

**Chelan Douglas Regional Port Authority
Special Meeting Agenda
November 22nd, 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 November 9th, 2021 Meeting; and October 2021 Commission Meeting Calendar

V. BUDGET PUBLIC HEARINGS

Chelan Douglas Regional Port Authority Proposed 2021 Supplemental Budget - Public Hearing

Open Public Hearing
Receive Public Comment
Close Public Hearing

Port of Chelan County Preliminary 2022 Budget - Public Hearing

Open Public Hearing
Receive Public Comment
Close Public Hearing

Port of Douglas County Preliminary 2022 Budget - Public Hearing

Open Public Hearing
Receive Public Comment
Close Public Hearing

Chelan Douglas Regional Port Authority Preliminary 2022 Budget - Public Hearing

Open Public Hearing
Receive Public Comment
Close Public Hearing

VI. ACTION ITEMS

PORT OF CHELAN COUNTY

1. **Adoption of Port of Chelan County 2022 Tax Levy**
 - A. **POCC Resolution No. 2021-05** – Setting the 2022 Levy Limit Factor to 101% and Banking said Levy Amount
 - B. **POCC Resolution No. 2021-06** – Authorizing 1% Levy Increase in 2022 Subject to said Levy Amount being Banked
 - C. **2022 Levy Certification**
2. **POCC Resolution No. 2021-07** – Adoption of Port of Chelan County 2022 Final Budget

PORT OF DOUGLAS COUNTY

3. **Adoption of Port of Douglas County 2022 Tax Levy**
 - A. **PODC Resolution No. 2021-03** – Setting the 2022 Levy Factor to 101% and Banking said Levy Amount
 - B. **PODC Resolution No. 2021-04** – Authorizing 1% Levy Increase in 2022 Subject to said Levy Amount Being Banked
 - C. **2022 Levy Certification**
4. **PODC Resolution No. 2021-05** – Adoption of Port of Douglas County 2022 Final Budget

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

5. **CDRPA Resolution No. 2021-21** - Adoption of Chelan Douglas Regional Port Authority 2021 Supplemental Budget
6. **CDRPA Resolution No. 2021-22** - Adoption of Chelan Douglas Regional Port Authority 2022 Final Budget
7. **CDRPA Resolution No. 2021-23** - Adoption of Chelan Douglas Regional Port Authority 2022 Rates & Charges
8. **Malaga Property Site Due Diligence** – Authorization to Award Contract with Environmental Systems Design
9. **Cashmere Mill Site Wetland Improvements** – Change Order
10. **Final Design & Bidding Services** – MALSR Project

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

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

**REMINDER Tri Commission Meeting November 30th, 1:00pm
Jim Kuntz will attend via Zoom.**

PLEASE NOTE: The agenda is tentative only. The Board of Directors may add, delete, or postpone items and may take action on any item not on the agenda (This does not apply during a "special" meeting). The Directors may also move agenda items during the meeting. If you wish to address the Regional Port Authority on a non-agenda or an agenda item, please raise your hand to be recognized by the President. When you have been recognized, give your name and address before your comments. The Board of Directors are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principal.

The Port Authority office is ADA compliant. Please contact the Administrative Office at 509-884-4700 at least three (3) days in advance if you need any language, hearing or physical accommodation.



Board of Directors
SUGGESTED MOTIONS
November 22nd, 2021

IV. CONSENT AGENDAS

CDRPA

- To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of November 9th, 2021 Commission Meeting; & October 2021 Commission Calendar, as presented.

VI. ACTION ITEMS

POCC

1. Adoption of Port of Chelan County 2022 Tax Levy

- A. To adopt POCC Resolution No. 2021-05 Setting the 2022 Levy Limit and Banking said Levy Amount.
- B. To adopt POCC Resolution No. 2021-06 Authorizing 1% Levy Increase in 2022 Subject to said Levy being Banked.
- C. To authorize the Executive Director to Sign and Submit the 2022 Levy Certification.

2. Adoption of Port of Chelan County 2022 Budget

- To adopt POCC Resolution No. 2021-07 Approving the Port of Chelan County 2022 Final Budget.

PODC

3. Adoption of Port of Douglas County 2022 Tax Levy

- A. To adopt PODC Resolution No. 2021-03 Setting the 2022 Levy Limit and Banking said Levy Amount.
- B. To adopt PODC Resolution No. 2021-04 Authorizing 1% Levy Increase in 2022 Subject to said Levy being Banked.
- C. To authorize the Executive Director to Sign and Submit the 2022 Levy Certification.

4. Adoption of Port of Douglas County 2022 Budget

- To adopt PODC Resolution No. 2021-05 Approving the Port of Douglas County 2022 Final Budget.

CDRPA

5. **CDRPA Resolution No. 2021-21 – Approving the CDRPA 2021 Supplemental Budget**
 - To adopt CDRPA Resolution No. 2021-21 Approving the CDRPA 2021 Supplemental Budget.
6. **CDRPA Resolution No. 2021- 22 Approving CDRPA 2022 Final Budget**
 - To adopt CDRPA Resolution No. 2021-22 Approving the CDRPA 2022 Final Budget.
7. **CDRPA Resolution No. 2021-23 - 2022 Rates & Charges**
 - To adopt CDRPA Resolution No. 2021-23 Setting 2022 CDRPA Rates & Charges.
8. **Malaga Property – Site Due Diligence Contract**
 - To authorize the CEO to sign a Professional Services Agreement with Environmental Systems Design for Malaga Property Site Due Diligence in an amount not to exceed \$189,085.
9. **Cashmere Mill Site Wetland Improvements – Change Order – Olin Excavation**
 - To authorize the CEO to sign a Change Order with Olin Excavation to Increase the overall Cashmere Mill Site Wetland Improvement Project Budget in an amount not to exceed \$XXXXX .
10. **Final Design & Bidding Services – MALSR Project**
 - To authorize the CEO to sign Task Order 21-03 with T.O. Engineers for Final Design & Bidding Services for the MALSR Project in the amount of \$119,700.



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
November 9th, 2021
9:00 am**

Present:

Directors

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

Jim Huffman, Director
Donn Etherington, Director
Mark Spurgeon, Director

Staff

Jim Kuntz, Chief Executive Officer
Trent Moyers, Director of Airports
Stacie de Mestre, Capital Projects Mgr.
Ron Russ, Property Mgr.
Cami Harris, Executive Assistant
Laura Camarillo Reyes, Admin. Asst. (Zoom)

Monica Lough, Dir. of Finance & Admin.
Ron Cridlebaugh, Econ. Dev. Director
Tricia Degnan, CTC Manager (Zoom)
Craig Larsen, Business Dev. Mgr.
Quentin Batjer, Legal Counsel
Esther McKivor, Acct. Assist. (Zoom)

Guests

Erik Howe, RH2 (Zoom)
Stacy Luckensmeyer, WVC

Erin McCardle, City of Chelan (Zoom)
Jason Taylor, KPQ (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 26th, 2021 Commission Meeting; and CDRPA Check Register Pages #2021-35-#2021-38 including Electronic Transfers was presented and the following action was taken:

Motion No.

Moved by:
Seconded by:

11-01-21 CDRPA

JC Baldwin
Jim Huffman

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

Motion passed 6-0.

POCC CONSENT AGENDA:

The Port of Chelan County Consent Agenda consisting of Check Register Page #2021-08, was presented and the following action was taken:

Motion No.

Moved by:
Seconded by:

11-02-21 POCC

JC Baldwin
Donn Etherington

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

Motion passed 3-0.

Cashmere Mill District - Staff provided various updates and information on Cashmere Mill District including:

- Wetland delineation on the .64 acre parcel north of Sunset Highway.
- Louws Truss interested in purchasing a portion of the 2.6 acres south of their current location. Discussion ensued on whether to sell a portion of the property or the entire parcel. Kuntz said pricing the parcel will be a challenge as it is impacted by wood waste. The Board expressed interest in selling the entire parcel and asked that the parcel be appraised along with the other parcels at the Cashmere Mill District. Discussions ensued.

Director Loeb sack called for a 10-minute break at 11:00 am. Meeting reconvened at 11:10 am.

MISC. STAFF REPORTS:

Kuntz provided information and updates including:

- Reviewed the POCC and PODC proposed Tax Levy for 2022. Each respective Board expressed interest in banking the 1% Tax Levy capacity for 2022. Formal action will be taken at the November 22nd Board Meeting.
- Reviewed the proposed 2022 CDRPA Rates & Charges. Staff will seek approval of the 2022 Rates & Charges at the November 22nd Board Meeting.
- Update on the Army Air National Guard interest in leasing Executive Flight and potential future construction of a hangar at Pangborn Airport.
- State Route 28 Market & Widening Cost Estimate – The Board expressed support for making a contribution to this study as State Route 28 is in need of widening. Regional Port’s contribution will be \$10,000.
- Review of COVID 19 vaccination mandates; Legal Counsel provided more detailed information on the current Presidential Executive Order.
- WPPA Annual Meeting is December 1-3 at the Hyatt in Bellevue.
- Kuntz proposed a staff appreciation/holiday lunch be held at Highlander Golf Course Grill. The Board of Directors concurred. It will be scheduled for December 15th.

Lough provided information and updates including:

- 2022 health insurance enrollment paperwork is due to the Regional Port accounting offices by November 18th.
- Audit Exit Conference was last Thursday. There were no findings.
- Expect the \$1.38 million FAA Grant documents to be received in the next two weeks; will seek full reimbursement at that time.

Moyers provided information and updates including:

- Douglas County Fire District No. 2 signed the Amended Interlocal Agreement. Regional Port staff will no longer be required to respond to DCFD No. 2 calls effective December 1st, 2021.
- Will begin recruitment for a FBO General Manager position.
- New Pangborn café is now open.

de Mestre provided information and updates including:

- Continue to provide tours of the PUD 5th Street campus.
- Columbia Street Property Adaptive Reuse Study kicked off last week.
- Update on the \$1.0 million Department of Ecology Remediation Action Grant for Rock Island.

Larsen provided information and updates including:

- Hurst International finally received their product shipment from the Port of Seattle; they were nearly out of product to continue production due to supply chain demand issues.

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 on their meetings and activities.

Meeting was adjourned at 1:35 pm.

Signed and dated this 22nd day of November, 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

October 2021								
Date	Meeting	Location	JCB	RT	DE	JH	MS	AL
10/5	NCW Tech Alliance/Advisor Meeting	Zoom	X					
10/7	CEO Horizon Air Meeting	Executive Flight	X					
10/8	Pick up Binder	Executive Flight					X	
10/11	Pick up Binder	Executive Flight		X				
10/12	CDRPA Board Meeting/Cty of Chelan Joint	CTC/Chelan City Hall	X	X	X	X	X	X
10/13	CARB/JD/Program Funding Meeting	Zoom	X					
10/13	OVOF Committee Meeting	Zoom				X		
10/13	District 1 Meeting	Zoom			X			
10/13	GA Hangar Tour & Design Meeting	GA Hangar		X				
10/14	CDTC Meeting	CTC	X				X	
10/14	NCW Tech Alliance/Broadband Meeting	Zoom	*X					
10/18	CDRPA Board Retreat	Warm Springs Inn	X	X		X	X	X
10/18	CDRPA Board Retreat	Zoom			X			
10/18	NCW Tech Alliance/Broadband Meeting	Zoom	*X					
10/19	WVChamber Meeting	Zoom			X		X	
10/19	WSCAA Reception/CARB	Goose Ridge Winery	X					
10/20	District 3 Meeting Congdon/Gering	Chelan Bakery		X				
10/20	CTC Actapio Demo Meeting	CTC		*X			X	
10/20	WSCAA/CARB Presentation	Enzian	X					
10/20	NCW Tech Alliance/Broadband Meeting	Zoom	*X					
10/20	NCW Tech Alliance Board Meeting	Zoom	*X					
10/21	WPPA Small Ports Seminar	Enzian	X		X			
10/22	WPPA Small Ports Seminar	Enzian	X		X			
10/25	WPPA Leg Committee Meeting	Zoom	X					
10/25	NCW Tech Alliance/Broadband Meeting	Zoom	*X					
10/25	Pick up Binder	Executive Flight		X				
10/26	CDRPA Board Meeting	CTC	X	X	X	X		X
10/26	South End Utilities Group Meeting	Executive Flight			*X			
10/27	DC Leadership Advisory Committee	Zoom				X		
10/27	OVOF Committee Meeting	Zoom				*X		
10/28	NCWEDD Executive Committee	Zoom				X		
10/29	Upper Valley Meeting	Big Y Café	X					
*	denotes multiple meetings on same day							
	Approval 11-22-2021 Commission Meeting							

POCC RESOLUTION NO. 2021-05

**RESOLUTION OF THE PORT COMMISSION OF THE PORT OF CHELAN COUNTY
SETTING THE 2022 LEVY LIMIT**

Whereas, the Port Commission has met and considered its budget for the calendar year 2022 for the Port of Chelan County; and

Whereas, the population of Chelan County is in excess of 10,000; and

Whereas, the Port Commission has determined that due to continued operational expenses and necessary capital improvements, as well as declining operating revenues from COVID-19, there is substantial need to set the levy limit at one hundred one percent (101%) and to bank the highest lawful levy, which includes all available levy amounts in excess of the levy certification for the budget year 2022.

Now, Therefore, Be It Resolved By The Commissioners Of The Port Of Chelan County to raise the levy limit factor to 101% in calculating the highest lawful levy since 1985 for tax year 2022 and to bank the highest lawful levy, including all amounts in excess of the levy certification for 2022.

This Resolution shall become effective immediately upon its adoption.

Adopted by the Commission of the Port of Chelan County at a special meeting thereof held this 22nd day of November, 2021.

PORT OF CHELAN COUNTY

Rory Turner, President

JC Baldwin, Vice President

Donn Etherington, Secretary



Ordinance / Resolution No. 2021-06
RCW 84.55.120

WHEREAS, the Commission of Port of Chelan County has met and considered its budget for the calendar year 2022 ; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 3,280,248.80 ; and,

WHEREAS, the population of this district is [X] more than or [] less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2022 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 32,802.49 which is a percentage increase of 1 % from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 22 day of November, 2021 .

Three horizontal lines for signatures on the left and right sides.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users, please call (360) 705-6718. For tax assistance, call (360) 534-1400.



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, James M. Kuntz,
(Name)

Executive Director, for Port of Chelan County, do hereby certify to
(Title) (District Name)

the Chelan County legislative authority that the Commissioners
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2022 as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on 11/22/21:
(Date of Public Hearing)

Regular Levy: \$3,346,840.41
(State the total dollar amount to be levied)

Excess Levy: _____
(State the total dollar amount to be levied)

Refund Levy: \$11,042.95
(State the total dollar amount to be levied)

Signature: _____

Date: 11/22/2021

To ask about the availability of this publication in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users, please call (360) 705-6718. For tax assistance, call (360) 534-1400.

POCC RESOLUTION NO. 2021-07

**RESOLUTION OF THE PORT COMMISSION OF THE PORT OF CHELAN COUNTY
APPROVING THE 2022 FINAL BUDGET**

Whereas, the proposed 2022 final budget has been presented to and reviewed by the Port Commission; and

Whereas, the proposed 2022 final budget, including the current expense budget for the Port of Chelan County, was reviewed at an open public hearing held on November 22, 2021, notice of which was published as required by law. Possible increases in property tax revenues, as permitted by law were considered at the hearing;

Be It Resolved By The Commissioners Of The Port Of Chelan County that the proposed 2022 final budget in the form submitted to the Commissioners on this date, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved.

This Resolution shall become effective immediately upon its adoption.

Adopted by the Commission of the Port of Chelan County at a special meeting thereof held this 22nd day of November, 2021.

PORT OF CHELAN COUNTY

Rory Turner, President

JC Baldwin, Vice President

Donn Etherington, Secretary

**Port of Chelan County
2022 Preliminary Budget**

TAX RECEIPTS

Current Levy	\$ 3,280,249
1.0% of Prior Year Tax	-
New Construction	63,592
Tax Refunded (receipts)	11,043
TOTAL TAX RECEIPTS	<u><u>\$ 3,354,884</u></u>

NON-OPERATING REVENUES

Other Tax Income (LHT & Timber Dist.)	\$ 8,625
Interest Income	-
TOTAL NON-OPERATING REVENUES	<u><u>\$ 8,625</u></u>

TOTAL REVENUES

\$ 3,363,509

DEBT SERVICE

Cashmere Mill District - Buildings A & B	\$ 219,134
Cashmere Mill District - CERB Loan	75,781
Confluence Technology Center - CERB Loan	48,529
TOTAL DEBT SERVICE	<u><u>\$ 343,444</u></u>

NET REVENUES TRANSFERRED TO CDRPA

\$ 3,020,065

PODC RESOLUTION NO. 2021-03

**RESOLUTION OF THE PORT COMMISSION OF THE PORT OF DOUGLAS COUNTY
SETTING THE 2022 LEVY LIMIT**

Whereas, the Port Commission has met and considered its budget for the calendar year 2022 for the Port of Douglas County; and

Whereas, the population of Douglas County is in excess of 10,000; and

Whereas, the Port Commission has determined that due to continued operational expenses and necessary capital improvements, as well as declining operating revenues from COVID-19, there is substantial need to set the levy limit at one hundred one percent (101%) and to bank the highest lawful levy, which includes all available levy amounts in excess of the levy certification for the budget year 2022.

Now, Therefore, Be It Resolved By The Commissioners Of The Port Of Douglas County to raise the levy limit factor to 101% in calculating the highest lawful levy since 1985 for tax year 2022 and to bank the highest lawful levy, including all amounts in excess of the levy certification for 2022.

This Resolution shall become effective immediately upon its adoption.

Adopted by the Commission of the Port of Douglas County at a special meeting thereof held this 22nd day of November, 2021.

PORT OF DOUGLAS COUNTY

Mark Spurgeon, President

Jim Huffman, Vice President

W. Alan Loeb sack, Secretary



Ordinance / Resolution No. 2021-04
RCW 84.55.120

WHEREAS, the Commission of Port of Douglas County has met and considered its budget for the calendar year 2022 ; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 1,095,042.65 ; and,

WHEREAS, the population of this district is [X] more than or [] less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2022 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 10,950.43 which is a percentage increase of 1.0 % from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 22 day of November, 2021 .

Three horizontal lines for signatures on the left and right sides.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I _____ (Name),
 _____ (Title), for _____ (District name),
 do hereby certify to the _____ (Name of county) County legislative authority
 that the _____ (Commissioners, Council, Board, etc.) of said district requests
 that the following levy amounts be collected in _____ (Year of collection) as provided in the district's
 budget, which was adopted following a public hearing held on _____ (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount , which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount , which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ **Date:** _____

PODC RESOLUTION NO. 2021-05

**RESOLUTION OF THE PORT COMMISSION OF THE PORT OF DOUGLAS COUNTY
APPROVING THE 2022 FINAL BUDGET**

Whereas, the proposed 2022 final budget has been presented to and reviewed by the Port Commission; and

Whereas, the proposed 2022 final budget, including the current expense budget for the Port of Douglas County was reviewed at an open public hearing held on November 22, 2021, notice of which was published as required by law. Possible increases in property tax revenues, as permitted by law were considered at the hearing;

Be It Resolved By The Commissioners Of The Port Of Douglas County that the proposed 2022 final budget in the form submitted to the Commissioners on this date, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved.

This Resolution shall become effective immediately upon its adoption.

Adopted by the Commission of the Port of Douglas County at a special meeting thereof held this 22nd day of November, 2021.

PORT OF DOUGLAS COUNTY

Mark Spurgeon, President

Jim Huffman, Vice President

W. Alan Loeb sack, Secretary

**Port of Douglas County
2022 Preliminary Budget**

TAX RECEIPTS

Current Levy	\$ 1,095,043
1.0% of Prior Year Tax	-
New Construction	20,650
State Assessed Property Value	-
TOTAL TAX RECEIPTS	<u><u>\$ 1,115,693</u></u>

OTHER REVENUES

Douglas County .09 PWTF Sewer Construction	\$ 80,000
Interest Income	-
TOTAL NON-OPERATING REVENUES	<u><u>\$ 80,000</u></u>

TOTAL REVENUES

\$ 1,195,693

DEBT SERVICE

PWTF Sewer Construction	\$ 82,673
TOTAL DEBT SERVICE	<u><u>\$ 82,673</u></u>

NET REVENUES TRANSFERRED TO CDRPA

\$ 1,113,020

**Chelan Douglas Regional Port Authority
2021 Supplemental/2022 Preliminary Budgets**

	2021 Supplemental	2022 Preliminary
OPERATING REVENUES		
BUSINESS PARKS		
<u>CASHMERE MILL DISTRICT</u>		
Building A - Blue Spirits	\$ 163,588	\$ 163,588
Building B - Hurst International & Blue Spirits	93,650	116,580
Utility & Operating Reimbursements	55,000	56,650
Misc. Income	13,325	2,178
TOTAL CASHMERE MILL DISTRICT	\$ 325,563	\$ 338,996
<u>CONFLUENCE TECHNOLOGY CENTER</u>		
Office Space Leases	\$ 594,000	\$ 468,000
CTC South Office Space Leases	2,157	5,000
Video Conference/Meeting Room Rentals	55,000	67,500
Utility & Operating Reimbursements	89,000	48,000
Misc. Income	250	1,500
TOTAL CONFLUENCE TECHNOLOGY CENTER	\$ 740,407	\$ 590,000
<u>COLUMBIA STREET PROPERTIES</u>		
Buildings A/B - Badger Mtn Brewing	\$ 35,300	\$ 45,360
Buildings G/I - Streamline	27,445	133,732
Misc. Rents	26,000	-
Utility & Operating Reimbursements	16,255	16,750
S.P.O.R.T. Property Sale	100,000	-
TOTAL COLUMBIA STREET PROPERTIES	\$ 205,000	\$ 195,842
<u>MALAGA INDUSTRIAL SITE</u>		
Lojo Property Sale	\$ -	\$ -
Farm Rental	18,139	-
TOTAL MALAGA INDUSTRIAL SITE	\$ 18,139	\$ -

**Chelan Douglas Regional Port Authority
2021 Supplemental/2022 Preliminary Budgets**

	2021 Supplemental	2022 Preliminary
<u>OLDS STATION BUSINESS PARK</u>		
IB 2 - Synergy Food Solutions	\$ 22,260	\$ 49,290
IB 3 - Confluence Health	66,942	69,957
IB 4 - Pregis Corporation	204,495	210,630
IB 5 - Chelan County PUD	296,400	296,400
IB 6 - ABC Early Learning	13,450	12,612
IB 7 & 8 - Pacific Aerospace & Electronics	711,572	732,919
IB 9 - Sinclair Systems & Frito Lay	282,235	247,950
Utility & Operating Reimbursements	120,750	108,350
Misc. Income	500	2,500
TOTAL OLDS STATION BUSINESS PARK	\$ 1,718,604	\$ 1,730,608
<u>PANGBORN AIRPORT</u>		
Landing Fees	\$ 61,850	\$ 60,000
Parking Income	282,500	300,000
Aircraft Parking	4,500	4,500
Rental Income - Aviation Land	99,033	102,013
Rental Income - NonAviation Land	62,395	79,450
Rental Income - Terminal/Aviation Building	120,000	60,195
Rental Income - NonAviation Buildings	94,270	92,950
Rental Income - Hangars	155,260	138,750
Car Rental Concession Fees	-	55,000
Fuel Flowage Fees	30,515	20,000
FBO Income (After hours)	25,500	25,000
FBO Fuel Income	2,115,000	985,000
FBO Misc. Income	17,500	10,000
Misc. Fees and Permits	29,750	29,750
TOTAL PANGBORN AIRPORT	\$ 3,098,073	\$ 1,962,608

**Chelan Douglas Regional Port Authority
2021 Supplemental/2022 Preliminary Budgets**

	2021 Supplemental	2022 Preliminary
<u>PANGBORN BUSINESS PARK</u>		
<u>Land Leases</u>		
Lot 4 - Coca-Cola	\$ 85,778	\$ 85,778
Lot 17 - Salcido	31,853	32,490
<u>Building Leases</u>		
3306 - Multi-Tenant	109,656	113,914
3310 - Accor Building	349,917	355,167
CWICC	195,434	199,343
Utility & Operating Reimbursements	10,050	10,350
Misc. Income	500	2,500
TOTAL PANGBORN BUSINESS PARK	\$ 783,188	\$ 799,542
<u>REGIONAL PORT OFFICE/AVIATION CENTER</u>		
Rental Income - Offices	\$ 19,471	\$ 21,470
Rental Income - Aviation/Hangar Uses	168,960	154,537
Misc. Income	330	2,500
TOTAL RPA OFFICE/AVIATION CENTER	\$ 188,761	\$ 178,507
<u>LAKE CHELAN AIRPORT</u>		
Rental Income - Kelly Property	\$ 5,700	\$ 5,400
TOTAL LAKE CHELAN AIRPORT	\$ 5,700	\$ 5,400
<u>MANSFIELD AIRPORT</u>		
Lease Income	\$ -	\$ -
TOTAL MANSFIELD AIRPORT	\$ -	\$ -
<u>WATERVILLE AIRPORT</u>		
Lease Income	\$ 3,766	\$ 3,370
TOTAL WATERVILLE AIRPORT	\$ 3,766	\$ 3,370
<u>ORONDO RIVER PARK</u>		
Chelan County PUD	\$ 30,000	\$ 45,750
Misc. Income	-	-
TOTAL ORONDO RIVER PARK	\$ 30,000	\$ 45,750
<u>PYBUS INCUBATOR</u>		
Office Space Lease	\$ 27,040	\$ 3,900
Misc. Income	75	-
TOTAL PYBUS INCUBATOR	\$ 27,115	\$ 3,900
TOTAL BUSINESS PARK REVENUE	\$ 7,144,316	\$ 5,854,523

**Chelan Douglas Regional Port Authority
2021 Supplemental/2022 Preliminary Budgets**

	2021 Supplemental	2022 Preliminary
<u>TAX RECEIPTS</u>		
Current Levy		\$ 4,375,292
1.0% of Prior Year Tax		-
New Construction		84,242
Tax Refunded (receipts)		11,043
TOTAL TAX RECEIPTS	\$ 4,375,292	\$ 4,470,577

NON-OPERATING REVENUES

Cashmere Mill District

Chelan County CPIF Grant - Cashmere Wood Debris	\$ -	\$ 200,000
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Confluence Technology Center

Actapio Restoration Reimbursement	1,900,000	-
Sale of Surplus Equipment	750,000	-

Columbia Street Properties

Chelan County PUD Lighting Rebate - G & I	55,740	-
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Malaga Industrial Sites

Dept of Commerce - Malaga Waterline Extension	-	1,498,650
Chelan County .09 Grant - Malaga Waterline Ext	-	650,000
Client Contribution - Malaga Waterline Extension	-	650,000
Malaga Property Due Diligence - Client Reimbursement	-	175,000
Malaga Utility Study - Client Reimbursement	-	100,000

Olds Station Business Park

Wenatchee School District - IB #2 Paving Project	39,200	-
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Pangborn Airport

FAA AIP Grant Proceeds - Env Assessment	-	56,011
FAA Grant Proceeds (Apron Rehab)	718,225	9,391,247
FAA Grant Proceeds (Taxiway A Relocation)	-	6,338,543
FAA AIP CARES Act Grant (\$18,120,860)	1,201,850	745,723
FAA AIP ACRGP Act Grant (\$1,022,045)	1,022,045	-
FAA AIP Airport Rescue Grant (\$1,318,485)	1,318,485	-
GA Building Restoration Financing	-	3,500,000
PFC Capital Funds (Receipts + Reserves)	260,995	515,216
TSA Operating Grant	14,600	14,600

**Chelan Douglas Regional Port Authority
2021 Supplemental/2022 Preliminary Budgets**

	2021 Supplemental	2022 Preliminary
<u>Pangborn Business Park</u>		
Douglas County Payment - PWTF	80,000	80,000
CERB Grant - Giga Watt Adaptive ReUse Study	35,512	-
EDA Grant - Trades District	-	5,000,000
Trades District Financing	-	2,500,000
Douglas County - Trades District	-	-
<u>Waterville Airport</u>		
WSDOT Aviation - Waterville	185,763	40,473
<u>Economic Development</u>		
ADO Contracts - Dept. of Commerce	129,644	150,000
Dept of Commerce - ADO Relief	200,000	-
<u>Other</u>		
EPA Brownsfield Grant (\$600,000)	155,000	225,000
PUD 5th Street - Marketing/Legal Reimbursement	-	75,000
Other Tax Income (LHT & Timber Dist.)	13,425	8,625
Interest Income	106,050	143,250
Other Income	1,000	25,000
Sale of Fixed Assets	24,079	-
TOTAL NON-OPERATING REVENUES	\$ 8,211,613	\$ 32,082,338
TOTAL REVENUES	\$ 19,731,221	\$ 42,407,438

**Chelan Douglas Regional Port Authority
2021 Supplemental/2022 Preliminary Budgets**

	<u>2021 Supplemental</u>	<u>2022 Preliminary</u>
BUSINESS PARK EXPENSES		
<u>CASHMERE MILL DISTRICT</u>		
Debt Service - Buildings A & B (2035)	\$ 219,134	\$ 219,134
CERB Loan (2031)	75,781	75,781
Property Insurance	16,826	19,350
Building Maintenance	7,000	4,000
Property Maintenance	24,050	25,000
Utilities	32,500	32,500
Misc. Expenses	2,500	2,500
TOTAL CASHMERE MILL DISTRICT	\$ 377,791	\$ 378,265
<u>CONFLUENCE TECHNOLOGY CENTER</u>		
Salaries	\$ 160,410	\$ 95,540
Employee Benefits	35,510	24,935
Payroll Taxes	14,385	8,694
Contract Labor	6,000	10,000
Building Operational Expenses	425,000	416,000
CTC South Building Operational Expenses	20,000	23,500
Video Conference Center/Meeting Room Expenses	115,000	123,000
Debt Service (2023)	48,529	48,529
Misc. Expenses	-	5,000
TOTAL CONFLUENCE TECHNOLOGY CENTER	\$ 824,834	\$ 755,198
<u>MALAGA INDUSTRIAL SITE</u>		
Lojo Property Maintenance	\$ 1,500	\$ 5,000
Curtis Property Maintenance	-	5,000
Torres Property Maintenance	-	5,000
Property Insurance	332	1,000
Utilities	150	2,500
Misc. Expenses	1,000	20,000
TOTAL MALAGA INDUSTRIAL SITE	\$ 2,982	\$ 38,500

**Chelan Douglas Regional Port Authority
2021 Supplemental/2022 Preliminary Budgets**

	2021 Supplemental	2022 Preliminary
<u>OLDS STATION BUSINESS PARK</u>		
Building Maintenance & Repairs	\$ 10,000	\$ 10,000
Property & Grounds	28,050	30,000
Small Equipment	2,500	2,500
Utilities	52,500	54,000
Fire Protection in lieu of taxes	9,785	9,980
Property Insurance	53,977	62,075
Misc. Expenses	1,500	5,000
TOTAL OLDS STATION BUSINESS PARK	\$ 158,312	\$ 173,555
<u>COLUMBIA STREET PROPERTIES</u>		
Building Operational Expenses	\$ 38,675	\$ 38,675
Property Insurance	46,360	53,315
Misc. Expenses	12,500	12,500
TOTAL COLUMBIA STREET PROPERTIES	\$ 97,535	\$ 104,490
<u>PESHASTIN PROPERTY</u>		
Property Maintenance (thru 02/2022)	\$ 3,250	\$ 250
TOTAL PESHASTIN PROPERTY	\$ 3,250	\$ 250

**Chelan Douglas Regional Port Authority
2021 Supplemental/2022 Preliminary Budgets**

	2021 Supplemental	2022 Preliminary
<u>PANGBORN AIRPORT</u>		
Salaries	\$ 646,650	\$ 776,550
Salaries - Overtime	56,500	52,250
Employee Benefits	215,365	275,105
Payroll Taxes	87,500	102,660
Engineering/Professional Fees	100,750	105,000
Non-Aviation Maintenance	7,500	10,000
Aviation Maintenance	25,000	25,000
Terminal Maintenance	33,000	40,000
Airfield Maintenance	55,000	65,000
Vehicle & Equipment Maintenance	30,000	35,000
Small Tools & Equipment	1,000	5,000
Utilities	145,000	149,350
Security Expenses	1,500	5,500
Property/Liability Insurance	108,068	123,650
FBO Expenses	41,250	37,500
Fuel (Resale)	1,586,250	739,550
Fuel (M&O)	32,050	32,050
Regulatory Compliance	42,500	42,500
Winter Operations	26,500	32,500
Memberships & Subscriptions	5,000	7,500
Marketing	5,000	25,000
Conferences, Training & Meetings	7,500	12,500
Information Technology	42,000	51,915
Parking Lot Expenses	17,500	18,375
Credit Card Fees	49,500	53,750
COVID-19 Compliance	5,000	5,000
Misc. Expenses	12,750	15,000
TOTAL PANGBORN AIRPORT	\$ 3,385,633	\$ 2,843,205

**Chelan Douglas Regional Port Authority
2021 Supplemental/2022 Preliminary Budgets**

	<u>2021 Supplemental</u>	<u>2022 Preliminary</u>
<u>PANGBORN BUSINESS PARK</u>		
Maintenance	\$ 98,500	\$ 98,500
Utilities	24,895	27,500
Storm Water	3,668	4,200
Property Insurance	33,369	38,375
CIAC Payments to PUD (2021)	437,550	-
Debt Service (2023)	90,533	82,673
Misc. Expenses	2,000	2,000
TOTAL PANGBORN BUSINESS PARK	\$ 690,515	\$ 253,248
<u>REGIONAL PORT OFFICE/AVIATION CENTER</u>		
Building Maintenance & Repairs	\$ 28,000	\$ 35,000
Utilities	45,000	45,000
Insurance	26,733	30,750
Landscape Maintenance	17,500	17,500
Misc. Expenses	5,000	5,000
Total RPA OFFICE/AVIATION CENTER	\$ 122,233	\$ 133,250
<u>LAKE CHELAN AIRPORT</u>		
Maintenance & Operations Subsidy (City of Chelan)	\$ 45,286	\$ 46,192
Capital Contribution (City of Chelan)	1,787	5,000
Aircraft Counter/Operations Report	-	4,800
Environmental Assessment	-	7,500
Maintenance (Kelly Property)	12,000	8,500
Insurance	662	705
Utilities	305	305
Misc. Expenses (Kelly Property)	1,500	1,500
TOTAL LAKE CHELAN AIRPORT	\$ 61,540	\$ 74,502
<u>MANSFIELD AIRPORT</u>		
Maintenance	\$ 6,000	\$ 7,500
Supplies	750	2,750
Repairs	1,000	1,000
Utilities	600	600
Property Insurance	4,500	4,500
Misc. Expenses	1,500	6,300
TOTAL MANSFIELD AIRPORT	\$ 14,350	\$ 22,650

**Chelan Douglas Regional Port Authority
2021 Supplemental/2022 Preliminary Budgets**

	2021 Supplemental	2022 Preliminary
<u>WATERVILLE AIRPORT</u>		
Outside Maintenance	\$ 3,500	\$ 7,000
Supplies	505	2,750
Repairs	500	500
Utilities	600	600
Property Insurance	4,500	4,500
Misc. Expenses	1,500	6,300
TOTAL WATERVILLE AIRPORT	\$ 11,105	\$ 21,650
<u>ORONDO RIVER PARK</u>		
Outside Services		
Consulting	\$ 4,000	\$ 6,000
Labor/Maintenance	50,000	50,000
Other	500	2,500
Supplies	1,000	2,500
Repairs	1,000	2,500
Utilities	2,750	2,750
Property Insurance	1,352	1,500
Misc. Expenses	1,000	1,000
TOTAL ORONDO RIVER PARK	\$ 61,602	\$ 68,750
<u>PYBUS INCUBATOR</u>		
Misc. Expenses	\$ 3,000	\$ 4,000
TOTAL PYBUS INCUBATOR	\$ 3,000	\$ 4,000
<u>CDRPA BUSINESS PARK MAINTENANCE</u>		
Salaries	\$ 60,455	\$ 138,345
Employee Benefits	22,235	25,625
Payroll Taxes	7,290	16,570
TOTAL CDRPA BUSINESS PARK MAINT.	\$ 89,980	\$ 180,540
TOTAL BUSINESS PARK EXPENSES	\$ 5,904,662	\$ 5,052,053

**Chelan Douglas Regional Port Authority
2021 Supplemental/2022 Preliminary Budgets**

	2021 Supplemental	2022 Preliminary
<u>ADMINISTRATIVE & GENERAL EXPENSES</u>		
Salaries	\$ 1,042,500	\$ 1,089,745
Commissioners' Compensation, Benefits & Taxes	190,550	252,350
Employee Benefits	296,500	343,515
Payroll Taxes	94,500	99,210
Internship Opportunities	2,500	10,000
Professional Services		
Legal	220,000	220,000
Engineering/Architectural	40,000	117,500
WA State Audit Costs	60,500	55,000
Other Professional Services	36,500	40,000
County Election Costs	60,000	-
Conferences, Training, and Meetings	5,000	10,000
Commission Conferences & Travel	12,000	15,000
Memberships and Subscriptions	50,000	50,000
Travel	7,500	7,500
Office Expense		
Supplies	25,000	32,500
Telephone	14,000	14,250
Computers/Hardware	10,250	9,805
Software/Backup/Internet	27,500	24,950
Managed Services/Maintenance	35,000	36,435
Insurance (Public Officials, General Liability, etc)	95,912	110,250
Auto Expense	10,000	7,500
Misc. Expenses	10,000	10,000
TOTAL ADMINISTRATIVE & GENERAL EXPENSES	\$ 2,345,712	\$ 2,555,510

<u>BUSINESS DEVELOPMENT & MARKETING EXPENSES</u>		
Marketing & Communications	\$ 35,500	\$ 75,000
Business Recruitment & Trade Shows	18,800	20,000
Real Estate Marketing	15,000	25,000
Douglas County GIS	-	10,500
Chelan-Douglas Trends	7,000	7,000
Small Business Development Center (WSU)	80,000	80,000
Promotional Hosting	1,500	7,000
TOTAL BUSINESS DEVELOPMENT & MARKETING EXPENSES	\$ 157,800	\$ 224,500

**Chelan Douglas Regional Port Authority
2021 Supplemental/2022 Preliminary Budgets**

	2021 Supplemental	2022 Preliminary
<u>ECONOMIC DEVELOPMENT CONTRACTS (NON-PROFITS)</u>		
Cascade Foothills Farmland Association	\$ 20,000	\$ -
Cascade Loop	10,000	-
Cashmere Chamber of Commerce	14,500	-
Historic Downtown Chelan Association	10,000	-
GWATA/NCW Tech Alliance	30,000	-
Initiative for Rural Innovation & Stewardship (IRIS)	3,000	-
Lake Chelan Wine Alliance	10,000	-
Manson Chamber of Commerce	15,000	-
NCW Economic Development District	10,000	-
Our Valley Our Future	10,000	-
Wenatchee Valley TREAD	10,000	-
WV Sports Foundation - Winter Special Olympics	-	7,000
Waterville Main Street Association	5,000	-
Wenatchee Downtown Association	3,000	-
Wenatchee Outdoors	5,000	-
Wenatchee Valley YMCA	2,500	7,500
Community Nonprofit ED Projects	-	135,500
TOTAL ECONOMIC DEVELOPMENT CONTRACTS	\$ 158,000	\$ 150,000

<u>COMMUNITY PARTNERSHIP PROJECTS (MUNICIPALITIES)</u>		
City of Bridgeport	\$ 18,160	\$ -
City of Cashmere	-	32,582
City of Chelan	30,000	-
East Wenatchee Water District	9,942	-
Eastmont Metropolitan Parks District	20,000	-
PUD 5th Street Redevelopment Study	-	-
City of Wenatchee - Confl. Parkway Environmental	175,000	-
Manson Park & Recreation District	12,500	12,500
Opportunity Placeholder	-	104,918
TOTAL COMMUNITY PARTNERSHIP PROJECTS	\$ 265,602	\$ 150,000

**Chelan Douglas Regional Port Authority
2021 Supplemental/2022 Preliminary Budgets**

	<u>2021 Supplemental</u>	<u>2022 Preliminary</u>
<u>OTHER EXPENDITURES</u>		
EPA Brownsfield Grant - Consultant Services	\$ 155,000	\$ 225,000
PUD 5th Street Campus - Marketing & Legal	-	75,000
TOTAL OTHER EXPENDITURES	\$ 155,000	\$ 300,000
TOTAL EXPENSES	\$ 8,986,776	\$ 8,432,063
LESS OPERATING REVENUES	\$ 19,731,221	\$ 42,407,438
NET RESULTS BEFORE CAPITAL PROJECTS	\$ 10,744,445	\$ 33,975,375

**Chelan Douglas Regional Port Authority
2021 Supplemental/2022 Preliminary Budgets**

	<u>2021 Supplemental</u>	<u>2022 Preliminary</u>
CAPITAL PROJECTS		
<u>CASHMERE MILL DISTRICT</u>		
Tenant Improvements	\$ 26,500	\$ -
Brender Creek Management	55,000	110,000
North Sunset Lot (1.49 Acres) Site Prep	50,000	350,000
Capital Projects - Other	-	10,000
TOTAL CASHMERE MILL DISTRICT	\$ 131,500	\$ 470,000
<u>Confluence Technology Center</u>		
Server	\$ 10,200	\$ -
Window Sealant Project	2,750	-
Building Entrance Enhancement	2,500	25,000
Actapio Restoration	200,000	300,000
Building Management System Upgrade	-	35,000
VCC - Ceiling Microphones	-	15,000
VCC - Quad Back Monitors	-	12,000
Capital Projects - Other	-	10,000
TOTAL CONFLUENCE TECHNOLOGY CENTER	\$ 215,450	\$ 397,000
<u>MALAGA PROPERTIES</u>		
Malaga Waterline Extension (State Grant)	\$ -	\$ 2,800,000
Property Acquisition - Torres	645,000	-
Property Acquisition - Curtis	15,000	1,530,000
Second Source Water Study - Chelan County PUD	-	300,000
Malaga Utility Study	-	100,000
Property Due Diligence	-	175,000
Capital Projects - Other	-	10,000
TOTAL MALAGA PROPERTIES	\$ 660,000	\$ 4,915,000
<u>OLDS STATION BUSINESS PARK</u>		
IB #2 Repave Parking Lot	\$ 122,500	\$ -
IB #4 Stormwater Improvements	-	75,000
IB #5 Gutters - carryover	9,952	-
IB #9 Emergency Power Shut Off	-	65,000
Capital Projects - Other	-	10,000
TOTAL OLDS STATION BUSINESS PARK	\$ 132,452	\$ 150,000

**Chelan Douglas Regional Port Authority
2021 Supplemental/2022 Preliminary Budgets**

	2021 Supplemental	2022 Preliminary
<u>PANGBORN AIRPORT - CAPITAL</u>		
FAA Sponsored Projects		
Environmental Assessment	\$ -	\$ 61,266
Apron Rehab & Expansion	750,000	10,204,085
Runway Protection Zone - Land Acquisition	1,218,080	750,000
Taxiway Alpha Reconstruction - Phase I	1,034,110	6,008,715
CDRPA Funded Projects		
Land Use Plan Update	80,000	-
Terminal Building Parking Management	60,000	-
Airport-Wide Wireless Network	21,770	19,500
Jet-A Reclaim Tank	-	25,000
Terminal Radio Repeater	-	100,000
Maintenance/Operations Equipment	32,000	140,500
Construction of MALSR System	151,149	2,264,116
Jet-A Fuel Truck (5,000 gallon)	-	300,485
Commercial Air Service Support/Equipment	-	150,000
GA Building Study	21,215	-
GA Building Reconstruction	-	3,500,000
Baggage Screening Retrofit	-	75,000
Capital Projects Other	-	10,000
TOTAL PANGBORN AIRPORT - CAPITAL	\$ 3,368,324	\$ 23,608,667

PANGBORN BUSINESS PARK - CAPITAL

Trades District	\$ -	\$ 7,500,000
3306 Building Gutter/Siding Project	50,000	-
CWICC - HVAC Units	174,422	-
CWICC - Carpet Replacement	14,158	-
3310 Building HVAC Assessment	-	125,000
Giga Watt Adaptive Re-Use Study	67,435	-
TOTAL PANGBORN BUSINESS PARK - CAPITAL	\$ 306,015	\$ 7,625,000

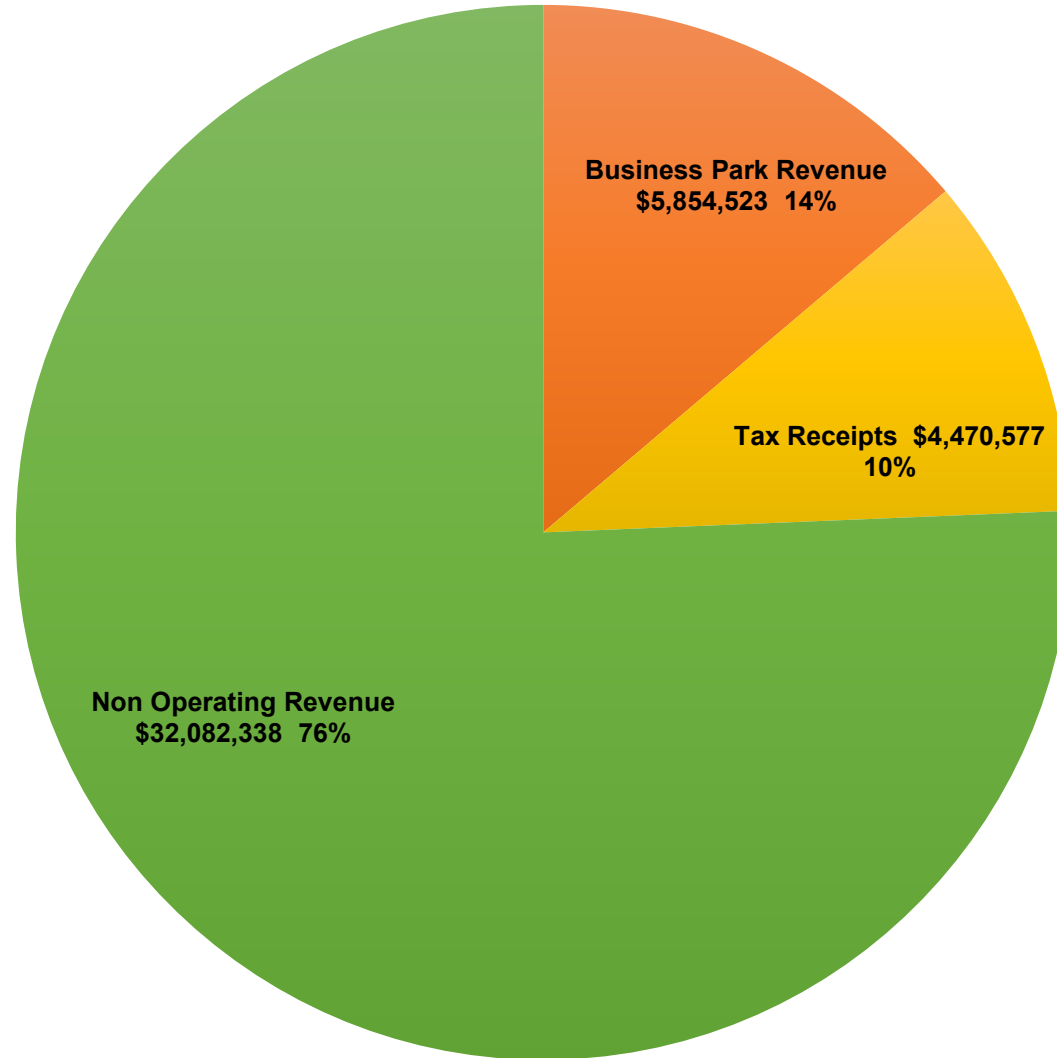
REGIONAL PORT OFFICE/AVIATION CENTER

Trench Drain Sewer Connection	\$ 60,000	\$ -
Modular Building Roof	-	15,000
Carpet Replacement	45,000	45,000
Large Meeting Room	45,515	-
HVAC Replacement Phase II	485,100	323,506
Total RPA OFFICE/AVIATION CENTER	\$ 635,615	\$ 383,506

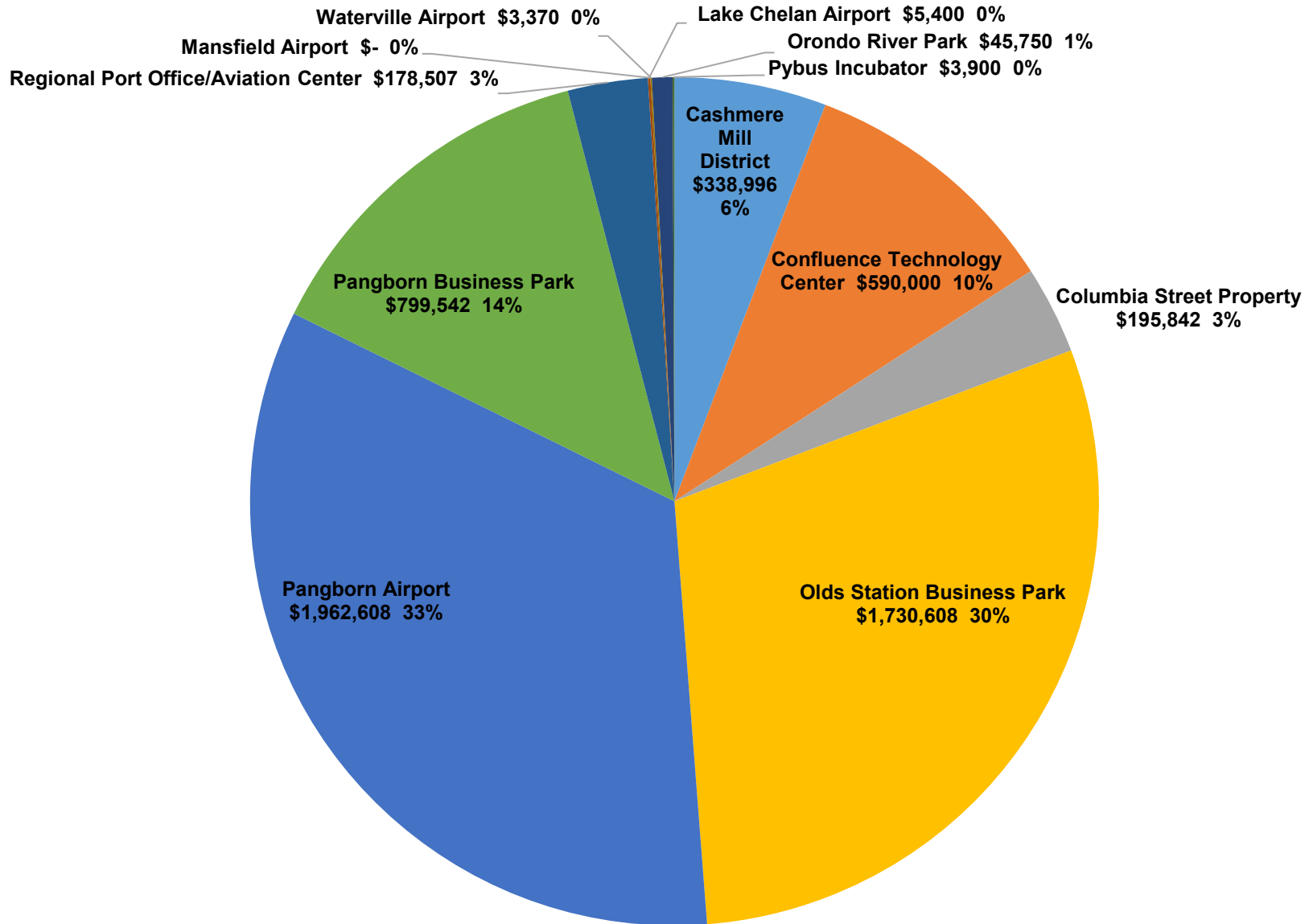
**Chelan Douglas Regional Port Authority
2021 Supplemental/2022 Preliminary Budgets**

	<u>2021 Supplemental</u>	<u>2022 Preliminary</u>
<u>LAKE CHELAN AIRPORT - CAPITAL</u>		
Capital Projects - Other	\$ -	\$ -
TOTAL LAKE CHELAN AIRPORT - CAPITAL	\$ -	\$ -
<u>MANSFIELD AIRPORT - CAPITAL</u>		
Capital Projects Other	\$ -	\$ 10,000
TOTAL MANSFIELD AIRPORT - CAPITAL	\$ -	\$ 10,000
<u>WATERVILLE AIRPORT - CAPITAL</u>		
Pavement	\$ 261,595	\$ -
Runway Lighting - Design	-	44,970
Capital Projects Other	-	10,000
TOTAL WATERVILLE AIRPORT - CAPITAL	\$ 261,595	\$ 54,970
<u>ORONDO RIVER PARK - CAPITAL</u>		
Trailer Removal	\$ 11,700	\$ -
Fuel Dock Removal	-	10,000
Dock Deck Repair	-	25,000
Furnishing Replacements (Picnic tables, etc.)	-	45,000
Capital Projects Other	-	-
TOTAL ORONDO RIVER PARK - CAPITAL	\$ 11,700	\$ 80,000
<u>COLUMBIA STREET PROPERTIES - CAPITAL</u>		
Columbia Street Properties Adaptive Reuse	50,000	130,000
Buildings G & I - Lighting	57,055	-
Capital Projects Other	-	25,000
TOTAL COLUMBIA STR PROPERTIES - CAPITAL	\$ 107,055	\$ 155,000
<u>OTHER CAPITAL</u>		
Maintenance Pickup	\$ 37,500	\$ -
Douglas County Land Acquisition	1,610,020	-
Opportunity Fund - Other	-	100,000
TOTAL OTHER CAPITAL	\$ 1,647,520	\$ 100,000
TOTAL CAPITAL PROJECTS	\$ 7,477,226	\$ 37,949,143
NET RESULTS AFTER CAPITAL PROJECTS	\$ 3,267,219	\$ (3,973,768)

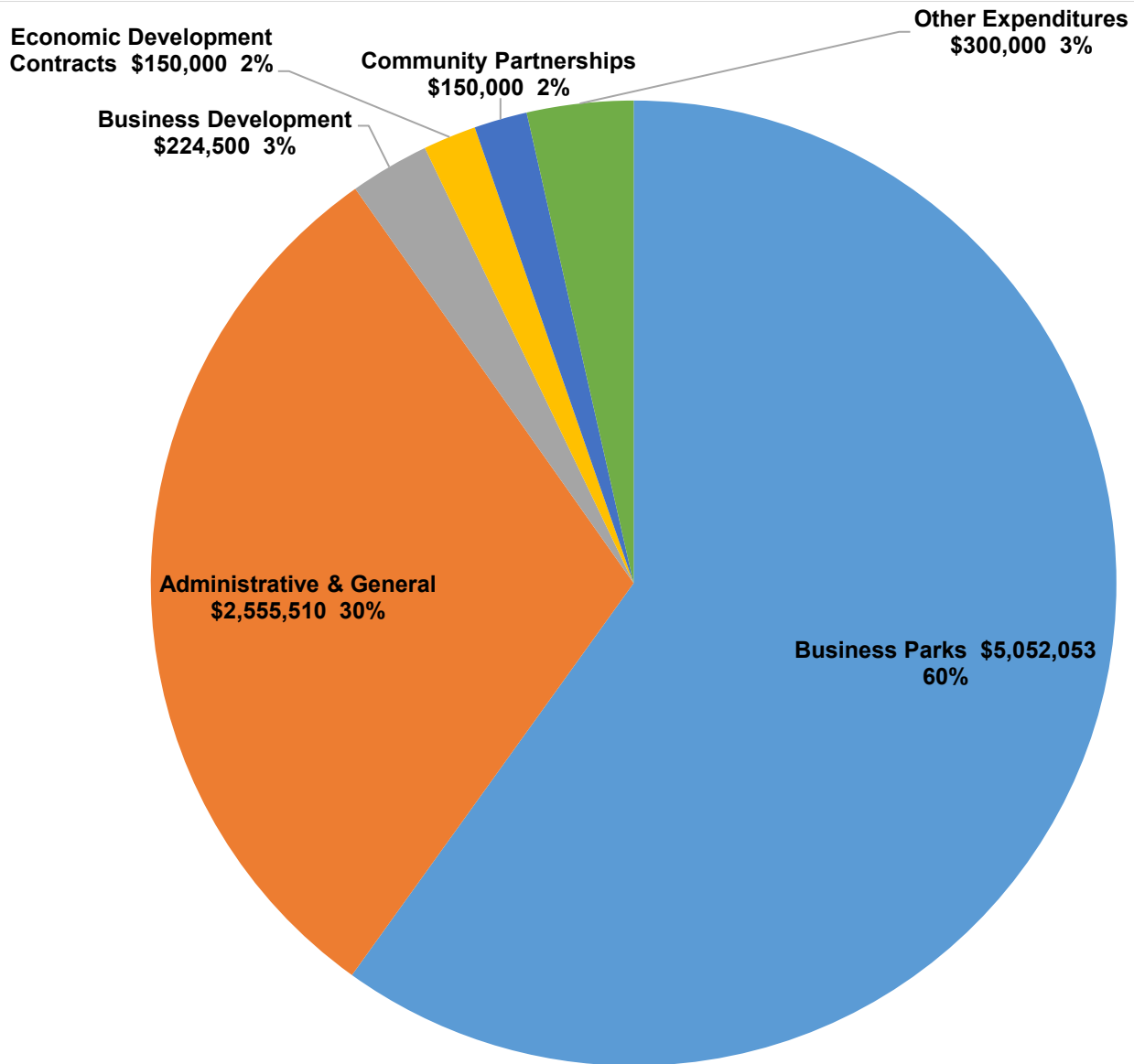
**Chelan Douglas Regional Port Authority
2022 Budgeted Revenue**



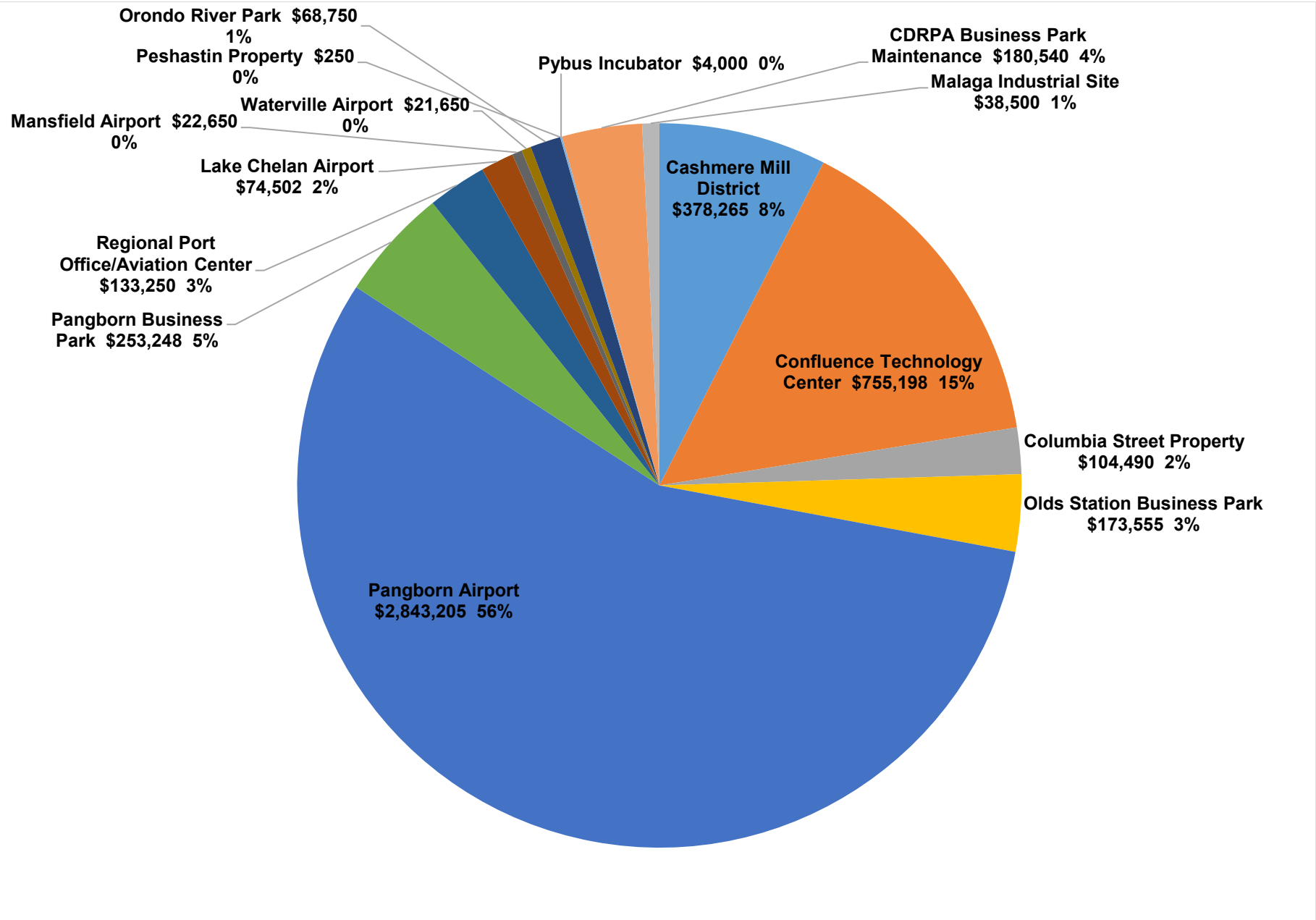
Chelan Douglas Regional Port Authority 2022 Budgeted Revenue by Business Park



Chelan Douglas Regional Port Authority 2022 Budgeted Expenses



Chelan Douglas Regional Port Authority 2022 Budgeted Expenses by Business Park



CDRPA RESOLUTION NO. 2021-21

**RESOLUTION OF THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY
APPROVING THE 2021 SUPPLEMENTAL BUDGET**

Whereas, the proposed 2021 Supplemental Budget has been presented to and reviewed by the Chelan Douglas Regional Port Authority Board of Directors; and

Whereas, the proposed 2021 Supplemental Budget was reviewed at an open public hearing held on November 22, 2021, notice of which was published as required by law.

Be It Resolved by the Board of Directors of the Chelan Douglas Regional Port Authority that the proposed 2021 Supplemental Budget in the form submitted to the Directors on this date, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved.

This Resolution shall become effective immediately upon its adoption.

Adopted by the Board of Directors at a special meeting thereof held this 22nd day of November, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

Rory Turner, Director

Mark Spurgeon, Director

JC Baldwin, Director

W. Alan Loeb sack, Director

Donn Etherington, Director

Jim Huffman, Director

**Chelan Douglas Regional Port Authority
2021 Originally Approved and Supplemental Budgets**

	<u>Originally Approved</u>	<u>Supplemental</u>
<u>Receipts</u>		
Business Park Revenues	\$ 8,780,904	\$ 7,144,316
Tax Receipts	4,369,292	4,375,292
Non-Operating Revenues	11,625,355	8,211,613
	<hr/>	<hr/>
Total Receipts	\$ 24,775,551	\$ 19,731,221
 <u>Expenditures</u>		
Business Park Expenses	\$ 4,878,220	\$ 5,904,662
Administrative & General Expenses	2,551,025	2,345,712
Business Development & Marketing Expenses	232,000	157,800
Economic Development Contracts (Nonprofits)	255,000	158,000
Community Partnership Projects (Municipalities)	365,684	265,602
Other Expenditures	300,000	155,000
Capital Projects	17,509,322	7,477,226
	<hr/>	<hr/>
Total Expenditures	\$ 26,091,251	\$ 16,464,002
 Net Results	 <u><u>\$ (1,315,700)</u></u>	 <u><u>\$ 3,267,219</u></u>

CDRPA RESOLUTION NO. 2021-22

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY APPROVING THE 2022 FINAL BUDGET

Whereas, the proposed 2022 final budget has been presented to and reviewed by the Board of Directors; and

Whereas, the proposed 2022 final budget, including the current expense budget for the Chelan Douglas Regional Port Authority was reviewed at an open public hearing held on November 22, 2021, notice of which was published as required by law.

Be It Resolved by the Board of Directors of the Chelan Douglas Regional Port Authority that the proposed 2022 final budget in the form submitted to the Board on this date, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved.

This Resolution shall become effective immediately upon its adoption.

Adopted by the Board of Directors of the Chelan Douglas Regional Port Authority at a special meeting thereof held this 22nd day of November, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

W. Alan Loeb sack, Director

Donn Etherington, Director

Jim Huffman, Director

Rory Turner, Director

Mark Spurgeon, Director

**Chelan Douglas Regional Port Authority
2022 Preliminary Budget**

Receipts

Business Park Revenues	\$ 5,854,523
Tax Receipts	4,470,577
Non-Operating Revenues	32,082,338
	<hr/>
Total Receipts	\$ 42,407,438

Expenditures

Business Park Expenses	\$ 5,052,053
Administrative & General Expenses	2,555,510
Business Development & Marketing Expenses	224,500
Economic Development Contracts (Nonprofits)	150,000
Community Partnership Projects (Municipalities)	150,000
Other Expenditures	300,000
Capital Projects	37,949,143
	<hr/>
Total Expenditures	\$ 46,381,206

Net Results	<u><u>\$ (3,973,768)</u></u>
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**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2021-23**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHELAN DOUGLAS
REGIONAL PORT AUTHORITY REGARDING 2022 RATES AND CHARGES.**

Whereas, Regional Port Staff has reviewed the existing Rates and Charges for Regional Port Properties; and

Whereas, the Rates and Charges at other airports and similar type properties have been reviewed for comparison purposes; and

Whereas, after said review, modest rental increases are being recommended for 2022.

Now, Therefore, Be It Resolved by the Board of Directors that the Chelan Douglas Regional Port Authority adopts the 2022 Rates and Charges attached hereto as Exhibit "A" and incorporated herein by this reference.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

DATED this 22nd day of November, 2021

Rory Turner, Director

W. Alan Loeb sack, Director

JC Baldwin, Director

Mark Spurgeon, Director

Donn Etherington, Director

James D. Huffman, Director



Rates & Charges

Rates Effective January 1, 2022 – December 31, 2022

**Approved by the
Chelan Douglas Regional Port Authority
Board of Directors on XX.**

Contents

PANGBORN MEMORIAL AIRPORT	2
FBO Services	2
Aviation Ramp Parking Fees	3
Hangar & Tie Down Lease Rates	4
Aircraft Liability Insurance Coverage Minimums	5
Annual Pre-Payments	5
Airfield Charges	6
Landing Fees	6
Fuel Flowage Fees	6
Terminal Building Aviation Ramp: Deicing Treatment/Disposal Fee	6
Terminal Parking Fees	7
Terminal Building Rates: General	8
Terminal Building Rates: Airlines	9
Signatory Airlines	9
Non-Signatory Airlines	9
Incentive Program: New Commercial Air Service to New Destination	10
GA Terminal Building Rates	11
Non-Aeronautical Buildings	11
Land Leases	11
MANSFIELD AIRPORT	12
Lease Rates	12
Hangar Rates	12
WATERVILLE AIRPORT	13
Lease Rates	13
Hangar Rates	13
CONFLUENCE TECHNOLOGY CENTER	14
Video Conferencing Center	14
Office Leases	15
CHELAN AIRPORT	15
Important Note	15

PANGBORN MEMORIAL AIRPORT

FBO Services

Service	Price	Per/unit
100LL	Market	per gallon
Jet A	Market	per gallon
Prist	\$.05 /\$0.07	per gallon of fuel
Deicing Service Fee	\$ 50.00	per aircraft
Deicing Fluid	\$ 20.00	per gallon
After Hours Call Out Fee	\$62.50 /\$65.00	per hour (1 hour minimum; See note below)
Oxygen Service Fee	\$ 100.00	per aircraft
Oxygen Service Fee	\$ 25.00	portable bottle
Lavatory Service Fee	\$ 65.00	per aircraft (empty & fill)
Lavatory Fill	\$ 45.00	per aircraft
Catering Fee	\$ 50.00	plus actual costs & call out fee if applicable
Aircraft Interior Vacuum	\$ 65.00	per hour
Crew Car	\$ 20.00	per 2 hours, 20 mile maximum usage
Coffee	\$ 5.00	per pot
Ice	\$ 1.00	per bag
Pilot Supplies	Market	Market Price
Across Field Towing Service	\$ 50.00	Each way

Note: Plus Applicable Taxes

After Hours Note: After Hours Call Out Fee applies to anytime outside the hours of 8:00 AM to 6:00 PM, seven days a week, excluding federal holidays. The Airport reserves the right to alter these hours.

PANGBORN MEMORIAL AIRPORT

Aviation Ramp Parking Fees

Aircraft Type	Ramp Fee (per day)	Minimum Fuel Purchase to Waive Ramp Fee (gal.)	Overnight Fee (per night)
Helicopter (Avgas/Jet A)	\$ 10.00	15 (or top off)	\$ 5.00
Single Engine Piston (Avgas) - Aircraft under 4,000 lbs. MTOW	\$ 10.00	15 (or top off)	\$ 5.00
Multi-Engine Piston (Avgas) - Aircraft 4,000 lbs. or over MTOW	\$ 20.00	40 (or top off)	\$ 5.00
Single Engine Turbo Prop (Jet A) - Aircraft under 9,000 lbs. MTOW	\$ 20.00	75	\$ 10.00
Multi-Engine Turbo Prop (Jet A) - Aircraft 9,000 lbs. or over MTOW	\$ 35.00	100	\$ 15.00
Light Jet (Jet A) - Aircraft under 17,000 lbs. MTOW	\$ 35.00	100	\$ 15.00
Medium Jet (Jet A) Aircraft between 17,001 and 25,000 lbs. MTOW	\$ 60.00	300	\$ 20.00
Super Medium Jet (Jet A - Aircraft between 25,001 and 35,000 lbs. MTOW	\$ 80.00	350	\$ 25.00
Large Jet (Jet A) - Aircraft between 35,001 and 60,000 lbs. MTOW	\$ 100.00	400	\$ 35.00
Heavy Jet (Jet A) - Aircraft over 60,000 lbs. MTOW	\$ 150.00	450	\$ 50.00

Note: Plus Applicable Taxes

PANGBORN MEMORIAL AIRPORT

Hangar & Tie Down Lease Rates

Pangborn Flight Center

Monthly Rates

Hangar	Lease Rate	
Tee Hangars A & B	\$ 205.00	per month (16 UNITS)
Tee Hangar B-13	\$ 222.00	per month
Tee Hangar C	\$ 216.00	per month (8 UNITS)
Tee Hangars C-17 & C-24	\$ 258.00	per month
Tee Hangar D	\$ 258.00	per month (7 UNITS)
Tee Hangar H	\$ 183.75	per month (7 UNITS)
Tee Hangars H-1 & H-10	\$ 217.35	per month
Hangar 3734	\$ 446.00	per month
Hangar 3738	\$ 488.22	per month
Storerooms	\$ 67.00	per month (6 UNITS)
Tie-Down Lease	\$ 64.00	per month

Note: Plus Applicable Taxes

T-Hangar Nightly Rates

Aircraft Type	Single-engine piston	Multi-engine piston or Turbo Prop	Light Jet Aircraft under 17,000 lbs. MTOW	Medium Jet Aircraft between 17,001 and 35,000 lbs. MTOW	Large Jet Aircraft over 35,001 lbs. MTOW
Nightly/Daily Rate	\$ 25.00	\$ 25.00	N/A	N/A	N/A

Note: Plus Applicable Taxes. See "Aircraft Liability Insurance Coverage Minimums" for insurance requirements.

PANGBORN MEMORIAL AIRPORT

Executive Flight

Hangar Rates

Aircraft Type	Single-engine piston	Multi-engine piston or Turbo Prop	Light Jet Aircraft under 17,000 lbs. MTOW	Medium Jet Aircraft between 17,001 and 35,000 lbs. MTOW	Large Jet Aircraft over 35,001 lbs. MTOW
Monthly Rate	\$ 350.00	\$ 600.00	\$ 1,500.00	\$ 2,200.00	\$ 3,000.00
Nightly/Daily Rate	\$ 150.00	\$ 150.00	\$ 150.00	\$ 300.00	\$ 500.00

Rate includes the following services: Ground handling, refueling, and Ground Power Unit (GPU) usage, plus applicable taxes and fees. Subject to space availability.

Aircraft Liability Insurance Coverage Minimums

Aircraft Type	Single-engine piston	Multi-engine piston or Turbo Prop	Light Jet Aircraft under 17,000 lbs. MTOW	Medium Jet Aircraft between 17,001 and 35,000 lbs. MTOW	Large Jet Aircraft over 35,001 lbs. MTOW
Minimum Coverage	\$1 million	\$2 million	\$20 million	\$25 million	\$25 million

Minimum Coverage includes combined single limit bodily injury (including pax. liability and death) and property damage liability.

Annual Pre-Payments

Annual pre-payment of hangar and tie-down leases will be discounted by 5% if payment for the year is received by January 31st.

PANGBORN MEMORIAL AIRPORT

Airfield Charges

Landing Fees

Year	Rate per 1,000 pounds
2022	\$ 1.05
2023	\$ 1.10
2024	\$ 1.15
2025	\$ 1.20
2026	\$ 1.25

Applies to revenue and transient flights with Maximum Gross Landing Weight over 12,500 pounds. Plus Applicable Taxes.

Fuel Flowage Fees

Year	Rate per Gallon
2022	\$ 0.07
2023	\$ 0.08
2024	\$ 0.09
2025	\$ 0.10

Applies to non Regional Port owned fuel. Plus Applicable Taxes.

Terminal Building Aviation Ramp: Deicing Treatment/Disposal Fee

The Regional Port reserves the right to develop a fee for the treatment and disposal of deicing fluids.

PANGBORN MEMORIAL AIRPORT

Terminal Parking Fees

Type	Rate Per 24 Hours
Short Term Parking	\$ 13.00
Long Term Parking	\$ 10.00
Long Term Parking - Economy Lot	\$ 7.00

Extended Stay Parking - Monthly	Rate
Non-Airline Related	\$ 150.00
Airline Related	\$ 50.00
Oversized Parking	\$ 125.00

Note: Plus Applicable Taxes. Month-to-Month Parking Agreements available upon request.

Ticket Fee Schedule	Rate
Daily Non-Payment Fee + Cost of Parking	\$ 10.00
Non-Payment Fee after 15 days	\$ 25.00

PANGBORN MEMORIAL AIRPORT

Terminal Building Rates: General

Type	Rate	
Car Rental Service Desk	\$ 31.84	per sq. ft. per year (plus 10% of gross receipts)
Café	\$ 350.00	per month
Terminal Office Space	\$ 35.85	per sq ft. per year
Car Wash Facility	\$ 750.00	per month (non-exclusive use)
Commercial Vehicles	\$ 25.00	Application fee plus per passenger charge
Hotel Courtesy Shuttles	\$ 25.00	Application fee only
Commercial Shuttles Passenger Charge	\$ 2.00	per passenger picked up or dropped off
Taxis/Other Passenger Charge	\$ 1.00	per trip picked up or dropped off
Advertising	Varies	please inquire about available advertising space

Note: Plus Applicable Taxes. Commercial Shuttles have capacity of 7 or more passengers. Taxis/Other vehicles have capacity of 6 or less passengers.

PANGBORN MEMORIAL AIRPORT

Terminal Building Rates: Airlines

Signatory Airlines

2022

Terminal Building Use Fee of \$2,250 per month.

2023 & 2024 Proposed Rates

Subject to consultation with airlines.

Exclusive Area	Annual Lease Rate - Per Sq. Ft.	
	2023	2024
Ticketing, Baggage, & Office Areas	\$ 10.00	\$ 12.00
Ground Equipment Storage Area	\$ 5.00	\$ 7.50
Non Exclusive Area		
Passenger Holding Area Pre-Screening	\$ 5.00	\$ 7.50
Passenger Screening Area	\$ 5.00	\$ 7.50
Passenger Holding Area	\$ 5.00	\$ 7.50
Baggage Claim Area	\$ 5.00	\$ 7.50

Note: Plus Applicable Taxes

Non-Signatory Airlines

Per Turn Fee of \$75 and \$26.79 per sq. ft. for exclusive use areas in terminal building.

Incentive Program: New Commercial Air Service to New Destination

Landing fees waived for a period of two years.
Fuel flow fees waived for a period of two years.
For signatory airlines rent for non-exclusive use areas will be waived for a period of two years. For non-signatory airlines the per turn fee will be waived for two years. Excludes ticketing, baggage, office, and ground equipment storage areas.
The Regional Port will consider offering ground handling services for a fee.
The Regional Port will provide marketing funds to support new service in the amount of \$50,000 over a 12-month period.

PANGBORN MEMORIAL AIRPORT

GA Terminal Building Rates

Type	Rate	
GA Terminal Office Space #1	\$ 6.30	per sq. ft. per year
GA Terminal Office Space #2	\$ 7.42	per sq. ft. per year
GA Terminal Hangar Space	\$ 3.82	per sq. ft. per year

Note: Plus Applicable Taxes

Non-Aeronautical Buildings

Address	Square Footage	Annual Rate
3835 8th St SE	3,300	\$8.78 per sq. ft. per year
3351 2nd St SE	2,300	\$10.83 per sq. ft. per year
3355 2nd St SE	3,600	\$11.70 per sq. ft. per year (6/1/21 - 5/31/22)
		\$11.80 per sq. ft. per year (6/1/22 - 5/31/23)
3800 Airport Way #1	3,000	\$10.26 per sq. ft. per year (non-aeronautical rate)
3800 Airport Way #2	3,250	\$2.94 per sq. ft. per year (aeronautical rate)

Note: Plus Applicable Taxes

Land Leases

Type	Annual Rate Per Sq. Ft.
Pangborn Business Park	\$ 0.25
Aviation Ground	\$ 0.32

Note: Plus Applicable Taxes

MANSFIELD AIRPORT

Lease Rates

Type	Rate	
Tie-Down Lease	\$ 10.00	per month
Tie-Down Transient	\$ 2.00	per night
Aviation Ground Lease	\$ 0.07	annual per sq. ft.
Divided Site	\$ 0.09	annual per sq. ft.
Authorization to Do Business	\$ 150.00	annual fee

Note: Plus Applicable Taxes

Hangar Rates

Hangar Site Number	Dimension	Square Feet	Annual Lease Rate
H1	76 x 505	38,361	\$ 2,685.27
H2	100 x 155	15,500	\$ 1,085.00
H3	100 x 155	15,500	\$ 1,085.00
H4	100 x 155	15,500	\$ 1,085.00
H5	130 x 155	20,150	\$ 1,410.50
H6	80 x 150	12,000	\$ 840.00
H7	80 x 150	12,000	\$ 840.00
H8	80 x 170	13,600	\$ 952.00
H9	80 x 170	13,600	\$ 952.00
	50' x 70'	3,500	\$ 315.00
	50' x 76'	3,920	\$ 352.80

Sites H6 & H7 can be divided into 3 50' x 70' hangar sites each

Sites H8 & H9 can be divided into 3 56' x 70' hangar sites each

To divide the sites a taxiway would have to be created to provide access to the runway.

The cost would be divided by 6 and paid by the tenants as the sites were leased.

Note: Plus Applicable Taxes

WATERVILLE AIRPORT

Lease Rates

Type	Rate	
Tie-Down Lease	\$ 25.00	per month
Tie-Down Transient	\$ 2.00	per night
Aviation Ground Lease	\$ 0.10	annual per sq. ft. or FMV
GA Hangar Space	\$ 100.00	per month
Authorization to Do Business	\$ 200.00	annual fee

Note: Plus Applicable Taxes

Hangar Rates

Hangar Site	Dimension	Square Feet	Annual Lease Rate
H1	58 x 72.5	4,205	\$ 482.03
H2	54 x 72.5	3,915	\$ 391.50
H3	54 x 72.5	3,915	\$ 391.50
H4	58 x 72.5	4,205	\$ 482.03
H5	58 x 72.5	4,205	\$ 482.03
H6	55 x 72.5	3,988	\$ 398.75
H7	55 x 72.5	3,988	\$ 398.75
H8	58 x 72.5	4,205	\$ 482.03
H9	58 x 72.5	4,205	\$ 482.03
H10	55 x 72.5	3,988	\$ 398.75
H11	55 x 72.5	3,988	\$ 398.75
H12	58 x 72.5	4,205	\$ 482.03
H13	70 x 75	5,250	\$ 525.00
H14	63 x 75	4,725	\$ 472.50
H15	60 x 75	4,500	\$ 450.00
H16	60 x 75	4,500	\$ 450.00
H17	50 x 75	3,750	\$ 375.00
H18	50 x 75	3,750	\$ 375.00
H19	50 x 75	3,750	\$ 375.00

Note: Plus Applicable Taxes. Published rate is the minimum amount charged per hangar site. For existing leases, rates will be adjusted as allowed by lease terms.

CONFLUENCE TECHNOLOGY CENTER

Video Conferencing Center

Meeting Rooms		
Rates include setup & clean up		
Type	Half Day	Full Day
Single Meeting Room	\$ 306.00	\$ 555.00
Double Meeting Room	\$ 610.00	\$ 1,110.00
Quad Meeting Room	\$ 1,221.00	\$ 2,220.00
Executive Board Room	\$ 284.00	\$ 567.00
Small Conference Room	\$ 162.00	\$ 324.00

Other Spaces	
Exclusive Use	
Type	Rate Per Hour
Indoor Patio	\$ 36.00
Kitchen	\$ 36.00

Staff Fees	
Type	Rate Per Hour
Staff	\$ 31.00
Technician	\$ 70.00

Advanced Services			
Type	Service Fee	Recurring Fee	Video Tech Fee Per Hour
Audio Conference	\$ 36.00	n/a	n/a
Basic Virtual Meeting (no cameras)	\$ 70.00	\$ 36.00	n/a
Static Virtual Meeting (static camera view)	\$ 70.00	\$ 36.00	n/a
Advanced Virtual Meeting (camera operator)	\$ 70.00	\$ 36.00	\$ 70.00
Audio Recording	\$ 70.00	n/a	n/a
Audio/Content Recording	\$ 103.00	n/a	n/a
Audio/Static Video Recording	\$ 206.00	n/a	n/a
Audio/Video Recording	\$ 103.00	n/a	\$ 70.00
Audio Visual Equipment - Included in Facility Contract			

Beverage Services		
Capacity	Half Day	Full Day
Up to 50 guests	\$ 37.00	\$ 74.00
51-100 guests	\$ 74.00	\$ 148.00
101-150 guests	\$ 111.00	\$ 222.00
151-200 guests	\$ 148.00	\$ 296.00

Note: Plus Applicable Taxes

Full Day: M-F, between 8:00AM – 5:00PM and 5 or more hours

Half Day: M-F, 8:00AM – 12:30PM or 12:30PM – 5:00PM

After Hours: Anytime outside of M-F 8:00AM – 5:00PM

Office Leases

Confluence Technology Center - Office Leases		
Base Rate per Sq. Ft.		
Suite	2022	2023
Confluence Technology Center	\$ 24.00	\$ 25.00
Confluence Technology Center - South (IB3)	\$ 24.00	\$ 25.00

CHELAN AIRPORT

Type	Monthly Rate
Open Field Storage	\$ 55.00
Bay Storage	\$ 80.00

Note: Plus Applicable Taxes

Important Note

The Regional Port reserves the right to review and adjust all rates on an annual basis. For leased space that requires Regional Port investments, the Regional Port reserves the right to negotiate lease rates with the tenant.

Memo

To: Board of Directors

From: Stacie de Mestre

Date: November 17, 2021

Re: Authorization to Award – Malaga Site Due Diligence –
Environmental Systems Design (ESD)

On November 10, 2021, one statement of qualifications was received in response to the CDRPA RFQ – Malaga Site Due Diligence dated October 30, 2021. The submitting firm, Environmental Systems Design (ESD), met all the requirements of the RFQ and a price proposal was requested. Please see attached for the proposal.

Staff is seeking Board approval to issue Environmental Systems Design (ESD) a Professional Services Agreement for the Malaga Site Due Diligence in an amount not to exceed \$189,085.00.



CONSULTING



ENGINEERING



TECHNOLOGY



ENERGY + ECO



COMMISSIONING



INTEGRATION

Proposal for:
5309-5351 Malaga Alcoa Highway
Site Due Diligence

Prepared by:
Environmental Systems Design (ESD)
233 South Wacker Drive
Suite 5300
Chicago, Illinois 60606

November 11, 2021





November 11, 2021

Stacie de Mestre
Chelan Douglas Regional Port Authority
One Campbell Parkway, Suite A
East Wenatchee, Washington 98802
(509) 336-5595

RE: 5309-5351 Malaga Alcoa Highway
Site Due Diligence (Malaga, Washington)

Dear Mr. Kuntz:

In accordance with your request for proposal on October 05, 2021, ESD is pleased to submit our proposal for Site Due Diligence services for the new land parcel being evaluated for purchase in Malaga, Washington.

ESD proposes to provide Site Due Diligence services on the following basis:

I. Project Description

We understand that Chelan Douglas Regional Port Authority, hereinafter referred to as **the Client**, is in the process of evaluating and assessing suitability of an approximately 10-acre and 20-acre site in Malaga, Washington for future commercial development.

Environmental Systems Design (ESD) will partner with Navix Engineering (Civil), SF Land (Survey), Terrican (Geotechnical Investigation), Landau Associates (Environmental) and Plateau (Cultural), hereinafter referred to as the **AE Team**, for the Site Due Diligence scope of work.

The team's experience in their respective area of expertise is demonstrated in the following Exhibits:

- Exhibit A – ESD – MEP and PM
- Exhibit B – Navix - Civil
- Exhibit C – S&F Land – Survey
- Exhibit D – Terracon – Geotechnical
- Exhibit E – Landau - Environmental

II. Basic Scope of Services

The Basic Scope of Services will include the following elements.

A. Technical Site Due Diligence (SDD) Investigation

The objective of the Technical Site Due Diligence Investigation is to collect and evaluate site-specific information to support the parcel acquisition decision.

The information collected during the SDD Investigation will be used to conduct a Site Suitability Analysis to validate if the site is suitable for the intended use. The Architect-Engineering Team (AE Team) will identify any 'fatal flaws', 'red flags', or gaps in information that may require additional detailed due diligence information or options for mitigation.

The AE Team will present the preliminary and final results of the due diligence investigation to the customer stakeholders at workshops.

- a. Collection and evaluation of information to support a site suitability analysis including:
 - i. Seller-Provided Information
 - ii. Land Use and Property Information
 1. Permitting Authority Having Jurisdiction
 2. Site Specific Codes
 3. Zoning
 4. Development Limitations
 5. Title Reports
 6. Existing Easements and Restrictions
 7. Existing Site Permits
 8. Required Easements
 9. Right of Way Dedications
 10. Response to Legal Due Diligence Summary provided by the Client
 - iii. Physical Site Conditions
 1. Ambient Temperatures, Humidity, Snow, Elevation, Seismic Hazard
 2. Topographic and Boundary Study
 3. Geotechnical Investigation
 - a. Review of information provided by Seller
 - b. Final Geotechnical Investigation
 - c. Final Geotechnical Report
 4. Site Grading and Drainage Evaluation
 5. Wetlands, Waterways, and Water Bodies
 - a. If required, a wetland delineation site plan can be provided as an Alternate Scope of Service.
 6. Existing Site Structures
 7. Site Access
 8. Adjacent Properties
 9. FAA Limitations

iv. Environmental and Cultural Reviews/Evaluations

1. Wetlands/Regulated Waters Impacts and Mitigation Alternatives
2. Phase 1 Environmental Site Assessment (ESA)
3. Endangered Species and Migratory Birds Review and Evaluation
4. Historic Trees and Native Plants Review and Evaluation
5. Archaeological/Cultural Resources
 - a. Desktop Review
 - b. Pedestrian Survey and Selective Probing
 - c. Contacting Local Agencies
 - d. Timeline Evaluation for AHJ Review and Mitigation Plan
 - e. Cultural Resources Survey Report
6. For all environmental evaluations, desktop reviews will be provided plus one field reconnaissance visit, unless noted otherwise.
7. Refer to Proposal Section II.B. for additional scope clarifications.

- b. Identification of potential risks or impacts to the design scope, cost, and/or schedule and options for mitigation

B. Environmental Evaluation

The AE Team will provide Environmental Evaluations for the site based on the following clarifications:

Wetlands and Regulated Water

- a. Review information provided by the property owner; Client and/or Owner; online agency databases; and GIS maps, aerial photographs, and information gathered during the site reconnaissance visit and drone survey (provided by land surveyor) to identify potential wetland areas or other potential regulated water bodies located on or near the site.
- b. No wetland or water body delineation is included as part of this task. The field reconnaissance related to this task (if required) will be conducted and documented concurrent with the Environmental Site Assessment.
- c. Identify jurisdictions with authority over any potential wetlands/regulated waters identified during the site survey.
- d. Evaluate whether a valid approved Jurisdictional Determination or equivalent currently exists for the site.
- e. If required, evaluate mitigation options.
- f. Identify permitting and mitigation approval timelines.

Environmental Site Assessment

The Phase I Environmental Site Assessment (ESA) will include a review of historical and regulatory information, a site reconnaissance, interviews, and data evaluation and reporting. The assessment will identify the presence of recognized environmental conditions, historical recognized environmental conditions, and controlled recognized environmental conditions, in accordance with the ASTM standard.

The AE Team will also identify, as appropriate, other findings that do not meet the definition for a recognized environmental condition and are outside of the ASTM standard, but that may warrant recognition by the user of the assessment.

The Client/Owner will return to AE Team a completed copy of the “User-Provided Information Request Form” within 1 week of the kick-off meeting.

AE Team assumed that 4 hours of historical environmental document review will be sufficient to come to general conclusions about the recognized environmental conditions that affect the subject property.

Elements not included in ASTM E 1527-13 are not included in the Basic Scope of Services. These elements include, but are not limited to identification, sampling, and analysis of asbestos, radon, lead paint, and/or lead in drinking water; identification of wetlands; regulatory compliance; cultural and historic resources; indoor air quality and vapor intrusion, including the potential presence of mold or other biological contaminants; industrial hygiene; health and safety; ecological resources; and endangered species.

Historic Trees and Native Plants

The deliverable will be limited to a written report; site figures and delineation site plans are not included in the Basic Scope of Services.

C. Geotechnical Investigation

The AE Team will provide a Geotechnical Investigation based on the following:

a. Investigation:

The explorations will include the benefit of a conceptual grading plan and a detailed master plan for the anticipated use of the site. The exploration spacing will be no more than 200 to 300 feet and will include a suite of soil borings and test pits. We anticipate the following number of explorations and depths will provide sufficient coverage for the final phase:

Number of Explorations	Type of Exploration	Planned Exploration Depth (feet) ¹	Planned Location ²
5	Borings	30 or auger refusal	Footprint of Ballards
3 ³	Borings	50	Footprint of Ballards
3	Borings	30 or auger refusal	Stormwater Ponds
2	Borings	20 or auger refusal	Drive Entrance
2 ⁴	Test Pits	Up to 15 feet	Stormwater Ponds
1	Test Pit	10 feet or refusal	Southwest Stormwater Pond
1	Test Pit	10 feet or refusal	Septic Field
1	Test Pit	10 feet or refusal	Drive Entrance
2	Field Resistivity	200 feet A-spacing	Footprint of Ballards
3 Transects	GPR	Up to 20 feet	Access Roads throughout Site

1. Below ground surface. Will be advanced to the proposed depth or refusal, whichever is shallower.
2. The approximate locations of the proposed explorations are shown on the attached Exploration Site Plan.
3. Performed using sonic drilling methods.
4. Two infiltration tests are proposed, one in each pond.

b. Exploration Layout and Elevations:

The AE Team will use handheld GPS equipment to locate explorations with an estimated horizontal accuracy of +/-20 feet. Field measurements from existing site features may be utilized.

- c. Subsurface Exploration Procedures:** We will advance soil borings for the preliminary phase with a truck or track-mounted drill rig using sonic drilling methods. Sonic drilling technology brings up a continuous (disturbed) core. If subsurface conditions reveal suitable conditions for conventional drilling, we may switch to using continuous-flight, hollow-stem auger drilling. Samples for laboratory testing will be collected from the cores at selected intervals.

Typically, at each exploration location for conventional drilling, at least three samples will be obtained in the upper 10 feet (0 ft, 5 ft, and 10 ft) and at intervals of 5 feet thereafter. This sampling schedule may be adjusted depending on the proposed grading of the site. Soil sampling is typically performed using split-barrel sampling procedures. This sampling procedure, a standard 2-inch outer diameter split barrel sampling spoon is driven into the ground by a 140-pound automatic hammer falling a distance of 30 inches. The number of blows required to advance the sampling spoon the last 12 inches of a normal 18-inch penetration is recorded as the Standard Penetration Test (SPT) resistance value. The SPT resistance values, also referred to as N-values, are indicated on the boring logs at the test depths.

The need for rock coring will be based on the results of the geophysical survey

and depth that bedrock is encountered, if at all. For purposes of the preliminary phase, if bedrock is encountered shallower than 30 feet, then the six deeper borings (50 foot or deeper) will be advanced 10 feet into the bedrock. If bedrock is encountered deeper than 30 feet, then all soil borings will be terminated upon contact with bedrock. Upon completion of the detailed master plan, and review of the grading and utility trench depths, the AE Team will evaluate if additional rock coring is necessary as part of the final phase. Water would be used as a drilling fluid for rock coring and the spent water will be discharged on site.

d. **Test Pits Explorations:**

Test pits will be performed as part of the final geotechnical phase to provide a more detailed characterization of near surface soils and assess potential reuse of onsite soils.

e. **Infiltration Testing:**

To assess the feasibility of stormwater infiltration, a small-scale, pilot infiltration testing will be performed in each stormwater pond location. Testing will be performed consistent with the Department of Ecology Stormwater Management Manual (2019). The AE Team will coordinate with the Civil Engineer to estimate the appropriate infiltration depth. Following testing, the pit will be over excavated to observe the soil strata. Samples will be collected at the base of the infiltration test base and in 2-foot intervals thereafter until a maximum depth of 15 feet is reached, or refusal. Backfilling will be performed as described for test pits.

f. **Property Disturbance:**

The AE Team will backfill our explorations according to local jurisdiction requirements after completion. Our services do not include repair of the site beyond backfilling our boreholes. Excess soil cuttings will be dispersed in the general vicinity of the exploration.

Because backfill material often settles below the surface after a period, we recommend explorations are checked periodically and backfilled, if necessary. We can provide this service, or grout the boreholes for additional fees, at your request.

g. **Field Electrical Resistivity Testing:**

The AE Team will characterize electrical resistivity for design of electrical grounding system by performing electrical resistivity testing in the field using the Wenner 4-pin method along two transects (north and south ends) in the footprint of the anticipated buildings on the site.

h. **Ground Penetrating Radar (GRP) Survey:**

A GPR survey will be performed along the existing roadways and drive lanes to assess the potential of boulders entrained within the near-surface soils. The survey is not intended to map the boulder locations but to better assess frequency and likelihood of boulders being encountered during construction.

i. **Underground Utilities:**

The AE Team will contact the public one-call Utility Notification Center prior to performing the field explorations in order to have public, documented, underground service utilities located. It should be noted that in many cases the service utility providers may not locate documented underground utilities on private property, typically up to the service meters.

Private utilities should be marked by the owner/client prior to commencement of field exploration. The AE Team will not be responsible for damage to private utilities not disclosed to us. As part of our standard procedures for conducting site investigations, the AE Team will sub-contract a private utility locator to aid in identifying the presence of private utilities in the general vicinity of the proposed exploration locations. Fees associated with the additional services are included in our current Scope of Services. It is important to note that the detection of underground utilities is dependent upon the composition and construction of the utility line; some utilities are comprised of non- electrically conductive materials and may not be readily detected. The AE Team's use of a private utility locate service would not relieve the owner of their responsibilities in identifying private underground utilities

III. Deliverables

The AE Team will develop the following deliverables related to the Technical Site Due Diligence scopes of work:

- a. Report-Out Presentation and Risk Report
 - i. The AE Team will provide a presentation and risk report to be utilized and reviewed during weekly meetings. The presentation critical scope elements will include, but not be limited to:
 - 1. Site restrictions impacting intended use
 - 2. Required submissions and requests needed to complete Site Due Diligence
 - 3. Activities that can be initiated during or just following the Site Due Diligence project to expedite planning and permitting timelines during the future Design project.
 - ii. The AE Team will maintain an issues log to track information requests and decision where Client direction has been requested.
- b. Due Diligence Report
 - i. The AE Team will issue a Due Diligence report to document summaries and evaluations of information studied for site suitability for the intended purpose.
 - ii. ALTA, Topographical and Boundary Survey
 - iii. Westland and Regulated Water Technical Memo
 - iv. Phase 1 Environmental Site Assessment Report
 - v. Endangered Species and Native Planting Technical Memo
 - vi. Cultural Resources Review Memo

IV. Project Staffing

We have proposed to staff this project with core members of our Mission Critical Group with extensive experience, led by Chad Mendell and Adam Brendamour as the co-Project Managers. The team has been selected based on their experience in providing comprehensive engineering services similar to that being required on this project. We understand the intensity of project collaboration required and are prepared to make the necessary commitments to the overall project team.

The design team will compose of the following design firms:

<u>Project Management</u>	<u>Environmental Systems Design</u>
<u>Civil</u>	<u>Navix Engineering</u>
<u>Site Survey</u>	<u>S&F Land</u>
<u>Geotechnical</u>	<u>Terracon</u>
<u>Environmental</u>	<u>Landau Associates</u>
<u>Cultural Resources</u>	<u>Plateau Archaeological Investigations</u>

V. Meetings and Schedule

We understand the anticipated start will be October 2021.

The Basic Scope of Services will include the following meetings held via Teams:

- Week 1 – Kick-Off Meeting
- Week 2-3-4-5-6 – Weekly Progress Review Meetings
- Week 7 – Preliminary Report Review Meeting
- Week 8 and 9 – Client Feedback Review Meeting
- Week 10 – Final Report Review Meeting
 - including Final Geotechnical Investigation

VI. Client’s Responsibility

The Client shall furnish ESD with site documents previously performed including but not limited to environmental reports, geotechnical reports, survey and related analyses previously prepared deemed necessary for the work if available. The Client shall also arrange for and assist AE Team in gaining access to the project site as necessary.

The Client shall furnish the Title Report for the property.

VII. Compensation

Basic Scope of Services

For the scope of work referred to hereinabove, the AE Team shall be compensated by the Client a not-to-exceed total of **\$175,085.00 (One Hundred Seventy-Five Thousand Eighty-Five Dollars)**.

Basic Scope of Services (Not-To-Exceed)

Consultant	TOTAL
Project Management	\$15,080
Civil	\$8,000
Survey	\$42,715
Geotechnical	\$49,885
Environmental	\$30,105
Cultural Resources	\$29,300
TOTAL	\$175,085

VII. Reimbursable Expenses

The AE Team shall be reimbursed for all incidental expenses incurred in performing the above scope of services. Expenses to be included are printing, express mail service, messenger service, long distance telephone calls, the preparation of CAD disks for parties other than the Client, CAD plotting at standard rates, and travel (including food and lodging) outside each team member's Metropolitan Area. Reimbursable expenses are in addition to the fee indicated in "Engineer's Compensation".

Expenses Include: Private Utility Locator and Record of Survey Filing.

Not To Exceed Total: \$14,000

VIII. Payments

All amounts due ESD, including reimbursements, shall be payable upon presentation of an invoice. Invoices past due shall bear interest at 10% per annum and Engineer may suspend services under this agreement until payment are made.

We at ESD appreciate the opportunity to be of service to you. We look forward to becoming an active member of your team and are prepared to begin assignments immediately upon your authorization to proceed. If this proposal meets with your approval, please indicate your acceptance of its terms by signing the enclosed copy and returning it to us.

Very truly yours,



Paul Schlattman
Practice Leader | Mission Critical Facilities, Consulting



Chad Mendell
Studio Leader | Mission Critical Facilities

CSM/rap
ESD No. P21-ORD-0990-v3

- Enclosure: Exhibit A – ESD – MEP and PM – Company Profile
- Exhibit B – Navix – Civil – Company Profile
- Exhibit C – S&F Land – Survey – Company Profile
- Exhibit D – Terracon – Geotechnical – Company Profile
- Exhibit E – Landau – Environmental – Company Profile
- Exhibit F – Terms and Conditions

ACCEPTED: _____

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

Name: _____

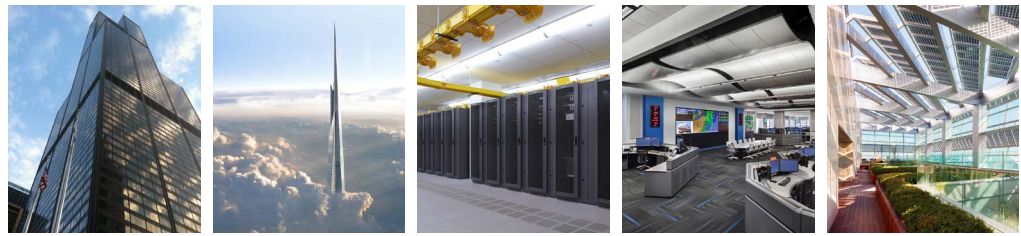
Title: _____

Date: _____

**COMPREHENSIVE
5X SERVICES**

- Engineering
- Automation
- Technology
- Energy+Eco
- Commissioning

We are: Integrated | High Performance | Fit for Purpose | Innovators



		Market Vertical Teams		
		High Performance Buildings	Mission Critical Facilities	Workplace Solutions
Specialized Service Focus	Engineering	✓	✓	✓
	Automation	✓	✓	✓
	Technology	✓	✓	✓
	Energy+Eco	✓	✓	✓
	Commissioning	✓	✓	✓

FIRM PROFILE

A global company, ESD is a leader in Improving Society Through the Built Environment. We create solutions that produce economic, environmental and experiential benefits for our clients, many of whom are the biggest names in the worlds of business, technology — and beyond. We embrace technological change and are in the forefront of developing Intelligent Buildings. We emphasize innovation, adaptability and sustainability when providing mechanical, electrical, plumbing, fire protection, life safety and technology engineering.

FIRM NAME AND ADDRESS

ESD (Environmental Systems Design, Inc.)
 233 South Wacker Drive, Suite 5300
 Chicago, Illinois 60606
 312-372-1200 | www.esdglobal.com

OFFICE LOCATIONS

Chicago (Headquarters) | San Francisco | New York

2020 RANKINGS

Top 20 – MEP Giants
 Consulting-Specifying Engineer (CSE)

Top 20 – Engineering Firms
 Building Design+Construction (BD+C)

#2 Data Center Engineering Firm
 Building Design+Construction (BD+C)

#10 Convention Center Sector Engineering Firm
 Building Design+Construction (BD+C)

#13 Office Sector Engineering Firm
 Building Design+Construction (BD+C)

DIVERSE SUPPLIER

ESD is recognized by the National Minority Supplier Development Council (NMSDC) as a Minority-owned Business Enterprise (MBE).





FIRM PROFILE

WE'VE BUILT OUR COMPANY TO REDEFINE OUR FIELD.

We are not afraid to think big, consider new possibilities and continually strive for new and better ways of getting things done.

WE KNOW WHO TO CALL, WHAT TO ASK AND HOW TO EXECUTE

From planning to project management, civil engineering design to site development, we thrive on complex, innovative and technically-sophisticated projects.

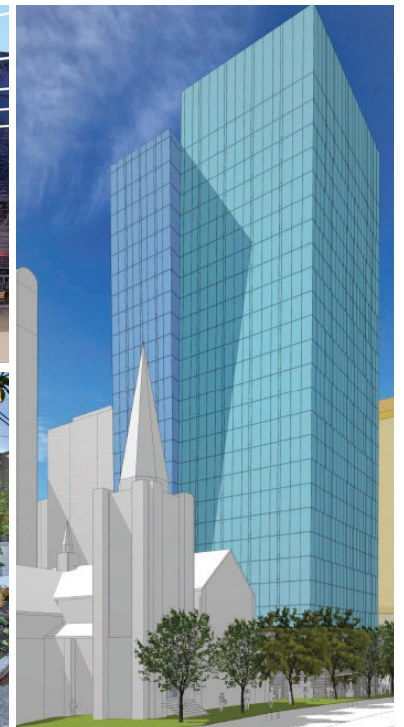
WE MAKE PROJECTS REAL AND WE MAKE THEM WORK.

Our thorough understanding of real estate and land development issues coupled with our engineering expertise helps our clients see the big picture from the beginning.



KEY SERVICES

- Civil Engineering
- Site Design
- Feasibility Analysis
- Land Use Planning
- Project Management
- Permitting
- Stormwater Management Design
- Site Planning
- Shoring Design
- Cost Estimating



11235 s.e. 6th street, suite 150
bellevue, wa 98004
navixeng.com

t 425.453.9501
f 425.453.8208
e info@navixeng.com

S&F Land Services (S&F) is a Land Surveying and Remote Sensing (Imagery and LiDAR) firm performing work throughout the Western United States (and beyond for nation-wide programs). The team is led by State and Federal Licensed Land Surveyors and a Certified Photogrammetrist and Remote Sensing Mapping Scientist. S&F prides themselves on providing excellent customer service to engineers, project owners and representatives, and public infrastructure agencies at City, State and Federal levels. The group has a passion for the noble profession of land surveying and innovative Remote Sensing applications – and it shows in their communication and deliverable. We measure our success through the success of our clients and the relationships & partnerships that are formed.



UAS (drone) LiDAR and Photogrammetry:



S&F's Licensed Land Surveyors, Certified Photogrammetrists, ASPRS Certified Remote Sensing Mapping Scientist work together to derive industry leading approaches to apply cutting edge technology while maintaining control over accuracies. Our team has the Professional and industry experience to produce photogrammetry and LiDAR products – and truly verify the accuracies we report.

- 100+ miles of transportation, utility and power/energy route projects flown and mapped
- Thousands of acres flown and mapped for public and private projects
- S&F industry leaders have lectured at state and nationwide conferences

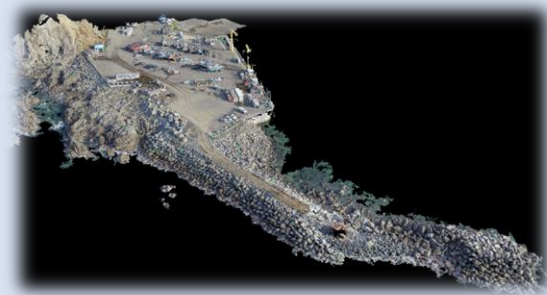
Public Works (Transportation, Utilities, Environmental):

S&F holds dozens of on-call contracts for municipal, state and federal entities - including utility and regional districts. S&F's unique experience in traditional Land Surveying approaches mixed with advanced Remote Sensing applications allows public entities a single source for a variety of survey and mapping support.

- Sanitary, Storm, Water, Gas improvements and intertie projects
- Transportation: Topographic, ROW acquisition, Construction Staking
- Flood plain mapping, tree inventories, treatment plant mapping



Ports – Marine – Hydrographic:



S&F is an on-call land surveyor for multiple Ports, US Army Corps of Engineers and multiple drainage districts. S&F provides single-beam hydrographic surveying. Most of S&F's support in this sector involves leading teams to perform upland/bathymetric mapping, boundary/platting, harbor mapping, construction support and large area mapping utilizing UAV/drone.

- Multiple Jetties along Pacific Coast (USACE)
- Drainage/Irrigation Districts – Title Review and documentation
- Easements/leases through Dept. Natural Resources and State Lands

Power – Energy – Telecommunications:

S&F staff have decades of Power/Energy and Telecommunications support experience. S&F experience and success make them a great choice for projects large and small within this industry.

- Long history of working in the energy industry, including:
 - transmission & distribution, natural gas line, wind farms, solar farms
- Staff with thousands of miles of electrical utility transmission & natural gas line experience
- Nation-wide Telecommunication Survey management
- Experience with fast-paced, schedule-oriented projects
- Rapid response time



PRINCIPAL OFFICES

Terracon operates in all fifty states. Our local, Washington offices are located in Tacoma, Federal Way, Lynnwood, and Mountlake Terrace.

We also provide coverage to the Southern Washington region from our office in the Portland, Oregon area.

100% Employee-Owned & Operated

Terracon Consultants, Inc. (Terracon) is a 100% employee-owned and operated engineering and consulting firm with over 180 staff members based in our Washington and Oregon offices.

What separates Terracon from others is our resources. As an employee-owned firm, we allocate a significant portion of our operational budget on staff development and tools that enhance the client experience, while increasing the efficiency of our services.

Our Geotechnical Capabilities:

Conventional geotechnical engineering typically involves drilling borings, running laboratory tests, and producing a geotechnical engineering report within a reasonable time frame. **For 55 years Terracon** has performed field testing and reporting and provided engineer's site preparation and foundation design opinions.

And that's not it, we do so much more. We can perform a desktop review with existing data prior to setting foot on your site. Specifically, we retrieve local geotechnical data from our vast database of historical information using our proprietary Geographic Information Systems (GIS) platform. We combine that history with the best public domain information available. Then, we develop an opinion of the expected subsurface conditions before we even take our first soil sample.

We're on the cutting edge of cloud-based communication tools that deliver results to clients in real-time. We're also leading the industry in cost-effective siting development systems that quickly and comprehensively evaluate geologic conditions.

Using our opinion of expected conditions, we design an intelligent customized work plan to explore the site. Using our arsenal of conventional drilling/sampling, in-situ testing and nonintrusive, geophysical exploration tools strategically placed across the country, we execute the intelligent work plan using safe, current, and effective tools and procedures.

And what professional, geotechnical engineering firm would not have an excellent laboratory? Terracon has more than 140 of them, with one locally in Lynnwood, WA. We maintain required state and federal program accreditations and validations. We utilize an internal quality program that confirms that we meet our standards for safety and efficiency as well as quality, lowering your costs to get the data needed to optimize design.

Our geotechnical engineers analyze the information, develop site preparation options, foundations, and pavements, and consult with you and your entire design team to create solutions faster than ever. Understanding that collaboration builds consensus and time is money. We achieve collaboration by delivering data to the entire design team as soon as we collect it using the Client Portal. Our Client Portal is Terracon's web-based delivery platform that dynamically displays the project's maps and information as well as our findings and recommendations.

Terracon services are coordinated using local, regional, and national resources so you receive timely and efficient response to your needs. As your project moves to construction, our work is not over. Our materials professionals partner with our geotechnical engineers to further confirm our subsurface understanding, perform testing necessary to document quality, and address encountered variations.

Geotechnical Services:

Design and construction of functional, cost-effective structures require a thorough understanding of local soil, rock and groundwater conditions. Terracon provides a wide range of services to support all phases of a project, from preliminary design, through completion of the construction process.

- Subsurface exploration and geophysical investigations
- Foundation analysis and design
- In-situ testing and performance monitoring
- Earth structures, slopes, and retention systems
- Dynamic analysis and evaluation
- Soil stabilization and ground improvement
- Groundwater control/dewatering
- Pavement design and subgrade evaluation
- Seismic design and assessments
- Shoring and retaining wall design

Why Terracon?:

Terracon is your one-stop shop, able to provide reliable Geotechnical services, as well as Environmental, Materials Testing, and Facilities Support services.

With over 150 offices nationwide, including four in Washington, we are local and available when you need us. This includes our in-house lab capabilities, which allow us to streamline your projects.

Our proprietary CMELMS delivery software gives you real-time reports, our TARGETID technology streamlines project management, and our Terracon Client Portal gives you access all project updates and keeps our communication consistent. Our management approach also makes sure that there is always someone who knows your project details. In the unlikely event that your assigned project manager is unavailable, there will always be an additional contact who is up to date. Any questions, any time!

// LANDAU ASSOCIATES PROFILE

Landau Associates provides environmental site management and engineering, geotechnical engineering, and permitting and compliance services in support of site and infrastructure development projects. Founded in 1982, Landau Associates has earned a strong reputation for responsiveness and quality.



Whether we are assisting clients with cleanup of a contaminated site for future redevelopment, providing geotechnical engineering in support of a mixed-use development or major transportation project, or coordinating environmental permitting and assessment support for a shoreline industrial complex, our work is guided by our commitment to providing every client with responsive, collaborative, and high-quality professional services.

AREAS OF PRACTICE

- Environmental site management and engineering
- Geotechnical engineering
- Environmental permitting and compliance

PROFESSIONAL STAFF

- Environmental, chemical, civil, and geotechnical engineers
- Engineering geologists
- Biologists and ecologists
- Environmental scientists
- Field and laboratory technicians
- Geologists and hydrogeologists
- Planners
- Regulatory analysts
- Risk assessment specialists

CLIENTS

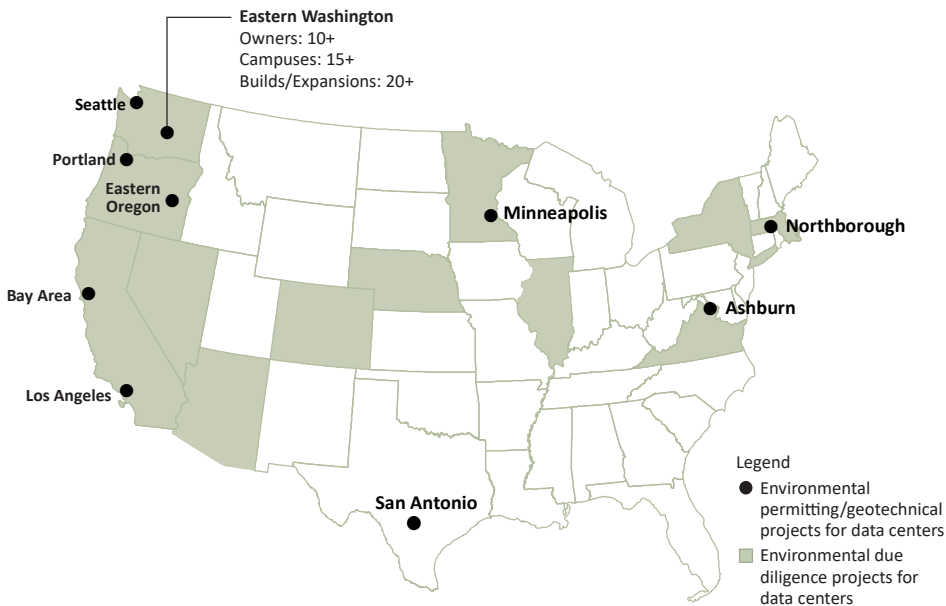
Our esteemed clients and the record of performance we enjoy with them distinguishes us from other firms. Relationships with many of our clients have spanned more than two decades, reflecting the value our clients place on our services.

- Architects and engineers
- Cities
- Counties
- Developers
- Contractors
- Law firms
- Industry
- Ports
- Planners
- School districts and universities
- State government
- Tribes
- Utilities and special districts



// SERVICES FOR DATA CENTERS

Landau Associates provides multidisciplinary technical support and extensive industry-specific expertise in central Washington and throughout the US to assist clients in the development and operation of mission-critical data centers. We deliver a full suite of services that range from due diligence and feasibility studies to water right transfers, air quality, noise control, wastewater permitting, and geotechnical design.



ENVIRONMENTAL PERMITTING AND GEOTECHNICAL ENGINEERING DESIGN Nationwide

Landau Associates has provided a complete range of environmental, permitting, natural resources, geotechnical engineering, and due diligence services (or portions thereof) in support of initial and subsequently phased development of large data centers in central Washington and several other states. The data centers house banks of servers to support online services and are equipped with stable electrical power delivery systems, central cooling systems, and backup diesel power generation capability. Our services in support of development included:

- Environmental assessment and due diligence in support of property acquisition
- Preparation of SEPA documentation
- Assessment of water supply sources and assistance with water right transfers

- Air modeling and permitting (Notice of Construction) to address backup emergency diesel generator and cooling tower emissions and health impact assessments under the new community-wide approach
- Noise surveys, noise modeling, and specification of noise abatement measures
- Preparation of Engineering Design Reports in support of wastewater permitting
- Geotechnical feasibility study, site investigation, and geotechnical consultation during construction.

We also assisted our clients in negotiating project impact mitigation measures and specific permit requirements. We are currently providing similar services in support of other data center developments in the area.



EXPERIENCE

- Air quality permitting
 - Air dispersion modeling
 - Air permit submittal
 - Tiers 2 and 3 Health Impact Analysis
- Noise control design
 - Noise surveys
 - Predictive noise modeling
 - Specification of mufflers, silencers, and noise barriers
- Water supply evaluation, hydrogeologic assessment and water right transfers
- Cooling and treatment system wastewater discharge permitting
 - Wastewater discharge characterization
 - Coordination with local and state agencies
 - Preparation of engineering design report
 - Preparation and submittal of wastewater discharge permit application
- Geotechnical engineering
 - Geotechnical investigation
 - Laboratory tests
 - Earthwork and foundation evaluation
 - Infiltration analyses
 - Geotechnical design, consultation, and construction monitoring
- State Environmental Policy Act (SEPA) environmental documentation
- Expert witness litigation support for contested projects



Exhibit A - Terms and Conditions for ESD Contracts

1. **Time of Performance** Engineer will perform its services with reasonable professional promptness and in accordance with deadlines or schedules mutually established subject to the Standard of Care outlined below. If Engineer is delayed or prevented from performing services for any reason beyond Engineer's control, including but not limited to acts of God, labor trouble, power failure, failure of transportation, and act of governmental authority, Engineer shall be granted an extension equivalent to the period of delay in which to complete Engineer's services. Client agrees to render decisions timely as necessary for Engineer to provide services.
2. **Standard of Care** The standard of care for all services performed by Engineer under this agreement will be the care and skill ordinarily used by members of Engineer's profession practicing under similar circumstances at the same time and the same locality. Engineer makes no warranties, express or implied, in connection with such services.
3. **Compliance with Laws** Engineer shall use reasonable professional effort and judgment to comply with applicable codes, regulations, laws, rules, ordinances, and such other requirements in effect as of the date of execution of this agreement including interpreting and advising Client as to the applicable requirements to comply with the Americans with Disabilities Act (ADA). Engineer shall rely on the local building department for interpretations of ADA. In that ADA is civil rights legislation and not a building code, regulatory or judicial bodies may have different interpretations of ADA requirements. For projects involving data centers, the terms "Tier Level" or "Operational Sustainability Level" are intellectual properties of the Uptime Institute, which is solely authorized to review, assess, or certify compliance with such levels. Projects involving sustainable/renewable certifications utilize certain design, construction and usage criteria. Such certification systems are subject to interpretation, and achieving levels of compliance involves factors beyond the control of the Engineer. It is recognized that achieving designations such as Tier Level or sustainable/renewable certifications are granted by independent parties and Engineer cannot guarantee that desired certifications will be met. Submissions for such designations are not included in basic fees unless expressly stated. Engineer will exercise appropriate professional judgment to facilitate Client's desire to achieve such results but does not guarantee, warrant or represent any particular outcome or level of systems performance or energy savings. The Engineer shall not be responsible for any environmental or energy issues arising out of the use and operation of the completed project.
4. **Pricing Estimates** Neither Engineer nor Client has control over the costs of labor, materials, equipment, contractors' methods of determining bid prices, or competitive bidding, market or negotiation conditions. Accordingly, Engineer cannot and does not warrant or represent that bids will not vary from any established budgetary constraints. Client may perform its own cost analysis or retain its own cost consultant and shall be solely responsible for the accuracy and preparation of cost estimates at each appropriate stage of the project. Engineer will cooperate with any cost consultant so that the project can be constructed within appropriate budgetary constraints. However, if Client fails to authorize an adjustment to the scope based on Engineer's warning that the criteria for the design are not consistent with the budget limitations, then any value engineering or redesign subsequently performed by Engineer to reduce the construction cost shall be considered an Additional Service.
5. **Invoicing and Payment** Invoices shall be submitted monthly for services and reimbursable expenses and are due upon receipt. As required by the Illinois Contractor Prompt Payment Act of 2007 "the Act", if Engineer "has performed in accordance with provisions of (this contract) and the payment application has been approved by (Client), the (Client) shall pay the amount due to the (Engineer) pursuant to the payment application not more than 15 days after the approval. The payment application shall be deemed approved 25 days after the (Client) receives it unless the (Client) provides, before the end of the 25-day period, a written statement of the amount withheld and the reason for withholding payment. If the (Client) finds that a portion of the work not in accordance with the contract, payment may be withheld for the reasonable value of that portion only. Payment shall be made for any portion of the contract for which the work has been performed in accordance with the provisions of the contract." If Engineer is performing services as a subcontractor, Engineer is to be paid within 15 calendar days of the contractor's receipt of payment for subcontractor's services. "If a payment due pursuant to the provisions of the Act is not made in a timely manner, the delinquent party shall be liable for the amount of the payment, plus interest at a rate equal to 10% per annum." If Engineer is "not paid as required by the Act, (Engineer) may, after providing 7 days' written notice...suspend performance...without penalty for breach of contract, until the payment required pursuant to the Act is made." Client shall reimburse Engineer for all costs of collection, including reasonable attorney's fees, on invoices unpaid as described.
6. **Basic Design Services** If design and construction document services are included in the scope of Engineer's work, such services will be as herein described. The Engineer shall ascertain the requirements for the project and shall confirm such requirements to the Client. The Engineer shall review systems with the Client, attend necessary conferences, prepare necessary drawings and other documents, be available for general consultation, and make recommendations regarding basic systems for the project. When necessary, Engineer shall consult with public agencies and other organizations concerning utility services and requirements. At the outset of the project, Client shall furnish the Engineer with information in an agreed upon digital format. The data must follow a standard layering system that must be documented. Engineer also requires hard copies or .pdf files with changes noted for all supplied digital files. Client warrants that it owns the rights for the use and copying of all such documents provided and assigns such rights to the Engineer for use in the design of the project. Typical digital data shall include architectural floor plans, reflected ceiling plans, foundation plans, structural plans, site plan, site survey, etc. and shall also include layers identifying required electrical, telephone, data and other special outlets. Engineer shall prepare Construction Documents from the design documents approved by the Client which shall consist of drawings and other documents to fix and describe the project, including materials, equipment, component systems and types of construction or installation as may be appropriate. The Engineer shall prepare two dimensional drawings and specifications setting forth requirements for the construction of the project. Drawings will reflect the general location of mountings for devices rather than specific elevations or dimensions. If applicable, the Client will provide Engineer with requirements for equipment to be installed. Engineer shall assist the Client in connection with the responsibility for filing the documents required for the approval of governmental authorities having jurisdiction over the Project.
7. **Construction Administration** Engineer shall have no responsibility for construction administration unless explicitly described in the Proposal. If construction observation services are performed, Engineer shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction work, for any defects, deficiencies or other acts or omissions of the contractor, or any other persons performing any of the construction work, or for the failure of any of them to carry out the work in accordance with the plans and specifications, or for any asbestos or hazardous or toxic materials. In particular, Engineer shall have no responsibility for or oversight of erection procedures, temporary bracing or other temporary conditions. The Engineer shall visit the site at intervals appropriate to the stage of construction or as otherwise agreed by the Client and Engineer in writing. Engineer's visits to the construction site shall be for the purpose of becoming generally familiar with the progress and quality of the construction work within Engineer's scope and to determine in general if the work when completed will be in accordance with the plans and specifications. Engineer is not authorized to stop the construction work or take any other action relating to jobsite safety, which are solely the contractors' right and responsibility. Engineer shall review and approve or take other appropriate action upon contractor submittals such as shop drawings only for the limited purpose of checking for conformance with information given and the design concept, but not for determining accuracy or completeness of other details such as dimensions or quantities or for substantiating instructions for installation or performance of equipment or systems. Engineer's review shall not be for the purpose of approving any safety precautions or temporary arrangements, and Engineer may review without approving submittals outside the scope described herein. If Engineer requires a contractor to retain a design professional to submit stamped and sealed calculations, certifications or other instruments of service, Engineer shall be entitled to rely upon the adequacy, accuracy and completeness of such certifications, services or approvals. Upon receipt of a contractor's affidavit that the project is substantially complete, the Engineer shall conduct a review of the installed systems and prepare a final punch list of items to be completed by the contractors.

8. Additional Services Client may request or it may become necessary for Engineer to perform Additional Services in order to further the objectives of the project, and such charges shall be paid by Client above and beyond any charges for Basic Services set forth in the Proposal. Engineer will notify Client in advance of Engineer's intention to perform the particular Additional Service, and Client's failure to instruct Engineer not to perform the Additional Service shall be considered Client's acquiescence to the performance of the Additional Service. Notwithstanding any other description of Basic or Additional Services in the proposal, the following will constitute additional services: 1) any services which Client requests Engineer to perform after final payment has been made to the contractor(s) or more than thirty (30) days after the project has been certified to be substantially complete 2) modifications or changes requested by Client inconsistent with Client's prior approval(s), including the evaluation of substitutions proposed by Client or Contractor after the award of the Contract for Construction. 3) services necessitated because of an error or omission in any drawing or other information supplied by Client 4) Changes to previously prepared instruments of service because of the enactment or revision of codes, laws or regulations or official interpretations or assistance in requests for building code variances 5) services provided as a result of the failure of performance on the part of the Client, Client's consultants or contractors.

9. Claims: Neither the Client nor the Engineer shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of, or connected in any way to the Project or this Agreement. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings or diminution of property value and shall apply to any cause of action including negligence, strict liability, breach of contract and breach of warranty. Client acknowledges that Engineer is a corporation and agrees to make any claim arising out of or relating to the project against Engineer only, and not against any of Engineer's directors, officers, employees or agents. In recognition of the relative risks, rewards and benefits of the project to both Client and Engineer, the parties have agreed to allocate such risks so that Engineer's total liability to Client for any and all injuries, claims, losses, expenses or damages arising out of this agreement, whether founded in negligence, breach of contract, breach of warranty or strict liability, from any cause or causes, shall not exceed \$2,000,000 for projects involving design and shall not exceed the amount of Engineer's fee for due diligence or peer review services. In the event that a component of any claim against Engineer includes increased costs of construction, Engineer shall not be liable for any "betterment" or "enhancement" costs for which Client would ultimately have been responsible. Except as set forth below, any and all claims arising out of the project or relating to this agreement shall be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party. If such matter relates to or is the subject of a lien arising out of Engineer's services, the Engineer may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to the resolution of the matter by mediation or arbitration in accordance with the Construction Industry Fast Track Arbitration Rules of the American Arbitration Association. Engineer's claims for unpaid fees shall proceed immediately to the above-referenced arbitration process.

10. Termination Either party may terminate this agreement upon at least ten days' advance written notice to other, should the other party fail substantially to perform in accordance with the terms of this agreement through no fault of the party initiating the termination. Client may terminate this agreement for convenience upon at least ten days' advance written notice. In the event that Client terminates the agreement without fault of Engineer, Client shall compensate Engineer for all services provided and reimbursable expenses incurred to the date on which Engineer received the notice of termination plus any expenses incurred by Engineer due to premature termination of the project.

11. Insurance Engineer shall keep and maintain its current insurance policies, including professional liability, commercial general liability, automobile liability and workers' compensation insurance, for three years following the completion of the project. Certificates evidencing such coverages are available upon request. If client desires additional insurance, Engineer shall use its best efforts to obtain the additional insurance, but Client shall reimburse Engineer for any additional premium that Engineer incurs. Client will require that the construction contractor(s) and subcontractors (i) name Client and Engineer as additional insureds on their general liability insurance policy on a primary and non-contributory basis and include a waiver of subrogation, and (ii) agree to indemnify Client and

Engineer for claims to the extent caused by their negligent performance of professional services.

12. Ownership of Documents All documents including calculations, computer files, drawings and specifications prepared by Engineer under this Agreement ("Plans") are instruments of professional service, all aspects of which, including the copyright, are owned by Engineer. Upon acceptance of this Agreement, Engineer grants Client a non-exclusive license to use and reproduce the Plans solely for the purpose of constructing this project, but for no other purpose. Such understandings will be included in an electronic transfer agreement with Client. The Client agrees not to use Plans for marketing purposes, for projects other than the project for which the Plans were prepared by Engineer, or for future modifications to this project, without Engineer's express written permission. Any reuse or distribution to third parties without such express written permission or project-specific adaptation by Engineer will be at the Client's sole risk and without liability to Engineer or its employees, subsidiaries, independent professional associates, subconsultants, and subcontractors. In the event that Client breaches this Agreement, Engineer shall have the right upon written notice to Client to revoke this license and to forbid Client (or others claiming rights under the license) from reproducing or continuing to use the Plans. To the fullest extent permitted by law, Client, agrees to hold harmless, indemnify, and defend the Engineer against all damages, fees, suits, demands, liabilities, damages, actions, claims, and losses of any kind (including defense costs), arising out of any use of the plans on any project, for additions to this project, or for completion of this project, without the written authorization of the Engineer.

13. Hidden Conditions Client acknowledges that there may be hidden conditions that are concealed by existing finishes or not susceptible to reasonable visual observation. If such a hidden condition requires a change in the design or construction work, the costs of such a change are solely Client's, and Engineer shall have no responsibility for any resulting design or construction costs or damages. Engineer shall not be required to sign any documents, no matter by whom requested, that would result in Engineer's having to certify, guaranty or warrant the existence of conditions that Engineer cannot ascertain.

14. Invalid Terms In the event any of these Contract Provisions are found to be illegal or otherwise unenforceable, the unenforceable Contract Provision will be stricken. Striking such a Contract Provision shall have no effect on the enforceability of the remaining Contract Provisions and those remaining Contract Provisions shall continue in full force and effect as if the unenforceable Contract Provision were never included in the Agreement.

15. Third Parties Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or Engineer. Engineer's services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against Engineer because of this Agreement or Engineer's performance hereunder.

16. Miscellaneous To the extent within Client's control, Engineer shall have the right to take photographs and make other reasonable promotional use of the project, and Engineer shall be given appropriate credit on all construction signs or other promotional materials concerning the project. Client may accept Engineer's Proposal either by signature, oral assent, authorizing Engineer to commence providing services or making any payments to Engineer in consideration of services, and any of the above modes of acceptance shall be deemed to incorporate these Business Terms into the contract between the parties thereby formed. If this proposal is not accepted as described above, it shall expire after 60 days. This agreement shall be governed by the laws of the State of Illinois.

17. Contract These Contract Provisions and the accompanying Proposal constitute the full and complete Agreement between the parties and may be changed, amended, added to, superseded or waived only if both parties specifically agree in writing to such amendment of such agreement. In the event of any inconsistency between these Contract Provisions and any other proposal, contract, purchase order, requisition, notice to proceed, or like document, these Contract Provisions shall govern.

ESD Terms and Conditions April 2013

Memo

To: Board of Directors

From: Ron Russ

Date: November 17, 2021

Re: Change Order – Cashmere Mill Site Wetlands Improvements

Olin Excavation has completed the installation and improvements of the pond levelers at the Cashmere Mill Site. They did a good job, and their work was in conformance with the plans and specifications.

Unfortunately, during the final walkthrough Adam Neff (RH2 Engineering) and I located an additional beaver dam upstream from what was thought to be the most upstream dam. At this time, the dam is relatively small, but the beavers are likely to continue enlarging it.

Now is the time to address this new dam and install an additional leveler in that location. We have asked Olin to provide a price to install an additional leveler but have not yet received that information. There is a possibility that the cost to install an additional leveler would take the overall project cost over the previously approved budget of \$53,500. Therefore, we wanted to be prepared to discuss and potentially take action to increase the project budget if deemed necessary.

Memo

To: Board of Directors

From:  Jim Kuntz

Date: November 18, 2021

Re: Final Design & Bidding Services – MALSR Project

Included in the 2022 Capital Budget is the construction of a Medium Intensity Approach Lighting System. Seeking Board approval to proceed with the Final Design & Bidding Services for this project.



**Pangborn Memorial Airport A/E Services
Task Order 21-03 – Runway 12 MALSR
Final Design and Bidding Services**

Task Order No.:	<u>21-03</u>	Schedule
Fee Amount (L.S.):	<u>\$119,700.00</u>	NTP: November 24, 2021 Deliverables: See pages 2 and 3

PROJECT UNDERSTANDING

This project includes final design, procurement, and bidding services for a Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR), to be installed on the approach end of Runway 12. The Consultant Team will provide services as described below.

Note: 30% Design was accomplished via Task Order 20-09, Items 1 thru 4.

ITEMS TO BE COMPLETED BY CONSULTANT

T-O Engineers, Inc. proposes to provide the following services:

5. Project Administration and Management

Contract Administration: Prepare a Task Order Scope of Work for review by airport staff. Discuss review comments with staff and revise the scope of work accordingly.

Subconsultant Management: Coordinate with two subconsultants (Mead & Hunt and Erlandsen) regarding contracting procedures. Execute subconsultant agreements. Coordinate with subs to ensure compliance with the project schedule, budget, and deliverables. See Exhibit "A" for Mead & Hunt (M&H) scope of services. Will require two (2) hours per month by the Project Manager for six (6) months.

Client Coordination: Advise and coordinate with airport staff on administrative and management tasks. Assume two (2) hours of coordination per month by the Project Manager for six (6) months.

Project Management and Administration: T-O project management and administration includes monthly cost accounting, budget analysis, invoicing, monitoring of project progress, and design schedule.

6. Data Collection

Topographic Surveying: Erlandsen will collect additional data for the design team and update the 30% AutoCAD base map. A Professional Land Surveyor shall seal the Survey Control Plan and Topographic Map to be included with the Bid Documents. Assume 1 person for 1 day in the field, and 1 person for 2 days in the office.

7. FAA and Procurement Coordination

IFP Coordination: T-O will prepare an Instrument Flight Procedure (IFP) request form to adjust procedure minimums for the addition of the new MALSR. Review with Owner, and upload the procedure request to the FAA website.

Procurement Assistance: The Owner will engage in a separate procurement contract for the lighting equipment, which could have a 6- to 16-month lead time. The Consultant team will review shop drawings and submittals, and will advise the Owner on certain aspects (over which the Consultant can be expected to have realistic control) to assist in monitoring and documenting design compliance, quality assurance, and schedule.

FAA Coordination: Consultant team will coordinate directly with FAA ATO Western Service Center representatives to provide design engineering support and procurement, as outlined in Article 3C of the Sep 2020 Non-Federal Reimbursable Agreement (RA). (Note: Construction-related tasks listed in the RA are not included in this task order.)

8. MALSR 60% Design

60% Design Documents: M&H will address FAA comments from the 30% Design Review, prepare 60% plans, technical specifications, and cost estimates. M&H will prepare plan sheets for the Construction Safety & Phasing Plan (CSPP). T-O will write the CSPP document, prepare Division 1 specifications and frontal documents, and provide independent quality control review.

60% Design Report: T-O will address FAA comments from the 30% Design Review and update the Engineer's Design Report to the 60% level per FAA NW Mountain Region standards. The CSPP will be included within the Design Report. Includes one site visit to evaluate design assumptions and collect photos.

60% Design Review: Review the 60% Plans, Specifications, and Design Report with airport staff and Port staff.

60% Submittal: Address Owner comments from the 60% Review, and submit the 60% Plans, Specifications, and Design Report to the FAA.



Pangborn Memorial Airport A/E Services Task Order 21-03 – Runway 12 MALSR Final Design and Bidding Services

9. MALSR Final Design and "Issued For Bid" Documents

Final Design Documents: M&H will address FAA comments from the 60% review; and finalize the plans, technical specifications, and cost estimate. T-O will finalize the CSPP document, the Division 1 specifications, and the Engineer's Design Report.

FAA Forms: T-O will prepare Drafts of FAA Form 7460-1 "Notice of Proposed Construction or Alteration" and FAA Form 6000-26 "Airport Sponsor Strategic Event Submission Form". Submit for Owner review, Owner signature, and Owner submittal to the FAA.

Final Design Review: Review the final Design Documents with airport staff and Port staff. Meeting format will include a review of the FAA's Pre-Bid Conference Agenda.

QA/QC Review: T-O and M&H senior staff will conduct a concurrent review of the proposed Bid Package, including a comparison to the Procurement Contract and a summary memo addressing FAA review comments to date.

Final Submittal: Address Owner comments from the Final Design Review, and submit the Final Plans, Contract Documents (Specs), and Design Report to the FAA. T-O will prepare a set of Contract Documents for competitive bidding.

10. Bidding Services

Upload the plans and specifications to the Owner's on-line plan room, and administer the bidding and addenda process through the plan room. Conduct a Pre-Bid Conference on site. Respond to contractor/supplier questions during the bid period. Issue addenda and other clarifications as may be required.

Review pdf copies of bids provided by the Owner. Prepare Bid Tabulations documenting the results, and submit to Owner and FAA. Provide a bid price analysis and submit Engineer's Recommendation of Award letter to Owner.

EXCLUDED SERVICES

The CLIENT and CONSULTANT agree that the following items will be provided by the CLIENT and if added to the CONSULTANT's work will be considered as extra services:

1. Any fees, easements, or permitting from City, State, County, or utility companies, etc.
2. Stormwater Site Plan, SWPPP
3. Notice of Award, Construction Contract correspondence, and Construction Admin
4. Construction-related tasks and/or commissioning activities listed in the RA such as demolition, runway and taxiway closures, Operational Risk Management (ORM) and Safety Risk Management (SRM) analyses and paperwork, construction inspections, etc. Contract correspondence, and Construction Admin
5. As-built drawings, project close-out tasks
6. AGIS Surveys

SERVICES PROVIDED BY CLIENT

1. A designated representative and safety officer with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
2. Provide access and escort to the project site during the design and bidding process. Assist with locating any known utilities.
3. Attend meetings and teleconferences as required.
4. Review draft documents from Engineer within a reasonable amount of time and provide review comments in writing. All Owner review comments from various individuals and departments shall be provided in writing and will be returned to the Engineer as a single package representing all Owner's review comments.
5. Protection of CONSULTANT-supplied digital information or data, if any, from contamination, misuse, or changes.
6. Procure FAA-recommended lighting equipment.

DELIVERABLES

1. Final Plans and Contract Documents (Specifications) in electronic .pdf formatted files.
2. Final Engineer's Design Report in electronic .pdf format.
3. Meeting minutes from the Design Review meetings and Pre-Bid Conference.
4. Bid Tabulation and Recommendation of Award letter.



**Pangborn Memorial Airport A/E Services
Task Order 21-03 – Runway 12 MALSR
Final Design and Bidding Services**

FINAL DESIGN AND EQUIPMENT PROCUREMENT SCHEDULE

ACTIVITY	DATE
60% Design Submittal to FAA	Feb 2022
Shop drawings for MALSR Equipment	Feb 2022
Airport Orders Lighting Equipment	Feb 2022
Final Design Submittal to FAA	Mar 2022
Advertise for Bids	Apr 2022
Open Bids	May 2022
Delivery of Lighting Equipment	Jul 2022 - May 2023 ?

Note: Dates are subject to change based on procurement, weather, and FAA staff availability.

ESTIMATED CONSTRUCTION SCHEDULE (N.I.C.)

Note: Dates below assume Delivery of Lighting Equipment in Jun 2022.

ACTIVITY	DATE
Start Construction	Jun 2022
End Construction	Aug 2022
Commissioning	Sep 2022
Flight Check	Oct 2022
Submit Flight Procedure Change to NFDC	Nov 3, 2022
FAA publish Flight Procedure Change	Dec 29, 2022
Submit Airspace Facility Directory (A/FD) Change	Jan 2023

(56 day airspace publication cycle)

Note: Dates are subject to change based on procurement, weather, and FAA staff availability.

Personnel Hour Estimate (T-O Engineers)

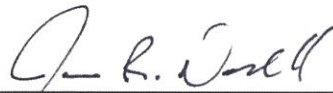
ITEM NO.	DESCRIPTION	Total	Principal	Proj Mgr / Sr. Planner	Project Engineer	Staff Engineer	CAD / Jr. Planner	Admin
	<i>Rate per Hour</i>		\$220	\$195	\$165	\$135	\$105	\$65
5.	Project Admin. & Management	38	4	24			6	4
6.	Data Collection	9		1	4		4	
7.	Procurement & FAA Coordination	46	2	16	8	8	8	4
8.	MALSR 60% Design	50	3	19	8	8	8	4
9.	MALSR Final Design	50	3	19	8	8	8	4
10.	Bidding Services	28	2	6	6		8	6
	<i>Estimated Hours</i>	221	14	85	34	24	42	22
	<i>Estimated Labor Expense:</i>	\$34,345.00	\$3,080.00	\$16,575.00	\$5,610.00	\$3,240.00	\$4,410.00	\$1,430.00
	<i>Reimbursable Expense:</i>	\$1,771.03						
	<i>Subconsultant Expense (Erlandsen):</i>	\$4,000.00						
	<i>Subconsultant Expense (Mead & Hunt):</i>	\$74,000.00						
	<i>Administrative Fee (7%)</i>	\$5,583.97						

Total Fee Amount: \$119,700.00

* The fee for services rendered will be paid on a Lump Sum basis, not to exceed the specified Fee Amount without prior approval.

Client and Consultant have made and executed this Task Order pursuant to the Agreement Dated June 6, 2017.

Jim Kuntz, CEO
Chelan Douglas Regional Port Authority


 James R. Norvell, Regional Manager
 T-O Engineers, Inc.

Date: _____

Date: November 12, 2021

"EXHIBIT A"



**Pangborn Memorial Airport A/E Services
Mead & Hunt
Approach Lighting System Final Design**

Date:	<u>November 10, 2021</u>	Schedule:	
M&H Task Order No.:	<u>21-03</u>	Duration:	4 Months
T-O Task Order No.:	<u>21-03</u>	Due:	February 2022
Fee Amount (T&M):	<u>\$74,000.00</u>		

ITEMS TO BE COMPLETED BY CONSULTANT

T-O Engineers (Prime), has requested Mead & Hunt, Inc. (Consultant) assist in the design of a Medium Intensity Approach Light System with Runway Alignment Indicator Lights (MALSR) at the Pangborn Memorial Airport (EAT). The future MALSR will be installed at the Runway 12 end of the Primary Runway 12-30. This project serves as a continuation of the previous 30% MALSR design project. Consultant will prepare construction level plans, specifications, and cost estimates for the MALSR layout, cabling, foundations, and towers. This project will consist of 60% and Issued for Bid (IFB) Documents.

Assumptions:

- Design is anticipated to take four months
- EAT will purchase full MALSR system prior to construction
- Survey is not included in this scope of services
- Runway Visual Range (RVR) design is not included in this scope of services
- Instrument Landing System (ILS) design is not included in this scope of services
- ASOS relocation is not included in this scope of services

See the attached Exhibit A for the Scope of Services.

DELIVERABLES

- 60% & IFB Plan Set – Electronic PDF
- 60% & IFB Specifications – Electronic PDF
- 60% & IFB Const Estimate – Electronic PDF

Fee Breakdown

See the attached Exhibit B for a detailed fee breakdown.

Kevin Mulcaster, Vice President

James R. Norvell, Corporate Secretary

Date:

Date:

EXHIBIT B - FEE
Pangborn Memorial Airport
Runway 12 MALSR Final Design and Bidding Services
Wenatchee, Washington

November 10, 2021
Mead & Hunt

Hourly Rates by Personnel Category	Project Manager		Senior Engineer		Engineer		Senior CAD Tech		Administrator		Total Mead & Hunt		Mead & Hunt Expenses	Mead & Hunt Total Cost
	Labor	Cost	Labor	Cost	Labor	Cost	Labor	Cost	Labor	Cost	Hours	Labor Cost		
		\$165		\$190		\$145		\$126		\$100				
Project Management	24	\$3,960	2	\$380	0	\$0	0	\$0	1	\$100	27	4,440		\$4,440
Procurement & FAA Coordination	24	\$3,960	16	\$3,040	0	\$0	5	\$630	1	\$100	46	7,730		\$7,730
MALSR 60% Design	24	\$3,960	60	\$11,400	80	\$11,600	40	\$5,040	8	\$800	212	32,800	\$760	\$33,560
MALSR Final Design	16	\$2,640	40	\$7,600	60	\$8,700	20	\$2,520	8	\$800	144	22,260	\$760	\$23,020
Bidding Services	8	\$1,320	12	\$2,280	2	\$290	10	\$1,260	1	\$100	33	5,250		\$5,250
GRAND TOTALS	96	\$15,840	130	\$24,700	142	\$20,590	75	\$9,450	19	\$1,900	462	\$72,480	\$1,520	\$74,000



Acct Name: CHELAN DOUGLAS REGIONAL PORT
 Acct Number: XXXXXXXX013

SUMMARY - USD

For period 10/01/2021 - 10/31/2021

ACTIVITY - Settled/Cleared Cash Activity

Transaction Type	Amount
Purchases	0.00
Purchase Reversals	0.00
Sales	0.00
Sale Reversals	0.00
Withdrawals	0.00
Receipts	0.00
Deliveries	0.00
Principal Reversals	0.00
Interest	4,000.00
Interest Reversals	0.00
Interest Adjustments	0.00
Maturities	0.00
Calls	0.00
Puts	0.00
Paydowns	0.00
Paydown Adjustments	0.00
Payups	0.00
Payup Adjustments	0.00
Cash Dividends	0.00
Balance Changes	0.00
Stock Dividends	0.00
Closeouts	0.00
Closeout Dividends	0.00
Net Activity	4,000.00

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Statement Contents

- *Summary
- *Activity - Settled/Cleared Cash Activity
- *Holdings
- *Cash Flow Projections

HOLDINGS - Custody

Category	Par/Shares	Original Face	Principal Cost	Market Value
Treasury Obligations	500,000.00000	500,000.00000	491,972.66	485,801.00
US Government Agency Securities	3,500,000.00000	3,500,000.00000	3,593,716.50	3,599,823.00
Total Custody Holdings	4,000,000.00000	4,000,000.00000	4,085,689.16	4,085,624.00



Acct Name: CHELAN DOUGLAS REGIONAL PORT
Acct Number: XXXXXXX013

ACTIVITY - USD
Settled/Cleared Cash Activity

Page 2
For period 10/01/2021 - 10/31/2021

Date Ticket	Activity	Description	Rate Maturity	Par/Shares Price/NAV	Security ID	Amount
10/13/2021 392209430	Interest	FEDERAL FARM CREDIT BANK 10/13/22	1.600 10/13/2022		3133ELGN8	4,000.00
Net Activity						4,000.00



Acct Name: CHELAN DOUGLAS REGIONAL PORT	HOLDINGS AS OF 10/31/2021 - USD	Page 3
Acct Number: XXXXXXXX013		

CUSTODY

Maturity	Security ID Ticket	Rate Acq Date	Description	Par/Shares Original Face	Principal Cost	Market Value NAV
Treasury Obligations						
08/31/2025	91282CAJ0 392218130	.250 08/21	U.S. Treasury Notes .250, 08/31/2025	500,000.00 500,000.00	491,972.66	485,801.00
Treasury Obligations Total				500,000.00000	491,972.66	485,801.00
US Government Agency Securities						
01/21/2022	3133ELHR8 392209431	1.600 02/20	FEDERAL FARM CREDIT BANK 01/21/22	500,000.00 500,000.00	501,833.00	501,782.00
10/13/2022	3133ELGN8 392209430	1.600 02/20	FEDERAL FARM CREDIT BANK 10/13/22	500,000.00 500,000.00	502,900.00	506,763.00
12/09/2022	313381BR5 392209429	1.875 02/20	FEDERAL HOME LOAN BANK 12/09/22	500,000.00 500,000.00	506,935.00	509,066.00
06/19/2023	3137EAEN5 392209428	2.750 02/20	FEDERAL HOME LOAN MTG CORP 06/19/23	500,000.00 500,000.00	522,897.50	518,586.00
02/05/2024	3135G0V34 392209427	2.500 02/20	FEDERAL NATL MORTGAGE ASSN 02/05/24	500,000.00 500,000.00	521,402.50	521,587.00
09/13/2024	3130A2UW4 392209426	2.875 02/20	FEDERAL HOME LOAN BANK 09/13/24	500,000.00 500,000.00	532,965.00	529,984.50
01/07/2025	3135G0X24 392209425	1.625 02/20	FEDERAL NATL MORTGAGE ASSN 01/07/25	500,000.00 500,000.00	504,783.50	512,054.50
US Government Agency Securities Total				3,500,000.00000	3,593,716.50	3,599,823.00
Total Custody Holdings				4,000,000.00000	4,085,689.16	4,085,624.00



Acct Name: CHELAN DOUGLAS REGIONAL PORT
 Acct Number: XXXXXXXX013

CASH FLOW PROJECTIONS - USD
 For The Next 12 Months

Last Pay Date	Ticket	Nov 21	Dec 21	Jan 22	Feb 22
Security ID		Mar 22	Apr 22	May 22	Jun 22
Description		Jul 22	Aug 22	Sep 22	Oct 22
01/21/2022	392209431	0.00	0.00	504,000.00	0.00
3133ELHR8		0.00	0.00	0.00	0.00
FEDERAL FARM CREDIT BANK		0.00	0.00	0.00	0.00
10/13/2022	392209430	0.00	0.00	0.00	0.00
3133ELGN8		0.00	4,000.00	0.00	0.00
FEDERAL FARM CREDIT BANK		0.00	0.00	0.00	504,000.00
12/09/2022	392209429	0.00	4,687.50	0.00	0.00
313381BR5		0.00	0.00	0.00	4,687.50
FEDERAL HOME LOAN BANK		0.00	0.00	0.00	0.00
06/19/2023	392209428	0.00	6,875.00	0.00	0.00
3137EAEN5		0.00	0.00	0.00	6,875.00
FEDERAL HOME LOAN MTG CORP		0.00	0.00	0.00	0.00
02/05/2024	392209427	0.00	0.00	0.00	6,250.00
3135G0V34		0.00	0.00	0.00	0.00
FEDERAL NATL MORTGAGE ASSN		0.00	6,250.00	0.00	0.00
09/13/2024	392209426	0.00	0.00	0.00	0.00
3130A2UW4		7,187.50	0.00	0.00	0.00
FEDERAL HOME LOAN BANK		0.00	0.00	7,187.50	0.00
01/07/2025	392209425	0.00	0.00	4,062.50	0.00
3135G0X24		0.00	0.00	0.00	0.00
FEDERAL NATL MORTGAGE ASSN		4,062.50	0.00	0.00	0.00
08/31/2025	392218130	0.00	0.00	0.00	625.00
91282CAJ0		0.00	0.00	0.00	0.00
U.S. Treasury Notes		0.00	625.00	0.00	0.00
		0.00	11,562.50	508,062.50	6,875.00
		7,187.50	4,000.00	0.00	11,562.50
		4,062.50	6,875.00	7,187.50	504,000.00
Total Projected Cash Flow		1,071,375.00			

Projections are made only on holdings paid through U.S. Bank and are not guaranteed.

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

Updated 11/19/2021

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
November 22	Monday	CDRPA Board Meeting; 9:00 AM - Budget Hearings	Board of Directors; staff; Commissioner Baldwin Ex. Ab.	Day Change to Monday
November 25	Thursday	Thanksgiving/Office Closed		
November 26	Friday	Day After Thanksgiving/Office Closed		
November 30	Tuesday	Tri Commission Meeting; 1p-3p Zoom/CTC		
December 2021				
December 1-2	Tues - 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, T Moyers, de Mestre	Hotel and Regs. Booked.
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	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)	Date change to 12/15	
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 31	Friday	New Years Day 2022 Observed/Office Closed		
2022				
January 2022				
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	
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

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

Updated 11/19/2021

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
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 2022				
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 2022				
March 3	Thursday	Wen. Valley Chamber Annual Banquet	Convention Center ?	
March 3-4	Thursday-Friday	ACI-NA/AAAE Washington Legislative Conference; Washington DC		
March 8	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
March 9	Wednesday	NCWEDD Meeting	Commissioner Huffman	
March 10	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
March 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
March 16	Wednesday	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 2022				
April 12	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
April 13	Wednesday	NCWEDD Meeting	Commissioner Huffman	
April 13	Wednesday	Partner Breakfast; Convention Center; 7:30am-9am	Center Confirmed	
April 14	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
April 14	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	

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

Updated 11/19/2021

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

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

Updated 11/19/2021

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

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

Updated 11/19/2021

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

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

Updated 11/19/2021

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