



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
August 8th, 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
Trent Moyers, Director of Airports
Stacie de Mestre, Dir. of Econ Dev.
Ron Russ, Maint. & Prop. Mngr.*

*Tricia Degnan, CTC Manager
Colby Goodrich, FBO Mngr. (Zoom)
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

Guests:

*Mike Mackey
Mark Botello, City of Entiat
Renee Swearingen, Entiat Chamber
Kirk Duncan, SBDC*

*Dave Mitchell, Ardurra
Emily Thornton, Wenatchee World
Jason Taylor, KPQ (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 COMMENTS: An opportunity for public comment was provided. No public comments were received.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of the July 11th, 2023 Meeting Minutes, CDRPA Resolution 2023-06 Voiding Check No. 11592, May 2023 Commission Calendar, June 2023 Commission Calendar, Approval of the Calendar of Events, and Check Register Pages 2023-29 through 2023-34, including Electronic Transfers was presented.

Motion No.
Moved by:
Seconded by:

08-01-23 CDRPA
JC Baldwin
W. Alan Loeb sack

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the July 11th, 2023 Meeting, CDRPA Resolution 2023-06 Voiding Check No. 11592, May 2023 Commission Calendar, June 2023 Commission Calendar, Approval of the Calendar of Events, and Check Register Pages 2023-29 through 2023-34, including Electronic Transfers.

Motion Passed 6-0

PORT OF DOUGLAS COUNTY CONSENT AGENDA:

The Port of Douglas County Consent Agenda consisting of Check Register Page 2023-01 was presented.

Motion No.
Moved by:
Seconded by:

08-02-23 PODC
Jim Huffman
Mark Spurgeon

To approve the Port of Douglas County Consent Agenda consisting of Check Register Page 2023-01.

Motion Passed 3-0

PRESENTATIONS:

Small Business Development Center – Quarterly Report

Kirk Duncan from the Small Business Development Center (SBDC) provided an update on activity during the 2nd quarter of 2023. Commissioners asked various questions.

WPPA Commissioners Seminar Recap

Commissioners Spurgeon, Baldwin and DeRock provided reports on the recently attended WPPA Commissioners Seminar. They all felt it was a very beneficial conference.

POCC ACTION ITEMS:

POCC Resolution No. 2023-02 – Operating Line of Credit

Item will be presented at the August 22, 2023 meeting as the resolution is not in final form.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

Operating Line of Credit Concurrence

Item will be presented at the August 22, 2023 meeting as the resolution is not in final form.

Pangborn Airport – Taxiway A Realignment Revised Budget Request

De Mestre reviewed the various change orders on the Taxiway Realignment Project. The original budget was reviewed, as well as the updated budget and reduced contribution required by the CDRPA. Discussion ensued and the following action was taken:

Motion No.	08-07-23 CDRPA
Moved by:	W. Alan Loeb sack
Seconded by:	Richard DeRock
	To approve an additional 5% contingency to the overall project budget, with a not to exceed project cost of \$21,294,180.

Motion passed 6-0

INFORMATIONAL ITEMS:

FAA 5-Year Capital Improvement Plan – Moyers reviewed the proposed Pangborn Airport capital improvement plan by year. The plan was submitted to the FAA by the August 1, 2023 deadline. Projects were discussed by Commissioners.

At 11:15 a.m. Commissioner Spurgeon called for a 10-minute break.

CDRPA Investment Report – Lough reviewed investment activity for 2nd quarter and YTD 2023.

Sports Complex Public Outreach – Update

De Mestre reported that BerryDunn has been in the Wenatchee Valley attending events for outreach and is receiving a significant amount of feedback. A preliminary report has been completed and is included in the board packet.

RiverCom – Update

De Mestre followed up on the Pacific Engineering study which determined the CTC does not meet Risk Category IV requirements. It was noted that the building has no known structural deficiencies, and is likely classified as a Risk Category III building. RiverCom is following up with other leads, although still has interest in Port assistance with building a new emergency response building.

Child Care Partnership – Grant Application

Kuntz provided an overview of the Child Care Grant Program and pointed out that while staff is busy, it is considered an important project to undertake. De Mestre gave more detail of the funds available as well as partners in the community that could play a role in a steering committee for the project. The Board supported submitting a grant application.

2023 CDRPA Board Retreat

Kuntz proposed a date for the retreat, and also reviewed the agenda for past years. After Board discussion, it was determined the retreat would be scheduled for Tuesday, November 7th, 2023 to cover financial updates and planning, and an additional retreat will be scheduled in the spring to focus on Port direction.

Cascade Public Infrastructure Fund – Update

De Mestre provided information on the grant application and presentation to Chelan County, and announced the Port has been notified by the County the full \$244,600 grant request has been awarded to the project.

Central Washington Regional Tech and Innovation Hub – Letter of Commitment

De Mestre reported on a meeting recently attended at Central WA University regarding the potential formation of a Regional Technology and Innovation Hub in Central Washington. After discussion, it was determined the Port would provide a letter of support for the program being led by the University.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Shared the Unified Tax Levy is still in review by the Department of Revenue, with a letter of comment expected by the end of the week.
- Discussed the Port is working with the Chelan County PUD on potentially waiving the option to purchase agreement for the property the YMCA is in negotiations on, or possibly the entire 5th Street campus.
- Reported the Governor will be in the Valley September 14th and would like to tour Diamond Foundry.

Lough provided information and updates including:

- Provided a recap of Revenue Diversion Calculations for Pangborn Airport as included in the board packet.

de Mestre provided information and updates including:

- Provided an update the Taxiway B project commenced last week.

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.

EXECUTIVE SESSION:

Executive Session was announced at 12:52 p.m. for a period of ten 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 public property shall be taken in a meeting open to the public). Executive Session concluded at 1:02 p.m.

Meeting reconvened in Regular Session and was immediately adjourned at 1:06 p.m. with no action taken.

Signed and dated this 22nd day of August 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



Mark Spurgeon, Director



Donn Etherington, Director



Jim Huffman, Director



Richard DeRock, Director



JC Baldwin, Director



W. Alan Loesack, Director