



*Working Together to Enhance the Economic Vitality of North Central Washington*

**Chelan Douglas Regional Port Authority  
Meeting Agenda  
November 9<sup>th</sup>, 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 AGENDA**

**CDRPA:** Approval of Chelan Douglas Regional Port Authority Minutes of October 26<sup>th</sup>, 2021 Commission Meeting; and Check Register Pages #2021-35-#2021-328, including Electronic Transfers

**POCC:** Approval of Check Register Page #2021-08

**V. PRESENTATION**

- **Stacy Luckensmeyer – Wenatchee Valley College StartUp Washington Entrepreneurship Program**

**VI. CDRPA ACTION ITEMS**

- (1) Chelan Airport Budget

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

- (2) 1<sup>st</sup> Aircraft Operations Report
- (3) Pangborn Airport Activity Report
- (4) Cashmere Mill District Update

**VIII. 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

**IX. PUBLIC COMMENT**

**X. REVIEW CALENDAR OF EVENTS**

**XI. ITEMS FROM BOARD OF DIRECTORS**

**XII. 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)).

**XIII. 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**  
**SUGGESTED MOTIONS**  
**November 9<sup>th</sup>, 2021**

**IV. CONSENT AGENDAS**

**CDRPA**

- To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of October 26<sup>th</sup>, 2021 Commission Meeting; and CDRPA Check Register Pages #2021-35-#2021-38 including Electronic Transfers, as presented.

**POCC**

- To approve the Port of Chelan County Consent Agenda consisting of Check Register Page #2021-08, as presented.

**V. ACTION ITEMS**

1. To approve the proposed 2022 Chelan Airport Budget with a strong recommendation the City amend its budget to proceed with the Environmental Assessment required to implement projects listed in the Airport Master Plan.
2. To approve Capital Budget requests for the Chelan Airport 2021 Budget in the amount of \$1,000 for the Regional Port share of security camera installation, and \$1,350 for the Regional Port share of the Airport Master Plan.



**Board of Directors  
Chelan Douglas Regional Port Authority  
Special Meeting Minutes  
October 26<sup>th</sup>, 2021  
9:00 am**

**Present:**

**Directors**

JC Baldwin, Director  
W. Alan Loeb sack, Director  
Rory Turner, Director

Jim Huffman, Director  
Donn Etherington, Director  
(arrived at 9:35 am)

**Excused Absence:** Mark Spurgeon, Director

**Staff**

Jim Kuntz, Chief Executive Officer  
Trent Moyers, Director of Airports  
Stacie de Mestre, Capital Projects Mgr.  
Ron Russ, Property Mgr.  
Pete Fraley, Legal Counsel  
Quentin Batjer, Legal Counsel  
Randy Asplund, Consultant (Zoom)

Monica Lough, Dir. of Finance & Admin.  
Ron Criddlebaugh, Econ. Dev. Director  
Tricia Degnan, CTC Manager (Zoom)  
Craig Larsen, Business Dev. Mgr.  
Cami Harris, Executive Assistant  
Bealinda Tidd, Accounting Spec. (Zoom)  
Laura Camarillo Reyes, CTC Asst. (Zoom)

**Guests**

Ray Dobbs (Zoom)

Craig Quilter (Zoom)

**The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:00 am.**

**Introductions were made.**

**Conflict of Interest:** None

**CDRPA CONSENT AGENDA:**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of October 12<sup>th</sup>, 2021 Commission Meeting; Minutes of October 18<sup>th</sup>, 2021 Board Retreat; CDRPA Resolution No. 2021-19 voiding Check #8441; and September 2021 Commission Calendar was presented and the following action was taken:

**Motion No.**

Moved by:  
Seconded by:

**10-07-21 CDRPA**

JC Baldwin  
Jim Huffman

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of October 12<sup>th</sup>, 2021 Commission Meeting; Minutes of October 18<sup>th</sup>, 2021 Board Retreat; CDRPA Resolution No. 2021-19 voiding Check #8441; and September 2021 Commission Calendar, as presented.

Motion passed 4-0.

**ACTION ITEMS:**

**Agenda was reordered.**

**CTC Core & Shell Building Remodel Project** – Kuntz presented two options for the CTC Core & Shell Remodel Project:

- Restore the Acatapio space to original core & shell and proceed to accept bids for the restoration and surplus equipment removal; or
- Sign a Settlement Agreement with Actapio in the amount of \$1.9 million; reject current bids for restoration and surplus equipment removal; bank proceeds from settlement; and wait for the space to be occupied to complete the core & shell restoration work. Under this option, a new bid would be prepared for disconnecting the surplus equipment and removing it from the building.

Discussions ensued and the following actions were taken:

**Motion No.**  
Moved by:  
Seconded by:

**10-08-21 CDRPA**

JC Baldwin  
Rory Turner

*To authorize Jim Kuntz, CEO of the Chelan Douglas Regional Port Authority, to sign the Lease Termination with Actapio, substantially in the form presented, and to take all actions necessary to implement the Lease Termination.*

*Motion passed 4-0.*

**Motion No.**  
Moved by:  
Seconded by:

**10-09-21 POCC**

Rory Turner  
JC Baldwin

*To authorize Jim Kuntz, Executive Director of the Port of Chelan County, to sign the Lease Termination with Actapio, substantially in the form presented, and to take all actions necessary to implement the Lease Termination.*

*Motion passed 2-0.*

**Motion No.**  
Moved by:  
Seconded by:

**10-10-21 CDRPA**

Jim Huffman  
Rory Turner

*To authorize Jim Kuntz, CEO of the Chelan Douglas Regional Port Authority, to reject all bids associated with the CTC Restoration project, subject to receipt of a fully signed Lease Termination with Actapio.*

*Motion passed 4-0.*

**Motion No.**  
Moved by:  
Seconded by:

**10-11-21 CDRPA**

Rory Turner  
JC Baldwin

*To authorize Jim Kuntz, CEO of the Chelan Douglas Regional Port Authority, to reject all salvage bids associated with the property and equipment surrendered by Actapio, subject to receipt of a fully signed Lease Termination with Actapio.*

*Motion passed 4-0.*

**Motion No.**  
Moved by:  
Seconded by:

**10-12-21 CDRPA**

JC Baldwin  
Jim Huffman

*To authorize staff to prepare and submit a request for bids associated with the work necessary to decommission and preserve the CTC space previously occupied by Actapio for future use, subject to the approval of one commissioner of the plans and specifications and estimate to be placed on file prior to advertising the request for bids.*

*Motion passed 4-0.*

**Motion No.**  
Moved by:  
Seconded by:

**10-13-21 CDRPA**

Jim Huffman  
JC Baldwin

To designate Commissioner Rory Turner to review and approve the plans and specifications and estimate to be placed on file prior to advertising the request for bids.

Motion passed 4-0.

**3306 Building Gutter & Siding Installation Project** – Russ reported on September 29<sup>th</sup> staff sent an Invitation to Bid to three contractors on the Small Works Roster. JW Swigart Company, Inc. was the only bidder. Staff recommended awarding the bid to JR Swigart, and the following action was taken:

**Motion No.**  
Moved by:  
Seconded by:

**10-14-21 CDRPA**

Rory Turner  
Jim Huffman

To authorize the CEO to award the 3306 Building Gutter & Siding Project to JR Swigart Company, Inc in the amount of \$45,721.00, including WSST, and establish an overall project budget not to exceed \$52,000.

Motion passed 4-0.

**Proposed 2022 Health Care Plan Policy** – Lough reviewed the 2022 Health Care Plan options and presented the proposed plan through the Washington State Health Care Authority. Discussions ensued and the following action was taken:

**Motion No.**  
Moved by:  
Seconded by:

**10-15-21 CDRPA**

JC Baldwin  
Jim Huffman

To approve the 2022 Health Care Plan Policy, as presented, and to approve CDRPA Resolution No. 2021-20 requesting review by the Health Care Authority to participate in the Washington State Insurance Plans.

Motion passed 5-0.

**Authorization to Issue a Professional Services Agreement with Graham Baba for the Columbia Street Properties Adaptive Reuse Feasibility Study** – de Mestre reported on September 17<sup>th</sup>, 2021 five statements of qualifications were received in response to the CDRPA RFQ – Columbia Street Properties Adaptive Reuse Feasibility Study dated August 19<sup>th</sup>, 2021. On September 22<sup>nd</sup>, 2021 staff met with Commissioner Turner and Commissioner Spurgeon to evaluate and rank the statements of qualifications. ALSC Architects and Graham Baba Architects ranked the highest and were invited to give a short presentation on September 27<sup>th</sup>, 2022. Based on the presentations the selection committee selected Graham Baba Architects as the most qualified firm and directed staff to negotiate a contract. Staff requested approval to issue Graham Baba Architects a Professional Services Agreement for the Study. Discussions ensued and the following action was taken:

**Motion No.**  
Moved by:  
Seconded by:

**10-16-21 CDRPA**

Rory Turner  
JC Baldwin

To authorize the CEO to issue a Professional Services Agreement with Graham Baba Architects for the Columbia Street Properties Adaptive Reuse Feasibility Study in an amount not to exceed \$184,406.00.

Motion passed 4-1.  
Commissioner Etherington voted no.

**Authorization to Seek Bids – Executive Flight Building Carpet Replacement Project** – de Mestre reviewed the Executive Flight Building Carpet Replacement Project. Staff requested authorization to seek bids for the project, and the following action was taken:

<b>Motion No.</b>	<b>10-17-21 CDRPA</b>
Moved by:	JC Baldwin
Seconded by:	Jim Huffman
	To authorize the CEO to seek bids for the Phase I and Phase II Executive Flight Building Carpet Replacement Project.

*Motion passed 5-0.*

**Director Loeb sack called for a 10-minute break at 10:45 am. Meeting reconvened at 10:55 am.**

**INFORMATIONAL ITEMS:**

**Budget Review** – Lough provided a detailed review of the proposed budgets including:

- 2021 CDRPA Supplemental Budget
- 2022 CDRPA Preliminary Budget
- 2022 POCC Preliminary Budget
- 2022 PODC Preliminary Budget

The proposed budgets will be presented for approval after the budget hearings on November 22<sup>nd</sup>.

**MISC. STAFF REPORTS:**

**Kuntz provided information and updates including:**

- Washington Army National Guard will be at Executive Flight next Wednesday.
- Update on WPPA Annual dues.
- Update on Interlocal Agreement with Douglas County Fire District No. 1; Agreement still pending.
- Chelan Valley Marine signed the Settlement Agreement and the Regional Port received the first payment.
- Various updates on Lineage properties.
- Reported there is continued interest in the PUD 5<sup>th</sup> Street Campus from private sector developers.

**Lough provided information and updates including:**

- Update on the 2020 Washington State Audit: No findings to report. Exit interview is scheduled for next Thursday.

**Moyers provided information and updates including:**

- Update on potential new air service to Reno.
- Continue working on 2022 Rates & Charges; will bring to the Board at the November 22<sup>nd</sup> meeting.
- Pangborn Airport Capital Improvement Plan will be sent to the FAA shortly.
- Update on MALSR land acquisition.

**de Mestre provided information and updates including:**

- Update on the EPA Grant Forum held last week.
- Executive Flight Trench Drain Project is underway and expected to be complete this week.

**Russ provided information and updates including:**

- Update on the new TSA Explosive Detection System for the Terminal Building and its location within the terminal.
- Light Replacement Project for Lineage will start this week.
- Olin Excavation will begin the Beaver Pond Leveler Project this week.

**Cridlebaugh provided information and updates including:**

- Update on prospective tenant for the 3306 Building.

**Degnan provided information and updates including:**

- Provided a review of the year-to-date CTC Meeting Center Revenue Report.

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

**REVIEW CALENDAR OF EVENTS:** Kuntz reviewed upcoming calendar items.

**ITEMS FROM BOARD OF DIRECTORS:** Directors provided various updates on their activities.

**Meeting was adjourned at 12:45 pm.**

Signed and dated this 9<sup>th</sup> day of November, 2021.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

\_\_\_\_\_  
JC Baldwin, Director

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Jim Huffman, Director

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Donn Etherington, Director

Excused Absence  
\_\_\_\_\_  
Mark Spurgeon, Director

\_\_\_\_\_  
Rory Turner, Director


\_\_\_\_\_  
W. Alan Loeb sack, Director



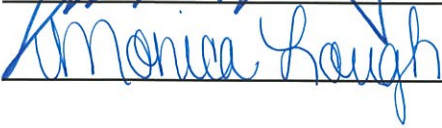
**Chelan Douglas Regional Port Authority  
Check Register Listing  
2021-October**

<b>Date Issued</b>	<b>Register #</b>	<b>Reason</b>	<b>First #</b>	<b>Last #</b>	<b>Amount</b>
10/15/21		Payroll Mid-month Draws		ACH	\$2,300.00
10/15/21	2021-35	Mid-Month Payables	8829	8898	\$298,758.16
10/25/21	2021-36	3Q21 Payroll Taxes	8899	8900	\$8,786.61
10/26/21		WA Dept of Revenue - Sales Tax		ACH	\$12,797.56
10/29/21	2021-37	October 2021 Payroll	8901	8953	\$227,314.24
10/29/21	2021-38	Month-end Payables	8904	8951	\$170,471.66
Transactions for approval November 9, 2021 total:					\$720,428.23

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 

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Dir of Finance & Admin. 

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Director Baldwin \_\_\_\_\_

Director Etherington \_\_\_\_\_

Director Huffman \_\_\_\_\_

Director Loeb sack \_\_\_\_\_

Director Spurgeon \_\_\_\_\_

Director Turner \_\_\_\_\_

**Chelan Douglas Regional Port Authority  
Check Register  
2021-35**

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.

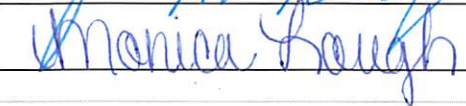
For approval October 15, 2021 checks 8829 - 8898 in the amount of

**\$ 298,758.16**

Jim Kuntz, Chief Executive Officer



Monica Lough, Director of Finance & Admin



Date Issued	Claimant	Purpose	Check Number	Amount
<b><u>CASHMERE MILL DISTRICT</u></b>				
10/15/2021	Banner Bank	Maintenance Supplies	8839	281.87
10/15/2021	City of Cashmere	Water/Sewer	8848	755.61
10/15/2021	Waste Management	Monthly Service	8895	389.66
	<b>Net Cashmere Mill District</b>			<b><u><u>\$1,427.14</u></u></b>
<b><u>CONFLUENCE TECHNOLOGY CENTER</u></b>				
10/15/2021	AVHRA	Refund Room Charge	8835	1,958.85
10/15/2021	Banner Bank	Office Supplies, Advertising/Marketing	8841	222.10
10/15/2021	Chelan County PUD	Electricity/Water	8845	10,380.81
10/15/2021	Crown Paper & Janitorial Supply	Custodial Supplies	8852	721.90
10/15/2021	Express Services, Inc.	Admin Assistant	8858	230.58
10/15/2021	Firefly	Continued Server Migration	8859	368.15
10/15/2021	GFC Services	Room Setup & Janitorial	8862	5,191.72
10/15/2021	Home Depot Pro	Maintenance & Landscape Supplies	8864	181.33
10/15/2021	Interwest Communications	Annual Area of Refuge Testing	8866	336.88
10/15/2021	Kelley Connect	Copier Services	8869	355.29
10/15/2021	Lowe's	Landscape Maintenance Supplies	8871	35.05
10/15/2021	North Cascades Heating & A/C, Inc	HVAC Service	8874	1,840.77
10/15/2021	North Central ESD	September 2021 Service	8875	5,659.50
10/15/2021	Office Depot	Office Supplies returned	8876	-5.33
10/15/2021	Pacific Power Batteries	Fire System Battery	8881	78.28
10/15/2021	Pacific Security	Sept 2021 Patrol Service	8882	362.82
10/15/2021	Randall Thomas	Refund Room Charge	8885	206.00
10/15/2021	Waste Management	Monthly Service	8895	1,218.41
10/15/2021	Weinstein Beverage Co.	Coffee delivery	8896	147.98
	<b>Net Confluence Technology Center</b>			<b><u><u>\$29,491.09</u></u></b>
<b><u>OLDS STATION BUSINESS PARK</u></b>				
10/15/2021	After Hours Plumbing & Heating, Inc.	Install new water heater	8829	1,699.85
10/15/2021	Chelan County PUD	Electricity/Water	8845	2,027.13
10/15/2021	Chelan County Treasurer	Irrigation	8846	805.87
10/15/2021	Waste Management	Monthly Service	8895	134.45
	<b>Net Olds Station Business Park</b>			<b><u><u>\$4,667.30</u></u></b>

**Chelan Douglas Regional Port Authority  
Check Register  
2021-35**

**PANGBORN AIRPORT**

10/15/2021	After Hours Plumbing & Heating, Inc.	Diagnose failure of waste & overflow	8829	446.74
10/15/2021	Ag Supply Co.	Maintenance Supplies/Fuel	8830	1,944.71
10/15/2021	American Assoc. of Airport Executives	Affiliate Membership	8832	275.00
10/15/2021	Avfuel Corp	Jet Fuel & 100LL Av Gas	8834	92,023.52
10/15/2021	Banner Bank	Training, Security Expense and Supplies	8837	542.22
10/15/2021	Banner Bank	Amazon - Lighting Arrestor (3)	8839	63.24
10/15/2021	Banner Bank	Aviation & Terminal Maintenance	8842	336.43
10/15/2021	Banner Bank	Subscriptions and Parking Lot Expenses	8843	577.34
10/15/2021	Berk Consulting, Inc.	Land use - Professional Services	8844	1,171.25
10/15/2021	Cintas Corporation	Uniforms	8847	178.38
10/15/2021	CO-Energy	Motor Oil 105.2 gals	8850	1,013.99
10/15/2021	Douglas County PUD	Airfield & Terminal Electricity	8854	1,968.00
10/15/2021	Enduris	Property Insurance	8856	402.00
10/15/2021	FlashParking, Inc.	September 2021 Fees	8860	18.19
10/15/2021	Home Depot Pro	Aviation & Terminal Maintenance	8864	810.52
10/15/2021	Hurst Construction LLC	Repair water leak at valve box	8865	1,024.07
10/15/2021	Jerry's Auto Supply	Oxygen sensor for 2010 Ford Expedition	8868	441.64
10/15/2021	Les Schwab Tire Center	Flat Tire Repair - John Deere Tractor	8870	31.44
10/15/2021	Lowe's	Kobalt Job Site Box	8871	287.84
10/15/2021	Norco Inc	Nitrogen Cylinder	8873	96.97
10/15/2021	North Cascades Heating & A/C, Inc	System Maintenance	8874	705.31
10/15/2021	Office Depot	Office Supplies	8876	181.91
10/15/2021	Ogden Murphy Wallace, PLLC	Professional Services	8877	2,076.50
10/15/2021	OmniPark, Inc	Oct 2021 Monthly Service	8878	366.05
10/15/2021	Oxarc Inc.	Cylinder Rental	8880	79.29
10/15/2021	Platt Electric Supply	Electrical Maintenance Supplies	8884	1,391.85
10/15/2021	Schmitt Electric, Inc	Electrical Service	8887	178.19
10/15/2021	Steven Stanislaw	Refund Deposit	8888	112.50
10/15/2021	USDA, APHIS	Animal & Plan Health Inspection	8891	853.91
10/15/2021	Volaire Aviation Inc	Air Service Development Retainer - Oct 2021	8893	4,000.00
10/15/2021	Waste Management	Monthly Service	8895	816.66
	<b>Net Pangborn Airport</b>			<b><u><u>\$114,415.66</u></u></b>

**PANGBORN AIRPORT BUSINESS PARK**

10/15/2021	Douglas County PUD	Electricity	8854	1,095.00
10/15/2021	Lowe's	Insulation	8871	157.76
10/15/2021	North Cascades Heating & A/C, Inc	System Maintenance	8874	3,081.14
10/15/2021	Peaceful Retreat Yard Care & Landscaping	Sept 2021 Grounds Maintenance	8883	2,842.88
10/15/2021	Schmitt Electric, Inc	Electrical Service	8887	430.82
10/15/2021	York Building Services, Inc.	Oct 2021 Janitorial Service	8898	1,788.00
	<b>Net Pangborn Airport Business Park</b>			<b><u><u>\$9,395.60</u></u></b>

**RPA OFFICE/AVIATION CENTER**

10/15/2021	Rosales Landscaping Inc.	Aug & Sept 2021 Lawn Service	8886	4,344.68
10/15/2021	Waste Management	Monthly Service	8895	352.75
	<b>Net RPA Office/Aviation Center</b>			<b><u><u>\$4,697.43</u></u></b>

**LAKE CHELAN AIRPORT**

10/15/2021	Chelan County PUD	Utilities	8845	23.42
10/15/2021	City of Chelan	Q4 Airport Operations Subsidy	8849	11,321.50
10/15/2021	Vita Green LLC	Landscape Services	8892	895.10
	<b>Net Lake Chelan Airport</b>			<b><u><u>\$12,240.02</u></u></b>

**Chelan Douglas Regional Port Authority  
Check Register  
2021-35**

<b><u>MANSFIELD AIRPORT</u></b>				
10/15/2021	Lowe's	Bolt & Masterlock	8871	11.62
	<b>Net Mansfield Airport</b>			<b><u>\$11.62</u></b>
<b><u>ORONDO RIVER PARK</u></b>				
10/15/2021	After Hours Plumbing & Heating, Inc.	Winterize ORP Restroom/Utility Building	8829	671.46
10/15/2021	Eurofins Cascade Analytical	Coliform Colilert	8857	31.00
10/15/2021	Express Services, Inc.	Park Attendant	8858	1,707.18
10/15/2021	Home Depot Pro	Credit	8864	-4.23
10/15/2021	Pacific Security	Sept 2021 Patrol Service	8882	1,169.00
10/15/2021	Peaceful Retreat Yard Care & Landscaping	Sept 2021 Grounds Maintenance	8883	2,682.19
10/15/2021	Waste Management	Monthly Service	8895	153.50
	<b>Net Orondo River Park</b>			<b><u>\$6,410.10</u></b>
<b><u>PYBUS INCUBATOR</u></b>				
10/15/2021	Chelan County PUD	Utilities	8845	85.20
	<b>Net Pybus Incubator</b>			<b><u>\$85.20</u></b>
<b><u>MALAGA PROPERTY</u></b>				
10/15/2021	Irrigation Technology & Control, Inc	Diagnose pump issues	8867	840.95
	<b>Net Malaga Property</b>			<b><u>\$840.95</u></b>
<b><u>PESHASTIN PROPERTY</u></b>				
10/15/2021	Apple Valley Pumping Service	Portable Toilet Rental	8833	90.00
	<b>Net Peshastin Property</b>			<b><u>\$90.00</u></b>
<b><u>ADMINISTRATIVE &amp; GENERAL</u></b>				
10/15/2021	Banner Bank	Subscriptions, Office Supplies, Laptop	8837	1,898.99
10/15/2021	Banner Bank	Port Truck fuel	8839	68.22
10/15/2021	Banner Bank	Monthly Subscription	8840	15.96
10/15/2021	Coleman Oil Company	Port Vehicle Fuel	8851	119.02
10/15/2021	Firefly	Laptop Set-up MS/JH	8859	541.50
10/15/2021	Office Depot	Office Supplies	8876	482.49
10/15/2021	Ogden Murphy Wallace, PLLC	Legal Services	8877	11,851.00
10/15/2021	Trent Moyers	Mileage, Conference meals	8890	87.91
10/15/2021	Xerox Corporation	Copier Service	8897	100.85
	<b>Net Administrative &amp; General</b>			<b><u>\$15,165.94</u></b>
<b><u>BUSINESS DEVELOPMENT &amp; MARKETING</u></b>				
10/15/2021	Banner Bank	Promotional Hosting	8836	3.72
10/15/2021	Banner Bank	Website, Marketing	8837	987.40
10/15/2021	Banner Bank	Marketing Subscriptions	8838	335.56
10/15/2021	Banner Bank	Logowear	8843	163.25
10/15/2021	Washington State University	3Q 2021 Funding for 2020 SBDC Match	8894	20,000.00
	<b>Net Business Development &amp; Marketing</b>			<b><u>\$21,489.93</u></b>
<b><u>ECONOMIC DEV CONTR - NONPROFITS</u></b>				
10/15/2021	Greater Wenatchee Area Tech Alliance	Economic Development Contract	8863	7,500.00
10/15/2021	Manson Chamber of Commerce	3Q Economic Development Funding	8872	3,750.00
10/15/2021	Our Valley, Our Future	2Q & 3Q 2021 Funding	8879	5,000.00
	<b>Net Economic Dev Contr - Nonprofits</b>			<b><u>\$16,250.00</u></b>

**Chelan Douglas Regional Port Authority  
Check Register  
2021-35**

**ECONOMIC DEV CONTR - MUNICIPALITIES**

10/15/2021	East Wenatchee Water District	NW Empire Extension Engineering 2021	8855	9,942.42
	<b>Net Economic Dev Contr - Municipalities</b>			<b><u>9,942.42</u></b>

**CAPITAL PROJECTS**

10/15/2021	Airport IFE Services, Inc	Taxiway A Realignment Project	8831	3,650.00
10/15/2021	DOH Associates	CTC Shell Restoration	8853	10,147.70
10/15/2021	DOH Associates	GA Terminal	8853	13,486.78
10/15/2021	Forte Architects Inc.	Gigawatt Fesability Study	8861	788.08
10/15/2021	Forte Architects Inc.	CDRPA - Conference Room Interior Design	8861	5,968.00
10/15/2021	Ogden Murphy Wallace, PLLC	PMA Instrument Lighting System	8877	4,001.50
10/15/2021	T-O Engineers	MALSR 30% Design	8889	617.50
10/15/2021	T-O Engineers	Terminal Apron Recon	8889	11,966.95
10/15/2021	T-O Engineers	RW12 RPZ Land Acq	8889	1,511.25
	<b>Net Capital Projects</b>			<b><u>52,137.76</u></b>

**TOTAL**

**298,758.16**

**Void:**

**Chelan Douglas Regional Port Authority  
Check Register  
2021-36**

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 October 25, 2021 checks 8899 - 8900 in the amount of \$ 8,786.61

Jim Kuntz, Chief Executive Officer \_\_\_\_\_

Monica Lough, Director of Finance & Admin \_\_\_\_\_

Date Issued	Claimant	Purpose	Check Number	Amount
<b><u>ADMINISTRATIVE &amp; GENERAL</u></b>				
10/25/2021	Department of L&I	3Q21 Payroll Taxes	8899	7,521.00
10/25/2021	Employment Security Department	3Q21 Payroll Taxes - WA PFML	8900	1,265.61
	<b>Net Administrative &amp; General</b>			<b><u>8,786.61</u></b>
<b>TOTAL</b>				<b><u>8,786.61</u></b>

Void: NONE

**Chelan Douglas Regional Port Authority  
Check Register  
2021-37**

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.

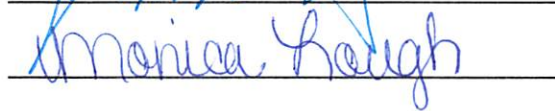
For approval October 29, 2021, checks 8901, 8902, 8953 and electronic payments in the amount of:

\$ 227,182.21

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>
<b><u>Payroll</u></b>				
10/29/21	Applebury, Briar	October 2021 Payroll	EFT	816.42
10/29/21	Asplund, Randy	October 2021 Payroll	EFT	965.06
10/29/21	Baldwin, Janet L	October 2021 Payroll	EFT	1,421.67
10/29/21	Beidler, Camryn N	October 2021 Payroll	EFT	2,227.64
10/29/21	Camarillo Reyes, Laura	October 2021 Payroll	EFT	2,846.42
10/29/21	Chatriand, Bobbie J	October 2021 Payroll	EFT	2,906.11
10/29/21	Cridlebaugh, Ronald W	October 2021 Payroll	EFT	5,966.91
10/29/21	Day, Skylar	October 2021 Payroll	EFT	1,917.12
10/29/21	de Mestre, Stacie	October 2021 Payroll	EFT	5,042.64
10/29/21	Deenik, Sarah K	October 2021 Payroll	EFT	4,391.66
10/29/21	Degnan, Tricia E	October 2021 Payroll	EFT	4,445.63
10/29/21	Etherington, Donn	October 2021 Payroll	EFT	1,310.92
10/29/21	Flaget, Todd R	October 2021 Payroll	EFT	3,796.98
10/29/21	Harris, Camille L	October 2021 Payroll	EFT	3,251.45
10/29/21	Huffman, James D	October 2021 Payroll	EFT	1,439.35
10/29/21	Kuntz, James M	October 2021 Payroll	EFT	12,917.90
10/29/21	Lamb, Kenneth R	October 2021 Payroll	EFT	4,370.72
10/29/21	Lamb, Shane C	October 2021 Payroll	EFT	3,333.35
10/29/21	Larsen, Craig N	October 2021 Payroll	EFT	5,837.33
10/29/21	Loesack, W Alan	October 2021 Payroll	EFT	305.68
10/29/21	Lough, Monica D	October 2021 Payroll	EFT	7,516.02
10/29/21	Martinez, Rafael	October 2021 Payroll	EFT	2,721.22
10/29/21	McKivor, Esther S	October 2021 Payroll	EFT	3,962.67
10/29/21	Moyers, Trent D	October 2021 Payroll	EFT	7,219.98
10/29/21	Orr, Marcus J	October 2021 Payroll	EFT	3,900.01
10/29/21	Ramos, Jorge E	October 2021 Payroll	EFT	2,514.70
10/29/21	Russ, Ronald R	October 2021 Payroll	EFT	5,713.12
10/29/21	Russell, Justin L	October 2021 Payroll	EFT	4,600.31
10/29/21	Scott, Tristan L	October 2021 Payroll	EFT	1,562.53

10/29/21	Smith, Charles B	October 2021 Payroll	EFT	3,031.43
10/29/21	Spurgeon, Mark M	October 2021 Payroll	EFT	1,015.14
10/29/21	Thorpe, Colby	October 2021 Payroll	EFT	207.79
10/29/21	Tidd, Bealinda	October 2021 Payroll	EFT	3,392.17
10/29/21	Turner, Rory A	October 2021 Payroll	EFT	1,476.67
10/29/21	Vargas, Manuel A	October 2021 Payroll	EFT	3,808.24
10/29/21	Bealinda Tidd	October Sunshine fund	8901	120.00
10/29/21	Washington Counties Insurance Fund	November Insurance	8902	31,941.65
10/29/21	HRA VEBA Trust	October VEBA	8953	1,500.00
10/29/21	Department of Retirement Systems	October Retirement	ACH	31,640.68
10/29/21	US Treasury	October Payroll taxes	EFTPS	39,826.92
	<b>Net Payroll</b>			<b><u>227,182.21</u></b>

**Voided: 8903, 8952**



**Chelan Douglas Regional Port Authority  
Check Register  
2021-38**

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 October 29, 2021 checks 8904 - 8951 in the amount of \$ 170,471.66

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<b><u>CASHMERE MILL DISTRICT</u></b>				
10/29/2021	Chelan County PUD	Electricity	8909	777.67
10/29/2021	Local Tel Communications	Fire Alarm Services	8930	181.94
10/29/2021	Lowe's	Maintenance Supplies	8931	22.68
10/29/2021	NuClear Property Maintenance	Building Maintenance	8936	2,985.01
10/29/2021	Stan's Merry Mart	Maintenance Supplies	8946	238.90
	<b>Net Cashmere Mill District</b>			<b>\$4,206.20</b>
<b><u>CONFLUENCE TECHNOLOGY CENTER</u></b>				
10/29/2021	Cascade Natural Gas	Natural Gas	8907	13.78
10/29/2021	Chelan County PUD	Electricity	8909	863.85
10/29/2021	City of Wenatchee	Sewer/Storm Drain	8911	481.47
10/29/2021	Crown Paper & Janitorial Supply	Custodial Supplies	8913	628.68
10/29/2021	Express Services, Inc.	Admin Assistant	8918	87.84
10/29/2021	Firefly	IT Managed Services	8920	2,028.24
10/29/2021	Kelley Imaging Systems, Inc.	Copier Service	8927	168.34
10/29/2021	Local Tel Communications	Fire Suppression & Sprinkler, Phone	8930	995.87
10/29/2021	Lowe's	Maintenance Supplies	8931	8.84
10/29/2021	TK Elevator	Elevator Repairs & Maintenance	8950	19,434.57
	<b>Net Confluence Technology Center</b>			<b>\$24,711.48</b>
<b><u>DOWNTOWN WENATCHEE SOUTH</u></b>				
10/29/2021	Cascade Natural Gas	Natural Gas	8907	499.65
10/29/2021	Chelan County PUD	Electricity/Water/Fire Sprinkler	8909	975.35
10/29/2021	City of Wenatchee	Water/Sewer/Storm Drain/Fire Line	8911	925.37
10/29/2021	Schmitt Electric, Inc	Electrical Repairs	8944	535.61
	<b>Net Downtown Wenatchee South</b>			<b>\$2,935.98</b>
<b><u>OLDS STATION BUSINESS PARK</u></b>				
10/29/2021	Cascade Natural Gas	Natural Gas	8907	13.78
10/29/2021	Chelan County PUD	Water	8909	563.60
10/29/2021	City of Wenatchee	Sewer/Storm Drain	8911	702.65
10/29/2021	Local Tel Communications	Alarm Systems	8930	573.42
10/29/2021	Lowe's	Maintenance Supplies	8931	22.76
10/29/2021	Stemilt Organic Recycling Center	Landscaping Waste	8948	24.00
	<b>Net Olds Station Business Park</b>			<b>\$1,900.21</b>

**Chelan Douglas Regional Port Authority  
Check Register  
2021-38**

**PANGBORN AIRPORT**

10/29/2021	Avfuel Corp	Jet Fuel & Refueler Monthly Rental	8905	32,847.31
10/29/2021	Calhoun & Dejong, Inc	Maintenance Supplies	8906	48.97
10/29/2021	Cintas Corporation	Uniforms	8910	205.90
10/29/2021	Employment Security Department	3Q Benefit for B. Kiggins	8917	2,636.50
10/29/2021	Firefly	IT Managed Services	8920	1,680.82
10/29/2021	Jerry's Auto Supply	Equipment Maintenance	8926	828.81
10/29/2021	Kroesen's Inc	Fire Retardent Pants	8929	1,230.61
10/29/2021	Local Tel Communications	Phone/Internet/Cable/Alarm Systems	8930	840.82
10/29/2021	Lowe's	Maintenance Supplies	8931	121.84
10/29/2021	Ogden Murphy Wallace, PLLC	Legal Services	8938	2,120.00
10/29/2021	Platt Electric Supply	Terminal Maintenance	8939	300.70
10/29/2021	T-O Engineers	DBE Reporting	8949	1,475.00
10/29/2021	Valley Tractor & Equipment, Inc.	Maintenance Supplies	8951	798.15
	<b>Net Pangborn Airport</b>			<b>\$45,135.43</b>

**PANGBORN AIRPORT BUSINESS PARK**

10/29/2021	iPro Building Services, LLC	Window Cleaning/Janitorial	8923	1,160.00
10/29/2021	Local Tel Communications	Fire Alarm Services	8930	171.13
10/29/2021	Lowe's	Building Supplies	8931	33.50
	<b>Net Pangborn Airport Business Park</b>			<b>\$1,364.63</b>

**RPA OFFICE/AVIATION CENTER**

10/29/2021	Cascade Natural Gas	Natural Gas	8907	294.09
10/29/2021	Lowe's	Building Supplies	8931	38.16
	<b>Net RPA Office/Aviation Center</b>			<b>\$332.25</b>

**MANSFIELD AIRPORT**

10/29/2021	Douglas County PUD	Electricity	8916	47.00
	<b>Net Mansfield Airport</b>			<b>\$47.00</b>

**WATERVILLE AIRPORT**

10/29/2021	Douglas County PUD	Electricity	8916	34.00
10/29/2021	Lowe's	Maintenance Supplies	8931	34.03
	<b>Net Waterville Airport</b>			<b>\$68.03</b>

**ORONDO RIVER PARK**

10/29/2021	Douglas County PUD	Electricity	8916	105.00
10/29/2021	Local Tel Communications	Utilities	8930	65.89
	<b>Net Orondo River Park</b>			<b>\$170.89</b>

**ADMINISTRATIVE & GENERAL**

10/29/2021	Alan Loeb sack	Mileage	8904	42.22
10/29/2021	Coleman Oil Company	Port Truck Fuel	8912	100.30
10/29/2021	Davis Arneil Law Firm, LLP	Legal Services	8914	7,164.00
10/29/2021	Donn Etherington	Mileage	8915	73.25
10/29/2021	FedEx	Postage	8919	68.07
10/29/2021	Firefly	IT Managed Services	8920	2,381.52
10/29/2021	J. C. Baldwin	Mileage	8925	72.24
10/29/2021	Kenneth R Lamb	Mileage	8928	63.17
10/29/2021	Local Tel Communications	Monthly Phone Services	8930	983.05
10/29/2021	Mark M. Spurgeon	Mileage	8933	49.39
10/29/2021	Office Depot	Office Supplies	8937	53.06

**Chelan Douglas Regional Port Authority  
Check Register  
2021-38**

10/29/2021	Ogden Murphy Wallace, PLLC	Legal Services	8938	9,010.00
10/29/2021	RH2 Engineering, Inc.	Professional Services	8941	579.42
10/29/2021	Ron Cridlebaugh	Mileage	8942	92.96
10/29/2021	Rory Turner	Mileage	8943	32.14
10/29/2021	Stacie de Mestre	Mileage & Office Supplies	8945	188.23
10/29/2021	State Auditor's Office	WA State Audit	8947	22,241.41
<b>Net Administrative &amp; General</b>				<b><u>22,241.41</u></b>
				<b><u>\$43,194.43</u></b>

**BUSINESS DEVELOPMENT & MARKETING**

10/29/2021	Go USA, Inc.	Logo Wear	8921	40.72
10/29/2021	Greater Wenatchee Area Tech Alliance	Beta Hatch Video Sponsor	8922	6,000.00
10/29/2021	Mark M. Spurgeon	Logo Wear	8933	27.69
10/29/2021	Rafael Martinez	Logo Wear	8940	173.43
10/29/2021	Stacie de Mestre	Logo Wear	8945	322.73
<b>Net Business Development &amp; Marketing</b>				<b><u>322.73</u></b>
				<b><u>\$6,564.57</u></b>

**ECONOMIC DEV CONTR - NONPROFITS**

10/29/2021	Cashmere Chamber of Commerce	3Q Funding	8908	3,625.00
10/29/2021	Initiative for Rural Innovation & Stewardship	3Q Funding	8924	750.00
10/29/2021	Manson Chamber of Commerce	3Q Funding	8932	3,750.00
10/29/2021	NCW Economic Development Dist.	3Q Funding	8935	2,500.00
<b>Net Economic Dev Contr - Nonprofits</b>				<b><u>2,500.00</u></b>
				<b><u>\$10,625.00</u></b>

**CAPITAL PROJECTS**

10/29/2021	Maul Foster Alongi, Inc.	Brownsfield Coalition Grant Consulting Services	8934	6,417.50
10/29/2021	Ogden Murphy Wallace, PLLC	PMA Instrument Lighting System	8938	4,187.00
10/29/2021	RH2 Engineering, Inc.	IB #2 Pavement Preservation	8941	261.89
10/29/2021	RH2 Engineering, Inc.	Cashmere Mill Site Beaver Mitigation	8941	714.17
10/29/2021	T-O Engineers	Terminal Apron Recon	8949	17,635.00
<b>Net Capital Projects</b>				<b><u>17,635.00</u></b>
				<b><u>\$29,215.56</u></b>

**TOTAL**

**\$170,471.66**

**Void:**

**Port of Chelan County  
Check Register  
2021-08**

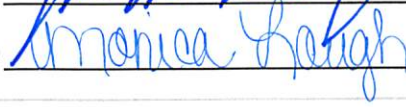
We, the undersigned Commissioners of Port of Chelan County, Chelan County, Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval October 11, 2021, check 5096 in the amount of \$ 500.00

Jim Kuntz, Executive Director



Monica Lough, Director of Finance & Admin



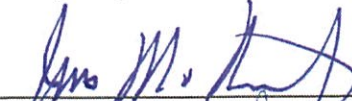
Date Issued	Claimant	Purpose	Check #	Amount
10/11/2021	Central Washington Title Services	Earnest Money - Torres Property	5096 \$	500.00

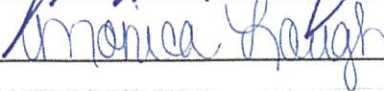
VOID CHECKS: none

**Port of Chelan County  
Check Register  
2021-08**

We, the undersigned Commissioners of Port of Chelan County, Chelan County, Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval October 11, 2021, check 5096 in the amount of \$ 500.00

Jim Kuntz, Executive Director 

Monica Lough, Director of Finance & Admin 

Date Issued	Claimant	Purpose	Check #	Amount
10/11/2021	Central Washington Title Services	Earnest Money - Torres Property	5096 \$	500.00

VOID CHECKS: none

# Memo

**To:** Board of Directors

**From:**  Jim Kuntz

**Date:** November 4, 2021

**Re:** Chelan Airport Budget

---

Please find attached the proposed Chelan Airport Budget for 2022. Also attached is my suggested input. The key aspect missing in the proposed budget is proceeding with the Environmental Assessment. This needs to be completed before any projects listed in the Airport Master Plan can proceed.

As it relates to this year's current budget, the City had previously requested contributions of \$1,000 for security cameras and \$1,350 to help offset the local cost share requirement of the Airport Master Plan. Both requests seem reasonable in my view.

I am also recommending we proceed with an Aircraft Counter System like the one we recently installed at Pangborn Airport.

## 2022 Airport Proposed Budget - Revenue

Account Number	Description	Budget 2020	Actual 2020	Budget 2021	Actual 2021	Proposed 2022
<b>Airport</b>						
102-000-000-331-20-10-11	FAA Grant/Taxiway Maint.	\$0	\$81,913	\$292,024	\$255,374	\$23,800
102-000-000-331-20-10-18	FAA Grant-Master Plan	\$133,877	\$58,341	\$99,846	\$80,095	\$0
102-000-000-331-20-10-20	FAA Grant/CareAct	\$0	\$30,000	\$0	\$13,000	\$0
102-000-000-334-03-60-11	WSDOT/Taxiway Maint.	\$0	\$6,500	\$0	\$0	\$0
102-000-000-334-03-60-18	WSDOT Grant-Master Plan	\$7,438	\$3,692	\$5,547	\$4,196	\$0
102-000-000-337-00-00-01	City of Chelan-Operations	\$50,013	\$50,013	\$59,968	\$29,984	\$62,996
102-000-000-337-00-00-02	Chelan Port Dist-Operations	\$45,015	\$45,015	\$48,266	\$45,286	\$51,834
102-000-000-341-95-00-00	Lease Transfer Fees	\$150	\$1,625	\$500	\$0	\$100
102-000-000-343-40-00-00	Water Sales	\$2,200	\$1,800	\$1,800	\$1,800	\$1,800
102-000-000-344-50-00-00	Aviation Fuel Sales	\$120,000	\$98,421	\$120,000	\$124,152	\$138,000
102-000-000-359-90-00-00	Penalties/Late Fees	\$200	\$110	\$150	\$0	\$50
102-000-000-361-10-00-00	Investment Interest	\$160	\$61	\$100	\$20	\$100
102-000-000-362-40-00-00	Tie-Down Fees	\$3,000	\$2,376	\$3,000	\$3,310	\$3,900
102-000-000-362-40-00-15	Short Term Rental-Facilities	\$0	\$4,500	\$0	\$0	\$0
102-000-000-362-50-00-00	Rentals	\$48,587	\$44,487	\$44,000	\$44,045	\$49,565
102-000-000-362-50-00-17	HSG Auth AP Mobile Home Rent	\$7,400	\$6,824	\$7,400	\$2,481	\$0
102-000-000-369-90-00-00	Other Misc Revenue	\$0	\$0	\$0	\$191	\$0
102-000-000-382-10-00-00	Refundable Lease Deposit	\$0	\$0	\$0	\$605	\$0
102-000-000-389-30-00-00	Leasehold Tax	\$5,500	\$5,569	\$5,500	\$5,512	\$6,220
102-000-000-389-30-00-17	Leasehold-HSG Auth AP MH RNT	\$900	\$876	\$925	\$319	\$0
<b>Total Revenue</b>		<b>\$424,440</b>	<b>\$442,123</b>	<b>\$689,026</b>	<b>\$610,371</b>	<b>\$338,365</b>
				<b>Proposed Expenditure</b>		<b>\$339,267</b>
				<b>Revenue minus Expenditure</b>		<b>(\$902)</b>
				<b>Beginning Cash on Hand 2022</b>		<b>\$123,232</b>
				<b>Revenue minus Expenditure</b>		<b>(\$902)</b>
				<b>Ending Cash on Hand 2022</b>		<b>\$122,330</b>

Chelan Port Dist-Operations - Includes \$5,000 capital contribution (under discussion) and \$46,834 operating contribution.

## 2022 Airport Proposed Budget - Expenditure

Account Number	Description	Budget 2020	Actual 2020	Budget 2021	Actual 2021	Proposed 2022
<b>Airport</b>						
102-000-000-546-80-12-00	Part Time Personnel	\$60,000	\$73,651	\$67,625	\$59,012	\$73,251
102-000-000-546-80-13-00	Overtime	\$0	\$0	\$0	\$108	\$0
102-000-000-546-80-22-00	Part Time Personnel Benefits	\$9,938	\$8,791	\$11,497	\$6,771	\$23,971
102-000-000-546-80-31-00	Office	\$2,000	\$2,165	\$2,000	\$653	\$2,000
102-000-000-546-80-31-01	Fuel	\$2,500	\$2,441	\$2,500	\$2,445	\$2,500
102-000-000-546-80-31-02	Runway and Grounds	\$6,500	\$1,845	\$6,500	\$4,273	\$5,000
102-000-000-546-80-31-03	Building and Tools	\$500	\$20	\$500	\$0	\$500
102-000-000-546-80-31-04	Equipment Parts & Supplies	\$3,500	\$6,827	\$3,500	\$6,250	\$6,500
102-000-000-546-80-31-17	HSG Auth RNTL Expenses	\$50	\$618	\$50	\$5	\$0
102-000-000-546-80-34-00	Resale - AVGAS	\$100,000	\$55,735	\$100,000	\$103,175	\$105,000
102-000-000-546-80-35-00	Small Tools and Minor Equip.	\$1,000	\$471	\$500	\$0	\$500
102-000-000-546-80-41-00	Professional Services	\$12,000	\$13,144	\$12,000	\$3,369	\$10,000
102-000-000-546-80-41-17	Prof SVC-HSG AUTH MGMT Fees	\$500	\$770	\$1,000	\$280	\$0
102-000-000-546-80-41-20	Professional SCV-Attorney Fee	\$3,000	\$4,142	\$3,000	\$1,502	\$2,000
102-000-000-546-80-41-21	Prof Srv-Airport IT Support	\$0	\$0	\$190	\$165	\$275
102-000-000-546-80-42-00	Communication	\$3,400	\$4,125	\$3,400	\$3,530	\$3,700
102-000-000-546-80-43-00	Travel and Training	\$500	\$0	\$0	\$0	\$0
102-000-000-546-80-44-00	Advertising	\$150	\$1,309	\$150	\$36	\$150
102-000-000-546-80-45-00	Leases and Rentals	\$400	\$0	\$400	\$0	\$400
102-000-000-546-80-46-00	Insurance	\$19,500	\$7,839	\$18,000	\$19,538	\$21,000
102-000-000-546-80-47-00	Utilities-Airport	\$12,500	\$13,863	\$13,500	\$13,377	\$14,000
102-000-000-546-80-47-01	Utilities-Resdence	\$300	\$323	\$300	\$382	\$0
102-000-000-546-80-48-00	Repairs and Maint-Airport	\$7,000	\$12,160	\$7,000	\$0	\$6,000
102-000-000-546-80-48-01	Repairs and Maint-Residence	\$1,000	\$0	\$1,000	\$0	\$0
102-000-000-546-80-49-00	Miscellaneous	\$1,000	\$262	\$1,000	\$0	\$1,000
102-000-000-546-80-51-10	Administrative Services	\$3,500	\$3,500	\$3,500	\$1,750	\$3,500
102-000-000-546-80-51-20	Financial Services	\$7,000	\$7,000	\$7,000	\$3,500	\$7,000
102-000-000-546-80-53-00	External Taxes	\$11,000	\$9,928	\$11,000	\$10,343	\$11,000
102-000-000-589-30-00-00	Leasehold Tax	\$6,200	\$4,464	\$6,200	\$5,414	\$6,220
102-000-000-589-30-00-17	Leasehold Tax-HSG Auth MH RN	\$750	\$398	\$750	\$319	\$0
102-000-000-594-46-41-18	Prof SVC-Airport Master Plan	\$148,752	\$64,823	\$110,940	\$83,928	\$0
102-000-000-594-46-59-20	Other Imp.-Asbestos Removal	\$5,000	\$4,651	\$0	\$0	\$0
102-000-000-594-46-63-10	Other Improve-Taxiway Maint	\$0	\$46,480	\$264,704	\$264,092	\$23,800
102-000-000-594-46-64-22	Mach/Equip-Replace Fuel Terminal	\$15,000	\$13,245	\$0	\$0	\$10,000
102-000-000-594-46-64-26	Mach/Equip-Security Cameras	\$0	\$0	\$2,000	\$874	\$0
<b>Total Expenditure</b>		<b>\$444,440</b>	<b>\$364,991</b>	<b>\$661,706</b>	<b>\$595,093</b>	<b>\$339,267</b>





**The Regional Port will pay the monthly subscription fee of \$400.00. We ask the City of Chelan to pay for the electrical supply feed and monthly power bill. We also request the City supply an internet connection and pay the monthly internet fee. If this information proves to be beneficial, the City & Port can share the \$400.00 per month subscription fee starting in 2023.**



Airport Operations Tracking

**VirTower LLC**  
 9160 Forum Corporate Pkwy, Suite 350  
 Fort Myers FL 33905  
 Phone +1 888 31 70 747  
 virtower.com | sales@virtower.com

Airport Operations

**Snapshot Local Time**

Start Date 10/01/2021 0:01 LT  
 End Date 10/31/2021 23:59 LT

Creation 11/01/2021 10:50  
 User trent\_moyers  
 Customer ID KEAT

**Summary**

Landings		Take-Offs		Totals	
Airline (2)	68	Airline (2)	67	Airline (2)	135
Business Jet	35	Business Jet	33	Business Jet	68
Helicopter	12	Helicopter	18	Helicopter	30
Multi Engine	36	Multi Engine	36	Multi Engine	72
Single Engine	568	Single Engine	563	Single Engine	1131
<b>TOTAL</b>	<b>719</b>	<b>TOTAL</b>	<b>717</b>	<b>TOTAL</b>	<b>1436</b>

**Operations by Aircraft Type**

Single Engine	Multi Engine	Business Jet	Airline (2)	Airline (4)	Helicopter	Glider	UAV								
AC90	9	B-58 Baron	2	C25C	2	DH8D	135			B06	6				
Aviat	2	B190	43	C525	8					B212	1				
C152	20	B350	4	C550	8					EC35	13				
C172	141	B55	1	C560	16					R44	10				
C182	79	B95	4	C56X	2										
C206	14	BE20	2	C750	4										
C208	84	BE9L	4	G280	4										
C210	4	C340	2	GL5T	4										
C340	12	C414	4	H900	2										
C35	14	DH8D	2	HDJT	4										
C441	10			LJ75	2										
Decathalon	74			PC24	2										
Jabiru	13			PRM1	8										
LC-41	1														
Lancair	1														
M20	16														
P46T	2														
PA-28	36														
PC12	130														
RV-10	4														
RV-7	2														
SR20	2														
SR22	4														
T206	50														
TBM7	7														

**Activity Summary**

LANDING RWY 12	298
LANDING RWY 30	421
TAKEOFF RWY 12	311
TAKEOFF RWY 30	406



# Pangborn Memorial Airport Activity Reports January - September 2021

<b>Total Passengers (Inbound/Outbound): Jan. - Sept.</b>			
	<u>2021</u>	<u>2020</u>	<u>2019</u>
January	4,822	9,467	9,357
February	5,306	9,226	8,454
March	7,310	5,164	10,449
April	7,780	401	9,565
May	8,293	1,034	10,580
June	9,448	1,990	11,696
July	11,127	2,928	12,456
August	9,701	4,372	11,318
September	8,902	3,832	10,004
<b>Total</b>	<b>72,689</b>	<b>38,414</b>	<b>93,879</b>

<b>Passenger Enplanements: Jan. - Sept.</b>			
	<u>2021</u>	<u>2020</u>	<u>2019</u>
January	2,465	4,957	4,831
February	2,789	4,640	4,331
March	3,744	2,235	5,173
April	3,795	186	4,624
May	4,120	517	5,168
June	4,770	1,031	5,888
July	5,599	1,503	6,180
August	4,987	2,297	5,701
September	4,593	2,001	5,213
<b>Total</b>	<b>36,862</b>	<b>19,367</b>	<b>47,109</b>

<b>Load Factor Percentage: Jan. - Sept.</b>			
	<u>2021</u>	<u>2020</u>	<u>2019</u>
January	54.97%	75.95%	70.76%
February	70.57%	74.94%	77.79%
March	75.68%	42.47%	79.93%
April	87.39%	9.59%	73.60%
May	88.56%	25.67%	78.21%
June	85.49%	37.68%	71.58%
July	78.21%	41.20%	69.45%
August	79.52%	49.55%	75.59%
September	68.31%	47.02%	71.54%
<b>Average</b>	<b>76.52%</b>	<b>44.90%</b>	<b>74.27%</b>

<b>Car Rental Revenue: Jan. - Sept.</b>			
	<b><u>2021</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
<b>January</b>	\$ 32,230.04	\$ 93,277.10	\$ 62,104.43
<b>February</b>	\$ 53,736.14	\$ 72,979.26	\$ 57,746.68
<b>March</b>	\$ 33,962.59	\$ 45,737.98	\$ 72,141.74
<b>April</b>	\$ 48,147.72	\$ 15,515.56	\$ 68,330.19
<b>May</b>	\$ 43,888.30	\$ 20,790.00	\$ 65,808.20
<b>June</b>	\$ 73,948.40	\$ 22,110.00	\$ 95,056.07
<b>July</b>	\$ 145,938.06	\$ 37,950.00	\$ 126,232.19
<b>August</b>	\$ 149,186.42	\$ 35,135.68	\$ 145,010.72
<b>September</b>	\$ 113,849.97	\$ 43,210.00	\$ 89,892.28
<b>Total</b>	\$ 694,887.64	\$ 386,705.58	\$ 782,322.50
<b>CDRPA Revenue @ 10%</b>	\$ 69,488.76	\$ 38,670.56	\$ 78,232.25

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

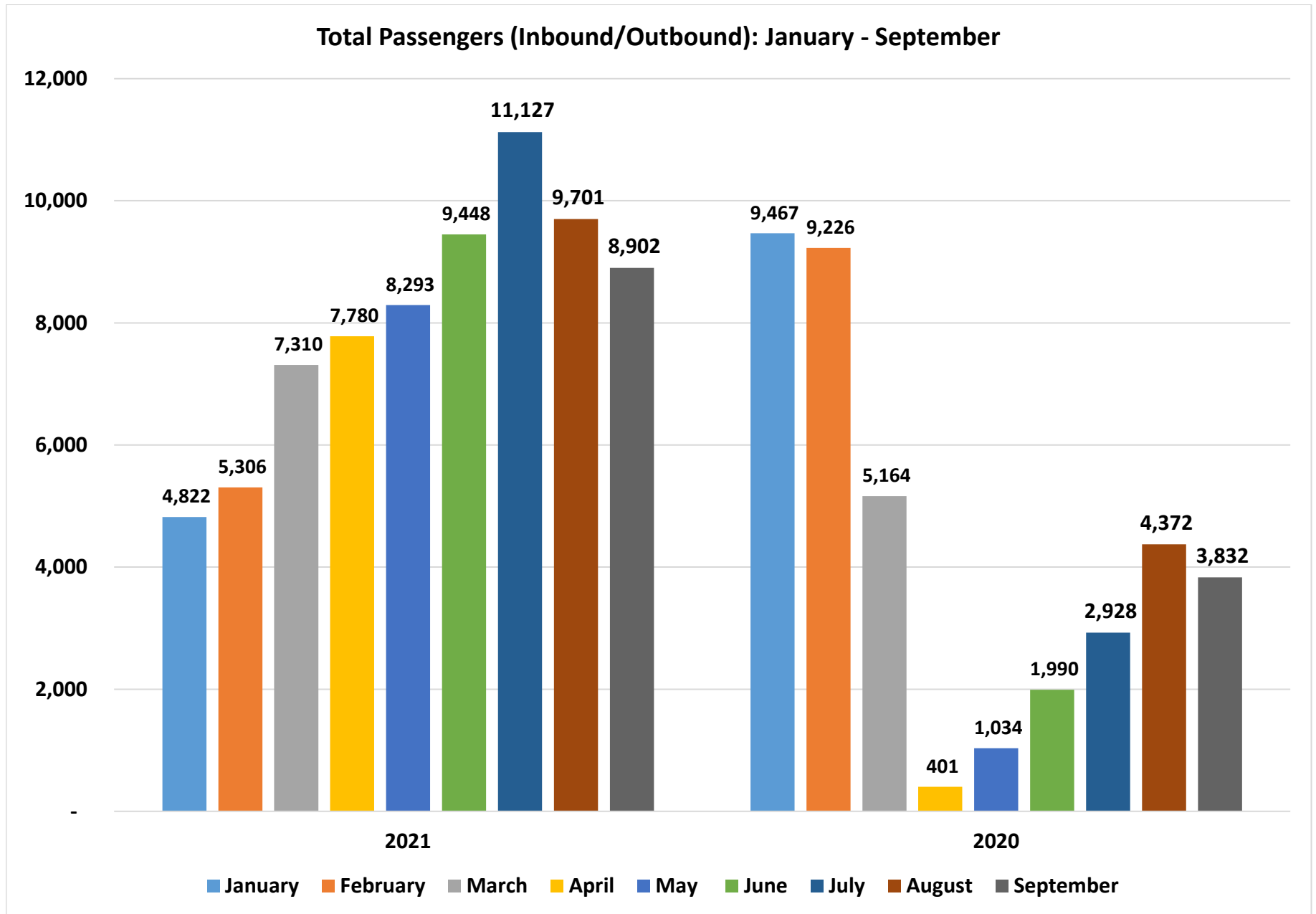
<b>Fuel Sales (Gallons): Jan. - Sept.</b>			
<b>2021</b>			
	<u>Jet A</u>	<u>Av Gas</u>	<u>Total</u>
January	18,201.00	4,380.11	22,581.11
February	27,583.00	4,196.98	31,779.98
March	21,013.00	1,868.45	22,881.45
April	17,745.00	3,504.61	21,249.61
May	22,534.00	4,112.64	26,646.64
June	31,225.85	4,296.06	35,521.91
July	113,262.80	3,662.11	116,924.91
August	124,372.40	4,207.96	128,580.36
September	48,504.40	3,705.77	52,210.17
<b>Total</b>	<b>424,441.45</b>	<b>33,934.68</b>	<b>458,376.13</b>
<b>2020</b>			
	<u>Jet A</u>	<u>Av Gas</u>	<u>Total</u>
January	25,480.80	743.84	26,224.64
February	17,072.00	1,353.85	18,425.85
March	11,195.60	2,214.15	13,409.75
April	22,761.90	2,298.33	25,060.23
May	16,971.20	2,682.38	19,653.58
June	19,784.70	3,274.27	23,058.97
July	38,152.70	3,118.97	41,271.67
August	47,078.60	4,859.06	51,937.66
September	31,110.20	3,222.98	34,333.18
<b>Total</b>	<b>229,607.70</b>	<b>23,767.82</b>	<b>253,375.52</b>
<b>2019</b>			
	<u>Jet A</u>	<u>Av Gas</u>	<u>Total</u>
January	3,853.00	1,325.20	5,178.20
February	2,871.00	594.10	3,465.10
March	9,794.00	2,110.80	11,904.80
April	6,719.00	2,550.30	9,269.30
May	9,326.00	3,981.60	13,307.60
June	13,594.00	5,556.50	19,150.50
July	11,980.00	4,841.40	16,821.40
August	12,749.00	5,436.10	18,185.10
September	17,105.00	3,106.00	20,211.00
<b>Total</b>	<b>87,991.00</b>	<b>29,502.00</b>	<b>117,493.00</b>

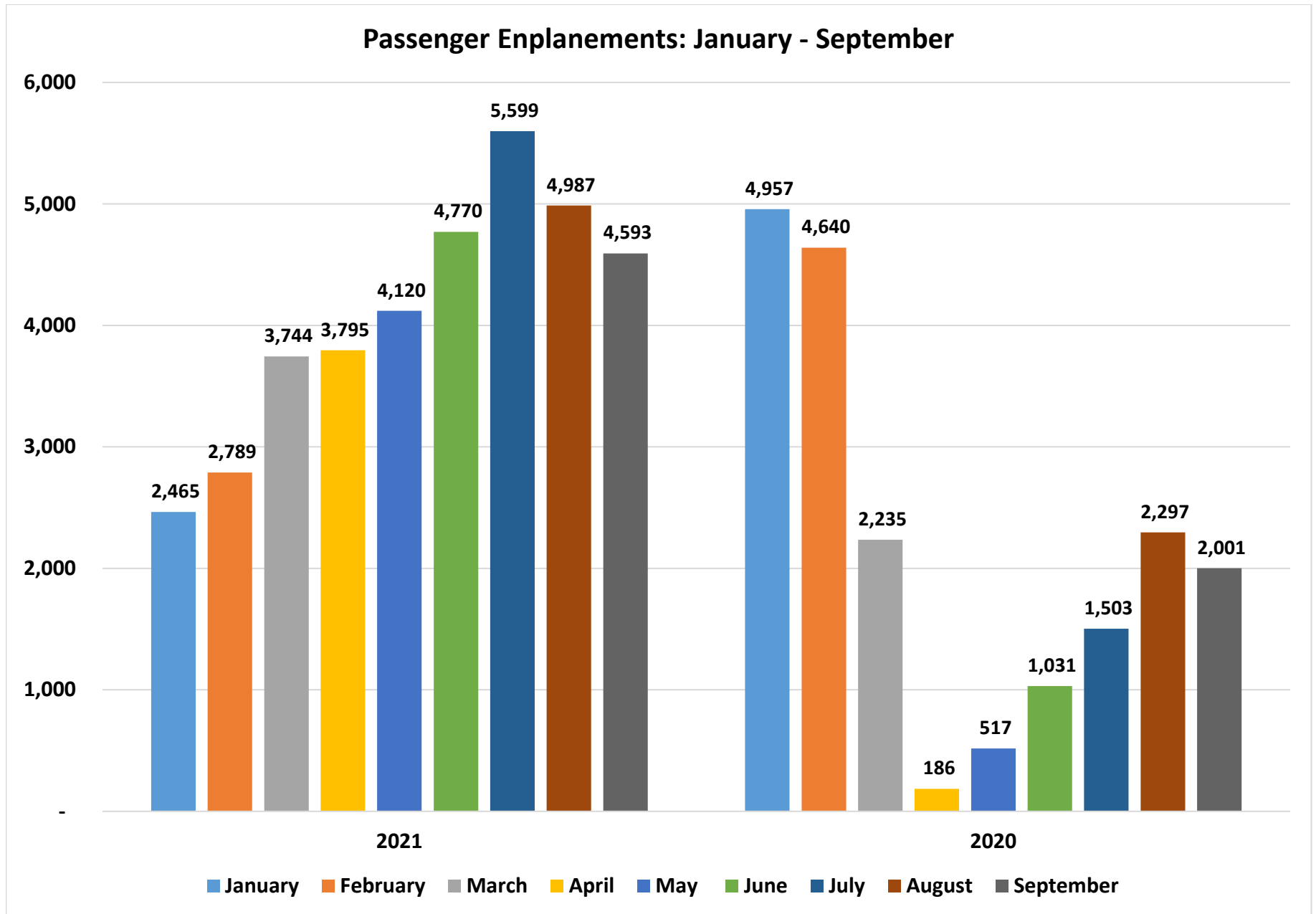
<b>Parking Revenue - Gross: January - June</b>			
	<b><u>2021</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
<b>January</b>	\$ 12,975.99	\$ 34,184.84	\$ 35,603.51
<b>February</b>	\$ 19,494.00	\$ 40,893.53	\$ 38,916.82
<b>March</b>	\$ 25,932.59	\$ 16,685.77	\$ 46,664.51
<b>April</b>	\$ 27,158.20	\$ 1,239.37	\$ 36,310.54
<b>May</b>	\$ 26,776.76	\$ 1,475.85	\$ 40,292.05
<b>June</b>	\$ 31,168.79	\$ 2,661.46	\$ 37,591.50
<b>July</b>	\$ 31,242.32	\$ 4,134.35	\$ 36,938.08
<b>August</b>	\$ 32,798.53	\$ 8,138.50	\$ 33,294.64
<b>September</b>	\$ 38,534.00	\$ 9,080.66	\$ 36,857.08
<b>Total</b>	\$ 246,081.18	\$ 118,494.33	\$ 342,468.73

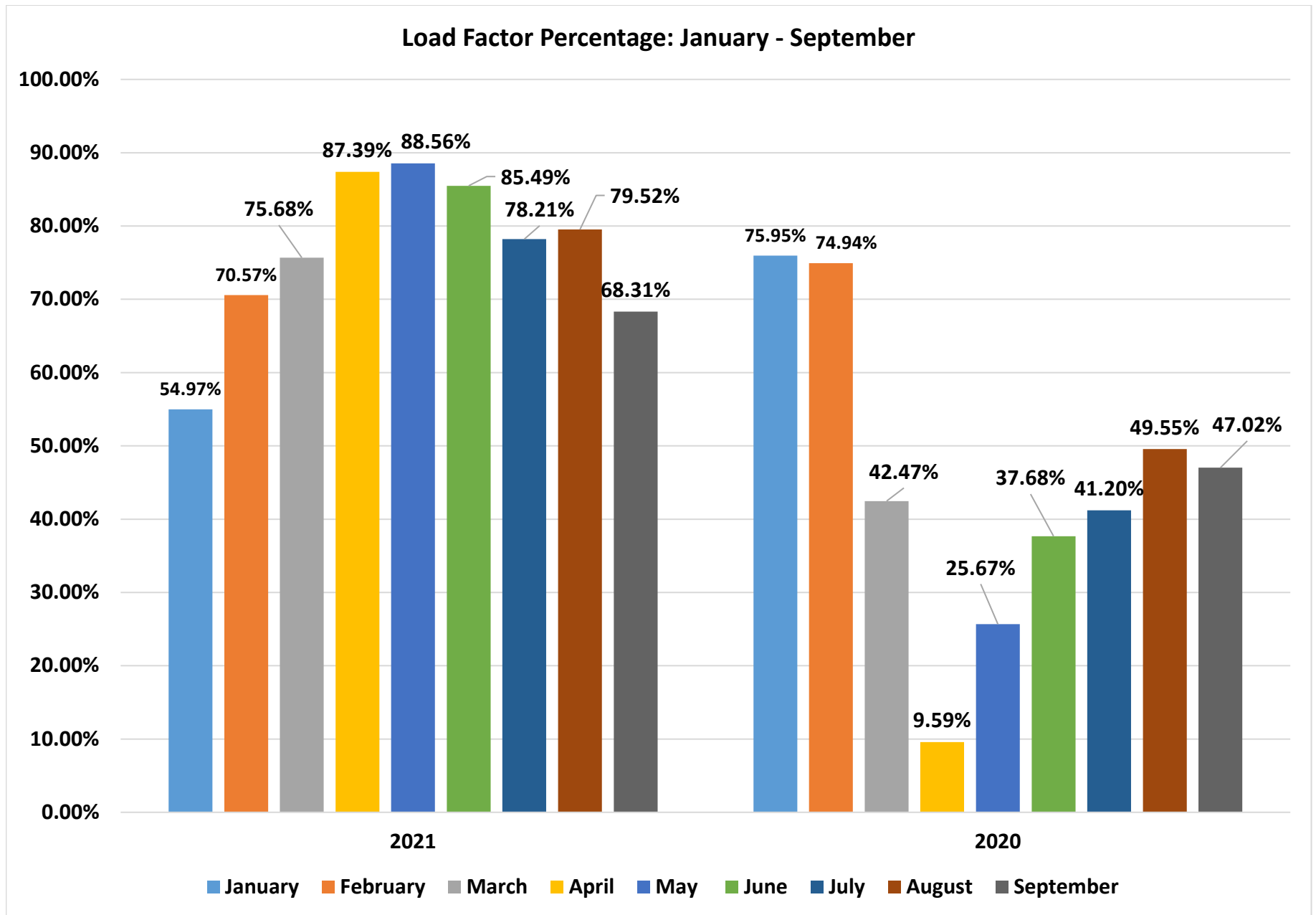
<b>Parking Revenue - Net: January - June</b>			
	<b><u>2021</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>
<b>January</b>	\$ 8,532.73	\$ 25,967.41	\$ 27,151.52
<b>February</b>	\$ 13,093.30	\$ 31,275.66	\$ 29,910.90
<b>March</b>	\$ 16,770.43	\$ 12,212.61	\$ 35,917.38
<b>April</b>	\$ 17,691.61	\$ 493.97	\$ 27,610.46
<b>May</b>	\$ 25,298.92	\$ 860.51	\$ 26,611.83
<b>June</b>	\$ 29,313.87	\$ 1,659.61	\$ 24,664.86
<b>July</b>	\$ 29,175.81	\$ 2,766.10	\$ 24,386.20
<b>August</b>	\$ 30,539.99	\$ 5,440.08	\$ 21,956.70
<b>September</b>	\$ 35,775.11	\$ 5,943.00	\$ 24,349.08
<b>Total</b>	\$ 206,191.76	\$ 86,618.95	\$ 242,558.93

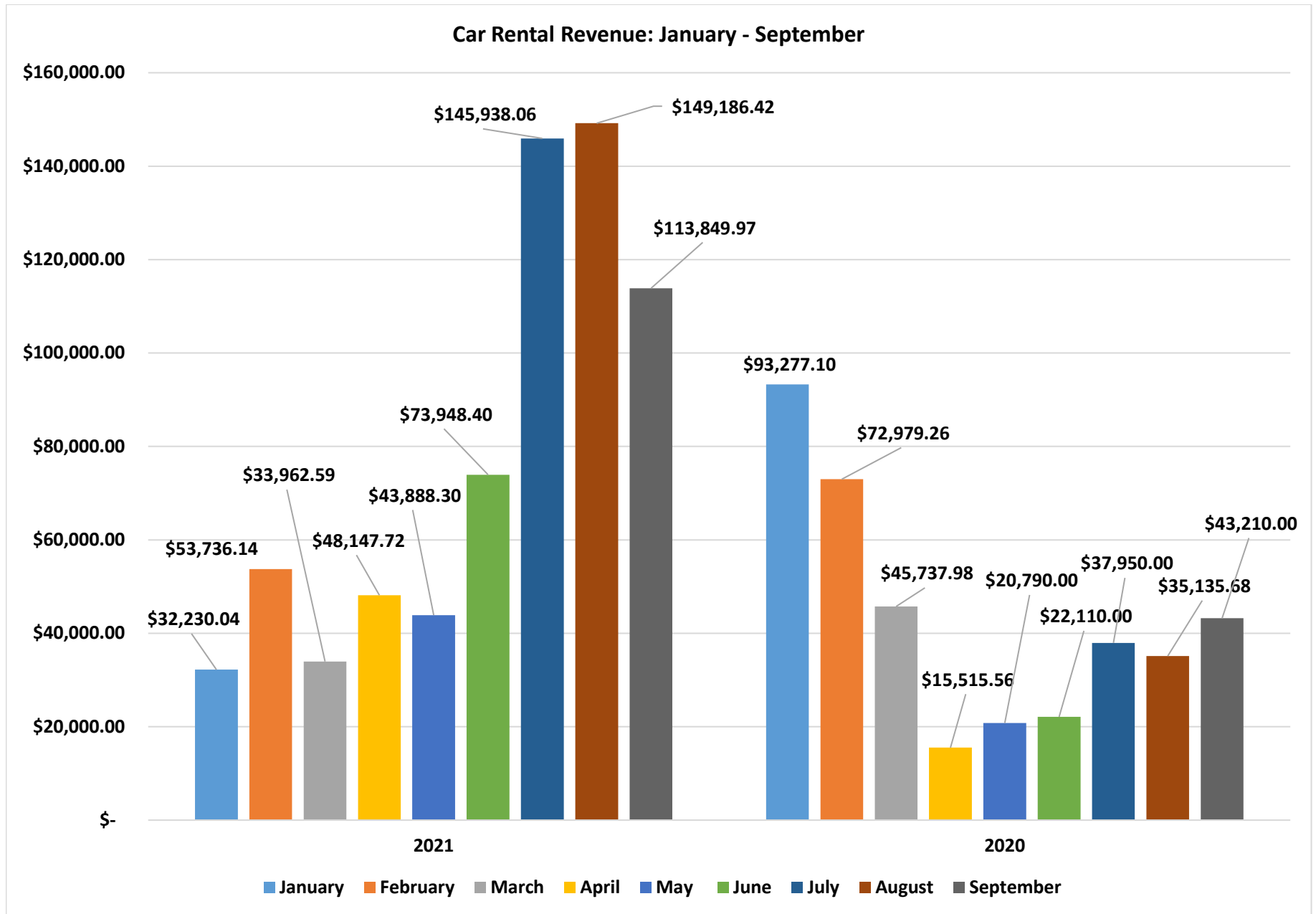
Note: The Regional Port took over management of Parking in May 2021.

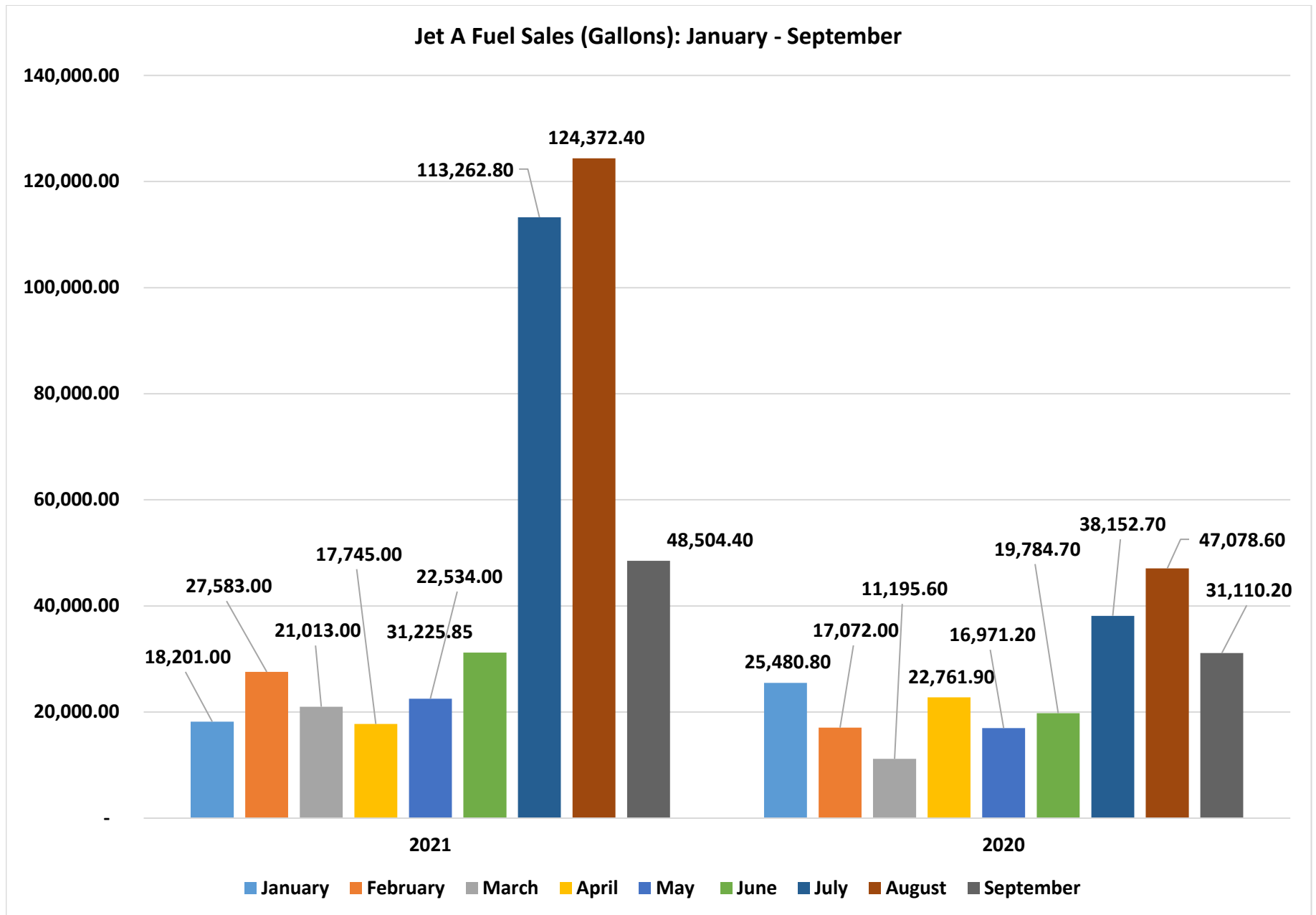


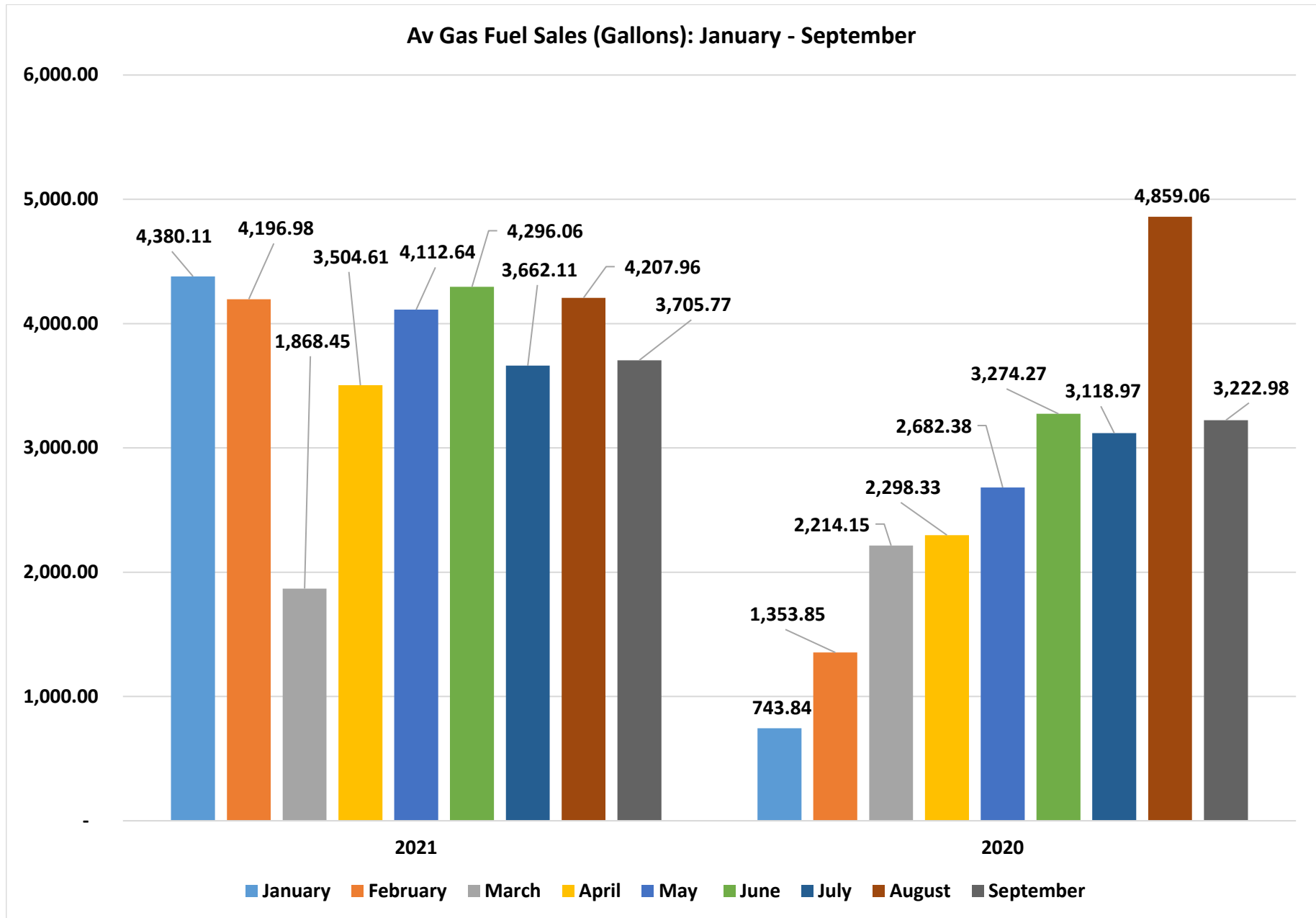


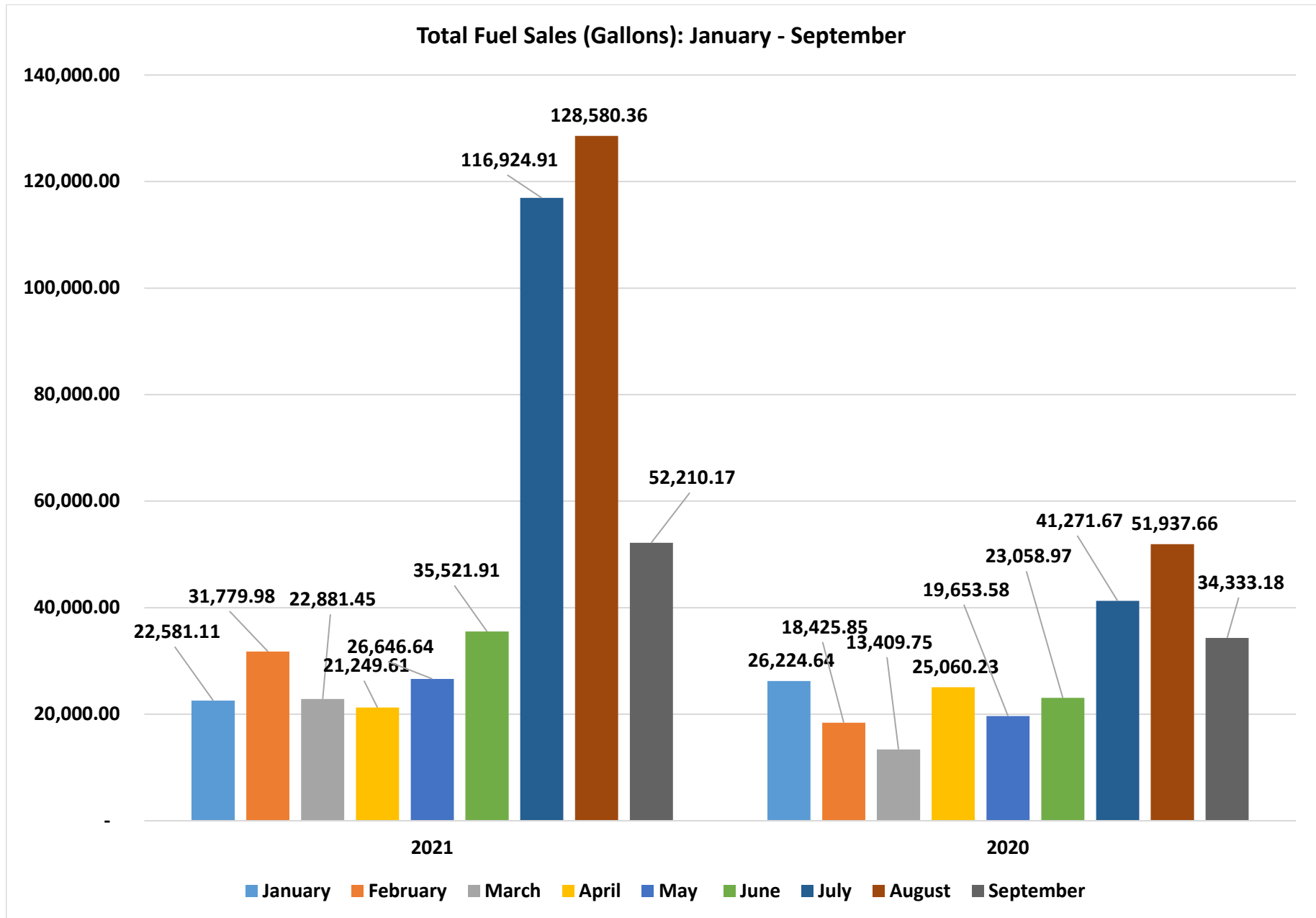


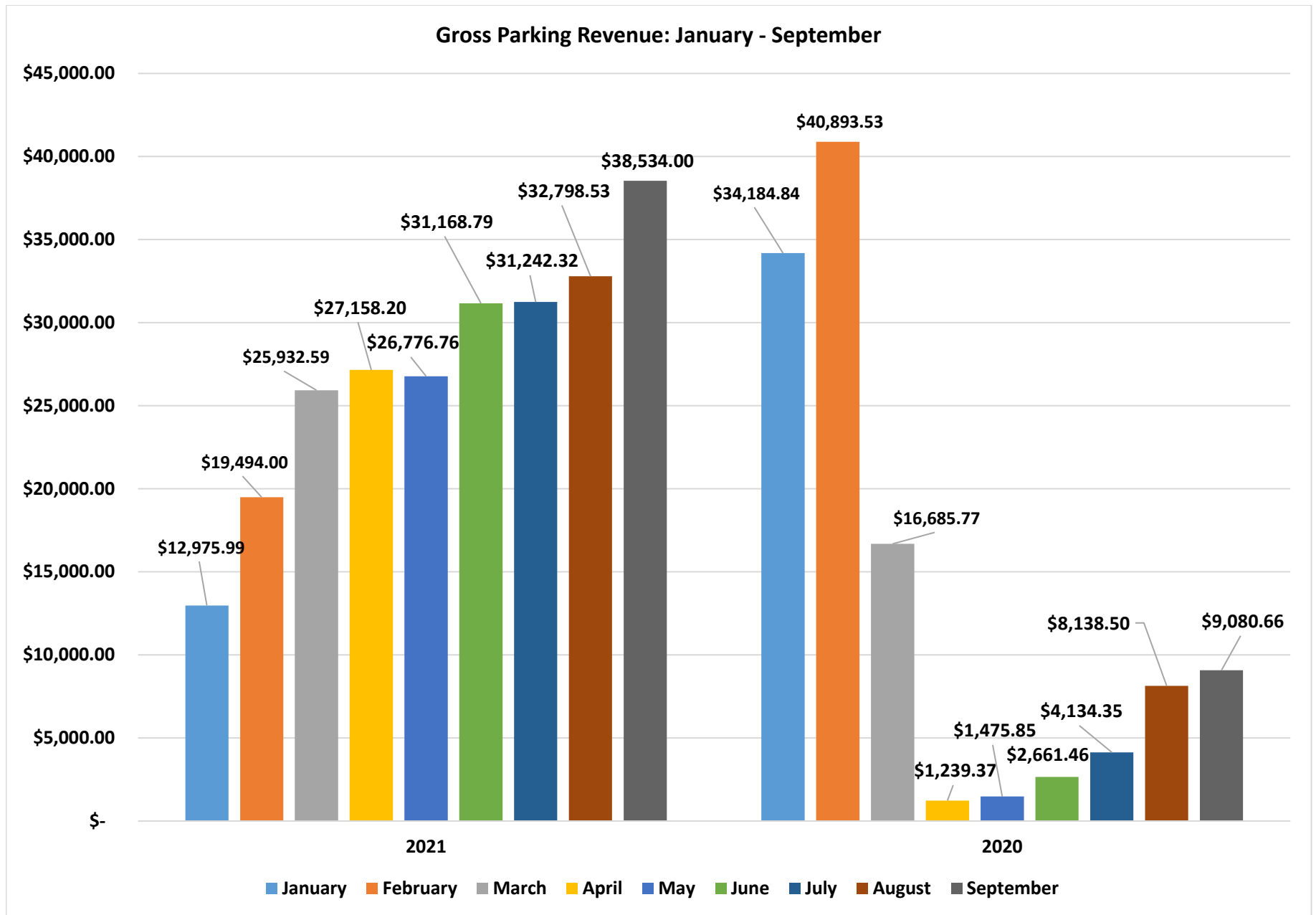




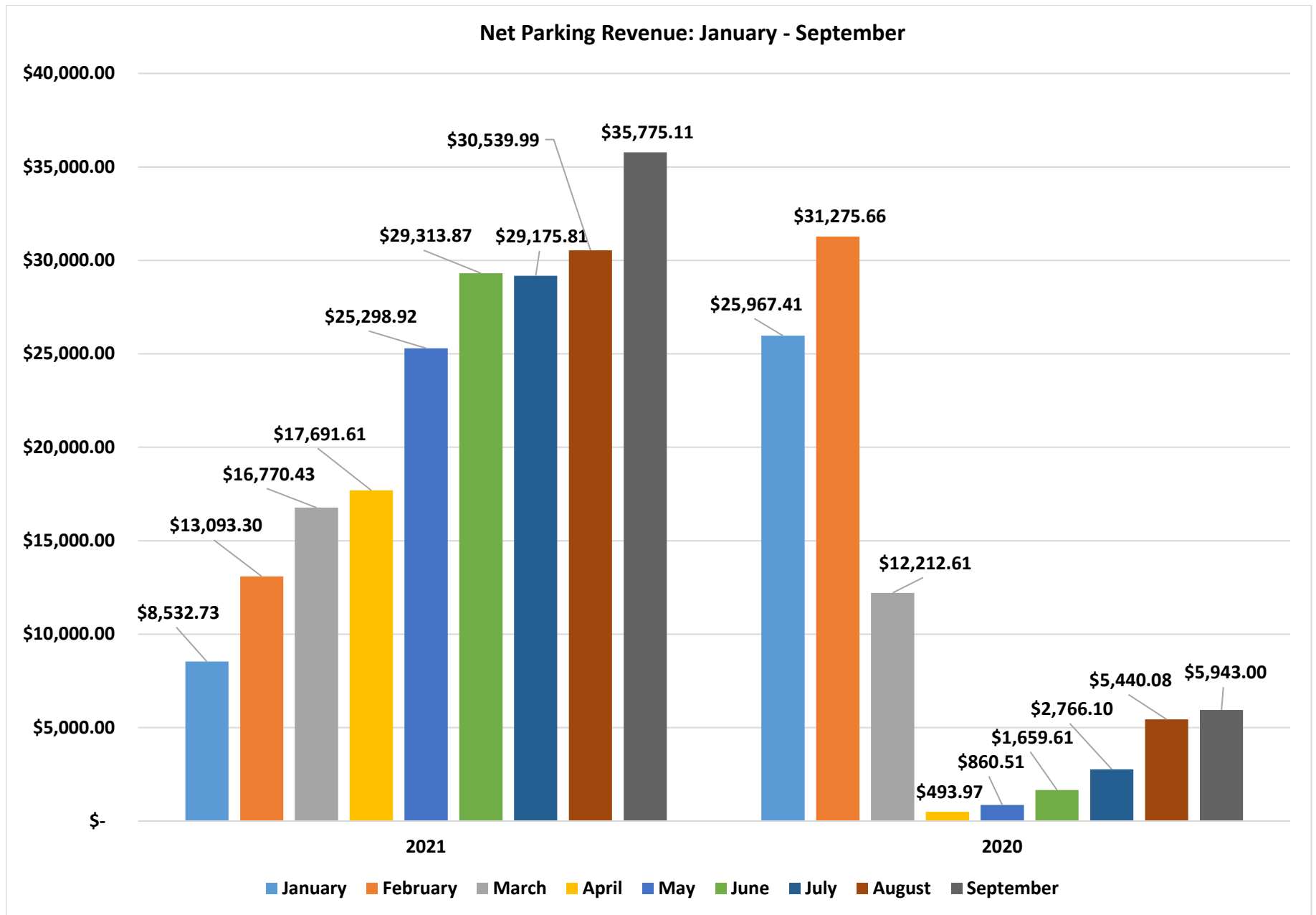














**Terminal Parking Activity Report**  
**May – September 2021**

# Pangborn Memorial Airport Terminal Parking Lot

2021 Year-to-Date

Overall Parking Revenues					
	Gross		Fees		Net
May	\$ 26,776.76	\$ 1,477.84	\$		25,298.92
June	\$ 31,168.79	\$ 1,854.92	\$		29,313.87
July	\$ 31,242.32	\$ 2,066.51	\$		29,175.81
August	\$ 32,798.53	\$ 2,258.54	\$		30,539.99
September	\$ 38,534.00	\$ 2,758.89	\$		35,775.11
<b>Total</b>	<b>\$ 160,520.40</b>	<b>\$ 10,416.70</b>	<b>\$</b>		<b>150,103.70</b>

# of Transactions by Payment Method						
	Arrive		Flash		Other	Total
	Scan to Pay Apps	Website Widget	Text to Pay	Kiosk	EGOV	
May	203	69	81	208	6	567
June	196	133	54	222	14	619
July	239	140	60	202	7	648
August	275	168	52	178	5	678
September	277	261	48	217	10	813
<b>Total</b>	<b>1190</b>	<b>771</b>	<b>295</b>	<b>1027</b>	<b>42</b>	<b>3325</b>

Number of Tickets					
	Paid	Paid Amount	YTD Outstanding	YTD Outstanding Amount	
May	180	\$ 2,031.00			
June	210	\$ 2,189.00			
July	129	\$ 1,376.00			
August	175	\$ 1,881.00			
September	165	\$ 1,698.00			
<b>Total</b>	<b>859</b>	<b>\$ 9,175.00</b>	<b>326</b>	<b>\$</b>	<b>3,725.00</b>
				<b>Delinquency Rate:</b>	<b>2.2679%</b>

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

## Month of September 2021

### Arrive

Tap to Pay Apps & Widget on PMA Website

			Num. of transactions
<b>Income:</b>	Long Term Widget	\$ 13,410.00	261
	Long Term Scan to Pay Apps	\$ 10,330.00	224
	Short Term Scan to Pay Apps	\$ 1,586.00	53
		<u>\$ 25,326.00</u>	<u>538</u>
<b>Fees:</b>	Short Term	\$ 111.06	
	Long Term	\$ 2,226.09	
		<u>\$ 2,337.15</u>	9.23%
<b>Net:</b>	\$ 22,988.85		

### Flash Parking

Text to Pay & Terminal Kiosk (Long Term Only)

			Num. of transactions
<b>Income:</b>	Text to Pay	\$1,430.00	48
	Kiosk	\$9,480.00	217
		<u>\$ 10,910.00</u>	<u>265</u>
<b>Customer Fees:</b>	Text to Pay	\$ 16.80	
	Kiosk	\$ -	
		<u>\$ 16.80</u>	
<b>Merchant Fees:</b>	\$ 367.53		
<b>Net:</b>	\$ 10,542.47		
<b>Payable to Flash (Pre-Tax):</b>	\$ 16.80		

### OmniPark Enforcement

PayMyNotice Webpage or Mail in Payment

			Notices by Lot	
<b>Income:</b>	Credit Card	\$ 1,290.00	148 LT	\$ 1,480.00
	Cash/Check	\$ 408.00	17 ST	\$ 218.00
		<u>\$ 1,698.00</u>	165	<u>\$ 1,698.00</u>
<b>Merchant Fees:</b>	USIO	\$ 54.21		
<b>Net:</b>	\$ 1,643.79			

### Other

Monthly Parking Permit Holders \$600.00

Total Gross Revenue Received: \$ 38,534.00  
Total Net Revenue Received: \$ 35,775.11

# Pangborn Memorial Airport Terminal Parking Lot

2021 Year-to-Date

## Flight Data Comparison

	<i>Parking Transactions</i>	<i>Enplanements</i>		<i>Plane Departures</i>
<i>May</i>	567	4,215	13.45%	62
<i>June</i>	619	4,849	12.77%	72
<i>July</i>	648	5,749	11.27%	93
<i>August</i>	678	5,112	13.26%	78
<i>September</i>	813	4,593	17.70%	83
<i>Total</i>	<u>3,325</u>	<u>24,518</u>		<u>388</u>

Average Enplanement %

13.69%

Chelan Douglas Regional Port Authority  
Parking Revenue Historical Data

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

Comments:

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

70% of receipts up to \$225,000

80% of receipts over \$225,000

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

**Chelan Douglas Regional Port Authority - Lease Report**

**Leases & Renewals - CDRPA**

**Reporting Period - October 2021**

**11/9/2021**

<b>New Leases</b>					
<b>Lease Signed</b>	<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Term</b>	<b>Base Rent/Month</b>
10/11/2021	Precision Waterjet, Inc.	Lineage S Lots 1 & 2, Block 5	Parking & Rack Storage	M2M	\$100.00

<b>Lease Renewals</b>					
<b>Renewal Signed</b>	<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Term</b>	<b>Base Rent/Month</b>

None Reported for this Period

<b>Tenants Moving Out</b>				
<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Ending</b>	<b>Base Rent/Month</b>
Precision Waterjet Inc.	Lineage S Lots 2 & 3, Block 5	Parking & Rack Storage	10/10/2021	\$250.00

**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 - CTC**

**Reporting Period - October 2021**

**11/9/2021**

<b>New Leases</b>					
<b>Lease Signed</b>	<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Term</b>	<b>Base Rent/Month</b>

None Reported for this Period

<b>Lease Renewals</b>					
<b>Renewal Signed</b>	<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Term</b>	<b>Base Rent/Month</b>

None Reported for this Period

<b>Tenants Moving Out</b>					
<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Ending</b>	<b>Base Rent/Month</b>	

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 - Lease Report**

**Leases & Renewals - Aviation Related**

**Reporting Period - October 2021**

<b>New Leases</b>					
<b>Lease Signed</b>	<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Term</b>	<b>Base Rent/Month</b>
10/13/2021	Robert Wigington	PMA	Tie Down	M2M	\$63.00
10/22/2021	Sierra Aviation	Exec Flight Bldg	Hangar	M2M	\$350.00

<b>Lease Renewals</b>					
<b>Renewal Signed</b>	<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Term</b>	<b>Base Rent/Month</b>
Auto Renew	Central WA Motorcycle Training	3306 Bldg	Port Office	11/1/2021 - 10/31/2024	\$473.00

<b>Tenants Moving Out</b>					
<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Ending</b>	<b>Base Rent/Month</b>	
Kelly Kronberg	Chelan Airport Storage Bay #7		10/31/2021	\$75.00	

**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  
Calendar of Events**

**11/5/2021**

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
November 9	Tuesday	CDRPA Board Meeting; 9:00 AM	Board of Directors; staff	
November 10	Wednesday	NCWEDD Meeting	Commissioner Huffman	
November 15	Monday	Cashmere Chamber Annual Meeting; 5pm; Milepost 111		
November 16	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
November 17	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM	Commissioner Baldwin	
November 18	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
November 22	Monday	CDRPA Board Meeting; 9:00 AM - Budget Hearings	Board of Directors; staff; Commissioner Baldwin Ex. Ab.	Day Change to Monday
November 24	Wednesday	DC Community Leadership Advisory Meeting -CTC; 2:30p (4th Weds)	Cancel or Date Change TBD	
November 25	Thursday	Thanksgiving/Office Closed		
November 26	Friday	Day After Thanksgiving/Office Closed		
December 1-2	Wed - Thur	WPPA Finance Seminar; Hyatt Regency Hotel Bellevue	M.Lough	Hotel and Reg. Booked
December 1-3	Wed-Friday	WPPA Annual Meeting; Hyatt Regency Hotel Bellevue	6 Commissioners, J. Kuntz, M. Lough	Hotel and Regs. Booked
December 4-6	Sat-Monday	American Craft Spirits Convention;Louisville		
December 8	Wednesday	NCWEDD Meeting	Commissioner Huffman	
December 9	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
December 14	Tuesday	CDRPA Board Meeting; 9:00 AM	Board of Directors; staff	
December 15	Wednesday	CDRPA Holiday Party; 11:30 AM Highlander Golf Course		
December 15	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM	Commissioner Baldwin	
December 21	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
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	Board of Directors; staff	CANCELLED
December 29	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)	Cancel or Date Change TBD	
December 31	Friday	New Years Day 2022 Observed/Office Closed		
<b>2022</b>				
January 11	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
January 12	Wednesday	NCWEDD Meeting	Commissioner Huffman	
January 13	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	

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

**11/5/2021**

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
January 17	Monday	Martin Luther King Jr. Holiday Office Closed		
January 18	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
January 19	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
January 25	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
January 26	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	John Mitchell Speaker confirmed
January 26	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
January 27	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	John Mitchell Speaker confirmed
February 8	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
February 9	Wednesday	NCWEDD Meeting	Commissioner Huffman	
February 10	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
February 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
February 16	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
February 21	Monday	President's Day Office Closed		
February 22	Tuesday	CDRPA Board Meeting; 9:00 am		
February 23	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
March 8	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
March 9	Wednesday	NCWEDD Meeting	Commissioner Huffman	
March 10	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
March 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
March 16	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
March 22	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
March 23	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
April 12	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
April 13	Wednesday	NCWEDD Meeting	Commissioner Huffman	
April 13	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	
April 14	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
April 14	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
April 19	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
April 20	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		

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

**11/5/2021**

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
April 27	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
April 29	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
May 4-6	Wed-Friday	WPPA Spring Meeting; Skamania Lodge		
May 9-11		WAMA 2022 Annual Conference; Sun Mt. Lodge, Winthrop		
May 10	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
May 11	Wednesday	NCWEDD Meeting	Commissioner Huffman	
May 12	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
May 17	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
May 18	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
May 24	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
May 25	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
May 30	Monday	Memorial Day Holiday Office Closed		
June 5-8	Sun-Tuesday	AAAE 94th Annual Conference; Seattle		
June 8-10	Wed-Friday	WPPA Finance Seminar; Campbells Reort		
June 8	Wednesday	NCWEDD Meeting	Commissioner Huffman	
June 9	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
June 14	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
June 15	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
June 21	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
June 22	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
June 28	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
July 4	Monday	4th of July Holiday Office Closed		
July 12	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
July 13	Wednesday	NCWEDD Meeting	Commissioner Huffman	
July 14	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
July 19	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
July 20	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
July 26	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	

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

**11/5/2021**

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
July 27	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
July 13	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	
July 14	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
August 9	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
August 10	Wednesday	NCWEDD Meeting	Commissioner Huffman	
August 11	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
August 16	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
August 17	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
August 23	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
August 24	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
September 5	Monday	Labor Day Office Closed		
September 8	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
September 13	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
September 14	Wednesday	NCWEDD Meeting	Commissioner Huffman	
Septembr 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
September 21	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
September 27	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
September 28	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
October 11	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
October 12	Wednesday	NCWEDD Meeting	Commissioner Huffman	
October 13	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
October 18	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
October 19	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
October 25	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
October 26	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)	Cancel???	
October 26	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	
October 27	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
November 8	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
November 9	Wednesday	NCWEDD Meeting	Commissioner Huffman	

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

**11/5/2021**

<i><b>Date</b></i>	<i><b>Day</b></i>	<i><b>Event / Location / Time</b></i>	<i><b>Attends</b></i>	<i><b>RSVP arrangements if applicable</b></i>
November 10	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
November 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
November 16	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
November 22	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
November 23	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
November 24	Thursday	Thanksgiving/Office Closed		
November 25	Friday	Thanksgiving/Office Closed		
December 8	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
December 13	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
December 14	Wednesday	NCWEDD Meeting	Commissioner Huffman	
December 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
December 21	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
December 23	Friday	Christmas Eve Holiday Observed Office Closed	?	
December 26	Monday	Christmas Day Holiday Observed Office Closed	?	
December 27	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
December 28	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
January 2	Monday	New Years Day 2023 Observed Office Closed	?	