



**Board of Directors  
Chelan Douglas Regional Port Authority  
Meeting Minutes  
January 23, 2024  
9:00 a.m.**

**Present:**

**Directors:**

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

*W. Alan Loeb sack, Director  
Richard DeRock, Director  
Mark Spurgeon, Director (Excused Absence)*

**Staff:**

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

*Brooke Lammert, Economic Dev. Specialist  
Tricia Degnan, CTC Manager (Zoom)  
Colby Goodrich, FBO Manager (Zoom)  
Lorena Amador, Acct. Specialist (Zoom)  
Julie Avis, Acct. Specialist (Zoom)  
Laura Camarillo Reyes, Admin. Asst. (Zoom)*

**Legal Counsel:**

*Quentin Batjer, Davis Arneil Law Firm LLP*

**Guests:**

*Bob Goedde, Chelan City Council  
Mike Mackey, Douglas County Resident  
Kevin Brown, Lake Chelan Jazz and Wine Festival (Zoom)  
Kevin Gluba, RESTORE Coalition (Zoom)  
Rory Steele, RESTORE Coalition (Zoom)  
Kevin Vitulli, Banner Bank (Zoom)  
Eric Peterson, Blewett Brewing (Zoom)  
Emily Thornton, Wenatchee World (Zoom)  
Jason Taylor, KPQ (Zoom)  
Ken Johannessen, Chelan Valley Media Group (Zoom)*

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

**Introductions were made.**

**Conflicts of Interest:** None.

**Public Comment:** None.

**OATH OF OFFICE:**

**Quentin Batjer provided the Oath of Office for Port of Chelan County District #3 Commissioner, Richard DeRock.**

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA:**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of the January 9<sup>th</sup>, 2024 Meeting Minutes and CDRPA Resolution 2024-04 Voiding Check #12412 was presented.

*Motion No.  
Moved by:  
Seconded by:*

**01-17-24 CDRPA**

*JC Baldwin*

*Jim Huffman*

*To approve the Chelan Douglas Regional Port Authority Consent Agenda as presented.*

*Motion Passed 5-0*

*\*Director Spurgeon Excused Absence*

**PRESENTATION:**

- **RESTORE Coalition** – Kevin Gluba and Rory Steele, representatives of the RESTORE Coalition, delivered a presentation addressing the declining state of commercial air service and highlighting the mission and significance of the RESTORE Coalition in rural areas seeking to restore commercial air service.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:**

**Tenant Selection – Former Badger Mountain Production and Restaurant Space**

Kuntz shared that Badger Mountain Brewing is in the process of closing its business. Regional Port staff have been actively working to secure a new tenant for the facility. de Mestre reviewed summaries of the three tenant interviews conducted on January 18<sup>th</sup>, 2024. Staff is recommending Blewett Brewing as the top candidate to enter into a lease agreement with. Discussion ensued, and the following action was taken:

*Motion No.  
Moved by:  
Seconded by:*

**01-18-24 CDRPA**

*Jim Huffman*

*JC Baldwin*

*To accept the Staff/Board Selection Committee’s rankings as follows:*

- *Blewett Brewing*
- *Kulshan Brewing Company*
- *Riverhound Brewing*

*To authorize the CEO to negotiate and enter into a lease agreement with Blewett Brewing.*

*Motion Passed 5-0*

*\*Director Spurgeon Excused Absence*

**Partners in Economic Development – Lake Chelan Jazz and Wine Festival**

Deenik provided a recap of the 2023 funding for the Partners in Economic Development program. Kevin Brown, Executive Director of the Lake Chelan Jazz and Wine Festival, discussed the submitted grant application and provided additional details on how the funding would be utilized if awarded. Discussion took place regarding updates to grant application criteria. Kuntz and staff will bring back to the next Board meeting suggested revisions to the non-profit Economic Development Partner application. Subsequently, the following action was taken:

*Motion No.  
Moved by:  
Seconded by:*

**01-19-24 CDRPA**

*Richard DeRock*

*JC Baldwin*

*To approve the 2024 Partners in Economic Development Grant request from the Lake Chelan Jazz and Wine Festival in the amount of \$10,000.*

*Motion Passed 5-0*

*\*Director Spurgeon Excused Absence*

### **CMI Orchards Lease Agreement – CTC Suite 201**

Lough shared that dual paths are being pursued to support CMI Orchards' business. de Mestre has been collaborating with CMI Orchards on the build-out of the third floor of the Confluence Technology Center, while Monica is assisting in leasing temporary office space on the second floor until their permanent office space is completed. The following action was taken:

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

**01-20-24 CDRPA**  
*Richard DeRock*  
*W. Alan Loeb sack*  
*To authorize the CEO to sign a lease with CMI Orchards for CTC Suite 201.*

*Motion Passed 5-0*  
*\*Director Spurgeon Excused Absence*

**At 10:13 a.m. Commissioner Etherington called for a 10-minute break.**

### **INFORMATIONAL ITEMS:**

**CDRPA Investment Report** – Lough reviewed the quarterly investment report with the Board, emphasizing that the report exclusively covers investments and not the main Regional Port bank accounts.

**Douglas County TIF District – Consultant Selection** – Kuntz shared that Tiberius Solutions, LLC was the firm selected to conduct the TIF District study for Douglas County. Additionally, Kuntz mentioned that a meeting is scheduled between Regional Port staff and the Douglas County Assessor and Treasurer.

**Volaire Contract** – Kuntz reviewed Volaire's existing contract and payment history. Staff is recommending not entering into a renewal agreement but utilizing à la carte services as needed. The Board concurred.

**Choose Chelan Douglas Website/Choose Washington State Website Comparison** – de Mestre compared both websites and presented data to showcase the user and cost benefits of moving forward with using solely the State's website for property listings while retiring the Choose Chelan Douglas website. In addition to the current use of the platform, future features of the Choose Washington State Website include the ability to compile all submissions online and submit a proprietary link to potential clients. This will include options to submit an RFI with a private property listing that is not accessible to the public on the main website. The Board concurred.

### **MISCELLANEOUS STAFF REPORTS:**

#### **Kuntz provided information and updates including:**

- Shared a Wenatchee World article that provided a 65-year retrospective on the occasion when Commissioner W. Alan Loeb sack's grandfather, Henry Loeb sack, assumed the role of the first Board of Commissioners president for the Douglas County Port District.
- Updated that staff is on the verge of finalizing a lease agreement with CMI Orchards for the third floor of the CTC.
- Kuntz shared that the inaugural Chelan County Leadership Advisory Meeting took place on January 19<sup>th</sup> and was successful.
- Noted that he has submitted 2024 CEO Goals for the Board's review.

**Lough provided information and updates including:**

- Shared that the exit conference for POCC and PODC, as part of the entities' audits, is scheduled for this upcoming Friday, January 26<sup>th</sup>.

**Moyers provided information and updates including:**

- Updated the Board on the successful opening of R Shack BBQ's latest restaurant, The Landing, at Pangborn Memorial Airport.
- Reminded the Board that the public comment segment of the Environmental Assessment for the General Aviation Terminal Building is currently underway.
- Compared flight cancellation numbers from January 2023 to January 2024, and noted a significant decrease in cancellations attributed to improved visibility following the installation of the MALSR system.

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

- Shared that she is currently working with Rohrbach to finalize a Capital Projects plan for 2024.
- Updated the Board on the newly confirmed bid schedule for the Trades District, with plans to go out to bid on February 8<sup>th</sup>, 2024.
- Shared that staff is actively collaborating with Airlift Northwest and UW Medicine on their new hangar facility, with plans for the project to be put out to bid soon.

**Russ provided information and updates including:**

- Discussed the impact of the most recent winter storm on several Regional Port facilities.

**Degnan provided information and updates including:**

- Updated the Board on the insurance claim from the water intrusion that occurred last December in the production room at the Confluence Technology Center.

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

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

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

**EXECUTIVE SESSION:**

Executive Session was announced at 12:10 p.m. for a period of fifteen minutes with an action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110(1)(b) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such considerations would cause a likelihood of increased price. Executive Session concluded at 12:25 p.m. There was 5-minutes of technical difficulties before meeting reconvened in Regular Session.

**Meeting reconvened in Regular Session at 12:30 p.m. and the following action was taken:**

*Motion No.  
Moved by:  
Seconded by:*

**01-20-24 CDRPA**  
*JC Baldwin  
W. Alan Loeb sack  
To authorize the CEO to enter into a Purchase and Sale Agreement with  
Cornelius Holdings, LLC for 6 acres of property in Peshastin.*

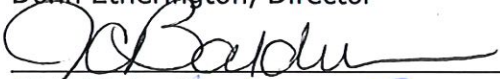
*Motion Passed 5-0  
\*Director Spurgeon Excused Absence*

Meeting adjourned at 12:33 p.m.

Signed and dated this 13<sup>th</sup> day of February 2024.

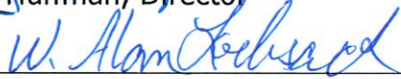
**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

  
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Donn Etherington, Director

  
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JC Baldwin, Director

  
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Richard DeRock, Director

  
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Jim Huffman, Director

  
\_\_\_\_\_  
W. Alan Loebbeck, Director

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

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION NO. 2024-04  
RESOLUTION TO VOID CHECK NO. 12412**

**Whereas** Check No. 12412 in the amount of \$61.80, payable to Colby Goodrich, on Register Page No. 2023-47 was created and signed on November 15, 2023.

**Whereas** check issued is lost, and replacement check No. 12745 will be issued for same amount.

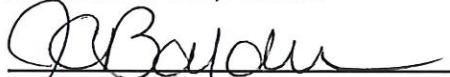
**Now, therefore be it resolved** by the Board of Directors of the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, that Check No. 12412 be declared VOID.

Dated this 23<sup>rd</sup> day of January 2024.


Chelan Douglas Regional Port Authority



Richard DeRock, Director



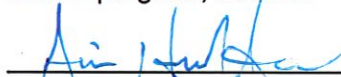
JC Baldwin, Director



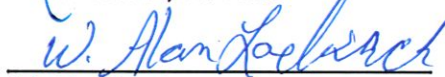
Donn Etherington, Director

Excused Absence

Mark Spurgeon, Director



Jim Huffman, Director



W. Alan Loeb sack, Director