



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
Zoom Meeting
August 11th, 2020
9:00 am**

Present:

Directors

JC Baldwin, Director (via Zoom)
*Rory Turner, Director
Donn Etherington, Excused Absence

Jim Huffman, Director (via Zoom)
W. Alan Loeb sack, Director (via Zoom)
Mark Spurgeon, Director (via Zoom)

Staff

*Jim Kuntz, Chief Executive Officer
*Monica Lough, Director of Finance & Admin.
Ron Criddlebaugh, Dir. of Economic Dev.
Stacie de Mestre, Public Works & Capital Projects Mgr.
Tricia Degnan, CTC Manager
*Pete Fraley, Legal Counsel
*Bobbie Chatriand, Administrative Asst.
Bealinda Tidd, Accounting Specialist
Randy Asplund, Port Engineer

*Trent Moyers, Director of Airports
Ron Russ, Property Mgr.
Craig Larsen, Business Dev. Mgr.
Sarah Deenik, Communications Coordinator
*Quentin Batjer, Legal Counsel
Cami Harris, Executive Assistant
Laura Camarillo Reyes, CTC Assistant
Esther McKivor, Accounting Specialist

*Commissioner Turner, Jim Kuntz, Monica Lough, Trent Moyers, Quentin Batjer, Pete Fraley, and Bobbie Chatriand in person; others via Zoom.

Guests (all via Zoom):

Reilly Kneedler, Wenatchee World
Peter Jamtgaard, City of Chelan
David Lodge, Chelan County PUD

Ray Dobbs, City of Chelan
Dan Frazier, Chelan County PUD
Frank Kuntz, City of Wenatchee

The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:00 am. Due to the COVID-19 virus outbreak, the meeting was held at Confluence Technology Center via Zoom as previously posted in the required Public Meeting Notice.

Director Turner inquired how his fellow Directors are doing during COVID-19, and each Director gave a short report. Roll call was taken.

Conflict of Interest – None.

CONSENT AGENDAS:

CDRPA CONSENT AGENDA:

The CDRPA Consent Agenda consisting of minutes of the CDRPA meeting of July 28th, 2020; and Check Register Pages #2020-24-#2020-32, including Electronic Funds Transfers, was presented and the following action was taken:

Motion No.	08-01-20 CDRPA
Moved by:	W. Alan Loeb sack
Seconded by:	Mark Spurgeon
	To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of Minutes of July 28 th , 2020 Meeting; and Check Register Pages #2020-24-#2020-32, including Electronic Funds Transfers, as presented.

Motion passed 5-0
Commissioner Etherington Excused Absence.

POCC CONSENT AGENDA:

The POCC Consent Agenda consisting of Electronic Funds Transfer to North Cascades Bank was presented and the following action was taken:

Motion No.	08-02-20 POCC
Moved by:	Rory Turner
Seconded by:	JC Baldwin
	To approve the POCC Consent Agenda including Electronic Funds Transfer to North Cascades Bank, as presented.

Motion passed 2-0
Commissioner Etherington Excused Absence.

PODC CONSENT AGENDA:

The PODC Consent Agenda consisting of Check Register Pages #2020-12-#2020-13, including Electronic Funds Transfers, was presented and the following action was taken:

Motion No.	08-03-20 PODC
Moved by:	Mark Spurgeon
Seconded by:	Jim Huffman
	To approve the PODC Consent Agenda consisting of Check Register Pages #2020-12-#2020-13, including Electronic Funds Transfers, as presented.

Motion passed 3-0

ACTION ITEMS:

PORT OF CHELAN COUNTY ACTION ITEM:

Chelan County PUD Service Center Building Design – Dan Frazier and David Lodge of the Chelan County PUD presented the final design documents for the new PUD Service Center in Olds Station. Kuntz reported the Port of Chelan County Commissioners previously reviewed the Chelan County PUD’s Service Center initial site plans and architectural renderings on February 19th, 2019. The plans have not materially changed since that date, and staff recommends the Port of Chelan County Commissioners concur and authorize the Executive Director to sign and complete all documents anticipated by the 2019 Agreement. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

08-04-20 POCC

JC Baldwin
Rory Turner

The Commission finds the PUD's final plans to be materially consistent with the initial plans attached to the 2019 Agreement Relating to Port of Chelan County Covenants, and authorizes the Executive Director to sign and complete all documents anticipated by said 2019 Agreement.

*Motion passed 2-0.
Commissioner Etherington Excused Absence.*

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEM:

City of Wenatchee Funding Request – Kuntz provided information on the City of Wenatchee's request for a \$175,000 contribution to help finish the environmental work associated with Confluence Parkway Transportation Project. Mayor Frank Kuntz provided additional information on the project noting there remains \$700,000 in environmental work to complete. Once complete, the environmental work will remain valid for a 10-year period. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

08-05-2020 CDRPA

JC Baldwin
Mark Spurgeon

To approve a financial contribution to the City of Wenatchee in the amount of \$175,000 to complete the Environmental Review for the Confluence Parkway Transportation Improvement Project, subject to the City having first secured full funding to complete the Environmental Review.

*Motion passed 5-0
Commissioner Etherington Excused Absence.*

CDRPA INFORMATIONAL ITEMS:

Airport Approach Lighting System – Kuntz provided an update on the MALSR (Medium Approach Lighting System with Runway) at Pangborn Airport. He also reviewed a list of projects associated with improving the approaches to the airport including completing the Environmental Assessment to secure environmental clearance to proceed with land acquisition and MALSR installation; REILs (Runway End Identifier Lights) decommissioning; terrain survey; develop a new instrument approach; Runway Visual Range equipment feasibility study; and potential ASOS relocation. Kuntz will provide more information at the August 25th Board Meeting.

Community Center at Lake Chelan – Kuntz provided information on a proposed Community Center at Lake Chelan. The proposed facility would include a multi-purpose gym/auditorium, indoor children's play area, meeting and event rooms, full commercial kitchen and coffee shop, workspace center, leasable office space, and pool and sport courts. Supporters of the Community Center have raised 57% of the goal of \$8.5 million for the project. The remaining funds are expected to come from grants and private donors. Discussion ensued on the possibility of the Regional Port being involved with potential business incubator space at the Center.

COVID-19 Commercial Service Airport Requirements – Kuntz and Moyers provided an update on the expected Washington State Governor's requirements for Commercial Air Service Airports concerning COVID-19 screening. Staff is working closely with WPPA in determining what the requirements would be for airports in the state. More information will be provided when available.

Budget vs. Actual – The 2020 Budget vs. Actual to date and the proposed 2020 Supplemental Budget #1 were included in the packet for informational purposes. Lough reminded the Board the 2020 Supplemental Budget #1 Workshop will be Wednesday, August 12th, at 2:00 pm via Zoom.

COVID-19 UPDATES:

Economic Development Initiatives Related to COVID-19 – Updates and Information Including:

- Lough provided an update on grants processed to date including all programs administered by the Regional Port.
- Cridlebaugh provided an update on a possible new grant program from the Department of Commerce for both Douglas and Chelan Counties totaling \$900,000 for the two counties combined. Final details for the program will be available soon.

FAA CARES Act Grant:

- Lough provided an update on the FAA CARES Act Grant reimbursements.

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Proposed the first September Board Meeting (Tuesday, September 8th) be moved to Wednesday, September 9th. The Board approved the date change and due to conflicts, the meeting time will be changed to 1:00 pm.
- Salcido Enterprises update on extension of PUD Contribution in Aid of Construction payment. Kuntz will arrange a meeting with Salcido Enterprises, Port Staff and two members of the Regional Port Board for further discussions.
- Actapio Space Market Rent Study – Retained David Chudzik from Kidder Matthews to perform the market lease rate study.
- Update on Badger Mountain Brewing meeting.
- Update on a public records request received concerning Commissioner compensation.
- S.P.O.R.T. Wenatchee, LLC signed the Memorandum of Understanding.

Lough provided information and updates including:

- State Auditors will begin remote audit of Pangborn, Port of Chelan County, and Port of Douglas County on August 24th.

Cridlebaugh provided information and updates including:

- Updates on two companies interested in moving to the area.

Larsen provided information and updates including:

- IB#9 Lease – finalizing details for a two-year lease in the former Agrofresh space.

Moyers provided information and updates including:

- Waterville runway paving project update (funded by WSDOT Grant).
- Resolution to surplus an aircraft will be presented at the August 25th Board Meeting.
- Republic Parking has gone to an “app” only payment system. Discussion on removal of payment kiosks ensued.

Russ provided information and updates including:

- HVAC issues – proposed a potential review of all Regional Port owned property HVAC systems in light of recent systems issues.
- Irrigation leak at IB#4. Working with contractor to repair.

Degnan provided information and updates including:

- New tenant at the CTC signed a two-year lease for 5 office spaces. Move in date is September 1st.
- Crack seal and re-stripe project at the CTC is complete.

Public Comment – An opportunity for public comment was provided:

- Ray Dobbs from the City of Chelan provided comments:
 - City parks continue to be overcrowded. The City is limiting access until further notice.
 - Update on potential road-end access points to Lake Chelan.
 - Real estate market in Chelan is very robust.

REVIEW CALENDAR OF EVENTS – Reminder September 8th Board Meeting moved to September 9th, at 1:00 pm, per discussion earlier this meeting.

REGIONAL PORT PROPERTY UPDATE – Kuntz provided information on a potential lumberyard and landscape and design center near Pangborn Airport. Property and zoning issues were discussed. More information will be provided at an upcoming Board Meeting.

ITEMS FROM BOARD OF DIRECTORS: Directors provided updates on various meeting attendance and committee work.

EXECUTIVE SESSION: Executive Session was called at 12:15 pm for 15-minutes to discuss with legal counsel litigation, potential litigation and/or legal risks RCW 42.30.110(1)(i).

Meeting was reconvened at 12:30 pm in Regular Session with no action taken. Commissioner Turner recessed the meeting until 1:00pm. Meeting was reconvened at 1:00 pm for Board attendance at the Tri Commission Meeting via Zoom.

Signed and dated this 25th day of August, 2020.

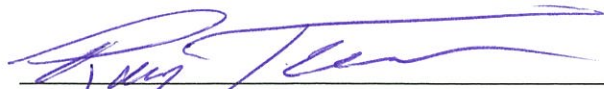
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