



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
August 09, 2022
9:00 am**

Present:

Directors:

*JC Baldwin, Director
Jim Huffman, Director
Mark Spurgeon, Director*

*Donn Etherington, Director
W. Alan Loeb sack, Director
Richard DeRock, Director*

Staff:

*Jim Kuntz, Chief Executive Officer
Monica Lough, Director of Finance & Admin.
Trent Moyers, Director of Airports
Ron Criddlebaugh, Director of Econ. Dev.
Ron Russ, Property & Maintenance Mngr.
Colby Goodrich, FBO Manager*

*Tricia Degnan, CTC Manager (Zoom)
Sarah Deenik, Comm. Coordinator
Bobbie Chatriand, Admin Assistant
Craig Larsen, Bus. Dev. Mngr.
Laura Camarillo-Reyes, Admin Asst. (Zoom)*

Elected Official:

Mayor Jerrilea Crawford, City of East Wenatchee (Zoom)

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm, LLP

Guests:

*Don Flick, Cascade Soaring Society
Kyle Lamb, KPQ (Zoom)
Emily Thornton, Wenatchee World
Erik Howe, RH2 Engineering (Zoom)
Kevin Vitulli, Banner Bank (Zoom)*

*Chris Mansfield, T-O Engineers (Zoom)
Caleb Lindquist, T-O Engineers (Zoom)
Stephanie Krabbe, T-O Engineers (Zoom)
Steven Wilkinson, Wenatchee Chamber (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

CDRPA CONSENT AGENDA

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from July 12th, 2022 Meeting; June 2022 Commission Calendar; Check Register Pages #2022-28 through #2022-31, including Electronic Transfers; and CDRPA Resolution 2022-09 Voiding Check #10116 was presented.

Motion No.
Moved by:
Seconded by:

08-01-22 CDRPA
Mark Spurgeon
Jim Huffman

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the July 12th, 2022 Meeting; June 2022 Commission Calendar; Check Register Pages #2022-28 through #2022-31, including Electronic Transfers; and CDRPA Resolution 2022-09 Voiding Check #10116.

Motion passed 6-0

POCC CONSENT AGENDA

The Port of Chelan County Consent Agenda consisting of the July 2022 Check Register Page was presented.

Motion No.
Moved by:
Seconded by:

08-02-22 POCC
Richard DeRock
Donn Etherington

To approve the Port of Chelan County Consent Agenda consisting of an Electronic Transfer dated July 21st, 2022.

Motion passed 3-0

PUBLIC COMMENT:

The Public was offered an opportunity to speak. Mayor Crawford from the City of East Wenatchee mentioned the collaboration with the airport for Pangborn's Festival of Flight held August 6, 2022. She felt that it was a success and would like to partner again in the future.

PRESENTATIONS:

Kirk Duncan, an advisor for the region's Small Business Development Center provided an activity report for the first two Quarters of 2022. Duncan's report provided insight on the number of new businesses started, jobs created, jobs retained and unemployment rates in the Wenatchee area.

POCC ACTION ITEM:

Amendment #1 to the Interlocal Agreement between the Port of Chelan County & the Port of Douglas County was presented.

Motion No.
Moved by:
Seconded by:

08-03-22 POCC
Donn Etherington
Richard DeRock

To approve the First Amendment to the Interlocal Cooperation Agreement between the Port of Chelan County and the Port of Douglas County.

Motion passed 3-0

PODC ACTION ITEMS:

Amendment #1 to the Interlocal Agreement between the Port of Chelan County & the Port of Douglas County was presented.

Motion No.
Moved by:
Seconded by:

08-04-22 PODC
Mark Spurgeon
W. Alan Loeb sack

To approve the First Amendment to the Interlocal Cooperation Agreement between the Port of Chelan County and the Port of Douglas County.

Motion passed 3-0

CDRPA ACTION ITEMS:

Ownership Allocation Memo – Santa Cruz Property.

On November 12, 2019 the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of that policy states that if there is an acquisition of real property after January 1, 2020, the Board of Directors is required to adopt an Ownership Allocation Memo as a means to allocate respective ownership interest. The Board seeks to purchase approximately 14.12 acres of real property from Santa Cruz Farms, LLC adjacent to Pangborn Airport identified as Parcel Number 22211530012. The following action was taken:

Motion No.	08-05-22 CDRPA
Moved by:	Mark Spurgeon
Seconded by:	W. Alan Loeb sack
	To approve the Ownership Allocation Memo Concerning the Santa Cruz Property near Pangborn Memorial Airport.

Motion passed 6-0

Authorization to Proceed – Acquisition of Santa Cruz Farms Property/Pangborn Airport.

Kuntz presented the Santa Cruz Farm Transaction Details, including total acreage, sales price of \$1,200,000, earnest money down and the lease back of the cherry orchard at \$5,533 per year. Discussion ensued and the following action was taken:

Motion No.	08-06-22 CDRPA
Moved by:	W. Alan Loeb sack
Seconded by:	Richard DeRock
	To authorize the CEO to proceed in acquiring the Santa Cruz Farms Property located adjacent to Pangborn Memorial Airport.

Motion passed 6-0

Authorization to Award Construction Contract for Taxiway Alpha Project to Selland Construction Subject to FAA Grant Awards.

de Mestre discussed previously passed motions regarding the Pangborn Taxiway Alpha Project. Due to recent developments with the availability of FAA Grant Funds, staff is now seeking board approval to sign the contract with Selland Construction, Inc. upon receipt of and acceptance of all necessary deliverables required by the contract documents and further conditioned on the Regional Ports prior acceptance of FAA grant offers totaling not less than \$6,000,000. Discussion ensued and the following action was taken:

Motion No.	08-07-22 CDRPA
Moved by:	Mark Spurgeon
Seconded by:	W. Alan Loeb sack
	To authorize the CEO to award and sign the contract with Selland Construction, Inc., in the amount of \$16,444,627.44 including Washington State Sales Tax, upon receipt of and acceptance of all necessary deliverables required by the contact documents and further conditioned on the Regional Ports prior acceptance of FAA grant offers totaling not less than \$6,000,000.

Motion passed 5-1
Director Etherington Nay.

CDRPA INFORMATIONAL ITEMS:

- **Declaring Two (2) Mobile Homes & One (1) Motorhome Surplus – Malaga Property** – The Port Authority has acquired 2 Mobile Homes and associated out buildings with the purchase of the Curtis property. The Port has no use for these and wishes to declare all items surplus. The mobile homes, outbuildings and other miscellaneous property left behind will be demolished. Staff will attempt to sell the motorhome.
- **Pangborn Airport – Capital Improvement Plan** – Moyers presented a list of Federal and State funding sources for use on airport improvement projects. Also discussed was the Pangborn Memorial Airport Capital Improvement Program from FY 2022 through FY 2028.

Director Baldwin called for a 10-minute break at 11:45 a.m., meeting reconvened at 11:55 a.m.

- **Virtower Monthly Update** -Moyers provided a report on July Takeoffs & Landings at Pangborn, Lake Chelan and Mansfield Airports.
- **Alternative Landing Area – Cost Estimate – Pangborn Airport** – Kuntz presented information on a cost estimate for the Alternate Landing Area from T-O Engineers. Further discussion will take place at the board retreat.
- **Douglas County Sewer District #1 Industrial Wastewater Contracted User Contract** – Kuntz discussed the details of the DCSD User Contract; some items discussed were the one-year trial period, billing and the DCSD deferring the connection fee until after the trial period.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Kuntz mentioned that Port staff is actively interviewing for the Executive Assistant position.
- Kuntz proposed that the Port Retreat be held on November 3rd, 2022 at the Pybus Event Center.
- Kuntz mentioned that the Port of Quincy was recently fined related to a Public Record Request.

Moyers provided information and updates including:

- Moyers presented photographs of the ongoing Apron Project. Photographs shown were of recently stamped concrete and wiring for heated concrete walkways.

de Mestre provided information and updates including:

- de Mestre provided a 5th Street PUD Project update. The developers that were chosen will refine their plans, schedules and financing and reconvene in October.
- de Mestre is continuing to work on the MALSR project. Procuring items in a timely manner continues to be an issue.
- de Mestre also noted that they are still searching for additional recipients who will benefit from the EPA Brownfields Grant.

Russ provided information and updates including:

- Russ provided an update on the GA Terminal water leak that led to mold growth in two offices. The mold has since been removed; the offices will remain vacant.
- Russ informed staff of tree removal and landscaping currently taking place along Technology Way.

SECRET

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2. The information contained herein is intended for the use of authorized personnel only. It is not to be disseminated to the public or other personnel without the express written consent of the appropriate authority.

3. The information contained herein is the property of the organization and is to be kept confidential. It is to be destroyed when it is no longer needed for the purposes stated above.

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- Granite Petroleum is currently working on the fueling system on the Executive side of the airport and should be completed by the end of the week.

Cridlebaugh provided information and updates including:

- Cridlebaugh provided information on the next CERB Board Meeting, it will be held on September 15th in Camas, WA.

Goodrich provided information and updated including:

- Goodrich informed staff that he will be attending the upcoming Wenatchee Valley Community Leadership class.

PUBLIC COMMENT: None

REVIEW CALENDAR OF EVENTS: Director Spurgeon requested that the WPPA Annual Meeting held in December be added to the calendar.

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

EXECUTIVE SESSION:

Executive session was announced at 12:30 p.m. for a period of twenty minutes and extended at 12:50 for an additional ten minutes. The purpose consisted of RCW 42.30.100(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. Executive session concluded at 1:00 p.m. Meeting reconvened in Regular Session with no action taken.

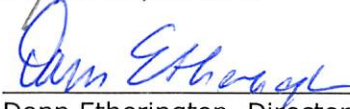
Meeting was adjourned at 1:00 p.m.

Signed and dated this 23rd day of August 2022.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



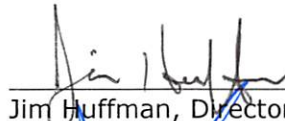
JC Baldwin, Director



Donn Etherington, Director



Richard DeRock, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loebsock, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2022-09
RESOLUTION TO VOID CHECK NO. 10116**

Whereas Check No. 10116 in the amount of \$70,910.39 payable to T-O Engineers, on Register Page No. 2022-28 was created and signed on July 15th, 2022.

Whereas check issued is originally voided, due to amount being corrected and check No. 10179 was issued on July 29th, 2022, in the amount of \$40,910.39.

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. 10116 be declared VOID.

Dated this 9th day of August 2022.

Chelan Douglas Regional Port Authority




JC Baldwin, Director



Donn Etherington, Director



Richard DeRock, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
OWNERSHIP ALLOCATION MEMO
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020
DOUGLAS COUNTY, WA PARCEL #22211530012 (Santa Cruz)**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of that policy states that if there is an acquisition of real property after January 1, 2020, the Board of Directors is required to adopt an Ownership Allocation Memo as a means to allocate respective ownership interests in the property in the event of a dissolution.

The Board of Directors seeks to purchase approximately 14.12 acres of real property from Santa Cruz Farms LLC adjacent to the Airport, identified as Douglas County, WA Assessor's Tax Parcel Number 22211530012. Funds currently held by the Chelan Douglas Regional Port Authority will be used for the entirety of the purchase which is estimated at \$1,200,000. Neither the Port of Chelan nor the Port of Douglas will be issuing separate debt or entering into a joint financing plan for the capital purchase.

Because the source of funds for the purchase will not be directly from either port district, the real estate will be owned by the Chelan Douglas Regional Port Authority.

In the event of dissolution of the Chelan Douglas Regional Port Authority, the parcel will be allocated to the two Port Districts based on the percentage of 2022 budgeted tax receipts, which calculates to 25% ownership by the Port of Douglas and 75% ownership by the Port of Chelan.


However, in the event the Chelan Douglas Regional Port Authority is able to secure a Federal Aviation Administration grant to reimburse the Regional Port for 90% of the acquisition cost, then ownership percentages shall be 50% by the Port of Douglas and 50% by the Port of Chelan.

Signed and dated this 9th day of August, 2022.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Donn Etherington, Director



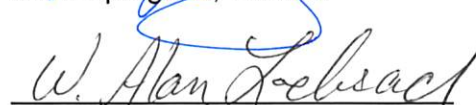
Richard DeRock, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director