



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
March 14th, 2023
9:00 am**

Present:

Directors:

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

*W. Alan Loeb sack, Director
Mark Spurgeon, Director
Richard DeRock, Director*

Staff:

*Jim Kuntz, Chief Executive Officer
Monica Lough, Director of Finance & Admin.
Ron Criddlebaugh, Director of Econ. Dev.
Trent Moyers, Director of Airports
Stacie de Mestre, Capital Projects Mngr.
Ron Russ, Property & Maintenance Mngr. (Zoom)
Tricia Degnan, CTC Manager (Zoom)*

*Craig Larsen, Business Dev. Manager
Ryan Fancher, Project Manager (Zoom)
Colby Goodrich, FBO Manager (Zoom)
Sarah Deenik, Comm. Specialist
Brooke Lammert, Executive Assistant
Laura Camarillo-Reyes, Admin Asst. (Zoom)
Julie Avis, Acct. Specialist (Zoom)
Lorena Amador, Acct. Specialist (Zoom)*

Legal Counsel:

*Quentin Batjer, Davis Arneil Law Firm, LLP
Pete Fraley, Ogden Murphy Wallace P.L.L.C.*

Guests:

*Matt Cade, Greater Leavenworth Museum
Paul Gray, Chumstick Grange
Caryl Andre, City of Wenatchee
Sydney McElroy, City of Wenatchee
Emily Thornton, Wenatchee World (Zoom)
Jason Taylor, KPQ (Zoom)*

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

Introductions were made.

PUBLIC COMMENTS – Kuntz noted that Commissioner DeRock will step out of the meeting to testify remotely on behalf of the Chelan Douglas Regional Port Authority in support of E2SSB 5001 at 10:30 a.m. The bill would authorize an additional Public Facilities District to be formed to support a Sports Complex.

Conflicts of Interest: None

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA

The Chelan Douglas Regional Port Authority Consent Agenda consisting of February 28th, 2023 Meeting Minutes, CDRPA Resolution #2023-02 Voiding Check 10877, and Check Register Pages #2023-07 through #2023-10, including Electronic Transfers was presented.

Motion No.
Moved by:
Seconded by:

03-01-23 CDRPA
JC Baldwin
Alan Loeb sack
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the February 28th, 2023 Meeting, CDRPA Resolution #2023-02 Voiding Check 10877; and Check Register Pages #2023-07 through #2023-10, including Electronic Transfers.

Motion Passed 6-0

PORT OF CHELAN COUNTY CONSENT AGENDA:

The Port of Chelan County Consent Agenda consisting of Check Register Page #2023-02 was presented.

Motion No.
Moved by:
Seconded by:

03-02-23 POCC
Richard DeRock
JC Baldwin
To approve the Port of Chelan County Consent Agenda consisting of Check Register Page #2023-02.

Motion Passed 3-0

PRESENTATIONS:

Deenik introduced Caryl Andre with the Wenatchee Valley Sports Foundation to present on the 2023 Special Olympics. Kuntz noted that both the Port of Chelan County and the Port of Douglas County have been longtime financial supporters. Andre gave a review of the history of the program and the economic impact to the valley.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

Authorization to Proceed – CTC Videoconference Center Camera System Replacement

Degnan reviewed with the Board the replacement of the Videoconference Center Camera System was included in the 2023 budget. Staff is seeking authorization to move forward with the project. Staff will handle the removal of current equipment and each meeting space will have two new cameras installed. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

03-03-23 CDRPA
W. Alan Loeb sack
JC Baldwin
To authorize the CEO to proceed with the replacement of the CTC Videoconference Center Camera System with Avidex in an amount not to exceed \$74,000.00.

Motion passed 6-0

Authorization to Proceed – RH2 Engineers Task Authorization 28 – Malaga Area Multiple Phase I ESAs

de Mestre reported that with the Board approving a host of Purchase and Sale Agreements on February 28, 2023, the Regional Port needed to conduct environmental site assessments on each property before closing. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

03-04-23 CDRPA
Richard DeRock
Jim Huffman
To authorize the CEO to enter into a contract with RH2 Engineers to proceed with Task Authorization 28 to complete Phase I Environmental Site Assessments for properties in Malaga in an amount not to exceed \$67,843.00.

Motion passed 6-0

2023 Partners in Economic Development – Funding Request – Greater Leavenworth Museum

Kuntz shared with the Board that the remaining budget for 2023 funding requests is \$12,300 – not including this request. Matt Cade, Greater Leavenworth Museum, and Paul Gray, Chumstick Grange, gave a brief overview of what the funding request covers for the expansion of the museum. Discussion ensued and the following action was taken:

Motion No.	03-05-23 CDRPA
Moved by:	JC Baldwin
Seconded by:	W. Alan Loeb sack
	To approve the 2023 Partners in Economic Development Grant request from the Greater Leavenworth Museum in an amount not to exceed \$6,500.00.

Motion passed 6-0

Commissioner DeRock left at 10:20am to remotely testify for E2SSB 5001 Hearing.

INFORMATIONAL ITEMS:

Capital Project Review – de Mestre shared with the Board that staff holds meetings every other Tuesday to review Regional Port capital projects. The 2023 Capital Projects and Contracting Plan was reviewed with the Board.

FAA CIP Letter – Moyers reviewed with the Board the FAA’s Capital Improvement Plan (CIP) letter. The CIP plan did not include 2023 Capital Projects at Pangborn Airport. Staff is requesting the FAA to provide an updated letter.

Economic Development Transition Planning – Kuntz congratulated Ron Criddlebaugh on his new position with Chelan County. Kuntz shared with the Board that staff is meeting weekly to ensure duties and responsibilities are covered during this transition period.

At 10:45 a.m. Commissioner Spurgeon called for a 10-minute break followed by a scheduled tour of the Confluence Technology Center’s Restoration Project.

EXECUTIVE SESSION:

Executive Session was announced at 11:30 a.m. for a period of forty-five minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110 (1)(c) 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 shall be taken in a meeting open to the public). Executive Session was extended for an additional twenty minutes at 12:15 p.m. and an additional five minutes at 12:35 p.m. Executive Session concluded at 12:40 p.m.

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

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Commissioner Spurgeon, Commission Etherington and Kuntz will be traveling to Olympia after the Board meeting for various meetings on capital budget requests and pending bills on the Regional Sports Complex and Unified Tax Levy.

Lough provided information and updates including:

- Lough shared an email with the Board from Banner Bank that ensured all the Port’s investments are secure.

- Shared that the 2022 Budget versus Actual review will be presented at the next Board meeting.

de Mestre provided information and updates including:

- Updated the Board on the "No Further Action" letter needed for the center parcels in Cashmere. She noted that an Environmental Covenant may be needed to complete the process and potentially a ground disturbance agreement.
- de Mestre reviewed the Regional Sports Complex website with the Board.
- Shared with the Board that the first Trades District stakeholders meeting was held in which designs and operation plans were reviewed. A survey was shared with stakeholders to be distributed to their mutual organizations and markets.

Russ provided information and updates including:

- Updated the Board that two acres of the vacant lot across from the CTC are being temporarily leased to Absher Construction for a laydown yard and employee parking.

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

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

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

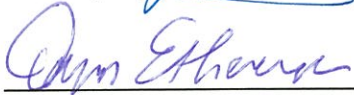
Meeting adjourned at 1:06 p.m.

Signed and dated this 28th day of March 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



Mark Spurgeon, Director



Donn Etherington, Director



Jim Huffman, Director



Richard DeRock, Director



JC Baldwin, Director



W. Alan Loeb sack, Director