR during fire season and presented documents/maps showing placement of DNR planes, waterlines, and a power layout. The DNR has agreed to pay \$30,000 for the electrical extension. The Board directed the CEO to move forward with the lease and bidding of the electrical improvements.

Financial Planning- Capital Projects- Lough reviewed with the Board projected 2024 Capital Projects. Also discussed was next year's Pangborn Airport's runway rehabilitation project and the need to plan for its capital allocation. Kuntz shared that as these projects receive Board approval a financial plan will need to be developed regarding the use of cash reserves versus debt financing.

New State Legislative Districts – Kuntz shared new State legislative districts with the Board.

Washington DC/ Congressional Outreach Meetings Update- Kuntz reported that meetings were productive and insightful. Attendees from Port were Kuntz, Lough, and

Commissioner DeRock. Attendees for the City of Wenatchee were Mayor Poirier and city administrator Laura Gloria.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- ClimaVison presentation during Tri-Commission Meeting
- RSVP numbers and attendees for Partners Breakfast/ Lunch on Thursday March 28th, 2024
- Will be reviewing Regional Port Organizational Chart at next meeting

Moyers provided information an update including:

- Coring of runway took place and awaiting results

de Mestre provided information and updates including:

- Shared there will be a preliminary design meeting for the Firing Range Project on April 3rd
- Trades District traffic study update

Russ provided information and updates including:

- Russ shared with the Board that the shower repair in the Forest Service Building needed a larger shower pan and a contract was awarded to Hildebrand Construction for \$14,000 to move out the wall and replace the shower.
- Reviewed potential structural concerns with several Airport hangars. A structural engineer has been hired to investigate.

PUBLIC COMMENT: An opportunity for public comment was provided. No public comments were received.

REVIEW CALENDAR OF EVENTS: Several dates and events were reviewed.

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

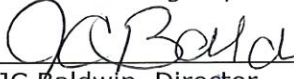
Meeting went to recess at 12:25 p.m. and moved to the Wenatchee Convention Center for the Tri-Commission meeting.

Signed and dated this 9th day of April 2024.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



Donn Etherington, Director



JC Baldwin, Director



Richard DeRock, Director



Jim Huffman, Director



W. Alan Loebisack, Director

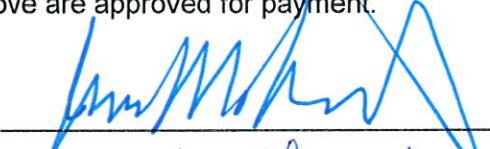


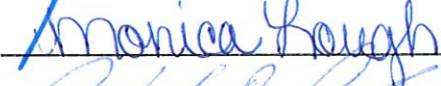
Mark Spurgeon, Director


**Chelan Douglas Regional Port Authority
Check Register Listing
2024-March**


Date Issued	Register #	Reason	First #	Last #	Amount
03/15/24		Mid-Month Employee Advances		ACH	\$5,400.00
03/15/24	2024-10	Mid-Month Payables	12950	13020	\$595,839.01
03/26/24		WA Dept of Revenue - Sales Tax		ACH	\$6,815.85
03/29/24	2024-11	March 2024 Payroll	13021	13022	\$322,696.24
03/31/24	2024-12	Month-End Payables	13023	13087	\$463,701.88
Transactions for approval April 09, 2024 total:					\$1,394,452.98


We, the undersigned Directors of the Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify the merchandise or services hereinafter have been received and that the checks listed above are approved for payment.


Chief Executive Officer 

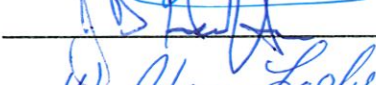
Dir of Finance & Admin. 

Director DeRock 

Director Baldwin 

Director Etherington 

Director Spurgeon 

Director Huffman 

Director Loeb sack 