



Working Together to Enhance the Economic Vitality of North Central Washington

**Chelan Douglas Regional Port Authority
Meeting Agenda
June 8th, 2021
9:00 am**

In order to maximize social distancing related to COVID-19, the meeting will be held at the CTC and remotely using Zoom Virtual Conference.

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 AGENDAS

CDRPA: Approval of Chelan Douglas Regional Port Authority Minutes of May 25th, 2021 Meeting; and Check Register Pages #2021-16-#2021-18, including Electronic Transfers

POCC: Approval of Port of Chelan County Check Register Page #2021-06

V. PRESENTATIONS

VI. CDRPA ACTION ITEMS

- (1) HVAC – Phase II Executive Flight Building Project
- (2) Authorization to Retain DOH Associates – CTC Shell & Core Restoration Project (former Actapio space)
- (3) First Addendum to Purchase & Sale Agreement – S.P.O.R.T.
- (4) Authorization to Purchase David Piepel Property
- (5) Approval of Ownership Allocation Memo – David Piepel Property

VII. POCC ACTION ITEM

- (6) POCC Surplus Property Hearing – Lojo Property
- (7) POCC Resolution No. 2021-03 Surplus Property Resolution – Lojo Property

CDRPA ACTION ITEM

- (7a) CDRPA Concurrence with POCC Resolution No. 2021-03 Surplus Property-Lojo

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

- (8) Aircraft Rescue and Firefighting (ARFF) Review
- (9) CTC Landscape Option
- (10) History of Chelan Airport & Review Current Interlocal Agreement
- (11) Property Marketing – Drone Videos Phase II

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. 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 is 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
May 25th, 2021
9:00 am

Present:

Directors

JC Baldwin, Director
Rory Turner, Director
Donn Etherington, Director

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

Staff

Jim Kuntz, Chief Executive Officer
Trent Moyers, Director of Airports
Ron Cridlebaugh, Dir. of Economic Dev.
Stacie de Mestre, Public Works & Cap. Projects Mgr.
Cami Harris, Executive Assistant
Bealinda Tidd, Accounting Specialist (Zoom)
Randy Asplund, Port Engineer (Zoom)

Monica Lough, Dir. of Finance & Admin.
Ron Russ, Property Manager
Craig Larsen, Econ. Dev. Manager
Tricia Degnan, CTC Manager (Zoom)
Sarah Deenik, Comm. Coordinator (Zoom)
Quentin Batjer, Legal Counsel
Laura Camarillo Reyes, CTC Asst. (Zoom)

Guests

Mayor Bob Goedde, City of Chelan (Zoom)
Erin McCardle, City of Chelan (Zoom)
Erik Howe, RH2 (Zoom)
Ray Dobbs (Zoom)
Linda Haglund, Wen. Downtown Assoc. (Zoom)

Chris Mansfield, T.O. Engineers (Zoom)
Aaron Buob, T.O. Engineers (Zoom)
Mark Napier, JUB (Zoom)
Tim Ike, JUB (Zoom)
Jerri Barkley, Wen. Valley Chamber (Zoom)

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

Introductions were made.

Kuntz requested an Action Item be added to the agenda to authorize a submittal of an FAA Aviation Grant for the Waterville Airport. The Board concurred to add it to the agenda.

Conflict of Interest: None

CONSENT AGENDA:

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of May 11th, 2021 Meeting; and April 2021 Commission Meeting Calendar was presented and the following action was taken:

Motion No.

Moved by:
Seconded by:

05-09-21 CDRPA

Mark Spurgeon
Donn Etherington

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of May 11th 2021 Commission Meeting; and April 2021 Commission Meeting Calendar, as amended.

Motion passed 6-0.

PRESENTATION:

Chelan Airport Master Plan – Kuntz reviewed the proposed Chelan Airport Master Plan and provided a list of short-term, intermediate, and long-term capital projects for the airport. Mayor Goedde provided comments. Discussions ensued and the following action was taken:

Motion No.	05-10-21 CDRPA
Moved by:	JC Baldwin
Seconded by:	Rory Turner
	To approve the Chelan Airport Master Plan and authorize the CEO to sign the Airport Layout Plan, subject to the concurrence of the City of Chelan.

Motion passed 6-0.

ACTION ITEMS:

Authorization to Seek Bids – Pangborn Airport Aviation Ramp Project – Staff reviewed the scope of work for the Pangborn Airport Aviation Ramp Project. The project includes reconstructing/expanding the terminal apron, installing a glycol collection system, replacing concrete and hardscape at the terminal entrance, and addressing taxiway/runway issues. Staff recommended a concrete option for the apron; the Board concurred. The following action was taken:

Motion No.	05-11-21 CDRPA
Moved by:	Rory Turner
Seconded by:	Mark Spurgeon
	To authorize the CEO to solicit bids for the Pangborn Airport Aviation Ramp Project, specifically the concrete apron option.

Motion passed 6-0.

Waterville Airport Pavement Rehabilitation Project Revised Budget – de Mestre reported the Waterville Airport Rehabilitation Project preconstruction meeting was held on May 13. During a site visit, the project engineers discovered far more significant cracks than originally estimated. This additional work increases the project budget by \$54,830.40, for an overall budget not to exceed \$280,300. Discussion ensued and the following action was taken:

Motion No.	05-12-21 CDRPA
Moved by:	JC Baldwin
Seconded by:	Jim Huffman
	To establish a revised Waterville Airport Pavement Rehabilitation Project Budget in an amount not to exceed \$280,300, including WSST.

Motion passed 6-0.

CDRPA Resolution No. 2021-12 Authorizing the Submittal of a Washington State Department of Transportation (WSDOT) Aviation Grant for the Waterville Airport Lighting Project – Kuntz presented CDRPA Resolution No. 2021-12 concerning a WSDOT Aviation Grant submittal for the Waterville Airport Lighting Project. The following action was taken:

Motion No.	05-13-21 CDRPA
Moved by:	Jim Huffman
Seconded by:	Rory Turner
	To adopt CDRPA Resolution No. 2021-12 authorizing the submittal of a Washington State Department of Transportation Aviation Grant for the Waterville Airport.

Motion passed 5-1.

Commissioner Etherington Voted No.

INFORMATIONAL ITEMS:

- **Regional Port Properties Marketing** – Deenik showed several new drone videos recently taken as part of new marketing efforts for Regional Port properties. Drone videos of all Port properties will be completed shortly and will be posted on the Port website and used in various marketing campaigns.
- **Economic Development – Port Breakfasts and Lunches** – Kuntz requested feedback from the Board on how and when to resume the Economic Development events that the Port held prior to COVID-19. The Board suggested staff continue with both the breakfast and lunch meetings and hold them on different days to attract the most attendees as possible.

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Reported on discussions with Fire Chief Brian Brett concerning the Aircraft Rescue and Firefighting (ARFF) contract with the Regional Port. More information will be brought to the Board at the June 8 meeting.
- Lineage Property update.
- Reviewed agenda items for June 8 meeting.
- AAAE Conference is July 11-13 in Las Vegas. A rotation schedule for Board attendance at conferences was discussed, with each Port President being offered the opportunity to attend.

Lough provided information and updates including:

- Reported Financial Statements are due to the state on May 30.

Russ provided information and updates including:

- Update on the Cashmere Mill District flooding issue and remediation efforts.

De Mestre provided information and updates including:

- RFQ's for the Executive Flight HVAC Phase 2 Project are due today.
- IB#2 Pavement Rehabilitation Project bids are due Friday. Recommended bid award will be brought to the Board on June 8.
- EPA Brownsfield website is now live. The next Brownsfield meeting is on June 2.
- Provided an update on the current CWICC Building projects.

Degnan provided information and updates including:

- CTC elevators repair update.
- Update on CTC meeting reservations.

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: Directors provided various updates.

Meeting was recessed at 11:45 am until the 1:00 pm NCWEDD lunch event at Badger Mountain Brewery. Meeting adjourned at 2:00 pm.

Signed and dated this 8th day of June, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director


Rory Turner, Director

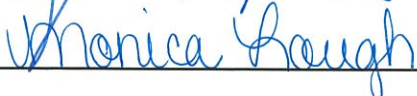
W. Alan Loeb sack, Director

**Chelan Douglas Regional Port Authority
Check Register Listing
2021-May**

<u>Date Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>First #</u>	<u>Last #</u>	<u>Amount</u>
05/03/21		WA Dept of Rev - Leasehold Tax		ACH	\$113,556.74
05/14/21		VIMLY Benefit Solutions - HRA		ACH	\$1,665.29
05/14/21		Payroll Mid-month Draws		ACH	\$2,300.00
05/14/21	2021-16	Mid-Month Payables	8188	8263	\$182,323.94
05/21/21		VIMLY Benefit Solutions - HRA		ACH	\$3,178.65
05/26/21		WA Dept of Revenue - Sales Tax		ACH	\$2,137.11
05/28/21	2021-17	May 2021 Payroll	8264	8266	\$225,796.72
05/28/21	2021-18	Month-end Payables	8267	8333	\$306,301.09
Transactions for approval June 8, 2021 total:					\$837,259.54

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 Baldwin _____

Director Etherington _____

Director Huffman _____

Director Loeb sack _____

Director Spurgeon _____

Director Turner _____

**Chelan Douglas Regional Port Authority
Check Register
2021-16**

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

For approval May 14, 2021 checks 8188 - 8263 in the amount of

\$ 182,323.94

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check Number</u>	<u>Amount</u>
<u>CASHMERE MILL DISTRICT</u>				
05/14/2021	Chelan County PUD	Electricity	8200	1,133.57
05/14/2021	City of Cashmere	Sewer/Water	8202	527.69
05/14/2021	Waste Management	Monthly Service	8256	714.27
Net Cashmere Mill District				\$2,375.53
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
05/14/2021	Banner Bank	Advertising and Maintenance Supplies	8196	942.26
05/14/2021	Chelan County PUD	Electricity/Water	8200	11,405.74
05/14/2021	City of Wenatchee	Wastewater/Sewer/Stormwater	8203	615.09
05/14/2021	Consolidated Electrical Distributors, Inc	Maintenance Supplies	8205	444.78
05/14/2021	Crown Paper & Janitorial Supply	Custodial Supplies	8207	119.02
05/14/2021	Express Services, Inc.	Admin Assistant Svcs	8215	131.76
05/14/2021	Firefly	Hardware Replacement & Managed Services	8219	490.43
05/14/2021	GFC Services	Custodial Services - April 2022	8220	5,408.72
05/14/2021	Home Depot Pro	Maintenance Supplies	8225	33.62
05/14/2021	Local Tel Communications	Wiring Service	8232	1,457.16
05/14/2021	Lowe's	Maintenance Supplies	8233	160.72
05/14/2021	North Central ESD	April 2021 services	8236	4,488.00
05/14/2021	Pacific Security	Patrol Service - April	8243	362.82
05/14/2021	Stride	Refund room rental fees	8251	3,058.40
05/14/2021	TK Elevator	Annual Fire System Test and Scope of Work	8252	4,678.42
05/14/2021	Waste Management	Monthly Service	8256	933.58
05/14/2021	Weinstein Beverage Co.	Beverage Service	8258	106.12
Net Confluence Technology Center				\$34,836.64
<u>DOWNTOWN WENATCHEE SOUTH</u>				
05/14/2021	Chelan County PUD	Utilities	8200	1,101.07
05/14/2021	City of Wenatchee	Utilities	8203	819.84
Net Downtown Wenatchee South				\$1,920.91
<u>OLDS STATION BUSINESS PARK</u>				
05/14/2021	After Hours Plumbing & Heating, Inc.	Plumbing repairs	8188	1,384.10
05/14/2021	Chelan County PUD	Electricity/Water	8200	1,898.13
05/14/2021	City of Wenatchee	Stormwater	8203	757.73
05/14/2021	Home Depot Pro	Maintenance supplies	8225	146.10
05/14/2021	Ridgeline Graphics, Inc	Scans to Drive - Bldg #2 remodel	8246	27.13
05/14/2021	Waste Management	Monthly Service	8256	126.04
Net Olds Station Business Park				\$4,339.23

**Chelan Douglas Regional Port Authority
Check Register
2021-16**

PANGBORN AIRPORT

05/14/2021	Ag Supply Co.	Fuel & General Maintenance Supplies	8189	2,229.86
05/14/2021	Avfuel Corp	Jet Fuel	8191	25,283.91
05/14/2021	Banner Bank	Office supplies, subscriptions, public notice ads	8193	171.65
05/14/2021	Banner Bank	Airfield & Aviation Maintenance	8197	853.42
05/14/2021	Banner Bank	On-call phones	8198	94.77
05/14/2021	Cintas Corporation	Uniforms & Shop Towels	8263	312.10
05/14/2021	Douglas County PUD	Airfield Electricity	8211	2,647.00
05/14/2021	East Wenatchee Water District	Water	8212	817.15
05/14/2021	Employment Security Department	Benefits Charge Q1 2021	8213	2,292.32
05/14/2021	Fastenal Company	Terminal Maintenance	8216	46.40
05/14/2021	Federal Express Corp	Postage	8217	17.12
05/14/2021	Ferguson Enterprises, Inc.	Terminal Maintenance	8218	65.58
05/14/2021	Firefly	Website Edits / Parking laptop	8219	1,732.15
05/14/2021	Graybeal Signs, Inc.	Parking lot signs	8222	8,584.37
05/14/2021	Home Depot Pro	Maintenance supplies	8225	2,098.42
05/14/2021	Jerry's Auto Supply	Vehicle & Equipment Maintenance Supplies	8226	298.02
05/14/2021	Kroesen's Inc	ARFF Uniform - Pants	8229	977.69
05/14/2021	Legend Data Systems, Inc.	ISO Proximity Cards (500)	8231	1,782.35
05/14/2021	Moon Security Services, Inc	Basic Comm'l Monitoring - May 2021	8234	42.24
05/14/2021	Ogden Murphy Wallace, PLLC	Legal Services	8238	4,644.00
05/14/2021	OmniPark, Inc	Software and support	8239	328.15
05/14/2021	ORRCO	Used oil disposal/recycle	8240	415.50
05/14/2021	Oxarc Inc.	Cylinder Rental	8242	79.22
05/14/2021	Randy Petersen	Refund rental overpayment	8244	1,046.03
05/14/2021	Special Asphalt Products, Inc	Airfield Maintenance	8249	10,415.18
05/14/2021	Stan's Merry Mart	Maintenance supplies	8250	8.64
05/14/2021	Trent Moyers	Tenant deposit refund	8253	50.00
05/14/2021	Volaire Aviation Inc	Professional Services	8254	4,860.10
05/14/2021	Waste Management	Monthly Service	8256	846.34
05/14/2021	Wenatchee Petroleum Co	FBO Oil	8259	657.41
05/14/2021	Wenatchee World	Line Service Technician Ad	8261	527.40
05/14/2021	Wilbur-Ellis Company LLC	Weed Chemicals	8262	8,396.77
	Net Pangborn Airport			<u>\$82,621.26</u>

PANGBORN AIRPORT BUSINESS PARK

05/14/2021	DOH Associates	Professional services	8210	1,329.00
05/14/2021	Douglas County PUD	Electricity	8211	1,372.00
05/14/2021	East Wenatchee Water District	Water	8212	269.95
05/14/2021	Harvest Valley Pest Control, Inc.	Comm'l Bi-monthly Pest Control	8224	115.88
05/14/2021	Home Depot Pro	Maintenance supplies	8225	150.00
05/14/2021	Waste Management	Dump fees	8256	156.23

Net Pangborn Airport Business Park

\$3,393.06

RPA OFFICE/AVIATION CENTER

05/14/2021	Banner Bank	Building Maintenance Supplies	8195	143.97
05/14/2021	Department of Labor & Industries	Inspection of Boiler room, Comp room	8209	80.70
05/14/2021	Douglas County PUD	Electricity	8211	952.00
05/14/2021	East Wenatchee Water District	Water	8212	285.85
05/14/2021	Home Depot Pro	Maintenance supplies	8225	355.01
05/14/2021	Waste Management	Monthly Service	8256	354.77

Net RPA Office/Aviation Center

\$2,172.30

MANSFIELD AIRPORT

05/14/2021	Douglas County PUD	Utilities	8211	45.00
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Net Mansfield Airport

\$45.00

**Chelan Douglas Regional Port Authority
Check Register
2021-16**

<u>ORONDO RIVER PARK</u>				
05/14/2021	Banner Bank	Building Maintenance Supplies	8195	11.89
05/14/2021	Eurofins Cascade Analytical	ORP - Environmental Mgmt	8214	31.00
05/14/2021	Express Services, Inc.	ORP Park Attendant	8215	1,430.34
05/14/2021	Home Depot Pro	Maintenance supplies	8225	4.23
05/14/2021	Pacific Security	Nightly Lock-up Service	8243	623.47
05/14/2021	Simply Sewer, LLC	Jetting Service, Camera Inspection	8248	947.63
05/14/2021	Waste Management	Utilities	8256	49.40
	Net Orondo River Park			<u><u>\$3,097.96</u></u>
<u>PYBUS INCUBATOR</u>				
05/14/2021	Chelan County PUD	Utilities	8200	73.03
	Net Pybus Incubator			<u><u>\$73.03</u></u>
<u>MALAGA PROPERTY</u>				
05/14/2021	Keyhole Security Inc.	Keys	8228	7.99
	Net Malaga Property			<u><u>\$7.99</u></u>
<u>PESHASTIN PROPERTY</u>				
05/14/2021	Apple Valley Pumping Service	Portable Toilet Rental	8190	90.00
	Net Peshastin Property			<u><u>\$90.00</u></u>
<u>ADMINISTRATIVE & GENERAL</u>				
05/14/2021	Banner Bank	Office supplies, subscriptions, public notice ads	8193	1,794.21
05/14/2021	Banner Bank	Office Supplies	8198	18.17
05/14/2021	Cascade Quality Water	Bottled Water Delivered	8199	15.05
05/14/2021	Coleman Oil Company	Fuel for Port Trucks	8204	259.47
05/14/2021	Craig Larsen	Mileage	8206	130.59
05/14/2021	Davis Arneil Law Firm, LLP	Legal Services	8208	8,228.25
05/14/2021	Employment Security Department	Benefits Charge Q1 2021	8213	7,791.07
05/14/2021	Journal of Business	Public Notice - Class 2 & 3 Units	8227	950.00
05/14/2021	Landline Surveyors	Professional Services	8230	3,450.00
05/14/2021	Local Tel Communications	Annual Mitel Support	8232	1,337.97
05/14/2021	Office Depot	Office Supplies	8237	414.90
05/14/2021	Ogden Murphy Wallace, PLLC	Legal Services	8238	5,957.00
05/14/2021	RH2 Engineering, Inc.	Professional Services	8245	200.00
05/14/2021	Ron R Russ	Reimburse for Port Truck Fuel	8247	10.00
	Net Administrative & General			<u><u>\$30,556.68</u></u>
<u>BUSINESS DEVELOPMENT & MARKETING</u>				
05/14/2021	Banner Bank	Business meeting meals	8192	237.92
05/14/2021	Banner Bank	Office supplies, subscriptions, public notice ads	8193	62.81
05/14/2021	Banner Bank	Marketing subscriptions and ads	8194	272.73
05/14/2021	Banner Bank	Signage Materials	8195	17.34
05/14/2021	Banner Bank	REI - logo wear	8198	150.74
05/14/2021	Go USA, Inc.	Logo wear embroidery	8221	50.40
05/14/2021	NCW Economic Development Dist.	Airfare for Obsidian Investment Partners	8235	500.00
05/14/2021	Washington Public Ports Association	10 Port History Books	8255	125.00
05/14/2021	Wenatchee Valley Chamber of Commerce	Entertainment Sponsor for Cinco de Mayo	8260	450.00
	Net Business Development & Marketing			<u><u>\$1,866.94</u></u>
<u>ECONOMIC DEV CONTR - NONPROFITS</u>				
05/14/2021	Our Valley, Our Future	1Q 2021 billing - Our Valley, Stronger campaign	8241	2,500.00
05/14/2021	Waterville Main Street Association	1Q 2021 Community Development Grant	8257	1,250.00
	Net Economic Dev Contr - Nonprofits			<u><u>\$3,750.00</u></u>

**Chelan Douglas Regional Port Authority
Check Register
2021-16**

CAPITAL PROJECTS

05/14/2021	Gylling Consulting, Inc.	CTC - Actapio Diligence	8223	5,550.00
05/14/2021	Ogden Murphy Wallace, PLLC	PMA Instrument Lighting System	8238	3,312.50
05/14/2021	Ogden Murphy Wallace, PLLC	CTC - PUD easement request	8238	106.00
05/14/2021	Ogden Murphy Wallace, PLLC	Actapio, Inc Lease	8238	1,245.50
05/14/2021	RH2 Engineering, Inc.	Professional Svcs - IB #2 Parking A & E	8245	963.41
	Net Capital Projects			\$11,177.41

TOTAL

\$182,323.94

Void: 8201

**Chelan Douglas Regional Port Authority
Check Register
2021-17**

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

For approval May 28, 2021, checks 8264 - 8266 & electronic payments in the amount of:

\$ 225,796.72

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check Number</u>	<u>Amount</u>
<u>Payroll</u>				
05/28/21	Asplund, Randy	May 2021 Payroll	EFT	1,219.02
05/28/21	Baldwin, Janet L	May 2021 Payroll	EFT	1,421.67
05/28/21	Beidler, Camryn N	May 2021 Payroll	EFT	2,671.95
05/28/21	Camarillo Reyes, Laura	May 2021 Payroll	EFT	2,846.43
05/28/21	Chatriand, Bobbie J	May 2021 Payroll	EFT	3,075.12
05/28/21	Cridlebaugh, Ronald W	May 2021 Payroll	EFT	5,863.07
05/28/21	de Mestre, Stacie	May 2021 Payroll	EFT	5,021.33
05/28/21	Deenik, Sarah K	May 2021 Payroll	EFT	4,318.12
05/28/21	Degnan, Tricia E	May 2021 Payroll	EFT	4,374.71
05/28/21	Etherington, Donn	May 2021 Payroll	EFT	1,521.35
05/28/21	Flaget, Todd R	May 2021 Payroll	EFT	3,800.98
05/28/21	Harris, Camille L	May 2021 Payroll	EFT	3,104.00
05/28/21	Huffman, James D	May 2021 Payroll	EFT	1,321.15
05/28/21	Kuntz, James M	May 2021 Payroll	EFT	11,641.77
05/28/21	Lamb, Kenneth R	May 2021 Payroll	EFT	4,392.45
05/28/21	Lamb, Shane C	May 2021 Payroll	EFT	2,827.81
05/28/21	Larsen, Craig N	May 2021 Payroll	EFT	5,689.09
05/28/21	Loebsack, W Alan	May 2021 Payroll	EFT	542.10
05/28/21	Lough, Monica D	May 2021 Payroll	EFT	7,579.20
05/28/21	Martinez, Rafael	May 2021 Payroll	EFT	2,287.00
05/28/21	McKivor, Esther S	May 2021 Payroll	EFT	3,891.78
05/28/21	Moyers, Trent D	May 2021 Payroll	EFT	7,186.34
05/28/21	Orr, Marcus J	May 2021 Payroll	EFT	3,736.23
05/28/21	Ramos, Jorge E	May 2021 Payroll	EFT	2,006.09
05/28/21	Russ, Ronald R	May 2021 Payroll	EFT	5,687.21
05/28/21	Russell, Justin L	May 2021 Payroll	EFT	3,014.35
05/28/21	Scott, Tristan L	May 2021 Payroll	EFT	2,557.86
05/28/21	Smith, Charles B	May 2021 Payroll	EFT	3,200.98
05/28/21	Spurgeon, Mark M	May 2021 Payroll	EFT	796.72

05/28/21	Thorpe, Colby	May 2021 Payroll	EFT	415.58
05/28/21	Tidd, Bealinda	May 2021 Payroll	EFT	3,336.72
05/28/21	Turner, Rory A	May 2021 Payroll	EFT	1,476.67
05/28/21	Vargas, Manuel A	May 2021 Payroll	EFT	3,840.55
05/28/21	Bealinda Tidd	May Sunshine fund	8264	120.00
05/28/21	Washington Counties Insurance Fund	June Insurance	8265	29,990.85
05/28/21	HRA VEBA Trust	May VEBA	8266	2,000.00
05/28/21	Department of Retirement Systems	May Retirement	ACH	36,112.43
05/28/21	US Treasury	May Payroll taxes	EFTPS	40,908.04
	Net Payroll			<u>225,796.72</u>

**Chelan Douglas Regional Port Authority
Check Register
2021-18**

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

For approval May 28, 2021 checks 8267 - 8333 in the amount of **\$ 306,301.09**

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
05/28/2021	Local Tel Communications	Fire Alarm Services	8299	181.77
05/28/2021	Lowe's	Cashmere Mill Flooding Clean-up	8300	87.99
05/28/2021	Stan's Merry Mart	Sand bags	8323	45.54
05/28/2021	Woodland Resource Services, Inc.	Landscape Service	8330	1,083.00
Net Cashmere Mill District				\$1,398.30
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
05/28/2021	Cascade Natural Gas	Natural Gas	8278	13.78
05/28/2021	Chelan County PUD	Water/Fire Sprinkler	8279	191.01
05/28/2021	CI Information Management	Shredding	8280	131.32
05/28/2021	Crown Paper & Janitorial Supply	Janitorial supplies	8284	465.68
05/28/2021	Express Services, Inc.	Contracted Admin Asst.	8288	164.70
05/28/2021	Fire Chief Equipment Co, Inc.	Fire Extinguisher and Sprinkler Maintenance	8289	4,217.40
05/28/2021	Firefly	IT Managed Services	8290	1,974.33
05/28/2021	Home Depot Pro	Landscape supplies	8293	32.92
05/28/2021	Kelley Imaging Systems, Inc.	Office Supplies	8296	199.41
05/28/2021	Keyhole Security Inc.	Key, key tag, wrist coil	8297	17.12
05/28/2021	Local Tel Communications	Fire Suppression & Sprinkler	8299	517.09
05/28/2021	TK Elevator	50% down on elevator repairs	8326	4,741.40
05/28/2021	Zipty Fiber	Monthly service	8332	1,253.45
Net Confluence Technology Center				\$13,919.61
<u>DOWNTOWN WENATCHEE SOUTH</u>				
05/28/2021	Cascade Natural Gas	Utilities	8278	349.54
Net Downtown Wenatchee South				\$349.54
<u>OLDS STATION BUSINESS PARK</u>				
05/28/2021	Cascade Natural Gas	Natural Gas	8278	13.78
05/28/2021	Chelan County PUD	Water	8279	540.99
05/28/2021	Express Services, Inc.	Contracted Landscaper	8288	888.20
05/28/2021	Home Depot Pro	Equipment & supplies	8293	97.74
05/28/2021	Local Tel Communications	Alarm System	8299	572.88
05/28/2021	Valley Tractor & Equipment, Inc.	Equipment Maintenance	8327	219.34
05/28/2021	Woodland Resource Services, Inc.	Post-Emergent & Landscaping Services	8330	1,095.85
Net Olds Station Business Park				\$3,428.78

**Chelan Douglas Regional Port Authority
Check Register
2021-18**

PANGBORN AIRPORT

05/28/2021	Ag Supply Co.	Torch Striker	8268	11.30
05/28/2021	Alliant Insurance Services, Inc -NPB Main	Storage Tank Liability	8270	8,913.00
05/28/2021	Arrow Construction Supply, Inc	Vehicle & Equipment Maintenance	8272	321.22
05/28/2021	Avfuel Corp	Jet Fuel	8273	28,025.06
05/28/2021	Avis Budget Group	Tenant Deposit Refund	8274	772.15
05/28/2021	Bob Ogan	Tenant Refund: Hangar 4038	8276	918.00
05/28/2021	Cintas Corporation	Uniforms and Shop Towels	8281	83.69
05/28/2021	Community Glass Company, Inc.	2-Way Sticker for Automatic Door (6)	8283	64.98
05/28/2021	Douglas County Sewer District No. 1	Sewer	8287	251.12
05/28/2021	Firefly	IT Managed Services	8290	1,498.87
05/28/2021	Fred Benson	Tenant Deposit Refund - Hangar B15	8292	236.00
05/28/2021	Jerry's Auto Supply	Vehicle & Equipment Maintenance	8295	215.06
05/28/2021	Legend Data Systems, Inc.	Ribbon, YMCKO	8333	265.05
05/28/2021	Local Tel Communications	Phone/Internet/Cable	8299	853.85
05/28/2021	Midvalley Automotive	Vehicle & Equipment Maintenance	8304	1,530.21
05/28/2021	Moon Security Services, Inc	Basic Comm'l Monitoring - June 2021	8306	42.24
05/28/2021	Ogden Murphy Wallace, PLLC	Legal Services	8310	3,339.00
05/28/2021	Osprey Rafting Company & Ski Shop	Tenant Advertising Deposit Reimbursement	8311	21.80
05/28/2021	Randall Massingill	Tenant Deposit Refund - Hangar C-22	8313	230.00
05/28/2021	Rodda Paint Co.	Yellow Traffic Paint	8315	1,622.08
05/28/2021	Shane Atkins	Tenant Deposit Refund - Hangar C23	8320	241.00
05/28/2021	Special Asphalt Products, Inc	Airfield Maintenance	8321	1,546.00
05/28/2021	T-O Engineers	Cargo Ramp Striping Analysis	8325	2,292.50

Net Pangborn Airport

\$53,294.18

PANGBORN AIRPORT BUSINESS PARK

05/28/2021	Ag Supply Co.	Landscaping Supplies	8268	44.99
05/28/2021	Douglas County Sewer District No. 1	3306A SE 5th St	8287	86.00
05/28/2021	Local Tel Communications	CWICC - Wiring & Fire Alarm Service	8299	546.93
05/28/2021	Peaceful Retreat Yard Care & Landscaping	Irrigation Repair & Grounds Maintenance	8312	3,209.10
05/28/2021	Woodland Resource Services, Inc.	Landscape Services	8330	3,377.66
05/28/2021	York Building Services, Inc.	Janitorial - May 2021	8331	1,788.00

Net Pangborn Airport Business Park

\$9,052.68

RPA OFFICE/AVIATION CENTER

05/28/2021	Cascade Natural Gas	Natural Gas	8278	312.84
05/28/2021	Douglas County Sewer District No. 1	Sewer	8287	171.14
05/28/2021	Rosales Landscaping Inc.	Lawn Service - April 2021	8318	2,003.55
05/28/2021	Stoneway Electric Supply	Port Exit Signs	8324	2,274.30

Net RPA Office/Aviation Center

\$4,761.83

MANSFIELD AIRPORT

05/28/2021	Douglas County PUD	Utilities	8286	33.00
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Net Mansfield Airport

\$33.00

ORONDO RIVER PARK

05/28/2021	After Hours Plumbing & Heating, Inc.	Plumbing Repair	8267	631.12
05/28/2021	Douglas County PUD	Utilities	8286	106.00
05/28/2021	Express Services, Inc.	Contracted Park Attendants	8288	968.94
05/28/2021	Local Tel Communications	Utilities	8299	65.90
05/28/2021	Peaceful Retreat Yard Care & Landscaping	Irrigation Repair & Grounds Maintenance	8312	2,912.61

Net Orondo River Park

\$4,684.57

**Chelan Douglas Regional Port Authority
Check Register
2021-18**

PESHASTIN PROPERTY

05/28/2021	Apple Valley Pumping Service	Portable Toilet Rental	8271	90.00
05/28/2021	Woodland Resource Services, Inc.	Landscape Service	8330	1,299.60
	Net Peshastin Property			\$1,389.60

ADMINISTRATIVE & GENERAL

05/28/2021	Alan Loeb sack	Mileage	8269	64.62
05/28/2021	Blue Skies Food Shack	Staff & Commissioners lunch	8275	404.00
05/28/2021	Bobbie Chatriand	Mileage	8277	55.44
05/28/2021	Coleman Oil Company	Fuel for Port Trucks	8282	172.07
05/28/2021	Donn Etherington	Mileage	8285	43.46
05/28/2021	Firefly	IT Managed Services - June	8290	2,318.70
05/28/2021	J. C. Baldwin	Mileage	8294	52.64
05/28/2021	Local Tel Communications	On-call phones	8299	1,065.17
05/28/2021	Mark M. Spurgeon	Mileage	8302	26.77
05/28/2021	Monica Lough	Mileage	8305	43.90
05/28/2021	NCW Association of Realtors	2020 NCWAR Dues - Affiliate	8307	235.00
05/28/2021	Office Depot	Toner	8309	47.52
05/28/2021	Ogden Murphy Wallace, PLLC	Legal Services	8310	6,768.50
05/28/2021	RH2 Engineering, Inc.	Professional Services	8314	3,186.51
05/28/2021	Ron Cridlebaugh	Mileage	8316	91.84
05/28/2021	Rory Turner	Mileage	8317	82.43
05/28/2021	Sarah K. Deenik	Mileage & Port of the Year Luncheon Supplies	8319	245.28
05/28/2021	Stacie de Mestre	Mileage	8322	46.48
	Net Administrative & General			\$14,950.33

BUSINESS DEVELOPMENT & MARKETING

05/28/2021	North Central Washington Fair	2021 Vendor Booth	8308	260.00
05/28/2021	Wenatchee World	Port of CC - Surplus Property Hearing	8329	141.88
	Net Business Development & Marketing			\$401.88

ECONOMIC DEV CONTR - NONPROFITS

05/28/2021	Manson Chamber of Commerce	1Q Billing for Economic Dev Funding	8301	3,750.00
05/28/2021	Wenatchee Downtown Assoc.	Possibilities Tour Grant	8328	3,000.00
	Net Economic Dev Contr - Nonprofits			\$6,750.00

CAPITAL PROJECTS

05/28/2021	FlashParking, Inc.	FlashPARCS Meter Smart Station	8291	16,340.29
05/28/2021	Maul Foster Alongi, Inc.	EPA Brownfields - A & E	8303	9,786.25
05/28/2021	Ogden Murphy Wallace, PLLC	PMA Instrument Lighting System	8310	5,211.00
05/28/2021	Ogden Murphy Wallace, PLLC	Actapio Restor - Indirect Costs	8310	742.00
05/28/2021	RH2 Engineering, Inc.	IB #2 Parking - A & E	8314	4,275.05
05/28/2021	T-O Engineers	Terminal Apron Recon	8325	146,952.50
05/28/2021	T-O Engineers	RW12 RPZ Land Acq	8325	7,794.62
05/28/2021	Wenatchee World	Notice Inviting Bids - Terminal Apron	8329	674.54
05/28/2021	Wenatchee World	RFQ - HVAC Design	8329	110.54
	Net Capital Projects			\$191,886.79

TOTAL

\$306,301.09

Void: 8298

**Port of Chelan County
Check Register Log
2021 - May**

<u>Date Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>First #</u>	<u>Last #</u>	<u>Amount</u>
5/17/2021	2021-06	Janitorial Services- IB3 (2019)	5094	5094	\$ 416.00


Transactions for approval June 8, 2021 total:

\$416.00

Voided checks: 5093

We, the undersigned Commissioners of Port of Chelan County, in the State of Washington, do hereby certify the merchandise or services hereinafter have been received and that the Warrant listed above is approved for payment.

Executive Director



Dir. of Finance & Admin.



Commissioner Baldwin

Commissioner Etherington

Commissioner Turner

Memo

To: Board of Directors

From: Stacie de Mestre

cc: Jim Kuntz

Date: June 3, 2021

Re: Executive Flight HVAC Replacement Phase 2 – Request for Qualifications - Recommendation of Short List

At the February 23, 2021 Board of Directors meeting, Staff was authorized to utilize the Design-Build contracting method for Phase 2 of the Executive Flight HVAC Replacement Project. As a reminder, the following steps would be taken to select a contractor:

- Publicly advertise a Request for Qualifications from design-build HVAC contractors
- Qualifications will be reviewed and ranked by the Design-Build Committee (Jim, Stacie, and Randy)
- Staff will present the ranked qualifications to the Board and seek approval for two contractors to receive a Request for Proposal
- Proposals will include a technical design and a price proposal. The Committee will evaluate the proposals and bring their recommendation to the Board for final approval.

On May 25, 2021 staff received qualifications from the following three contractors in response to the RFQ:

- North Cascades Heating and Air Conditioning, Inc.
- Apollo Mechanical Contractors

- **Holaday-Parks, Inc.**

The Design-Build Committee evaluated the submittals based on the following criteria:

- **Prior Design-Build experience**
- **Experience providing innovative solutions to unconventional spaces**
- **Qualifications of key project team members**
- **Quality control approach**
- **Ability to meet schedule milestones**
- **Understanding of the project and CDRPA goals**

Apollo Mechanical Contractors and Holaday-Parks, Inc. received the highest rankings. Staff is recommending they move to the next phase in the contractor selection process and receive the Request for Proposal.

Memo

To: Board of Directors

From: Stacie de Mestre

cc: Jim Kuntz

Date: June 3, 2021

Re: CTC Core and Shell Restoration Project – DOH Task Authorization

Please see attached for a Scope of Work and Task Authorization submitted by the DOH Associates for design services to restore the former Actapio space at the CTC back to the Core and Shell state. Per the lease agreement with Actapio, the CDRPA will be reimbursed up to \$2 million to return the building to the core and shell state which includes construction, engineering, architectural, and permitting costs and fees.

Staff is seeking approval to authorize DOH Associates to proceed with Task 1 – Construction Documents and Bidding in the amount not to exceed \$94,660. Task 2 would be negotiated at a later date.



The DOH Associates

ARCHITECTS & PLANNERS

A PROFESSIONAL SERVICES CORPORATION

May 20, 2021

Chelan Douglas Regional Port Authority

One Campbell Parkway, Suite A
East Wenatchee, Washington 98802

**Subject: 2119 CTC Shell Restoration
Scope of Work**

Attention: Ms. Stacie de Mestre, Public Works and Capital Projects Manager

Ladies / Gentlemen:

Thanks for contacting us regarding the restoration of the Yahoo Japan space at the CTC in Olds Station. The work items appear to be fairly complicated and we are anticipating additional time to address some of the individual salvage items.

We are proposing to perform the work for a not to exceed fee of **\$93,660**, plus reimbursables and construction administration. We are recommending an overall budget of \$173,660 for the overall A/E services.

I'm including a copy of Task Authorization 8.0 for Jim's signature. Please let me know if you need any additional information.

Sincerely,

THE DOH ASSOCIATES, PS

Paul R. Coppock

Principal

enclosure

Scope of Work

Project

Restore the site, 3rd floor and basement, previously occupied by Yahoo Japan/Actapio, Inc. to the original state of the shell building. During the course of the improvements by Yahoo, the floor was raised, additional electrical, servers, air conditioning units, battery systems, etc. were installed. Window openings were removed or transformed. Existing HVAC systems were modified or removed. Lighting and fire sprinklers were modified for the new layout. On the site additional transformers were installed along with HVAC equipment, generators and other equipment.

In the process of the restoration, the Port is has hired a consultant to assist in salvaging the some of the equipment in a contract separate from the restoration. The remaining demolition will be by a general contractor and any remaining salvage materials will be the property of the contractor. The general contractor shall also be responsible for removing the equipment

Salvage

Jim Gylling will act as the consultant for the port district and will dictate what material is to be included in the salvage contract and will assist in recommendations on proper handling/packaging of the material. Jim will prepare or assist in preparation of all contracts and arrange bid documents for the salvage contractor. DOH will include in the restoration contract instructions for the contractor to remove the salvaged equipment and package it for transport by the salvage contractor, and load it onto a truck.

Restoration

DOH will include drawings and specifications for permitting and public bid of the restoration of the CTC spaces identified above to their original shell condition with some exceptions. Work items shall include:

- Removal of all new HVAC equipment, piping, backflow devices, controls, etc. particularly along the perimeter wall and restoration of the windows and openings that have been modified.
- Restore original terminal units for the existing HVAC as they were originally installed and reconnect to the building HVAC controls system.
- Removal of the existing leak detection systems on the 3rd floor.
- Removal of all electrical to HVAC, electrical busses, and to any removed equipment.
- Restore the existing fire alarm system to be an extension of the building fire alarm system and remove all smoke detectors.
- Remove UPS equipment, batteries, wiring, conduit etc.
- Light fixtures will be removed, except for a minimal amount needed for life safety

CTC Shell Restoration

Chelan Douglas Regional Port Authority/S. de Mestre

and to show the space to perspective tenants, fixtures will be consolidated to building electrical panels and common switches.

- Fire suppression system will be modified from a pre-action dry system to the original wet system. The layout will not be modified because we cannot anticipate the layout for the future which will likely include a new acoustical ceiling.
- Removal of the raised flooring, including the lift, handrails and stairs, and the adjustment of perimeter controls such as light switches, emergency lights, exit signs, thermostats, pull stations, etc. to a height appropriate for the original floor.
- Removal of new rooms in the basement and second floor, including vestibules at the stairs.
- Patching of the exiting floor and capping the floor drains that would no longer served by a trap primer.
- Remove the data closet door on the second floor (Room 206), infill and provide an access door from the hallway to the room.

DOH will prepare construction documents in the form of drawings and specifications, suitable for obtaining a building permit and competitively bidding the project.

Confirm format of Agreement between Owner and Contractor.

Identify schedule and delivery of work and systems.

Review documents prior to issuance to bid with the owner and governing authorities.

Issue documents and aid in the preparation and issuance for bid.

Construction Administration

Proposed as an Additional Service, DOH will assist in assembling bids or proposals from contractors and preparation of an Owner/Contractor agreement. Review shop drawing submittals, products, pay applications and the preparation of changes during construction. Provide on site observation and attend contractor meetings on a weekly basis. Conduct final inspection, assist with releases from Contractor, Surety, and Washington State.

Schedule

It is our understanding that the project needs to be completed within 1 year following the date of June 28th, 2021. Our initial schedule is based on the

Contract Approval	June 1, 2021
Salvage List Received	June 16, 2021
50% Review	June 30, 2021
90% Review	July 23, 2021
Building Permit Submittal	August 1, 2021
Bid Issue	August 5, 2021
Bid Opening	August 26, 2021
Bid Award	September 2, 2021

Building Construction Complete	March 31, 2022
Site Construction Complete	April 15, 2022
Retainage Release	June 28, 2022

Exclusions

Special Inspections and Testing.
 Environmental and Hazardous Materials Surveys.
 Stormwater Evaluation/Reports.
 Structural Engineering.
 Landscape Architecture.
 Furnishings and Equipment Selection/Documents.
 As-Builts.
 Metering of Existing Electrical Panels
 Low Voltage Systems.

Architectural/Engineering Fees

Design through Bidding

Architectural Services	80 hours @ \$128	\$10,240
	360 hours @ \$110	\$39,600
	80 hours @ \$84	\$6,720
Mechanical Engineer	Design	\$5,800
	Drafting	\$4,900
Electrical Engineer	Design/Drafting	\$15,540
Civil Engineer (Contingency)		<u>\$11,000</u>
Sub-Total		\$93,660
Estimated Reimbursable Expense		
A/E in house costs		\$1,000
Excludes Permit Fees, Bid Set Printing.		
Sub-Total		<u>\$1,000</u>
Total Not to Exceed Fee		\$94,660

Construction Administration

Hourly Estimated Budget	<u>\$79,000</u>
Total Recommended Budget	\$173,660

The DOH Associates, PS

7 N. Wenatchee Ave, Suite 500, Wenatchee, WA 98801
phone: 509.662.4781 fax: 509.663.3253

General Services – Task Authorization – 8.0

To Professional Architectural Services Agreement effective May 1, 2018

Client Name: Chelan Douglas Regional Port Authority

Project Location: CTC Building, Olds Station, Wenatchee, Washington

Schedule: Construction Complete by 6/28/22

Professional Services Estimated Fees: \$173,660 to be billed on time and expense.

Project: CTC Shell Restoration

DOH No.: 2119

Description of Work to be performed:

Task 1

Scope of Work:

Design Services as outlined in the 5/20/19 Scope of Work document. Work includes construction documents for the restoration of the CTC building 3rd floor and basement back to the original shell configuration. Included will be coordination with a separate salvage contractor to ensure materials are removed and prepared for pick up.

Design Fee:

Construction Documents and Bidding, **Not to Exceed Fee** **\$93,660**

Estimated Reimbursable Expenses, excluding permit fees, bid set prints \$1,000

Task 2

Scope of Work:

Construction administration services for the work associated with Task 1.

Design Fee:

Construction Administration, **Estimated Fee** **\$79,000**

Total Recommended Budget \$173,660

Exclusions: Engineering, specifications, fees, environmental reports, renderings.

Accepted for The DOH Associates, PS

Accepted for the Chelan Douglas Regional Port Authority

By _____

By _____

Title President

Title Executive Director

Date 5/20/21

Date _____

**Chelan Douglas Regional Port
Authority**

Memo

To: Board of Directors

From:  Jim Kuntz

Date: June 3, 2021

Re: First Addendum to Purchase & Sale Agreement – S.P.O.R.T.

Please find enclosed a proposed addendum to extend the S.P.O.R.T. Purchase & Sale Agreement.

S.P.O.R.T

Revised Purchase & Sale Agreement - Timeline

Building Permit Application

August 2, 2021– Apply for City building permit and City accepting application as complete.

November 1, 2021– City building permit must be issued or

December 14, 2021– if requested by purchaser

Financing

First week of September 2021 – Financing status report to Regional Port.

November 1, 2021 – Purchaser must secure financing for building purchase and remodel costs.

Closing

November 15, 2021 – Transaction closing or

December 14, 2021 – if requested by purchaser.

FIRST ADDENDUM TO PURCHASE AND SALE AGREEMENT

THIS FIRST ADDENDUM TO PURCHASE AND SALE AGREEMENT ("Addendum") is made this date by and between the Port of Chelan County, a Washington municipal corporation ("Seller"), and S.P.O.R.T. Wenatchee, LLC, a Washington limited liability company ("Purchaser"), sometimes collectively referred to as the "Parties" or individually as a "Party."

RECITALS

- A. On March 3, 2021, the Parties entered into a Purchase and Sale Agreement (the "Agreement") whereby Seller agreed to sell real property located in Chelan County, Washington to Purchaser (the "Property").
- B. The Parties desire to extend certain deadlines set forth in the Agreement.

AGREEMENT

Now therefore, in light of the above Recitals, which are incorporated herein by this reference as part of the agreement of the Parties, and in consideration of the mutual covenants set out below, the Parties agree as follows:

- 1. Section 12.1 of the Agreement is hereby stricken in its entirety and revised as follows:

12.1 **Financing.** This Agreement is conditioned on Purchaser obtaining funding from institutional and private sources for the full purchase price set forth Section 3, above, and the estimated costs of construction based on the building permit application on or before November 1, 2021. Purchaser agrees to provide a written status report to the Seller during the first week of September, outlining the commitments obtained and the percentage of funding remaining to be secured to proceed with Closing and construction of the improvements. If the Purchaser fails to provide written notice of the failure of this contingency to the Seller on or before November 1, 2021, then this contingency shall be deemed waived without further action of the Parties. If the Purchaser does not terminate this Agreement pursuant to this Section, then Purchaser shall provide Seller a summary of the institutional and private lending sources on or before November 1, 2021. If the Purchaser timely provides a notice of termination pursuant to this Section, then the Agreement shall be of no further force or effect between the Parties.

2. Section 12.2 of the Agreement is hereby stricken in its entirety and revised as follows:

12.2 Building Permit Application. Purchaser must apply for a building permit and the City of Wenatchee must accept the application as complete (consistent with the approved plans in Exhibit "B") no later than August 2, 2021 ("Complete Application Date"). A copy of the building permit application shall be provided to the Seller within five (5) business days of the City of Wenatchee accepting the building permit as complete. Said building permit must be issued by the City of Wenatchee consistent with the approved plans in Exhibit "B" no later than November 1, 2021, which may be extended to no later than December 14, 2021 upon written request by Purchaser outlining the outstanding issues to resolve in order for the building permit to be issued ("Building Permit Date"). In the event the Building Permit Date is extended as set forth herein, the Purchaser agrees to proceed with due diligence and to timely and efficiently respond to any outstanding issues identified by the City of Wenatchee that is preventing the issuance of a building permit. If the building permit is not accepted as complete by the City of Wenatchee by the Complete Application Date, or if the building permit is not issued by the Building Permit Date, then this Agreement shall terminate and be of no further force or effect between the Parties; provided, however, if the building permit has been accepted by the City of Wenatchee as complete by the Complete Application Date, then the Purchaser may waive this contingency and elect to proceed with closing by delivering a written notice of this election to the Seller within five (5) business days of the Building Permit Date.

3. Section 12.2 of the Agreement is hereby stricken in its entirety and revised as follows:

15 Time for Closing - Responsibilities of Parties – Costs. The Closing of this transaction shall occur at Central Washington Title Services, Inc., after the satisfaction or waiver of the contingencies set forth in Section 12, above, but in no event later than November 15, 2021 (which shall be extended to on or before December 28, 2021, if the Building Permit Date has been extended to December 14, 2021, pursuant to Section 12.2, above). The Purchaser and Seller shall deposit with Central Washington Title Services, Inc. all instruments, documents and monies necessary to complete the sale in accordance with this Agreement. The Purchaser and Seller agree to each pay one-half of the Closing fee. The Parties shall pay their own attorney's fees. Seller will pay for the cost of the Title Policy. Purchaser shall pay for the preparation of the Quitclaim Deed and Excise Tax Affidavit to be prepared by Seller's attorney and the costs of recording and processing

the documents. Other items shall be paid according to the practice in Chelan County, Washington.

4. Except as modified by this Addendum, the Parties hereby affirm and ratify all terms and conditions of the Agreement. In the event of a conflict between the terms of the Agreement, and this Addendum, the terms and conditions associated with this Addendum shall control.

DATED: _____

DATED: 6/1/2021

SELLER:

PURCHASER:

PORT OF CHELAN COUNTY

S.P.O.R.T. WENATCHEE, LLC

By: _____
James M. Kuntz, Executive Director

By: Flint Hartwig

Name: Flint Hartwig

Title: Authorized Member

**Chelan Douglas Regional Port
Authority**

Memo

To: Board of Directors

From:  Jim Kuntz

Date: June 3, 2021

Re: Dave Piepel Land Acquisition

At Tuesday's Board Meeting, I will be recommending the Regional Port proceed with purchasing the Dave Piepel property. Please find attached a Record of Negotiations memo along with a map. While the FAA Environmental Assessment is yet to be completed, the risk of not receiving FAA reimbursement is remote.

Memo

To: David Peipel Land Acquisition File
From: Jim Kuntz
cc: Trent Moyers
Date: February 5, 2021
Re: Record of Negotiations

On October 21, 2020 an appraisal was completed by Pacific Appraisal. A review appraisal was completed on November 7, 2020 by Garrett Waldner. Both appraisers confirmed the value of the property as follows: 138,521 square feet X \$3.00 per sq. ft. = \$416,000 (rounded).

On November 20, 2020 the Regional Port sent Mr. Peipel an offer letter. He was okay with the offer letter but wanted to close the property sale no later than December 31, 2020. The Regional Port was not able to close by the end of the year as the FAA Environmental Assessment was not completed.

On December 10, 2020 the Regional Port provided Mr. Peipel with a Purchase and Sale Agreement with a proposed closing date of February 27, 2021. He was not willing to sign the agreement.

On January 15, 2021 Mr. Peipel sent an email saying he wanted to delay determining a final sales price for his property until 30 days of

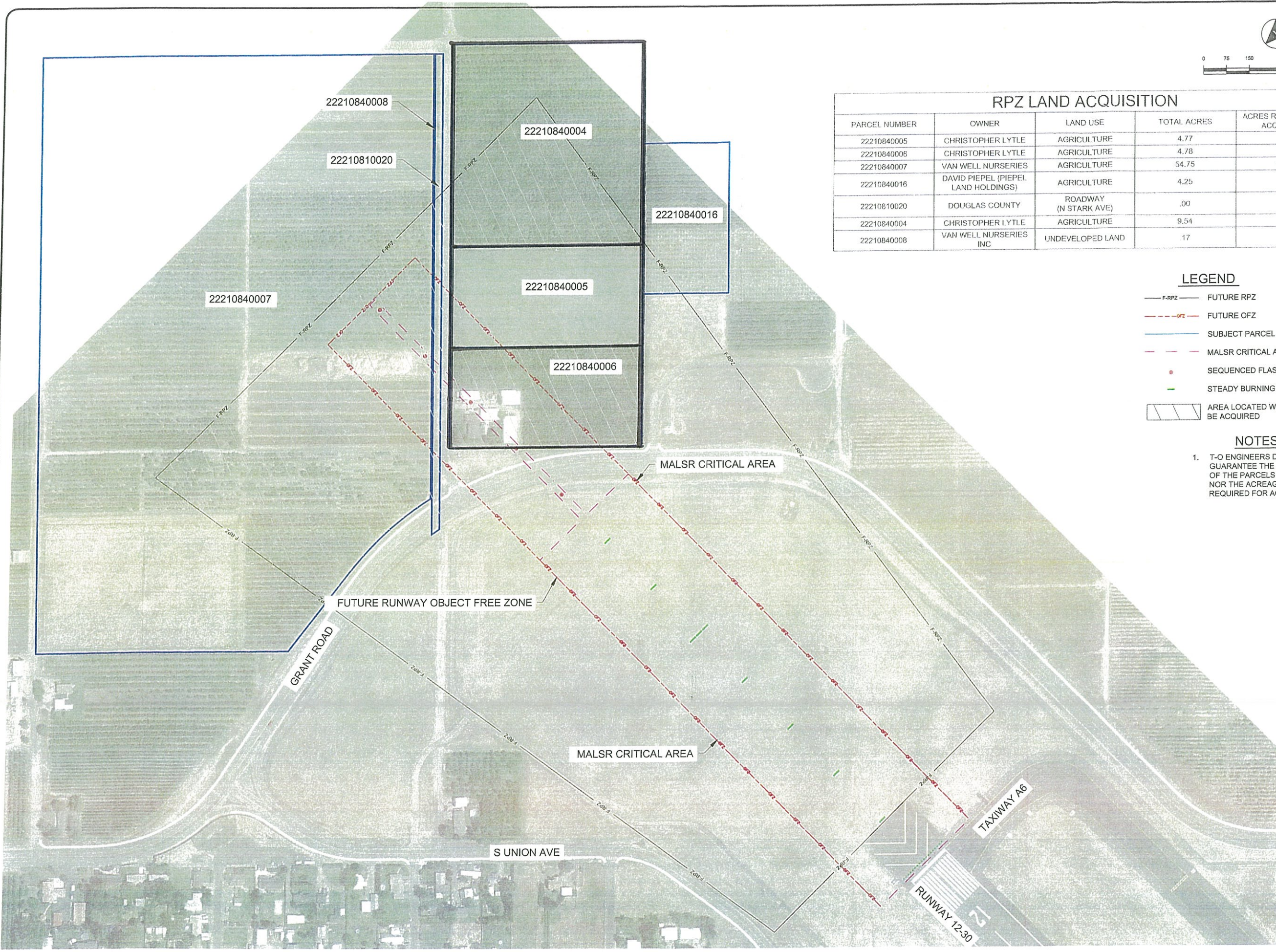
the closing date. He believed the market price for his land was increasing and may warrant a new appraisal.

Mr. Peipel had heard Microsoft had purchased property in the neighborhood and believed his property will become more valuable. The Regional Port has confirmed that Microsoft has recently purchased a large parcel of land in the area and plans to construct a large data center.

In order to avoid the cost and delay of an additional appraisal and the recent news of the Microsoft property acquisition in the vicinity of Mr. Peipel's property, the Regional Port increased its offer by 5% from \$416,000 to \$436,800.

Mr. Peipel agreed to this offer and signed a Purchase and Sale Agreement on February 2, 2021. This agreement also allows the Regional Port to extend closing until June 30, 2021 to ensure the completion of the FAA Environmental Assessment.

N:\2020\181\Task\Task Order 20-05 - MALSF Approach Lighting Design\MALSF MALS SR Exhibit - MP.dwg, 7/2/2020 8:07:06 AM, Mason Parks, DWG To PDF.plt
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RPZ LAND ACQUISITION				
PARCEL NUMBER	OWNER	LAND USE	TOTAL ACRES	ACRES REQUIRED FOR ACQUISITION
22210840005	CHRISTOPHER LYTLE	AGRICULTURE	4.77	4.77
22210840006	CHRISTOPHER LYTLE	AGRICULTURE	4.78	4.78
22210840007	VAN WELL NURSERIES	AGRICULTURE	54.75	14.03
22210840016	DAVID PIEPEL (PIEPEL LAND HOLDINGS)	AGRICULTURE	4.25	.27
22210810020	DOUGLAS COUNTY	ROADWAY (N STARK AVE)	.00	.69
22210840004	CHRISTOPHER LYTLE	AGRICULTURE	9.54	4.36
22210840008	VAN WELL NURSERIES INC	UNDEVELOPED LAND	.17	.06

LEGEND

- F-RPZ FUTURE RPZ
- - - FUTURE OFZ
- SUBJECT PARCEL BOUNDARIES
- - - MALS SR CRITICAL AREA
- SEQUENCED FLASHING LIGHT
- STEADY BURNING LIGHT
- AREA LOCATED WITHIN RPZ TO BE ACQUIRED

NOTES

- T-O ENGINEERS DOES NOT GUARANTEE THE ACCURACY OF THE PARCELS SHOWN NOR THE ACREAGE REQUIRED FOR ACQUISITION.

REVISIONS	DESCRIPTION	DATE	BORDER SIZE							
			22x34	D	DB	C	A			

T-O ENGINEERS
 CONSULTING ENGINEERS, SURVEYORS & PLANNERS
 7950 MEADOWLARK WAY, STE. A
 COEUR D'ALENE, IDAHO 83815
 PHONE: (208) 762-3844 WWW.T-OENGINEERS.COM
 BOISE • CODY • COEUR D'ALENE • HEBER CITY
 MERIDIAN • NAMPA • SPOKANE

PANGBORN MEMORIAL AIRPORT
WENATCHEE, WA
MALSF AND MALS SR EXHIBIT
MALS SR

ATTENTION: 1/2" = 1'

IF THIS BAR DOES NOT MEASURE 1" ON 22x34 SHEET or 12" ON 11x17 SHEET, THEN DRAWING IS NOT TO SCALE

DATE: July 1, 2020
 PROJECT:
 SHEET: EX-2

**Chelan Douglas Regional Port
Authority**

Memo

To: Board of Directors

From:  Jim Kuntz

Date: June 3, 2021

Re: Dave Piepel Land Acquisition – Ownership Allocation Memo

Per our Capital Investment Policy, any real property acquired after January 1, 2020 requires an Ownership Allocation Memo be approved by the Board. Please find enclosed a draft allocation memo for your consideration regarding the Dave Piepel Land purchase.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
OWNERSHIP ALLOCATION MEMO
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020
DOUGLAS COUNTY, WA PARCEL #22210840016**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of that policy states that if there is an acquisition of real property after January 1, 2020, the Board of Directors is required to adopt an Ownership Allocation Memo as a means to allocate respective ownership interests in the property in the event of a dissolution.

The Board of Directors seeks to purchase approximately 3.18 acres of real property adjacent to the Airport, and within the Airport Runway Protection Zone, identified as Douglas County, WA Assessor's Tax Parcel Number 22210840016. Funds currently held by the Chelan Douglas Regional Port Authority will be used for the entirety of the purchase. Neither the Port of Chelan nor the Port of Douglas will be issuing separate debt or entering into a joint financing plan for the capital purchase.

Because the source of funds for the purchase will not be directly from either port district, the real estate will be owned by the Chelan Douglas Regional Port Authority.

In the event of dissolution of the Chelan Douglas Regional Port Authority, the parcel will be allocated to the two Port Districts based on the percentage of 2021 budgeted tax receipts, which calculates to 25% ownership by the Port of Douglas and 75% ownership by the Port of Chelan.

However, in the event the Chelan Douglas Regional Port Authority is able to secure a Federal Aviation Administration grant to reimburse the Regional Port for 90% of the acquisition cost, then ownership percentages shall be 50% by the Port of Douglas and 50% by the Port of Chelan.

Signed and dated this 8th day of June, 2021.

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

PORT OF CHELAN COUNTY RESOLUTION NO. 2021-03

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

Whereas the Port of Chelan County (the "POCC") owns real property located in Malaga, Chelan County, Washington, and legally described on Exhibit "A", which is attached hereto and incorporated herein by this reference (the "Property"); and

Whereas the POCC scheduled a public hearing for June 8, 2021, to consider declaring the Property as surplus to the POCC's needs and to amend the POCC Comprehensive Plan accordingly; and

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

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

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

Whereas following closure of the hearing, the POCC Commissioners discussed and concluded that retaining the Property is not absolutely necessary or needed for the POCC's purposes and concluded that the PO03CC Comprehensive Plan should be amended to remove the Property from the POCC Comprehensive Plan.

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

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

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

ADOPTED by the Commission of the Port of Chelan County, following a hearing, at a public meeting thereof held this 8th day of June, 2021.

PORT OF CHELAN COUNTY

JC Baldwin, Commissioner

Donn Etherington, Commissioner

Rory Turner, Commissioner

EXHIBIT "A"
Legal Description of Property

That portion of Section 35, Township 22 North, Range 21 E.W.M., situate in the County of Chelan, State of Washington, more particularly described as follows:

All of the Northeast quarter of said Section 35 lying Southerly of Chelan County Highway No. 1, EXCEPT the Westerly 1130 feet of said subdivision.

**Chelan Douglas Regional Port
Authority**

Memo

To: Board of Directors

From:  Jim Kuntz

Date: June 3, 2021

Re: Aircraft Rescue & Firefighting (ARFF) Review

At Tuesday's Board Meeting, staff will provide a detailed review of our Aircraft Rescue & Firefighting operations and our Interlocal Agreement with Douglas County Fire District No. 2. Attached is some background information and some options to consider moving forward.

ARFF & Maintenance Goals

- 1. Provide Aircraft Rescue & Firefighting Services (ARFF) as required by the FAA on the most cost effective basis possible. Least impact to the Airport's budget.**
- 2. Provide greater flexibility for Airport Technicians to perform maintenance duties on and off the airport.**

Basic ARFF Requirements

- Must be in the fire station 15 minutes before and 15 minutes after each commercial air service flight.**
- Must be able to respond to the runway mid-point within 3 minutes.**
- Employees must be certified in ARFF and undergo recurring training.**
- ARFF truck (paid for largely by FAA Grants).**

**Chelan Douglas Regional Port Authority
Interlocal for Fire Protection with Douglas County Fire
District No. 2**

Agreement commenced: January 1, 2014

**Term: One year with automatic renewals, limited to ten total years
(December 31, 2024)**

May be terminated by either party 90 days prior to December 31st

Assets:

Airport owns fire station facility and attached apartments

District owns three modular homes on site (four allowed)

Staffing:

Airport – Monday thru Friday 5:30 a.m. to 5:30 p.m.

District – Monday thru Friday 5:30 p.m. to 5:30 a.m. and weekends

**Airport is subject to District calls, although must be discharged by
7:30 p.m.**

**Parties may request coverage by each other (such as holidays), which
will be reimbursed based on fully burdened hourly rate.**

**Minimum Staffing Levels - Each party provides appropriate staffing
levels in order to have one ARFF firefighter as well as one District-
qualified firefighter available during shifts.**

Douglas County Fire Invoices to Airport for Holiday Coverage:

2020 \$2,052.40

2019 \$2,049.96

2018 \$2,014.11

Airport Invoices to Douglas County Fire:

2020 \$790.60

2019 \$2,152.08

Options

Option 1

Maintain the existing Interlocal Agreement with DCFD2 and continue to have employees with dual responsibility for both airport maintenance and firefighting (ARFF & Fire District call outs).

Option 2

Terminate Interlocal Agreement with DCFD2 and bring ARFF coverage internal to Airport. This eliminates DCFD2 call outs and provides more work flexibility for maintenance activities on and off the Airport.

Option 2-A

Hire one additional full-time Airport Technician to help cover evening and weekend calls at a cost of \$100,000 annually. This would give the Airport 6 employees to cover ARFF.

Option 2-B

Develop a part-time ARFF employee base. They would need to be trained and provided all the equipment. Would be under obligation to provide a fixed amount of hours each year. Part-time employees would be assigned weekends and holiday ARFF coverage. Could also fill in for vacation and sick leave.

If this option has merit, staff would need to determine costs of this model.

- Pay
- Training and Equipment Costs
- Minimum Hour Obligations

Option 2-C

Determine if current FBO employees have interest in upgrading skills to include ARFF. Would require additional pay.

Option 3

Terminate Interlocal Agreement with the DCFD2 and hire a for-profit emergency services company to provide ARFF coverage. This is a very expensive option. Rural Metro likely \$400,000 plus per year.

Option 4

Negotiate a new Interlocal Agreement with DCFD2. The Fire District provides all ARFF staffing. Per an April 2010 memo, potential cost at that time was at least \$250,000 annually.

Option 5

Regional Port builds a new fire station on Union Street with FAA funding. DCFD2 provides Airport with ARFF coverage at no cost for 50 years.

- Not a priority Capital Project for the Regional Port.**
- Likely 5 to 10 years out.**
- Airport Master Plan calls for an Airport Operations Building.**
 - ARFF**
 - Fire District Station**
 - Snow Equipment Building**

EXHIBIT 4.29: RECOMMENDED AOB WEST SIDE ALTERNATIVE LOCATION

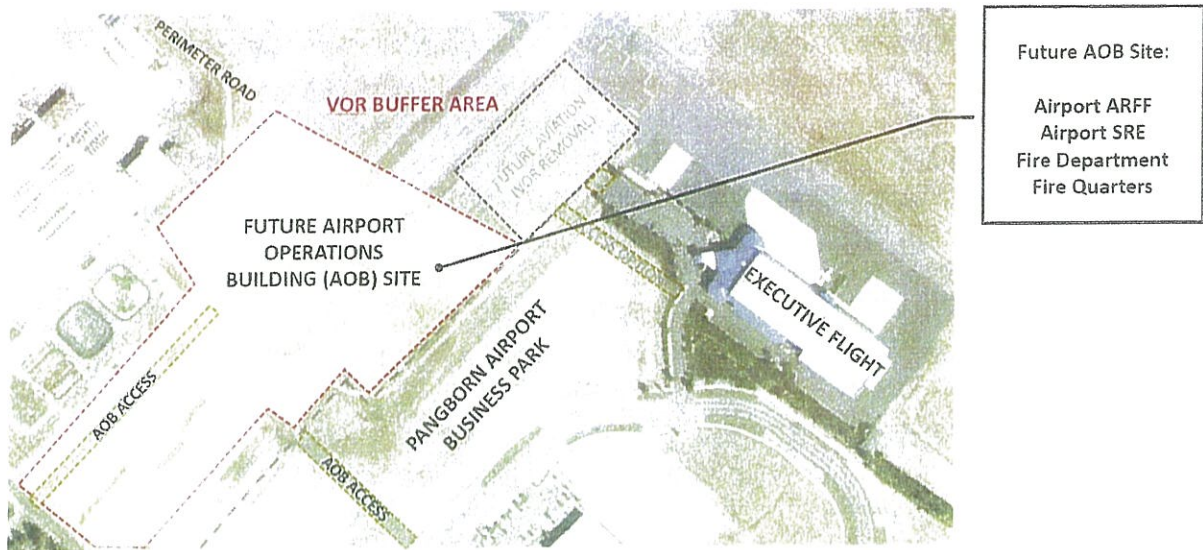


EXHIBIT 4.28: AOB BUILDING CONCEPT RENDERING



**Chelan Douglas Regional Port
Authority**

Memo

To: Board of Directors

From:  Jim Kuntz

Date: June 3, 2021

Re: Chelan Airport

At Tuesday's Board Meeting, I will be providing a summary recap of our current Joint Operating Agreement with the City of Chelan related to the Chelan Airport. Attached is an interesting read related to the history of the Airport.

CHELAN AIRPORT HISTORY

For many years, starting in 1934 both the Chamber and the City appointed their own airport committees (whereas before that date, the Chamber was the lead agency for any "airport" type of activity on Howard Flats. Though property had been deeded to the City of Chelan in 1934 by the Howard Flat Irrigation District, as promoted by the Lake Chelan Chamber of Commerce. The Chamber continued to offer volunteer labor and monetary resources until

1931

A community committee composed of Karl Hendershott, Dr. V. Piro, and R.J. Volger determined the need for an airport and searched for suitable property. They reported to the chamber that "the land in the S. E. corner of Chelan was too small for planes to land...They were conscious of the approaching needs," as reported by the Mirror on August 1, 1940.

1934

Also according to the Mirror, on January 12, 1934, Benton Bangs, retiring chamber president, reported that "the Ed Lies property on Howard Flat, was being lined up for a landing field."

"Lies, a Wenatchee man, proved very cooperative when he was approached regarding his property on Howard Flat. He then offered 200 acres to the Lake Chelan Chamber of Commerce if the organization would clear his remaining property on Howard Flat of taxes and water assessments. The cost was estimated at about \$750. The 200 acres offered were considered the best land available in the district for an airport."

The Mirror continued, "The minutes of the Chamber of Commerce show that on 1/24/1934, Vogler, then president, announced that plans were progressing for the landing field. On Feb. 13th, Benton Bangs reported that Howard Flats Irrigation Dist. Had been asked for a deed to the airport site and that the district had passed a resolution to sell the land to the Chamber of Commerce for \$800."

"Vogler, who had been in contact with Elsworth French of the Bureau of Aeronautics, reported that the project was being revised so that PWA funds would be received for improvements. Approval was given subsequently to the airport committee (Chamber) to arrange purchase of land from Howard Flat Irrigation Dist.

"On March 3, 1934, the LC Chamber of Commerce presented a note for \$900, signed by Vogler and C.A. Bennett, officers, to the irrigation district board, and received a deed to the airport land. The deed was then conveyed to the town of Chelan as a gift from the Lake Chelan Chamber of Commerce.

Chelan Valley Mirror: 3/1/1934

Title to the proposed Chelan municipal airport now rests with the Howard Flat Irrigation district, but as per their agreement, the Lake Chelan Chamber of Commerce will have the district pass title directly to the town of Chelan. An attempt is being made to get through a CWA project which calls for no material but for a certain amount of labor fixing up runways. The committee expects to at a reply on this matter any time now.

4/2/1934

Lake Chelan Chamber of Commerce deeds* Howard Flat property (approximately 200 acres) to be used for a municipal airport to Town of Chelan at no cost. (City minutes of 4/2/1934 – page 370). By Resolution, the airport shall be named The Lies Field. The chamber promises to raise \$900 which will be needed to pay the back water assessments.

The mayor appointed the first airport committee of the City: Ed Johnson, George Givens, and C.H. Wicksell.

"On December 13, 1934, Tom Clawson reported that the Miners and Merchants Bank held \$800 in Howard Flat Irrigation Dist. Warrants which could be purchased and used to retire the \$900 note owned the district. He stated

that R.W. Little, president of the bank, had offered to sell the warrants to the Chamber of Commerce on a payment plan.

9/23/1937 Chelan Mirror reports that the Chelan Chamber of Commerce will begin at once on work to improve the grounds (cleaned, oiled, and mark two runways, each 300 ft. wide with one being 4,000 ft. long and the other being 3,200 ft. long) of the Chelan airport.

1/18/1939 New Airport Standing Committee members are: Horace Cooper, Ed Johnson, Don Mathers, Roger Paul, and Roy N. Smith

11/16/1939 City finalized the budget for 1940. Airport Operating Budget will be \$200.

01/03/1940 City appoints Airport Committee: Don Mathers, Bob Foote, R. J. Vogler, H Bragg, D. Hughes

01/24/1940 Chamber budgets \$100 for airport maintenance

06/09/1940 Official dedication of the airfield of Chelan. Eleven planes flew in for stunt flying demonstrations.

10/03/1940

<p>Chelan Valley Mirror: 10/03/1940 <i>Chelan airport was recently named in a tentative list of nearly 4000 places from which Civil Aeronautics Authority and the army and navy will select 300 or less sites for air fields needed in the national defense program. Sixteen airport in central Washington o the proposed list submitted by the CAA will entail a construction cost of \$866,305, according to information revealed... local authorities believe the Chelan field could easily qualify for a Class II airport, and possibly for Class III</i></p>

02/02/1942 City Council approval of accepting \$10 for a right of way easement for a power pole situation on the corner of airport property, with expiration date five years from date of signature.

09/05/1944 City Council directs the City Patrol to clean up the airport grounds when the men have spare time.

Two 40 acre parcels may have been purchased right after this period. Authorization was given to negotiate for the additional adjacent property, but no documentation of this happening can be located.

08/05/1946 City council received a request from the federal government for a permit from the City of Chelan for federal transient use of the airport landing area by military aircraft until 6/30/1948 – provided the City maintains the property in good repair and serviceable condition. (This was tabled and no further information has been identified in the city council minutes.)

01/13/1948 City Airport and Parks Committee: Gavin, Cozart, Green

01/19/1948 Wenatchee Air Service contract for operation at the “Howard Flat Airport.”

03/01/1955 City clerk directed to write a letter to Norm Evans, stating he must cease racing his car on the airport landing strip.

11/05/1956 City approved Civil Air Patrol activities at the airport, under supervision of the US Air Force.

04/01/1957 15-25 planes are expected to land at the airport for the upcoming Apple Cup races.

05/07/1957 115 planes landed at the airport during the Apple Cup races (115 landed in a 2-hr. period.)

03/03/1958 The City will enlarge the airport parking lot to accommodate airport traffic for the Apple Cup races this year.

10/27/1958 City deeded 10 acres to the Howard Flat Irrigation District

10/02/1961 Rename the airport Leis Field

01/15/1962 Deeded 10 acres of SE corner of airport property to Mr. Easley in exchange for deed to some of his property?

08/17/1964 Purchase "triangle-shaped acre of property" from Winkel family for \$350.00.

11/02/1964 33 hangar lots proposed. Directed staff to secure water for the airport property and hangar lots.

06/16/1965 Official name of airport is Chelan Municipal Airport (commonly referred to as Lies Field).

12/06/1965 Mr. Treasnor returned 22 acres to the city of Chelan and Jim Collins was allowed to purchase it at the same price and under the same terms.

04/04/1966 Wally Peterson was granted a portion of the budget to construct a pilots' lounge.

05/02/1966 Warranty deed on Howard Flat property ?

09/05/1967 Winkel property trade
Action to abandon "old runway"

02/02/1970 Adopted new CC&R's

09/08/1970 Discovered that no plat of the airport property has ever been filed...

03/06/1972 City Building and Development Committee opposes airport property use for industrial development

03/05/1974 Jim Collins requests access easement through airport property to his property

02/12/1975 Port Manager Dick Harris stated the port's interest in being involved in the Chelan Airport operation, including partial funding.

03/28/1978 Contract with Wally Peterson at the rate of \$15.00 per hour to manage the airport.

09/12/1978 Larry Fransson was appointed to fill Bonnie Cannon's unexpired airport board term.

10/24/1978 The firm of Hodges and Shutt of Portland was contracted to develop and airport master plan for a contract amount of \$19,800.

01/19/1978 Airport property totals 57 acres which is all zoned industrial. Currently 12-13 planes based on site.

08/12/1980 Airport Master Plan approved.

11/11/1980 Established Chelan Municipal Airport Board "to assist in the management and control" of the airport. The authority of the board was only to recommend action to the council and was not involved in industrial development.

05/25/1982 The Pilot's Association is reactivated

06/08/1982 Port agrees to fund construction of AVGAS facility.

Nov., 1985 First LCAP Joint Operating Agreement between Port of Chelan County and city of Chelan Funding established at 70/30 which is the same as the hospital district tax distribution

First Joint Airport Board Members: Don Isenhart, Don Cannon, Ted Benn (though Noel Doran filled this position when Ted resigned one month later), Chuckie Harris, and Everett Morrison

01/08/1987 Bob Charleton appointed a city representative to the airport board
Will Mutter (city employee) carrying out maintenance on airport grounds

01/20/1987 Brd Members: Everett Morrison, Don Cannon, Noel Doran, Chuckie Harris, Bob Charleton

02/11/1987 Chuckie Harris resigns from airport board, and Wally Peterson was appointed to that seat.

02/15/1988 Will Curry employed as "Airport Manager/Maintainer." A mobile home will be purchased and sited on the airport property for the resident manager and his wife.

05/04/1988 Purchase of Sikes Property, 7.6 acres for clear zone \$129,000

07/05/1988 Purchase of Myrtle Frances Bailey property for airport use (\$6,100)

08/11/1988 Airport Binding Site Plan approved.

12/08/1988 Barry Crose appointed to airport board

10/1989 Airport Brd. Members: Bob Carleton, Bonnie Cannon, Dick Molengraft, Barry Crose, and Tom Jacobson
Temp. Airport Mgr: Everett Morrison who reports to city administrator John Greiner

1990 New airport maintenance building completed

Airport Master Plan Update – Forsgren Associates

Accounting Services changed from Jeri Dowell to Cordell and Conner

Domestic water research: Apple Acres

Road Improvement Project completed

1991 Binding Site Plan approved

1993 Collins Property Easement

1995 Airport Development Plan draft completed

1997 Boundary Survey by Erlandsen and Associates

1999 Joint Operating Agreement is amended and restated

Chelan Douglas Regional Port Authority - Lease Report

Leases & Renewals - General

Reporting Period - May 2021

6/8/2021

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
None Reported for this Period					
Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
None Reported for this Period					

Tenants Moving Out				
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month
CD Community Action Council	Lineage Bldgs G & I	19,560 SQFT	5/31/2021	\$8,800.00

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.

Chelan Douglas Regional Port Authority - Lease Report

Leases & Renewals - General

Reporting Period - May 2021

6/8/2021

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
5/21/2021	CD Community Action Council	3800 Airport Way Fire Cache	1,200 SQFT	Month to Month	\$1,000.00

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
None Reported for this Period					

Tenants Moving Out				
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month
Amy Hoover	Port Aviation/Hangar	Hangar	5/25/2021	\$350.00
Scott Prazer	4028 Airport Way	Ground Lease	5/31/2021	\$1,514.00 Annual

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.

Chelan Douglas Regional Port Authority - Lease Report

Leases & Renewals - General

Reporting Period - May 2021

6/8/2021

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
None Reported for this Period					

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
None Reported for this Period					

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
None Reported for this Period					

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.

CHELAN DOUGLAS
Regional Port
AUTHORITY

One Campbell Parkway, Suite A, East Wenatchee, WA 98802 Phone: 509.884.4700 Fax: 509.662.5151 www.cdrpa.org

June 2, 2021

Jason Vanwinkle
Actapio, Inc.
207 N United Sakura Dr
East Wenatchee, WA 98802
jvanwink@yahoo-corp.jp

Re: Reimbursable Expenses

Dear Jason:

Following receipt of the power point presentation following our Zoom meeting last Thursday, we wanted to bring your attention to a point of disagreement.

The obligation in the Lease is to reimburse all restoration costs. The space leased by Actapio cannot be returned to its original condition (i.e. restored) without also removing the various components and pieces of equipment. Restoration is all-inclusive, and we will be looking to Actapio to pay for all costs to return the space to the original condition, including all removal and repair costs. As discussed in our meeting, we have the original design plans for the CTC and plans for the work Actapio's predecessor performed and will be basing the public works contract on these two sets of plans (i.e. on what needs to be restored). For example, this includes the removal of HVAC components on the third floor, repairs associated with removal, and the restoration of windows on the third floor following the removal of the HVAC equipment. We agree with your characterization that the costs do not include upgrades, remodeling, carpet replacement and the like.

Perhaps we should discuss this further to avoid any disputes as we move forward. It is our hope that once you see the plans and specifications for the work to be publicly bid that we will be able to agree that this is also the scope of work that is reimbursable under the Lease Agreement, subject to the \$2 million cap.

I look forward to hearing from you.

Sincerely,



James M. Kuntz
Chief Executive Officer

BOARD OF DIRECTORS

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

DOING IT RIGHT: Public Sector FBOs

IN THE years following Charles Lindbergh's solo crossing of the Atlantic in 1927, he embarked on a promotional campaign across the United States, generating public interest and enthusiasm for a then-nascent aviation industry. One of the lesser-known aspects of his promotional campaign was trolling public officials he would inevitably meet upon landing at the various airports he visited across the country, by asking them incredulously "So, this is your airport?"

The implication was clear: Lindbergh was using his star power to shame public officials, good-naturedly, to invest in their airport. At the time, many airports were not much more than a farmer's field requisitioned to serve as the local airport and may have featured a windsock, or perhaps a hangar.

Today, there are literally thousands of airports dotting the US landscape.

The majority of them trace their construction to World War II, only to be transferred to civilian hands after the war. While a few hundred or so became the large commercial service airports we know today, hundreds more became reliever airports and smaller, general aviation airports. Common to many of them was the need to provide the flying public aviation services, including

fuel and "line services," an increasingly aging phrase for the host of ancillary ground support services FBOs provide. And here is where FBO history diverges.

While the majority of business and general aviation traffic may be found among the 250 or so airports nearby major business centers, there are another 2,000 airports or more offering FBO services – defined in this case as minimally providing Jet A refueling. Incredibly, 88 percent of these airports have only one FBO, based on a 2017 study of a publically available flight planning database. Why?

An outsized number of FBOs are operated by an airport sponsor itself, be it a city, county, or municipality – because the private sector either tried and failed – or expressed no interest in the first place. Often, vestiges of a local aviation family's former FBO business are all too common at many of these airports – a faded logo on an airport sign, or a vintage fuel truck parked in the grass. Either way, the result was the same: Essential FBO services are provided by the airport. What isn't the same is the relative success of these airport run FBOs, which varies considerably. While there is no one trick to ensure success of an airport run FBO, common themes emerge when one digs deeper.



Gateway Aviation Services has a mentality of competing with the open market despite being owned by the airport.

PHOTOS PROVIDED BY DOUG WILSON

ABOUT THE AUTHOR

DOUGLAS WILSON

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Trent Moyers, Airport Director of Pangborn Memorial Airport (KEAT) in East Wenatchee, WA knows this narrative well. After the local FBO *Wings of Wenatchee* closed its doors in 2011, Pangborn Memorial Airport was left with creating the roadmap for an airport-run FBO.

“If you want the FBO to be a profit center, every effort should be made to maximize its potential. Make the capital investments that will make a difference. Give your staff the tools they need to operate safely, efficiently, and successfully. Avoid the mindset of operating the FBO because you ‘have to,’ operate it like a business intent on turning a profit,” Moyers said.



Trent Moyers, Airport Director of Pangborn Memorial Airport

PHOTOS PROVIDED BY DOUG WILSON

Gateway Airport is a larger air carrier airport with several air carriers, Gateway Aviation Services, the airport-operated FBO, provides all FBO and line services on airport: no small task considering the airport’s size and complexity. The private-sector mentality that Nebgen brings to Gateway Aviation Service’s shows in their marketing efforts. In addition to the FBO’s separate branding — a common theme among well-run public sector FBOs — Nebgen notes participation in industry events is crucial. Says Nebgen, “While we have always participated in industry events such as NBAA BACE and S&D, in the past few years we’ve expanded our participation to include industry events focused on military flight operations.” That outreach to the military community is immediately evident when one visits

was no marketing, very poor customer service, outdated and unsafe equipment, rundown facilities, and no vision for the future. Despite this, the FBO resulted in 90 percent of the airport’s revenue.”

The airport concluded the greater impact mathematically was for the airport to concentrate on the FBO and grow that 90 percent share of the revenue by 10 percent, rather than try to grow the remaining 10 percent of the airport’s revenue by 10 percent. “Starting with our customer service and equipment issues that plagued the operation, our course correction immediately showed results with significant growth in fuel sales and ancillary revenues. As the culture shifted amongst the staff, the airport board moved forward with plans to replace the 90-year-old hangar and 70-year-old terminal with a state-of-



Southwest Wyoming Regional Airport’s Brubaker began a robust marketing push of the newly branded Sweetwater Aviation FBO through industry conference attendance and online marketing efforts to begin attracting new clients.

PHOTOS PROVIDED BY DOUG WILSON

the-art terminal and hangar facility that could support the industry’s largest corporate jets,” Brubaker continued. “We worked with the FAA, WYDOT, and the Wyoming Business Council to secure funding to cover all but \$30,000 of the \$5.68 million cost of the project. Prior to starting construction in 2017, the Airport Board decided to brand the FBO separately from the airport. With plans to eventually change the airport name, completed in 2018, it was important locally to keep the name of the County somewhere in the branding, hence Sweetwater Aviation brand was created for our FBO.”

Similar to Nebgen’s feedback regarding industry involvement,



Matt Nebgen, Director of Gateway Aviation Services at Phoenix-Mesa Gateway Airport

PHOTOS PROVIDED BY DOUG WILSON

Matt Nebgen, Director of Gateway Aviation Services at Phoenix-Mesa Gateway Airport (KIWA) agrees with Moyers’ mindset. “Always adopt a mentality to compete in the open market. Find ways to adapt the inherent government way of doing things,” Nebgen said. While Phoenix-Mesa

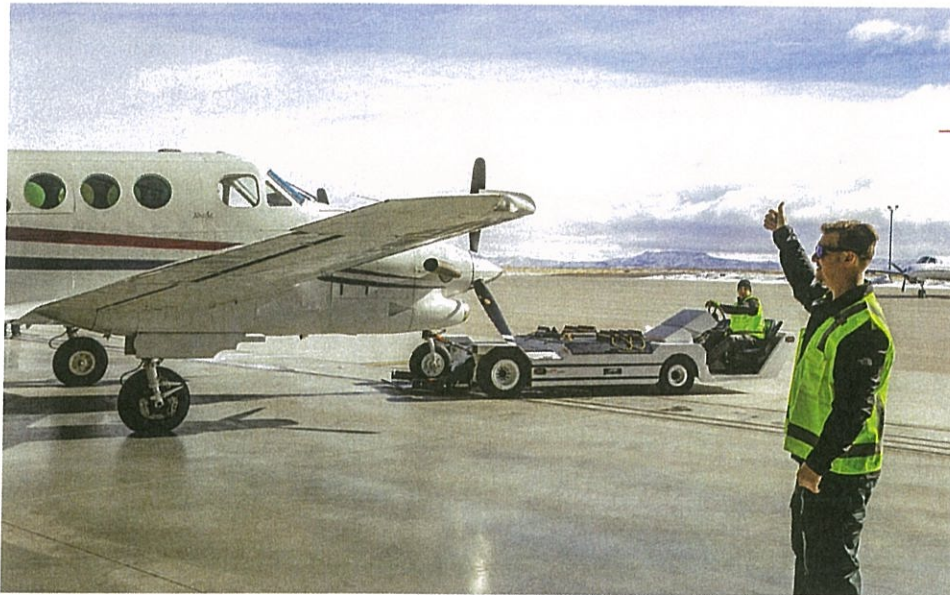
Gateway Aviation Services, as honors and recognition plaques from the various squadrons that now regularly use the airport adorn the walls of the FBO.

Southwest Wyoming Regional Airport (KRKS) in Rock Springs, Wyoming has operated its FBO for decades, but it wasn’t until 2015 when a new approach yielded the right results. Airport Director Devon Brubaker said, “For the first 70 years of our FBO’s existence, it merely served as a gas station for anyone needing fuel when they stopped in Rock Springs. There

Devon Brubaker, Airport Director, Southwest Wyoming Regional Airport



PHOTOS PROVIDED BY DOUG WILSON



Today many public sector FBOs are nearly indistinguishable for their private sector brethren.

PHOTOS PROVIDED BY DOUG WILSON

Brubaker began a robust marketing push of the newly branded Sweetwater Aviation FBO through industry conference attendance and online marketing efforts to begin attracting new clients. Three years after opening, and even in the midst of the pandemic, Brubaker noted the airport's finances have been more stable due to the continued growth of the FBO business. "This growth has caused us to invest further in additional new equipment, expanded marketing efforts, a new website, and a new robust FBO safety program," he added.

Gateway Aviation Services, the airport-operated FBO, provides all FBO and line services at Phoenix-Mesa Gateway Airport.

PHOTOS PROVIDED BY DOUG WILSON

Returning to East Wenatchee, Pangborn Memorial Airport doubled down on their FBO capital improvement efforts under his leadership, adding "... a new 100LL self-serve system, aircraft de-icing equipment, and acquiring a 64,000 square foot hangar/office facility from which we operate our FBO." While capital improvements have yielded the desired result, subtle pricing and staffing changes – both easily justified following such capital improvements have added to that success. "We recently adopted fuel pricing policies to be more competitive in the region, and now have full-time FBO employees whose duties are almost exclusively focused on the FBO, instead of having cross-utilization responsibilities with operations and maintenance personnel."

As Brubaker alluded, there was a time when an airport-run FBO meant

customers might experience poor customer service, outdated and unsafe equipment, and rundown facilities. Today however, a great many public sector FBOs are nearly indistinguishable for their private sector brethren – by design. While there is no magic bullet for airports considering what to do with their FBO, the proper mindset and a forward-thinking airport manager can make all the difference. Brubaker epitomizes both, adding "Aviation is often so focused on commercial service, due to its prominence in communities and in the news, but for smaller airports it does not pay the bills. Strategic, targeted investments in facilities, equipment, safety and culture can elevate a municipally run FBO to the same or better status of a global brand." ▀



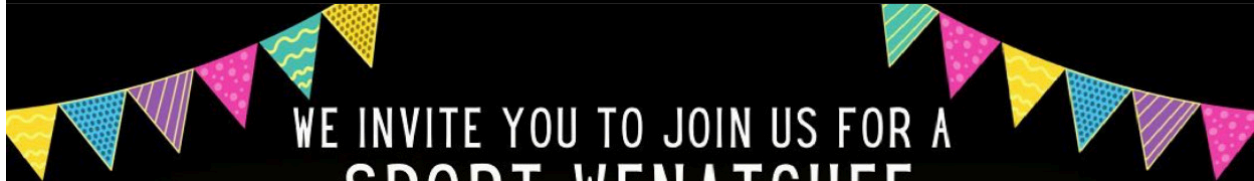


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**Chelan Douglas Regional Port Authority
Calendar of Events**

6/4/2021

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attending</i>	<i>Cami RSVP arrangements if applicable</i>
June 8	Tuesday	CDRPA Board Meeting; 9:00 AM		
June 9	Wednesday	NCWEDD Meeting		
June 10	Thursday	CDTC Board Meeting 9:00 AM		
June 14	Monday	9:30am Douglas County Commissioners Meeting		
June 15	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
June 16	Wednesday	GWATA Board Meeting; 3:00 PM		
June 16-18	Wed-Friday	WPPA Finance Seminar; Alderbrook (tentative)		
June 22	Tuesday	CDRPA Board Meeting; 9:00 AM		
June 23	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
June 29	Tuesday	Tri Commission Meeting; 1p-3p Zoom		
July 5	Monday	4th of July Holiday Observed/Office Closed		
July 6-8	Wed-Friday	WPPA Director's Seminar; Alderbrook;	Jim K.	
July 8	Thursday	CDTC Board Meeting 9:00 AM		
July 11-13	Sun-Tue	AAAAE Conference	Rory, Mark, Trent	
July 13	Tuesday	CDRPA Board Meeting; 9:00 AM		
July 14	Wednesday	NCWEDD Meeting		
July 19-21	Mon-Wednesday	WPPA Commissioner's Seminar; Marcus Whitman Walla Walla; tentative		
July 20	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
July 21	Wednesday	GWATA Board Meeting; 3:00 PM		
July 27	Tuesday	CDRPA Board Meeting; 9:00 AM		
July 28	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
August 10	Tuesday	CDRPA Board Meeting; 9:00 AM		
August 11	Wednesday	NCWEDD Meeting		
August 12	Thursday	CDTC Board Meeting 9:00 AM		
August 17	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
August 18	Wednesday	GWATA Board Meeting; 3:00 PM		
August 24	Tuesday	CDRPA Board Meeting; 9:00 AM		
August 25	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
September 6	Monday	Labor Day/Office Closed		
September 8	Wednesday	NCWEDD Meeting		

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

6/4/2021

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attending</i>	<i>Cami RSVP arrangements if applicable</i>
September 9	Thursday	CDTC Board Meeting 9:00 AM		
September 14	Tuesday	CDRPA Board Meeting; 9:00 AM		
September 15	Wednesday	GWATA Board Meeting; 3:00 PM		
September 21	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
September 22-24	Wed-Friday	WPPA Environmental Seminar; Alderbrook;not yet booked		
September 28	Tuesday	CDRPA Board Meeting; 9:00 AM		
September 29	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
October 12	Tuesday	CDRPA Board Meeting; 9:00 AM		
October 13	Wednesday	NCWEDD Meeting		
October 14	Thursday	CDTC Board Meeting 9:00 AM		
October 19	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
October 20	Wednesday	GWATA Board Meeting; 3:00 PM		
October 20-22	Wed-Friday	WPPA Small Ports;Enzian; not yet booked and dates not firm		
October 26	Tuesday	CDRPA Board Meeting; 9:00 AM		
October 27	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
November 9	Tuesday	CDRPA Board Meeting; 9:00 AM		
November 10	Wednesday	NCWEDD Meeting		
November 16	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
November 17	Wednesday	GWATA Board Meeting; 3:00 PM		
November 18	Thursday	CDTC Board Meeting 9:00 AM		
November 23	Tuesday	CDRPA Board Meeting; 9:00 AM		
November 24	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
November 25	Thursday	Thanksgiving/Office Closed		
November 26	Friday	Day After Thanksgiving/Office Closed		
December 1-3	Wed-Friday	WPPA Annual Meeting; Hyatt Regency Hotel Bellevue;tentative		
December 8	Wednesday	NCWEDD Meeting		
December 9	Thursday	CDTC Board Meeting 9:00 AM		
December 14	Tuesday	CDRPA Board Meeting; 9:00 AM		

Chelan Douglas Regional Port Authority
Calendar of Events

6/4/2021

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attending</i>	<i>Cami RSVP arrangements if applicable</i>
December 15	Wednesday	GWATA Board Meeting; 3:00 PM		
December 21	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
December 23	Thursday	Christmas Holiday Observed Office Closed		
December 24	Friday	Christmas Holiday Observed Office Closed		
December 28	Tuesday	CDRPA Board Meeting; 9:00 AM		
December 29	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
December 31	Friday	New Years Day Observed/Office Closed		