



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
July 11th, 2023
9:00 am**

Present:

Directors:

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

*W. Alan Loepsack, Director
Mark Spurgeon, Director
Richard DeRock, Director*

Staff:

*Jim Kuntz, Chief Executive Officer
Monica Lough, Director of Finance & Admin
Trent Moyers, Director of Airports
Stacie de Mestre, Dir. of Econ Dev.
Ron Russ, Maint. & Prop. Mngr
Craig Larsen, Community Rel. Mngr.
Tricia Degnan, CTC Manager*

*Colby Goodrich, FBO Mngr.
Sarah Deenik, Comm. Coordinator
Brooke Lammert, Executive Assistant
Laura Camarillo-Reyes, Admin. Asst. (Zoom)
Julie Avis, Acct. Specialist (Zoom)
Lorena Amador, Acct. Specialist (Zoom)
Ella Crawford, Intern*

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm LLP

Guests:

*Mike Mackey
Vince Johnston, East Wenatchee Water Dist.
Anna Colin, East Wenatchee Water Dist.
Bernita Landers, Douglas Co. Sewer Dist.
Darrell Winan, Douglas Co. Sewer Dist.
Morgan Shook, ECONorthwest*

*Dave Mitchell, Ardurra (Zoom)
Chris Mansfield, Ardurra (Zoom)
Stephanie Krabbe, Ardurra (Zoom)
Kalie Worthen, Wenatchee World (Zoom)
Terra Sokol, KPQ (Zoom)
Steve Wilkinson, Wenatchee Valley Chamber (Zoom)*

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

Introductions: Kuntz introduced new employee Ella Crawford. Crawford is interning at the Chelan Douglas Regional Port Authority for the summer.

Kuntz congratulated Sarah Deenik and Colby Goodrich for being selected by the Wenatchee World for being the top 30 under 35 business professionals in the Wenatchee Valley.

Conflicts of Interest: None

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

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA

The Chelan Douglas Regional Port Authority Consent Agenda consisting of June 27th, 2023 Meeting Minutes and Check Register Pages 2023-25 through 2023-28, including Electronic Transfers were presented.

Motion No. 07-01-23 CDRPA
Moved by: JC Baldwin
Seconded by: W. Alan Loeb sack
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the June 27th, 2023 Meeting and Check Register Pages 2023-25 through 2023-28, including Electronic Transfers.

Motion Passed 6-0

PORT OF CHELAN COUNTY CONSENT AGENDA

The Port of Chelan County Consent Agenda consisting of Check Register Page 2023-06 was presented.

Motion No. 07-02-23 POCC
Moved by: JC Baldwin
Seconded by: Richard DeRock
To approve the Port of Chelan County Consent Agenda consisting of Check Register Page 2023-06.

Motion Passed 3-0

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

Authorization to Bid Snow Removal Equipment

Moyers discussed the need to seek bids for new snow removal equipment for Pangborn Airport. He said the buildout time will be 360-to-400-days once the bid is awarded. Specifications have been written into the bid request to ensure quality equipment is solicited. Staff will continue to use the snow blower purchased from Pullman Moscow Airport this year and will surplus the oldest piece of equipment once the new equipment arrives. After some discussion over the buildout time amongst Commissioners, Dave Mitchell shared that penalties can be written into the RFP for any incurred delays.

Motion No. 07-03-23 CDRPA
Moved by: Richard DeRock
Seconded by: W. Alan Loeb sack
To authorize the CEO to seek bids for Pangborn Memorial Airport Snow Removal Equipment.

Motion passed 6-0

Approval of the 2022 Financial Statements - CDRPA

Lough provided an overview of the 2022 Financial Statements for the Chelan Douglas Regional Port Authority. Discussion ensued and the following action was taken:

Motion No. 07-04-23 CDRPA
Moved by: Jim Huffman
Seconded by: Richard DeRock
To approve the Chelan Douglas Regional Port Authority 2022 Financial Statements, as presented.

Motion passed 6-0

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

INFORMATIONAL ITEMS:

CTC Restoration Update and Quarterly Meeting Room Activity – de Mestre reviewed the project's budget versus actual numbers, including incurred costs due to unforeseen changes in the project plan. Shared that the project is a month out from completion and is within the overall project budget as approved by the Board. Degnan gave a review of the quarterly meeting room activity report.

FAA Land Release – Pangborn Update – Moyers discussed the need for an FAA land release in preparation for the Army National Guard's future site. FAA protocol requires the Regional Port to demonstrate that the property is no longer needed for Airport use. Further updates will be provided at future meetings.

At 10:34 a.m. Commissioner Spurgeon called for a 10-minute break.

Pangborn Festival of Flight – Event Recap – Kuntz thanked staff for their work on the event. Moyers shared details on the event activities, including an outreach table dedicated to the GA Terminal Building to serve as community engagement for the Environmental Assessment. Mike Mackey noted that an air aviation demonstration would be a positive addition to next year's event.

Olds Station Business Park – Irrigation System – Kuntz shared the known history of the irrigation system in place for the Old Stations Business Park. Russ discussed the time and money the Regional Port has incurred to repair and maintain the system in 2023. Staff is working on the process of updating user agreements and a plan to recover some of the irrigation repair costs to date.

PRESENTATION: Morgan Shook with ECONorthwest gave a presentation of the proposed formation of a TIF District in Douglas County. Shook gave an overview of the steps to establish a TIF District, as well as answered Board questions before Kuntz further discussed the potential project.

Commissioner Baldwin left the meeting at 11:30 p.m. for a previous commitment.

Malaga – GBI Cooling Water Infrastructure Improvement – Kuntz shared that discussions are ongoing with Microsoft regarding a cooling water agreement on the former GBI property. Kuntz is optimistic an agreement will be completed by the end of August.

Travel Policy Review – Lough reviewed with the Board specific items in the current travel policy. Discussion ensued on possible revisions needed and a formal update on the policy will be presented at the August 8th meeting for Commissioners consideration.

Commissioner Spurgeon left the meeting at 1:08 p.m. for a previous commitment.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Shared ABC Learning Center (childcare facility) plans to renew the lease and a meeting was held on potential upgrades to the exterior of the building.
- Discussed a meeting held with Jack Louws regarding the Cashmere Mill District.

Lough provided information and updates including:

- Reviewed the prior Unified Tax Levy calculation presented in December before sharing her updated calculation.
- Shared that the Regional Port's property liability insurance coverages with Enduris is due to renew in September. The Port is looking at a higher deductible to offset rising insurance costs.
- Discussed the recent entrance conference held with Washington State Auditors. Encouraged the Board to review the guide sent to them regarding fraud prevention.

Moyers provided information and updates including:

- Shared that the Regional Port has joined a coalition to restore air service alongside other entities based in small communities facing the same issue.
- Shared that the load factor with Alaska Airlines was at 83% in June compared to 76% in May.
- Updated the Board on the VIRtower count for Mansfield Airport, as well as let the Board know that the Waterville VIRtower is not yet up and running. Staff is hopeful to have this up and running in August.

de Mestre provided information and updates including:

- Discussed the draft list of permitted uses for the Trades District.
- Shared that the Regional Port applied for the Chelan County Cascade Public Infrastructure Grant for infrastructure improvements at the Cashmere Business Park.
- Invited the Board to an upcoming CAFÉ event in which staff will be giving a presentation on the Trades District.
- Updated the Board on the Regional Sports Complex Study and plans for additional outreach at the beginning of August.

Degnan provided information and updates including:

- Discussed the potential use of the indoor patio/kitchen area at the CTC as a café or space for private events – i.e., baby showers, birthdays, etc.

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

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

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

Meeting adjourned at 1:27 p.m.

Signed and dated this 8th day of August 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



Mark Spurgeon, Director



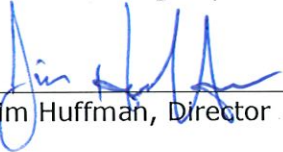
Richard DeRock, Director



Donn Etherington, Director



JC Baldwin, Director



Jim Huffman, Director



W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
OWNERSHIP ALLOCATION MEMO
SHAFFER PROPERTY ACQUISITION
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020
CHELAN COUNTY, WA PARCEL #222135240050**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of the policy addresses real property acquired after January 1, 2020. Under that section, the Board of Directors is required to adopt in advance an Ownership Allocation Memo as a means to allocate the percentage ownership of real property.

The Board of Directors has an interest in purchasing the Shaffer property located in Malaga, Washington with a parcel number of 222135240050. The property encompasses approximately 21.38 acres with an anticipated acquisition price of \$1,400,000.00.

Because this property is located within Chelan County and the Port of Chelan County has the financial resources to acquire the property using its own resources, the Board hereby approves the acquisition of 100% of the Shaffer property by the Port of Chelan County.

Once acquired, the Chelan Douglas Regional Port Authority shall manage the Shaffer property pursuant to and consistent with CDRPA Resolution No. 2020-02.

Board approved and signed this 11th, day of July 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Donn Etherington, Director




Richard DeRock, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director