

Board of Directors
Chelan Douglas Regional Port Authority
Special Meeting Minutes
July 27th, 2021
1:00 pm

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.
Cami Harris, Executive Assistant
Bealinda Tidd, Accounting Specialist (Zoom)
Esther McKivor (Zoom)
Bobbie Chatriand, Admin. Assistant (Zoom)

Monica Lough, Dir. of Finance & Admin.
Ron Cridlebaugh, Dir. of Economic Dev.
Craig Larsen, Business Dev. Mgr.
Quentin Batjer, Legal Counsel
Randy Asplund, Consultant
Laura Camarillo Reyes, CTC Asst. (Zoom)

Guests

Erik Howe, RH2 (Zoom)
Steve Robinson (Zoom)

Erin McCardle, City of Chelan (Zoom)

The Chelan Douglas Regional Port Authority (CDRPA) Special Meeting was called to order at 1:00 pm. Due to COVID-19 restrictions, the meeting was held at Confluence Technology Center and via Zoom as previously posted in the required Public Meeting Notice.

Introductions were made.

Conflict of Interest: None

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes July 13th, 2021 Commission Meeting; and June 2021 Commission Calendar, was presented and the following action was taken:

Motion No.

Moved by:

Seconded by:

07-09-21 CDRPA

Jim Huffman

JC Baldwin

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of July 13th, 2021 Commission Meeting; and June 2021 Commission Calendar, as presented.

Motion passed 4-0.

Directors Turner & Spurgeon Abstained.

Agenda was reordered for time purposes.

MISC. STAFF REPORTS:

Washington Army National Guard – Kuntz reported discussions continue with the Washington Army National Guard to potentially lease the Executive Flight Building. Kuntz provided details on the time frame for occupation and space needed for their operations. The Army National Guard is interested in locating in Central Washington after they vacate Fairchild Air Force Base in Spokane. Kuntz reviewed draft lease terms and discussions ensued. The Army National Guard will tour the Executive Flight Building for a second time tomorrow. More information will be brought back to the Board at an upcoming meeting.

INFORMATIONAL ITEMS:

Pangborn Memorial Airport Financial Review – Lough provided a review of Pangborn Financials including 2020 Carry Forward Balances; 2021 Operating Budget; 2021 Capital Budget; 2021 Budgeted Income and Expenses; Revenue Trends; and Preliminary Airport Capital Project Schedules through 2026 and beyond. The Board asked a host of questions, and discussions ensued.

CDRPA ACTION ITEMS:

Executive Flight HVAC Phase II Project – de Mestre & Asplund provided an update on the Executive Flight HVAC Phase II Project. The Holaday Parks proposal received on July 7th totaled \$808,606.39. Staff met with Holaday Parks to review the proposal and clarify certain scope items. As a result of the meeting, Staff recommended acceptance of the proposal. Discussions ensued and the following actions were taken:

Motion No.
Moved by:
Seconded by:

07-10-21 CDRPA
Rory Turner
Jim Huffman

To authorize the CEO to award and sign the contract with Holaday Parks for the Executive Flight HVAC Phase II Improvement Project in the amount of \$808,606.39, including Washington State Sales Tax, upon receipt and acceptance of all necessary deliverables required by the contract documents from the contractor.

Motion passed 6-0.

Motion No.
Moved by:
Seconded by:

07-11-21 CDRPA
Mark Spurgeon
JC Baldwin

To establish an overall project budget in an amount not to exceed \$855,000.00, including Washington State Sales Tax.

Motion passed 6-0.

Cashmere Mill Site Wetland Improvements – de Mestre provided an update on the Cashmere Mill District Wetland Improvement Project. RH2 submitted a scope of work for flooding mitigation in Brender Creek, with the project estimated to cost \$33,000. This project was not included in the 2021 Budget; therefore staff requested Board authorization to seek bids. The following action was taken:

Motion No.
Moved by:
Seconded by:

07-12-21 CDRPA
Jim Huffman
Mark Spurgeon

To authorize the CEO to seek bids for Cashmere Mill Site Wetland Improvements.

Motion passed 6-0.

Cashmere Mill Site Wood Waste Removal – de Mestre provided an update on the Cashmere Mill District Wood Waste Removal Project. The CDRPA was awarded a .09 Sales Tax Grant from Chelan County in the amount of \$200,000 for the project. Staff requested GeoEngineers draft a scope of work to perform testing on the site and create a wood waste removal plan that can be used to solicit bids from contractors. This project was not included in the 2021 Budget; therefore staff requested Board authorization to enter into an agreement with GeoEngineers. The following action was taken:

Motion No.
Moved by:
Seconded by:

07-13-21 CDRPA

Rory Turner
JC Baldwin

To authorize the CEO to sign an agreement with GeoEngineers for the Cashmere Mill Site Wood Waste Removal Project in the amount of \$39,500, and to further authorize the CEO to sign the CPIF Grant Agreement with Chelan County in the amount of \$200,000, subject to legal counsel review and approval.

Motion passed 6-0.

Interlocal Agreement with Chelan County PUD – 5th Street Campus Marketing – Kuntz reviewed the proposed Interlocal Agreement with Chelan County PUD for the Regional Port to market the PUD’s 5th Street Campus. Discussions ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

07-14-21 CDRPA

Jim Huffman
JC Baldwin

To authorize the CEO to sign an Interlocal Agreement with Chelan County PUD regarding the 5th Street Campus Marketing Project.

Motion passed 6-0.

Director Loeb sack called for a 10-minute break at 3:45 pm; meeting reconvened at 3:55 pm.

INFORMATIONAL ITEMS, cont.

AAAE Conference Recap/Report – Directors Turner & Spurgeon attended the AAAE Conference last week in Las Vegas. Both provided their feedback, perspectives, and insights on the event.

MISC. STAFF REPORTS, cont.

Kuntz provided information and updates including:

- SBDC Advisor John Morosco is retiring at the end of August; Staff will meet with SBDC on Thursday regarding his replacement.
- Reported on an airline with potential interest in service at Pangborn.
- Update on Trades District; will provide further information on this project at the next Board Meeting.
- American Rescue Grant update: several local governmental agencies may want the Regional Port to manage a Small Business Grant Program.
- Submitted a lease renewal proposal to Sinclair.
- Several presentations will be provided at the next Board Meeting including Chelan Douglas Transportation Council; and the new airport tenant, Pangborn Café.

Lough provided information and updates including:

- State audits will take place during August for all four entities.

Moyers provided information and updates including:

- Provided an overview of the Pangborn year-to-date 2021 Activity Reports including passenger enplanements; load factor; and parking revenue.

de Mestre provided information and updates including:

- Environmental test results for the Johnson Hangar at Waterville Airport will be back next week.

Larsen provided information and updates including:

- Prospective pickle ball tenant for Lineage still interested in buildings E & F; Staff continues to work with them on initial due diligence.
- Downtown Possibilities Tour is tomorrow.
- Reported on a tech lead for the Pybus Incubator space.

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.

Signed and dated this 10th day of August, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Donn Etherington, Director



Rory Turner, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director